# DAYTONA BEACH COMMUNITY COLLEGE
*A Public Community College Serving Volusia and Flagler Counties*

www.dbcc.edu

**2004-2005**

# General Catalog

This document is prepared and presented as an informational guide only. Course offerings, fee schedules and other representations provided are not controlling and are subject to change, amendment or deletion by the College as deemed appropriate. The information is taken from Board of Trustees rules and administrative procedures. These sources may be consulted for additional information.

**AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION**

## Advanced Technology Center
1770 Technology Boulevard
Daytona Beach, Florida 32124
(386) 506-4100

## Daytona Beach Campus
1200 West International Speedway Boulevard
Daytona Beach, Florida 32114
(386) 255-8131

## DeLand Campus
1155 County Road 4139
DeLand, Florida 32724
(386) 785-2000

## Deltona Center
2351 Providence Boulevard
Deltona, FL 32725
(386) 789-7241

## Flagler/Palm Coast Campus
3000 Palm Coast Parkway Southeast
Palm Coast, Florida 32137
(386) 246-4800

## New Smyrna Beach/Edgewater Campus
940 Tenth Street
New Smyrna Beach, Florida 32168
(386) 427-3472

Daytona Beach Community College pledges nondiscrimination, equal access, equal educational opportunity and equal employment opportunity to all persons regardless of race, ethnicity, religion, national origin, age, gender, disability, marital status, veteran status, ancestry or political affiliation. Our pledge covers recruitment, admission, registration, financial help, counseling, advising, course offerings, extracurricular programs, facilities, health services, athletics, employment and its privileges and benefits. To obtain more information about the College's equal access and equal opportunity policies, procedures and practices, call the director of Institutional Equity at (386) 506-3076.

Accredited by: Daytona Beach Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097: Telephone number 404-679-4501) to award two-year associate of arts, associate of applied science and associate of science degrees.

Membership and Approval: The College is a member of the American Association of Community Colleges and the Florida Association of Community Colleges, and is an approved institution of higher education for veterans and war orphans.

Please be advised that your photo may be taken and used in materials (including DBCC's Web site) promoting the College. If you do not want your photograph used, please contact the Marketing Department at (386) 506-3153.

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# President's Message

The success of our students is one of the primary benchmarks by which the staff and faculty of Daytona Beach Community College measure their success.

Although your community college has grown considerably since first opening its doors in 1957, we have not lost sight of the importance of providing quality programs and instruction which benefit our students and the economic development of our region. It's the only reason DBCC exists at all.

Our mission is to provide quality education that meets the community needs, while striving to ensure that you, our student, reach your educational goals. This requires that we continuously evolve to leverage the opportunities born out of new technologies and meet the demands of changing community dynamics. In choosing DBCC, take heart in knowing you've made the right decision. Because nobody does it better than us.

As one of the nation's leading community colleges, we measure our success in outcomes - in how the lives of each of the students who walk through our doors is enhanced, and in how the economic development of our region benefits when we do our part to prepare a better workforce.

I want to encourage you to make the most of your DBCC experience, whether you're here to prepare for a technical career, enhance your present job skills, or to earn the first two years of your bachelor's degree. Get involved. Take part. Explore.

The staff and faculty at DBCC are committed to the communities we serve, to you, our students, and to enhancing the lives of everyone who calls our area home.

Sincerely,

D. Kent Sharples
President

# Daytona Beach Community College
# 2004-2005 Academic Calendars

## *Fall Semester - 2004*

| | College Classes | Adult Education Classes | ATC Classes |
|---|---|---|---|
| Advanced Registration for Currently Enrolled and Returning Students | Apr. 5-9 | N/A | Mar. 1 |
| Registration (open) | Apr. 12 | N/A | Apr. 12 |
| First Faculty Duty Day/Planning | Aug. 17-20 | Aug. 17 | Aug. 17-20 |
| Last day to submit proof of Florida residency | Aug. 20 | N/A | Aug. 20 |
| Fall Classes Begin | Aug. 23 | Aug. 18 | Aug. 23 |
| State Employee Registration | Aug. 23-27 | N/A | Aug. 23-27 |
| Last Day to Adjust Schedules/ Last Day to Audit a Course/ Refund Period Ends (Day Classes) | Aug. 27 | N/A | Aug. 27 |
| CLAST Essay Exam Registration | Sept. 3 | N/A | N/A |
| Labor Day Holiday | Sept. 6 | Sept. 6 | Sept. 6 |
| Last Day to Apply and Pay Fees for Graduation | Oct. 1 | N/A | N/A |
| Professional Development Day | Oct. 15 | Oct. 15 | Oct. 15 |
| Last Day to Change "I" Grade awarded in preceding Spring, Summer A, Summer B | Oct. 15 | N/A | Oct. 15 |
| Last Day to Withdraw from a class with Faculty Permission | Oct. 22 | N/A | Oct. 22 |
| Thanksgiving Holidays (Begins 5 p.m. Wed. 11/24) | Nov. 25-28 | Nov. 25-28 | Nov. 25-28 |
| Fall Classes End | Dec. 10 | Dec. 16 | Dec. 10 |
| Exam Days (Faculty Duty Days) | Dec. 13-16 | N/A | Dec. 13-16 |
| Last Faculty Duty Day | Dec. 16 | Dec. 16 | Dec. 16 |
| Grades Due within 48 hours after final exam | | | |
| Holidays | Dec. 17-Jan. 2 | Dec. 17-Jan. 2 | Dec. 17-Jan. 2 |
| Diplomas Issued to Graduates   (9:00 AM) | Jan. 4, 2005 | N/A | NA |

## Spring Semester - 2005

| | College Classes | Adult Education Classes | ATC Classes |
|---|---|---|---|
| Advanced Registration for Currently Enrolled and Returning Students | Nov. 1 | N/A | Nov. 1 |
| Registration (open) | Nov. 8-Jan. 7 | N/A | Nov. 8-Jan. 7 |
| College Open | Jan. 3 | Jan. 3 | Jan. 3 |
| First Faculty Duty Day | Jan. 5 | Jan. 5 | Jan. 5 |
| Faculty Planning Days for Spring Term | Jan. 5-7 | Jan. 5 | Jan. 5-7 |
| Last day to submit proof of FL residency | Jan. 7 | N/A | Jan. 7 |
| State Employee Registration | Jan. 10-14 | N/A | Jan. 10-14 |
| Spring Classes Begin | Jan. 10 | Jan. 6 | Jan. 10 |
| Last Day to Adjust Schedules/ Last Day to Audit a Course / Refund Period Ends (Day Classes) | Jan. 14 | N/A | Jan. 14 |
| Martin Luther King Holiday | Jan. 17 | Jan. 17 | Jan. 17 |
| CLAST Essay Exam Registration | Jan. 21 | N/A | N/A |
| Last Day to Apply and Pay Fees for Graduation | Mar. 7 | N/A | N/A |
| Last Day to Change "I" Grade awarded in Fall Semester | Mar. 7 | N/A | Mar. 7 |
| Last Day to Withdraw from a class with faculty permission | Mar. 11 | N/A | Mar. 11 |
| Spring Break | Mar. 14-19 | Mar. 28-Apr.1 | Mar. 14-19 |
| Awards Convocation | Apr. 13 | N/A | Apr. 13 |
| Spring Classes End | May 2 | May 6 | May 2 |
| Exam Days (Faculty Duty Days) | May 3-6 | N/A | May 3-6 |
| Last Faculty Duty Day | May 6 | May 6 | N/A |
| Grades Due within 48 hours after final exam | | | |
| Commencement | May 9 | May 10 | N/A |
| Diplomas Issued to Graduates (1:00 pm) | May 23 | N/A | N/A |

## Summer Semester - 2005

| | 6 Week (A) | 10 Week | 12 Week | 8 Week | 6 Week (B) | Adult Classes | ATC* |
|---|---|---|---|---|---|---|---|
| Advanced Registration | March 14 | March 14 | March 14 | March 14 | March 14 | | |
| Open Registration | Mar 21-May 10 | Mar 21-May 10 | Mar 21-May 10 | Mar 21-June 12 | Mar 21-June 26 | | |
| CLAST Essay Exam Registration | May 6 | May 6 | May 6 | May 6 | May 6 | | |
| First Faculty Duty Day | May 11 | May 11 | May 11 | June 13 | June 27 | May 9 | May 11 |
| Classes Begin | May 11 | May 11 | May 11 | June 13 | June 27 | May 9 | May 11 |
| Last Day to Adjust Schedules/ Last Day to Audit/Refund Period Ends | May 13 | May 13 | May 13 | June 16 | June 29 | | |
| State Employee Registration | May 11-13 | May 11-13 | May 11-13 | June 14-16 | June 29 | | |
| Last Day to Withdraw | June 3 | June 22 | June 30 | July 15 | July 18 | | |
| Last Day to Apply and Pay Fees for August Graduation | June 10 | June 10 | June 10 | July 15 | July 15 | | |
| Classes End | June 22 | July 21 | August 8 | August 8 | August 8 | August 9 | June 22 |
| Final Exams | June 23 | July 25 | August 9 | August 9 | August 9 | August 9 | June 23 |
| Last Faculty Duty Day | June 23 | July 25 | August 9 | August 9 | August 9 | August 9 | June 23 |
| Memorial Day | May 30 | May 30 | May 30 | N/A | N/A | May 30 | May 30 |
| Independence Day | N/A | July 4 | July 4 | July 4 | July 4 | July 4 | N/A |

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# Facts About
# Daytona Beach Community College
## Institutional Mission, Goals and Values Statements
***Approved by the District Board of Trustees March 21, 2002.***

### MISSION

Daytona Beach Community College provides quality, affordable job training, personal enrichment, and academic programs to educate and empower individuals and promote economic development in Volusia and Flagler counties. As a comprehensive public two-year college committed to open access, student learning and success, Daytona Beach Community College provides personalized attention to students, embraces diversity and uses innovation to enhance teaching and learning.

### GOALS

To achieve its mission, the College will pursue these goals:

- Serve as an entry point for baccalaureate degrees and advanced levels of employment by offering a variety of two-year associate of arts and associate of science degree programs;

- Provide preparation and training for immediate employment by offering associate of applied science, vocational-technical certificate and continuing education programs responsive to identified needs of the business community;

- Offer a broad range of adult education courses and programs leading to improved literacy levels, proficiency in English, and a high school diploma/GED as well as preparatory instruction to develop college-level success skills;

- Develop in all students the skills of critical thinking, scientific inquiry, aesthetic appreciation, computation, communication and computer literacy necessary to become effective, responsible and contributing participants in a democratic society;

- Provide a broad range of administrative, academic and support services that create an environment conducive to teaching, learning and student success;

- Offer enrichment and lifelong learning opportunities for students and the community through cultural, social, civic, wellness and athletic activities;

- Establish partnerships with schools, higher education institutions, business and the public sector designed to promote community and economic development.

### VALUES

The college community believes in:
- The dignity of each individual
- Openness and fairness to all
- Student success
- Academic excellence, academic freedom and intellectual pursuit
- Diversity of people
- Civic responsibility and economic vitality
- Cultural and community development
- Assessment, accountability and continuous improvement
- Lifelong learning

### HISTORY OF THE COLLEGE

Daytona Beach Community College was authorized by the 1957 Florida Legislature and became the state's first comprehensive community college. The College was divided into three divisions: college credit, adult education and the Mary Karl Vocational School. Although one president administered the divisions, they essentially functioned as separate entities under the Volusia County School System.

Volusia County Community College, also a separate entity under the school system, merged with Daytona Beach Junior College in 1965. The 1968 Legislature combined the divisions into a single administrative unit under a District Board of Trustees independent of the county school system. In 1971, the official name of the College was changed from Daytona Beach Junior College to Daytona Beach Community College.

Today, DBCC has evolved from a small campus into an academically superior multi-campus institution providing educational and cultural programs for the citizens of Volusia and Flagler counties. DBCC has fostered a tradition of excellence in academics and service to a growing community. The College now serves more than 30,000 students annually.

A leader in the area's workforce and economic development initiatives, DBCC is continually developing new technological means to deliver educational services to the community. Leading the list is the new Advanced Technology Center (ATC). The Center is an innovative educational partnership among DBCC, Flagler County Schools, Volusia County Schools and the business communities of Volusia and Flagler counties. The ATC offers opportunities for high school students and adult community college students to pursue technology-based fields.

DBCC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate of arts, associate of applied science and associate of science degrees and is approved by the state of Florida. Numerous professional and academic organizations confer special accreditation to various College programs. DBCC also is a member of the American Association of Community Colleges and an approved institution for higher education for veterans and war orphans.

## WCEU TELEVISION
## PUBLIC BROADCASTING SERVICE

WCEU-TV is a non-commercial, educational television station and PBS affiliate that reaches more than one million people throughout Volusia, Flagler, Orange and Seminole counties. As a direct support organization of Daytona Beach Community College, its new state-of the-art digital television facility and production staff is the heart of a two-year degree program in Digital Television and Media Production. The program is the only one of its kind in Florida where students get real-world production training in a demanding, professional setting from the day they attend their first session.

In addition to quality programming from PBS and other regional program providers, WCEU offers a variety of locally produced programs intended to inform, educate and entertain viewers and put Central Floridians in the spotlight. Each semester, WCEU also broadcasts more than 20 television courses offered for DBCC college credit. WCEU is one of only 10 public television stations licensed to a community college in the country.

On June 11, 2003, WCEU complied with the FCC (Federal Communications Commission) mandate to begin broadcasting digitally. In October 2003, WCEU completed its digital construction and installation and subsequently began delivering four separate streams of programming to viewers with digital television sets throughout a Central Florida nine-county span. Coverage now expands to Brevard, Osceola, Lake, Sumter and Indian River Counties. The current four streams of programming are: 1) a replication of WCEU's current analog channel; 2) an all-DBCC Channel; 3) the Florida Knowledge Network, which comprises programming for the K-12 audience and 4) The Florida Channel, which provides coverage of the Florida Legislature.

A committee of 35 college employees, representative of all disciplines and aspects of the college is currently working to analyze the best uses for the DBCC channel. As a result of the initial research, the group has determined that there is a wealth of opportunities for using the channel to benefit the college. Exploration into college marketing, curriculum development and/or expansion of our presence with business and community partners in the new coverage area is currently underway. With 80% of households expected to convert to digital technology by 2006, the group will be experimenting and exploring all of the options in preparation for complete rollout between now and 2006.

Students and volunteers are an essential part of our production team. Throughout the year, college staff and students may also get involved by volunteering their time during a special event, pledge drive or other local production. Assignments range from running a camera to assisting with mailings to serving as a tour guide. For more information, contact Sandra Session-Robertson, associate vice president and general manager at (386) 506-4415.

## THE CENTER FOR BUSINESS & INDUSTRY

Today's workers must be flexible, innovative and dedicated. They must adjust quickly to changing market conditions, keep their skills fresh and deliver maximum quality and customer service. The Center for Business & Industry at DBCC focuses on meeting the training and development needs of business, industry and government in Volusia and Flagler counties.

The Center offers conferences, seminars, customized training services and technical assistance to better prepare organizations and workers to compete and thrive in emerging global markets. For more information, contact the director at (386) 506-4461.

## DBCC FOUNDATION

Since 1974, the DBCC Foundation has provided financial assistance to students as well as funding for faculty and program support. It helps to fill the critical needs that are beyond the scope of the College's budget.

Each year the Foundation awards hundreds of scholarships to DBCC students. Scholarships may be awarded based on need, academic merit or other criteria. In addition to scholarships, the Foundation assists students with emergency grants, emergency loans, book and equipment purchase assistance and funds to cover professional examination fees.

The Foundation embraces the concept of the College mission as adopted by the District Board of Trustees. Management of Foundation affairs is vested with a self-perpetuating Board of Directors from the community that the College serves.

To find out about Foundation scholarships or to obtain scholarship application forms, please contact the DBCC Counseling Office at (386) 255-8131, ext. 3420 or stop by the Counseling Office at a campus near you. For other information, please call the Foundation at (386) 506-3195.

## ALUMNI & FRIENDS

In 2003, Daytona Beach Community College established Alumni & Friends as a friend-raising group. The purpose is to build relationships that support the teaching and learning mission of the College. Membership is open to anyone who graduated from DBCC, has taken courses or just wants to show support for the College. For more information, please call the Alumni Office at (386) 506-3195.
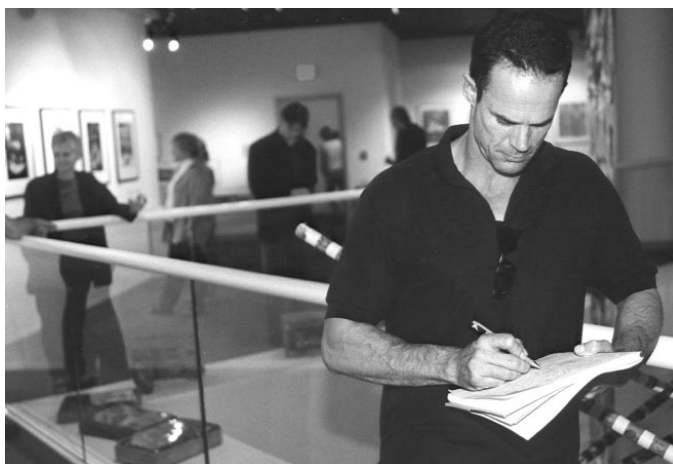


## SOUTHEAST MUSEUM OF PHOTOGRAPHY

Daytona Beach Community College is the parent organization of the Southeast Museum of Photography (SMP). One of fewer than 13 photographic museums in the United States and the only one associated with a community college, SMP presents more than 15 exhibitions annually, organized around such interdisciplinary themes as "Women's Worlds", "Time and Space" and "Behind The News."

SMP is very involved with academic and community programs at our College. Since its opening in April 1992, the Museum has mounted more than 150 exhibitions and produced more than 40 exhibition catalogues. Each semester, the Museum creates study guides and offers tours for a wide range of DBCC classes in conjunction with each new series of exhibitions, as well as numerous public programs by internationally known photographers and educators.

The Museum offers DBCC students extensive opportunities for internships and professional training, as well as paid and volunteer employment. Many of the Museum's former student workers are now employed in museums and galleries around the world. For more information, please call (386) 506-3080.

## COMMUNITY INTEREST EDUCATION DEPARTMENT

The Community Interest Education Department offers a wide variety of personal enrichment classes for all members of the community. You'll find classes such as art, cooking, foreign languages, gardening, sewing, motorcycle rider safety, wood working and ballroom dancing–just to name a few!

The community education classes are affordable and convenient. Classes are scheduled at various times and locations to give you the greatest possibility to participate.

The Community Interest Education Department is continually developing new courses. We invite you to let us know topics of particular interest to you that could be offered as a course to our community.

Take advantage of a leisure class to learn a new hobby, maybe a new dance or to make new friends!

For more information on classes or to be put on our mailing list, please call the Community Interest Education Department at (386) 506-3858. For the latest class listing, visit the CBI's Leisure Program web at www.dbcc.edu.

## INTERNATIONAL AFFAIRS DEPARTMENT

The Office of International Affairs (OIA) helps the college prepare students to successfully compete in the job market, improve their quality of life, and embrace cultural diversity. The OIA seeks to increase global awareness throughout the college, while serving the international needs of the local community.

The OIA includes the Center for International Business Education (CIBE) and the Office of International Students (OIS). The OIA is responsible for developing international academic exchanges and linkages for the college, coordinating college study abroad programs, recruiting international students, seeking outside funding for international education (IE) activities at the College and administering IE grants, coordinating faculty and staff exchanges, assisting in IE curriculum development activities, and acting as liaison to public and private domestic and international agencies and associations. The OIA also directs the CIBE in developing international business education curriculum and soliciting input from the CIBE citizen advisory board on DBCC IE programs and in obtaining internationally related contract-training programs.

Over the past several years the OIA has administered several projects for the college including a Workforce Development Project, funded by the US Agency for International Development (USAID) and AACC with the Universidad Regiomontana in Mexico to develop import/export programs; the Tertiary Education Linkage Program, funded by USAID and administered by the United Negro College Fund, as part of a consortium with Bethune-Cookman College and the University of Central Florida with Vista University in South Africa for curriculum development activities; and the North American Mobility Program for North America (Mobility) with colleges and universities in Canada and Mexico exchanging students, faculty and staff in computer engineering technology and international business. Each of these projects has allowed the college to send faculty, staff and students for an overseas experience.



The College was recently funded for another Mobility program, this time in Hospitality Management, Tourism and Culinary Arts. In addition, on-going projects include faculty and staff exchanges with the Wuxi Institute of Technology in China, curriculum development with the Fundacíon Universitaria Panamericana in Colombia, exchanges and curriculum development with Sir Arthur Lewis Community College and the Office of Private Sector Relations in St. Lucia and assisting the Fundacíon Global Democracia y Desarrollo and a businessmen's association in the Dominican Republic to develop a community college there in Eastern DR.

The office also houses the Office of International Students (OIS). The OIS assists international students in finding housing and host families, dealing with health insurance issues, information about how to open up a bank account, acquire a Social Security number and driver's license as well as other community information, general advising from academic peer support to student activities, and on campus student employment information. The OIS cooperates with the international student club, Global Friends, which is located adjacent to the OIA office in Building 110, Room 204.

The OIA is located in Building 110, Rooms 201 and 202. The Department can be reached at (386) 506-3141 and 506-3675.

# DBCC Locations

### Daytona Beach Campus
### 1200 West International Speedway Boulevard
### Daytona Beach

The Daytona Beach Campus is the largest of the institution's campuses and houses the College's primary administrative offices. Special features include a newly renovated, full-service Library/Computing Commons, an all new Science Building and a Theater Center which is home to some of the area's finest performing arts productions. It also boasts the new Daytona Advanced Technology Education Center (DATEC) which features state-of-the-art computer stations for the latest training in high-tech careers. Also located on this campus is the Lemerand Center, an outstanding education multiplex; WCEU TV, DBCC's Public Broadcasting System affiliate; a child care facility serving DBCC student parents, staff and community members; and a joint-use facility of DBCC and the University of Central Florida, where students can earn a four-year baccalaureate degree in a variety of program areas.

### DeLand Campus
### 1155 County Road 4139, DeLand

The DeLand Campus offers college credit courses which meet the general education requirements for the associate of arts degree and some associate of science degree programs as well as various certificate programs, including the Networking Services Technology program. The Bert Fish Building houses up-to-date facilities for dental assisting, dental hygiene, nursing, science labs and a multi-media learning center. Comprehensive student support services include: counseling, Student Disability Services, the Women's Center, career advisement, individual tutoring, a computerized learning/tutoring center and a foreign language laboratory. The new student services and childcare buildings are now under construction.

### Deltona Center
### 2351 Providence Boulevard, Deltona

The Deltona Center features a $6.2 million facility slated to be completed in August 2004. The Center is the result of the College recognizing a lack of access to quality postsecondary education and advanced training in the rapidly growing Deltona area, situated in the midst of the Florida High-Tech Corridor. Upon completion, a variety of DBCC's business and industry training programs, as well as technology disciplines, such as our Simulation Technology program, will be housed at the Deltona facility. The building features 42,000 square feet of space, including classrooms, computer labs, an incubator and administrative offices.

### Flagler/Palm Coast Campus
### 3000 Palm Coast Parkway Southeast, Palm Coast

The Flagler/Palm Coast Campus offers preparatory, vocational, college credit and continuing education coursework. Courses offered fulfill all general education requirements for the associate of arts degree and many requirements for the associate of science degree programs. Students can take the one-year Licensed Practical Nursing program and the first year of the two-year Associate Degree Nursing Program here. The second year must be completed at the Daytona Campus. Facilities include a Nursing laboratory, two science laboratories, a learning center to assist students via computer software technology, individualized tutorial services, general-purpose computer laboratories and state-of-the-art smart classrooms.

### New Smyrna Beach/Edgewater Campus
### 940 Tenth Street, New Smyrna Beach

The New Smyrna Beach/Edgewater Campus offers college credit, college preparatory, continuing education, adult high school, adult basic education, general education development (GED) and English as a Second Language (ESL) courses. All general education requirements for the associate of arts degree and many requirements for associate of science degree programs may be completed at New Smyrna Beach/Edgewater Campus. The campus has expanded its nursing, health occupations, science, computer, engineering, public service and occupational programs. It also has two science laboratories, a nursing laboratory, a learning center and state-of-the-art "smart classrooms."

# Advanced Technology Center

1770 Technology Blvd., Daytona Beach, FL 32124

***Technology is changing the world.*** It's also changing education. Today many jobs require training in technology. That's why the Advanced Technology Center (ATC) was created. The ATC provides local residents with advanced technological training that meets the current and future needs of industry in the area. How do we know? We asked! What businesses in Volusia and Flagler counties told us became the foundation for the programs being offered at the ATC.

What does this mean for you? It means that your training is driven by the real needs of local employers – in other words, you're getting the skills that get jobs now! When you graduate, you'll be prepared for a job where applicants are in high demand.

The ATC is located on Williamson Boulevard near LPGA Boulevard in Daytona Beach. The facility includes occupational classrooms and lab areas with brand new, state-of-the-art equipment designed for each specific program. The newly constructed building also includes Internet and network connections, science labs, a multi-purpose room, a media center and open computer labs. The two-story classroom area surrounds an enclosed atrium that is the site of exhibits and gatherings. The ATC is designed to serve a wide variety of students. Community college students who seek additional technological training or degrees should apply as well as high school juniors and seniors in Volusia and Flagler counties.

Community college students will need to:

- Meet all standard requirements as specified in this catalog (see pages 18-24), including CPT or TABE assessments if applicable
- Complete the necessary admissions application

High school students will need to:

- Apply through their home high school counselor who will inform them of the admission requirements and process.



The ATC is a public/private partnership. DBCC, the Volusia County School System and the Flagler County School System represent the public side of the project and are joined by the ATC Board of Directors, which is composed of business and community leaders who represent the private side of the project. The ATC is a member of the Volusia Flagler Career Connection Consortium and is supported by the business communities of Volusia and Flagler counties.

**For more information on these programs and the ATC, call (386) 506-4100 or visit our web site at www.advancedtechcenter.org .**

## Programs Offered at the ATC

**COMPUTER TECHNOLOGY**
Networking Services Technology
Digital Media: Internet Design and
  Production Option
Computer Support Specialist
  (Computer Repair)
Computer Information Technology
Computer Programming and Analysis
Electronics Engineering Technology
Computer Engineering Technology
Internet Services Technology

**AUTOMOTIVE PROGRAMS**
Automotive Service Management
  Technology
Automotive Collision Repair &
  Refinishing

**CONSTRUCTION/MANUFACTURING & ENGINEERING**
Air Conditioning, Refrigeration and
  Heating Technology (Commercial)
Drafting & Design Technology with
  Computer Aided Design
Manufacturing Technology

**APPRENTICESHIPS**
Electrical Non-Union
Electrical Union
Telecommunications Union
Plumbing Union
Machine Trades

Some programs will be held at the ATC as well as other DBCC campuses. Speak to a counselor or program manager for more detail.

# University of Central Florida
## Regional Campuses at
## Daytona Beach, DeLand and Deltona

The University of Central Florida (UCF) campuses in Volusia/Flagler Counties are state-supported, upper level campuses enrolling junior, senior and graduate students. UCF opened a local facility in 1968 specifically to serve students in East Central Florida, who earn associate of arts degrees from Daytona Beach Community College (2+2 Partnership), and transfer students who complete two years (60 semester hours) at other approved public or private colleges and universities.

UCF is a member of the State University System and fully accredited by the Southern Association of Colleges and Schools. In addition to regional accreditation agencies, a number of scientific, academic and professional bodies confer special accreditation to various UCF programs. UCF at Orlando and the Regional Campuses serve more than 40,000 students throughout Central Florida.

UCF has enjoyed a long relationship with Daytona Beach Community College. The joint-use buildings on the Daytona Beach, DeLand and Deltona campuses enhance the 2+2 relationship that allows students to complete various degree programs without leaving Volusia/Flagler counties.

UCF has increased the number of programs available. Students may complete these bachelor's degree programs with UCF at Daytona Beach:

### College of Arts and Science
Liberal Studies (B.A., B.S.)
Photography (B.S.)
Political Science (B.A.)
Psychology (B.A., B.S.)
Social Sciences (B.S.)
Sociology (B.A.)

### College of Business Administration
General Business Administration (B.S.B.A.)
Accounting (B.S.B.A.)*
Economics (B.S.B.A.)*
Finance (B.S.B.A.)*
Management (B.S.B.A.)*
Management Information Systems (B.S.B.A.)*
Marketing (B.S.B.A.)*

### College of Education
Elementary Education (B.S.)
Exceptional Education (B.S.)
Vocational Education (B.S.) (Web-based)

### College of Health and Public Affairs
Criminal Justice (B.A., B.S.)
Health Sciences (Generalist Track) B.S.)
Health Sciences Administration (B.S.) (Web-based)
Legal Studies (B.A., B.S.)
Nursing (R.N. to B.S.N.)

UCF at DeLand offers Early Childhood Education (B.S.) in the College of Education.

*Admission by cohort only. Please see advisor for further information.

In addition, the following undergraduate minors are available:
Anthropology in Multicultural Studies
Behavioral Forensics (Certificate)
Business (for non-business majors)
Criminal Justice
English - Technical Writing
Environmental Studies
Exceptional Education
Health Sciences
Health Services Administration (Web-based)
History
Legal Studies
Marketing
Philosophy
Political Science
Psychology
Religious Studies
Social Sciences – Interdisciplinary
Sociology
Women's Studies (Minor & Certificate)

Graduate programs offered in Volusia/Flagler counties include:
Business Administration (MBA)
Criminal Justice
Educational Leadership
Instructional Technology: Educational Media (Web-based)
Elementary Education
Engineering (Video)
Exceptional Education
Health Sciences: Health Services Administration
Liberal Studies
Nursing (RN-MSN)
Psychology (Clinical)
Public Administration
Social Work (MSW)
Vocational Education (Web Based)

The Doctoral program in Educational Leadership (Ed.D) is also available.

## More about UCF's Daytona Beach Campus

The University of Central Florida Regional Campuses operate in partnership with the Daytona Beach Community College system and offers undergraduate, graduate and certificate program courses in three locations in Volusia County: UCF at Daytona Beach, UCF at Deland and UCF at Deltona. The joint-use facility partnership allows for a 2+2 Program, designed to facilitate a seamless transition from DBCC to UCF – all without the need to leave Volusia County.

### The DBCC/UCF 2+2 Program is simple:
DBCC provides students opportunities to complete their freshman and sophomore-level classes and graduate with Associate of Arts or certain Associate of Science degrees. Graduates with a minimum 2.0 cumulative GPA from DBCC are then guaranteed admission with seamless and convenient advancement to upper-level study at UCF (limited access programs have additional admission requirements).

Two years at DBCC and two years at UCF = the 2+2 Program

### Advantages of the DBCC/UCF 2+2 Program:
Convenient – The 2+2 Program enables students to complete the four-year degree without leaving Volusia County. Many students choose to come to one of the many locations because of specific and flexible course offerings and programs, travel, and consideration of work, family, or economic situations.

Seamless Access – DBCC and UCF academic advisors are on hand to personally assist you in planning your educational career. In addition, admissions, registration, and financial assistance are available to facilitate the transition.

Quality Education – DBCC is a member of the State Community College System and is accredited by the Southern Association of Colleges and Schools. They are also members of the American Association of Community Colleges and the Florida Association of Community Colleges. UCF is a member of the State University System and is accredited by the Southern Association of Colleges and Schools. In addition to regional accreditation agencies, a number of professional, scientific and academic bodies confer special accreditation to various programs within the University. In addition, the faculty is recognized as experts in their fields and many have received honors on a national level. Faculty has a reputation for excellence in the classroom and many ongoing faculty research projects allow students to experience new and innovative possibilities in a variety of disciplines. And class size is typically small, reflecting the community atmosphere of DBCC and UCF Regional Campuses.

Affordable – And all this is available at reasonable tuition and fees because both institutions are state-supported. Students get more for their educational dollar.

Successful completion of the 2+2 Progam opens the door to UCF Regional Campuses graduate studies...also in your neighborhood.
For more information, please contact:

UCF REGIONAL CAMPUSES
OFFICE OF ADMISSIONS
1200 W. International Speedway Boulevard, Building 140-Room 106
Daytona Beach, FL 32114

PHONE: (386) 506-4021
Hours:
Monday – Thursday, 8 a.m. – 6 p.m.
Friday, 8 a.m.- 3 p.m.

For more on UCF Regional Campuses: www.regionalcampuses.ucf.edu.

# Admission, Academic Advising and Registration

Admission Information and Procedures

Online Student Services

Academic Advising/Orientation

Records/Registration

Veterans Affairs

# Admission Information and Procedures

# Welcome!

*ENROLLMENT PROCESS CHECKLIST*

Enrolling in classes at DBCC is easy! Below you find a checklist to help you navigate the enrollment process.
Follow these steps in the sequence provided to ensure the best possible service:

❏  Submit an admission application available online at http://www.dbcc.edu

❏  Complete a financial aid application

❏  Complete orientation online at http://www.dbcc.edu

❏  Complete placement requirements

❏  Meet with an academic advisor or counselor

❏  Complete registration online at http://www.dbcc.edu

## GENERAL ADMISSION REQUIREMENTS

Daytona Beach Community College has an open-door policy, which gives all students the opportunity to pursue an education beyond high school. Admission to the College is guaranteed to high school graduates, GED recipients or home school graduates.

For any questions regarding admission to the College, please call (386) 506-3059. You can submit an admissions application which is available online at www.dbcc.edu .

Students without a standard high school diploma (i.e. Certificate of Completion or Special Diploma) may be admitted to the following certificate programs:
•  Automotive Collision Repair and Refinishing *
•  Computer Support Specialist (Computer Repair) *
•  Cosmetology *
•  Nails Specialty
•  Nurse Aide and Orderly
•  Patient Care Assistant

* Students eligible for financial aid with successful achievement of minimum assessment scores or financial aid guidelines and program eligibility.

DBCC offers the following programs under its Adult Education department:
•  Adult Basic Education (ABE) & Adult High School
•  English as a Second Language (ESL)
•  General Education Development (GED)

Adult Education applicants must be 16 years of age and submit the following documents:
For ESL:
•  Application

For Adult High School and GED:
•  Application
•  Social Security Card

•  Picture identification from Florida State Department of Motor Vehicles
•  Official withdrawal form (Volusia County only) for students under 18 years old
•  Official transcripts from last high school attended (For Adult High School only).

* Applications are accepted year round.
For additional information, please call (386) 506-3059.

*APPLICATION DATES*

Applications are processed year round. However, due to limited space in some classes and programs, we strongly encourage you to complete the admission process at least six weeks before the start of the semester in which you expect to enroll. International students should contact the Admissions Office at least three to six months in advance

*FEES*

There is no charge to apply for admission to DBCC, except for international students who are assessed a $30 non-refundable application fee. The College does charge a one-time, non-refundable $20 assessment fee to all students, including international students, at the time of initial enrollment.

*TRANSCRIPTS*

DBCC requires final official copies of your high school transcripts or GED scores and, if applicable, final official college transcripts and transcripts from all educational institutions previously attended. Transcript request cards are available at all DBCC campuses. Home school students are required to submit official transcripts and complete a home school verification statement.

*FLORIDA RESIDENCY
FOR TUITION PURPOSES*

DBCC's fees and tuition are based upon your status as a legal permanent Florida resident. DBCC is required to follow the Florida State guidelines regarding residency for tuition purposes. A Florida resident for tuition purposes, or if a dependent child, his/her parent(s), must have established and maintained a legal residence in the state for at least 12 consecutive months immediately prior to the first day of classes. The applicant must state that his/her length of residence, or if a dependent child, his/her parent(s) length of residence, was for the purpose of maintaining a bona fide domicile and not for the purpose of maintaining a temporary residence for tuition purposes. A dependent child whose parents are divorced or separated may qualify as a resident for tuition purposes if either parent is a legal resident of Florida regardless of which parent claims the child as a dependent for federal income tax purposes. A dependent child living with an adult relative other than his/her parent(s) may qualify as a Florida resident for tuition purposes if the adult relative has maintained a legal residence in the state of Florida for 12 consecutive months prior to the first day of classes and the dependent child has lived with the relative for five years immediately preceding residency classification and has been claimed by that relative as a "dependent" under the Federal Income Tax Codes.

The following categories will be considered as Florida residents for tuition purposes:

- Active duty members of the armed forces stationed in Florida, or whose home of record is in Florida, and their dependents.

- Full-time instructional and administrative personnel employed by a public educational institution and their dependents.

- Qualified beneficiaries under the Florida Pre-Paid Post secondary Expense Program.

- In addition the following nonimmigrant categories are eligible to establish Florida residency: A, E, G, H-1, H-4, I, K, L, N, 0-1, O-3, R, and NATO I-7.

- Others as permitted by state statute or rule.

In determining a Florida resident for tuition purposes, the burden of proof rests with the applicant. As a student, you may be asked to submit the following documentation for yourself, parent(s) or the qualifying person:

- A copy of a Florida driver's license.

- Proof of continuous physical presence in Florida for the 12 months immediately preceding the first day of classes.

- A notarized copy of your parent's current income tax statement showing non-dependency, if you are under the age of 24.

- Substantial evidence of verifying your intent to move to Florida to establish permanent residence and NOT just to attend college.

- Proof of being self-supporting for the 12 months immediately preceding the first day of classes.

- Any other documentation required to support Florida residency for tuition purposes claim.

Any student who seeks reclassification as a Florida resident must complete and submit the Residence Affidavit. All residency reclassification documentation must be submitted no later than the first day of classes for the term in which reclassification is sought. Any question about this procedure or filing an appeal should be directed to the Admissions Office on the Daytona Beach Campus, at (386) 506-3059.

## LIMITED ACCESS PROGRAMS

The following limited access programs are determined by demand, available classroom space, state licensure requirements and/or related criteria. A separate application must be submitted for admission to these programs. Please check with the program chairperson for details and applications.
- Correctional Officer Recruit Training
- Criminal Justice Technology Bridge
- Correctional Probation Officer Academy
- Dental Assisting
- Dental Hygiene
- Emergency Medical Services
- Emergency Medical Technician
- Fire Apparatus Operator
- Fire Fighter II

- Health Information Management
- Health Unit Coordinator
- Law Enforcement Recruit Training
- Massage Therapy
- Medical Assisting
- Nursing (Associate Degree)
- Occupational Therapy Assistant
- Paramedic
- Physical Therapist Assistant
- Practical Nursing
- Radiography
- Respiratory Care
- Surgical Technology



## READMISSION TO DBCC

Students who previously attended DBCC need to:

- Complete a readmission application in the Admissions Office on your campus if you were not enrolled during the last two major semesters (fall, spring).

- Contact the Admissions Office on your campus to update your application if you were admitted to the College but did not register for courses. Applications for students who applied but did not register are maintained for three years. If you applied prior to that, a new application is required.

- Take the placement test in Assessment Services on your campus if you do not have appropriate SAT or ACT scores or have not taken the state of Florida approved College Placement Test (CPT), or have taken any of these tests more than two years ago, or if course work wasn't started within two years from the time you took the test.

- Readmitted students are required to complete Orientation requirements.

## STUDENT DISABILITY SERVICES (SDS)

Students with disabilities may contact the Student Disability Services Department, Building 100, Room 111 or 113, on the Daytona Beach Campus. In order to receive services, students should meet with the student disability specialist and provide current, written verification of their disability from a licensed physician, psychologist, etc. Students needing accommodations for any DBCC entrance exam should meet with the student disability specialist prior to scheduling the exam. To reach us, call (386) 506-3056 or 506-3043 TDD. Students attending the DeLand Campus may call the disability specialist at (386) 785-2012.

## TRANSFER STUDENTS

Students who have attended other colleges and postsecondary institutions must meet the same admissions requirements as new students. Students must request official transcripts from each postsecondary institution attended. The official transcript must be submitted directly to the Admissions Office. Transcripts received from students will not be considered official unless they are in a sealed envelope from the issuing institution. The Records Office notifies students of transfer of credit decisions and the DBCC credit equivalents that are met via the transfer credit summary report. This information is also available online at http://www.dbcc.edu .

If official transcripts have not been received or the evaluation is not complete in time for registration, bring an unofficial transcript when meeting with an advisor for scheduling purposes. Transfer students who have met DBCC equivalents for ENC 1101 (College Composition) and MAT 1033 (Intermediate Algebra) or higher are not required to take the college placement examinations.

## TRANSIENT STUDENTS

Students currently enrolled in college degree programs at other regionally accredited institutions must meet the following requirements if they want to take courses at DBCC and have them transfer back to their primary institution.

- Complete the admission application.

- Submit a letter or transient student approval form from your institution, academic dean or department chairperson to the Registration Office on your campus authorizing you to enroll at DBCC. If you are meeting with a counselor or advisor to assist you with course selection, make sure to share this form with him/her for verification of eligibility to enroll in the courses you plan to take.

- Assume responsibility for selecting the appropriate courses that meet your educational objectives and that your institution will accept toward your program of study.

## SPECIAL CREDIT STUDENTS

Students may take courses even if they do not intend to earn a college degree or certificate from DBCC. A special credit student usually enrolls in courses to upgrade career skills or for personal enrichment. Students enrolling in courses for the purpose of transferring the courses to another institution should enroll as a transient student.

Special credit students are limited to a total of 15 credits, after which they must declare a major. If a student has already received an associate of arts degree or a bachelor's degree, the 15 credit limit is not applicable. Students are required to provide transcripts to document degrees earned.

## TEACHER CERTIFICATION/ RECERTIFICATION PREPARATION

Teachers and public school employees who want to take courses for teacher certification or recertification must complete the admission application. In addition, applicants must:

- Contact the certification specialist in their county educational system for additional information and approval of courses before they register.

- Submit a copy of teaching certificate, in lieu of transcripts, to have the placement test waived.

- Submit a tuition waiver form if your county educational system will be paying for the classes.

## INTERNATIONAL STUDENTS

DBCC welcomes international students. Contact the Admissions Office three to six months in advance to obtain an international student admissions packet. The packet contains the required information for admission to DBCC and should be submitted at least 60 days before the start of each semester.

The following official records are required to support your application for admission to DBCC:

- Completed DBCC admission application including a $30 non-refundable application fee.

- A letter of support or financial guarantee from sponsoring person or agency and official verification of funds.

- Official copy of the international or institutional version of the Test of English as a Foreign Language (TOEFL). **A minimum of 500 (written) or 173 (computerized) TOEFL score is required for admission to DBCC.**

- Official high school transcripts or secondary school records. Translations from a recognized evaluation service may be required.

- Official transcripts from other U.S. colleges or universities previously attended. If the student is transferring from a U.S. institution, an International Student Clearance form is required. This form must be completed by the institution from which the student is transferring and not by the student.

- Official transcripts from foreign colleges/universities previously attended. A recognized evaluation service must evaluate these transcripts. Also, submit translated course syllabi for all classes completed that apply to your degree/certificate.

- Proof of health and accident insurance coverage or purchase DBCC group insurance at the time of registration.

After the admission requirements are met:
- DBCC will mail you the I-20 eligibility form.

- Take this form to the American Embassy in your native country and apply for a student visa.

- Travel to DBCC at least one month before classes start to complete the registration process and maximize class availability.

- Report to the International Student Advisor in Building 120, room 116 on the Daytona Beach Campus.

- Take the placement test in Assessment Services.

- International students who do not meet College Placement Test (CPT) scores in reading and language will be referred to the English Language Institute for English proficiency development.

- Speak with an academic advisor and register for classes.

## ENGLISH LANGUAGE INSTITUTE – WHERE THE WORLD MEETS TO STUDY ENGLISH

An academically challenging college preparatory English study program, the English Language Institute (ELI) teaches students whose first language is not English to read, write, and speak at a level of proficiency that prepares them to study at American colleges and universities. In addition, ELI offers college credit English language reading and writing courses. Limited class size and a team of experienced, certified, and dedicated teachers create a dynamic language community, which will enable English as a Second Language (ESL) students to progress in the intensive program of English language study.

### The DBCC ELI program offers:

- Qualified and certified Teaching English to Speakers of Other Languages (TESOL) instructors

- College preparatory credits

- Three levels of instruction in grammar, writing, reading and communication from low intermediate to advanced.

- Eight hours of college elective credits

- Advanced level of TOEFL (Test of English as a Foreign Language) preparation

- Three institutional TOEFL tests annually

- Spring, summer and fall 50-day terms

- 12.5 weeks of study per term

- Peer and faculty tutoring

- Multimedia computer lab equipped with current ESL software

- Instruction enhanced through online technology

- Supportive and highly-energetic learning environment with cultural and academic advising

- Affordable tuition based on residency

- Conversation forums with native English speakers

- Enriching experiences in American culture

- English for the business professional

- ELI Placement Assessment Results from the Levels of English Proficiency (LOEP), CPT, written essay and informal interview determine ELI level placement (levels three through five).

**ELI Placement Assessment**

Results from the Levels of English Proficiency (LOEP), CPT, written essay and informal interview determine ELI level placement (levels two through five).



### How to Apply

If you are a high school graduate, you must:

- complete a DBCC admission application and include a non-refundable $30 application fee made payable to Daytona Beach Community College.

- submit official high school transcripts or secondary school records if you plan to pursue an AA/AS/AAS degree at DBCC. Translations are required if records are not written in English. An evaluation from a recognized evaluation service may be required.
- submit the application 60 days before the start of each term.

If you are NOT a high school graduate, you must:

- be at least 16 years old.

- complete an international student application.

- submit the application 60 days before the start of each term.

In addition, if you need an I-20, you must:

- submit an officially verified financial statement of support from your parents, guardian or sponsor and a copy of your passport or photo identification.

- provide proof of health and accident insurance coverage or purchase DBCC group insurance at the time of registration.

### For more information:
Contact: Admissions
Location: Daytona Beach Campus
Building 100, Room 106
Phone: (386) 255-8131, ext. 3322
Fax: (386) 506-4489
E-mail: martine@dbcc.edu

## DUAL ENROLLMENT

Dual Enrollment provides accelerated learning opportunities for high school students who enroll in approved college courses applicable to both their high school diploma and the associate of arts degree, associate of applied science degree, associate of science degree or a certificate program. Students must meet eligibility requirements to participate in the Dual Enrollment program (i.e. submitting an application, meeting placement requirements through SAT/ACT or CPT, and meeting minimum High School GPA restrictions, etc.).

Students should be aware that participation in the Dual Enrollment program carries College program responsibilities including:
• Meeting published deadlines for Dual Enrollment Applications;
• The understanding that course work completed will appear on a DBCC transcript and will be counted toward future College level programs, GPA and transfer;
• Performance restrictions, including maintenance of a minimum GPA
• Adherence to withdrawal procedures and the under standing of the consequences of course withdrawal.

For information regarding the program, admission requirements and registration procedures, students should first contact their guidance counselor at the respective high school. Once approval forms are completed with the high school, the student should begin the enrollment process at the College admissions office. If there are specific questions about the College courses for Dual Enrollment, contact the Counseling Department on any campus.

## ASSESSMENT

All new students admitted to a degree or certificate program are required to take a placement test unless they meet one of the exemptions listed below. The results will help with your placement into appropriate courses to ensure your academic success.

Placement instruments are not used for admission to the College, although they may be used as a guide for admission to certain limited access programs.

There are two types of assessment instruments: the College Placement Test (CPT) and the Test of Adult Basic Education (TABE). Both measure reading, math, and language skills. The placement test for degree programs (AA, AAS, and AS) and the business or computer related college credit certificates is the CPT. The placement test for vocational certificate programs and the EMT and Paramedic certificate programs is the TABE.

## EXEMPTIONS TO THE PLACEMENT TEST

College Placement Test (CPT) – Students do not need to take the related portions of the test if the following conditions are met:

• SAT scores of 440 or above on verbal or 440 or above on math for placement into Intermediate Algebra (MAT 1033) or 500 or above on math for placement into College Algebra (MAC 1105)

• ACT scores of 18 or above on the reading or 17 or above on English or 19 or above on math for placement into Intermediate Algebra (MAT 1033) or 21 or above on math for placement into College Algebra (MAC 1105)

• proof of successful completion of the equivalent of ENC 1101 (College Composition) or MAT 1033 (Intermediate Algebra)

Test of Adult Basic Education (TABE)- Students do not need to take the related portions of the test if the following conditions are met:

• SAT scores of 440 or above on verbal or 440 or above on math

• ACT scores of 18 or above on the reading or 17 or above on English or 19 or above on math

• CPT scores of 83 or above on the Reading or 83 or above on the Sentence Skills or 72 or above on the Elementary Algebra

• the student has passed or is exempt from the CLAST exam

• the student has an Associate of Applied Science degree or higher

## LIMITED ACCESS PROGRAM PLACEMENT TESTS

Certain limited access programs require additional tests for admission to those programs. These include:

**Nurse Entrance Test (NET)** – The Nursing Associate Degree and the Practical Nursing vocational certificate programs require successful completion of the Nurse Entrance Test (NET) prior to admission to the program. Contact Assessment Services on any campus for testing schedules and test fee information.

**Basic Abilities Tests** – The Law Enforcement Recruit Training, Correctional Officer Recruit Training and Correctional Probation Officer Recruit Training programs require successful completion of a Basic Abilities Test prior to admission to the program. The state of Florida has approved two Basic Abilities Tests; the Criminal Justice Basic Abilities Test (CJ-BAT) and the Florida Basic Abilities Test (F-BAT). DBCC offers the CJ-BAT for the Law Enforcement and Correctional Officer Recruit Training programs and the F-BAT for the Correctional Probation Officer Recruit Training program. Contact Assessment Services on the Daytona Beach Campus for testing schedules and fee information.

## HONORS HIGH SCHOOL ACADEMY

Honors High School Academy provides high school students the opportunity to complete the majority of the courses needed for an associate degree by the time they graduate from high school. This academy will be dedicated to students who have the maturity required for college campus life and the academic ability to handle the rigor of college work. For information, contact the DBCC Dual Enrollment coordinator at (386) 785-2009.

# FalconNet Online Student Services

Our goal is to bring the convenience and accessibility of the Internet to you through a multitude of services. We recognize that you may have many roles: employee, parent and student. These responsibilities don't always afford you the ability to visit us during "regular business hours." FalconNet Online Student Services is a convenient; secure way to access the information and transactions you need around the clock. FalconNet is available from any computer with Internet access (home, work, public libraries or computers on each DBCC campus). You can avoid lines and a trip to campus by learning how to use FalconNet and its features.

Privacy is of the utmost importance to us. Your educational records are protected by FERPA. You can learn more about FERPA and other consumer information on the Records and Registration on the DBCC website. Based on FERPA, only you can request or access your student records. They cannot be discussed via e-mail or over the telephone. First, find us on the Web at http://www.dbcc.edu .

Many of the services are available without the need of a login and personal identification number (PIN). These include:

- Applying for Admission
- Course Availability Search
- Student Help Desk

Those services provided that require a login and PIN include:

- Orientation
- Web Registration
- Tuition and Fee Payment
- Unofficial Transcripts
- View Student Schedule/Grades
- Transfer Evaluation (for credits earned at another institution)
- Financial Aid Award Status
- Your Student Information (Change of Address, E-mail, Phone and/or Major)
- FalconMail (student e-mail)
- Degree Audit
- Change your PIN number

You can read more specific details about FalconNet in the Student Services section of this catalog.

# Academic Advising and Counseling Services

Academic advising is an important part of getting started and staying on the right path as you move closer to your educational, career and personal goals. Advising provides you with specific details about your courses and programs, policies that affect you and assistance with seeing the "big picture," whether that is employment, transfer or courses that will help broaden your knowledge in areas that you have interests.

Academic advisors, counselors and faculty advisors are available to assist you with available programs, course and program requirements, policies and procedures and strategies to complete your goals. More specific descriptions about services, contacting the department and information about the staff is available under Counseling and Advising at www.dbcc.edu.

## ACADEMIC ADVISING

Professional academic advisors are available on each campus to:

- discuss your educational goals and the programs and courses available to help you meet those goals

- help you understand the College's rules, regulations and policies

- help you find information on transfer programs and how to best prepare to meet transfer requirements

Faculty academic advisors are assigned specifically to you to:

- provide you with a professional with extensive background knowledge in your program of study and the requirements for your major (for students in the A.S., A.A.S. and certificate programs)

- provide you with information about how to meet degree requirements and referrals for how to learn more about transfer information and requirements (for students in the A.A. degree program)

Faculty advisors are assigned in your first semester, based on your campus of enrollment and your current major (program of study). You are encouraged to contact your faculty advisor each semester. You can find out who your advisor is and how to contact him/her using Online Services and selecting Your Student Information. Your advisor is listed with office location and phone number.

You will receive email notifications regarding any changes of your faculty advisor assignment. We encourage you to check your free Falconmail email account often.

## FIRST SEMESTER ADVISING

Advising is an important element in the enrollment process. Steps to the enrollment process are:
- Get admitted to the College
- Complete Orientation Requirements, as appropriate
- Complete placement testing, as appropriate and
- Meet with a counselor or academic advisor to discuss placement results and program requirements.

Each new student is required to meet with a counselor or advisor to get placement test results. During that meeting, students will have the opportunity to discuss placement requirements, required course work and policies governing allowable first semester courses and program requirements. Students are encouraged to meet with a counselor or advisor early and become familiar with registration dates and the Academic Calendar. Counselors and advisors do not register students or select course sections. Students are responsible for selecting their course days and times and to register for their courses either via web registration or in the registration office on their campus of choice.

During your first semester, you will be assigned a Faculty Advisor from your program area to assist you and keep you on track with your program of study.

## COUNSELING SERVICES

The College recognizes that students come to us with different levels of preparation for the challenges of college, undecided about their goals and facing personal obstacles that may affect success.

Counselors offer information and assist students with a variety of concerns including:

- exploring educational and career interests (career development and decision making)

- making realistic choices based on your personal abilities, interests and values

- stress and time management

- relationships as they affect academic performance

- math and/or test taking anxiety and study skills

- referrals to outside agencies for issues such as substance abuse, AIDS awareness, interpersonal relationships and students in crisis

Additionally, counselors conduct workshops on a variety of issues, from returning to school to career planning. We encourage you to make use of the department's trained and experienced counselors. Counselors do not provide clinical or therapeutic counseling. We provide brief, crisis intervention and refer to local private providers for situations outside of our limitations.

# Orientation

Orientation is an important step in getting started. Our Orientation program is geared towards awareness and student success. We provide you with a general overview of the various departments available to assist you during your time at DBCC, in addition to instructions and hints about how to manage your time, build your class schedule and handle stress. Orientation does not provide detailed instructions about how to select and register for classes.

All new and readmitted students pursuing a degree or certificate program are required to complete Orientation. The following programs/majors are excluded from the Orientation requirement (*):

- Apprenticeships including 1020 Child Care Specialist, 1071 Electrical Non-Union, 1072 Electrical Union, 1028 Machine Trades, 1070 Plumbing Union, 1037 Telecommunications

- Special Credit including 0001 Non-Degree, 0002 Employment, 0004, and 0007

- Transient 0003

- Dual Enrollment including 0005 DBCC HS, 0008 Dual Vol./Flagler, 0009 Private

- 1057 Fire Apparatus Operator

- 1056 Fire Fighter II

- 1051 Law Enforcement Recruit Training

- 1031 Correctional Probation Officer Academy

- 1050 Correctional Officer Recruit Training

(*) If you are in one of these majors and attempt online orientation, you will get an error message indicating that you are not required to complete. You can check to verify that your major classification is correct by going to Online Services and selecting Your Student Information under the Records and Registration option.

Students who change majors (from a non-Orientation required program to an Orientation-required program) will be required to complete the Orientation requirement, even if they have been attending DBCC for a semester or more. Registration will be prevented until the Orientation program is completed. Both on-campus and online Orientations are available. For a schedule of on-campus sessions, visit http://go.dbcc.edu/counseling/orientsched.html. You can access the online version of the Orientation once you have completed an admissions application and a student number has been created for you (approximately one business day after your application has been received). The online version is available under Online Services at www.dbcc.edu. You will be required to enter your social security number and personal identification number (PIN). Online Student Services, including Orientation, can be accessed from any computer with Internet access (home, work, public library or DBCC computer labs).

If you have any questions about Orientation, contact the Counseling Department on the Daytona Beach Campus at (386) 506-3038 or any of our other campuses.

# Records and Registration

Students register for classes each semester based on the dates listed in the academic calendar and the class schedule. Before registering for classes, we encourage you to use the information here as a guide to ensure your success. You may register online at www.dbcc.edu or at DBCC's Daytona Beach, DeLand, Deltona, Flagler/Palm Coast and New Smyrna Beach/Edgewater campuses.

## FACTS ABOUT REGISTRATION

- Schedule of Classes – a listing of all classes offered for a specific semester. Limited copies of printed schedules are available each semester at any DBCC campus. The schedule is also available online at http://www.dbcc.edu

- Advance Registration – typically a one-week period which allows currently enrolled students to register based on credits earned.

- Open Registration – for new or returning students and those who did not register during the advance registration period.

- Registration Appointment Times – are based on the total number of credit hours a student has earned giving first priority to students with the most credits earned.

- Transfer Hours – will be calculated into the appointment time if all transcripts have been received and evaluated.

- Schedule Adjustment – students may continue to modify their schedules throughout the registration period and up until the last day to adjust schedules date (add/drop courses) listed in the academic calendar.

- Audit Registration – students who do not want to earn college credit for a course may enroll as audit students. Students must declare audit status prior to the last day to adjust schedules (drop/add courses) for the semester.

- State Employee Registration –State employees as identified by the Florida Accounting and Information Resource website may register and have their tuition waived for a maximum of six hours per semester under the following conditions.

  1. Fulfill all admission and placement testing requirements of the College.

  2. Register on the designated State Employee registration dates as indicated in the academic calendar.

  3. Enroll only in courses on a space available basis.

  4. Enroll in courses as either a credit or audit student. All enrollments are subject to all College academic regulations, including required placement testing, prerequisites and limits on course repeats and grade forgiveness. State employees will be assessed fees for the full cost of instruction for any course in which they exceed the maximum number of attempts.

  5. State employees   will be assessed other fees, i.e. laboratory fees, assessment fees, access fees, etc.

- Fee Statements – identify the registered classes, list days and times of the classes and calculate cost per class including lab fees. They also include fee payment date.

Registration is not complete until all fees have been paid.

- Reinstatement Procedure
  Students wishing to register into a section after the add/drop date for any given semester must meet the following criteria:

  1. Must have been registered in the course prior to the add/drop date and subsequently dropped due to purge, class roll or other process.

  2. Must document why the original drop occurred (document using reinstatement form available in the Registration Office).

     i) Administrative error – courses dropped due to an administrative error documented by a signed statement from the director/department chairperson of the department that caused the error may be reinstated.

     ii) Extenuating circumstances – requests approved by the vice president of Student Development will be processed.

        (a) The extenuating circumstance approval can be processed with a fee or with out a fee based on criteria to be determined by the vice president of Student Development's Office. The fee assessed is $50 per course reinstated.

        (b) Documentation is required.

  3. Must have the Financial Aid Office and/or the Bursar's Office sign a statement that the student has money on account and will not be dropped for non-payment once reinstated.

  4. Must have a signature from the instructor of each course in which they are re-enrolling indicating that they have been attending the section and have permission to get back into the course.

  5. Must re-enroll in all courses that have been dropped.

  6. Reinstatements may not be processed after the midpoint of the subsequent semester (I-grade deadline published in the catalog).

  7. If reinstatement occurs after grades have been submitted, each instructor must also deliver a memo to the Records Office (not via the student) that indicates what grade the student should receive.

  8. Students who withdraw from class(es) may not be reinstated. All documentation must not have a date more than five business days prior to when the reinstatement is processed.

## FULL COST OF INSTRUCTION, MAXIMUM ATTEMPTS, GRADE FORGIVENESS AND WITHDRAWALS

The following information applies to courses attempted at Daytona Beach Community College only. Courses that were completed at another institution and transferred to DBCC are not impacted by the following rules.

### Maximum attempts for full cost of instruction in each course.

Students are permitted to enroll in the same college preparatory course or college credit course a maximum of three times. Students will be assessed 100 percent of the full cost of instruction on the third attempt unless the College grants a one-time exception to the student due to extenuating circumstances or financial hardship. Students are permitted to appeal to take a course a fourth time if the student withdrew due to major extenuating circumstances. Students will be assessed the full cost of instruction on the fourth attempt. There are no appeals to reduce the full cost assessment on the fourth attempt. Students are not permitted to repeat courses in which a grade of "C" or better was earned.

The full cost assessment is the equivalent of the non-resident fee for college credit and college preparatory courses. Additional fee information is available in the Financial Information section of this catalog, under the Tuition, Fees and Refunds heading.

### Grade forgiveness policies for college preparatory and college credit courses.

Grade forgiveness applies when students repeat the same college preparatory or college credit course in which they earned a "D" or "F" grade. Students may not repeat the same college credit or college preparatory course to improve a "C" grade or better. Students may repeat a course for grade forgiveness twice. Upon the third attempt in the same course, the grade earned is a final grade and cannot be forgiven. Students should understand that other institutions may not honor DBCC's grade forgiveness policy. As a result, students' grade point averages may change when they transfer to another institution. In addition, repeating courses to improve grades may impact a student's financial aid award. Students receiving financial aid should contact the Financial Aid Office prior to repeating any courses. Courses that are designed as "repeatable courses" in the Course Descriptions area of the College catalog may be repeated and are not subject to the forgiveness policy.

### Withdrawal policy for college preparatory and college credit courses.

Students who drop any course during the schedule ad-Students who drop any course during the schedule adjustment period or who enroll in a course as an audit student are not impacted by this policy. Students may withdraw from a college preparatory or college credit course anytime prior to the final withdrawal date. Students are responsible for the completion of the formal withdrawal process. The withdrawal dates are published in the College calendar. Students who remain enrolled in courses after the final withdrawal date will be assigned a final grade for the course from the faculty. Students are permitted a maximum of two withdrawals in the same course. Upon the third attempt in the same course, a student will not be permitted to withdraw and will be assigned a final grade other than "W" (withdrawal).

### Maximum attempts for grade forgiveness, withdrawal and full cost.

A student is not permitted more than three attempts per course, including the original grade, repeated courses (grade forgiveness) and withdrawals. A fourth attempt may be granted through the College's appeals process and based on major extenuating circumstances. All grades from the third and subsequent attempts will be calculated in the student's grade point average. Students will be assessed the full cost of instruction starting on the third attempt, unless an exception is given due to extenuating circumstances or financial hardship. There are no appeals to reduce the full cost assessment on the fourth attempt. All appeals and exceptions to these policies must be approved through the College appeals process. Contact the Office of Student Appeals at (386) 255-8131, ext. 3781 for more information.

## ENROLLMENT TERMINOLOGY

DBCC offers college and vocational credit courses as well as preparatory courses. Students attend fulltime or part-time for a specific semester.

- College credit – courses that typically lead to an associate of arts, associate of applied science or associate of science degree and may transfer to other regionally accredited institutions.

- Vocational credit – courses that typically lead to a certificate of completion and often do not transfer to other post-secondary institutions.

- Preparatory courses – offered in both college and vocational credit. Courses are designed to help students achieve a specific skill level. Credits earned in prep courses will not transfer and are not calculated in a student's grade point average (GPA).

- Semester hours – the number of credits assigned to a specific course. One semester hour equals one hour of classroom work or two hours of laboratory work per week.

- Semester – a 16-week period during the fall and spring when classes are in session. Summer semester is about 12 weeks; however, it is divided into four separate terms.

- Full-time status – a student enrolls in 12 or more credit hours during any semester. During the summer, a student may combine hours for all sessions enrolled to establish full-time status.

- Half-time status - a student enrolls in at least six credit hours during a semester.

- Less than half-time student – a student enrolls in less than six credit hours during a semester.

## MAXIMUM COURSE LOAD

Students in Good Standing may enroll in a maximum of:

- 18 credit hours – Fall or Spring Semesters
- 9 credit hours – any Summer Session

Students on Warning, Probation or Suspension will be restricted to a limited number of hours for each status. Students on these restricted statuses are encouraged to discuss their situation with a counselor or advisor to determine

strategies for improvement. Students may request a reconsideration of hours if on Warning, Probation or Suspension; however, it is the discretion of the Counseling Department to allow or deny an increase of these hours. Determinations are based on student history, GPA, hours requested, specific courses requested and current lifestyle considerations (i.e. employment, family obligations, etc).

## OTHER FORMS OF EARNED CREDIT

DBCC offers opportunities to earn credit for experience, accepts advanced placement credits and credit through other approved exams/programs. The following descriptions can help you choose which alternative best suits your needs. IMPORTANT: If you plan to transfer, check if the transfer institution accepts credits earned through these alternatives.

**1. The Assessment of Prior Learning Experience (APLE)** – College credit may be awarded for knowledge gained outside the normal classroom setting, including prior work experience, workshops and seminars, formal or informal classes taken or other documented past experience. DBCC students may earn credit through the APLE program by completing exams or developing portfolios.

**2. Advanced Placement (AP)** – AP credit is granted to students who have the College Entrance Examination Board send official Advanced Placement Test results to the DBCC Admissions Office. Scores of five, four or three will earn credit. Check with the Records Office or Counseling/Advising for details on specific scores for subject areas. You receive credit, but not letter grades, for courses earned through AP. Earned credits are not computed into your GPA. Contact DBCC's Records Office, or the Counseling Office for AP requirements and information.

**3. College Level Examination Program (CLEP)** – The CLEP is the national exam program which offers exams in academic subject matters. Certain scores will result in credit for college courses. (Score requirements vary depending on the institution.) CLEP scores should be sent to the Admissions Office. If required scores are earned, you will receive credit, but not letter grades for the courses earned through CLEP. Applications, registration materials and test fee information about CLEP are available in Assessment Services Offices on each DBCC campus.

**4. International Baccalaureate (IB)** – DBCC awards credit based upon higher level and/or subsidiary level IB exams. Official transcripts and scores should be sent to the Admissions Office. You receive credit, but no letter grades, for courses earned through IB. Earned credits are not computed into your GPA. Contact DBCC's Records Office for IB requirements and information.

**5. Cooperative Education** – Students on all campuses have an opportunity to blend traditional classroom education with study-related work experience. Students gain practical experience in the job market and are awarded academic credit for approved training assignments. This credit may be used for the AA, AAS and AS degree or certificate programs. For information, contact the Co-op coordinator in Building 110, Room 228 on the Daytona Beach Campus or call (386) 255-8131, ext. 4441 or ext. 5444.

**6. Independent Study** – This provides in-depth study in selected disciplines. Under special circumstances, it also may be approved for students unable to attend regularly scheduled college credit classes. Students considering this option must identify an area of study with the assistance and approval of an instructor; complete the independent study agreement outlining the project/objectives to be accomplished; and get written approval from both the department chairperson and dean.

**7. Air Force Reserved Officers Training Corp (AF ROTC)** - DBCC students may register for Air Force ROTC courses offered at Embry-Riddle Aeronautical University. AF ROTC offers two- and four-year programs. Students may complete the first two years of ROTC without military commitment. Elective credit is awarded for these courses. The U.S. Air Force offers ROTC academic scholarships to eligible students. For scholarship information, see the Financial Aid section of the catalog. For information on AF ROTC, call the ROTC office at Embry-Riddle at (386) 226-6880.

## RECORDS AND STUDENT INFORMATION SERVICES

The Records Office maintains permanent educational records for all students who ever enrolled at DBCC. The student educational record may contain an application for admission, high school and/or college transcripts, the DBCC academic record or transcript, authorized changes to the record and other documentation appropriate to a student's enrollment at the College.

### Family Educational Rights and Privacy Act (FERPA)

Student records are protected by the FERPA. FERPA affords students certain rights with respect to their education records. These rights include:

• The right to inspect and review the student's education record within 45 days of the day DBCC receives a request for access. Students should submit to the Records Office, or other appropriate official, written requests that identify the record(s) they wish to inspect. A DBCC official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the DBCC official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

• The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask DBCC to amend a record that they believe is inaccurate or misleading. They should write the DBCC official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If DBCC decides not to amend the record as requested by the student, DBCC will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

• The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is a disclosure to school officials with legitimate educational interests. A school offi-

cial is a person employed by DBCC in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); person or company with whom DBCC has contracted (such as an attorney, auditor, or collection agent); a person serving on the District Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, DBCC may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

• The right to file a complaint with the U.S. Department of Education concerning alleged failures by DBCC to comply with the requirements of FERPA.

• The right to withhold directory information. At DBCC directory information may include name, address, telephone number, e-mail address, enrollment status, dates of attendance, degrees earned and honors received, participation in officially recognized activities and sports, weight and height of members of athletic teams and most recent educational agency or institution attended. Directory information is considered public information and may be released without a student's consent. A student may submit a request to the Records Office to withhold this information.

**Student Requests:**

• **Change in records** – Students may request a change to their record in writing or by presenting photo identification if requesting the change in person. Typical changes include name, address, telephone number, social security number and program code (major). Most changes require the student to present appropriate documentation. Address, phone and major changes can be made online at http://www.dbcc.edu.

• **Enrollment verification** – An official College statement indicating semester of enrollment and student status (i.e. full- or part-time). The College utilizes the services of the AACRAO Enrollment Services and National Student Clearinghouse to automatically process enrollment verifications for students.

• **Transcripts** – Official or unofficial copies of their DBCC academic records (transcripts). Unofficial transcripts can be accessed online at http://www.dbcc.edu.

• **Transfer credit evaluation** – Statement of all course work and grades accepted from another postsecondary institution. Report available online at http://www.dbcc.edu.

## GRADING SYSTEM

• Grades are posted to the student record at the end of each semester.

• A **Grade Point Average (GPA)** is calculated for each semester based on the number of hours attempted per course and the grade point value associated with the letter grade.

Example:

| Course | Credit | Grade | Grade Points |
|---|---|---|---|
| English | 3 | A | 4.0 (x 3) = 12.0 |
| Math | 3 | B+ | 3.5 (x 3) = 10.5 |
| Speech | 3 | F | 0.0 (x 3) = 00.0 |
| Psychology | 3 | C | 2.0 (x 3) = 06.0 |
| History | 3 | D | 1.0 (x 3) = 03.0 |

**Total Credits:** 15  **Total Grade Points:** 31.5
Divide 31.5 (grade points) by 15 (credits) = **2.1 GPA**

• Letter grades used to calculate GPA:

| Grade | | Definition | Grade Point Value |
|---|---|---|---|
| A | = | Excellent | 4.0 |
| B+ | = | Very Good | 3.5 |
| B | = | Good | 3.0 |
| C+ | = | High Average | 2.5 |
| C | = | Average | 2.0 |
| D+ | = | Below Average | 1.5 |
| D | = | Poor | 1.0 |
| F | = | Failure | 0.0 |

• Grades not used to calculate GPA:

**"I"– Incomplete** – A temporary grade issued only when a student who is passing the course but who, for valid and unforeseen reasons, is not able to complete the course requirements within the semester. Student agrees to complete the requirements before the middle of the next major semester. "I" grades automatically convert to "F" grades if the requirements are not met and the appropriate grade change is not submitted by the deadline as published in the College catalog.

**"IP" – In Progress** – The class is currently in session and has not ended.

**"W" – Withdrawal** – Grade issued when a student officially withdraws from a class.

Students who no longer want to attend class:

1. Must withdraw by the deadline for the semester (published in the academic calendar).

2. May initiate the withdrawal process at the Registration Office at any DBCC campus by presenting a picture identification. The instructor of record signature is required on all withdraw requests.

3. May withdraw by mail provided the request is postmarked by the deadline an contains an original signature of the student.

4. Students are permitted a maximum of two withdrawals per course. Upon the third attempt, students will not be permitted to withdraw and will receive a grade other than "W" for that course.

**"S" - Satisfactory** - Grade issued for college credit when a student completes all course work but has not mastered the skill associated with the course. Example: Typing course requires minimum skill of 45 words per minute. Student masters 40 words per minute. Student must repeat the course.

**"SP" - Satisfactory Progress -** Issued only in college preparatory courses. Student must register and advance to next course within the course sequence.

**"NR" - No Grade Submitted -** The Records Office issues this grade when an instructor has not submitted a grade.

**"X" - Audit -** Issued when a student does not want credit for a particular course and officially audits the course.

**"CR" - Credit Only -** Issued for alternate methods of earning credit such as Advance Placement, IB, etc.

**"NC" - No Credit -** Issued for zero credit courses.

**"CN" - Continuing Credit -** Issued for open exit courses that cross semesters.

## STUDENT GRADE INFORMATION

Student grade reports are not mailed; however they are available to all students at the end of each semester from On-Line Student Services at http://www.dbcc.edu. Student may access the web from computer commons and labs on any campus and from any off-campus computer that has access to the Internet.

## STANDARDS OF PROGRESS

To maintain satisfactory academic progress and the minimum 2.0 GPA for graduation, a student at Daytona Beach Community College must meet Standards of Academic Progress. Registration options are restricted for those students who reach levels other than Good Standing.

There are four levels of Standards of Academic Progress-- Good Standing, Warning, Probation and Suspension:

**Good Standing -** Students who maintain GOOD STANDING are allowed to register for a maximum of 18 credits in Fall and Spring and a total of 18 credits over the Summer semesters (9 in sub-session A and 9 in sub-session B unless approved by a counselor or advisor for an overload.).

**Warning -** Students who do not meet Standards of Academic Progress requirements after one semester are placed on WARNING.

- Students on Warning are required to repeat all math, English and college preparatory courses in which less than a "C" was earned within the next semester enrolled.

- The student placed on Academic Warning will be restricted to enrolling for a maximum of 13 semester hours in the Fall and Spring semesters (7 hours in Summer sessions overall).

- It is expected that the student meet with a counselor or advisor to discuss his/her academic status and to discuss options and appropriate course selections to improve academic standing prior to his/her next registration.

- Students who do not meet Standards of Academic Progress requirements within the next semester will be moved to PROBATION.

**Probation -** Students who do not meet Standards of Academic Progress requirements after two consecutive semesters are placed on PROBATION.

- Students on Probation are required to repeat all math, English and college preparatory courses in which less than a "C" was earned within the next semester enrolled.

- The student placed on Probation will be restricted to enrolling for a maximum of seven credit hours in Fall/Spring Semesters or four credits hours in each Summer Semester.

- It is expected that the student meet with a counselor or advisor to discuss his/her academic status and to discuss options and appropriate course selections to improve academic standing prior to his/her next registration.

- Students who do not meet Standards of Academic Progress requirements within the next semester will be moved to SUSPENSION.

**Suspension -** Students who do not meet Standards of Academic Progress requirements after three consecutive semesters are placed on SUSPENSION.

Students on academic suspension are:
- Students on Academic Suspension are required to sit out one semester unless extenuating circumstances are approved by a Suspension Advisor who will change the Academic Status from "SUSP" (Suspended) to "SUSA" (Suspended, Allowed to Register). The Suspension Advisor will also enter the restricted number of semester hours as appropriate.
- Students who have not been granted an exception by a Suspension Advisor must sit out for one semester and are required to participate in the FOCUS Suspension Intervention Program.
- Students will be required to repeat all math, English and college preparatory courses in which a less than "C" grade was earned within the next semester of intended enrollment.
- Continued Suspension Status– Students who do not successfully move to probation or good standing after completing the suspension intervention program will be required to:
- Sit out one full year (two major semesters).
- Repeat the requirements of initial suspension.

- Meet with a Suspension Advisor once a month to maintain progress status check.

**Removal of Academic Warning, Probation and Suspension --** A student may be removed from any level Academic Status (except Good Standing) by meeting the Standards of Academic Progress during the current semester.

# Veterans Affairs

## U.S. Veterans and Others Applying for U.S. Veterans Administration Assistance

D BCC is an approved institution for veterans training. Veterans and those eligible for Veterans Affairs (VA) benefits must be certified through the Office of Veterans Affairs to receive VA education benefits. You also must meet DBCC admission requirements. You are encouraged to complete the required VA procedures as early as possible before registering and check with the office each semester thereafter about your educational benefits. Veterans and those eligible for veterans benefits| must meet the following standards:

### ATTENDANCE STANDARDS

**Vocational Certification and Adult Education Programs** − VA regulations require attendance records be kept on all eligible persons enrolled in programs not leading to a standard college degree. Eligible persons will have their VA benefits suspended if they accumulate three or more unexcused absences during any calendar month. Three tardy days count as one absence; two partial days count as one absence. An eligible person whose benefits are suspended for excessive absences may be reinstated once during a semester upon written permission of the program chairperson or instructor. Additional instances are considered unsatisfactory progress.

### ACADEMIC STANDARDS − GRADE NOTIFICATION

The VA regional office is notified immediately when an eligible person receives a grade, or grades, of "X," "S" or "W." Credit hours for benefit purposes will be adjusted accordingly. Unless extenuating circumstances exist, the eligible person will be in overpayment for benefits paid for the course or courses from the first day of the term to the day the grade was issued.

### PROGRAM LENGTH AND COURSE APPROVAL

All degree programs are approved for a specific number of credit hours. Eligible persons will not be certified to the VA or paid by the VA for courses above and beyond the approved length. The VA will pay only for required courses in an approved program. The same rule applies for vocational certificate programs which are measured in credit hours rather than clock hours.

### SATISFACTORY PROGRESS - STANDARDS OF PROGRESS

Students must maintain satisfactory academic progress and conduct to continue to receive VA educational benefits. Educational benefits will be suspended for unsatisfactory progress following any semester when an eligible person receives all grades of "I," "F" or combination. An eligible person is placed on academic warning if the first semester's GPA falls below 2.0. Educational benefits are suspended for failure to achieve satisfactory progress IF an eligible person's GPA falls below 2.0 for two consecutive semesters. If an eligible person is not making satisfactory progress, VA educational benefits are suspended until the VA finds the cause has been eliminated, and the educational program being pursued is suited to the person's aptitudes, interests and abilities.

### SHORT-TERM PROGRAMS

IIf you are receiving VA benefits, your certification will be terminated if you are absent 10 percent or more of the total hours in a given enrollment period (or cumulative absences exceed 10 percent of the total number of hours in a program for which you have been VA certified). Students enrolled in short-term programs must adhere to current Veteran Administration regulations and Standards of Progress that apply. Students who fail to maintain satisfactory progress are not permitted to continue enrollment in their program and would not, therefore,\ be certified as eligible to receive benefits.

To contact the U.S. Veterans Administration Regional Office, call 1-888-GIBILL-1. To contact the VA representative at DBCC, please call (386) 506-3065,
e-mail vogelj@dbcc.edu   or fax (386) 506-4406.

# Financial Information

Tuition, Fees and Refunds

Financial Aid

# Tuition, Fees and Refunds

Tuition is generally due within 10 business days or less. Refer to your course/fee statement or to each semester's Schedule of Classes for the payment deadline dates. If fees are not paid by the due date, your registration will be cancelled and your classes dropped. After classes begin, additional late registration fees or reinstatement fees may apply and payment of all charges will be due at the time of registration.

You may pay your tuition and fees by cash, check, money order, debit card, VISA, MasterCard or Discover Card. Online payment processing is available at Online Student Services . Payments may also be made in person at any campus or by mail. Please DO NOT SEND CASH BY MAIL.

## *YOU SHOULD KNOW THAT:*

1. DBCC's Tuition and fees are based upon your status as a legal permanent Florida resident. DBCC follows the state's guidelines regarding residency for tuition purposes. See Florida Residency for Tuition Purposes, page 16.

2. Fees to audit a course are the same as the cost of a credit course.

3. Some courses require lab fees, online or telecourse fees, and/or insurance fees in addition to per credit tuition charges.

4. You should bring sufficient funds to meet immediate needs. Personal checks are accepted only for the exact amount of fees.

5. If you need financial assistance, contact the Financial Aid Office before you register.

6. All unpaid obligations, regardless of whether they are past due or current, result in a hold being placed on student records, diplomas, transcripts and registration activity until the obligation is paid in full.

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### TUITION AND FEES / 2004-2005 ACADEMIC YEAR

**Rates listed here are based on th 20043-2004 academic year. New tuition rates for the 2004-2005 Academic Year will not be available until July 1, 2004.**

**Tuition and fees are subject to change based on Legislative action and/or at the discretion of the District Board of Trustees. If there is a tuition increase after you register and pay, you will be notified and billed for the difference.**

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### 1. Application Fee

There is no charge to apply for admission to DBCC except for international students who are assessed a $30 non-refundable application fee. The College does charge a one-time, non-refundable $20 assessment fee to all students, including international students, at the time of initial enrollment.

### 2. College Credit and College Preparatory Credit Courses

| | |
|---|---|
| Florida Residents | $57.97 per credit hour |
| Non-residents | $217.65 per credit hour |
| Access Fee | $20 per semester |
| Online Fees | $25 per credit hour |
| Telecourse Fees | $30 per course |
| Lab Fees (vary by course) | $3 - $180 |

### 3. Fees for Vocational Credit Courses

| | |
|---|---|
| Florida Residents | $49.84 per credit hour |
| Non-residents | $199.03 per credit hour |
| Access Fee | $20 per semester |
| Online Fees | $25 per credit hour |
| Telecourse Fees | $30 per course |
| Lab Fees (vary by course) | $3 - $180 |

### 4. Apprenticeship Courses

Apprenticeship students are exempt from registration, matriculation and laboratory fees for instruction.

### 5. Fees for Continuing Workforce Education

Fees for these courses, designed to upgrade the skills of workers currently or formerly employed in a specific occupation, must cover the full cost of instruction.

### 6. Fees for Adult Education Courses

| | |
|---|---|
| DBCC High School Courses | *No Charge |
| GED Preparation | No Charge |
| Basic Adult Education Courses | No Charge |

*A fee is charged to students who already have earned a high school diploma or equivalent and who wish to enhance their skills. The fee is based on a $21.90 per credit hour equivalent for Florida residents and $87.90 per credit hour for non-residents.

### 7. Assessment/Testing Fees

| | |
|---|---|
| Credit by Exam (APLE) | $25 /test |
| Portfolio (APLE) | $45 /course |
| CLEP | $60 /test |
| CPT Retest | $10 /test |
| NET | $27 /test |
| CAT CLAST (Non-DBCC Student) | $30/test |
| CLAST (Third Attempt) | $30/test |
| Institutional TOEFL | $32 /test |
| Non-DBCC Student Test Fee | $25 /test |
| F-BAT | $30 /test |
| CJ-BAT | $40 /test |
| GED (Full Battery) | $50/test |
| GED (Per Section) | $10/test |

### 8. Veterans Deferment of Fees

Veterans eligible for VA education benefits are granted a deferment once an academic year. The deferment may be for up to 60 days, but will always be due before the end of the semester. Consult the veterans specialist in Building 100, Room 208 on the Daytona Beach Campus.

9. **Recreation & Leisure, Self-Supporting Courses, Seminars, Workshops, Conferences**

Fees will be determined separately for each activity and will be stated in the individual activity announcement. The activity may be cancelled because of insufficient enrollment.

10. **Graduation Fees**

| | |
|---|---|
| Primary Degree (Non-Refundable) | $25 * |
| Each Additional Degree | $10 |
| Duplicate Diploma | $10 |

\* Regalia is purchased separately from the college bookstore.

11. **Other Fees**

| | |
|---|---|
| Returned Check (per Florida Statute) *Minimum* | $25 |
| Late Registration Fee | $25 per course |
| Reinstatement Fee | $50/course |
| First Parking Permit | No Charge |
| Additional Parking Permits | $10/each |
| *Parking Fines | $5, $7.50, $10 |

\*Unpaid fines will result in a hold on student records, diplomas, transcripts and future registrations. Repeat offenders may be towed at the owner's expense.

12. **Collection Costs**

If obligations are not paid in full upon notification by the College, these debts may be referred to an outside collection agency and to appropriate credit bureaus. Resulting collection costs will be added to the original debt and the student must pay these costs, as well as attorney's fees if applicable. Furthermore, all unpaid obligations will result in a hold on student records, diplomas, transcripts and future registration activity.



## DROPPED CLASS REFUND POLICY

The dates to drop a course for refund are established for each semester and published in the academic calendar in the front of this catalog and in each semester's schedule of classes. Please check the dates carefully. Refunds will not be given after the deadlines. Students who pay for their courses by cash or check will be refunded by a check from

DBCC. Students who pay for courses by credit card will be refunded by crediting back that same credit card. Refunds by check and credit card will be processed approximately seven to 10 business days following the official drop. Refunds will be based upon the following:

### A. College Credit and Occupational Certificate Courses

#### A 100 percent refund will be given:

1. If a student drops a course or all courses by the date published in the College's academic calendar.

2. For classes scheduled to meet only once a week (including day, evening and weekend classes) OR classes beginning after the first week of the semester if a student drops a course prior to the second scheduled class meeting.

### B. Continuing Education and Lifelong Learning Courses

1. Courses lasting one week or less - A 100 percent refund will be given if you drop a course before the first scheduled class meeting. Refunds are not given after this date.

2. Courses lasting longer than one week - A 100 percent refund will be given if you drop a course within five working days from the date of the first scheduled class meeting. Refunds are not given after this date. There are no refunds for classes dropped after the refund period has ended. One class cannot be substituted for another after the date published in the College calendar unless the Academic/Refund Appeals committee has reviewed and approved your appeal. In some cases, you may be able to add a class. In other instances, you will need written permission from the appropriate department chairperson before you can register.

Appeals for refunds based upon documented, extenuating circumstances beyond your control may be made to the Academic/Refund Appeals committee. Supporting documentation is required before this type of appeal can be processed. For additional information about appeals, contact the Office of Appeals at (386) 255-8131, ext. 3781. Appeal forms also are available on all campuses.

## WITHDRAWALS FOR TUITION PURPOSES

Students who withdraw from a course will not be entitled to a refund. In addition, any outstanding balances for withdrawn courses must be paid in full prior to processing the withdrawal.

# Financial Aid

The decision to attend college is an extremely important one. It is an investment in your future and involves a considerable commitment of time and money. DBCC is a comprehensive public college that provides a wide variety of quality educational programs at a reasonable cost. DBCC's Financial Aid Office administers various types of financial assistance to help students pay part of that cost.

For information and assistance, please contact the Financial Aid Office located in Building 100, Room 105, on the Daytona Beach Campus. The financial aid staff will gladly guide you through the application process and will be pleased to assist you in completing the necessary forms.

## WHAT IS FINANCIAL AID?

Financial aid is the assistance available to help a student meet educational expenses. This assistance is provided by federal, state, institutional or private sources and may consist of grants, scholarships, loans or work. Qualified students may be offered combinations of the various types of aid or aid from a single source. Most forms of aid are based on an individual's financial need, college costs and the availability of funds.

## WHAT ARE THE ELIGIBILITY REQUIREMENTS?

In general, to be considered eligible to apply for financial aid a student must:

1. Be a United States citizen or an eligible non-citizen.

2. Be enrolled as at least a half-time student. (Halftime enrollment is a minimum of six credits in coursework leading to a degree or certificate and therefore excludes audited classes.) Fall or Spring Semester enrollment in a program of study abroad which has been approved by DBCC, will be considered enrolled at DBCC for the purpose of applying for federal aid.

3. Be accepted at DBCC as a "regular" student. A "regular" student is a student pursuing an AA, AAS or AS degree or an approved vocational certificate.

4. Be enrolled in an eligible program of study. Eligible programs are postsecondary programs which lead to an AA, AAS or AS degree or an approved vocational certificate.

5. Be making progress toward completion of courses of study in compliance with Financial Aid Satisfactory Academic Progress Standards.

6. Not be in default on a loan or owe a repayment on any previous financial aid received.

7. Be registered with the Selective Service if required to do so.

8. Have a standard high school diploma or GED. (The tran script must be submitted to the admissions office.) Some vocational certificate programs may accept passing scores achieved on a federally approved test administered by the College, in lieu of the high school diploma or GED requirements. This test measures the student's ability to benefit from the instruction offered.
9. Have a valid Social Security Number.

10. Sign a statement on educational purpose and a certification statement on overpayment and default. (Both statements are included on the Free Application for Federal Student Aid [FASFA].)

11. Have financial need, except for some loan programs.

## HOW DOES A STUDENT APPLY FOR FINANCIAL AID?

Applying for financial aid is not as complicated as you may think! The important thing to remember is to take it one step at a time. The process consists of completing the appropriate applications and submitting requested documentation to the Financial Aid Office. To be considered for financial aid at DBCC, a student must do the following:

• Complete the Free Application for Federal Student Aid (FAFSA). Indicate that you are planning to attend DBCC in "Step Six" of the FAFSA. DBCC's Title IV School Code is 001475. This application is required to determine eligibility for all sources of federal financial aid. (Please note, the accurate FAFSA results must be received by the Financial Aid Office prior to your last day of attendance at DBCC.) The FAFSA is available in the Financial Aid Office on all campuses. Area high schools also have supplies of FAFSA forms. The FAFSA should be completed at least five weeks prior to the beginning of the semester. The FAFSA application must be received by the processor no later than June 30, 2005.

• Complete the DBCC Financial Aid application and submit it to the Financial Aid Office.

• Submit signed copies of your 2003 federal income tax return to the Financial Aid Office. Dependent students must also submit a signed copy of the parents' federal income tax return.

• Submit the Student Aid Report (SAR) to the Financial Aid Office. The correct and complete SAR must be submitted by your last date of enrollment in 2004-2005 or by Aug. 31, 2005 (whichever is earlier).

In addition, a student will be required to supply additional documentation if the student's financial aid application is chosen for verification. Verification is the required federal process of checking the accuracy of the information supplied on the FAFSA. Selection is based on guidelines set up by the Department of Education. If selected for verification, the Financial Aid Office will send information regarding what additional information must be submitted. Verification must be completed within 120 days after a student's last day of attendance, but not later than August 31, 2005. Verification is completed when all verification documents are received and when DBCC receives a valid SAR. The SAR must be received while the student is still enrolled for the award year, but no later than August 31, 2005.

## WHAT DETERMINES A STUDENT'S DEPENDENCY STATUS?

When a student applies for federal student aid, the answers to certain questions will determine whether the student is considered dependent on their parents or whether the student is independent. A dependent student must report the parents' income and assets as well as the student's income

and assets. An independent student must report only the student's own income and assets (and those of the student's spouse, if married). A student is classified as dependent or independent because federal student aid programs are based on the idea that the student (and the student's parents or spouse, if applicable) have the primary responsibility of paying for the student's postsecondary education. Students who have access to parental support (dependent student) should not receive need-based federal funds at the expense of a student who does not have such access (independent student).

A student is considered independent if at least one of the following applies to the student:

- the student was born before Jan. 1,1981;

- the student is married;

- the student has legal dependent(s) who receive more than half of their support from the student;

- the student is an orphan or ward of the court (or was a ward of the court until age 18); or

- the student is a veteran of the U.S. Armed Forces.

If a student cannot answer "yes" to one of the above questions, the student is dependent.

## WHAT TYPES OF FINANCIAL AID ARE AVAILABLE?

Financial aid assistance is available in the form of grants, scholarships, work-study and loans. Grants are usually based on financial need and do not have to be repaid. Scholarships are usually awarded for academic merit or achievement and do not have to be repaid. Work-study positions are jobs that enable students to earn funds to assist with educational expenses. Loans usually must be repaid in cash. Student loan programs have varying rates and repayment provisions.

The FAFSA must be completed to apply for all need-based federal, state, and institutional sources of financial aid.

In general, students must be enrolled at least half-time to receive financial aid. However, some aid programs require students to enroll in and maintain full-time status. The following are the major financial aid programs that DBCC's Financial Aid Office administers.

A. Grants

**Federal Pell Grant** – Funded by the federal government, this need-based grant is designated for undergraduate students working toward a first bachelor's degree. The amount of grant a student is eligible to receive is determined by the cost of attendance, the Expected Family Contribution (EFC), the length of the program of study, and the student's enrollment status. The cost of attendance includes such items as tuition and books and supplies. The EFC is derived from the information supplied by the student on the FAFSA. Students enrolled in a program of study that is less than 30 weeks per academic year (Fall and Spring Semesters) will receive a prorated PELL award. Students enrolled in a program of study that is less than 24 college credits or less than 30 vocational credits (900 clock hours) per academic year (Fall and Spring Semesters) will receive a prorated PELL award.

For PELL Grant awarding purposes (applicable to college credits), 12 college credits per semester is considered full-time enrollment. Nine to 11 college credits per semester is considered three-quarter time enrollment. Six to eight college credits per semester is considered as half-time enrollment. One to five college credits per semester is considered as less than part-time enrollment. For PELL Grant awarding purposes (applicable to vocational credits,) 15 vocational credits (450 clock hours) per semester is considered as fulltime enrollment. The full-time award is prorated for all vocational credits less than 450 clock hours.

PELL Grants range from $400-$4050 for fulltime attendance during an academic year. (For PELL Grant purposes, an academic year consists of 30 weeks during which a student may complete 24 college credits or 30 vocational credits (900 clock hours).

**Federal Supplemental Educational Opportunity Grant (FSEOG)** – Funded by the federal government, this need-based grant is designated for undergraduate students working toward a first bachelor's degree. Eligibility is based on exceptional financial need. The maximum grant per semester at DBCC is $150. Funds are limited.

**Florida Student Assistance Grant (FSAG)** – Funded by the state, this need-based grant is designated for eligible Florida residents. Award levels are based on state appropriations and vary each year. Specific renewal requirements must be met. Funds are limited.

**DBCC Need Grant** – Funded by DBCC, this need-based grant is designated for undergraduate students who have not previously completed a baccalaureate or professional degree and who are pursuing the AA, AAS, AS degree or eligible postsecondary adult vocational certificate programs. Eligibility is based on financial need. The maximum grant per semester is $1000. Funds are limited.

**DBCC Vocational Need Grant** – Funded by DBCC, this need-based grant is designated for undergraduate students who have not previously completed a baccalaureate or professional degree and who are enrolled in an eligible postsecondary adult vocational certificate program. Eligibility is based on financial need. The maximum grant per semester is $1000. Funds are limited.

B. Scholarships

**Air Force Scholarships - ROTC** – The USAF offers ROTC academic scholarships to students who meet specific requirements. These scholarships cover the cost of tuition and books, plus provide the student $150 tax free subsistence allowance per month. For more information contact AF ROTC, Embry-Riddle Aeronautical University, 600 S. Clyde Morris Boulevard, Daytona Beach, Florida 32114-3900 or call (386) 226- 6880.

**Athletic Scholarships** – DBCC offers a limited number of scholarships to students who are participating in specified activities through the Athletic Department. Students must enroll full-time in a program leading to an AA, AAS or AS degree, and follow the Standards of Progress. Students must complete the FAFSA. The Athletic Department determines which students are eligible for the scholarship. The amount of the scholarship varies each year.

**Performing Arts Scholarships** –These fee waivers will pay a portion of a student's tuition for classes in the areas of music, drama or dance. Fee waivers are awarded on a semester by semester basis, pending availability of funds. The performing arts department determines which students are eligible. The amount varies each year.

**SGA Scholarship**- DBCC offers a limited number of scholarships to students who are participating in the Student Government Association. Students must complete the FAFSA. The Director of Student Activities determines which students are eligible for the scholarship. The scholarship amount varies with each position. Funds are limited.

**Publication Scholarship**- DBCC offers a limited number of scholarships to students who are participating in student publications. Students must complete the FAFSA. The Director of Student Activities determines which students are eligible for the scholarship. The scholarship amount varies with each position. Funds are limited.

**Florida Bright Futures Scholarship Program** – Funded by the Florida Lottery, scholarships are awarded to Florida high school graduates who demonstrate high academic achievement. This scholarship program has three award levels; the Florida Academic Scholars Award, the Florida Medallion Award and the Florida Gold Seal Award. Applications, application deadlines, eligibility criteria and award amounts are available from high school guidance counselors. Students must be enrolled in a minimum of six college credits for Fall and/or Spring. Specific renewal requirements must be met.

**Foundation Scholarships** –The DBCC Foundation provides scholarships, grants and loans to students who might otherwise not be able to afford a college education. The Foundation offers scholarships that have been established by outside donors. Listings of these scholarships, with their own specific criteria as established by the donors, are available each semester and are posted on the DBCC web site. (http://www.dbcc.edu). The foundation donor scholarships are administered by the staff of the Student Development Division.

**Other State of Florida Programs** – Additional scholarship programs such as Seminole/Miccosukee Indian Scholarship and Scholarships for Children of Deceased or Disabled Veterans are available. Students should contact their high school guidance counselors or the Florida Office of Student Financial Assistance for criteria, applications and deadlines.

C. Work

**Federal Work-Study (FWS)** – The FWS program provides part-time employment to students who have financial need. Students are paid an hourly rate and are placed in jobs on campus or in community service jobs off campus. Work schedules are arranged around the student's class schedule. Students work an average of 20 hours per week. FWS is awarded to students demonstrating need. Funds are limited.

**Institutional Work-Study (IWS)** – DBCC's IWS program provides part-time employment to students. Students are paid an hourly rate and are placed in jobs

working on campus. Work schedules are arranged around the student's class schedule. Students work an average of 20 hours per week. Eligibility is not based on need. Funds are limited.

**Florida Work Experience Program (FWEP)** – The Florida Work Experience Program provides eligible Florida students the opportunity to secure part-time work experiences, which are complementary to and rein force the students' educational program and career goals. Specific GPA and earned credit hour requirements must be met. FWEP is awarded to students demonstrating need. Funds are limited. Specific renewal requirements must be met.

D. Federal Family Education Loans

**Federal Subsidized Stafford Loan** – Federal Subsidized Stafford Loans are made by a lender such as a bank or credit union. Eligibility is based on financial need. The loan's interest rate is variable and may change every July 1, but will never exceed 8.25 percent. Students must be enrolled in an eligible program at least half-time. First-year students may be eligible to borrow up to an annual maximum of $2,625. Students who have successfully completed their first year (30 credits) may borrow up to an annual maximum of $3,500. The maximum loan amount will be reduced utilizing a proportional pro-ration for those academic programs less than 24 college credits or 30 vocational credits (900 clock hours) and/or 30 weeks per academic year (Fall and Spring Semesters). The lender will charge a three percent origination fee. The Guarantee Agency may charge a maximum one percent insurance fee. Loan repayments generally begin six months after the student graduates, leaves school or drops below half-time enrollment.

**Federal Unsubsidized Stafford Loans** – Federal Unsubsidized Stafford Loans are available for students who do not qualify, in whole or in part, for Subsidized Federal Loans. Students must be enrolled in an eligible program at least half-time. Independent students may be eligible to borrow up to an annual maximum of $4,000 in additional Federal Unsubsidized Stafford Loans if remaining eligibility exists. The maximum loan amount will be reduced utilizing a proportional pro-ration for those academic programs less than 24 college credits or 30 vocational credits (900 clock hours) and/or 30 weeks per academic year (Fall and Spring Semester). With few exceptions, the Unsubsidized Loan's terms and conditions are the same as Subsidized Stafford Loans. However, the government does not pay the interest during in-school and deferment periods. The student must pay the interest. The lender will charge a three percent origination fee. The Guarantee Agency may charge a maximum one percent insurance fee. Loans are not available for the summer semester at DBCC.

**Federal PLUS Loans** – Federal PLUS Loans enable parents with good credit histories to borrow for educational expenses of their dependent children. Students must be enrolled in an eligible program at least half-time. The loans are made by lenders such as banks or credit unions who charge a three percent origination fee. The lender also may collect an insurance fee of one percent. The interest rate is variable but is capped at nine percent. PLUS borrowers may borrow up to the cost of education minus any estimated financial assistance the student

has been, or will be, awarded for the period of enrollment. Borrowers generally must begin repayment on the loans within 60 days after the funds are disbursed.

*Please Note:* When a student accepts a loan as part of his/her award, the student must understand that he/she is incurring a serious financial obligation. The student must repay the loan in full, along with all interest and additional fees (collection, legal, etc.). It is very important that the student realize that loan payments must be made in the future to satisfy this obligation. Students who accept a Stafford Loan while at DBCC will be required to attend a loan entrance counseling session and an exit session to go over in detail repayment obligations.

To apply for a loan, the student must first complete a FAFSA. The student will be notified via the award letter of loan eligibility and be mailed a loan application. The application must be completed accurately in pen and returned to the Financial Aid Office. Allow approximately four to six weeks from the initial date of the loan application for processing to be completed.

*Before borrowing under one or more of the Federal Family Education Loan Programs, investigate the possibility of grant and/or scholarship assistance available from the state of permanent residency. Award amounts and program availability may be subject to change after this information is printed, based on federal and state appropriations.*

## WHAT IS DBCC's FINANCIAL AID POLICY?

Each year the Financial Aid Office receives requests for more campus-based and institutional funds than are available. Applications are reviewed in the order in which students have completed the application process.

Awards initially are based on the projected enrollment status indicated on either the FAFSA or the DBCC Financial Aid Application. Awards are revised if the actual enrollment status differs from the award projection. Full-time enrollment is a minimum 12 hours per semester; three-quarter time is a minimum of nine hours per semester; half-time is a minimum six hours per semester. (Note: Audited classes are not eligible for financial aid.) With the exception of the Pell Grant, a student must be enrolled at least halftime to be eligible for aid. Any aid a student receives or expects to receive from an outside source must be reported to the Financial Aid Office. Such outside assistance must be considered as a component of the student's financial aid package and will reduce need. All Veterans' educational benefits are treated as a resource when determining remaining need.

Applications for an upcoming academic year are available in January. All required documents must be on file in the Financial Aid Office before a student is offered a financial aid package.
The Financial Aid Office reserves the right to review and cancel awards at any time because of changes in a student's financial or academic status, academic program, resident status, enrollment status, etc.

## HOW DOES DBCC DETERMINE STUDENT NEED FOR FINANCIAL AID?

When a student applies for federal student aid by completing the FAFSA, the information the student reports is used in a formula established by the U.S. Congress. The formula determines the student's Expected Family Contribution (EFC). This EFC is an amount that the student (and the student's spouse, if the student is independent and married) or the student (and the student's parents, if the student is dependent) is expected to contribute to the student's education. The EFC is subtracted from the student's cost of attendance. The cost of attendance is determined by the College using rules established by the U.S. Congress. The cost of attendance includes the student's tuition and fees based upon the student's enrollment status. Please note, when determining enrollment status, audited courses are not taken into consideration since no credit toward a degree or certificate is received.

If there is an amount left over, a student is considered to have financial need. In determining a student's eligibility for aid from the federal student financial assistance programs and from state need-based assistance programs, the College must first consider other aid the student is expected to receive. If the student is eligible to receive a financial aid award, the student will be sent an official award notice, which lists the types of aid being offered for the academic year. This is the student's financial aid package.

## WHAT ARE THE TYPICAL COSTS ASSOCIATED WITH ATTENDING DBCC?

Most individuals calculate the cost of a college education by the amount of tuition and fees charged plus the cost of books and supplies. These are direct educational expenses. There are, however, indirect educational expenses, such as transportation expenses, for which students will need to budget. The chart on this page illustrates examples of both in-state and out-of-state budgets for full-time college credit and vocational credit students for one academic year (Fall and Spring Semesters).

## HOW ARE AWARDS DISBURSED?

Eligible financial aid recipients may register for classes and charge tuition and fees against the scholarship or grant amount indicated on the financial aid award notice for the applicable semester. If the scholarship or grant is more than the total amount of tuition and fees, the remainder may be used for other educational expenses. A check for the remainder of the award(s) will not be available until after the refund period has passed and enrollment verification has been completed each semester. If, after receiving a refund check, a student's class is cancelled or changed to an audit or the student is dropped from a class, the student will owe back a portion of the refund applicable to the change in enrollment.

**Please Note:** Institutional fee waivers are issued for tuition only and may not be used for other educational expenses. Any funds not used as tuition will not be refunded to the student. A Federal Workstudy award cannot be used to charge fees. The Bursar's Office is responsible for disbursing checks. After the first mailing each term, checks will be cut and mailed once a week. In the event that a student has already registered and paid cash for fees, the entire financial aid scholarship or grant for the term will be disbursed as explained above.

Stafford and PLUS Loan checks are also disbursed by the Bursar's Office. Please note, per federal regulations, the earliest date a loan may be disbursed to a student who has not

**Full-Time College Credit Budget**

**Direct Educational Costs (Estimated)**

|  | In-State | Out-of-State |
|---|---|---|
| Tuition (24 college credits) | $ 1,391 | $ 5,224 |

**Indirect Educational Costs (Estimated)**

|  | In-State | Out-of-State |
|---|---|---|
| Books & Supplies** | $ 800 | $ 800 |
| Room & Board*** | $ 2,128 (dependent) | $ 2,128 (dependent) |
|  | $13,400 (independent) | $13,400 (independent) |
| Personal | $ 1,624 (dependent) | $ 1,624 (dependent) |
| Transportation | $ 1,000 (dependent) | $ 1,000 (dependent) |
|  | + _____ | + _____ |
| Total Budget | $ 6,943 (dependent) | $10,776 (dependent) |
|  | $15,591 (independent) | $19,424 (independent) |

\*    *Based on 2003-2004 rates. The 2004-2005 rates may increase due to legislative action and/or District Board of Trustees action.*

\*\*   *Some programs of study have additional costs. Please refer to the Program Descriptions.*

\*\*\*  *Please note, DBCC does not provide dormitories.*

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**Full-Time Vocational Credit Budget**

**Direct Educational Costs (Estimated)**

|  | In-State | Out-of-State |
|---|---|---|
| Tuition (30 vocational credits)* | $ 1,495 | $ 5,971 |

**Indirect Educational Costs (Estimated)**

|  | In-State | Out-of-State |
|---|---|---|
| Books & Supplies** | $ 800 | $ 800 |
| Room & Board*** | $ 2,128 (dependent) | $ 2,128 (dependent) |
|  | $13,400 (independent) | $13,400 (independent) |
| Personal | $ 1,624 (dependent) | $ 1,624 (dependent) |
| Transportation | $ 1,000 (dependent) | $ 1,000 (dependent) |
| Total Budget | $ 7,047 (dependent) | $11,523 (dependent) |
|  | $15,695 (independent) | $20,171 (independent) |

\*    *Based on 2003-2004 rates. The 2004-2005 rates may increase due to legislative action and/or District Board of Trustees action.*

\*\*   *Some programs of study have additional costs. Please refer to the Program Descriptions.*

\*\*\*  *Please note, DBCC does not provide dormitories.*

completed a minimum of 30 credits in his or her current course of study at DBCC is 30 days after the first day of classes. Additionally, all first-time borrowers at DBCC must attend a loan entrance counseling session before their loan proceeds may be disbursed. Loan entrance counseling requirement may also be completed online at the following address: http://mapping-your-future.org./oslc/ . Loan entrance counseling sessions are held Monday-Friday in the Financial Aid Office. Any loan disbursement will not be tendered after a student ceases to be enrolled in at least six credit hours.

*WHAT ARE THE FEDERAL REQUIREMENTS FOR THE RETURN OF TITLE IV GRANT OR LOAN FUNDS WHEN A STUDENT WITHDRAWS FROM ALL CLASSES OR CEASES ATTENDING ALL CLASSES?*

As a result of the Higher Education Amendments of 1998, federal financial aid recipients who completely withdraw from all their classes or who cease attending all their classes (prior to attending classes up to the 60 percent point in time of the semester) will be subjected to federal requirements for the return of Title IV federal grants (Pell, SEOG) and Title IV loans (Subsidized Stafford, Unsubsidized Stafford, PLUS Loans).

The law now defines the amount of Federal Title IV grants and loans that the student has earned the right to use to pay for tuition or to retain as a refund. Federal funds must be returned to the Federal Programs if a student withdraws from all classes or ceases attending all classes prior to completing 60 percent of the semester. (Summer A and Summer B are considered distinct semesters in relation to the regulation.) The reasoning behind the new refund policy is as follows:

Title IV funds are awarded to qualified students for the sole purpose of enabling the recipient to obtain an education. Thus, there is an implied contract with the student that he or she will honor that contract by satisfactorily completing the course of study for that payment period. If the student withdraws (officially or unofficially) during the payment period, thereby not fulfilling his or her part of the implied contract,

then it is appropriate to require a reasonable portion of the Title IV funds to be returned in order to insure proper stewardship of federal taxpayers' dollars. The student aid programs are not income-maintenance programs, and should not be viewed as such. The Title IV refund formula, therefore, is based upon the concept that a student must earn the amount of federal grants or loans that the student has received. A student who withdraws has not earned the entire amount of grants and/or loans the student has received and, therefore, must return the unearned portion to the appropriate program. To determine the amount of unearned assistance the student must return to the Federal Programs, the following steps are followed:

**Step 1:** Calculate the Title IV assistance earned . To calculate the amount of Title IV assistance earned by a student, DBCC must first determine the percentage of Title IV assistance the student earned up through the 60 percent point in time. The percentage of assistance earned is equal to the percentage of the payment period or period of enrollment for which it was awarded that was completed as of the day the student withdrew. (The withdrawal date is determined by the date indicated on the student's "Withdrawal Form" submitted to the Registrar's Office.) For those students who cease attending all classes without official notification of withdrawal, the withdrawal date is the mid-point of the semester. If the student withdrawal occurs after the 60 percent point, then the percentage is 100 percent. That earned percentage is applied to the total amount of Title IV grant and loan assistance that was disbursed to the student, or on the student's behalf, for the payment period or enrollment for which it was awarded as of the day the student withdrew.

**Step 2:** Calculate the Title IV assistance not earned . The amount of Title IV grant and loan assistance not earned by the student is calculated by determining the complement of the percentage of assistance the student earned and applying it to the total amount of grant and loan assistance that was disbursed (and that could have been disbursed) to the student, or on the student's behalf, for the payment period or period of enrollment as of the day the student withdrew.

**Step 3:** Calculate the amount of the student's Title IV funds which has been applied to the student's account and must be returned. DBCC shall return to the appropriate Title IV program the lesser of the unearned amount of Title IV assistance or an amount equal to the total institutional charges the student incurs for the payment period or period of enrollment for which the assistance was awarded, multiplied by the unearned percentage of awarded Title IV grant and loan assistance. DBCC will return the unearned percentage of awarded Title IV grant and loan assistance to the federal program according to the order listed below. The student will receive a revised award letter indicating a reduction in Title IV assistance and will also receive a billing statement from the Bursar's Office indicating the amount due as a result of the refund to the federal program(s). Since Title IV assistance was reduced from the student's account and returned to the appropriate programs, the student must pay the outstanding balance by utilization of the student's own resources.

**Step 4:** Calculate the amount of refund Title IV funds which has been received by the student and must be returned . The student must return the unearned Title IV assistance to the appropriate federal program. Additionally, the student must reimburse DBCC for the student's outstanding account balance.

**Special rule.** A student (or parent for PLUS loans) repays the calculated amount attributable to a Title IV loan program according to the loan's terms. A student repays a Title IV grant program subject to repayment arrangements satisfactory to the school or the secretary's overpayment collection procedures. A student shall not be required to return 50 percent of the grant assistance received that is the responsibility of the student to repay.

Order of return of Title IV funds . Excess funds returned by the school or student are credited to outstanding Title IV loan balances for the student or made on the student's behalf for which a return of funds is required. Excess funds must be credited to outstanding balances in the following order:
• Unsubsidized Stafford Loan

• Subsidized Stafford Loans

• PLUS Loan

Remaining excesses. If exess funds remain after repaying all outstanding loan amounts, then the remaining amount is credited to grant programs in the following order.

• Federal Pell Grants

• Federal SEOG

Examples of the application of the Title IV Refund Policy are available from the Financial Aid Office at the Daytona Beach Campus upon request.

## *WHAT ARE STANDARDS OF SATISFACTORY PROGRESS?*

Federal and state regulations require students meet Federal and state regulations require students meet minimum standards of satisfactory progress to be eligible to receive financial aid. The standards apply to all classes attempted at DBCC, including those not funded through financial aid assistance. The minimum financial aid satisfactory progress standards at DBCC are defined below. Some state programs have more stringent requirements. In order to maintain satisfactory academic progress, students must meet both of the following requirements:

> 1. Maintain an academic performance requirement of at least a 2.0 cumulative GPA. The GPA does not include transfer credits. The GPA does include remedial course work.

> 2. Make progress toward his/her degree or certificate. Minimum progress requires financial aid recipients to earn passing grades in 75 percent of all credit hours attempted. Maximum time frame to complete an AA, AAS, AS or certificate program of study may not exceed 150 percent of the published length of the program for students attending class on a full-time basis.

### Successful Completion of Courses

Successful completion of a course is defined as an earned grade of A, B, C, D or SP. Unsatisfactory grades are F, W, I, or X.   Please note, if the I grade is changed to an earned grade, it is the student's responsibility to notify the Financial Aid Office of the change and to request a re-evaluation. All courses for which a student is registered after the drop/add period will be considered as the official courses applied to the financial aid standards of satisfactory progress. Repeated courses will only be calculated as one successful attempt; the remaining repeat course(s) will be calculated as unsuccessful attempts.

### Evaluation of Satisfactory Academic Progress for Financial Aid

### Students Pursuing the AA, AAS or AS Degree:

The evaluation of satisfactory academic progress for financial aid will occur once a year at the end of the Spring Semester.

**Students Pursuing a Certificate:** The evaluation of satisfactory academic progress for financial aid will occur twice a year; at the end of the Fall Semester and at the end of the Spring Semester.

### Financial Aid Probation/Warning

**Students Pursuing the AA, AAS or AS Degree:** A student who is deemed not to be meeting the financial aid standards of satisfactory academic progress at the end of the Spring Semester will be placed on financial aid probation/warning for the Summer Semester. If the student's status remains unchanged after the Summer Semester, the student is placed on financial aid suspension for the Fall Semester.

**Students Pursuing a Certificate:** A student who is deemed not to be meeting the financial aid standards of satisfactory academic progress at the end of the Fall Semester, will be placed on financial aid probation/warning for the Spring Semester. If the student's status remains unchanged after the Spring Semester, the student is placed on financial aid suspension effective for the Summer Semester. A student who is deemed not to be meeting the financial aid standards of satisfactory academic progress at the end of the Spring Semester, will be placed on financial aid probation/warning for the Summer Semester. If the student's status remains unchanged after the Summer Semester, the student is placed on financial aid suspension for the Fall Semester.

### Financial Aid Suspension

A student making unsatisfactory academic progress for financial aid is on financial aid suspension and is not able to receive any federal, state or institutional financial aid assistance. However, a student may continue to attend classes but must pay his/her tuition and fees through his/her own resources.

Financial aid funds may be received for no more than 30 remedial credit hours. Additionally, once a student receives the AA degree, no more funding is available for coursework applicable to the AA degree.

### Reinstatement

A student who is on financial aid suspension must attend a semester, or semesters, on an unaided status until minimum standards for financial aid satisfactory progress are met. It is the student's responsibility to notify the Financial Aid Office when the required minimum standards for reinstatement of financial aid assistance are met.

### Exhaustion of Financial Aid Eligibility

A student will cease to be eligible for any sources of financial aid assistance when the student has attempted 120 hours, including developmental classes. A student who seeks dual degrees, AA, AAS, AS or certificate, or two AAS or AS degrees or certificates, may not exceed 130 attempted hours, including developmental classes. Please note that transfer credits accepted towards graduation at DBCC are included in both the 120 and 130 hour maximums. Also, exhausting financial aid eligibility may occur at any point in the academic year in which you are enrolled; there is no probation period.   Financial Aid funds may be received for no more than 30 remedial credit hours.   Additionally, once a student receives the AA degree, no more funding is available for coursework applicable to the AA degree.

### Appeal

Federal regulations state that in the case of extraordinary circumstances, a student may appeal unsatisfactory progress and/or when eligibility for financial aid has been exhausted. However, the appeal must be due to extraordinary circumstances such as illness or death of an immediate family member. A student who meets these criteria and wishes to appeal should request an appeal form from the Student Appeals Office in Building 100, Room 204 on the Daytona Beach Campus or the main office at other campuses. Extensive documentation must be included with the appeal to substantiate the student's case.

If the Appeal's Committee approves the appeal, the student's aid will be reinstated for the applicable semester(s) (provided the student is otherwise eligible.) The Appeal's Committee

may stipulate restrictions governing the number of remaining credit hours eligible for financial aid assistance. The student's academic record will be re-evaluated during the next regular financial aid satisfactory progress evaluation.

## WHAT ARE THE RIGHTS AND RESPONSIBILITIES OF A FINANCIAL AID RECIPIENT?

**As a student consumer, students have a right to:**

- Be informed of the correct procedures for applying for aid; cost of attendance; types of aid available; how financial need is determined; criteria for awarding aid; how academic progress is determined; and what must be done to continue receiving aid.

- Be informed of the type and amount of assistance the student will receive; and how and when the student will receive the aid.

- View the contents of the student's financial aid file, in accordance with the Family Educational Rights and Privacy Act.

- Know the conditions of any loan.

**It is the student's responsibility to:**

- Complete application materials correctly and submit them on time.

- Read all materials sent from the Financial Aid Office and all agencies awarding aid; read, understand and keep copies of all forms the student signs.

- Know and comply with the rules governing the aid received.

- Provide additional documentation, verification, corrections and/or any new information the Financial Aid Office requests.

- Comply with the provisions of any promissory note and all other agreements signed.

- Use financial aid only for expenses related to attending the College.

- Maintain satisfactory academic progress.

- Notify the Financial Aid Office of any resources not considered during the original need analysis and aid not listed on the award letter.

- Keep local and permanent addresses current at the Records Office.
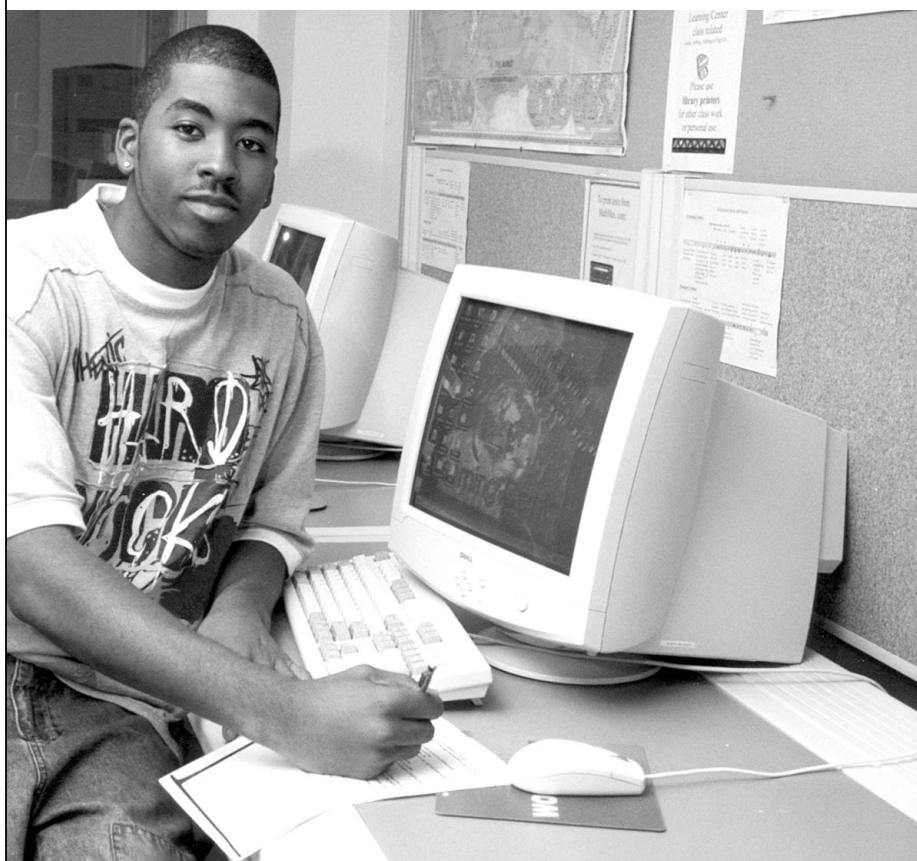
# Student Services

Online Student Services

Academic Advising and Counseling Services

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Placement Tests

International Student Assistance

Career Planning and Transfer Center

College Placement Center

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# Student Services

## FALCONNET ONLINE STUDENT SERVICES

FalconNet is a convenient, secure way to access the information and transactions you need around the clock. FalconNet is available from any computer with Internet access (home, work, public libraries or computers on each DBCC campus). Privacy is of the utmost importance to us. Your educational records are protected by FERPA. You can learn more about FERPA and other consumer information in the Records and Registration section of the DBCC website. Based on FERPA, only you can request or access your student records. They cannot be discussed via e-mail or over the telephone. You may use all or only selected online services that we offer. Each of the current services accessible from one page, FalconNet, is described below.

**Online Admissions Application -** You can select the Apply Online option or visit the Admissions Page to go directly to our online admissions application. Once you've completed the admissions application and your student ID number has been created, you will be able to access all other FalconNet services. This process takes at least one business day.

**LOGIN and PIN Numbers -** Before you can access FalconNet you will need your Social Security Number and your Personal Identification Number (PIN). Your LOGIN and PIN are the gateway to FalconNet. The first time you access FalconNet your PIN is set as your birth date. You will be required to update to a new PIN number (for your security) and to enter a hint question. It is important to keep a record of your PIN and hint question to access FalconNet again in the future. You can save yourself the inconvenience of losing access by maintaining a record of your PIN. This hint question will appear if you forget your PIN and attempt to change it. Answering the question will reset your PIN to your birth date and you will be required again to change it. Any other PIN number changes require a signed request to the Records & Registration Office. This request must include your name, Social Security Number and your signature. You may fax the request to (386) 254-4489. Requests will be processed the same business day they are received. You may also come to the Records & Registration office at any campus and show identification to reset your PIN number.
**Student privacy laws prevent us from changing PIN numbers based on a telephone or e-mail request.**

**Browse College Catalog -** You can view and print the most current version of the Daytona Beach Community College Catalog.

**Course Availability -** You can search the class schedule, looking for open classes that meet your personal scheduling needs.

**Orientation -** Orientation is an important step to being enrolled and is required of all new and readmitted students. Online orientation is an option. It is geared towards preparing you to be as successful as possible while you are here. It covers schedule planning, important departments to be aware of and other hints to make the most of your experience with us.

**Unofficial Transcript -** You can access your unofficial transcript via FalconNet. Official transcripts must be requested through the Records Office.

**View Student Schedule/Grades -** You look up your schedule and/or your grades under this option. Grades are not mailed each semester. You must access your grades through this option.

**Financial Aid Award Status -** Access your award status by semester using this option.

**Class Registration -** Register for your classes using FalconNet. Credit card payment is also available through this option.

**Transfer Evaluation -** This allows students transferring to DBCC to access the evaluation of credit from the previous institution or institutions attended. This is especially helpful to access prior to registration. If it is not available online, the evaluation has not been completed.

**Degree Audit -** This provides you with a comparison of courses you have earned credit for with the courses you need to complete your degree or certificate program.

**Your Student Information -** This allows you to update or change your address, phone number, e-mail and major so that we are able to contact you about courses, events and upcoming registrations.

**The Student Help Desk -** This support service provides you with troubleshooting information and frequently asked questions about using the Web, FalconNet and some basic tutorials on computer basics. NOTE: This is not a live, technical support site.

**FalconMail (Student E-mail) -** FalconMail is e-mail available to all current students, faculty and staff at DBCC. If you already have an e-mail address, forwarding your FalconMail account to your existing e-mail box is as simple as entering a forwarding address.

Though FalconNet is convenient, we still offer parallel, traditional, on-campus services.

## ACADEMIC ADVISING AND COUNSELING SERVICES

Academic advising is an important part of getting started and staying on the right path as you move closer to your educational, career and personal goals. Advising provides you with specific details about your courses and programs, policies that affect you and assistance with seeing the "big picture," whether that is employment, transfer or courses that will help broaden your knowledge in areas that you have interests.

Academic advisors, counselors and faculty advisors are available to assist you with available programs, course and program requirements, policies and procedures and strategies to complete your goals. More specific descriptions about services, contacting the department and information about the staff is available under Counseling and Advising at www.dbcc.edu.

**Academic Advising**
**Professional academic advisors are available on each campus to:**

- discuss your educational goals and the programs and courses available to help you meet those goals
- help you understand the College's rules, regulations and policies
- help you find information on transfer programs and how to best prepare to meet transfer requirements.

**Faculty academic advisors are assigned specifically to you to:**
- provide you with a professional with extensive background knowledge in your program of study and the requirements for your major (for students in the A.S., A.A.S. and certificate programs)
- provide you with information about how to meet degree requirements and referrals for how to learn more about transfer information and requirements (for students in the A.A. degree program).

Faculty advisors are assigned in your first semester, based on your campus of enrollment and your current major (program of study). You are encouraged to contact your faculty advisor each semester. You can find out who your advisor is and how to contact him/her using Online Services and selecting Your Student Information. Your advisor is listed with office location and phone number.

You will receive email notifications regarding any changes of your faculty advisor assignment. We encourage you to check your free Falconmail email account often.

**First Semester Advising**
Advising is an important element in the enrollment process. Steps to the enrollment process are:
- Get admitted to the College
- Complete Orientation Requirements, as appropriate
- Complete placement testing, as appropriate and
- Meet with a counselor or academic advisor to discuss placement results and program requirements.

Each new student is required to meet with a counselor or advisor to get placement test results. During that meeting, students will have the opportunity to discuss placement requirements, required course work and policies governing allowable first semester courses and program requirements. Students are encouraged to meet with a counselor or advisor early and become familiar with registration dates and the Academic Calendar. Counselors and advisors do not register students or select course sections. Students are responsible for selecting their course days and times and to register for their courses either via web registration or in the registration office on their campus of choice.

During your first semester, you will be assigned a Faculty Advisor from your program area to assist you and keep you on track with your program of study.

**Counseling Services**
The College recognizes that students come to us with different levels of preparation for the challenges of college, undecided about their goals and facing personal obstacles that may affect success.

**Counselors offer information and assist students with a variety of concerns including:**
- exploring educational and career interests (career development and decision making)
- making realistic choices based on your personal abilities, interests and values
- stress and time management
- relationships as they affect academic performance
- math and/or test taking anxiety and study skills
- referrals to outside agencies for issues such as substance abuse, AIDS awareness, interpersonal relationships and students in crisis.

Additionally, counselors conduct workshops on a variety of issues, from returning to school to career planning. We encourage you to make use of the department's trained and experienced counselors. Counselors do not provide clinical or therapeutic counseling. We provide brief, crisis intervention and refer to local private providers for situations outside of our limitations.

## ASSESSMENT SERVICES

Assessment Services provides information, registration and administration of a wide range of tests, as well as the Assessment of Prior Learning Experience (APLE) program. Students can register for and take the following assessments at DBCC:
- DBCC placement tests – CPT, TABE, NET, LOEP, CASAS, F-BAT, CJBAT
- College Level Academic Skills Test (CLAST)
- Assessment of Prior Learning Experience (APLE) exams
- College Level Exam Program (CLEP) exams
- Florida Comprehensive Assessment Test (FCAT)
- Instructor tests for distance learning courses
- Institutional TOEFL
- IT Certification Exams
- Insurance licensing exams

## ASSESSMENT OF PRIOR LEARNING EXPERIENCE (APLE)

DBCC recognizes that students come to the institution from a variety of backgrounds. We value the training and knowledge you may have gained through experience. The Assessment of Prior Learning Experience (APLE) program, which includes APLE exams and portfolios, is designed to allow you to turn your skills and knowledge into college credit. Credit earned through the APLE program can only be awarded in courses offered at DBCC. Credit will not be awarded for courses in which you have already received credit.

To earn credit through the APLE program you must meet the following requirements:
- Be currently enrolled in a degree or certificate program at DBCC and credit earned must be appropriately related to your degree or certificate program.
- Complete registration materials and pay all fees.
- Document learning of achievement of all outcomes of a specific course.

## PLACEMENT TESTS

All new students admitted to a degree or certificate program are required to take a placement test unless they meet one of the exemptions listed below. The results will help with your placement into appropriate courses to ensure your academic success. Placement instruments are not used for admission to the College, although they may be used as a guide for admission to certain limited access programs (See Admissions). There are two types of assessment instruments for general admission to the college: the College Placement Test (CPT), a computerized adaptive program and the Test of Adult Basic Education (TABE), a pencil and paper test. Both measure reading, math and language skills. The placement test for degree programs (AA, AAS and AS) and the business or computer related college credit certificates is the College Placement Test (CPT). The placement test for vocational certificate programs and the EMT and Paramedic certificate programs is the Test of Adult Basic Education (TABE).

## EXEMPTIONS TO THE PLACEMENT TEST

**College Placement Test (CPT) –** Students do not need to take the related portions of the test if the following conditions are met:
- SAT scores of 440 or above on verbal or 440 or above on math for placement into Intermediate Algebra (MAT 1033) or 500 or above on math for placement into College Algebra (MAC 1105)
- ACT scores of 18 or above on the reading or 17 or above on English or 19 or above on math for placement into Intermediate Algebra (MAT 1033) or 21 or above on math for placement into College Algebra (MAC 1105)
- proof of successful completion of the equivalent of ENC 1101 (College Composition) or MAT 1033 (Intermediate Algebra)

**Test of Adult Basic Education (TABE) –** Students do not need to take the related portions of the test if the following conditions are met:
- SAT scores of 440 or above on verbal or 440 or above on math
- ACT scores of 18 or above on the reading or 17 or above on English or19 or above on math
- CPT scores of 83 or above on the reading or 83 or above on the sentence skills or 72 or above on the elementary algebra
- student has passed or is exempt from the CLAST exam
- the student has an Associate in Applied Science degree or higher

## LIMITED ACCESS PROGRAM PLACEMENT TESTS

Certain limited access programs require additional tests for admission to those programs. These include:

Nurse Entrance Test (NET) – The Nursing Associate Degree and the Practical Nursing vocational certificate programs require successful completion of the Nurse Entrance Test (NET) prior to admission to the program. Contact Assessment Services on any campus for testing schedules and test fee information.

Basic Abilities Tests – The Law Enforcement Recruit Training, Correctional Officer Recruit Training and Correctional Probation Officer Recruit Training programs require successful completion of a Basic Abilities Test prior to admission to the program. The state of Florida has approved two Basic Abilities Tests; the Criminal Justice Basic Abilities Test (CJ-BAT) and the Florida Basic Abilities Test (F-BAT). DBCC offers the CJ-BAT for the Law Enforcement and Correctional Officer Recruit Training programs and the F-BAT for the Correctional Probation Officer Recruit Training program. Contact Assessment Services on the Daytona Beach Campus for testing schedules and fee information.

## INTERNATIONAL STUDENT ASSISTANCE

- You are required to meet with the international student advisor upon your arrival at DBCC.

- The U.S. Immigration and Naturalization Department (INS) requires all students on F1 visas to be full-time students for the fall and spring semesters. DBCC defines full-time status as 12 or more credit hours.
- To remain in compliance with your I-20, you must maintain a 2.0 or better grade point average (GPA) each semester you are enrolled.
- You are required to attend an orientation session during the Fall or Spring Semester.

- You are required to comply with all DBCC rules and regulations. Counseling and academic advising services are available to assist you. International students are a vital part of our educational program. We will do all we can to assist you so that you will have a successful and enjoyable educational experience at DBCC. Please contact our Admissions Office international student adviser at (386) 506-3059 or email martine@dbcc.edu if you have any questions or need assistance.

- For other services such as health insurance, housing or community support, please contact International Student Affairs, Office of International Students at (386) 506-3141.

## CAREER PLANNING AND TRANSFER CENTER

The following services are available to help you choose a major and develop a career path:

• career planning Web site offering career self-evaluations, links to local colleges and the 11 state universities, job outlook information and more;

• career information libraries with current information on occupations, job requirements and career opportunities;

• career and interest inventories to learn more about your aptitudes, interests, and preferences with results available to the career counselor that you are working with (see the Career Planning website for the testing schedule);

• computerized career planning (easy to use computer programs that help you with career decisions);

• career planning workshops, to help you select a major, program or career;

• inquire about SLS 2304, Career Exploration, a one credit, self-paced course that provides a guide to Career Planning Center resources and to help you learn more about your career and educational interests and pursuits; and

• information about transfer institutions, financial aid and scholarships.

If you are undecided about your future career or educational plans, we encourage you to visit the Career Planning Center to begin your planning process.

Visit our Career Planning Centers at the following campuses:
**Daytona Beach Campus,** Building 100, Room 205L, (386) 255-8131, ext. 3994
**DeLand Campus,** Building 7, Room 136, (386) 785-2074
**New Smyrna Beach/Edgewater Campus,** Building 1, Room 151, (386) 427-3472, ext. 2608
**Flagler/Palm Coast Campus,** Building 2, Room 100K, (386) 246-4803

## TRANSFER INFORMATION

If you plan to transfer to a four-year college or university, you should visit the Career Planning Center, where you can find:
- CollegeSource Online, an Internet program that provides full-text catalogs for more than 7,000 schools
- College Blue Books and Chronicle Databooks that provide addresses, phone numbers and specific details such as admissions requirements and activities
- Transfer manuals that give information about the specific

background courses needed to prepare for various majors at Florida's state universities and some private colleges.

• A free transfer handbook with specific details of how to research a transfer institution and step-by-step guidance for a successful transfer process.

We encourage you to contact the institution where you plan to transfer early in your enrollment at DBCC to determine the specific courses you need. Planning your transfer early will help ensure a smoother transition into your chosen university program.

## COLLEGE PLACEMENT CENTER

The College Placement Center provides comprehensive services to students seeking employment opportunities. Staff in Career Development and Placement is available to assist you with information on careers, salaries, job outlook and specialized software to assist with job placement. Local and national job postings are available as well as material to assist with your job search. The staff works collaboratively with academic and technical faculties to help you get a paying job related to your major and allows you to earn money while attending school or upon completion of your degree or certificate.

**Some of the services include:**
• Resume preparation
• Resume cover letter
• Employability skills
• Mock interviews
• Workplace skills
• Employer interviews
• Classroom presentations
• Job development
• Job placement
• Job expo's
• Employer recruitment visits

**Online Services - Visit our home page at http://www.dbcc.edu/careerdevelopment/ to view specific services such as:**
• Job placement assistance
• Work-related seminars
• Employer services/recruitment
• Student employment
• Co-op/internships experience
• Soft skills/certification
• Job fairs/annual job expo
• Job tips
• Schedule of events/activities
• Helpful links
• Search engines
• DBCC home

Job board listing for student employment, career positions and part-time employment are available online. Career Development and Placement Services offers soft skills training workshops and seminars. These workplace skills modules will assist students to practice the skills and utilize specific strategies to better equip you to enter the workplace. These modules are aimed at preparing students to strengthen your soft skills for workplace effectiveness and competency.

We suggest that students graduating stop by the office three to six months prior to completing their program of study for job placement opportunities.

For additional information, contact:
The College Placement Center
**Daytona Beach Campus,** Building 100, Room 205 (386) 506-3073
**DeLand Campus,** Bldg. 7, Rm. 136, (386) 785-2074
**Flagler/Palm Coast Campus,** Building 2, Room 100E (386) 246-4805; or (386) 506-3073, ext. 4422 and 3559
**New Smyrna Beach/Edgewater Campus,** Building 1, Room 107/108, (386) 427-3472, ext. 2608 or 2621

## COLLEGE BOOKSTORE

DBCC, in partnership with the Follett Higher Education Group, operates the DBCC Bookstores. The DBCC Bookstores are the authorized source for required course materials, recommended study aids, school supplies, educationally discounted software, nursing and medical reference books, DBCC clothing, gifts and more. Store hours and services vary by campus.

Bookstore information can be found in the class schedule books or by calling the phone numbers listed below. If you are calling from a DBCC campus site, just dial the extension listed.

**Daytona Beach Campus,** (386) 252-2206 or ext. 3234
**DeLand Campus,** (386) 785-2020
**Deltona Center,** (386) 785-2020
**Flagler/Palm Coast Campus,** (386) 445-4030, ext. 4519
**New Smyrna Beach/Edgewater Campus,** (386) 427-3472, ext. 2614

You can also shop your DBCC Bookstores online at www.efollett.com or through the Bookstore Link on the DBCC Web site.

## STUDENT DISABILITY SERVICES (SDS)

DBCC promotes an educational environment that provides opportunities for students with disabilities to enjoy their personal independence, while developing their knowledge, skills, and abilities, and encourages them to participate fully in the college experience. DBCC takes seriously its responsibility for complying with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA). Accordingly, Student Disability Services provides comprehensive services and reasonable accommodations to qualified students with documented disabilities to help them achieve their educational and career goals. In order to qualify for SDS services, a student's disability/disabilities must "substantially limit" a major life function, which is essential to pursuing his/her educational goals. The substantial limitation or impairment must be permanent or of a long-term duration. Temporary impairments are not disabilities under the law. The purpose of the "reasonable accommodations" provided by SDS, is to ensure qualified students with disabilities enjoy equal access and equal opportunity to DBCC classes, educational programs and activities. SDS, in collaboration with other appropriate college officials, will determine the types of accommodations students are eligible to receive based on the documentation of their disabilities and limitations.

The main laboratory of Student Disability Services is located in Building 100, Rooms 111-113G on the Daytona Beach Campus. The laboratory has three private testing rooms and an adaptive computer lab. Students may borrow adaptive equipment from SDS such as tape recorders and speaking dictionaries. SDS also provides auxiliary aides such as note-takers, readers, scribes and sign language interpreters. Please contact us before each term begins if you need an auxiliary aide. SDS does not provide personal services such as tutoring, medical assistance, and transportation to school.

Some of the other services and equipment we provide include:
· Accommodations for tests
· Priority registration
· Grievance procedure
· Recorded textbooks/access to RFB&D
· Disability resource material
· Closed circuit televisions
· The Arkenstone "Open Book," The Reading Edge
· JAWS/ZOOMTEXT Plus software
· Perkins brailler

**Course Substitutions for Students with Disabilities**
Students with disabilities, who seek course substitutions, should meet with a student disability specialist in any of the SDS locations or the SDS Director to have his/her request processed. He/She must provide recent documentation that describes his/her disability and how it substantially interferes with their ability to pass a specific course. The Course Substitution Committee, which usually meets frequently, will determine if the student should receive a substitution.

For more information, please contact us in Building 100, Rooms 111-113 on the Daytona Beach Campus, or call (386) 506-3056, or 255-8131 or 3892, or 506-3043 V/TDD. For the Flagler/Palm Coast Campus office, call (386) 246-4871. For the DeLand Campus office, call (386) 785-2012 or 255-8131 ex. 2012.

TDD Lines - Telecommunications devices for the deaf and hearing-impaired are available in these areas:

**Daytona Beach Campus**
　**Student Disability Services Office**
　Building 100, Room 111C; TDD (386) 506-3043
　**Campus Safety**
　Building 540, 24-hour access; TDD (386) 265-7374
　**Learning Resources Center**
　Building 210, general circulation desk

**Deland Campus**
　SDS Office, Building 7, Room 142

**Flagler/Palm Coast Campus**
　Building 1, Room 115

**New Smyrna Beach/Edgewater Campus**
　Building 1, Room 109

## *THE LEARNING CENTER*

DBCC's state-of-the-art Learning Centers share the College's concern for student success and provide a variety of instructional support programs and services to help students make satisfactory academic progress. The Centers' academic support services combine personal attention with computer-assisted, individualized and group instruction in an energizing environment where students, faculty and staff collaborate to ensure student success. Lab attendance is required for students enrolled in developmental math, reading and writing courses. In addition, the following educational support programs are also available to DBCC students:

　**Peer Tutoring -** individual and small group tutoring for most courses is available on a scheduled or walk-in basis.
　**Online Tutoring -** online tutoring is available for a limited number of courses via Live Tutoring, Q&A boards or e-mail. You may access online tutoring from the comfort of your home or from any computer lab on campus.
　**Supplemental Instruction (SI) -** academic support is available for students enrolled in difficult required courses. An experienced student leads the SI sessions and uses course materials to model positive study and organizational skills to peers.

　**Vocational Preparatory Instruction (VPI) Program -** self-paced, open-entry/open-exit instruction in reading, writing, math, workforce readiness and study skills is available for students who are enrolled in occupational programs.

　**Learning Skills/Retention Counseling -** counseling and intervention are available to help students overcome academic, financial and social barriers to college success.

**TRiO PROGRAMS**
　**TRiO Student Support Services -** counseling, peer/professional tutoring, cultural enrichment and transfer assistance helps eligible students stay in college until they earn a degree and/or transfer to a 4-year college or university. This support and assistance is especially designed to improve academic performance, increase grade point averages and facilitate transfer.

　**TRiO Upward Bound -** pre-college instruction is provided to help prepare youth for higher education. Eligible students receive instruction in literature, composition, math, science and foreign language on the Daytona Campus after school, on Saturdays and during summer.

College can be demanding, especially for first-time students. Stop into one of the Learning Centers, where learning specialists can assist you by providing a variety of instructional support programs and services that will help to ensure your academic success. Not all campuses offer all services. Contact any of the following Learning Centers for information:
**Daytona Beach Campus -** Building 300, Room 227F
　(386) 255-8131, ext. 3673
**Flagler/Palm Coast Campus -** Building 2, Room 119
　(386) 446-4800
**New Smyrna Beach/Edgewater Campus -** Building 2, Room 104, (386) 427-3472, ext. 2645
**DeLand Campus -** Building 6, Room 217
　(386) 785-2087
**Deltona Center -** City Hall, Room 151
　(386) 789-7243 or (386) 255-8131, ext. 3246

## *LIBRARY*

DBCC provides a comprehensive library which networks with other state and national libraries to obtain the information you need, when you need it. The Daytona Beach Campus library also houses the DBCC Computer Commons, a large open lab available to all DBCC students during library hours of operation. This lab provides access to DBCC academic software, including word processing and spreadsheet applications, as well as the Internet.
The Daytona Beach Campus Library (Building 210) provides extensive print and non-print collections, electronic indexes and study areas. This library also serves University of Central Florida students and faculty, providing access to UCF library collections and databases. Professional librarians are always available to serve the DBCC and UCF college communities. The DeLand Campus Library (Building 1) offers the same library services as the Daytona Beach Campus Library.

All DBCC campuses have access to library services via LINCCWeb (http://www.linccweb.org) and the DBCC Library Web page (http://www.dbcc.edu/library ). Items in the DBCC Daytona and Deland collections may be ordered from other campuses using the electronic form on the DBCC library Web page. These items may be delivered to the campus of your choice. Reference services are also available to all students via phone, e-mail or the electronic form on the DBCC library Web page.

**Library Hours**
(unless otherwise posted for holidays, summer, etc.):

**Daytona Beach Campus**
    Monday - Thursday: 7:30 a.m.-10 p.m.
    Friday: 7:30 a.m.-5 p.m.
    Saturday: 9 a.m.-3 p.m.
    Sunday: 1-9 p.m.
**DeLand Campus:**
    Monday - Thursday: 7:30 a.m.-9 p.m.
    Friday: 7:30 a.m.-5 p.m.

For more information please contact Dustin Weeks, Head Librarian, at (386) 506-3593.

## COMPUTING COMMONS

The DBCC Computer Commons provides students, faculty, staff, patrons and other members of the college community access to up-to-date computer technology.

The Commons features more than 70 PCs and Macintosh workstations, printers, color scanners and the Microsoft Office Professional suite of applications. Most software titles used in the classroom also are available in the Commons.

The Commons also provides three fully equipped computer classrooms with audiovisual technology for instructional purposes. It is fully operational seven days a week as follows: Monday thru Thursday, from 7:30 a.m. to 10 p.m., Friday from 7:30 a.m. to 5 p.m., Saturday from 8 a.m. to 4 p.m., and Sunday from 1 to 9 p.m.

## FALCONAID STUDENT HELP DESK

FalconAid, the DBCC Student Help Desk, is the first point of contact for students seeking all types of technical assistance, such as forgotten passwords, WebCT assistance, problems accessing web sites, troubleshooting software, even technical assistance with their home computers.

Staffed primarily by student workers, FalconAid maintains a presence in the Daytona Beach Campus Computing Commons located in the Library. FalconAid is available during normal library hours via phone or walk-up. Call 506-4AID for assistance, or email falconaid@falconmail.dbcc.edu .

## STUDENT ACTIVITIES

Kick back, relax or add some zip to your college experience. Join In-Motion, our award winning student produced campus newspaper, or our literary magazine; run for student government; enjoy one of our fine cultural arts productions; or absorb the eclectic exhibitions in our Southeast Museum of Photography, among the best of its kind in the world.
More than 20 student clubs, a dozen intramural sports teams and a health/wellness complex round out the wide variety of extra-curricular activities.

At DBCC, you can keep as busy as you like. Or, you can just read quietly under a tree amidst the natural beauty of our garden-like campuses. For information and a calendar of activities, contact Student Activities in Building 130, on the Daytona Beach Campus or the dean's office on the other campuses.

## STUDENT IDENTIFICATION CARDS

Student photo ID cards are issued free of charge after you've registered and paid your first semester's fees. A current student schedule and a valid photo ID is required to obtain a student ID card. A current, valid photo ID is required to transact business at the business office, library, write checks at the bookstore, and for all other official College-related activities. Photo ID cards also allow you to attend all College activities open to students either free of charge or at special student rates.

## STUDENT INSURANCE

Medical insurance is mandatory for all international students. Daytona Beach Community College offers insurance for international students through Bert Reams Insurance Services, Inc. That office can be reached at (386) 258-3770, ext. 338, or by emailing bcapeh60@aol.com.

Please contact admissions for more information at (386) 506-3059 and martine@dbcc.edu or International Affairs at (386) 506-3141, email matthed@dbcc.edu . All other students may contact Bert Reams Insurance Services or other preferred insurance providers for their insurance needs.

## STUDENT POLICIES, RIGHTS AND RESPONSIBILITIES

DBCC has established specific policies and procedures to ensure the rights, integrity and safety of all members of the College community. The academic integrity policy, grievance procedure, due process procedure, student code of conduct, AIDS policy, drug free schools and campuses policy and information on the appeals procedure are published in the student handbook and are available in the Office of the Vice President of Student Development, Building 100, Room 210, and the Counseling Center, Building 100, Room 208, on the Daytona Beach Campus, and in the dean's office on other campuses.

## STUDENT CONSUMER INFORMATION

In order to provide students with information related to attending DBCC, the following reports, policies and general information are available to students upon request. In addition, most of this information is directly accessible on the Web site.

**Student Privacy Information –** The Family Educational Rights and Privacy Act (FERPA) provides certain rights to students related to educational records. This information can be found in the College catalog or is available from the Admissions and Records Office, Building 100, Room 106 on the Daytona Beach Campus.

**Graduation/Completion and Transfer-out Rates –** This information is available on the DBCC Web or from the Admissions and Records Office, Building 100, Room 106 on the Daytona Beach Campus.

**Campus Crime Statistics and Safety Policies –** This information is available on the DBCC Web or from Campus Safety, Building 540 on the Daytona Beach Campus.

**Institutional Information –** This information includes require-

ments and procedures for withdrawing, cost of attendance, refund policy, current academic programs, names of accrediting agencies, descriptions of services for disabled students and information on studying abroad. This information can be found in the College catalog, on the DBCC Web and in the Admissions and Records Office, Building 100, Room 106 on the Daytona Beach Campus.

**Financial Assistance Information –** This information can be found in the College catalog, on the DBCC Web and from the Financial Aid Office, Building 100, Room 105 on the Daytona Beach Campus.

**Athletic Participation and Financial Support –** This information can be found on the DBCC Web and from the Athletic Department, Building 310, Room 235 on the Daytona Beach Campus.

**Voter Registration Information –** Information on voter registration requirements and a link to on-line voter registration information is available from the Records and Registration Office or at www.dbcc.edu

## OFFICE OF STUDENT APPEALS

Located in the Office of the Dean of Career Development and Placement, Building 100, Room 205 on the Daytona Beach Campus. The Appeals process provides students an opportunity to appeal (based on documented extenuating circumstances*) financial aid suspension/ineligibility, full cost of tuition, withdrawals/drops after posted deadlines, and to seek relief from some academic regulations. This office will attempt to gather all pertinent facts to resolve differences in order to reach reasonable solutions for the student. All students will be notified of decision by letter.

## Types of Appeals
**There are four types of Appeals**
**1. Academic / Refund Appeal:** Can be used for the following types of situations:
a) Withdrawing from course(s) after the posted deadline
b) Dropping course(s) with a refund after the posted deadline
c) Lifting of financial aid suspension/ineligibility
d) Requesting a change in status from credit to audit ("Audit Request Form" with Instructor's signature must be attached to the appeal)
e) Graduating in absentia; a completed transient form signed by the DBCC Registrar and indicating the course(s) to be taken at another institution for transfer back to DBCC must be attached to this type of appeal
f) Requesting a grade change from "F" to "W". This type of appeal (with grade change form) goes to the Instructor, Chair and Dean of the appropriate department for approval at all three levels. Only grades of "F" may be appealed.
g) Requesting permission to use a former catalog for graduation requirements if one or more major semesters has been missed since initial enrollment.

Note: Forms are available at any of the enrollment areas services at the College for items (d) (e) and (g).

2. **Financial Aid Suspension / Ineligibility Appeal:** Can be used for the following types of situations:
   • GPA below a 2.0
   • Didn't complete at least 75% of courses attempted
   • Attempted too many hours (Students are allowed to attempt up to 120 credits to earn one degree and up to 130 credits to complete two programs of study.)

**Typical Documented Extenuating Circumstances\* are:**
   • Personal illness/accident or involving family member; i.e., parent(s), legal guardian(s), child(ren), spouse, sibling(s), grandparent(s).  NOTE: A normal pregnancy or incarcerations do not meet the criteria for filing an appeal.
   • Death of family member (family member defined above)
   • Student in military reserve at beginning of semester is activated within same semester.
   • Employer-initiated change in work shift or work site.
   • Misadvisement by college personnel
   • Extreme stress related to divorce, dire financial circumstances; etc. (i.e., extenuating circumstances beyond the student's control)

**Routine pregnancies or incarceration DO NOT meet the definition of extenuating circumstances.**

**Examples of acceptable documentation include:**
   • Legal documents
   • Dated statements on official letterhead from an instructor, employer, attorney, physician, clergy, counselor, DBCC administrator
   • Copies of medical records/bills, police incident reports.

Documentation may be verified for authenticity.  If it is determined that documents have been forged, disciplinary action is taken.  A student in this situation would not be allowed to file further appeals of the category in which forgery was found.  Disciplinary action may include suspension.

**Situations that may NOT be appealed:**
   • Because the statute of limitations for grade changes is two (2) years prior to the current semester, a request for a grade change from a course taken before this time period may not be appealed
   • To have a failing grade from another institution changed to "W" by DBCC
   • Outstanding loans/fines with DBCC
   • Default on federal/state loan received through financial aid
   • Refund of admissions/assessment fee
   • To Drop (with refund) a course taken more than one (1) year prior to the current than one (1) year prior to the current semester.

**3. Full Cost for Course Repeat – College Credit or Preparatory Class**
If a student enrolls in a College Credit or College Preparatory Course, the first two attempts will cost the regular amount for Florida residents. If the course is taken a third time, the student must pay the full cost of instruction, which is four times the usual tuition rate On the third attempt, the student will get a permanent grade and will not be permitted to withdraw on this third attempt. This appeal can be filed only once per course. N.B. Courses taken in Fall 1997 will be counted as first attempts. Attempts before that term will not count for purposes of determining the higher cost.

**4. Petition for Fourth Attempt**
nts may appeal for permission to take a college credit course a fourth time due to major extenuating circumstances, but the third and fourth grades will both appear on the transcript. The fourth attempt will be charged at full cost. N.B.  Courses taken in Fall 1997 will be counted as first attempts.  Attempts before that term will not count for purposes of determining the higher cost.

### Student Advocacy

Students have the opportunity to access an Ombudsperson, located on each campus. The role and scope of the Ombudsperson is that of student advocacy.

The Ombudsperson listens to complaints, problems situations or issues of students and tries to resolve them in the most expedient way, while adhering to College policy and procedures. The Ombudsperson explores all facets of a particular problem or situation and offers helpful assistance to problems resolution.

### Grade Disputes

DBCC provides a procedure to assist faculty and students in resolving grade disputes. The teaching faculty is responsible for issuing grades; however, students who believe a faculty member has violated their academic rights or issued an incorrect grade may seek recourse through the Informal Grievance Process, as outlined below:

- The student should request a conference with the instructor involved within 60 days after the grade is issued. If meeting with the instructor would make the student uncomfortable, the student may meet with the instructor's chair person/program manager.

- If the above does not resolve the dispute to the student's satisfaction, the student should meet with the instructor's chairperson/program manager and submit the grievance in writing.

- If the student remains dissatisfied, a meeting with the appropriate dean should be arranged and a copy of the written grievance submitted to the dean at the time of the meeting.

After the above steps have been taken, the Informal Grievance Process is completed. However, if the student feels that the complaint/problem has not been resolved, the student should proceed to the Formal Grievance Process.

**Formal Grievance Process -** A student who has completed the Informal Grievance Process and is not satisfied with the results may submit a written grievance to the vice president of Student Development who will meet with the vice president of Academic Affairs to review and reach a decision. This decision will be final, and the student will be notified via certified letter from the vice president of Student Development.

### Formal Process:
### Harassment/Discrimination/Violation of Rights

If a student has been subjected to harassment or discrimination or his/her basic civil rights have been violated or privacy invaded, the student must file a complaint within 60 days of the incident with the office of the vice president of Student Development or the Equity Officers, located in the Human Resources Department or the Office of Student Disability Services for investigation. The investigator will arrange a meeting with the student, who at the time of this meeting, will provide a written account of the alleged incident(s), providing details, such as time, place and names of witnesses, if applicable. A thorough investigation will follow, and the student will be contacted once the investigation has been concluded and a finding reached.

### Students' Rights in Grievance Processes
- Students are guaranteed confidentiality to the maximum extent possible.
- The procedure for student grievances will be consistent for all students.
- Retaliation from the accused toward any student filing a grievance will not be tolerated by Daytona Beach Community College.
- Grievances should be filed within 60 days after incident occurrence.

## THE OFFICE OF STUDENT JUDICIAL AFFAIRS

The Office of Student Judicial Affairs is responsible for investigating complaints and concerns regarding students and ensuring that students are afforded Due Process in procedures involving student discipline matters.

The Judicial Affairs Office is located in Building 100, Room 210 on the Daytona Beach Campus. This office investigates student discipline issues and allegations of violations of the DBCC Student Code of Conduct Rules published in the Student Handbook.

The Judicial Affairs Office attempts to gather the facts and considers available options for resolution. The office is responsible for arranging a Judicial Administrative Meeting or scheduling a Hearing before a Student Disciplinary Committee to provide the student an opportunity to respond to the allegation or complaint. The Vice President of Student Development or the Student Disciplinary Committee will address the matter and determine an appropriate outcome.

## WOMEN'S CENTER

The Women's Center provides various programs and services to women and men in Volusia and Flagler counties who are experiencing changes in their lives, seeking economic independence, desiring self-sufficiency and wanting the education and training necessary to enter or re-enter the workforce. Women's Center programs include:

**Fresh Start –** A career entry/re-entry program designed to meet the specific needs of displaced homemakers. To make a successful transition from homemaker to employee, participants are helped to assess and enhance personal growth areas while receiving assistance with academic, career-readiness and other skills training.

**New Directions –** This program is intended to serve the needs of single parents, displaced homemakers, single pregnant women and students interested in occupational programs that are high-wage and non-traditional. Along with academic counseling, personal counseling is available to help participants deal with issues of personal growth and development or other issues that may become obstacles to academic or job success.

**CCAMPIS Program (Child Care Access Means Parents in School) –** is available for students living in Flagler County who have a strong desire to enroll in college or are attending classes at DBCC's Flagler Palm Coast Campus access to improved Childcare opportunities. The services are available to low-income students who are burdened with the cost of childcare, but have a strong desire to enroll in college to further their educational goals.

**The Family Literacy Project –** The Family Literacy Project assists designated elementary schools within Volusia and Flagler counties by providing intensive parental training. The objective of the training is to help parents become more involved in their children's and their own education and learning. Program participants are exposed to career counseling through DBCC's Women's Center. Parents attend an orienta-

tion about returning to school to train for a high-wage vocational occupation, obtaining a GED through the Adult Education Department at DBCC and/or information about employment opportunities. Workshops and seminars on women's issues and concerns also are offered. For information, contact the Women's Center on these DBCC campuses:

**Daytona Beach Campus**
Building 100, Room 218; (386) 506-3068
**DeLand Campus**
Portable 106; (386) 785-2028
**Flagler/Palm Coast Campus**
Building 1, Room 114; (386) 445-4030,ext. 4511
**CCAMPIS at Flagler/Palm Coast Campus** (386) 246-4843
**New Smyrna Beach/EdgewaterCampus**
Portable 107; (386) 427-3472, ext. 2636

## PARKING REGULATIONS

Annual parking decals may be obtained at no cost upon providing documentation of paid tuition at the Cashier's Office on the Daytona Beach Campus or at any other campus. Decals will be displayed inside the drivers side rear window. Students requesting a second decal may obtain one at a cost of $10.00.

**Designated Parking Areas –** All unpainted curb areas are for student parking. Other parking areas are restricted by color coding. Please observe all parking regulations to ensure fairness to everyone attending DBCC. Remember, courtesy is contagious.

**Parking fines are $5, $7.50 and $10.** Unpaid fines will result in a hold on student records, diplomas, transcripts and future registrations. Repeat offenders may be towed at the owner's expense. Students wishing to challenge a parking ticket issued by Campus Safety need to attend an informal meeting with the director of Campus Safety, Building 540 on the Daytona Beach Campus, from 8:15 -9 a.m. on any Wednesday. Students on all other campuses should contact the Provost's Office for an appointment. If necessary, the student will receive a referral to the Office of Judicial Affairs to file a grievance

## CRIME STATISTICS

The DBCC Annual Campus Crime Statistics and Security Policies can be accessed on the Internet at http://go.dbcc.edu/campus_safety/index.html or you can obtain a copy from the Campus Safety Department which is located in Building 540 on the Daytona Beach Campus. The report contains statistics of criminal offenses that occurred on DBCC property during the past three years.

## STUDENT EMPLOYMENT

The Student Employment Office (SEO) serves as a student human resources office for all the College's campuses, providing centralized on and off-campus job advertisements; employment assistance to currently enrolled and program eligible DBCC students, employment verifications, and policy/procedures implementation. This office collaborates with faculty, staff and employers in providing federal work-study, institutional work-study, community service and other eligible work-based programs.
  • Resources services include:
  • Assisting in obtaining on and off campus employment
  • Providing new student employee orientation
  • Providing student employment opportunities in cooperative education experiences
  •Providing community service employment
  •Evaluating student work sites for student placement
Visit our home page at http://www.dbcc.edu/careerdevelop-

ment/ to view these specific programs:
**Federal Work-Study (FWS) –** The Federal Work-Study program is a federally funded, need-based employment program available to DBCC financial aid-awarded students. Eligibility is determined by the student's financial aid status. Students may or may not be FWS eligible.

These jobs can be located at any of the College's campuses.

**Community Service (FWS)** – Community service is a federally funded, need-based employment program available to DBCC financial aid-awarded students.

Eligibility is determined by the student's financial aid status. Students may or may not be community service eligible. These jobs can be located on or off-campus in a non-profit organization.

**Community Service "Tutors" (FWS) –** Community service is a federally funded, need-based employment program available to DBCC financial aid-awarded students.

Eligibility is determined by the student's financial aid status. Students may or may not be eligible for community service employment. These jobs can be located on or off-campus. These tutoring jobs may not involve sectarian instruction or other religious activities of a church, and it may not involve the construction operation, or maintenance of any portion of a facility used for sectarian instruction or religious worship. Additionally, they must be free of partisan political involvement or in any position that includes lobbying the government.

**Institutional Work-Study (IWS) –** These are DBCC funded positions and students do not have to apply for, nor be eligible for financial aid to secure a job. These jobs are located on a campus.

**Florida Work Experience Program (Federally Funded) –** The Florida Work Experience Program is a self-help, need-based, federally-funded program. The purpose of the program is to introduce eligible students to work experience that will complement and reinforce their educational program and career goals and provide a self-help student aid program. Students must demonstrate financial need by submitting, annually a completed Free Application for Federal Student Aid (FAFSA) application. Students must enroll for a minimum of six credit hours and meet Florida's residency requirement.

For a list of jobs in the above programs, visit the College's Web site and click on SEO On-Campus Job Board. For program eligibility verification, students should contact the Student Employment Office in person or by calling (386) 506-3023. Participating in the Student Employment Program is an initial stepping-stone to building your employment history.

For additional information contact Student Employment at:
Daytona Beach Campus, Building 100, Room 204 (386) 255-8131, ext. 3023

# Student
# Help Desk

**falcon-AID**

RX TECH
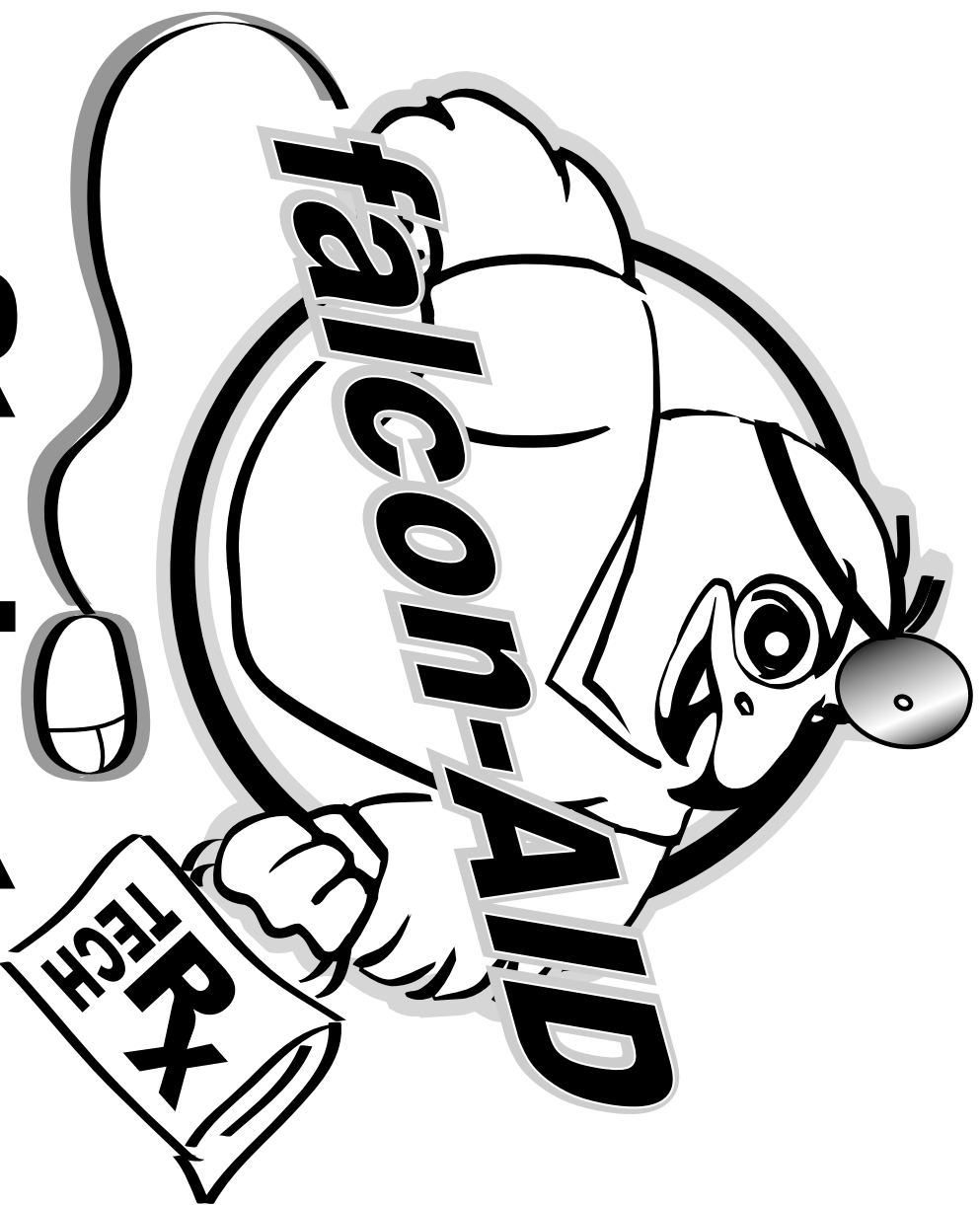
# Academic Information & Graduation Requirements

College Preparatory Program

Associate of Arts Transfer Degree Program

Associate of Applied Science and Associate of Science Degree Programs

Occupational Certificate Programs

Apprenticeship Programs

Distance Education Courses

College Your Way

Summer Study Abroad

Honors College

Learning Communities

Career Connection

Cooperative Education/Internships

Adult Education and Workforce Training

Graduation Requirements and Procedures
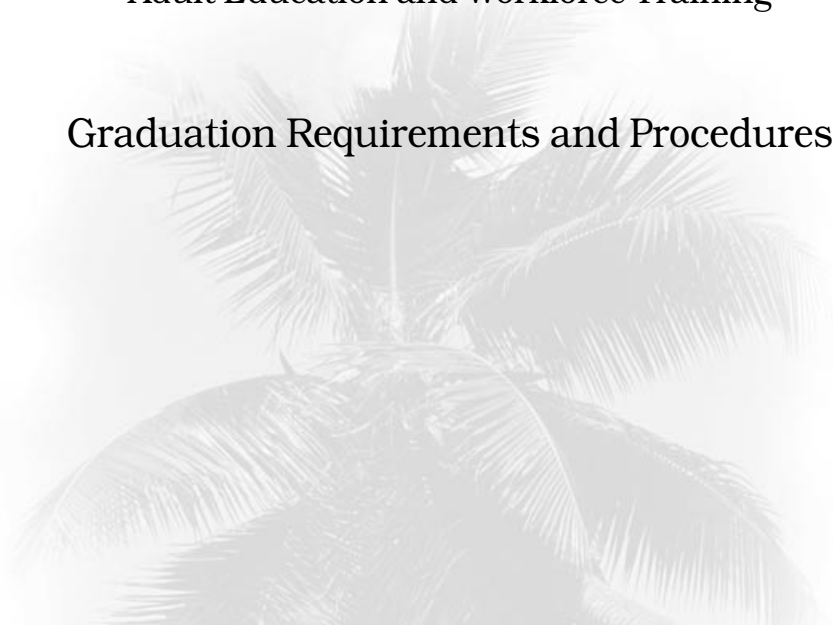
# Academic Information

Contemporary education should provide a level of knowledge that all members of our society must possess regardless of any specialized occupation or profession. To this end, DBCC has designed its curriculum to provide you with sufficient knowledge which will permit you to be a more responsible, articulate and informed citizen.

## *COLLEGE PREPARATORY PROGRAM*

The College Preparatory Program at DBCC helps students develop the essential skills for academic success. The curriculum emphasizes reading, communicating and learning through writing, basic mathematical concepts and effective life and study skills. The College Preparatory Program consists of non-college credit courses in reading, writing and mathematics and two college credit courses, Intermediate Algebra and Dynamics of Student Success, both of which can be used toward the A.A. degree.

For students, whose first language is not English, DBCC offers college preparatory courses through the English Language Institute (ELI).

### Mandatory Assessment/Placement

All students entering DBCC must take the Florida College Placement Test (CPT) or submit a state of Florida college ready diploma or acceptable Advanced Placement, SAT or ACT scores that exempt them from the college preparatory program, or they must submit college transcripts that show the completion of Freshman English I or Intermediate Algebra.

Students who score below the minimum scores on one or more of the three sections of the CPT must complete college preparatory requirements prior to enrolling in college-level courses. Students have the following options at DBCC:

• Complete DBCC College Preparatory courses (ENC 0001, REA 0001, MAT 0002, MAT 0024) as placed by the assessment instrument. Students who place into the College Prep program for mathematics must complete Intermediate Algebra (MAT1033). StudeNTs who place into both ENC 0001 and REA 0001 must complete Dynamics of Student Success (SLS1122). MAT 1033 and SLS 1122 are college credit courses; however, MAT 1033 can only be used as elective credit toward the AA degree. Upon the successful completion of the College Prep program, students may enroll in college level courses for which the co-requisites or pre-requisites are met.

•Complete ELI college preparatory courses if English is not the first language. Placement level is determined by an English language proficiency test. Non-native English speakers may enroll in college level courses after successfully completing EAP 1520 – Reading V and EAP 1540 – Writing V and meeting the DBCC Test of English as a Foreign Language (TOEFL) requirement unless TOEFL exempt. Exceptions to the TOEFL requirement include U.S. citizens or permanent residents, international students who have earned a high school diploma from an accredited American high school and students from foreign countries where English is the native (first) language.

•Improve scores on the CPT by enrolling in courses offered by the DBCC Adult Education Program. Students exercising this option must retake and pass the appropriate sections of

CPT prior to enrolling in college level courses.

•Another option is to utilize the services of a private company to achieve higher scores on the CPT. DBCC can provide a list of private companies, who have requested to be included on the list of such providers, including information on how to contact these companies. Students exercising this option must retake and pass the appropriate sections of the CPT prior to enrolling in college level courses. The list of providers is available from a counselor or advisor. (Companies on the list of private providers are not affiliated with DBCC in any way, and DBCC does not endorse or warrant their services. DBCC assumes no responsibility related to the operations of these providers, and specifically disclaims any and all liabilities resulting from or arising out of or in connection with students' use of their products and services.)

**Course Requirements –** Based on students' college placement scores and the option they select to fulfill college preparatory requirements, they may enroll in one or more of the following college preparatory courses in reading, writing, math and student success:

| | *College Prep Credits* |
|---|---|
| **Reading** | |
| REA 0001 Reading I | 4 |
| | |
| **Writing** | |
| ENC 0001 Writing I | 4 |
| | |
| **Mathematics** | |
| MAT 0002 Math I (Pre-Algebra) | 4 |
| MAT 0024 Math II (Elementary Algebra) | 4 |

| | *College Transfer Credits* |
|---|---|
| **Intermediate Algebra** | |
| MAT 1033 Intermediate Algebra | 4 |
| | |
| **Student Success** | 3 |
| SLS 1122 Dynamics of Student Success | |

**English Language Institute**
**Speech/Listening**
EAP 0400 - Level IV
EAP 0300 - Level III
EAP 1500 - Level V

**Reading**
EAP 0420 - Level IV
EAP 0320 - Level III
EAP 1520 - Level V

**Writing**
EAP 0440 - Level IV
EAP 0340 - Level III
EAP 1540 - Level V

**Grammar**
EAP 0460 - Level IV
EAP 0360 - Level III
EAP 1560 - Level V

Students who place into the college prep program and who elect to enroll in DBCC college preparatory courses will be provided a program of study by a counselor or advisor using the following guidelines:

• Reading, writing and math courses require weekly attendance at the Learning Center in addition to regular class sessions.

• Students must continue to enroll in the college prep courses until they complete the program and pass the College Prep Exit Exam.

### Themed Learning Cohorts (TLC): Developmental Studies Learning Community

Themed Learning Cohorts are designed for students who test below the minimum score in reading and writing on the placement test and must enroll in REA 0001 and ENC 0001 before taking College Composition (ENC 1101).

If you participate in one of the TLCs, you will become part of a group or cohort that takes REA 0001 linked with ENC 0001. As a member of a cohort, you will work cooperatively, discover your learning style and develop reading, writing and critical thinking skills. You will also have additional advising, counseling and tutoring services.

For detailed program information call Lynn Blanton at (386) 255-8131, ext. 3914; Sue Hawkins at ext. 3130; or Sandra Offiah-Hawkins at ext. 3358. You may also contact Casey Blanton, Chair of the Learning Communities, at ext. 2612.

## ASSOCIATE OF ARTS
## TRANSFER DEGREE PROGRAM

DBCC's AA degree transfer program is as easy as 2+2. Two years at DBCC, then two years at a university. You spend your first two years at DBCC taking the same courses you would take if you were a freshman or sophomore at a university. That means you plan your program of study around the major or career you want to pursue and the upper division university you want to attend. You graduate with your AA degree from DBCC, transfer to a university and earn your bachelor's degree.

DBCC students perform better in the same courses as university freshmen and sophomores. They've been doing so consistently for years. More than 90 percent of our AA degree graduates transfer to state universities. Our graduates usually earn better grades than their friends who started at the universities.

Our courses are designed to meet standard university requirements; however, you should know the requirements of the senior university you plan to attend. Different majors require a specific course of study during the first two years of college.

Universities also periodically change their requirements for a major. So it's important to talk to your DBCC counselor or faculty advisor before registering. They'll help you select the general education and elective courses to meet the university requirements for your major. Information about majors and the Florida colleges and universities that offer them are available in the Counseling Office.

## STATE OF FLORIDA
## ARTICULATION AGREEMENT

According to the articulation agreement among all Florida public institutions of higher learning, students who receive the Associate of Arts degree from DBCC have met the general education requirements for admission to the state's upper division public institutions. DBCC also maintains a similar agreement with most of the state's private institutions.

Although an AA degree guarantees admission to an upper division institution, it does not guarantee acceptance to a particular university's selected, special or limited access programs. Associate of arts degree recipients compete for admission to these programs on the same basis as students already enrolled at these institutions.

## GENERAL EDUCATION MISSION STATEMENT

General education at Daytona Beach Community College constitutes the academic preparation for participation in a pluralistic society and global community and is the basis for lifelong learning. It is a framework for the acquisition and use of broad bodies of knowledge and a foundation of intellectual, social and ethical skills and behaviors. Through the general education curriculum, students will:

• acquire basic understandings of the humanities and cultural arts; mathematics; the social, behavioral and natural sciences; and an appreciation of their interrelatedness;

• develop computer literacy and the ability to access, evaluate and manipulate data electronically;

• develop effective written and oral communication skills;

• develop mathematical understandings and computational skills;

• develop evaluative and problem-solving skills to make informed judgments in a variety of contexts; and

• gain an appreciation for civic and social responsibility in a diverse society.

General education requirements comprise an important part of the hours necessary for the associate of arts, associate of applied science and associate of science degrees. Daytona Beach Community College considers the knowledge, skills and attitudes cultivated by the general education curriculum vital for educated men and women in our society.

## GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE OF ARTS DEGREE

You are required to complete 60 hours of transferable college level credit to receive an AA degree. Florida Statutes (FL Statute 1007.25) requires 36 semester hours of general education courses, excluding college prep courses. The remaining 24 credit hours are elective credits. Graduates must also meet a state mandated foreign language requirement and may need to take the CLAST (see below). You also must meet the DBCC residency requirements and have a cumulative 2.0 GPA and a DBCC 2.0 GPA. (See Graduation Requirements and Procedures.)

### Foreign Language Requirements
Completion of two years of the same foreign language in high school or eight college credits of the same foreign language. Foreign language courses satisfy elective credits toward the AA degree.

### CLAST (College Level Academic Skills Test)
Students must earn passing scores or meet eligibility standards for CLAST alternatives to fulfill graduation requirements. Students should register for the CLAST or determine eligibility

for alternatives after completing:
- 18 college level hours of course work
- ENC 1101
- One Gordon Rule college level math course

## Gordon Rule

The Gordon Rule requires students to complete 24,000 words of composition and to complete two courses (six semester hours) of mathematics at the level of college algebra or higher. Each course must be completed with a grade of C or better.

Courses that satisfy the Gordon Rule are part of the General Education Core and are denoted with an *.

Prior to enrollment in college level English or math courses, some students may be required to complete college preparatory course work.

## GENERAL EDUCATION CORE

The state mandated 36 hours of general education are distributed in the following areas:

| | |
|---|---|
| Communications (English) | 9 (Credits) |
| Mathematics | 6 |
| Sciences (Biological & Physical) | 6 |
| Humanities, Cultural & Aesthetic | 3 |
| Behavioral & Human (Social) Sciences | 3 |
| Health & Wellness | 3 |
| Political, Economic & Business | 3 |
| Historical & Global | 3 |
| | |
| TOTAL GENERAL EDUCATION | 36 credits |

## ELECTIVE CORE

The remaining 24 credit hours are elective and must be selected from the list of **College Transfer Elective Courses**. However, it is recommended that you know the requirements of the senior university you plan to attend and that you work with your faculty advisor or a counselor to select electives to fulfill the prerequisites for your major.

| | |
|---|---|
| TOTAL ELECTIVE CREDITS | 24 credits |
| TOTAL CREDIT HOURS FOR THE AA DEGREE | 60 credits |

## GENERAL EDUCATION CORE COURSE SELECTION LISTINGS

36 Total Hours Required
*Credit hours for each class are listed in parentheses after the course title.*
*Courses marked with an  * are Gordon Rule courses and require a "C" or better.*

## COMMUNICATIONS CORE (English)

*Nine credit hours required - Must have at least a "C" in all courses. College preparatory courses (which do not fulfill core requirements) may be required.*

| | | |
|---|---|---|
| * ENC | 1101 | College Composition (3) **(Required)** |
| * ENC | 1102 | Literature and Composition (3) **(Required)** |
| * SPC | 2600 | Oral Communication/Research/ Presentation Skills (3) **or** |
| * RTV | 2300 | Broadcast Research/Newswriting/ Presentation Skills (3) |

## MATHEMATICS CORE

*Six credit hours required - Choose two courses. Must have at least a "C" on all mathematics courses. College preparatory or prerequisite courses which do not fulfill core requirements may be required.*

| | | |
|---|---|---|
| * MAC | 1105 | College Algebra (3) |
| * MAC | 1114 | College Trigonometry (3) |
| * MAC | 1140 | Pre-Calculus Algebra (3) |
| * MAC | 2233 | Calculus for Business and Nonphysical Sciences I (3) |
| * MAC | 2311 | Calculus I (4) |
| * MAC | 2312 | Calculus II (4) |
| * MAC | 2313 | Calculus III (4) |
| * MAP | 2302 | Differential Equations (3) |
| * MGF | 2106 | College Mathematics (3) |
| * MGF | 2107 | Mathematics for Liberal Arts (3) |
| * STA | 2023 | Elementary Statistics (3) |

## SCIENCES CORE

*Six credit hours required: three credits from biological sciences and three credits from physical sciences.*
**Classes with a "C" after the course number require a separate lab.**

### Biological Sciences

| | | |
|---|---|---|
| BOT | 1010C | General Botany (4) |
| BSC | 1005 | Survey of Biological Science (For Non-Science Majors)(3) |
| BSC | 1005L | Survey of Biological Science Lab (For Non-Science Majors)(1) |
| BSC | 1010C | General Biology I (For Science Majors)(4) |
| OCB | 2013C | Introduction to Marine Biology (4) |
| | | ***or both*** |
| BSC | 1085C | Human Anatomy & Physiology I (4) |
| | | ***and*** |
| BSC | 1086C | Human Anatomy & Physiology II (4) |

*Students who choose this option to fulfill the biological science emphasis can use remaining credits to fulfill elective hours as appropriate. Both courses must be successfully completed to satisfy the biological sciences core requirements.*

### Physical Sciences

| | | |
|---|---|---|
| AST | 1002 | Astronomy (3) |
| CHM | 1025 | Introduction to Chemistry (4) |
| CHM | 1045C | General College Chemistry I (4) |
| MET | 2010 | Meteorology (3) |
| PHY | 1053C | College Physics I (4) |
| PHY | 2048C | University Physics I (5) |
| PSC | 1121 | Physical Science (3) |

**Note:** *For those students selecting a four hour science course, three hours are applied to the general education core area and one is applied to the appropriate elective hour.*

## HUMANITIES, CULTURAL & AESTHETIC CORE

*Three credit hours required - Choose one course. Must have at least a "C" in all courses. All courses require College Composition (ENC 1101) as a* **prerequisite.**

| | | |
|---|---|---|
| * AML | 2012 | Early American Literature (3) |
| * AML | 2050 | Contemporary American Literature (3) |
| * AML | 2501 | Modern American Literature (3) |
| * AML | 2600 | Introduction to African American Literature (3) |
| * ARH | 1000 | Art Appreciation (3) |
| * ENL | 2012 | Early English Literature (3) |
| * ENL | 2022 | Nineteenth Century English Literature (3) |
| * ENL | 2280 | Contemporary English Literature (3) |
| * HUM | 2210 | Humanities I (3) |
| * HUM | 2230 | Humanities II (3) |
| * LIT | 2110 | Masterpieces of World Literature I (3) |
| * LIT | 2120 | Masterpieces of World Literature II (3) |
| * LIT | 2602 | Literature of the Sea (3) |
| * MUH | 2051 | Introduction to the Music of the World's Peoples (3) |
| * MUL | 1010 | Music Appreciation (3) |

* THE 1000 Dramatic Appreciation (3)

**BEHAVIORAL & HUMAN (SOCIAL) SCIENCES CORE**

*Three credit hours required - Choose one course. Must have at least a "C" in all courses. All courses require College Composition (ENC 1101) as **prerequisite** or **corequisite**. See course descriptions.*

* DEP 2004 Developmental Psychology (3)
* PSY 1012 General Psychology (3)
* SYG 2000 Introduction to Sociology (3)

*\* ECO 2013 Principles of Macro Economics (3) - This course fulfills general education requirement for AS and AAS degree programs only. AA students see Political, Economic & Business Core area for Economics requirement.*

**HEALTH & WELLNESS CORE**

*Three Credit hours required - Choose one course.*

CLP 2001 Psychology of Adjustment (3)
HLP 1081 Fitness Assessment and Improvement (3)
HSC 2400 First Aid, Responding to Emergencies (3)
HUN 1201 Human Nutrition (3)
PET 2084 Personal Health and Wellness (3)
SLS 1122 Dynamics of Student Success (3)

**POLITICAL, ECONOMIC & BUSINESS CORE**

*Three credit hours required - Choose one course. Must have at least a "C" in all courses. All courses require College Composition (ENC 1101) as **prerequisite** or **corequisite**. See course descriptions.*

* CPO 2001 Comparative Government (3)
* ECO 2013 Principles of Macro Economics (3)
* ECO 2023 Principles of Micro Economics (3)
* GEB 2430 Professional Ethics (3)
* ISS 1120 American Political & Economic Issues (3)
* POS 2041 American Federal Government (3)

**HISTORICAL & GLOBAL CORE**

*Three credit hours required - Choose one course. Must have at least a "C" in all courses. All courses require College Composition (ENC 1101) as **prerequisite** or **corequisite**. See course descriptions.*

* AMH 2010 United States History to 1877 (3)
* AMH 2020 United States History 1865 to Present (3)
* AMH 2042 American Social History 1860 to Present (3)
* AMH 2045 American Maritime History (3)
* AMH 2091 Survey of African American History (3)
* EUH 2000 History of Western Civilization to 1648 (3)
* EUH 2001 History of Western Civilization 1648 to Present (3)
* GEO 2000 Introduction to Geography (3)
* INR 2002 International Relations (3)
* PHI 2001 Introduction to Philosophy I (3)
* PHI 2600 Introduction to Ethics (3)
* REL 2300 World Religion (3)
* WOH 1001 Introduction to World Civilization (3)

**ELECTIVE HOUR COURSES**

*Elective courses are grouped by Associate of Arts Program Major Codes. Additional elective courses are also shown. The major program codes are:*

Elective courses are grouped by Associate of Arts Program Major Codes. Additional elective courses are also shown. The major program codes are:

COMMUNICATIONS
ARA 1120 Arabic I (4)
ARA 1121 Arabic II (4)

ARA 2200 Arabic III (4)
ARA 2201 Arabic IV (4)
CHI 1120 Chinese I (4)
CHI 1121 Chinese II (4)
CHI 2200 Chinese III (4)
CHI 2201 Chinese IV (4)
ENC 1200 Business English (3)
ENC 2210 Report Writing (3)
ENC 2302 Article Writing (3)
FRE 1120 French I (4)
FRE 1121 French II (4)
FRE 2200 French III (4)
FRE 2201 French IV (4)
GER 1120 German I (4)
GER 1121 German II (4)
GER 2200 German III (4)
GER 2201 German IV (4)
ITA 1120 Italian I (4)
ITA 1121 Italian II (4)
ITA 2200 Italian III (4)
ITA 2201 Italian IV (4)
JOU 1100 Introduction to Journalism (3)
PHI 1100 Practical Logic (3)
RTV 2300 Broadcast Research/ Newswriting/Presentation Skills (3)
RUS 1120 Russian I (4)
RUS 1121 Russian II (4)
RUS 2200 Russian III (4)
RUS 2201 Russian IV (4)
SPC 2600 Oral Communication/Research/ Presentation Skills (3)
SPN 1120 Spanish I (4)
SPN 1121 Spanish II (4)
SPN 2200 Spanish III (4)
SPN 2201 Spanish IV (4)

**MATHEMATICS, SCIENCE & TECHNOLOGY**

AST 1002 Astronomy (3)
BOT 1010C General Botany (4)
BSC 1005 Survey of Biological Science (For Non-Science Majors) (3)
BSC 1005L Survey of Biological Science Lab (For Non-Science Majors) (1)
BSC 1010C General Biology I (For Science Majors) (4)
BSC 1011C General Biology II (For Science Majors) (4)
BSC 1085C Human Anatomy and Physiology I (4)
BSC 1086C Human Anatomy and Physiology II (4)
CHM 1025 Introduction to Chemistry (4)
CHM 1045C General College Chemistry I (4)
CHM 1046C General College Chemistry II (4)
CHM 2120C Introduction to Analytical Chemistry (4)
CHM 2205C Introduction to Organic and Biochemistry (4)
CHM 2210C Organic Chemistry I (4)
CHM 2211C Organic Chemistry II (4)
MAC 1105 College Algebra (3)
MAC 1114 College Trigonometry (3)
MAC 1140 Pre-Calculus Algebra (3)
MAC 2233 Calculus for Business and Nonphysical Sciences I (3)
MAC 2311 Calculus I (4)
MAC 2312 Calculus II (4)
MAC 2313 Calculus III (4)
MAP 2302 Differential Equations (3)
MCB 1010C Microbiology (4)
MET 2010 Meteorology (3)
MGF 2106 College Mathematics (3)
MGF 2107 Mathematics for Liberal Arts (3)

| OCB | 2013C | Introduction to Marine Biology (4) |
|-----|-------|-----------------------------------|
| PCB | 2510C | Human Genetics (4) |
| PHY | 1053C | College Physics I (4) |
| PHY | 1054C | College Physics II (4) |
| PHY | 2048C | University Physics I (5) |
| PHY | 2049C | University Physics II (5) |
| PHY | 2101 | Modern Physics (3) |
| PSC | 1121 | Physical Science (3) |
| STA | 2023 | Elementary Statistics (3) |
| ZOO | 2010C | General College Zoology (4) |

**HUMANITIES, CULTURAL & AESTHETIC**

| AML | 2012 | Early American Literature (3) |
|-----|------|-------------------------------|
| AML | 2050 | Contemporary American Literature (3) |
| AML | 2260 | Southern Literature (3) |
| AML | 2501 | Modern American Literature (3) |
| AML | 2600 | Introduction to African American Literature (3) |
| ARH | 1000 | Art Appreciation (3) |
| ARH | 2050 | Introduction to the History and Criticism of Art I (3) |
| ARH | 2051 | Introduction to the History and Criticism of Art II (3) |
| ART | 1201C | Design I (3) |
| ART | 1203C | Design II (3) |
| ART | 1300C | Drawing I (3) |
| ART | 1301C | Drawing II (3) |
| ART | 1331C | Drawing III (3) |
| ART | 1500C | Painting I (3) |
| ART | 1501C | Painting II (3) |
| ART | 1754C | Pottery Handbuilding I (3) |
| ART | 1772C | Raku Pottery I (3) |
| ART | 2400C | Printmaking I (3) |
| ART | 2540C | Watercolor I (3) |
| ART | 2701C | Sculpture I (3) |
| ART | 2702C | Sculpture II (3) |
| ART | 2710 | Stone Carving (3) |
| ART | 2752C | Pottery Wheelthrowing I (3) |
| ART | 2834 | Museum and Gallery Practices (3) |
| CRW | 2100 | Fiction Writing (3) |
| DAA | 1100 | Modern Dance I (3) |
| DAA | 1200 | Classical Ballet I (3) |
| DAA | 1500 | Beginning Jazz Dance (3) |
| DAA | 1520 | Beginning Tap Dance (3) |
| DAA | 2101 | Modern Dance II (3) |
| DAA | 2201 | Classical Ballet II (3) |
| DAA | 2501 | Intermediate Jazz Dance (3) |
| DAA | 2610 | Dance Composition (3) |
| DAA | 2640 | Choreography and Dance Ensemble (3) |
| DAA | 2540 | Musical Theater Dance (3) |
| DAN | 1100 | Introduction to Dance (3) |
| DAN | 2740 | Stretch & Placement (3) |
| ENG | 2104 | Latin American Literature in Film (3) |
| ENL | 2012 | Early English Literature (3) |
| ENL | 2022 | Nineteenth Century English Literature (3) |
| ENL | 2280 | Contemporary English Literature (3) |
| ENL | 2931 | Selected Topics in Shakespeare (3) |
| GRA | 1100 | Digital Imaging Fundamentals (3) |
| GRA | 1741 | Principles of Design and Color (3) |
| GRA | 2156 | Digital Art and Design (3) |
| HUM | 2210 | Humanities I (3) |
| HUM | 2230 | Humanities II (3) |
| HUM | 2480 | Multi-Cultural Humanities(3) |
| LIT | 2030 | Understanding Poetry(3) |
| LIT | 2040 | Dramatic Literature (3) |
| LIT | 2110 | Masterpieces of World Literature I (3) |
| LIT | 2120 | Masterpieces of World Literature II (3) |
| LIT | 2380 | Literature by Women (3) |

| LIT | 2602 | Literature of the Sea (3) |
|-----|------|---------------------------|
| MUH | 2051 | Introduction to the Music of the World's Peoples (3) |
| MUL | 1010 | Music Appreciation (3) |
| MUN | 1120 | College Band (3) |
| MUN | 1210 | Orchestra (3) |
| MUN | 1340 | Concert Choir (3) |
| MUN | 1710 | Jazz Ensemble (2) |
| MUN | 1720 | Contemporary Vocal Ensemble (3) |
| MUT | 1121 | Music Theory I (4) |
| MUT | 1122 | Music Theory II (4) |
| MUT | 2126 | Music Theory III (4) |
| MUT | 2127 | Music Theory IV (4) |
| MVK | 1111 | Applied Music - Group (Piano) I & II (1) |
| MVK | 2121 | Applied Music - Group (Piano) III & IV (1) |
| MVS | 1116 | Beginning Class Guitar (1) |
| MVS | 2126 | Intermediate Class Guitar |
| PGY | 1403 | Fundamentals of Photography (4) |
| PGY | 2801 | Digital Photography (3) |
| PGY | 2000 | History and Aesthetics of Photography (3) |
| THE | 1000 | Dramatic Appreciation (3) |
| THE | 1035 | Dramatics I (Acting) (3) |
| THE | 1036 | Dramatics II (Acting) (3) |
| THE | 2037 | Dramatics III (Theatre Production) (3) |
| THE | 2038 | Dramatics IV (Theatre Production) (3) |
| TPA | 2200 | Stagecraft (3) |

**BEHAVIORAL & HUMAN (SOCIAL) SCIENCES**

| ANT | 2000 | Introduction to Anthropology (3) |
|-----|------|----------------------------------|
| CBH | 2000 | Animal Learning (3) |
| CCJ | 1010 | Introduction to Criminology (3) |
| CCJ | 1020 | Introduction to Criminal Justice (3) |
| CCJ | 2500 | Juvenile Delinquency (3) |
| CJC | 2400 | Deviant Behavior and Treatment Techniques in Corrections (3) |
| CJC | 1000 | Introduction to Corrections (3) |
| CLP | 1000 | Human Relations in the Workplace (3) |
| CLP | 2001 | Psychology of Adjustment (3) |
| CLP | 2140 | Abnormal Psychology (3) |
| DEP | 2004 | Developmental Psychology (3) |
| DEP | 2481 | Death and Dying: Life and Living (3) |
| ECO | 2013 | Principles of Macro Economics (3) |
| ECO | 2023 | Principles of Micro Economics (3) |
| EDF | 1005 | Introduction to Education (3) |
| EDF | 2030 | Effective Classroom Management (3) |
| EDF | 2060 | History of Education in the USA (3) |
| EDG | 2701 | Teaching Diverse Populations (3) |
| EDP | 2002 | Educational Psychology (3) |
| EEX | 2010 | Introduction to Exceptional Education (3) |
| EME | 2040 | Introduction to Educational Technology (3) |
| HUN | 1003 | Sports Nutrition (3) |
| HUN | 1201 | Human Nutrition (3) |
| HLP | 1081 | Fitness Assessment and Improvement (3) |
| HSC | 2400 | First Aid, Responding to Emergencies (3) |
| MAE | 2801 | Elementary School Mathematics (3) |
| PCO | 2202 | Counseling Techniques (3) |
| PET | 2084 | Personal Health and Wellness (3) |
| PET | 2621 | Principles of Athletic Training (3) |
| PPE | 2001 | Survey of Personality (3) |
| PSB | 2442 | Addictions I - Psychology of Addictions (3) |
| PSY | 1012 | General Psychology (3) |
| SLS | 1122 | Dynamics of Student Success (3) |
| SLS | 1711 | Introduction to Tutoring (3) |
| SOP | 2002 | Introduction to Social Psychology (3) |
| SOP | 2772 | Psychology of Human Sexuality (3) |
| SYG | 2000 | Introduction to Sociology (3) |
| SYG | 2010 | Social Problems and Deviance (3) |
| SYG | 2430 | The American Family (3) |

**POLITICAL, ECONOMIC & BUSINESS**

| | | |
|---|---|---|
| ACG | 2022 | Principles of Financial Accounting (4) |
| ACG | 2071 | Principles of Managerial Accounting (4) |
| BUL | 2241 | Business Law I (3) |
| BUL | 2242 | Business Law II (3) |
| CGS | 2100 | Microcomputer Applications (3) |
| CPO | 2001 | Comparative Government (3) |
| GEB | 1011 | Introduction to Business (3) |
| GEB | 2430 | Professional Ethics (3) |
| ISS | 1120 | American Political and Economic Issues (3) |
| MAN | 2021 | Principles of Management (3) |
| MAR | 2720 | Introduction to E-Commerce (3) |
| POS | 2041 | American Federal Government (3) |

**HISTORICAL & GLOBAL**

| | | |
|---|---|---|
| AMH | 2010 | United States History to 1877 (3) |
| AMH | 2020 | United States History 1865 to Present (3) |
| AMH | 2042 | American Social History 1860 to Present (3) |
| AMH | 2045 | American Maritime History (3) |
| AMH | 2091 | Survey of African American History (3) |
| EUH | 2000 | History of Western Civilization to 1648 (3) |
| EUH | 2001 | History of Western Civilization 1648 to Present (3) |
| GEO | 2000 | Introduction to Geography (3) |
| INR | 2002 | International Relations (3) |
| PHI | 2001 | Introduction to Philosophy I (3) |
| PHI | 2002 | Introduction to Philosophy II (3) |
| PHI | 2600 | Introduction to Ethics (3) |
| REL | 2300 | World Religion (3) |
| WOH | 1001 | Introduction to World Civilization (3) |

IN ADDITION , the courses listed below may also be used as electives:

All Applied Music - Principal Level Courses (1)
All Applied Music - Secondary Level Courses (1)
All Chamber Music Ensemble Courses (1)

| | | |
|---|---|---|
| AFR | 1101 | The Air Force Today I (General Military Course) (1) |
| AFR | 1111 | The Air Force Today II (General Military Course) (1) |
| AFR | 2130 | The Development of Air Power I (General Military Course) (1) |
| AFR | 2131 | The Development of Air Power II (General Military Course) (1) |
| ART | 2551C | Airbrush Techniques (3) |
| CGS | 1060 | Basic Computer Concepts (3) |
| EAP | 1620 | English for Non-Native Speakers: Reading Level VI (4) |
| EAP | 1640 | English for Non-Native Speakers: Writing Level VI (4) |
| EDF | 2035 | Active Learning Through Structured Cooperative Learning (3) |
| HFT | 1000 | Introduction to Hospitality Industry (3) |
| HUS | 1001 | Introduction to Human Services (3) |
| HUS | 1331 | Advanced Counseling/ Interview Skills (3) |
| HUS | 2200 | Group Dynamics (3) |
| HUS | 2345 | Addictions III - Communities and Families (3) |
| HUS | 2500 | Issues and Ethics in Human Services (3) |
| HUS | 2532 | Addictions II: Substance Abuse Counseling (3) |
| IDS | 1936 | Honors Seminar (3) |
| LIS | 1002 | Finding Information: Skills and Technologies (3) |
| LIS | 2004 | Introduction to Internet Information Research Resources (1) |
| MAR | 2011 | Principles of Global Marketing (3) |

| | | |
|---|---|---|
| MAT | 1033 | Intermediate Algebra (4) |
| MKA | 2241 | International Marketing Dimensions (3) |
| MNA | 2345 | Supervision of Personnel (3) |
| MSL | 1001C | Foundations of Officership (1) |
| MSL | 1002C | Basic Leadership (1) |
| MSL | 2101C | Individual Leadership Studies (1) |
| MSL | 2102C | Leadership and Teamwork (1) |
| PGY | 1100 | Photography I (3) |
| PGY | 2245 | Underwater Photography (3) |
| PLA | 2880 | Constitutional Law (3) |
| SLS | 1225 | Human Potential Seminar (3) |
| SLS | 1226 | Advanced Human Potential Seminar (3) |
| SLS | 2301 | Career Planning (3) |
| SLS | 2304 | Career Exploration (1) |
| SLS | 2363 | Adults in Transition (3) |
| WST | 2010 | Women's Studies Seminar (3) |

**Note:** *All courses are listed in the most recent Transfer Student Counseling Manual. These courses will either be duplicated in our catalog or brought in as transfer courses.*

Courses transferred from other institutions are decided on an individual basis.

## *ASSOCIATE OF APPLIED SCIENCE AND ASSOCIATE OF SCIENCE DEGREE PROGRAMS*

The two-year AAS and AS degree programs prepare students for careers which require specialized college-level training. The programs are tailored for immediate entry into business, health, human services, engineering technology, nursing, computer science, technical and visual arts careers. The following five AS programs have a state-wide articulation agreement which guarantee their transfer to the Florida State University System:
- Business Administration (Transfer Option)
- Electronics Engineering Technology
- Hospitality Management (Transfer Option)
- Nursing (Associate Degree)
- Radiography.

If you're interested in continuing your education and want to ensure that your courses transfer, contact your academic advisor/counselor, faculty advisor or department chairperson before selecting your courses.

### General Education Requirements for the AAS and AS Degree

A minimum of 15 credits in specific general education courses are required to complete the AAS and AS degree. The 15 credits include at least one course from each of the following general education core areas: humanities, cultural & aesthetics; behavioral & human (social) sciences and sciences/mathematics. Appropriate competencies in oral communications and/or basic use of computers have been included in program specific courses for those programs not offering courses in these areas.

Complete program descriptions and requirements are listed in this catalog. For information about the AAS or AS degree or certificate programs, contact an academic counselor, faculty advisor, the department chairperson or the specific division's dean.

## *OCCUPATIONAL CERTIFICATE PROGRAMS*

DBCC's certificate programs prepare you for those jobs that require one year or less of training. Most certificate programs are offered for vocational credit. However, some college cer-

tificate programs provide credit toward AAS and AS degrees. College credit certificate programs are identified in the program guides listed in this catalog.

## APPRENTICESHIP PROGRAMS

Apprenticeship programs allow participants to learn while they earn. Motivated individuals have the opportunity to learn a trade as they work full-time under the supervision of skilled professionals of the trade. Apprentices attend related classroom training. Each apprentice receives a prescribed period of on-the-job training to learn applied skills while taking related academic classes. Apprenticeship programs vary in length depending on program of interest.

DBCC provides instruction under the direction of industry apprenticeship committees which sponsor the programs. Students, who complete a program successfully, are awarded certificates. These programs are registered with the U.S. Department of Labor's Bureau of Apprenticeship and Training and the state Board of Education.

DBCC currently is associated with the child care, electrical non-union, electrical union, telecommunications union, plumbers and pipe fitters union, and machine trades.

## THE VIRTUAL COLLEGE AND DISTANCE EDUCATION

Through the Virtual College, students may obtain degrees/certificates without having to physically appear on campus. Currently through the Virtual College, students may obtain an AA degree; an AS degree in Business Administration or Criminal Justice; a certificate in Business Management and Technology; other programs are planned that will culminate in degrees or certificates.

The Virtual College courses are offered entirely online. Online courses are conducted entirely via the Internet with instructor contact made through e-mail, discussion boards, chat rooms, phone and voice-mail. To take online courses through the Virtual College, a computer with Internet access is needed. The student should have basic computer skills and the ability to use e-mail, copy, paste, save and upload files. To access the course once registered, a user ID and password are needed, which will be emailed to the student through Falcon mail the first week of classes. Students taking online courses will be required to pay an additional fee of $25 per credit hour to help sustain the equipment and software needed to support the Virtual College. A list of online courses may be viewed at http://distancelearning.dbcc.edu where more information is also available.

Besides the Virtual College, DBCC offers courses through other distance learning environments to help students with busy lifestyles complete requirements for the AA, AAS and AS degrees. Computers, broadcast TV and videos are among the technologies tapped to deliver courses to students' homes, jobs and the campus nearest their home or work.

DBCC offers college credit courses on the air thanks to our partnership with WCEU-TV, DBCC's own Public Broadcasting System station. Telecourse videos may also be checked out for semester loan from DBCC Library Services. Telecourses give you quality instruction in the comfort and convenience of your home. A list of telecourses may be viewed at http://distancelearning.dbcc.edu.

Web-enhanced (hybrid) courses are conducted in a normal classroom environment but rely on a supplemental Web site for the dissemination of some materials and study aids. The information on the site may be for suggested or mandatory use. Web-enhanced courses vary from low on-campus seat time and high Internet use to high on-campus seat time and low Internet use. A computer with Internet access is needed and students should have the same skills as needed for online courses. A list of web-enhanced courses may be viewed at http://distancelearning.dbcc.edu .

For more information, visit our Distance Learning Web site at http://distancelearning.dbcc.edu ; contact the Virtual College/Distance Education Department, Building 210 on the Daytona Beach Campus; call Educational Support Services at (386) 506-3482; Faith Testerman at testerf@dbcc.edu; or Gail Freiwald at freiwag@dbcc.edu

## COLLEGE YOUR WAY

### Business Degree by Distance Learning
The AA and AS Business Administration degrees are offered through Distance Education. You can earn your degree anywhere that you have access to a computer and TV. Visit our Distance Learning page for more information about the Web-Based courses offered at DBCC http://distancelearning.dbcc.edu/. A complete list of Web-Based courses offered each semester is available at http://distancelearning.dbcc.edu/online

To obtain a list of technical requirements for the Web-Based classes visit http://distancelearning.dbcc.edu/student_support. For more information, contact the Business Department chairperson at (386) 255-8131.

### Fast-Track
DBCC's Fast-Track courses are designed for students who want to earn their degrees as quickly as possible. Fast-Track courses are the same college credit courses that are offered during our traditional 16-week semesters, only they are condensed into seven or eight weeks. Course start dates vary. A typical Fast-Track course might be offered two days a week for two entire mornings or two entire afternoons. Another combination might be Friday evening and Saturday morning.

### Half & Half
At DBCC, we understand that your time is valuable. With our Half & Half courses, we have combined the advantages of traditional and Distance Education. Classes usually meet only once per week for one and one half hours. The other hours are time that you spend at home working with either video tapes or with your computer. This approach offers the advantages of meeting once a week with your professor and fellow classmates to have your questions answered and to receive traditional instruction. The work at home is on your own time schedule. Using this approach, you can greatly accelerate your progress toward earning a degree, but still maintain the personal classroom experience.

### Sunrise
Some people are at their best in the early hours. If you are a "morning person," you now have the opportunity to fit college credit courses into your busy schedule. DBCC is offering these Sunrise courses starting at 7 a.m. for people who cannot fit college into a traditional schedule.

### Weekend College

Our weekend studies program was created for people with busy lives and multiple responsibilities. Students attend classes Friday evenings and Saturdays, and can work toward the associate of arts, associate of applied science and selected associate of science degrees. Weekend classes are offered Fall, Spring and Summer Semesters. Tuition and fees for weekend classes are the same as for day and evening courses. Check the schedule of classes each semester for Weekend College classes.

## SUMMER STUDY ABROAD AT CAMBRIDGE UNIVERSITY IN ENGLAND

For more than 15 years, Daytona Beach Community College has offered a program of study at Cambridge University in England during the summer. Students register for academic credit through DBCC or choose to audit the Cambridge courses while attending one of the world's oldest (established 1209) and most prestigious universities. These exciting classes are attended by students from more than 100 countries and are stimulating both intellectually and culturally.

Imagine yourself walking on the same medieval cobblestone streets as Darwin, Lord Byron, Isaac Newton and many other famous names in English history and literature. Just picture yourself "punting" on the river Cam which surrounds much of the university as you leisurely make your way toward a lunch at a snug English restaurant along the river.

Your summer at Cambridge University will be a unique travel experience that will provide memories that will last a lifetime. For more information, call Samuel Goldstein at (386) 506-3617.

## HONORS COLLEGE

DBCC's Honors College offers students a challenge beyond the range of regular college classes. Theme-based arts and science courses are taught in small classes which offer students more individualized instruction. Participants take 15 hours of honors courses while preparing to transfer to a four-year institution.

"Honors College graduate" notation on transcripts, a special seal on the diploma and letters of recommendation tell prospective universities and employers that DBCC Honors College graduates are distinguished students who value high achievement and actively seek unique and challenging opportunities.

Acceptance into the Honors College requires appropriate college placement test scores and a 3.3 grade point average in high school or college courses or a letter of recommendation from a high school or college instructor.

Honors courses coincide with DBCC's general education requirements and fall into the following categories:

· **Enhanced Course Content** - Honors courses have been designed with enriched content, providing greater academic challenges for honors students.

· **Interdisciplinary** - An exciting teaching method combining various subjects such as English, history and psychology into a common theme for study.

· **Seminar** - Special courses that explore an advanced or specialized topic.

DBCC Honors College students may join several national collegiate honors organizations and are recognized at the annual awards and commencement ceremonies. In addition, they may receive special assistance in obtaining scholarships to senior institutions. For additional information, call the Honors College chairperson, Vera Miller, at (386) 506-3188 or millerv@dbcc.edu .

## LEARNING COMMUNITIES

DBCC's Learning Communities offer an alternative to traditional college classes. These courses are integrated with a common theme and emphasize collaborative teaching and learning.

### Linked Classes
One of the advantages of college is learning how to see the world from different perspectives. Linked classes - separate courses joined by a theme - are an excellent way for you to do just that. In a linked class, you will work closely with other students and faculty to discover relationships between different subjects. Also, you will experience the excitement and challenge of active learning as you work together to solve problems and think critically.

### What are the benefits of linked classes?

• Students understand how subjects and issues are interrelated and can cross subject matter boundaries.

• Learning Communities provide an academic community for students who attend commuter schools.

• Students become active and responsible participants in their own education. High-level critical thinking is encouraged.

• Students and faculty find intellectual interaction and connection with each other.

• The exposure to diverse populations and the opportunities to explore and understand diverse perspectives are great.

For detailed program information call (386) 427-3472, ext. 2612 and talk to Casey Blanton, Chair of Learning Communities, or e-mail her at blantoc@dbcc.edu .

### Themed Learning Cohorts (TLC): A Developmental Studies Learning Community
Themed Learning Cohorts are a unique set of Learning Communities designed for students who score below the minimum score in reading and writing on the placement test and must take REA 0001and ENC 0001 before taking College Composition (ENC 1101). If you participate in one of the TLCs, you will become part of a group or cohort which takes REA 0001 and ENC 0001. As a cohort, you will work together cooperatively, discover your learning style and develop reading, critical thinking and writing skills. You will also have additional advising, counseling and tutoring services.

For detailed program information call Lynn Blanton at (386) 255-8131, ext. 2072; Sue Hawkins at ext. 3130; or Sandra Offiah-Hawkins at ext. 3358. You may also contact Casey Blanton, Chair of Learning Communities, at ext. 2612.

**QUANTA: An Interdisciplinary Learning Community**

QUANTA is a nationally-recognized Learning Community where students and faculty work together to share their learning experiences.

As a QUANTA student, you'll work with three faculty members who collaborate in teaching the psychology, cultural arts and English courses. You will participate in groups with other students to share your ideas, thereby gaining different perspectives on the topic you are studying. You'll develop your critical thinking, reading and writing skills, group and leadership skills and will benefit from a flexible learning environment. Through this experience of community, you'll develop a greater sense of involvement with the other students and faculty.

QUANTA integrates traditional college courses with a common theme and offers students the challenge of seeing and exploring the relationships between subjects and ideas within those subjects. QUANTA courses satisfy general education requirements for all majors in AA degree programs.

The Florida Board of Community Colleges has recognized the QUANTA Learning Community as one of the outstanding academic programs in Florida in higher education.

For detailed program information call (386) 255-8131. To talk with Cindy Avens, dial ext. 3407; for Bill Little, dial ext. 3516; or for Dick Zelley, dial ext. 3413. You may also e-mail them at: avensc@dbcc.edu , littlew@dbcc.edu  or zelleyr@dbcc.edu . Casey Blanton, Chair of Learning Communities, may also be contacted at ext. 2612 or blantoc@dbcc.edu .

## COOPERATIVE EDUCATION/INTERNSHIPS

Cooperative Education/Internships experience empowers students to develop, evaluate and effectively initiate their own career paths and direction leading to meaningful employment. The whole premise of co-op/internships is to give students hands-on experience in their chosen field. This experience will be a valuable asset, not only during a student's studies at DBCC, but also after graduation. Students must be admitted to an AAS, AS or certificate program. The staff works collaboratively with academic and technical faculty to help students get field placement related to their majors. Whether you are paid or unpaid is left to the discretion of the employer.

Co-op and internships will give you a competitive edge when applying for employment.   Many of the co-op jobs are posted on the on-line job listing through the College Placement Center. For additional information, contact the respective Chairperson of the Department.

## ADULT EDUCATION AND WORKFORCE TRAINING

DBCC provides several options for students who need adult education and job training programs:

**1. Adult Basic Education (ABE)** classes are provided free of charge to adults (16+) whose academic skills are below 9th grade. Students transition from ABE to the High School, GED and/or employment. Instruction in basic reading, math and Pre-GED review is provided both day and evening in various locations. For more information and referral call (386) 506-3013.

**2. English as a Second Language (ESL)** classes are available primarily for foreign born U.S. citizens or adults with resident alien status who wish to improve their English language skills to enter the workforce. Everyday survival skills and basic knowledge of the English language are covered. For additional information, contact the English as a Second Language office at (386) 506-3070.

**3. Adult Tutoring Services** provided through partnership with DBCC and the Volusia Literacy Council, Inc. Trained tutors work with adults on an individual and/or group basis to improve literacy skills. For more information call the Literacy Council representatives on campus as (386) 506-3639.

**4. Adults with Disabilities Programs** - The Work Readiness program provides academic, employment and social skill development to adults with documented disabilities. In addition clients of the Association for Retarded Citizens (ARC), Blind Services, Conklin Center and Work Oriented Rehabilitation Center are provided academic and basic life skill development. For more information, call (386) 506-3013.

**5. General Education Development (GED)** classes are offered for students whose academic skills are at or above ninth grade level. Classes prepare students for the five subject areas covered on the GED examination. Free classes are offered both day and evening at various locations throughout Volusia County. For referral or more information call DBCC's GED office at (386) 506-3048 or (386) 506-4495.

**6. General Education Development (GED) Test** monthly at DBCC's Daytona Beach and New Smyrna Beach Campuses and Four Townes Center. Test applicants need to be 18 or older and enrolled in DBCC's GED classes for approval to take the test. Advance registration, valid Florida driver's license or Florida State I.D. card and a $40 fee are required. For more information call DBCC's GED office at (386) 506-3048 or (386) 506-4495.

**7. DBCC High School** for students wanting to earn a high school academic diploma. The diploma is awarded after a student successfully completes 24 high school credits and passes the state of Florida Comprehensive Achievement Test (FCAT). Classes are free and offered on DBCC's Daytona Beach and New Smyrna Beach/Edgewater Campuses and Four Townes Center. Required placement testing is provided at no cost. For information, call DBCC at (386) 506-3048 or (386) 506-3162.

**8. One-Stop Career Centers** provide an array of employment and training services for unemployed and underemployed residents of Flagler and Volusia conties. DBCC is a training provider within this system. For more information contact Sandra Brown at (386) 323-7021.
The One-Stop Career Centers are located at:
- Daytona One-Stop Career Center
  359 Bill France Blvd.
  Daytona Beach
  (386) 274-0100

- DeLand One-Stop Career Center
  1382 South Woodland Blvd.
  DeLand
  (386) 740-3232

- Flagler One-Stop Career Center
  DBCC Flagler/Palm Coast Campus
  3000 Palm Coast Parkway Southeast
  Palm Coast
  (386) 447-1546

# Graduation Requirements and Procedures

DBCC awards the associate of arts degree, associate of applied science degree, associate of science degree and certificate to students who:

1. Meet both the general education requirements and specific requirements of their program.

2. Earn a minimum 2.0 GPA in all courses taken at DBCC and earn a minimum 2.0 cumulative GPA (courses taken at DBCC plus courses transferred from other institutions).

3. Fulfill the College Level Academic Skills Test (CLAST) requirements, if applicable.

4. Complete at least 25 percent of the degree requirement credits in residence at DBCC.

5. Satisfy the foreign language requirement for AA degree candidates.

6. Submit an application for graduation and pay appropriate graduation fees. The fee will entitle the graduate to a diploma, if qualified, and to participate in the commencement ceremonies. DBCC reserves the right to certify students as a completer once he or she has completed all requirements for the degree or certificate, regardless if they have completed an application for graduation. Students who do not complete the graduation application process will not receive a diploma or have the degree certificate statement on official transcript.

7. Fulfill all financial and other obligations to the College before receiving their degree or certificate.

Students are responsible for determining if they have fulfilled graduation requirements. Counselors or advisors can help students with a pre-graduation check.

Commencement ceremonies for degree, certificate and adult education candidates are held in May. Students who complete graduation requirements in the Fall and/or Spring Semester, or have applied early for graduation for Summer Semester, are encouraged to participate in commencement ceremonies.

## CONTINUOUS ENROLLMENT REQUIREMENT FOR GRADUATION

Continuous enrollment means a student has not missed a major semester (fall or spring). Currently enrolled students who attend DBCC continuously for each major semester may use the general education requirements in effect the year they enter. However, if requirements change, continuously enrolled students either may continue under the old requirements or meet any new ones. New students, and those returning after missing one or more major semesters, must use the requirements listed in the catalog upon their return.

## SUBSTITUTIONS/WAIVERS

A student may be permitted to substitute requirements upon the completion of a substitution form signed by the appropriate program manager/program chairperson and dean/associate vice president of Academic Affairs, if it is determined that the substitution is in the student's best interest.

## COLLEGE LEVEL ACADEMIC SKILLS TEST (CLAST)

All Florida community college students seeking an AA degree must satisfy the CLAST requirement before their degree is awarded. The CLAST measures college-level communications and math skills and is part of the state's overall effort to ensure students have acquired the skills expected in those areas.

In accordance with Rule 6A-10.0311, F.A.C., Section 1008.29, F.S., students may not need to take the CLAST unless they plan to major in education in the state of Florida. Students will qualify for an exemption to the CLAST if they meet one of the conditions below.

If you:
- Earn a cumulative 2.5 GPA in ENC 1101 and ENC 1102 you will not need to take the English, reading and essay subtests.

- Earn a cumulative 2.5 GPA in two college-level math courses that satisfy the Gordon Rule (MAC 1105 or higher) you will not need to take the math subtest.

- Have SAT scores of 500 on the verbal or ACT scores of 22 on the reading and 21 on the English you will not need to take the communications sections of the CLAST and if you have SAT scores of 500 on the math or ACT scores of 21 on the math you will not need to take the computation section of the CLAST.

Information about the CLAST, the skills it measures, eligibility requirements for taking the exam or obtaining an exemption and CLAST registration is available in the Assessment Services offices on any campus.

## RECOGNITION OF ACADEMIC EXCELLENCE

DBCC honors students who have pursued and achieved academic excellence during their course of study. They are eligible for the following honors:

• **President's List** – Students are eligible if they earn at least six semester hours of credit and have a 3.8-4.0 semester GPA.

• **Dean's List** – Students are eligible if they earn at least six semester hours of credit and have a 3.2-3.79 semester GPA.

• **Honors Recognition** – Students who graduate with high cumulative GPAs are recognized at graduation as follows: High honors ( 3.8-4.0 GPA) and honors (3.2-3.79 GPA) and a statement will appear on transcript.

• **Hall of Fame** – DBCC's highest honor in scholarship, leadership and citizenship is presented at the annual awards ceremony.

• **Outstanding Student Awards** – Each department presents these at the annual awards ceremony to students in AA, AAS and AS degree and certificate programs. Recognition for student activities also is included.

• **Florida Blue Key** – The University of Florida awards its community college leadership honor to one outstanding female and male from each of Florida's 28 community colleges.

• **Phi Theta Kappa** – This is the only nationally accredited honors organization for two year colleges. DBCC's chapter is Mu Rho. The Mu Rho office is in Building 130, Room 107 on the Daytona Beach Campus. For information about membership and activities, call the Daytona Beach Campus office at (386) 255-8131, ext. 3330 or the Mu Rho information line at (386) 255-8131, ext. 4505.

• **Who's Who** is awarded annually by the National Organization of Who's Who in Community and Junior Colleges.

# Program Descriptions

Associate of Applied Science Degree Programs

Associate of Science Degree Programs

Certificate Programs

# Accounting Applications/Computerized

## College Credit Certificate - Code 0943

Jerold Braun, Assistant Chair
(386) 506-3012 • braunj@dbcc.edu

### Program Description

The program provides a solid foundation in theory and practice needed to work in the field of accounting. Credits earned in this certificate may be applied toward the AAS or AS degree in Accounting Technology.

### Program Specific Courses

|     |      |                                        | Sem. Hrs. |
| --- | ---- | -------------------------------------- | --------- |
| ACG | 2022 | Principles of Financial Accounting     | 4         |
| APA | 1111 | Computerized Accounting/Bookkeeping I  | 4         |
| APA | 1121 | Computerized Accounting/Bookkeeping II | 4         |
| APA | 1711 | Computer Spreadsheet                   | 3         |
| ENC | 1200 | Business English                       | 3         |
| OST | 1711 | Word Processing I                      | 3         |
| OST | 2336 | Business Communications                | 3         |
| QMB | 1001 | Business Math                          | 3         |

### 1st Semester

|     |      |                                       | Sem. Hrs. |
| --- | ---- | ------------------------------------- | --------- |
| ENC | 1200 | Business English                      | 3         |
| QMB | 1001 | Business Math                         | 3         |
| APA | 1111 | Computerized Accounting/Bookkeeping I | 4         |
| APA | 1711 | Computer Spreadsheet                  | 3         |

### 2nd Semester

|     |      |                                        | Sem. Hrs. |
| --- | ---- | -------------------------------------- | --------- |
| ACG | 2022 | Principles of Financial Accounting     | 4         |
| APA | 1121 | Computerized Accounting/Bookkeeping II | 4         |
| OST | 1711 | Word Processing I                      | 3         |
| OST | 2336 | Business Communications                | 3         |

**TOTAL . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 27**

Note: *Sequence of courses may vary. Check course descriptions.*

### Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

Payroll Assistant/Tax Preparer/Small Business (Office) Accounting Assistant
Governmental Accounting Assistant/Accounts Receivable/Accounts Payable Clerk/ Accounting Assistant
Small Business (Office) Accountant/Full Charge Bookkeeper

For further information, contact the assistant chair or Yvonne Newcomb-Doty, newcomy@dbcc.edu.

CC 2004-05

**Sample Program of Study**

# Accounting Technology

## Associate of Applied Science Degree - Code 3500

Jerold Braun, Assistant Chair
(386) 506-3012 • braunj@dbcc.edu

## Program Description

The program provides a solid foundation in elementary accounting theory as well as accounting practice including taxation and bookkeeping. Students apply their practical knowledge of these areas through computer simulations.

## General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| MAT | 1033* | Intermediate Algebra | 4 |
| ECO | 2013 | Principles of Macro Economics | 3 |
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

*\* Fulfills general education requirements for AAS degree programs only.*

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

## Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1200 | Business English | 3 |
| QMB | 1001 | Business Math | 3 |
| ACG | 2022 | Principles of Financial Accounting | 4 |
| ACG | 2071 | Principles of Managerial Accounting | 4 |
| ACG | 2949 | Cooperative Ed. Experience in Accounting | 2 |
| APA | 1111 | Computerized Accounting/Bookkeeping I | 4 |
| APA | 1121 | Computerized Accounting/Bookkeeping II | 4 |
| APA | 1711 | Computer Spreadsheet | 3 |
| BUL | 2241 | Business Law I | 3 |
| FIN | 2000 | Principles of Finance | 3 |
| GEB | 1011 | Introduction to Business | 3 |
| OST | 1711 | Word Processing I | 3 |
| OST | 2336 | Business Communications | 3 |
| TAX | 2000 | Personal Income Tax | 3 |
| GEB | 2430 | Professional Ethics | |
| | **OR** | | |
| MNA | 2161 | Quality Service Management | 3 |

## Sample Program of Study

**First Year**
**1ˢᵗ Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1200 | Business English | 3 |
| QMB | 1001 | Business Math | 3 |
| APA | 1111 | Computerized Accounting/Bookkeeping I | 4 |
| GEB | 1011 | Introduction to Business | 3 |
| OST | 1711 | Word Processing I | 3 |

**2ⁿᵈ Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| ACG | 2022 | Principles of Financial Accounting | 4 |
| APA | 1121 | Computerized Accounting/Bookkeeping II | 4 |
| APA | 1711 | Computer Spreadsheet | 3 |

**Summer Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |

**Second Year**
**1ˢᵗ Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| MAT | 1033 | Intermediate Algebra | 4 |
| OST | 2336 | Business Communications | 3 |
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |
| ACG | 2071 | Principles of Managerial Accounting | 4 |
| TAX | 2000 | Personal Income Tax | 3 |

**2ⁿᵈ Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| ECO | 2013 | Principles of Macro Economics | 3 |
| ACG | 2949 | Cooperative Ed. Experience in Accounting | 2 |
| BUL | 2241 | Business Law I | 3 |
| FIN | 2000 | Principles of Finance | 3 |
| GEB | 2430 | Professional Ethics | |
| | **OR** | | |
| MNA | 2161 | Quality Service Management | 3 |
| | | **TOTAL** | **64** |

**Note:** *Sequence of courses may vary. Check course descriptions.*

## Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Payroll Assistant/Tax Preparer/Small Business (Office) Accounting Assistant, Governmental Accounting Assistant/ Accounts Receivable/Accounts Payable Clerk/ Accounting Assistant, Small Business (Office) Accountant/ Full Charge Bookkeeper Junior Accountant*

For further information, contact the assistant chair or Yvonne Newcomb-Doty, newcomy@dbcc.edu.

CC2004-05

# Accounting Technology
## Associate of Science Degree - Code 2084

Jerold Braun, Assistant Chair
(386) 506-3012 • braunj@dbcc.edu

## Program Description
The program provides a solid foundation in elementary accounting theory as well as accounting practice including taxation and bookkeeping. Students apply their practical knowledge of these areas through computer simulations.

## General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| ENC | 1102 | Literature and Composition | 3 |
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| MAC | 1105 | College Algebra | 3 |
| STA | 2023 | Elementary Statistics | 3 |
| ECO | 2013 | Principles of Macro Economics | 3 |
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

## Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ACG | 2022 | Principles of Financial Accounting | 4 |
| ACG | 2071 | Principles of Managerial Accounting | 4 |
| APA | 1111 | Computerized Accounting/Bookkeeping I | 4 |
| APA | 1121 | Computerized Accounting/Bookkeeping II | 4 |
| APA | 1711 | Computer Spreadsheet | 3 |
| BUL | 2241 | Business Law I | 3 |
| ECO | 2023 | Principles of Micro Economics | 3 |
| FIN | 2000 | Principles of Finance | 3 |
| GEB | 1101 | Introduction to Business | 3 |
| GEB | 2430 | Professional Ethics | 3 |
| MNA | 2161 | Quality Service Management | 3 |
| QMB | 1001 | Business Math | 3 |
| TAX | 2000 | Personal Income Tax | 3 |

## Sample Program of Study

### First Year
### 1st Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| APA | 1111 | Computerized Accounting/Bookkeeping I | 4 |
| BUL | 2241 | Business Law I | 3 |
| GEB | 1011 | Introduction to Business | 3 |
| QMB | 1001 | Business Math | 3 |

### 2nd Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1102 | Literature and Composition | 3 |
| MAC | 1105 | College Algebra | 3 |
| ACG | 2022 | Principles of Financial Accounting | 4 |
| APA | 1121 | Computerized Accounting/Bookkeeping II | 4 |
| APA | 1711 | Computer Spreadsheet | 3 |

### Second Year
### 1st Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| STA | 2023 | Elementary Statistics | 3 |
| ACG | 2071 | Principles of Managerial Accounting | 4 |
| ECO | 2013 | Principles of Macro Economics | 3 |
| GEB | 2430 | Professional Ethics | 3 |
| TAX | 2000 | Personal Income Tax | 3 |

### 2nd Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| ECO | 2023 | Principles of Micro Economics | 3 |
| FIN | 2000 | Principles of Finance | 3 |
| MNA | 2161 | Quality Service Management | 3 |
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |
| | | **TOTAL** | **64** |

**Note:** *Sequence of courses may vary. Check course descriptions.*

## Occupational Cluster Information
Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Payroll Assistant/Tax Preparer/Small Business (Office)
Accounting Assistant, Governmental Accounting Assistant/Accounts Receivable/Accounts Payable Clerk/Accounting
Assistant, Small Business (Office) Accountant/
Full Charge Bookkeeper
Junior Accountant*

For further information, contact the assistant chair or Yvonne Newcomb-Doty, newcomy@dbcc.edu.

CC 2004-05

# Air Conditioning, Refrigeration and Heating Technology (Commercial)

## Vocational Credit Certificate - Code 1011

George Roddy, Assistant Chair
(386) 506-4175 • roddyg@dbcc.edu

### Program Description

The program provides classroom demonstrations and laboratory experiments in refrigeration fundamentals; electricity and controls; and installing, operating, servicing and repairing air conditioning equipment. Students work on domestic and commercial refrigeration and window and central air conditioning equipment, including heat pumps, oil and gas systems. Modern equipment used includes three-phase electrical components. Students also receive related training in stock control, pricing and ordering, shop management and customer relations.

### Approximate Additional Costs

Students will be required to purchase tools and uniforms as needed throughout the course of the program. The approximate cost is $600. Textbooks cost approximately $175.

### Additional Admission Requirements

• Must be able to lift 50 pounds.
• Must be able to climb a 12-foot ladder.

### Program Specific Courses

| | | | Voc. Crs. |
|---|---|---|---|
| ACR | 0000 | Physical Principles | 6.0 |
| ACR | 0022 | Domestic Refrigeration | 1.5 |
| ACR | 0061 | Psychrometrics | 2.0 |
| ACR | 0062 | Heat Load Calculations | 2.0 |
| ACR | 0100C | Basic Electricity | 6.0 |
| ACR | 0150 | A/C Motors and Controls | 3.0 |
| ACR | 0205 | Refrigerants I | 3.0 |
| ACR | 0206 | Refrigerants II | 1.5 |
| ACR | 0600 | Fossil Fuel Heating | 3.0 |
| ACR | 0601 | Heat Pumps | 3.0 |
| ACR | 0700 | Central Residential Air Conditioning | 2.0 |
| ACR | 0741 | Commercial Refrigeration I | 3.0 |
| ACR | 0742 | Commercial Refrigeration II | 3.0 |
| ACR | 0815 | Advanced Service Practices | 3.0 |
| ACR | 0850 | Air Conditioning Wiring | 3.0 |

### Sample Program of Study

**First Year**
**1st Semester**

| | | | Voc. Crs. |
|---|---|---|---|
| ACR | 0000 | Physical Principles | 6.0 |
| ACR | 0100C | Basic Electricity | 6.0 |

**2nd Semester**

| | | | Voc. Crs. |
|---|---|---|---|
| ACR | 0022 | Domestic Refrigeration | 1.5 |
| ACR | 0150 | A/C Motors and Controls | 3.0 |
| ACR | 0700 | Central Residential Air Conditioning | 2.0 |
| ACR | 0741 | Commercial Refrigeration I | 3.0 |
| ACR | 0850 | Air Conditioning Wiring | 3.0 |

**Summer Semester**

| | | | Voc. Crs. |
|---|---|---|---|
| ACR | 0061 | Psychrometrics | 2.0 |
| ACR | 0062 | Heat Load Calculations | 2.0 |
| ACR | 0205 | Refrigerants I | 3.0 |
| ACR | 0206 | Refrigerants II | 1.5 |

**Second Year**

**1st Semester**

| | | | Voc. Crs. |
|---|---|---|---|
| ACR | 0600 | Fossil Fuel Heating | 3.0 |
| ACR | 0601 | Heat Pumps | 3.0 |
| ACR | 0742 | Commercial Refrigeration II | 3.0 |
| ACR | 0815 | Advanced Service Practices | 3.0 |

**Voc. Crs. TOTAL** . . . . . . . . . . . . . . . . . . . . **45.0**

**Contact Hrs. TOTAL** . . . . . . . . . . . . . . . . . . . . **1350**

**Note:** *Sequences of courses may vary. Check course descriptions and semester schedule.*

### Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Heating - A/C and Refrigeration Helper,*
*Heating - A/C and Refrigeration Mechanic Assistant*
*Heating - A/C and Refrigeration Mechanic*
*Heating - A/C and Refrigeration Technician*

For further information, contact the assistant chair.

CC 2004-05

# Architectural and Building Technology

### Associate of Applied Science Degree - Code 3501

Dallas Peacock, Assistant Chair
(386) 506-3349 • peacocd@dbcc.edu

## Program Description

The program provides a solid foundation in the building industry. Students will receive a broad understanding of building materials, processes of construction, overall project cohesiveness, current industry standards, drawing and computer drafting skills.

## General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| SPC | 2600 | Oral Comm./Research/Present. Skills | 3 |
| PSC | 1121 | Physical Science | 3 |
| ..., | ..., | Behavioral & Human Sciences Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

| | | | |
|---|---|---|---|
| ..., | ..., | Humanities, Cultural & Aesthetic Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

## Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| MTB | 1348 | Applied Technical Math I | 3 |
| BCN | 1210 | Materials and Processes | 3 |
| BCN | 1251C | Architectural Drawing I | 3 |
| BCN | 1253C | Architectural Drawing II | 3 |
| BCN | 2257C | Architectural Detailing | 3 |
| BCN | 2561 | Mechanical and Electrical Equipment | 3 |
| CET | 1153C | Technical Computer Environment | 3 |
| EGS | 2650 | Technical Ethics | 1 |
| ETC | 2207C | Construction Planning and Estimating | 3 |
| ETC | 2245 | Construction Methods | 3 |
| ETC | 2250C | Properties of Materials | 3 |
| ETD | 2320C | Computer Aided Drafting I (AutoCAD) | 3 |
| ETD | 2350 | Computer Aided Design Applications (AutoCAD) **OR** | |
| ETD | 2395 | Architectural CAD (Architectural Desktop) | 3 |
| ETD | 2547C | Civil Drafting & Surveying (CAD) | 3 |
| ETG | 2520 | Statics and Strength of Materials | 3 |
| IND | 1211 | History of Architecture & Interiors I | 3 |

**First Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| MTB | 1348 | Applied Technical Math I | 3 |
| BCN | 1210 | Materials and Processes | 3 |
| BCN | 1251C | Architectural Drawing I | 3 |
| IND | 1211 | History of Architecture & Interiors I | 3 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Present. Skills | 3 |
| BCN | 1253C | Architectural Drawing II | 3 |
| CET | 1153C | Technical Computer Environment | 3 |
| ETC | 2250C | Properties of Materials | 3 |
| ETD | 2320C | Computer Aided Drafting I (AutoCAD) | 3 |

**Summer Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| ..., | ..., | Humanities, Cultural & Aesthetic Core | 3 |
| ..., | ..., | Behavioral & Human Sciences Core | 3 |

**Second Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| ETC | 2207C | Construction Planning and Estimating | 3 |
| EGS | 2650 | Technical Ethics | 1 |
| ETD | 2350C | Computer Aided Drafting II (AutoCAD) | 3 |
| ETD | 2547C | Civil Drafting & Surveying (CAD) | 3 |
| ETG | 2520 | Statics and Strength of Materials | 3 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| PSC | 1121 | Physical Science | 3 |
| BCN | 2257C | Architectural Detailing | 3 |
| BCN | 2561 | Mechanical and Electrical Equipment | 3 |
| ETC | 2245 | Construction Methods | 3 |
| ETD | 2350 | Computer Aided Design Applications (AutoCAD) **OR** | |
| ETD | 2395 | Architectural CAD (Architectural Desktop) | 3 |

| | |
|---|---|
| **TOTAL** | **64** |

**Note:** *Sequence of courses may vary. Check course descriptions.*

## Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Assistant Estimator/Assistant Plans Examiner*
*Assistant Field Inspector/Assistant Scheduler*
*Quality Control Assistant/Materials Testing Assistant*
*Sales Representative/ Assistant Code Enforcer*
*Construction Office Manager Assistant*
*Assistant/Project Manager Assistant*

For further information, contact the assistant chair.

CC 2004-05

**Sample Program of Study**

# Automotive Collision Repair and Refinishing

Vocational Credit Certificate - Code 1097

Neal Coates, Assistant Chair
(386) 506-4169 • coatesn@dbcc.edu

## Program Description

The program prepares students for initial employment in the autobody repair or refinishing field. Specialized instruction covers all phases of repairing damaged bodies and fenders, including frame alignment. Skills are developed in cutting and metal straightening by hammering; smoothing areas by filing, grinding or sanding; concealing imperfections, painting and replacing body parts and components. Instruction and training includes using body parts, repair manuals, price lists and flat rate manuals to estimate costs.

## Approximate Additional Costs

Students will be required to purchase tools and uniforms as needed throughout the course of the program. The approximate cost is $300. Textbooks cost approximately $125. Lab fees: Refer to individual course descriptions or consult the assistant chair for additional costs.

## Ability to Benefit (ATB) Consideration

Students who do not have a standard high school diploma maybe eligible for admission to this program if they meet the following criteria:

- Complete the Ability to Benefit (ATB) form available in admissions.

- Take the Test of Adult Basic Education (TABE) which measures reading, English and math skills, and achieve specified minimum scores.

- Meet with a counselor/advisor for placement test evaluation, advice on course selection and registration.

## Program Specific Courses

|  |  |  | Voc. Crs. |
|---|---|---|---|
| AER | 0211 | Collision Repair and Estimating | 7.17 |
| AER | 0212 | Collision Repair II | 4.5 |
| AER | 0213 | Collision Repair III | 4.0 |
| AER | 0221 | Refinishing and Metal Work | 7.0 |
| AER | 0222 | Refinishing Systems and Safety | 4.0 |
| AER | 0229 | Auto Refinishing II | 4.0 |
| AER | 0232 | Unibody and Frame I | 4.0 |
| AER | 0233 | Unibody and Frame II | 4.0 |
| AER | 0241 | Auto Body Glass and Trim | 4.0 |
| ARR | 0330 | Paint Mixing and Tinting | 4.0 |

## Sample Program of Study

### 1st Semester

|  |  |  | Voc. Crs. |
|---|---|---|---|
| AER | 0211 | Collision Repair and Estimating | 7.17 |
| AER | 0221 | Refinishing and Metal Work | 7.0 |

### 2nd Semester

|  |  |  | Voc. Crs. |
|---|---|---|---|
| AER | 0212 | Collision Repair II | 4.5 |
| AER | 0232 | Unibody and Frame I | 4.0 |
| AER | 0222 | Refinishing Systems and Safety | 4.0 |
| ARR | 0330 | Paint Mixing and Tinting | 4.0 |

### Summer Semester

|  |  |  | Voc. Crs. |
|---|---|---|---|
| AER | 0213 | Collision Repair III | 4.0 |

### 4th Semester

|  |  |  | Voc. Crs. |
|---|---|---|---|
| AER | 0233 | Unibody and Frame II | 4.0 |
| AER | 0229 | Auto Refinishing II | 4.0 |
| AER | 0241 | Auto Body Glass and Trim | 4.0 |

**Voc. Crs. TOTAL** .................. **46.67**
**Contact Hrs. TOTAL** .................. **1400**

**Note:** *Sequence of courses may vary. Check course descriptions and semester schedules.*

## Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Paint and Body Helper, Auto Collision Estimator*
*Frame and Body Repairman*
*Automotive Refinishing*
*Automotive Body Repairer*

For further information, contact the assistant chair.

CC 2004-05

# Automotive Service Management Technology

## Associate of Applied Science Degree - Code 3502

James Posick, Assistant Chair
(386) 506-4168 • posickj@dbcc.edu

### Program Description

The program is designed to equip the student with an under standing of basic concepts and service procedures on all 15 automotive-specific component group areas. Emphasis is on diagnosis and repair, coupled with customer relations. Product-specific training is provided to equip the student with skills necessary to become a dealership technician, service advisor or service manager.

### Approximate Additional Costs

Students must meet with the assistant chair for necessary tools and uniforms.

### Additional Admission Requirements

- Must be able to attend cooperative education training placements.
- A pre-admission consultation with the assistant chair prior to registration is required.

### General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| MAT | 1033* | Intermediate Algebra | 4 |
| .... | .... | Behavioral & Human Sciences Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

| | | | |
|---|---|---|---|
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

\* Fulfills general education requirements for AAS degree programs only.

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

### Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| AER | 1101 | Electricity/Electronics Fundamentals | 4 |
| AER | 1112 | Engine Mechanical Service and Repairs | 4 |
| AER | 1114 | Basic Concepts and Service Procedures | 4 |
| AER | 1272 | Automotive Transaxles and Differentials | 4 |
| AER | 1413 | Automotive Brake Systems | 4 |
| AER | 1451 | Automotive Steering, Suspension and Alignment | 4 |
| AER | 1611 | Automotive Heating and Air Conditioning Systems | 4 |
| AER | 2273 | Automotive Automatic Transaxles and Drive Systems | 4 |
| AER | 2524 | Automotive Computer Systems and Supercharging | 4 |
| AER | 2526 | Automotive Ignition and Emissions Control | 4 |
| AER | 2527 | Driveability and Dynamometer Analysis | 4 |
| AER | 2528 | Automotive Fuel Systems | 4 |
| AER | 2949 | Cooperative Education Experience in Automotive Technology | 2 |
| AER | 2949 | Cooperative Education Experience in Automotive Technology | 2 |

### Sample Program of Study

**First Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| MAT | 1033 | Intermediate Algebra | 4 |
| AER | 1101 | Electricity/Electronics Fundamentals | 4 |
| AER | 1112 | Engine Mechanical Service and Repairs | 4 |
| AER | 1114 | Basic Concepts and Service Procedures | 4 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| AER | 1413 | Automotive Brake Systems | 4 |
| AER | 1611 | Automotive Heating and Air Conditioning Systems | 4 |
| AER | 2273 | Automotive Automatic Transaxles and Drive Systems | 4 |

**Summer Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| AER | 2949 | Cooperative Education Experience in Automotive Technology | 2 |

**Second Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| .... | .... | Behavioral & Human Sciences Core | 3 |
| AER | 1272 | Automotive Transaxles and Differentials | 4 |
| AER | 1451 | Automotive Steering, Suspension and Alignment | 4 |
| AER | 2524 | Automotive Computer Systems and Supercharging | 4 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |
| AER | 2526 | Automotive Ignition and Emissions Control | 4 |
| AER | 2527 | Drivability and Dynamometer Analysis | 4 |
| AER | 2528 | Automotive Fuel Systems | 4 |

**Summer Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| AER | 2949 | Cooperative Education Experience in Automotive Technology | 2 |
| | | **TOTAL** | **68** |

**Note:** *Sequence of courses may vary. Check course descriptions and schedules*

### Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Brake, Steering and Suspension Technician*
*Body/Chassis Electrical/Electronics Specialist*
*Powertrain Specialist, Automotive Drivability Specialist*
*Automotive Service Supervisor*

For further information, contact the assistant chair.

CC 2004-05

# Business Administration (Transfer Option)

## Associate of Science Degree - Code 2059

Evelyn Delaney, Assistant Chair
(386) 785-2004 • delanee@dbcc.edu

**Program Description**

The program provides a solid foundation in business administration principles and the basic techniques and skills for efficient and effective management of businesses. Graduates learn marketing, finance, accounting, management, human relations, business law and entrepreneurial skills. This degree will transfer to all Florida public state universities, but does not guarantee admission to a specific program.

**General Education Courses**

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| ENC | 1102 | Literature and Composition | 3 |
| SPC | 2600 | Oral Comm./Research/Presentation Skills OR | |
| RTV | 2300 | Broadcast Research/Newswriting/ Presentation Skills | 3 |
| ECO | 2013 | Principles of Macro Economics | 3 |
| ECO | 2023 | Principles of Micro Economics | 3 |
| MAC | 1105 | College Algebra | 3 |
| MAC | 2233 | Calculus for Business and Nonphysical Sciences I | 3 |
| STA | 2023 | Elementary Statistics | 3 |
| PSC | 1121 | Physical Sciences | 3 |
| .... | .... | Humanities, Cultural and Aesthetic Core | 3 |
| .... | .... | Historical and Global Core | 3 |
| .... | .... | Biological Sciences Core | 4 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

**Program Specific Courses**

| | | | Sem. Hrs. |
|---|---|---|---|
| ACG | 2022 | Principles of Financial Accounting | 4 |
| ACG | 2071 | Principles of Managerial Accounting | 4 |
| BUL | 2241 | Business Law I | 3 |
| CGS | 2100 | Microcomputer Applications | 3 |
| GEB | 1011 | Introduction to Business | 3 |
| LIS | 2004 | Introduction to Internet Information Research Resources | 1 |
| MAN | 2021 | Principles of Management | 3 |
| MAN | 2800 | Small Business Management | 3 |
| MAR | 2011 | Principles of Global Marketing | 3 |

**Sample Program of Study**

### 1st Semester

| | | | Sem.Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| MAC | 1105 | College Algebra | 3 |
| ACG | 2022 | Principles of Financial Accounting | 4 |
| GEB | 1011 | Introduction to Business | 3 |
| MAN | 2021 | Principles of Management | 3 |

### 2nd Semester

| | | | Sem.Hrs. |
|---|---|---|---|
| ENC | 1102 | Literature and Composition | 3 |
| MAC | 2233 | Calculus for Business and Nonphysical Sciences | 3 |
| ACG | 2071 | Principles of Managerial Accounting | 4 |
| BUL | 2241 | Business Law | 3 |

### Summer Semester

| | | | Sem.Hrs. |
|---|---|---|---|
| .... | .... | Humanities Cultural and Aesthetic Core | 3 |
| .... | .... | Historical and Global Core | 3 |

### Second Year
### 1st Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Presentation Skills **OR** | |
| RTV | 2300 | Broadcast Research/Newswriting/ Presentation Skills | 3 |
| STA | 2023 | Elementary Statistics | 3 |
| ECO | 2013 | Principles of Macro Economics | 3 |
| CGS | 2100 | Microcomputer Operations | 3 |
| LIS | 2004 | Introduction to Internet Information Research Resources | 1 |

### 2nd Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| ECO | 2023 | Principles of Micro Economics | 3 |
| PSC | 1121 | Physical Sciences | 3 |
| .... | .... | Biological Sciences Core | 4 |
| MAN | 2800 | Small Business Management | 3 |
| MAR | 2011 | Principles of Global Marketing | 3 |

**TOTAL** . . . . . . . . . . . . . . . . . . . . . . . . . . . . **64**

**Note:** *Sequence of courses may vary. Check course descriptions.*

**Occupational Cluster Information**

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Manager Trainee/First Line Supervisor/Sales/
Customer Service Representative
Marketing, Advertising or Public Relations Manager/General
Lines Agent/Supervision of Sales/Credit Supervision*

For further information, contact Yvonne Newcomb-Doty, newcomy@dbcc.edu

CC 2004-05

# Business Administration
## (Marketing Management International, Management, and Small Business/Entrepreneurship Specializations)

### Associate of Applied Science Degree – Code 3503

Evelyn Delaney, Assistant Chair
(386) 785-2004 • delanee@dbcc.edu

### Program Description

This program is designed for those who plan to become employed in the areas of business management, marketing management, small business/entrepreneurship, or computerized accounting/finance. The program contains a blend of general education courses, program specific courses, and three separate specializations each one designed to prepare the student for a specific career path. The three specializations are Marketing Management International, Management, and Small Business/Entrepreneurship.

### General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| ENC | 1102 | Literature and Composition **OR** | |
| ENC | 2210 | Report Writing | 3 |
| MAT | 1033* | Intermediate Algebra | 4 |
| ECO | 2013 | Principles of Macro Economics **OR** | |
| ECO | 2023 | Principles of Micro Economics | 3 |
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

*\* Fulfills general education requirements for AAS degree programs only.*

### Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| APA | 1111 | Computerized Accounting/Bookkeeping I | 4 |
| APA | 1121 | Computerized Accounting/Bookkeeping II | 4 |
| BUL | 2241 | Business Law I | 3 |
| CGS | 2100 | Microcomputer Applications | 3 |
| GEB | 1011 | Introduction to Business | 3 |
| GEB | 2430 | Professional Ethics | 3 |
| GEB | 2351 | International Business Practice Firm **OR** | |
| GEB | 2949 | Cooperative Education Experience | 3 |
| MAN | 2021 | Principles of Management | 3 |
| OST | 2336* | Business Communications | 3 |
| QMB | 1001 | Business Math | 3 |
| OST | 1141 | Keyboarding **OR** | |
| CGS | 1002 | Introduction to Microcomputer Operations | 1 |

*\*This course meets the graduation requirements for Oral Communications for this program.*

### Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| MAR | 2011 | Principles of Global Marketing | 3 |
| MKA | 2021 | Sales Fundamentals and Procedures | 3 |
| MKA | 2511 | Contemporary Advertising Worldwide | 3 |
| .... | .... | Marketing Mgmt. International Elective | 3 |
| .... | .... | Marketing Mgmt. International Elective | 3 |

### Marketing Management International Elective – Choose Two

| | | | |
|---|---|---|---|
| MKA | 2041 | Global Retailing | 3 |
| MKA | 2241 | International Marketing Dimensions | 3 |
| MKA | 2513 | Public Relations | 3 |
| MAR | 2720 | Introduction to E-Commerce | 3 |

### Management Specialization Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| APA | 1711 | Computer Spreadsheet | 3 |
| MAN | 2800 | Small Business Management | 3 |
| MNA | 2345 | Supervision of Personnel | 3 |
| MNA | 2161 | Quality Service Management | 3 |
| OST | 2501 | Office Management | 3 |

### Small Business/Entrepreneurship Specialization Courses

| | | | Sem. Hrs |
|---|---|---|---|
| FIN | 2000 | Principles of Finance | 3 |
| MAN | 2800 | Small Business Management | 3 |
| MAR | 2011 | Principles of Global Marketing | 3 |
| MNA | 2161 | Quality Service Management | 3 |
| OST | 2501 | Office Management | 3 |

### Sample Program of Study

**Business Administration Core** - (Required of all Students)
**First Year**
**1st Semester**

| | | | Sem.Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| APA | 1111 | Computerized Accounting | 4 |
| CGS | 2100 | Microcomputer Applications | 3 |
| GEB | 1011 | Introduction to Business | 3 |
| MAN | 2021 | Principles of Management | 3 |

**2nd Semester**

| | | | Sem.Hrs. |
|---|---|---|---|
| ENC | 1101 | Literature and Composition **OR** | |
| ENC | 2210 | Report Writing | 3 |
| ECO | 2013 | Principles of Macro Economics **OR** | |
| ECO | 2023 | Principles of Micro Economics | 3 |
| APA | 1121 | Computerized Accounting II | 4 |
| OST | 2336 | Business Communication | 3 |

**Summer Semester**

| | | | Sem.Hrs. |
|---|---|---|---|
| QMB | 1001 | Business Math | 3 |

### Marketing Management International Specialization

# Specializations

(Students will select 2nd year courses based on their area of specialization)

## Marketing Management International Specialization

**Second Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| BUL | 2241 | Business Law | 3 |
| MAT | 1033 | Intermediate Algebra | 4 |
| .... | .... | Humanities, Cultural and Aesthetic Core | 3 |
| MKA | 2021 | Sales Fundamentals and Procedures | 3 |
| MKA | 2511 | Contemporary Advertising Worldwide | 3 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| .... | .... | Marketing Mgmt. Specialization Elective | 3 |
| .... | .... | Marketing Mgmt. Specialization Elective | 3 |
| GEB | 2430 | Professional Ethics | 3 |
| GEB | 2351 | International Business Practice Firm **OR** | |
| GEB | 2949 | Cooperative Ed. Experience in Business | 3 |
| OST | 1141 | Keyboarding **OR** | |
| CGS | 1002 | Introduction to Microcomputer Operations | 1 |
| MAR | 2011 | Principles of Global Marketing | 3 |

## Management  Specialization

**Second Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| BUL | 2241 | Business Law | 3 |
| MAT | 1033 | Intermediate Algebra | 4 |
| .... | .... | Humanities, Cultural and Aesthetic Core | 3 |
| MNA | 2345 | Supervision of Personnel | 3 |
| OST | 2501 | Office Management | 3 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| APA | 1711 | Computer Spreadsheet | 3 |
| GEB | 2430 | Professional Ethics | 3 |
| GEB | 2351 | International Business Practice Firm **OR** | |
| GEB | 2949 | Cooperative Education Experience | 3 |
| OST | 1141 | Keyboarding **OR** | |
| CGS | 1002 | Introduction to Microcomputer Operations | 1 |
| MAN | 2800 | Small Business Management | 3 |
| MNA | 2161 | Quality Service Management | 3 |

## Small Business/Entrepreneurship Specialization

**Second Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| BUL | 2241 | Business Law | 3 |
| MAT | 1033 | Intermediate Algebra | 4 |
| .... | .... | Humanities, Cultural and Aesthetic Core | 3 |
| MAR | 2011 | Principles of Global Marketing | 3 |
| OST | 2501 | Office Management | 3 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| MNA | 2161 | Quality Service Management | 3 |
| FIN | 2000 | Principles of Finance | 3 |
| GEB | 2430 | Professional Ethics | 3 |
| GEB | 2351 | International Business Practice Firm **OR** | |
| GEB | 2949 | Cooperative Education Experience | 3 |
| OST | 1141 | Keyboarding **OR** | |
| CGS | 1002 | Introduction to Microcomputer Operations | 1 |
| MAN | 2800 | Small Business Management | 3 |

**TOTAL . . . . . . . . . . . . . . . . . . . . . . . . . . 64**

Note: *Sequence of courses may vary. Check course descriptions.*

## Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Manager Trainee/First Line Supervisor/Sales/*
*Customer Service Representative*
*Marketing, Advertising or Public Relations Manager/General*
*Lines Agent/Supervision of Sales/Credit Supervision*

For further information, contact Yvonne Newcomb-Doty, newcomy@dbcc.edu

CC 2004-05

# Business Management

## College Credit Certificate – Code 0916

Jim Nestor, Assistant Chair
(386) 506-3012 • nestorj@dbcc.edu

### Program Description

The college credit certificate program is designed to provide individuals with the skills and knowledge necessary to start, operate, and/or improve their own small business. Classes will be scheduled to accommodate the needs of individuals already working in the business world.

### Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| APA | 1111 | Computerized Accounting/Bookkeeping I | 4 |
| CGS | 2100 | Microcomputer Applications | 3 |
| FIN | 1121 | Personal Financial Planning | 2 |
| GEB | 1011 | Introduction to Business | 3 |
| MAN | 2021 | Principles of Management | 3 |
| MAN | 2800 | Small Business Management | 3 |
| MAR | 2011 | Principles of Global Marketing | 3 |
| QMB | 1001 | Business Math | 3 |

### 1st Semester

| | | | Sem.Hrs. |
|---|---|---|---|
| APA | 1111 | Computerized Accounting/Bookkeeping I | 4 |
| GEB | 1011 | Introduction to Business | 3 |
| MAN | 2021 | Principles of Management | 3 |
| QMB | 1001 | Business Math | 3 |

### 2nd Semester

| | | | Sem.Hrs. |
|---|---|---|---|
| CGS | 2100 | Microcomputer Applications | 3 |
| FIN | 1121 | Personal Financial Planning | 2 |
| MAN | 2800 | Small Business Management | 3 |
| MAR | 2011 | Principles of Global Marketing | 3 |

**TOTAL** . . . . . . . . . . . . . . . . . . . . . . . . . . . . **24**

**Note:** *Sequence of courses may vary. Check course descriptions.*

### Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Manager Trainee/First-Line Supervisor/Sales/Customer Service Representative/Customer Service Agent/Representative*
*Marketing, Advertising or Public Relations Manager/General Lines Agent/Supervision of Sales/Credit Supervision*

For further information, contact Yvonne Newcomb-Doty, newcomy@dbcc.edu

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**Sample Program of Study**

# Cable Installation

College Credit Certificate  - Code 0921

Christopher Cameron, Assistant Chair
(386) 506-3338 • cameroc@dbcc.edu
Claude Phillips, Chairperson
(386) 506-3087 • phillic@dbcc.edu

## Program Description

The certificate program provides students with the knowledge and skills necessary to install, and test cable.  This program is designed to prepare students for employment as a cable installer,

cable tester, cable technician, or to provide supplemental training to persons previously or currently employed in these occupations.

More specifically, students will be able to use the various types of precision test equipment found in general use throughout the electronics industry for the purpose of analyzing, troubleshooting and repairing electronic circuitry

## Approximate Additional Costs

Class Materials Fees: $20 for each program specific EET course; $10 for CGS material fee. See course descriptions.

## Program Specific Courses*

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| CGS | 1570 | Introduction to Computer Applications | 1 |
| EET | 1141C | Analog Devices and Circuits I | 4 |
| EET | 1607C | Electronics Assembly and Cabling | 3 |
| EET | 2142C | Analog Circuits and Basic Analog Communications | 4 |

*All of these courses count towards either the AS degree in Computer Engineering Technology, Computer Information Technology, Computer Programming & Analysis, Electronics Engineering Technology, and Networking Services Technology. Student must meet math requirements.*

## Sample Program of Study

### 1st Semester

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| CGS | 1570 | Introduction to Computer Applications | 1 |
| EET | 1141C | Analog Devices and Circuits I | 4 |
| EET | 1607C | Electronics Assembly and Cabling | 3 |

### 2nd Semester

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| EET | 2142C | Analog Circuits and Basic Analog Communications | 4 |

**TOTAL . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 12**

Note: *Sequence of courses may vary. Check course descriptions.*

## Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Cable Installer*
*Cable Tester*
*Cable Technician*

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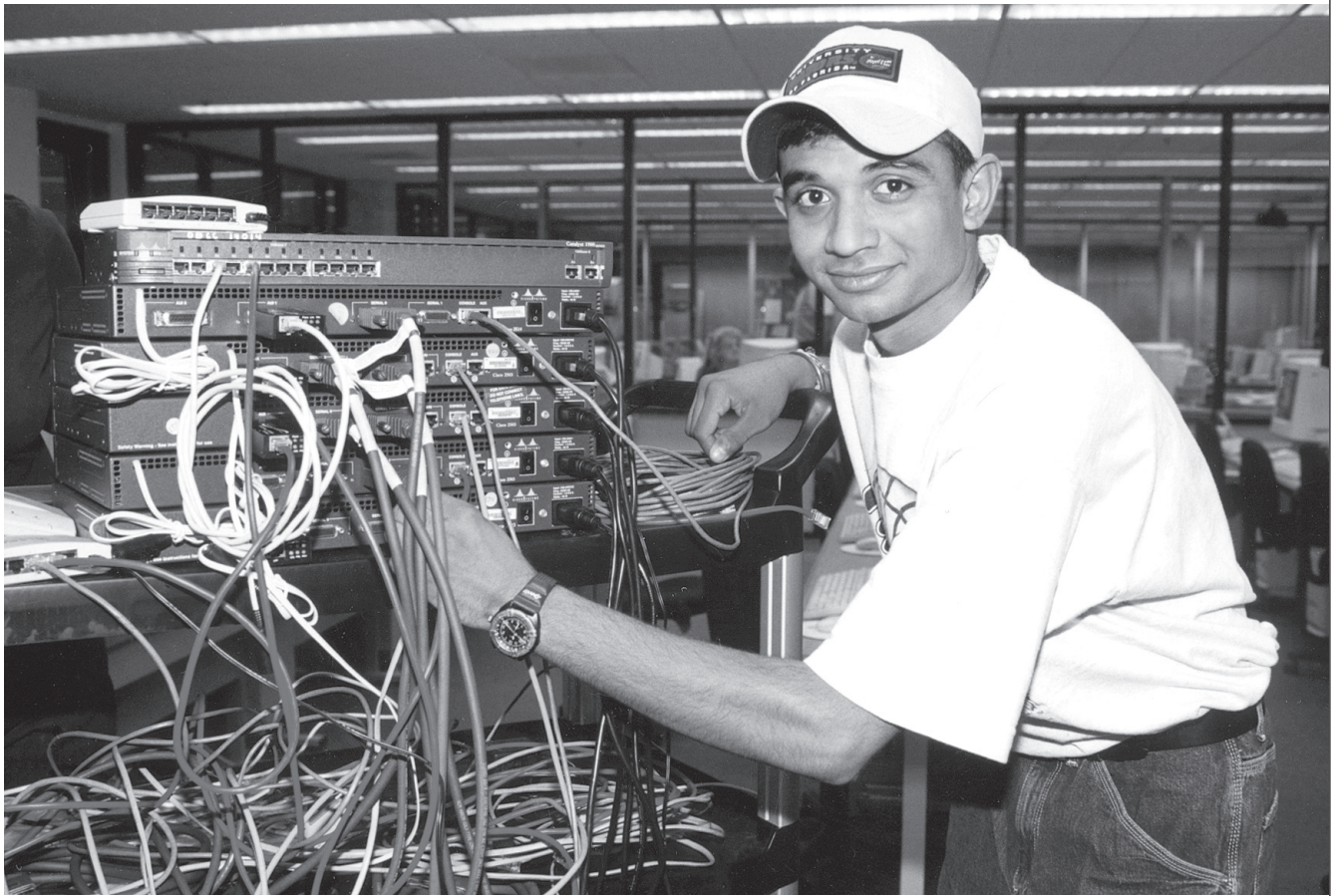
# Computer Engineering Technology

## Associate of Science Degree - Code 2013

Christopher Cameron, Assistant Chair
(386) 506-3338 • cameroc@dbcc.edu
Claude Phillips, Chairperson
(386) 506-3087 • phillic@dbcc.edu

### Program Description

The program provides a solid foundation in the installation, maintenance, and repair of computer systems and computer networks. The program provides a general electronics background. This program prepares students to pass the A+ Certification Examination. There are three networking options the student can choose: Microsoft Option, Novell Option or the Cisco Option.

### Approximate Additional Costs

Consult program manager for approximate costs of textbooks, lab fees, and project fees. A scientific calculator (approx. $15) is required first semester. Electronics Assembly project cost is $187 and a microcomputer trainer (approx. $60) is required third semester.

### General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition. | 3 |
| SPC | 2600 | Oral Comm./Research/ Presentation Skills | 3 |
| MAC | 1105 | College Algebra. | 3 |
| .... | .... | Behavioral & Human Sciences Core. | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

| | | | |
|---|---|---|---|
| .... | .... | Humanities, Cultural & Aesthetic Core. | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

*Note: It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

### Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| CET | 1114C | Digital Fundamentals and Lab. | 4 |
| CET | 1153C | Technical Computer Environment | 3 |
| CET | 1173C | A+: Computer Hardware | 3 |
| CET | 1600 | Network Plus | 4 |
| CET | 2123C | Microcomputer and Basic Digital Communications. | 4 |
| CET | 2154C | A+: Computer Operating Systems. | 4 |
| CET | 2949 | Cooperative Education Experience in Computer Engineering Technology. | 3 |
| COP | 2220 | Computer Programming I "C". | 3 |
| EET | 1036C | Introduction to DC/AC Circuits and Lab. | 6 |
| | | **OR** | |
| EET | 1011C | Introduction to DC Circuits and Lab | 3 |
| | | AND | |
| EET | 1021C | Introduction to AC Circuits and Lab | 3 |
| EET | 1141C | Analog Devices and Circuits | 4 |
| EET | 1607C | Electronics Assembly and Cabling | 3 |
| .... | .... | Network Elective 1. | 4 |
| .... | .... | Network Elective 2. | 4 |
| .... | .... | Network Elective 3. | 4 |

### Sample Program of Study

**First Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| MAC | 1105 | College Algebra. | 3 |
| CET | 1153C | Technical Computer Environment | 3 |
| CET | 1173C | A+: Computer Hardware | 3 |
| CET | 2154C | A+: Computer Operating System | 4 |
| EET | 1607C | Electronics Assembly and Cabling | 3 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition. | 3 |
| CET | 1114C | Digital Fundamentals and Lab. | 4 |
| CET | 1600 | Network Plus. | 4 |
| COP | 2220 | Computer Programming I "C". | 3 |
| .... | .... | Network Elective 1. | 4 |

**Second Year**
**3rd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| CET | 2123C | Microcomputer and Basic Digital Communications | 4 |
| EET | 1036C | Introduction to DC/AC Circuits and Lab. | 6 |
| | | **OR** | |
| EET | 1011C | Introduction to DC Circuits and Lab | 3 |
| | | **AND** | |
| EET | 1021C | Introduction to AC Circuits and Lab | 3 |
| .... | .... | Network Elective 2. | 4 |

**4th Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| .... | .... | Behavioral & Human Sciences Core. | 3 |
| .... | .... | Humanities, Cultural & Aesthetic Core. | 3 |
| CET | 2949 | Cooperative Education Experience in Computer Engineering Technology. | 3 |
| EET | 1141C | Analog Devices and Circuits | 4 |
| .... | .... | Network Elective 3. | 4 |

| | |
|---|---|
| **TOTAL** | **68** |

**Note:** *Sequence of courses may vary. Check course descriptions.*

### Network Electives

Network electives are sequence courses, therefore all three

network electives must be selected from one of the options below and courses must be taken in the sequence shown.

## Microsoft Option
### Network Elective 1
CEN  2304  Microsoft Windows Professional

### Network Elective 2
CET  2760  Microsoft SQL Server
CTS  2810  Managing and Maintaining a Windows Network Environment

### Network Elective 3 Choose one of the following:
CTS  2320  Implementing, Managing and Maintaining a Windows Network Infrastructure
CTS  2181  Microsoft Windows Active Directory Services

## Novell Option
### Network Elective 1
CET  1484  Novell Network Administration

### Network Elective 2
CET  2758  Novell Advanced Network Administration

### Network Elective 3 Choose one of the following;
CET  2496  Novell Network Service and Support
CTS  2350  Novell Manage Wise
CET  2757  Novell NDS Design and Implementation

## Cisco Option
### Network Elective 1
CET  2615  Advanced Cisco Router Configuration

### Network Elective 2
CET  2620  Cisco Wide Area Network (WAN)

### Network Elective 3
Microsoft, Novell Option Network electives, Linux, Computer Science, or Electronics related course approved by department chairperson.

### Occupational Cluster Information
Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Electronics Aide/Network Support/Electronics Tester/
Microcomputer Repairer/Installer
Network Administrator/Network Engineering Support/
Computer Specialist
Advanced Computer Specialist/Network Systems
Developer/Installer
Computer Engineering Technician*

For further information, contact the department chairperson.

CC 2004-05

# Computer Engineering Technology
# Cisco (CCNA)

College Credit Certificate - Code 0922

Christopher Cameron, Assistant Chair
(386) 506-3338 • cameroc@dbcc.edu
Claude Phillips, Chairperson
(386) 506-3087 • phillic@dbcc.edu
HTTP://faculty.dbcc.edu/computer

## Program Description

The certificate program provides students with the knowledge and skills necessary to install, configure and maintain simple networks. Upon completion of this certificate, students may be employed as a Help-desk engineer and Field technician. This program prepares students to pass the Industry certification, Cisco Certified Network Associate (CCNA) exam. The overall benefits for preparing for such a certification is to increase the holder's professional credibility by ensuring high standards of technical expertise.

In particular, the CCNA certification indicates knowledge of networking for the Small-Office, Home-Office (SOHO) market and the ability to work in small businesses or organizations whose networks have fewer than 100 nodes.
A CCNA certified individual can do the following:

> Install and configure Cisco switches and routers in multi-protocol internet-works using Local Area Network (LAN) and Wide Area Network (WAN) interfaces.

> Provide Level 1 troubleshooting service.

## Approximate Additional Costs

Class Materials Fees: $50 for each program specific CET course. See course descriptions.

## Program Specific Courses*

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| CET | 1600 | Network Plus | 4 |
| CET | 2615 | Advanced Cisco Router Configuration | 4 |
| CET | 2620 | Cisco Wide Area Network (WAN) | 4 |

*All of these courses count towards either the AS degree in Computer Engineering Technology, Computer Information Technology, Computer Programming & Analysis, Electronics Engineering Technology, and Networking Services Technology

### 1st Semester

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| CET | 1600 | Network Plus | 4 |

### 2nd Semester

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| CET | 2615 | Advanced Cisco Router Configuration | 4 |
| CET | 2620 | Cisco Wide Area Network (WAN) | 4 |
|  |  | **Total** | **12** |

## Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Field Technician*
*Help-Desk Engineer*
*Cisco Engineer*
*Technical Sales Specialist*
*MIS / IT specialist*

For further information, contact the assistant chair or department chairperson.

CC 2004-05

**Sample Program of Study**

# Computer Information Technology
## Associate of Science Degree - Code 2067

Luke Sui, Assistant Chair
(386) 506-3351 • suil@dbcc.edu
Claude Phillips, Chairperson
(386) 506-3087 • phillic@dbcc.edu
HTTP://faculty.dbcc.edu/computer

### Program Description

The Computer Information Technology program provides students with the technical credentials needed for analyzing computer oriented operating procedures, software applications packages and hardware in order to devise efficient methods to manage a computer-based work environment. In addition, students will be able to develop new systems to meet projected needs, select and install information technology equipment, troubleshoot information technology equipment and manage and support information technology users. Selected courses prep for CIW, CompTIA A+, MCP and MOS certifications.

**Note:** *Successful completers of CEN 2304 are eligible to take the test to become a Microsoft Certified Professional.*

### General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| SPC | 2600 | Oral Communication/Research/Presentation Skills | 3 |
| MAC | 1105 | College Algebra | 3 |
| ECO | 2013 | Principles of Macro Economics | 3 |
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

### Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| APA | 1111 | Computerized Accounting/Bookkeeping I | 4 |
| APA | 1121 | Computerized Accounting/Bookkeeping II | 4 |
| CEN | 2304 | Microsoft Windows Professional | 4 |
| CET | 1173C | A+: Computer Hardware | 3 |
| CET | 2154C | A+: Computer Operating System | 4 |
| CGS | 1060 | Basic Computer Concepts | 3 |
| CGS | 1555 | Internet Web Foundations | 3 |
| CGS | 2100 | Microcomputer Applications | 3 |
| CIS | 2325 | Project Management w/ Microsoft Project | 3 |
| COP | 1000 | Principles of Computer Programming | 3 |
| COP | 2510 | Software Design & Development I | 3 |
| COP | 2949 | Cooperative Education Experience in Computer Programming | 2 |
| MNA | 2161 | Quality Service Management | 3 |
| QMB | 1001 | Business Math | 3 |
| .... | .... | Computer Programming Elective | 3 |

### Computer Programming Elective – Choose from:

| | | | Sem. Hrs. |
|---|---|---|---|
| CGS | 1002 | Introduction to Microcomputer Operations | 1 |
| CGS | 2512 | Advanced Computer Spreadsheets and Graphic Presentations | 3 |
| CGS | 2820 | Web Programming | 3 |
| CIS | 2110 | Data Organization & Management | 3 |
| COP | 2010 | Visual Basic Programming | 3 |
| COP | 1126 | COBOL Programming I | 3 |
| COP | 1612 | Computer Operating Systems | 3 |
| COP | 2341 | Intro to Unix | 3 |
| COP | 2800 | Java Programming | 3 |
| OST | 1141 | Keyboarding | 1 |

### Sample Program of Study

**First Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| QMB | 1001 | Business Math | 3 |
| CGS | 1060 | Basic Computer Concepts | 3 |
| CET | 1173C | A+: Computer Hardware | 3 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Communication/Research/ Presentation Skills | 3 |
| MAC | 1105 | College Algebra | 3 |
| CGS | 1555 | Internet Web Foundations | 3 |
| CGS | 2100 | Microcomputer Applications | 3 |
| CET | 2154C | A+: Computer Operating System | 4 |

**Summer Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| APA | 1111 | Computerized Accounting/Bookkeeping I | 4 |
| MNA | 2161 | Quality Service Management | 3 |

**Second Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |
| APA | 1121 | Computerized Accounting/Bookkeeping II | 4 |
| CIS | 2325 | Project Management w/ Microsoft Project | 3 |
| COP | 1000 | Principles of Computer Programming | 3 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| ECO | 2013 | Principles of Macro Economics | 3 |
| CEN | 2304 | Microsoft Windows Professional | 4 |
| COP | 2510 | Software Design and Development I | 3 |
| COP | 2949 | Cooperative Education Experience in Computer Programming | 2 |
| .... | .... | Computer Programming Elective | 3 |

**TOTAL . . . . . . . . . . . . . . . . . . . . . . . . . . . . 63**

**Note:** *Sequence of courses may vary. Check course descriptions.*

### Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Microcomputer Support Specialist/Help Desk Specialist*
*User Support Analyst/Applications System Specialist*
*Information System Specialist/Technical Support Specialist*
*Computer Information Manager/User Support Analyst Supervisor*

For further information, contact the assistant chair or department chairperson.

CC 2004-05

# Computer Programming

## College Credit Certificate - Code 0938

Luke Sui, Assistant Chair
(386) 506-3351 • suil@dbcc.edu
Claude Phillips, Chairperson
(386) 506-3087 • phillic@dbcc.edu
HTTP://faculty.dbcc.edu/computer

### Program Description

The program provides a solid foundation in programming. Students develop skills enabling them to program C, C++, Visual Basic; as well as to design and develop software. All credits earned in this program are applicable to the AS degree in Computer Programming and Analysis. Selected courses prep for MCP, MCAD, MOS, and Sun Java certifications.

**Note:** *Successful completers of CEN 2304 are eligible to take the test to become a Microsoft Certified Professional.*

### Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| CEN | 2304 | Microsoft Windows Professional | 4 |
| CGS | 2100 | Microcomputer Applications | 3 |
| COP | 1000 | Principles of Computer Programming | 3 |
| COP | 2510 | Software Design and Development I | 3 |
| COP | 2511 | Software Design and Development II | 3 |
| COP | 2220 | Computer Programming I "C" | 3 |
| CIS | 2110 | Data Organization and Management | 3 |
| COP | 2800 | Java Programming | 3 |
| COP | 2949 | Cooperative Education Experience in Computer Programming | 2 |
| EGS | 1000 | Professional Performance for Technicians | 3 |
| .... | .... | Computer Elective | 3 |

### Computer Elective  - Choose from:

| | | | Sem. Hrs. |
|---|---|---|---|
| CGS | 1002 | Introducton to Microcomputer Operations | 1 |
| CGS | 1060 | Basic Computer Concepts | 3 |
| CGS | 1555 | Internet Web Foundations | 3 |
| CGS | 1570 | Introduction to Computer Applications | 1 |
| CGS | 2820 | Web Programming | 3 |
| CGS | 2821 | Advanced Web Programming | 3 |
| COP | 1126 | COBOL Programming I | 3 |
| COP | 2001 | Computer Programming II C++ | 3 |
| COP | 2128 | COBOL Programming II | 3 |
| COP | 2010 | Visual Basic Programming | 3 |
| COP | 2337 | Windows C++ Programming | 3 |
| COP | 2881 | Advanced Java Programming | 3 |

### 1st Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| CGS | 2100 | Microcomputer Applications | 3 |
| EGS | 1000 | Professional Performance for Technicians | 3 |
| .... | .... | Computer Elective | 3 |

### 2nd Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| CEN | 2304 | Microsoft Windows Professional | 4 |
| COP | 1000 | Principles of Computer Programming | 3 |
| COP | 2800 | Java Programming | 3 |
| CIS | 2110 | Data Organization and Management | 3 |
| COP | 2510 | Software Design and Development I | 3 |

### Summer Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| COP | 2511 | Software Design and Development II | 3 |
| COP | 2220 | Computer Programming I "C" | 3 |
| COP | 2949 | Cooperative Education Experience in Computer Programming | 2 |
| | | **TOTAL** | **33** |

**Note:** *Sequence of courses may vary. Check course descriptions.*

### Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Entry Level Programmer/Programming Specialist/ Computer Programmer*

For further information, contact the assistant chair or department chairperson.

CC 2004-05

**Sample Program of Study**

# Computer Programming and Analysis (Software Engineering Technology)

## Associate of Science Degree - Code 2047

Luke Sui, Assistant Chair
(386) 506-3351 • suil@dbcc.edu
Claude Phillips, Chairperson
(386) 506-3087 • phillic@dbcc.edu
HTTP://faculty.dbcc.edu/computer

### Program Description

The program provides a solid foundation in programming. Students develop skills enabling them to program C, C++, Visual Basic; as well as to design and develop software. All credits earned in this program are applicable to the AS degree in Computer Programming and Analysis. Selected courses prep for CIW, MCP, MCAD, MOS, Unix/Linux and Sun Java Certifications.

### General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| SPC | 2600 | Oral Communication/Research/ Presentation Skills | 3 |
| MAC | 1105 | College Algebra | 3 |
| .... | .... | Behavioral & Human Sciences Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

| | | | |
|---|---|---|---|
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

*Note: It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

### Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| CEN | 2304 | Microsoft Windows Professional | 4 |
| CGS | 2100 | Microcomputer Applications | 3 |
| CIS | 2110 | Data Organization and Management | 3 |
| CIS | 2325 | Project Management w/ Microsoft Project | 3 |
| COP | 1000 | Principles of Computer Programming | 3 |
| COP | 1612 | Computer Operating Systems | 3 |
| COP | 2001 | Computer Programming II "C++" | 3 |
| COP | 2010 | Visual Basic Programming | 3 |
| COP | 2220 | Computer Programming I "C" | 3 |
| COP | 2510 | Software Design and Development I | 3 |
| COP | 2511 | Software Design and Development II | 3 |
| COP | 2800 | Java Programming | 3 |
| COP | 2949 | Cooperative Education Experience in Computer Programming **OR** | |
| COP | 2940 | Computer Science Internship | 2 |
| .... | .... | Computer Elective | 3 |
| .... | .... | Computer Elective | 3 |
| EGS | 1000 | Professional Performance for Technicians | 3 |

### Computer Elective - Choose from:

| | | | Sem. Hrs. |
|---|---|---|---|
| CGS | 1002 | Introduction to Microcomputer Operations | 1 |
| CGS | 1060 | Basic Computer Concepts | 3 |
| CGS | 1555 | Internet Web Foundations | 3 |
| CGS | 1570 | Introduction to Computer Applications | 1 |
| CGS | 2820 | Web Programming | 3 |
| CGS | 2821 | Advanced Web Programming | 3 |
| COP | 1126 | COBOL Programming I | 3 |
| COP | 2001 | Computer Programming II C++. | 3 |
| COP | 2010 | Visual Basic Programming | 3 |
| COP | 2128 | COBOL Programming II | 3 |
| COP | 2337 | Windows C++ Programming | 3 |
| COP | 2341 | Introduction to Unix | 3 |
| COP | 2381 | Web Scripting | 3 |
| COP | 2881 | Advanced Java Programming | 3 |
| OST | 2828 | Business Presentation Software | 1 |

### Sample Program of Study

**First Year**
**1ˢᵗ Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| MAC | 1105 | College Algebra | 3 |
| .... | .... | Behavioral & Human Science Core | 3 |
| CGS | 2100 | Microcomputer Applications | 3 |

**2ⁿᵈ Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| .... | .... | Humanities, Cultural & Aesthetic Elective | 3 |
| COP | 1000 | Principles of Computer Programming | 3 |
| COP | 2010 | Visual Basic Programming | 3 |
| EGS | 1000 | Professional Performance for Technicians | 3 |

**Summer Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| CEN | 2304 | Microsoft Windows Professional | 4 |
| CIS | 2110 | Data Organization and Management | 3 |

**Second Year**
**1ˢᵗ Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| COP | 1612 | Computer Operating Systems | 3 |
| COP | 2220 | Computer Programming I "C" | 3 |
| COP | 2510 | Software Design and Development I | 3 |
| COP | 2800 | Java Programming | 3 |
| .... | .... | Computer Elective | 3 |

**2ⁿᵈ Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| CIS | 2325 | Project Management w/ Microsoft Project | 3 |
| COP | 2001 | Computer Programming II "C++" | 3 |
| COP | 2511 | Software Design and Development II | 3 |
| COP | 2949 | Cooperative Education Experience in Computer Programming **OR** | |
| COP | 2940 | Computer Science Internship | 2 |
| .... | .... | Computer Elective | 3 |
| | | **TOTAL** | **63** |

*Note: Sequence of courses may vary. Check course descriptions.*

### Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Entry Level Programmer/Programmer Specialist*
*Computer Programmer/Senior Programmer*
*Programmer Analyst/Chief Business Programmer*

For further information, contact the assistant chair or department chairperson.

CC 2004-05

# Computer Support Specialist (Computer Repair)

Vocational Credit Certificate - Code 1021

Chris Cameron, Assistant Chair
(386) 506-3338 • cameroc@dbcc.edu
Bettye Parham, Chairperson
(386) 506-3087 • parhamb@dbcc.edu
http://faculty.dbcc.edu/computer

## Program Description

The program provides students with the knowledge and skills necessary to be employed as computer/electronics assemblers, computer sales representatives and computer service technicians. This program prepares students to pass the A+, Network+ and CIW Certification Examinations. In addition, some credit could be applied to the AS degree in either the Computer Engineering Technology or the Electronics Engineering Technology programs.

## Approximate Additional Costs

Consult assistant chair for approximate costs of textbooks, lab fees, and project fees. A scientific calculator (approx. $15) is required first semester. Electronics Assembly project cost is $187.

## Ability to Benefit (ATB) Consideration

Students who do not have a standard high school diploma may be eligible for admission to this program if they meet the following criteria:

- Complete the Ability to Benefit (ATB) form available in admissions.
- Take the Test of Adult Basic Education (TABE) which measures reading, English and math skills, and achieve specified minimum scores.
- Meet with a counselor / advisor for placement test evaluation, advice on course selection and registration.

## Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1200 | Business English | 3 |
| CET | 1153C | Technical Computer Environment | 3 |
| CGS | 1002 | Introduction to Microcomputer Operations | 1 |
| CGS | 1555 | Internet Web Foundations | 3 |
| EET | 1607C | Electronics Assembly and Cabling | 3 |
| EGS | 1000 | Professional Performance for Technicians | 3 |

| | | | Voc. Crs. |
|---|---|---|---|
| EEV | 0532C | Computer Assembly and Set-Up | 4.0 |
| EEV | 0539C | Computer Repair Training | 5.0 |
| EEV | 0552C | Networking for Technicians | 4.0 |
| EEV | 0565C | Hardware/Software Troubleshooting | 4.0 |
| EEV | 0612C | Digital/Analog | 4.0 |

## Sample Program of Study

### 1st Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1200 | Business English | 3 |
| CGS | 1002 | Introduction to Microcomputer Operations | 1 |
| CET | 1153C | Technical Computer Environment | 3 |
| EET | 1607C | Electronics Assembly and Cabling | 3 |

| | | | Voc. Crs. |
|---|---|---|---|
| EEV | 0532C | Computer Assembly and Set-Up | 4.0 |
| EEV | 0612C | Digital/Analog | 4.0 |

### 2nd Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| CGS | 1555 | Internet Web Foundations | 3 |
| EGS | 1000 | Professional Performance for Technicians | 3 |

| | | | Voc. Crs. |
|---|---|---|---|
| EEV | 0552C | Networking for Technicians | 4.0 |
| EEV | 0565C | Hardware/Software Troubleshooting | 4.0 |

### Internship Requirement

| | | | Voc. Crs. |
|---|---|---|---|
| EEV | 0539C | Computer Repair Training | 5.0 |

| | |
|---|---|
| Sem. Hrs. TOTAL | 16 |
| Voc. Crs. TOTAL | 21.0 |
| Contact Hrs. TOTAL | 900 |

Note: *Sequence of courses may vary. Check course descriptions.*

## Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*End User Support Technician*
*PC Electronics Installer*
*Computer Support Specialist*

For further information, contact the assistant chair or department chairperson.

CC 2004-05

# Correctional Officer Recruit Training

## Vocational Credit Certificate - Code 1050

### (Limited Access Program)

Criminal Justice Training Center
(386) 506-3035
Sheila Ellison, Assistant Chair
(386) 506-3882 • ellisos@dbcc.edu
Louie Mercer, Director
(386) 506-3450 • mercerlo@dbcc.edu

### Program Description

The program is designed for the student who intends to become a correctional officer. Students learn the tasks, duties and responsibilities of a correctional officer. Florida statute requires this certificate of completion for certification as a correctional officer. Job title: Correctional Officer. Graduates of the program are eligible to take the Florida Department of Law Enforcement Examination for Correctional Certification/Employment.

### Approximate Additional Costs

- Lab Fees – $276
- Physical Exam – $150 to $250
- Textbooks/Equipment/Uniforms – $250
- State Exam – $100

### Additional Admission Requirements

Students should contact the Training Center director's office for specific information about the program.

- Must have proof of age (minimum 19 years of age).
- Must meet minimum placement scores for this program.
- Must have a high school diploma or equivalent.
- Must provide a full and complete criminal history.
- Must complete training center application process and comply with all requirements.

**Please Note:** *The length of this program makes it ineligible for federal and state financial aid.*

| | | | Voc. Crs. |
|---|---|---|---|
| CJD | 0741 | Emergency Preparedness | .87 |
| CJD | 0750 | Corrections Interpersonal Skills II | 1.67 |
| CJD | 0752 | Correctional Operations | 2.13 |
| CJD | 0770 | Corrections Legal I | 1.53 |
| CJD | 0771 | Corrections Legal II | .73 |
| CJD | 0772 | Corrections Communications | 1.40 |
| CJD | 0773 | Corrections Interpersonal Skills I | 2.07 |
| CJK | 0030C | Criminal Justice Officer CPR and First Aid | 1.33 |
| CJK | 0050C | Law Enforcement Defensive Tactics | 3.33 |
| CJK | 0040C | Law Enforcement Weapons | 2.67 |

### Sample Program of Study

| | | | Voc. Crs. |
|---|---|---|---|
| CJD | 0741 | Emergency Preparedness | .87 |
| CJD | 0750 | Corrections Interpersonal Skills II | 1.67 |
| CJD | 0752 | Correctional Operations | 2.13 |
| CJD | 0770 | Corrections Legal I | 1.53 |
| CJD | 0771 | Corrections Legal II | .73 |
| CJD | 0772 | Corrections Communications | 1.40 |
| CJD | 0773 | Corrections Interpersonal Skills I | 2.07 |
| CJK | 0030C | Criminal Justice Officer CPR and First Aid | 1.33 |
| CJK | 0050C | Law Enforcement Defensive Tactics | 3.33 |
| CJK | 0040C | Law Enforcement Weapons | 2.67 |
| | | **Voc. Crs. TOTAL** | **17.73** |
| | | **Contact Hrs. TOTAL** | **532** |

CC 2004-05

**Program Specific Courses**

# Correctional Probation Officer Academy

Vocational Credit Certificate - Code 1031

(Limited Access Program)

Criminal Justice Training Center
(386) 506-3035
Sheila Ellison, Assistant Chair
(386) 506-3882 • ellisos@dbcc.edu
Louie Mercer, Director
(386) 506-3450 • mercerlo@dbcc.edu

## Program Description

This program is designed for the student who intends to become a Correctional Probation Officer. Students learn tasks, duties and responsibilities of a Correctional Probation Officer. Florida Statute requires this certificate of completion for certification as a Correctional Probation Officer. Job title: Correctional Probation Officer.

## Approximate Additional Costs

- Lab Fees – $154
- Physical Exam – $150 to $200
- Textbooks – $75
- State Exam – $100

## Additional Admission Requirements

Students should contact the Training Center Director's Office for specific information about the program.

- Must have proof of age (minimum 19 years of age).
- Must have a bachelor's degree or be in the final semester at a four-year university.
- Must provide a full and complete criminal history.
- Must complete training center application process and comply with all requirements.

**Please Note:** *The length of this program makes it ineligible for federal and state financial aid.*

**Program Specific Courses**

|  |  |  | Voc. Crs. |
|---|---|---|---|
| CJD | 0790 | Correctional Probation Legal | 2.00 |
| CJD | 0791 | Correctional Probation Operations | 53 |
| CJD | 0792 | Correctional Probation Interpersonal Skills | 2.26 |
| CJD | 0793 | Correctional Probation Communication Skills | 2.33 |
| CJD | 0794 | Correctional Probation Supervision | 1.80 |
| CJD | 0795 | Correctional Probation Firearms | .55 |
| CJK | 0030C | Criminal Justice Officer CPR and First Aid | 1.33 |
| CJK | 0050C | Law Enforcement Defensive Tactics | 3.33 |

## Sample Program of Study

|  |  |  | Voc. Crs. |
|---|---|---|---|
| CJD | 0790 | Correctional Probation Legal | 2.00 |
| CJD | 0791 | Correctional Probation Operations | 53 |
| CJD | 0792 | Correctional Probation Interpersonal Skills | 2.26 |
| CJD | 0793 | Correctional Probation Communication Skills | 2.33 |
| CJD | 0794 | Correctional Probation Supervision | 1.80 |
| CJD | 0795 | Correctional Probation Firearms | .55 |
| CJK | 0030C | Criminal Justice Officer CPR and First Aid | 1.33 |
| CJK | 0050C | Law Enforcement Defensive Tactics | 3.33 |

**Voc. Crs. TOTAL** . . . . . . . . . . . . . . . . . . **14.13**
**Contact Hrs. TOTAL** . . . . . . . . . . . . . . . . **424**

CC 2004-05

# Cosmetology & Nails Specialty

## Vocational Credit Certificate - Code 1084

Louise King, Assistant Chair
(386) 506-4452 • kingl@dbcc.edu

### Program Description

The program provides the student with the technical knowledge and skills necessary for entry-level employment in the cosmetology field. The curriculum incorporates the industry's most advanced training and educational systems. Students learn state of the art techniques for cutting, styling, creative hair coloring, skin care treatment and much more. Specialized classroom activities include intensive studies of cosmetology law, ethics, cosmetic chemistry, hair styling, manicure/pedicure, salon management and other information related to the occupation. Skill and technical knowledge are acquired through planned, supervised lab activities. Students use hair mannequins to perform initial exercises and perform cosmetic services upon clients in the college salon. Job title: Hairdresser.

### Approximate Additional Costs

- Lab Fees (COS I, COS II, COS III, COS IV, COS V) – $85.50 each eight-week period
- Cosmetology Kit – Approx. $500 to $550 + Tax
- Textbooks – $260 + Tax
- Additional tools required by instructor – $250 to $400

### Additional Admission Requirements

- Students must meet with the Cosmetology assistant chair or dean prior to enrolling in this program.

### Ability to Benefit (ATB) Consideration

Students who do not have a standard high school diploma may be eligible for admission to this program if they meet the following criteria:

1. Complete the ability to benefit (ATB) form available in admissions.
2. Take the Test of Adult Basic Education (TABE) which measures reading, English and math skills, and achieve specified minimum scores.
3. Meet with a counselor/advisor for placement test evaluation, advice on course selection and registration.

### Program Specific Courses

| | | | Voc. Crs. |
|---|---|---|---|
| COS | 0080 | Cosmetology I | 8.0 |
| COS | 0081 | Cosmetology II | 8.0 |
| COS | 0082 | Cosmetology III | 8.0 |
| COS | 0083 | Cosmetology IV | 8.0 |
| COS | 0084 | Cosmetology V | 8.0 |

### Sample Program of Study

#### 1st Semester

| | | | Voc. Crs. |
|---|---|---|---|
| COS | 0080 | Cosmetology I | 8.0 |
| COS | 0081 | Cosmetology II | 8.0 |

#### 2nd Semester

| | | | Voc. Crs. |
|---|---|---|---|
| COS | 0082 | Cosmetology III | 8.0 |
| COS | 0083 | Cosmetology IV | 8.0 |

#### Summer Semester

| | | | Voc. Crs. |
|---|---|---|---|
| COS | 0084 | Cosmetology V | 8.0 |
| | | **Voc. Crs. TOTAL** | **40.0** |
| | | **Contact Hrs. TOTAL** | **1200** |

CC 2004-05

# Nails Specialty

## Vocational Credit Certificate - Code 1044

Louise King, Assistant Chair
(386) 506-4452 • kingl@dbcc.edu

### Program Description

The course/program meets the requirements of the Florida State Board of Cosmetology to prepare the student for the state board examination in the area of nail technician.
Job titles: Nail Technician, Nail Specialist

**Please Note:** *The length of this program makes it ineligible for federal and state financial aid.*

### Approximate Additional Costs

- Nail Kit – Approximately $266 plus tax
- Textbooks – $85 plus tax
- Lab Fee - $30

### Additional Admission Requirements

Students must meet with the Cosmetology assistant chair prior to enrolling in this program.

### Program Specific Course

| | | | Voc. Crs. |
|---|---|---|---|
| CSP | 0010 | Nail Care Specialty - Cosmetology | 8.0 |
| | | **Contact Hrs. TOTAL** | **240** |

# Criminal Justice Technology Bridge

Associate of Science Degree - Code 2039

(Limited Access Program)

Criminal Justice Training Center
(386) 506-3035
Robert Doyle , Assistant Chair
(386) 506-3089 doyler@dbcc.edu
Louie Mercer, Director
(386) 506-3450 • mercerlo@dbcc.edu

## Program Description

The Criminal Justice Training Center offers an associate of science degree bridge program that allows law enforcement and correctional officers who have been certified in compliance with the Criminal Justice Standards and Training Commission, to transfer vocational credits earned in their academy to college credit. The program will prepare officers for promotion to a supervisory capacity and meets the qualifications for salary incentives.

## Approximate Additional Costs

Students should contact the Criminal Justice Training Center for approximate costs of lab fees and textbooks.

## Additional Admission Requirements

Students must have previously completed a Law Enforcement or Corrections Academy and be certified in compliance with the Florida Criminal Justice Standards and Training Commission

## General Education Courses

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| ENC | 1102 | Literature & Composition | 3 |
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| MAC | 1105 | College Algebra | 3 |
| BSC | 1005 | Survey of Biological Science | 3 |
| PSC | 1121 | Physical Science | 3 |
| .... | .... | Behavioral & Human Sciences Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |
|---|---|---|---|

*(See AA Degree-General Education Core Requirements for listing of courses.)*

## Behavioral & Human Sciences Core - Choose one:

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| PSY | 1012 | General Psychology | 3 |
| SYG | 2000 | Introduction to Sociology | 3 |

## Humanities, Cultural & Aesthetic Core - Choose one:

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| LIT | 2110 | Masterpieces of World Literature I | 3 |
| LIT | 2120 | Masterpieces of World Literature II | 3 |
| MUL | 1010 | Music Appreciation | 3 |
| THE | 1000 | Dramatic Appreciation | 3 |

Note: *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

## Advanced Standing Courses

*(Credit awarded based on successful completion of Corrections or Law Enforcement Recruit Training programs and successful completion of State Officer Examination.)*

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| CJD | 2990 | Criminal Justice Bridge Transition | 28 |

## Program Specific Courses

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| CCJ | 1010 | Introduction to Criminology | 3 |
| CCJ | 1020 | Introduction to Criminal Justice. | 3 |
| CJC | 1000* | Introduction to Corrections | 3 |
| CCJ or CJC | | Criminal Justice Elective | 3 |

*\*This course meets the graduation requirement for the basic use of computers for this program.*

## Criminal Justice Elective - Choose One:

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| CCJ | 2500 | Juvenile Delinquency | 3 |
| CCJ | 2949 | Cooperative Education Experience in Criminal Justice | 3 |
| CJC | 2400 | Deviant Behavior and Treatment Techniques in Corrections | 3 |

## Sample Program of Study
### Advanced Standing

*(Credit awarded based on successful completion of Corrections or Law Enforcement Recruit Training programs.)*

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| CJD | 2990 | Criminal Justice Bridge Transition | 28 |

### First Year
### 1st Semester

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| MAC | 1105 | College Algebra | 3 |
| .... | .... | Behavioral & Human Sciences Core | 3 |
| CCJ | 1010 | Introduction to Criminology | 3 |
| CJC | 1000 | Introduction to Corrections | 3 |

### 2nd Semester

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| ENC | 1102 | Literature & Composition | 3 |
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |
| BSC | 1005 | Survey of Biological Science | 3 |
| CCJ | 1020 | Introduction to Criminal Justice | 3 |

### 3rd Semester

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| PSC | 1121 | Physical Science | 3 |
| CCJ or CJC | | Criminal Justice Elective | 3 |

| | **TOTAL** | | **64** |
|---|---|---|---|

## Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Protective Services (Private Security, Investigator, Inventory, Inventory Control Officer, Personal Security Specialist), Process Server Loss Prevention Specialist, Juvenile Specialist (Juvenile Case Manager, Peer Counselor, Intake Specialist, Detention Specialist)*
*Crime Analyst, Criminal Justice Practitioner (Criminal Justice Supervisor/ Administrator/County Probation Specialist)*

For further information, contact the assistant chair or director.
CC 2004-05

# Culinary Management

## Associate of Applied Science Degree - Code 3504

Jeff Conklin, Assistant Chair
(386) 506-3735 • conklij@dbcc.edu

### Program Description

The program provides students with the necessary food service skills and culinary skills for an entry-level position as a restaurant cook, chef (restaurants, hotels, clubs, large industrial kitchens) or a food service manager. The curriculum is designed to give the student a solid foundation of cooking skills. Students also are taught sanitation and safety, basic nutrition, supervision of personnel, purchasing, food and beverage service and cost control. With this base, graduates should be successful in any environment that requires basic or advanced knowledge of food preparation and handling.

### Approximate Additional Costs

- Lab Fees per Food Production Course for food costs – approx. $50
- Uniforms – $100
- Professional Cutlery - $225

### Additional Admission Requirements

- Students are strongly encouraged to see the assistant chair before registration.
- During the first semester at DBCC, culinary arts students should complete the following courses: FOS 1201 (Sanitation & Safety); FSS 1202C (Food Production I); and HFT 1261 (Restaurant Management).

### General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition. | 3 |
| SPC | 2600 | Oral Comm./Research/ Presentation Skills | 3 |
| MAT | 1033* | Intermediate Algebra | 4 |
| .... | .... | Behavioral & Human Sciences Core. | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

| | | | |
|---|---|---|---|
| .... | .... | Humanities, Cultural & Aesthetic Core. | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

*\*Fulfills general education requirements for AAS degree programs only.*

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

### Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| FOS | 1201 | Sanitation and Safety | 3 |
| FSS | 1202C | Food Production I | 3 |
| FSS | 1222C | Food Production II. | 3 |
| FSS | 1240C | Contemporary American Cuisine | 3 |
| FSS | 1242C | International Cuisine | 3 |
| FSS | 1246C | Baking. | 3 |
| FSS | 1248C | Practical Garde Manger. | 3 |
| FSS | 2284 | Catering and Buffet Management | 3 |
| FSS | 2943 | Culinary Management Internship. | 6 |
| FSS | 2990 | Culinary Supervision. | 3 |
| HFT | 1000 | Introduction to Hospitality Industry | 3 |
| HFT | 1261* | Restaurant Management | 3 |
| HFT | 2454 | Food and Beverage Cost Control | 3 |
| HFT | 2600 | Hospitality Law | 3 |
| HUN | 1203 | Culinary Nutrition | 3 |

*\*This course meets the graduation requirement for the basic use of computers for this program.*

### Sample Program of Study

**First Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition. | 3 |
| FOS | 1201 | Sanitation and Safety. | 3 |
| FSS | 1202C | Food Production I | 3 |
| FSS | 1222C | Food Production II. | 3 |
| HUN | 1203 | Culinary Nutrition | 3 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/ Presentation Skills | 3 |
| .... | .... | Behavioral & Human Sciences Core. | 3 |
| FSS | 1246C | Baking. | 3 |
| HFT | 1000 | Introduction to Hospitality Industry | 3 |
| HFT | 1261 | Restaurant Management | 3 |

**Second Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| MAT | 1033 | Intermediate Algebra | 4 |
| .... | .... | Humanities, Cultural, & Aesthetic Core | 3 |
| FSS | 1248C | Practical Garde Manger. | 3 |
| FSS | 2990* | Culinary Supervision. | 3 |
| HFT | 2454 | Food & Beverage Cost Control | 3 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| FSS | 1240C | Contemporary American Cuisine | 3 |
| FSS | 1242C | International Cuisine | 3 |
| FSS | 2284 | Catering and Buffet Management | 3 |
| HFT | 2600 | Hospitality Law | 3 |

**Summer Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| FSS | 2943 | Culinary Management Internship. | 6 |

**TOTAL** . . . . . . . . . . . . . . . . . . . . . . . . . . . **64**

*\* Pending assigned course number.*

**Note:** *Sequence of courses may vary. Check course descriptions.*

### Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Baker/Prep Cook/Pantry Cook*
*Lead Cook*
*Kitchen Supervisor/Assistant Kitchen Manager*
*Culinary Manager*

For further information, contact the assistant chair.

CC 2004-05

# Dental Assisting

## Vocational Credit Certificate - Code 1048

### (Limited Access Program)

Mary Ann Pietras, Assistant Chair
(386) 506-3758 • pietram@dbcc.edu

**Program Description**

This program trains students to pass and receive instruments; expose, process and mount radiographs; provide oral health care instructions; mix various dental materials; maintain patient records and order supplies; manage recall systems; prepare instruments for sterilization; and acquire knowledge of infection control practices. Dental assistants are professional members of the dental health team who can perform minor laboratory and basic business office procedures. The Dental Assisting program is accredited by the American Dental Association's Commission on Dental Accreditation. Their address is 211 East Chicago Avenue, Chicago, IL 60611. Their telephone number is (312) 440-4653. Job titles: Dental Assistant, Dental Receptionist.

**Approximate Additional Costs**

Textbooks, uniforms, graduation fee and Dental Assisting National Board Examination – $1,550.

**Additional Admission Requirements**

It is recommended that students take a course in basic computer skills as well as general biology or basic anatomy and physiology before entering the dental assisting program, if these were not taken previously in high school.

**General Education Courses**

| | | | Sem. Hrs. |
|---|---|---|---|
| CLP | 1000 | Human Relations in the Workplace | 3 |
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |

**Program Specific Courses**

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1200 | Business English | 3 |
| HSC | 1000 | Introduction to Health Care | 3 |

| | | | Voc. Crs. |
|---|---|---|---|
| DEA | 0000 | Introduction to Dental Assisting | 1.0 |
| DEA | 0020C | Chairside Assisting I | 3.5 |
| DEA | 0130 | Biomedical Science | 2.0 |
| DEA | 0801C | Chairside Assisting II | 3.5 |
| DEA | 0850L | Externship I | 8.0 |
| DEA | 0851L | Externship II | 8.0 |
| DES | 0000C | Dental Anatomy and Physiology | 1.0 |
| DES | 0100C | Dental Materials and Laboratory Procedures | 3.0 |
| DES | 0210C | Dental Radiology | 3.0 |
| DES | 0502 | Practice Management | 1.0 |
| DES | 0840 | Preventive Dentistry and Nutrition | 1.0 |

**Sample Program of Study**

**1st Semester (Fall)**

| | | | Sem. Hrs. |
|---|---|---|---|
| CLP | 1000 | Human Relations in the Workplace | 3 |

| | | | Voc. Crs. |
|---|---|---|---|
| DEA | 0000 | Introduction to Dental Assisting | 1.0 |
| DEA | 0020C | Chairside Assisting I | 3.5 |
| DEA | 0130 | Biomedical Science | 2.0 |
| DES | 0000C | Dental Anatomy and Physiology | 1.0 |
| DES | 0100C | Dental Materials and Laboratory Procedures | 3.0 |
| DES | 0210C | Dental Radiology | 3.0 |

**2nd Semester (Spring)**

| | | | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |

| | | | Voc. Crs. |
|---|---|---|---|
| ENC | 1200 | Business English | 3 |
| DEA | 0801C | Chairside Assisting II | 3.5 |
| DEA | 0850L | Externship I | 8.0 |
| DES | 0502 | Practice Management | 1.0 |
| DES | 0840 | Preventive Dentistry and Nutrition | 1.0 |

**Summer Semester**
**Term A** - **Six Weeks**

| | | | Sem. Hrs. |
|---|---|---|---|
| HSC | 1000 | Introduction to Health Care | 3 |

| | | | Voc. Crs. |
|---|---|---|---|
| DEA | 0851L | Externship II | 8.0 |

**Voc. Crs. TOTAL** . . . . . . . . . . . . . . . . . . . **35.0**
**Sem. Hrs. TOTAL** . . . . . . . . . . . . . . . . . . . **12**
**Contact Hrs. TOTAL** . . . . . . . . . . . . . . . **1230**

CC 2004-05

# Dental Hygiene

## Associate of Science Degree - Code 2036

### (Limited Access Program)

Janie A. Hill, Assistant Chair
(386) 785-2068• hillh@dbcc.edu

**Program Description**

Students are trained to remove deposits from tooth surfaces; provide methods of oral physiotherapy; expose, process, mount and interpret radiographs; provide oral health care instructions as well as acquire knowledge in methods of infection control practices. Dental hygienists are licensed professionals who, under the supervision of a licensed dentist, provide oral health care services and treatment in dental offices and public health facilities. Job title: Dental Hygienist.

The Dental Hygiene program is accredited by the American Dental Association's Commission on Dental Accreditation. Their address is 211 East Chicago Avenue, Chicago, IL 60611. Their telephone number is (312) 440-4653. Students are eligible to sit for the Dental Hygiene National Board and upon graduation they are eligible to sit for state licensure examinations.

**Approximate Additional Costs**

Textbooks, instruments, uniforms, graduation fee, Dental Hygiene National Board Examination and state licensing examination – $4,800.

**Additional Admission Requirements**

Students must complete the following prerequisite courses with a grade of "C" or better before submitting an application to the program: BSC 1085C/BSC 1085L (Human Anatomy & Physiology I and Lab); BSC 1086C/BSC 1086L (Human Anatomy & Physiology II and Lab); CHM 1025 (Intro. to Chemistry); ENC 1101 (College Composition); and MAC 1105 (College Algebra).

Students who have completed a dental assisting program that is accredited by the American Dental Association's Commission on Dental Accreditation can receive credit for these courses: DEH 1133; DES 1120C; DES 1200C; DES 1841; and DES 2830L. Students will be required to take DEH 1133L (Orofacial Anatomy and Physiology Lab). See the department chairperson for details. Articulation of these classes will be considered only if the applicant has taken these courses within a three-year time frame in a dental assisting program that is accredited by the American Dental Association's Commission on Dental Accreditation. Applicants who have graduated from an accredited dental assisting program and have current experience in clinical practice for five consecutive years or more may receive credit for DES 2830L. Transfer of credit for this course will be at the discretion of the department chairperson.

**General Education Courses**

| | | | Sem. Hrs. |
|---|---|---|---|
| CHM | 2205C* | Intro. to Organic and Biochemistry. . . . . . . . . . | 4 |
| HUN | 1201 | Human Nutrition. . . . . . . . . . . . . . . . . . . . . . . . | 3 |
| MCB | 1010C* | Microbiology . . . . . . . . . . . . . . . . . . . . . . . . . . | 4 |
| PSY | 1012 | General Psychology. . . . . . . . . . . . . . . . . . . . . | 3 |
| SPC | 2600 | Oral Comm./Research/Presentation Skills . . . | 3 |
| SYG | 2000 | Introduction to Sociology . . . . . . . . . . . . . . . . | 3 |
| . . . . | . . . . | Humanities, Cultural & Aesthetic Core. . . . . . | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

*\* Fulfills general education requirements for AS degree programs only.*

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

**Program Specific Courses**

| | | | Sem. Hrs. |
|---|---|---|---|
| DEH | 1003C | Preclinical Dental Hygiene. . . . . . . . . . . . . . . . | 4 |
| DEH | 1133 | Orofacial Anatomy and Physiology . . . . . . . . . | 2 |
| DEH | 1133L | Orofacial Anatomy and Physiology Lab. . . . . . | 1 |
| DEH | 1800 | Clinical Dental Hygiene I . . . . . . . . . . . . . . . . . | 2 |
| DEH | 1800L | Dental Hygiene Clinic I.. . . . . . . . . . . . . . . . . . | 2 |
| DEH | 1802 | Clinical Dental Hygiene II. . . . . . . . . . . . . . . . . | 2 |
| DEH | 1802L | Dental Hygiene Clinic II . . . . . . . . . . . . . . . . . | 2 |
| DEH | 2300 | Pharmacology and Pain Control . . . . . . . . . . . | 2 |
| DEH | 2400 | General and Oral Pathology . . . . . . . . . . . . . . | 2 |
| DEH | 2602* | Periodontology. . . . . . . . . . . . . . . . . . . . . . . . . | 3 |
| DEH | 2702 | Community Dental Health. . . . . . . . . . . . . . . . . | 3 |
| DEH | 2804 | Clinical Dental Hygiene III. . . . . . . . . . . . . . . . | 2 |
| DEH | 2804L | Dental Hygiene Clinic III. . . . . . . . . . . . . . . . . | 3 |
| DEH | 2806 | Clinical Dental Hygiene IV. . . . . . . . . . . . . . . . | 2 |
| DEH | 2806L | Dental Hygiene Clinic IV. . . . . . . . . . . . . . . . . | 3 |
| DES | 1120C | Elements of Dental Materials . . . . . . . . . . . . . | 3 |
| DES | 1200C | Dental Radiography. . . . . . . . . . . . . . . . . . . . . | 3 |
| DES | 1841 | Preventive Dentistry. . . . . . . . . . . . . . . . . . . . . | 2 |
| DES | 2010 | Head and Neck Anatomy. . . . . . . . . . . . . . . . . | 2 |
| DES | 2600 | Medical and Dental Emergencies. . . . . . . . . . . | 1 |
| DES | 2830L | Expanded Functions for the Dental Hygienist. . 1 |

*\*This course meets the graduation requirement for the basic use of computers for this program.*

**Sample Program of Study**

**Prerequisite Courses**

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition. . . . . . . . . . . . . . . . . . . . . | 3 |
| MAC | 1105 | College Algebra. . . . . . . . . . . . . . . . . . . . . . . . | 3 |
| BSC | 1085C | Human Anatomy & Physiology I . . . . . . . . . . . | 4 |
| BSC | 1086C | Human Anatomy & Physiology II. . . . . . . . . . . | 4 |
| CHM | 1025 | Introduction to Chemistry . . . . . . . . . . . . . . . . | 4 |

**First Year**
**1st Semester (Fall)**

| | | | Sem. Hrs. |
|---|---|---|---|
| MCB | 1010C | Microbiology . . . . . . . . . . . . . . . . . . . . . . . . . . | 4 |
| DEH | 1003C | Preclinical Dental Hygiene. . . . . . . . . . . . . . . . | 4 |
| DEH | 1133 | Orofacial Anatomy and Physiology . . . . . . . . . | 2 |
| DEH | 1133L | Orofacial Anatomy and Physiology Lab. . . . . . | 1 |
| DES | 1200C | Dental Radiography. . . . . . . . . . . . . . . . . . . . . | 3 |
| DES | 1841 | Preventive Dentistry. . . . . . . . . . . . . . . . . . . . . | 2 |

**2nd Semester (Spring)**

|     |       |                                              | Sem. Hrs. |
| --- | ----- | -------------------------------------------- | --------- |
| CHM | 2205C | Introduction to Organic and Biochemistry     | 4         |
| HUN | 1201  | Human Nutrition                              | 3         |
| DEH | 1800  | Clinical Dental Hygiene I                    | 2         |
| DEH | 1800L | Dental Hygiene Clinic I                      | 2         |
| DEH | 2602  | Periodontology                              | 3         |
| DES | 2010  | Head and Neck Anatomy                        | 2         |
| DES | 2830L | Expanded Functions for the Dental Hygienist  | 1         |

**Summer Semester**
**Term A** - **Six Weeks**

|     |       |                                 | Sem. Hrs. |
| --- | ----- | ------------------------------- | --------- |
| DEH | 1802  | Clinical Dental Hygiene II      | 2         |
| DEH | 1802L | Dental Hygiene Clinic II        | 2         |
| DES | 1120C | Elements of Dental Materials    | 3         |

**Summer Semester**
**Term B** - **Six Weeks**

|     |      |                                                          | Sem. Hrs. |
| --- | ---- | -------------------------------------------------------- | --------- |
| SPC | 2600 | Oral Communication/Research/ Presentation Skills         | 3         |

Second Year
1st Semester

|     |       |                                 | Sem. Hrs. |
| --- | ----- | ------------------------------- | --------- |
| SYG | 2000  | Introduction to Sociology       | 3         |
| DEH | 2300  | Pharmacology and Pain Control   | 2         |
| DEH | 2400  | General and Oral Pathology      | 2         |
| DEH | 2804  | Clinical Dental Hygiene III     | 2         |
| DEH | 2804L | Dental Hygiene Clinic III       | 3         |
| DES | 2600  | Medical and Dental Emergencies  | 1         |

**2nd Semester**

|      |      |                                       | Sem. Hrs. |
| ---- | ---- | ------------------------------------- | --------- |
| PSY  | 1012 | General Psychology                    | 3         |
| .... | .... | Humanities, Cultural and Aesthetic Core | 3       |
| DEH  | 2702 | Community Dental Health               | 3         |
| DEH  | 2806 | Clinical Dental Hygiene IV            | 2         |
| DEH  | 2806L| Dental Hygiene Clinic IV              | 3         |

**TOTAL . . . . . . . . . . . . . . . . . . . . . . . . . . . . 88**

**Note:** *Sequence of courses may vary. Check course descriptions.*

CC 2004-05

# Digital Media - Design Option
## Associate of Science Degree - Code 2004

Dawn Sealy, Assistant Chair
(386) 506-3777 • sealyd@dbcc.edu

**Program Description**

The program objective is to train students in the use of digital media tools and technologies for communication, creative production and technical production support; to provide the skills necessary to analyze and evaluate functional aspects of digital design and production; and to provide a sound theoretical base upon which to build successful digital productions.

**Approximate Additional Costs**

- Class Materials Fees – $65 per semester
- Individual Supplies – $350 per semester (average)
- Textbooks – $150 per semester

**Additional Admission Requirements**

- All new and transfer students are required to meet with the assistant chair prior to registration.
- Program courses must be completed with a grade of "C" or better.

**General Education Courses**

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| RTV | 2300 | Broadcast Research/Newswriting/Pres | 3 |
| MAC | 1105 | College Algebra **OR** | |
| MGF | 2106 | College Mathematics **OR** | |
| MGF | 2107 | Mathematics for Liberal Arts | 3 |
| ARH | 1000 | Art Appreciation | 3 |
| .... | .... | Behavioral & Human Sciences Core | 3 |

**Behavioral & Human Sciences Core -**
**Choose from: . . . . . . . . . . . . . . . . . . . . . . . Sem. Hrs**

| | | | |
|---|---|---|---|
| PSY | 1012 | General Psychology | 3 |
| SYG | 2000 | Introduction to Sociology | 3 |

*Note: It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

**Program Specific Courses**

| | | | Sem. Hrs. |
|---|---|---|---|
| CGS | 1570 | Introduction to Computer Applications | 1 |
| GRA | 1100 | Digital Imaging Fundamentals | 3 |
| GRA | 1144 | Web Design I | 3 |
| GRA | 1202 | Typography | 3 |
| GRA | 1543 | Graphic Design Studio I | 3 |
| GRA | 1544 | Graphic Design Studio II | 3 |
| GRA | 1741 | Principles of Design & Color | 3 |
| GRA | 2109 | History and Aesthetics of Design | 3 |
| GRA | 2140 | Multimedia Authoring I | 3 |
| GRA | 2141 | Multimedia Authoring II | 3 |
| GRA | 2158 | Digital Graphics Fundamentals | 3 |
| GRA | 2160 | 2D Animation | 3 |
| GRA | 2162 | Introduction to 3D Animation | 3 |
| GRA | 2184 | Portfolio Development | 3 |
| GRA | 2723 | Web Design II | 3 |
| PGY | 2705 | Digital Video and Sound | 3 |
| PGY | 2801 | Digital Photography | 3 |

**Sample Program of Study**

**First Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| GRA | 1100 | Digital Imaging Fundamentals | 3 |
| GRA | 1543 | Graphic Design Studio I | 3 |
| GRA | 1741 | Principles of Design & Color | 3 |
| GRA | 2158 | Digital Graphics Fundamentals | 3 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| ARH | 1000 | Art Appreciation | 3 |
| MAC | 1105 | College Algebra **OR** | |
| MGF | 2106 | College Mathematics **OR** | |
| MGF | 2107 | Mathematics for Liberal Arts | 3 |
| CGS | 1570 | Introduction to Computer Applications | 1 |
| GRA | 1144 | Web Design I | 3 |
| GRA | 1202 | Typography | 3 |
| GRA | 1544 | Graphic Design Studio II | 3 |

**Summer Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| RTV | 2300 | Broadcast Research/Newswriting/ Presentation Skills | 3 |
| PGY | 2801 | Digital Photography | 3 |

**Second Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| .... | .... | Behavioral & Human Sciences Core | 3 |
| GRA | 2140 | Multimedia Authoring I | 3 |
| GRA | 2160 | 2D Animation | 3 |
| GRA | 2109 | History and Aesthetics of Design | 3 |
| PGY | 2705 | Digital Video and Sound | 3 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| GRA | 2141 | Multimedia Authoring II | 3 |
| GRA | 2162 | Introduction to 3D Animation | 3 |
| GRA | 2184 | Portfolio Development | 3 |
| GRA | 2723 | Web Design II | 3 |

**TOTAL . . . . . . . . . . . . . . . . . . . . . . . . . . . . 64**

*Note: Sequence of courses may vary. Check course descriptions.*

**Occupational Cluster Information**

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Digital Media Production Technician*
*Digital Media Author*

For further information, contact the assistant chair.

CC 2004-05

# Digital Media - Design Option

### Associate of Applied Science Degree - Code 3517

Dawn Sealy, Assistant Chair
(386) 506-3777 • sealyd@dbcc.edu

## Program Description

The program objective is to train students in the use of digital media tools and technologies for communication, creative production and technical production support; to provide the skills necessary to analyze and evaluate functional aspects of digital design and production; and to provide a sound theoretical base upon which to build successful digital productions.

## Approximate Additional Costs

- Class Materials Fees – $65 per semester
- Individual Supplies – $350 per semester (average)
- Textbooks – $150 per semester

## Additional Admission Requirements

- All new and transfer students are required to meet with the assistant chair prior to registration.
- Program courses must be completed with a grade of "C" or better.

## General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| RTV | 2300 | Broadcast Research/Newswriting/Present. Skills | 3 |
| MAT | 1033 | Intermediate Algebra | 4 |
| ARH | 1000 | Art Appreciation | 3 |
| .... | ..... | Behavioral & Human Sciences Core | 3 |

## Behavioral & Human Sciences Core - Choose from:

| | | | Sem. Hrs. |
|---|---|---|---|
| PSY | 1012 | General Psychology | 3 |
| SYG | 2000 | Introduction to Sociology | 3 |

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

## Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| GRA | 1100 | Digital Imaging Fundamentals | 3 |
| GRA | 1144 | Web Design I | 3 |
| GRA | 1171 | Advertising Design | 3 |
| GRA | 1202 | Typography | 3 |
| GRA | 1543 | Graphic Design Studio I | 3 |
| GRA | 1544 | Graphic Design Studio II | 3 |
| GRA | 1741 | Principles of Design & Color | 3 |
| GRA | 2109 | History and Aesthetics of Design | 3 |
| GRA | 2140 | Multimedia Authoring I | 3 |
| GRA | 2141 | Multimedia Authoring II | 3 |
| GRA | 2158 | Digital Graphics Fundamentals | 3 |
| GRA | 2160 | 2D Animation | 3 |
| GRA | 2162 | Introduction to 3D Animation | 3 |
| GRA | 2184 | Portfolio Development | 3 |
| GRA | 2723 | Web Design II | 3 |
| PGY | 2705 | Digital Video and Sound | 3 |
| PGY | 2801 | Digital Photography | 3 |

## Sample Program of Study

### First Year
### 1st Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| GRA | 1100 | Digital Imaging Fundamentals | 3 |
| GRA | 1543 | Graphic Design Studio I | 3 |
| GRA | 1741 | Principles of Design & Color | 3 |
| GRA | 2158 | Digital Graphics Fundamentals | 3 |

### 2nd Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| ARH | 1000 | Art Appreciation | 3 |
| MAT | 1033 | Intermediate Algebra | 4 |
| GRA | 1144 | Web Design I | 3 |
| GRA | 1202 | Typography | 3 |
| GRA | 1544 | Graphic Design Studio II | 3 |

### Summer Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| RTV | 2300 | Broadcast Research/Newswriting/ Presentation Skills | 3 |
| PGY | 2801 | Digital Photography | 3 |

### Second Year
### 1st Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| .... | ..... | Behavioral & Human Sciences Core | 3 |
| GRA | 2140 | Multimedia Authoring I | 3 |
| GRA | 2160 | 2D Animation | 3 |
| GRA | 2109 | History and Aesthetics of Design | 3 |
| PGY | 2705 | Digital Video and Sound | 3 |

### 2nd Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| GRA | 2141 | Multimedia Authoring II | 3 |
| GRA | 2162 | Introduction to 3D Animation | 3 |
| GRA | 2184 | Portfolio Development | 3 |
| GRA | 2723 | Web Design II | 3 |

**TOTAL** . . . . . . . . . . . . . . . . . . . . . . . . . . . **64**

Note: *Sequence of courses may vary. Check course descriptions.*

## Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Digital Media Production Technician*
*Digital Media Author*

For further information, contact the assistant chair.

CC 2004-05-Rev. 5/04

# Digital Media
# Internet Design and Production Option
### Associate of Science Degree - Code 2203

Dawn Sealy, Assistant Chair
(386) 506-3777 • sealyd@dbcc.edu

## Program Description
This program prepares students for entry level positions in the digital media industry. Technical and creative skills are developed with design and layout, typography, digital imaging and photography, basic animation, web graphics and programming.

## Approximate Additional Costs
- Class Materials Fees − $65 per semester
- Individual Supplies − $350 per semester (average)
- Textbooks − $150 per semester

## Additional Admission Requirements
- All new and transfer students are required to meet with the assistant chair prior to registration.
- Program courses must be completed with a grade of "C" or better.

## General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| RTV | 2300 | Broadcast Research/Newswriting/Present. Skills | 3 |
| MAC | 1105 | College Algebra **OR** | |
| MGF | 2106 | College Mathematics **OR** | |
| MGF | 2107 | Mathematics for Liberal Arts | 3 |
| ARH | 1000 | Art Appreciation | 3 |
| .... | .... | Behavioral & Human Sciences Core | 3 |

## Behavioral & Human Sciences Core - Choose from:

| | | | Sem. Hrs. |
|---|---|---|---|
| PSY | 1012 | General Psychology | 3 |
| SYG | 2000 | Introduction to Sociology | 3 |

Note: *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

## Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| CEN | 2304 | Microsoft Windows Professional | 4 |
| CGS | 2820 | Web Programming | 3 |
| CGS | 2821 | Advanced Web Programming | 3 |
| COP | 1000 | Principles of Computer Programming | 3 |
| COP | 2800 | Java Programming | 3 |
| GRA | 1100 | Digital Imaging Fundamentals | 3 |
| GRA | 1144 | Web Design I | 3 |
| GRA | 1202 | Typography | 3 |
| GRA | 1741 | Principles of Design & Color | 3 |
| GRA | 2140 | Multimedia Authoring I | 3 |
| GRA | 2141 | Multimedia Authoring II | 3 |
| GRA | 2158 | Digital Graphics Fundamentals | 3 |
| GRA | 2160 | 2D Animation | 3 |
| GRA | 2184 | Portfolio Development | 3 |
| GRA | 2723 | Web Design II | 3 |
| PGY | 2801 | Digital Photography | 3 |

## Sample Program of Study

### First Year
### 1st Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| MAC | 1105 | College Algebra **OR** | |
| MGF | 2106 | College Mathematics **OR** | |
| MGF | 2107 | Mathematics for Liberal Arts | 3 |
| GRA | 1100 | Digital Imaging Fundamentals | 3 |
| GRA | 1741 | Principles of Design & Color | 3 |
| GRA | 2158 | Digital Graphics Fundamentals | 3 |

### 2nd Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| COP | 1000 | Principles of Computer Programming | 3 |
| CGS | 2820 | Web Programming | 3 |
| GRA | 1144 | Web Design I | 3 |
| GRA | 1202 | Typography | 3 |
| PGY | 2801 | Digital Photography | 3 |

### Second Year
### 1st Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| ARH | 1000 | Art Appreciation | 3 |
| .... | .... | Behavioral & Human Sciences Core | 3 |
| COP | 2800 | Java Programming | 3 |
| GRA | 2140 | Multimedia Authoring I | 3 |
| GRA | 2160 | 2D Animation | 3 |
| RTV | 2300 | Broadcast Research/Newswriting/Present. Skills | 3 |

### 2nd Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| CEN | 2304 | Microsoft Windows Professional | 4 |
| CGS | 2821 | Advanced Web Programming | 3 |
| GRA | 2141 | Multimedia Authoring II | 3 |
| GRA | 2184 | Portfolio Development | 3 |
| GRA | 2723 | Web Design II | 3 |

**TOTAL . . . . . . . . . . . . . . . . . . . . . . . . . . . . 64**

Note: *Sequence of courses may vary. Check course descriptions.*

## Occupational Cluster Information
Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Digital Media Production Technician*
*Digital Media Author*
*Multimedia Developer*
*Multimedia Manager*

For further information, contact the assistant chair.

CC 2004-05

# Digital Television and Media Production

## Associate of Applied Science Degree - Code 3532

Dawn Sealy, Assistant Chair
(386) 506-3777 • sealyd@dbcc.edu

### Program Description
The program provides television, video production, design and digital media training. Major study areas include lighting, photography, design, videography, studio camera, floor management, television direction and advanced digital video editing and effects. Classes incorporate considerable "hands-on" broadcast television studio production work. Commercial and independent video production and broadcast television business practices are introduced in advanced classes.

### Approximate Additional Costs
- Class Materials Fees – $65 per semester
- Individual Supplies – $350 per semester (average)
- Textbooks – $150 per semester
- Equipment - Students in this professional training program may incur some additional equipment purchase costs.

### Additional Admission Requirements
- All new and transfer students are required to meet with the assistant chair prior to registration.
- Practicum placement classes are limited access and based on availability.
- Desirable characteristics include strong visual abilities and the ability to work as part of a creative production team.
- Program courses must be completed with a grade of "C" or better.

### General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| RTV | 2300 | Broadcast Research/Newswriting/Present. Skills | 3 |
| MAT | 1033 | Intermediate Algebra | 4 |
| ARH | 1000 | Art Appreciation | 3 |
| .... | .... | Behavioral & Human Sciences Core | 3 |

### Behavioral & Human Sciences Core - Choose from:

| | | | Sem. Hrs. |
|---|---|---|---|
| PSY | 1012 | General Psychology | 3 |
| SYG | 2000 | Introduction to Sociology | 3 |

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

### Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| GRA | 1100 | Digital Imaging Fundamentals | 3 |
| GRA | 1144 | Web Design I | 3 |
| GRA | 1741 | Principles of Design & Color | 3 |
| GRA | 2140 | Multimedia Authoring I | 3 |
| GRA | 2141 | Multimedia Authoring II | 3 |
| GRA | 2158 | Digital Graphics Fundamentals | 3 |
| GRA | 2184 | Portfolio Development | 3 |
| GRA | 2723 | Web Design II | 3 |
| PGY | 2705 | Digital Video and Sound | 3 |
| PGY | 2801 | Digital Photography | 3 |
| PGY | 2705 | Digital Video and Sound | 3 |
| PGY | 2710 | Advanced Digital Video and Sound | 3 |
| RTV | 1940 | Broadcast Technology Practicum I | 3 |
| RTV | 1941 | Broadcast Technology Practicum II | 3 |
| RTV | 2804 | Broadcast Tech. & Management Practicum IV | 3 |
| RTV | 2993 | Broadcast Tech. & Management Practicum III | 3 |
| TPA | 2200 | Stagecraft | 3 |

### Sample Program of Study

**First Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| GRA | 1100 | Digital Imaging Fundamentals | 3 |
| GRA | 1741 | Principles of Design & Color | 3 |
| GRA | 2158 | Digital Graphics Fundamentals | 3 |
| RTV | 1940 | Broadcast Technology Practicum I | 3 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| MAT | 1033 | Intermediate Algebra | 4 |
| TPA | 2200 | Stagecraft | 3 |
| GRA | 1144 | Web Design I | 3 |
| PGY | 2705 | Digital Video and Sound | 3 |
| RTV | 1941 | Broadcast Technology Practicum II | 3 |

**Summer Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| RTV | 2300 | Broadcast Research/Newswriting/Present. Skills | 3 |
| PGY | 2801 | Digital Photography | 3 |

**Second Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| ARH | 1000 | Art Appreciation | 3 |
| .... | .... | Behavioral and Human Sciences Core | 3 |
| GRA | 2140 | Multimedia Authoring I | 3 |
| PGY | 2710 | Advanced Digital Video and Sound | 3 |
| RTV | 2993* | Broadcast Tech. Practicum III | 3 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| GRA | 2141 | Multimedia Authoring II | 3 |
| GRA | 2184 | Portfolio Development | 3 |
| RTV | 2804 | Broadcast Tech. & Management Practicum IV | 3 |
| GRA | 2723 | Web Design II | 3 |

*Pending assigned course number.*

**Total . . . . . . . . . . . . . . . . . . . . . . . . . . . 64**

### Occupational Cluster Information
Students who complete certain combinations of courses within this program may qualify for one of the following jobs:
*Video Production Assistant*
*Studio Production Assistant*
*Broadcast Production Technician*
*Video Production Technician*

For further information, contact the assistant chair.

CC 2004-05

# Digital Television and Media Production

## Associate of Science Degree - Code 2201

Dawn Sealy, Assistant Chair
(386) 506-3777 • sealyd@dbcc.edu

### Program Description

The program provides television, video production, design and digital media training. Major study areas include lighting, photography, design, videography, studio camera, floor management, television direction and advanced digital video editing and effects. Classes incorporate considerable "hands-on" broadcast television studio production work. Commercial and independent video production and broadcast television business practices are introduced in advanced classes.

### Approximate Additional Costs

- Class Materials Fees – $65 per semester
- Individual Supplies – $350 per semester (average)
- Textbooks – $150 per semester
- Equipment - Students in this professional training program may incur some additional equipment purchase costs.

### Additional Admission Requirements

- All new and transfer students are required to meet with the assistant chair prior to registration.
- Practicum placement classes are limited access and based on availability.
- Desirable characteristics include strong visual abilities and the ability to work as part of a creative production team.
- Program courses must be completed with a grade of "C" or better.

### General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| RTV | 2300 | Broadcast Research/Newswriting/Pres | 3 |
| MAC | 1105 | College Algebra **OR** | |
| MGF | 2106 | College Mathematics **OR** | |
| MGF | 2107 | Mathematics for Liberal Arts | 3 |
| ARH | 1000 | Art Appreciation | 3 |
| .... | .... | Behavioral & Human Sciences Core | 3 |

### Behavioral & Human Sciences Core - Choose from:

| | | | Sem. Hrs. |
|---|---|---|---|
| PSY | 1012 | General Psychology | 3 |
| SYG | 2000 | Introduction to Sociology | 3 |

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

### Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| CGS | 1570 | Introduction to Computer Applications | 1 |
| GRA | 1100 | Digital Imaging Fundamentals | 3 |
| GRA | 1144 | Web Design I | 3 |
| GRA | 1741 | Principles of Design & Color | 3 |
| GRA | 2140 | Multimedia Authoring I | 3 |
| GRA | 2141 | Multimedia Authoring II | 3 |
| GRA | 2158 | Digital Graphics Fundamentals | 3 |
| GRA | 2184 | Portfolio Development | 3 |
| GRA | 2723 | Web Design II | 3 |
| PGY | 2705 | Digital Video and Sound | 3 |
| PGY | 2710 | Advanced Digital Video and Sound | 3 |
| PGY | 2801 | Digital Photography | 3 |
| RTV | 1940 | Broadcast Technology Practicum I | 3 |
| RTV | 1941 | Broadcast Technology Practicum II | 3 |
| RTV | 2804 | Broadcast Tech. & Management Practicum IV | 3 |
| RTV | 2993 | Broadcast Tech. Practicum III | 3 |
| TPA | 2200 | Stagecraft | 3 |

### Sample Program of Study

**First Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| GRA | 1100 | Digital Imaging Fundamentals | 3 |
| GRA | 1741 | Principles of Design & Color | 3 |
| GRA | 2158 | Digital Graphics Fundamentals | 3 |
| RTV | 1940 | Broadcast Technology Practicum I | 3 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| MAC | 1105 | College Algebra **OR** | |
| MGF | 2106 | College Mathematics **OR** | |
| MGF | 2107 | Mathematics for Liberal Arts | 3 |
| TPA | 2200 | Stagecraft | 3 |
| CGS | 1570 | Introduction to Computer Applications | 1 |
| GRA | 1144 | Web Design I | 3 |
| PGY | 2705 | Digital Video and Sound | 3 |
| RTV | 1941 | Broadcast Technology Practicum II | 3 |

**Summer Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| RTV | 2300 | Broadcast Research/Newswriting/ Presentation Skills | 3 |
| PGY | 2801 | Digital Photography | 3 |

**Second Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| GRA | 2140 | Multimedia Authoring I | 3 |
| ARH | 1000 | Art Appreciation | 3 |
| PGY | 2710 | Advanced Digital Video and Sound | 3 |
| RTV | 2993* | Broadcast Tech. Practicum III | 3 |
| .... | .... | Behavioral and Human Sciences Core | 3 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| GRA | 2141 | Multimedia Authoring II | 3 |
| GRA | 2184 | Portfolio Development | 3 |
| RTV | 2804 | Broadcast Tech. & Management Practicum IV | 3 |
| GRA | 2723 | Web Design II | 3 |

*Pending assigned course number.*

**TOTAL . . . . . . . . . . . . . . . . . . . . . . . . . . . 64**

**Note:** *Sequence of courses may vary. Check course descriptions.*

### Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Video Production Assistant/Studio Production Assistant*
*Broadcast Production Technician/Video Production Technician*

For further information, contact the assistant chair

CC 2004-05

# Drafting and Design Technology (CAD)

### Associate of Applied Science Degree - Code 3505

Gerald Baron, Assistant Chair
(386) 506-3603 • barong@dbcc.edu

## Program Description

The program provides a foundation in the principles of engineering drawing with an emphasis on manufacturing, computer aided drafting (CAD) and 3D computer modeling. Along with a background in engineering drawing, students are provided with specialized courses in computer numerical control (CNC), tool design, solid modeling and 3D computer animation.

## General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| SPC | 2600 | Oral Comm/Research/Presentation Skill | 3 |
| PSC | 1121 | Physical Science | 3 |
| .... | .... | Behavioral & Human Sciences Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

| | | | |
|---|---|---|---|
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

## Program Specific Courses

| | | | Sem. Hrs |
|---|---|---|---|
| MTB | 1348 | Applied Technical Math I | 3 |
| CET | 1153C | Technical Computer Environment | 3 |
| EGS | 1110C | Engineering Drawing | 3 |
| EGS | 2650 | Technical Ethics | 1 |
| ETD | 2218 | Geometric Tolerancing | 3 |
| ETD | 2320C | Computer Aided Drafting I (AutoCAD) | 3 |
| ETD | 2350 | Computer Aided Design Applications (AutoCAD) | 3 |
| ETD | 2350C | Computer Aided Drafting II (AutoCAD) | 3 |
| ETD | 2355 | Inventor Solid Modeling | 3 |
| ETD | 2377C | 3D Computer Animation (3D Design) | 3 |
| ETD | 2465 | Tool Design | 3 |
| ETD | 2801C | Technical Illustration | 3 |
| ETD | 2359C | SolidWorks Solid Modeling | 3 |
| ETG | 2520 | Statics and Strength of Materials | 3 |
| ETG | 2949 | Cooperative Education Experience in Engineering | 1 |
| PMT | 1250C | Intro. to Computer Numerical Control | 3 |
| .... | .... | Manufacturing Elective | 3 |

*\*This course meets the graduation requirement for Oral Communications for this program.*

### Manufacturing Elective - Choose from:

| | | | |
|---|---|---|---|
| PMT | 1212C | Machine Tool Technology I | 3 |
| PMT | 2261C | Introduction to Computer Aided Manufacturing (Mastercam) | 3 |

## Sample Program of Study

**First Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| MTB | 1348 | Applied Technical Math I | 3 |
| CET | 1153C | Technical Computer Environment | 3 |
| EGS | 1110C | Engineering Drawing | 3 |
| ETD | 2320C | Computer Aided Drafting I (AutoCAD) | 3 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| EGS | 2650 | Technical Ethics | 1 |
| ETD | 2350C | Computer Aided Drafting II (AutoCAD) | 3 |
| ETD | 2801C | Technical Illustration | 3 |
| PMT | 1250C | Intro. to Computer Numerical Control | 3 |
| .... | .... | Manufacturing Elective | 3 |

**Summer Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |
| .... | .... | Behavioral & Human Sciences Core | 3 |

**Second Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| PSC | 1121 | Physical Science | 3 |
| ETD | 2350 | Computer Aided Design App. (AutoCAD) | 3 |
| ETD | 2355 | Inventor Solid Modeling | 3 |
| ETG | 2520 | Statics and Strength of Materials | 3 |
| ETG | 2949 | Cooperative Education Exp. in Engineering | 1 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm/Research/Presentation Skills | 3 |
| ETD | 2218 | Geometric Tolerancing | 3 |
| ETD | 2377C | 3D Computer Animation (3D Design) | 3 |
| ETD | 2465 | Tool Design | 3 |
| ETD | 2359C | SolidWorks Solid Modeling | 3 |

**TOTAL ............................ 62**

**Note:** *Sequence of courses may vary. Check course descriptions.*

## Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*CAD Assistant*
*CAD Operator*
*CAD Specialist/Drafting Assistant*
*Assistant Design Drafter*

For further information, contact the assistant chair.

CC 2004-05

# Early Childhood Education Associate Degree

## Associate of Science Degree - Code 2044

Elaine Camerin, Assistant Chair
(386) 506-3737 • camerie@dbcc.edu

### Program Description

The program prepares students to work as child development center teachers, child development center curriculum coordinators, infant-toddler teachers, preschool teachers, child development center managers, or to provide supplementary training for persons previously or currently employed in these occupations. The program includes a core of courses which must be completed by all students and an area of specialization. The areas of specialization are Preschool (ages three to five), Infant/Toddler and Child Development Center Management. Activities and courses will reflect the student's area of specialization. A pre-admission consultation with the assistant chair is strongly recommended.

**Select courses in this program meet the educational requirements for the CDA credential and the Director's Credential. Contact the assistant chair for further information.**

**Note:** *In addition to the required courses, students will be required to have a current approved certificate in first aid and infant, child and adult CPR. This certificate must be earned in the semester prior to graduation.*

### Approximate Additional Costs

FDLE Background Check - $23

### General Education Courses

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| MAC | 1105 | College Algebra | 3 |
| SYG | 2000 | Introduction to Sociology | 3 |
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |

*(See AA Degree-General Education Core Requirements or listing of courses.)*

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

### Program Specific Courses

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| CHD | 1104 | Introduction to Early Childhood Ed. I | 3 |
| CHD | 1104L | Introduction to Early Childhood Education I Lab | 1 |
| CHD | 1220* | Child Growth and Development | 3 |
| CHD | 1430 | Observation, Recording and Assessment | 3 |
| CHD | 1820 | Introduction to Early Childhood Ed. II | 3 |
| CHD | 1820L | Introduction to Early Childhood Education II Lab | 1 |
| CHD | 2110 | Infant/Toddler Development | 4 |
| CHD | 2320 | Curriculum Planning for Early Childhood | 3 |
| CHD | 2333 | Creative Activities for the Young Child | 3 |
| CHD | 2334 | Language Arts for the Young Child | 3 |
| CHD | 2334L | Language Arts Activities Lab | 1 |
| CHD | 2335 | Music and Motor Activities for the Young Child | 3 |
| CHD | 2336 | Introduction to School-Age Child Care | 3 |
| CHD | 2338 | Math and Science for the Young Child | 3 |
| CHD | 2338L | Math and Science Activities Lab | 1 |
| CHD | 2382 | Planning Curriculum for School-Age Care Programs | 3 |
| CHD | 2440 | Child Development Practicum | 6 |
| CHD | 2801 | Child Development Management | 3 |

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| CHD | 2930 | Special Topics in Early Childhood | 1 |
| EEC | 2401 | Home, School and Community | 2 |
| EEC | 2523 | Leadership and Management of Child Care Programs | 3 |
| EEC | 2527 | Child Care Center Financial and Legal Issues | 3 |
| EEX | 1600 | Classroom Management (Early Childhood) | 2 |
| EEX | 2080 | Teaching the Exceptional Learner | 3 |
| HSC | 1421 | Health, Safety and Nutrition for the Young Child | 3 |

*\*This course meets the graduation requirement for the basic use of computers for this program.*

### Sample Program of Study

**Child Development Core** *(Required of all Students)*

First Year
#### 1st Semester

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| CHD | 1104 | Introduction to Early Childhood Ed. I | 3 |
| CHD | 1104L | Introduction to Early Childhood Education I Lab | 1 |
| CHD | 1220 | Child Growth and Development | 3 |
| CHD | 1430 | Observation, Recording and Assessment | 3 |

#### 2nd Semester

|  |  |  | Sem. Hrs |
|---|---|---|---|
| CHD | 1820 | Introduction to Early Childhood Ed. II | 3 |
| CHD | 1820L | Introduction to Early Childhood Education II Lab | 1 |
| CHD | 2930 | Special Topics in Early Childhood | 1 |
| EEX | 1600 | Classroom Mgmt. (Early Childhood) | 2 |
| EEX | 2080 | Teaching the Exceptional Learner | 3 |
| HSC | 1421 | Health, Safety and Nutrition for the Young Child | 3 |

#### Summer Semester

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| CHD | 2335 | Music and Motor Activities for the Young Child | 3 |
| EEC | 2401 | Home, School and Community | 2 |

# Specializations

## (Students will select 2<sup>nd</sup> year courses based on their area of specialization)

### Preschool Specialization
Second Year
**1<sup>st</sup> Semester**

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| MAC | 1105 | College Algebra | 3 |
| SYG | 2000 | Introduction to Sociology | 3 |
| CHD | 2333 | Creative Activities for the Young Child | 3 |
| CHD | 2334 | Language Arts for the Young Child | 3 |
| CHD | 2334L | Language Arts Activities Lab | 1 |

**2<sup>nd</sup> Semester**

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |
| CHD | 2320 | Curriculum Planning for Early Childhood | 3 |
| CHD | 2338 | Math and Science for the Young Child | 3 |
| CHD | 2338L | Math and Science Activities Lab | 1 |

**Summer Semester**

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| CHD | 2440 | Child Development Practicum | 6 |

### Infant/Toddler Specialization
Second Year
**1<sup>st</sup> Semester**

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| SYG | 2000 | Introduction to Sociology | 3 |
| CHD | 2110 | Infant/Toddler Development | 4 |
| CHD | 2333 | Creative Activities for the Young Child | 3 |
| CHD | 2334 | Language Arts for the Young Child | 3 |
| CHD | 2334L | Language Arts Activities Lab | 1 |

**2<sup>nd</sup> Semester**

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |
| MAC | 1105 | College Algebra | 3 |
| CHD | 2320 | Curriculum Planning for Early Childhood | 3 |

**Summer Semester**

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| CHD | 2440 | Child Development Practicum | 6 |

### Child Development Center Management Specialization
Second Year
**1<sup>st</sup> Semester**

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| MAC | 1105 | College Algebra | 3 |
| SYG | 2000 | Introduction to Sociology | 3 |
| CHD | 2801 | Child Development Management | 3 |
| EEC | 2523 | Leadership and Management of Child Care Programs | 3 |

**2<sup>nd</sup> Semester**

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |
| CHD | 2320 | Curriculum Planning for Early Childhood | 3 |
| *CHD | .... | Early Childhood Education Elective | 2 |
| EEC | 2527 | Child Care Center Financial and Legal Issues | 3 |

*See the assistant chair for options.

**Summer Semester**

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| CHD | 2440 | Child Development Practicum | 6 |

### School Age Specialization
Second Year
**1<sup>st</sup> Semester**

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| MAC | 1105 | College Algebra | 3 |
| SYG | 2000 | Introduction to Sociology | 3 |
| CHD | 2334 | Language Arts for the Young Child | 3 |
| CHD | 2334L | Language Art Activities Lab | 1 |
| CHD | 2336 | Introduction to School-Age Child Care | 3 |

**2<sup>nd</sup> Semester**

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| SPC | 2000 | Oral Comm./Research/Presentation Skills | 3 |
| | | Humanities, Cultural & Aesthetic Core | 3 |
| CHD | 2338 | Math and Science for the Young Child | 3 |
| CHD | 2338L | Math and Science Activities Lab | 1 |
| CHD | 2382 | Planning Curriculum for School-Age Care Programs | 3 |

**Summer Semester**

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| CHD | 2440 | Child Development Practicum | 6 |

### Child Development Associate (CDA)*
Second Year

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| CHD | 1220 | Child Growth and Development | 3 |
| CHD | 2320 | Curriculum Planning for Early Childhood | 3 |
| CHD | 2930 | Special Topics in Early Childhood | 1 |
| EEC | 2401 | Home, School and Community | 2 |

*This certification only requires these courses. Students have the option of registering under Program Code 2144 for this Certification. See assistant chair for further information.

### Florida Director's Credential*
Foundation Level

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| CHD | 2801 | Child Development Management | 3 |

**Advanced Level**

|  |  |  |  |
|---|---|---|---|
| EEC | 2523 | Leadership and Management of Child Care Programs | 3 |
| EEC | 2527 | Child Care Center Financial and Legal Issues | 3 |
| CHD | 2320 | Curriculum Planning for Early Childhood | 3 |

*This certification only requires these courses. Students have the option of registering under Program Code 2144 for this Certification. See assistant chair for further information.

**TOTAL** . . . . . . . . . . . . . . . . . . . . . . . . . . . **63**

## Occupational Cluster Information
Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Early Childhood Educator, Early Childhood Assistant*
*Early Childhood Associate Teacher*
*Early Intervention Teacher Assistant*
*Early Childhood Teacher*

For further information, contact the assistant chair.

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# Electronics Engineering Technology

## Associate of Science Degree - Code 2003

Chris Cameron, Assistant Chair
(386) 506-3338 • cameroc@dbcc.edu
Bettye Parham, Chairperson
(386) 506-3087 • parhamb@dbcc.edu
http://faculty.dbcc.edu/computer

### Program Description

The program provides a solid foundation in the principles of electronics while at the same time maximizing transfer credits to four-year schools offering a Bachelor of Science in Electronics Engineering Technology. Students wishing to transfer should consult with the assistant chair for details on current articulation agreements. This degree will transfer to all Florida state public universities but does not guarantee admissions to a specific program.

### Approximate Additional Costs

Consult assistant chair for approximate costs of textbooks, lab fees and project fees. A scientific calculator (approx. $15) is required first semester. Electronics Assembly project cost is $187.

### General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| ENC | 1102 | Literature and Composition | 3 |
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| MAC | 1105 | College Algebra | 3 |
| MAC | 1114 | College Trigonometry | 3 |
| PHY | 1053C | College Physics I | 4 |
| PHY | 1054C | College Physics II | 4 |
| .... | .... | Behavioral & Human Sciences Core | 3 |

(See AA Degree-General Education Core Requirements for listing of courses.)

| | | | |
|---|---|---|---|
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |

(See AA Degree-General Education Core Requirements for listing of courses.)

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

### Program Specific Courses

| | | | Sem. Hrs |
|---|---|---|---|
| CET | 1114C | Digital Fundamentals and Lab | 4 |
| CET | 1153C | Technical Computer Environment | 3 |
| CET | 2123C | Microcomputer and Basic Digital Communications | 4 |
| COP | 2220 | Computer Programming I "C" | 3 |
| EET | 1036C | Introduction to DC/AC Circuits and Lab | 6 |
| EET | 1141C | Analog Devices and Circuits | 4 |
| EET | 1607C | Electronics Assembly and Cabling | 3 |
| EET | 2142C | Analog Circuits and Basic Analog Communications | 4 |
| EET | 2326C | Wireless Communications | 4 |
| .... | .... | Technical Elective | 4 |

### Technical Elective

Technical elective must be selected from one of the options below. Choose one of the following:

| | | |
|---|---|---|
| BOT | 1010C | General Botany |
| BSC | 1010C | General Biology |
| MCB | 1010C | Microbiology |
| OCB | 2013C | Introduction to Marine Biology |

### Sample Program of Study

**First Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| MAC | 1105 | College Algebra | 3 |
| CET | 1153C | Technical Computer Environment | 3 |
| EET | 1036C | Introduction to DC/AC Circuits and Lab | 6 |
| EET | 1607C | Electronics Assembly and Cabling | 3 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| MAC | 1114 | College Trigonometry | 3 |
| CET | 1114C | Digital Fundamentals and Lab | 4 |
| COP | 2220 | Computer Programming I "C" | 3 |
| EET | 1141C | Analog Devices and Circuits | 4 |
| .... | .... | Technical Elective | 4 |

**Second Year**
**3rd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1102 | Literature and Composition | 3 |
| PHY | 1053C | College Physics I | 4 |
| CET | 2123C | Microcomputer and Basic Digital Communications | 4 |
| EET | 2142C | Analog Circuits and Basic Analog Communications | 4 |

**4th Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| .... | .... | Behavioral & Human Sciences Core | 3 |
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |
| EET | 2326C | Wireless Communications | 4 |
| PHY | 1054C | College Physics II | 4 |

**TOTAL ........................... 68**

**Note:** *Sequence of courses may vary. Check course descriptions.*

### Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Electronics Tester/Electronics Assembler*
*Electronics Technician Support/Electronics Specialist*
*Advanced Electronic Specialist*
*Electrical & Electronics Technician*

For further information, contact the assistant chair or department chairperson.

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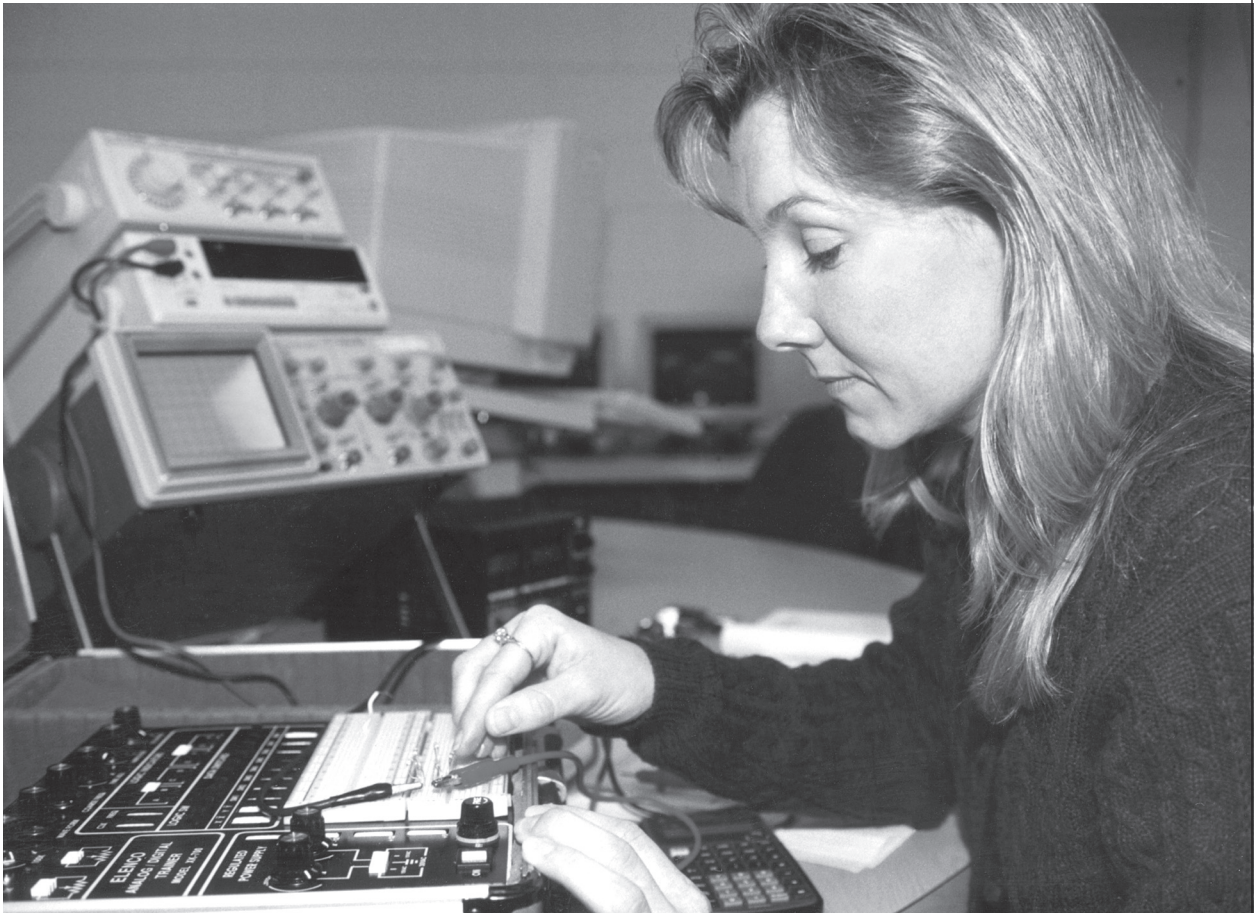
# Emergency Medical Services

## Associate of Applied Science Degree - Code 3506

### (Limited Access Program)

Emergency Medical Services Department
(386) 506-3249

### Program Description

The program prepares the student for state certification as an Emergency Medical Technician and paramedic. The paramedic delivers pre-hospital life support care and transportation necessary for accident and emergency illness victims. Instruction covers IV therapy, advanced cardiac life support, advanced care skills for patients in shock and telemetry and communications. Graduates are qualified to work as basic EMTs or advanced care paramedics on ambulances, in hospital emergency rooms, intensive care units and emergency helicopter transport agencies, and they may also qualify for management positions. Credits earned in the EMT and Paramedic certificate programs will be counted toward completion of this degree. Completers of this degree program are eligible for state certification as an EMT and subsequently for state certification as a paramedic.

### Approximate Additional Costs

Lab Fees – Approximately $125 (per semester)

### Additional Admission Requirements

- Must have successfully completed state physical exam.
- Must have completed notarized personal character statement.
- Must have proof of age (min. age 18 for EMT certification).
- Must complete required background check.
- Special application process; applications available in the EMS Program, Daytona Beach Campus.

### General Education Courses

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| ENC | 2210* | Report Writing | |
| | | **OR** | |
| ENC | 1102 | Literature and Composition | 3 |
| MAT | 1033* | Intermediate Algebra | 4 |
| PSY | 1012 | General Psychology | 3 |
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

*\*Fulfills general education requirements for AAS degree programs only.*

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

### Program Specific Courses

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| EMS | 1119 | Emergency Medical Technician I | 7 |
| EMS | 1401L | Emergency Medical Technician I Lab | 2 |
| EMS | 1431 | Emergency Medical Technician Clinical/Field Experience | 2 |
| EMS | 2010 | EMS Anatomy and Physiology | 3 |
| EMS | 2603* | Paramedic I | 7 |
| EMS | 2603L | Paramedic I Lab | 3 |
| EMS | 2604 | Paramedic II | 7 |
| EMS | 2604L | Paramedic II Lab | 3 |
| EMS | 2605 | Paramedic III | 5 |
| EMS | 2605L | Paramedic III Lab | 3 |
| EMS | 2659 | Paramedic Field Internship | 4 |
| EMS | 2666* | Paramedic Clinical I | 3 |

*\*This course meets the graduation requirement for the basic use of computers and Oral Communications for this program.*

| EMS | 2667 | Paramedic Clinical II | 3 |
|---|---|---|---|
| EMS | 2668 | Paramedic Clinical III | 1 |
| HSC | 1531 | Medical Terminology | 4 |

### Sample Program of Study

**First Year**
**1st Semester**

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| EMS | 2010 | EMS Anatomy and Physiology | 3 |
| EMS | 1119 | Emergency Medical Technician I | 7 |
| EMS | 1401L | Emergency Medical Technician I Lab | 2 |
| EMS | 1431 | Emergency Medical Technician Clinical/Field Experience | 2 |

**2nd Semester**

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| ENC | 2210 | Report Writing | |
| | | **OR** | |
| ENC | 1102 | Literature and Composition | 3 |
| MAT | 1033 | Intermediate Algebra | 4 |
| PSY | 1012 | General Psychology | 3 |
| HSC | 1531 | Medical Terminology | 4 |

**Summer Semester**

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| EMS | 2603 | Paramedic I | 7 |
| EMS | 2603L | Paramedic I Lab | 3 |
| EMS | 2666 | Paramedic Clinical I | 3 |

**Second Year**
**1st Semester**

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| EMS | 2604 | Paramedic II | 7 |
| EMS | 2604L | Paramedic II Lab | 3 |
| EMS | 2667 | Paramedic Clinical II | 3 |

**2nd Semester**

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |
| EMS | 2605 | Paramedic III | 5 |
| EMS | 2605L | Paramedic III Lab | 3 |
| EMS | 2659 | Paramedic Field Internship | 4 |
| EMS | 2668 | Paramedic Clinical III | 1 |

**TOTAL** ............................ 73

**Note:** *Sequence of courses may vary. Check course descriptions.*

### Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*EMT*
*Paramedic*
*EMS Coordinator*

For further information, contact the emergency medical services department.

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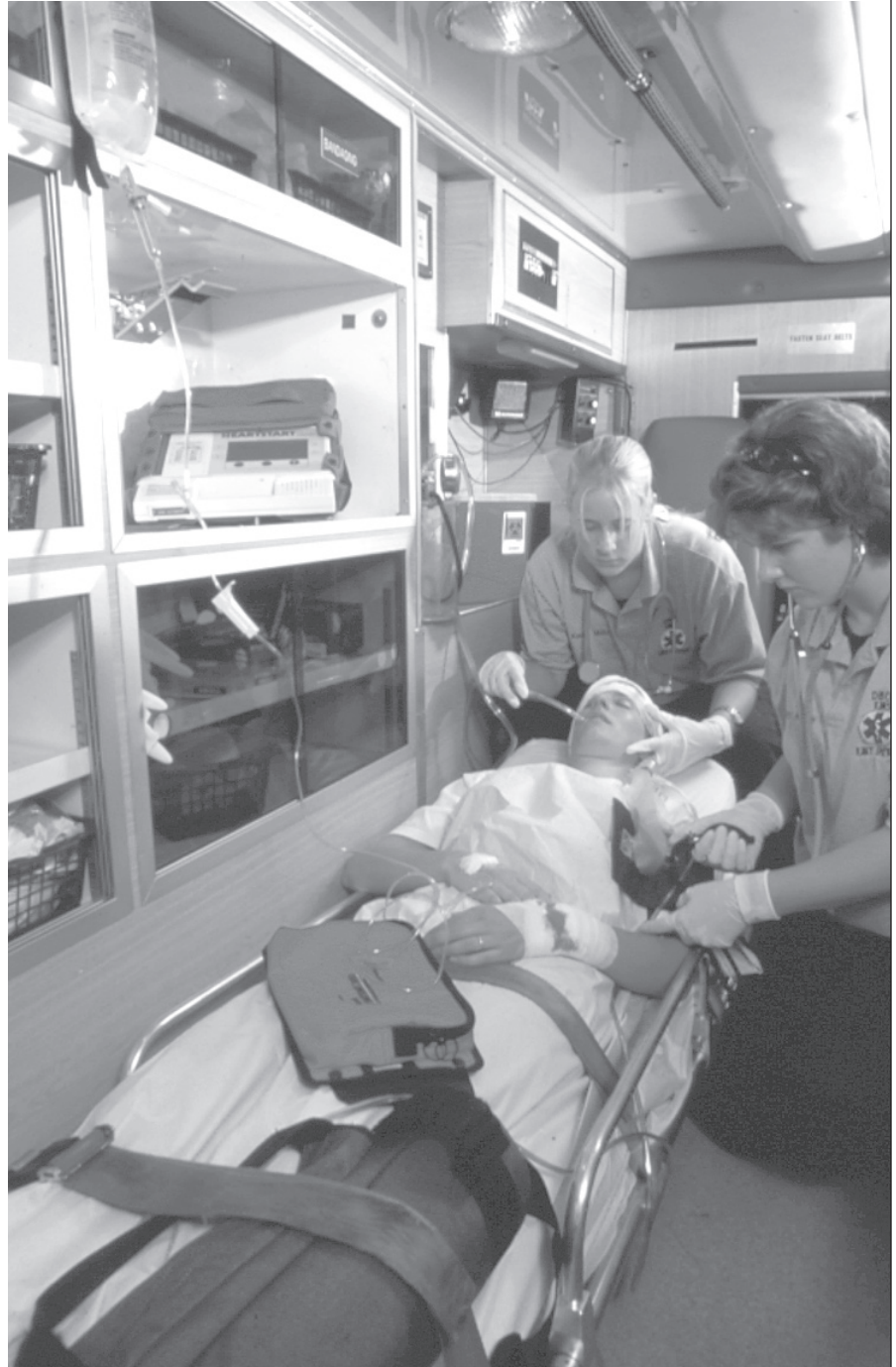
# Emergency Medical Technician

Applied Technology Diploma - Code 0960

(Limited Access Program)

Emergency Medical Services Department
(386) 506-3249

## Program Description

The program teaches students the basic skills and techniques of pre-hospital emergency medical care. The course emphasizes developing skills in recognizing the symptoms of illness and injuries, and the application and proper procedures essential in delivering basic life support to the sick and injured. The program is designed to prepare students for state certification in emergency care; however, it also is open for students who wish to take it for personal development. Training includes 96 hours of clinical experience with pre-hospital care agencies and a hospital emergency room. Graduates are qualified to work as basic care providers in emergency medical systems, hospitals, and industrial medicine. Job title: Emergency Medical Technician.

This certificate serves as a prerequisite to the Paramedic certificate program. Credits earned in this program may be counted in the Emergency Medical Services degree.

## Approximate Additional Costs

• Lab Fees – Approximately $125
• Textbooks/Equipment – $125
• Uniforms – $125

## Additional Admission Requirements

• Must have successfully completed state-mandated physical exam.
• Must have proof of personal health insurance.
• Must have proof of professional level CPR certification (AHA or ARC).
• Must complete required background check.
• Must complete special application process; applications available in EMS program office on the Daytona Beach Campus.
• Must have completed state-mandated character references.
• Must meet minimum placement scores for this program.
• Must have proof of age.

Note: *EMT's from other states who wish to be certified in Florida should consult with the program manager.*

Please Note: *The length of this program makes it ineligible for federal and state financial aid.*

## Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| EMS | 1119 | Emergency Medical Technician I | 7 |
| EMS | 1401L | Emergency Medical Technician I Lab | 2 |
| EMS | 1431 | Emergency Medical Technician Clinical | 2 |

## Sample Program of Study

| | | | Sem. Hrs. |
|---|---|---|---|
| EMS | 1119 | Emergency Medical Technician I | 7 |
| EMS | 1401L | Emergency Medical Technician I Lab | 2 |
| EMS | 1431 | Emergency Medical Technician Clinical/ Field Experience | 2 |
| | | **TOTAL** | **11** |

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# Fire Apparatus Operator

Vocational Credit Certificate - Code 1057

(Limited Access Program)

Marcel DeMuynck, Assistant Chair
(386) 506-3505 • demuynm@dbcc.edu

## Program Description

The program prepares students to become fire department apparatus driver-operators and pump operators. Students will learn fundamental driving techniques, laws regarding operation of emergency vehicles, apparatus and pump design, maintenance and testing, pump theory, and pump procedures and basic hydraulics. Students will demonstrate this knowledge through hands-on exercises. Students successfully completing this program will be eligible to apply for and take a state examination for obtaining a state pump operator certificate. Job titles: Fire Apparatus Operator, Driver-Engineer.

**Note:** *A continuing education course is available for those students who have successfully completed the Apparatus Operator option and who require additional training in Aerial Apparatus operation. Students should contact the Fire Science Program for additional information on this course.*

## Approximate Additional Costs

• Lab Fees – $25

## Additional Admission Requirements

• Must have a current valid Class "D" Florida driver's license with an "E" endorsement.
• Must have the ability to operate vehicles with a standard transmission.
• Must have completed, as a minimum, a state-approved volunteer fire fighter training program (Fire Fighter I) or possess a valid Firefighter Certificate of Compliance.
   (Students must have state issued fire fighter certificate in order   to apply for the state pump operator certification examination.)
• Must be a member of an organized fire department or obtain . permission from the Fire Science Assistant Chair.
• For the Aerial Operations course, students must possess a Firefighter Certificate of Compliance or have completed both . the Fire Apparatus Operations and the Hydraulics course work    successfully.

**Please Note:** *The length of this program makes it ineligible for federal and state financial aid.*

## Prerequisite:

|  |  |  | Voc. Crs. |
|---|---|---|---|
| FFP | 0010 | Firefighter I | 7.5 |

## Program Specific Course

|  |  |  | Voc. Crs. |
|---|---|---|---|
| FFP | 0360 | Fire Apparatus Operations | 1.34 |
| FFP | 0361 | Hydraulics and Water Distribution Systems | 1.33 |

|  |  |
|---|---|
| Voc. Crs. **TOTAL** | **10.17** |
| Contact Hrs. **TOTAL** | **305** |

**Note:** *FFP 0360 is a corequisite to FFP 0361. Both courses must be taken (Hydraulics first, followed by Apparatus Operations) in order to successfully complete the Apparatus Operator Option and to apply for the state certification examination.*

For further information, contact the assistant chair.

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# Fire Fighter II

## Vocational Credit Certificate - Code 1056

### (Limited Access Program)

Marcel DeMuynck, Assistant Chair
(386) 506-3505 • demuynm@dbcc.edu

## Program Description

This program prepares students with the fundamental knowledge and skills necessary to safely and dependably perform fire - rescue duties during emergency and non-emergency response situations. Students learn the tasks, duties and responsibilities of a firefighter in accordance with NFPA Standard 1001 and Florida State Statutes 633. This program may be presented as a two-part series, where those completing the first section (160 contact hours) may apply to take a state examination for obtaining a certificate for serving in the capacity of a volunteer firefighter (Fire Fighter I). Students desiring to obtain a State of Florida, Firefighter Certificate of Compliance (Fire Fighter II) must successfully complete both parts as a unit (450 contact hours). They may then participate in the written and practical examinations administered by the state. This certification is required for employment as a firefighter. Job titles: Volunteer Fire Fighter, Career Fire Fighter.

## Approximate Additional Costs

- Lab Fees – $150 per course
- Uniforms, books and supplies – $200
- Personal Protective Equipment – $175
- State Fee – $94

## Additional Admission Requirements

- Must be at least 18 years of age at time of state certification examination.
- Must have a high school diploma or GED.
- Must be a non-user of any form of tobacco products for one year prior to employment.
- Must complete the training center application process and comply with all requirements, including placement scores.
- Must meet state requirements for vision and hearing.
- Must be able to satisfactorily complete a state mandated medical examination.
- Must successfully complete a physical skills assessment prior to acceptance into the program.
- Must successfully complete a state required criminal background check.
- Students must successfully complete both course titles listed below as a unit in order to apply for the state certification examination.

**Note:** Students should contact the Fire Science Program for an application package and additional information.

**Please Note:** *The length of this program makes it ineligible for federal and state financial aid.*

| | | | Voc. Crs. |
|---|---|---|---|
| FFP | 0010 | Firefighter I | 7.5 |
| FFP | 0020 | Firefighter II | 7.5 |
| | | **Voc. Crs. TOTAL** | **15** |
| | | **Contact Hrs. TOTAL** | **450** |

*FFP 0010 is a corequisite to FFP 0020. Both courses must be taken together to become eligible for the state certification examination.*

## Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Fire Fighter I*
*Fire Fighter II*

For further information, contact the assistant chair.

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**Program Specific Course**

# Fire Science Technology

## Associate of Applied Science Degree - Code 3507

Marcel DeMuynck, Assistant Chair
(386) 506-3505 • demuynm@dbcc.edu

### Program Description

The program is designed for students employed or those who desire employment in the fire service. Students take a balance of academic and fire science courses covering fire service organization, strategy and tactics, fire codes and alarm and extinguishing systems. As certain classes are completed, students may apply to take state certification exams, which may lead to advancement within the fire service.

**Note:** *Those desiring Inspector Certification must be able to comply with the requirements of 4A-39 Florida administrative codes.*

### General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| MAT | 1033* | Intermediate Algebra | 4 |
| CHM | 1025 | Introduction to Chemistry **OR** | |
| PHY | 1053C | College Physics I | 4 |
| PSY | 1012 | General Psychology | 3 |
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

*Fulfills general education requirements for AAS degree programs only.

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

### Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| CGS | 2100 | Microcomputer Applications | 3 |
| FFP | 1510 | Construction Codes and Material Rating | 3 |
| FFP | 1520 | Fire Prevention Programs | 3 |
| FFP | 1799 | Time Management for Fire Service | 1 |
| FFP | 1810 | Firefighting Strategy and Tactics I | 3 |
| FFP | 2120 | Building Construction | 3 |
| FFP | 2540 | Private Fire Protection Systems | 3 |
| FFP | 2720 | Fire Department Leadership | 3 |
| FFP | 2740 | Fire Service Instructor | 3 |
| FFP | 2811 | Firefighting Strategy and Tactics II | 3 |
| FFP | .... | Fire Science Elective | 3 |
| FFP | .... | Fire Science Elective | 3 |
| FFP | .... | Fire Science Elective | 3 |
| FFP | .... | Fire Science Elective | 3 |

### Fire Science Electives - Choose from:

| | | | Sem. Hrs. |
|---|---|---|---|
| EMS | 1119 | Emergency Medical Technician I | 7 |
| FFP | 1000 | Introduction to Fire Protection Hazards | 3 |
| FFP | 1700 | Management of Municipal Fire Protection | 3 |
| FFP | 2401 | Hazardous Materials I | 3 |
| FFP | 2402 | Hazardous Materials II | 3 |
| FFP | 2521 | Blueprint Reading and Plans Evaluation | 3 |
| FFP | 2604 | Fire Detection and Investigation | 3 |
| FFP | 2741 | Fire Service Course Design | 3 |
| FFP | 2949 | Cooperative Education Experience in Fire Science | 1 |

### Sample Program of Study

**First Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| MAT | 1033 | Intermediate Algebra | 4 |
| FFP | 1510 | Construction Codes and Material Rating | 3 |
| FFP | 1810 | Firefighting Strategy and Tactics I | 3 |
| FFP | 2811 | Firefighting Strategy and Tactics II | 3 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| PSY | 1012 | General Psychology | 3 |
| CGS | 2100 | Microcomputer Applications | 3 |
| FFP | 1520 | Fire Prevention Programs | 3 |
| FFP | 2120 | Building Construction | 3 |

**Second Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| ... | ... | Humanities, Cultural & Aesthetic Core | 3 |
| CHM | 1025 | Introduction to Chemistry **OR** | |
| PHY | 1053C | College Physics I | 4 |
| FFP | 2720 | Fire Department Leadership | 3 |
| FFP | .... | Fire Science Elective | 3 |
| FFP | .... | Fire Science Elective | 3 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| FFP | 1799 | Time Management for Fire Service | 1 |
| FFP | 2540 | Private Fire Protection Systems | 3 |
| FFP | 2740 | Fire Service Instructor | 3 |
| FFP | .... | Fire Science Elective | 3 |
| FFP | .... | Fire Science Elective | 3 |
| | | **TOTAL** | **60** |

**Note:** *Sequence of courses may vary. Check course descriptions.*

### Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Hazardous Materials Technician*
*Arson Investigator*
*Fire Safety Inspector*
*Fire Officer*
*Senior Fire Officer*

For further information, contact the assistant chair.

CC 2004-05

# Fire Science Technology

## Associate of Science Degree - Code 2056

Marcel DeMuynck, Assistant Chair
(386) 506-3505 • demuynm@dbcc.edu

### Program Description

The program is designed for students employed or those who desire employment in the fire service. Students take a balance of academic and fire science courses covering fire service organization, strategy and tactics, fire codes and alarm and extinguishing systems. As certain classes are completed, students may apply to take state certification exams, which may lead to advancement within the fire service.

**Note:** *Those desiring Inspector Certification must be able to comply with the requirements of 4A-39 Florida administrative codes.*

### General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| MAC | 1105 | College Algebra | 3 |
| CHM | 1025 | Introduction to Chemistry **OR** | |
| PHY | 1053C | College Physics I | 4 |
| PSY | 1012 | General Psychology | 3 |
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

### Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| CGS | 2100 | Microcomputer Applications | 3 |
| FFP | 1520 | Fire Prevention Programs | 3 |
| FFP | 1510 | Construction Codes and Material Rating | 3 |
| FFP | 1799 | Time Management for Fire Service | 1 |
| FFP | 1810 | Firefighting Strategy and Tactics I | 3 |
| FFP | 2120 | Building Construction | 3 |
| FFP | 2540 | Private Fire Protection Systems | 3 |
| FFP | 2720 | Fire Department Leadership | 3 |
| FFP | 2740 | Fire Service Instructor | 3 |
| FFP | 2811 | Firefighting Strategy and Tactics II | 3 |
| FFP | 2949 | Cooperative Education Experience in Fire Science | 1 |
| FFP | .... | Fire Science Elective | 3 |
| FFP | .... | Fire Science Elective | 3 |
| FFP | .... | Fire Science Elective | 3 |
| FFP | .... | Fire Science Elective | 3 |

### Fire Science Electives - Choose from:

| | | | Sem. Hrs. |
|---|---|---|---|
| EMS | 1119 | Emergency Medical Technician I | 7 |
| FFP | 1000 | Introduction to Fire Protection Hazards | 3 |
| FFP | 1700 | Management of Municipal Fire Protection | 3 |
| FFP | 2401 | Hazardous Materials I | 3 |
| FFP | 2402 | Hazardous Materials II | 3 |
| FFP | 2521 | Blueprint Reading and Plans Evaluation | 3 |
| FFP | 2604 | Fire Detection and Investigation | 3 |
| FFP | 2741 | Fire Service Course Design | 3 |
| PAD | 2002 | Introduction to Public Service Principles | 6 |

### Sample Program of Study

**First Year**
**1ˢᵗ Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| MAC | 1105 | College Algebra | 3 |
| FFP | 1510 | Construction Codes and Material Rating | 3 |
| FFP | 1810 | Firefighting Strategy and Tactics I | 3 |
| FFP | 2811 | Firefighting Strategy and Tactics II | 3 |

**2ⁿᵈ Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| PSY | 1012 | General Psychology | 3 |
| CGS | 2100 | Microcomputer Applications | 3 |
| FFP | 1520 | Fire Prevention Programs | 3 |
| FFP | 2120 | Building Construction | 3 |

**Second Year**
**1ˢᵗ Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |
| CHM | 1025 | Introduction to Chemistry **OR** | |
| PHY | 1053C | College Physics I | 4 |
| FFP | 2720 | Fire Department Leadership | 3 |
| FFP | .... | Fire Science Elective | 3 |
| FFP | .... | Fire Science Elective | 3 |

**2ⁿᵈ Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| FFP | 1799 | Time Management for Fire Service | 1 |
| FFP | 2540 | Private Fire Protection Systems | 3 |
| FFP | 2740 | Fire Service Instructor | 3 |
| FFP | 2949 | Cooperative Education Experience in Fire Science | 1 |
| FFP | .... | Fire Science Elective | 3 |
| FFP | .... | Fire Science Elective | 3 |
| | | **TOTAL** | **60** |

**Note:** *Sequence of courses may vary. Check course descriptions.*

### Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Hazardous Materials Technician*
*Arson Investigator*
*Fire Safety Inspector*
*Fire Officer*
*Senior Fire Officer*

For further information, contact the assistant chair.

CC 2004-05

# Golf Course Operations (Turf Management)

## Associate of Applied Science Degree - Code 3530

Charles Granger, Assistant Chair
(386) 246-4816 • grangec@dbcc.edu

### Program Description

This program provides a solid foundation in the principles and practices of Golf Course Operations. Graduates of this program generally take positions as assistant golf course superintendents, spray technicians or irrigation technicians. It is possible to rise to the level of golf course superintendents within a few years of graduation. Students will be exposed both in theory and practice to the disciplines of employee supervision, office management, pest control, irrigation, fertilization, drainage, botany, plant selection, mechanics, preventative maintenance, facility maintenance and safety.

### General Education Courses

|     |       |                                                | Sem. Hrs. |
| --- | ----- | ---------------------------------------------- | --------- |
| ENC | 1101  | College Composition                            | 3         |
| SPC | 2600  | Oral Communication/Research /Presentation Skills | 3       |
| MAT | 1033  | Intermediate Algebra                           | 4         |
| BOT | 1010C | General Botany                                 | 4         |
| ... | ...   | Behavioral & Human Sciences Core               | 3         |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

|     |     |                                         |   |
| --- | --- | --------------------------------------- | - |
| ... | ... | Humanities, Cultural & Aesthetic Core   | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

### Program Specific Courses

|     |       |                                                  | Sem. Hrs. |
| --- | ----- | ------------------------------------------------ | --------- |
| APA | 1111* | Computerized Accounting/Bookkeeping I            | 4         |
| GCO | 1431  | Irrigation and Drainage                          | 3         |
| GCO | 1431L | Irrigation and Drainage Lab                      | 1         |
| GCO | 1742  | Landscape Design                                 | 2         |
| GCO | 1742L | Landscape Design Lab                             | 1         |
| GCO | 2401  | Introduction to Turf Management                  | 3         |
| GCO | 2402  | Turf Grass Management I (Grass and Weeds)        | 3         |
| GCO | 2402L | Turf Grass Management I Lab (Grass and Weeds)    | 1         |
| GCO | 2403  | Turf Grass Management II (Disease and Insects)   | 2         |
| GCO | 2403L | Turf Grass Management II Lab (Disease and Insects) | 1       |
| GCO | 2201  | Turf Grass Mechanics I                           | 3         |
| GCO | 2201L | Turf Grass Mechanics I Lab                       | 1         |
| GCO | 2634  | Turf Records and Budget                          | 3         |
| GCO | 2632  | Golf Course Organization and Administration      | 3         |
| GCO | 2743  | Golf Course Construction                         | 3         |
| GCO | 2949  | Cooperative Education Experience in Turf Grass Management | 6 |
| ORH | 1008C | Horticulture                                     | 3         |
| SOS | 1006  | Soil Science                                     | 3         |
| SOS | 2102  | Chemicals and Fertilizers                        | 3         |

*This course meets the graduation requirement for the basic use of computers for this program.

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### Sample Program of Study

**First Year**
**1st Semester (Fall)**

|     |       |                                      | Sem. Hrs. |
| --- | ----- | ------------------------------------ | --------- |
| ENC | 1101  | College Composition                  | 3         |
| MAT | 1033  | Intermediate Algebra                 | 4         |
| BOT | 1010C | General Botany                       | 4         |
| GCO | 2401  | Introduction to Turf Management      | 3         |
| ORH | 1008C | Horticulture                         | 3         |

**2nd Semester (Spring)**

|     |       |                                      | Sem. Hrs. |
| --- | ----- | ------------------------------------ | --------- |
| ... | ...   | Behavioral & Human Sciences Core     | 3         |
| GCO | 1431  | Irrigation and Drainage              | 3         |
| GCO | 1431L | Irrigation and Drainage Lab          | 1         |
| GCO | 1742  | Landscape Design                     | 2         |
| GCO | 1742L | Landscape Design Lab                 | 1         |
| SOS | 1006  | Soil Science                         | 3         |
| SOS | 2101  | Chemicals and Fertilizers            | 3         |

**Summer Semester**

|     |      |                                      | Sem. Hrs. |
| --- | ---- | ------------------------------------ | --------- |
| GCO | 2949 | Cooperative Education Experience in Turf Grass Management | 6 |

**Second Year**
**1st Semester (Fall)**

|     |       |                                      | Sem. Hrs. |
| --- | ----- | ------------------------------------ | --------- |
| SPC | 2600  | Oral Communication/Research/Presentation Skills | 3 |
| GCO | 2201  | Turf Grass Mechanics I               | 3         |
| GCO | 2201L | Turf Grass Mechanics I Lab           | 1         |
| GCO | 2402  | Turf Grass Management I (Grass and Weeds) | 3     |
| GCO | 2402L | Turf Grass Management I Lab (Grass and Weeds) | 1 |
| GCO | 2634  | Turf Records and Budget              | 3         |

**2nd Semester (Spring)**

|     |       |                                      | Sem. Hrs. |
| --- | ----- | ------------------------------------ | --------- |
| ... | ...   | Humanities, Cultural & Aesthetic Core | 3        |
| APA | 1111  | Computerized Accounting/Bookkeeping I | 4        |
| GCO | 2403  | Turf Grass Management II (Disease and Insects) | 2 |
| GCO | 2403L | Turf Grass Management II Lab (Disease and Insects) | 1 |
| GCO | 2632  | Golf Course Organization and Administration | 3   |
| GCO | 2743  | Golf Course Construction             | 3         |
|     |       | **TOTAL**                            | **69**    |

### Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Golf Course Superintendent, Assistant Golf Course Superintendent*
*2nd Assistant Golf Course Superintendent*
*Golf Course Maintenance Technician, Equipment Operator*

For further information, contact the assistant chair.

# Graphics Technology - Design Option

## Associate of Applied Science Degree - Code 3508

Dawn Sealy, Assistant Chair
(386) 506-3777 • sealyd@dbcc.edu

### Program Description

The program provides students with design and production skills for entry into the graphic design industry. It emphasizes visual communications through electronic and print reproduction methods. Assignment projects develop technical and creative skills with layout, illustration, typography, digital graphics, photography, pre-press and Web graphics.

### Approximate Additional Costs

- Class Materials Fees – $65 per semester
- Individual Supplies – $350 per semester (average)
- Textbooks – $150 per semester

### Additional Admission Requirements

- All new and transfer students are required to meet with the assistant chair prior to registration.
- Program courses must be completed with a grade of "C" or better.

### General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| MAT | 1033* | Intermediate Algebra | 4 |
| ARH | 1000 | Art Appreciation | 3 |
| .... | .... | Behavioral & Human Sciences Core | 3 |

### Behavioral & Human Sciences Core -

| | | Choose from: | Sem. Hrs. |
|---|---|---|---|
| PSY | 1012 | General Psychology | 3 |
| SYG | 2000 | Introduction to Sociology | 3 |

*Fulfills general education requirements for AAS degree programs only.

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

### Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| GRA | 1100 | Digital Imaging Fundamentals | 3 |
| GRA | 1144 | Web Design I | 3 |
| GRA | 1171 | Advertising Design | 3 |
| GRA | 1202 | Typography | 3 |
| GRA | 1204 | Digital Print Production | 3 |
| GRA | 1543 | Graphic Design Studio I | 3 |
| GRA | 1544 | Graphic Design Studio II | 3 |
| GRA | 1741 | Principles of Design & Color | 3 |
| GRA | 2109 | History and Aesthetics of Design | 3 |
| GRA | 2158 | Digital Graphics Fundamentals | 3 |
| GRA | 2184 | Portfolio Development | 3 |
| GRA | 2201 | Digital Pre-Publishing | 3 |
| GRA | 2511 | Corporate Design | 3 |
| GRA | 2545 | Publication Design | 3 |
| GRA | 2746 | Illustration | 3 |
| PGY | 2801 | Digital Photography | 3 |

### Sample Program of Study

**First Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| GRA | 1100 | Digital Imaging Fundamentals | 3 |
| GRA | 1543 | Graphic Design Studio I | 3 |
| GRA | 1741 | Principles of Design & Color | 3 |
| GRA | 2158 | Digital Graphics Fundamentals | 3 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| ARH | 1000 | Art Appreciation | 3 |
| MAT | 1033 | Intermediate Algebra | 4 |
| GRA | 1202 | Typography | 3 |
| GRA | 1204 | Digital Print Production | 3 |
| GRA | 1544 | Graphic Design Studio II | 3 |

**Summer Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| GRA | 2746 | Illustration | 3 |

**Second Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| .... | .... | Behavioral & Human Sciences Core | 3 |
| GRA | 2109 | History and Aesthetics of Design | 3 |
| GRA | 2201 | Digital Pre-Publishing | 3 |
| GRA | 2511 | Corporate Design | 3 |
| PGY | 2801 | Digital Photography | 3 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| GRA | 1144 | Web Design I | 3 |
| GRA | 1171 | Advertising Design | 3 |
| GRA | 2184 | Portfolio Development | 3 |
| GRA | 2545 | Publication Design | 3 |

**TOTAL . . . . . . . . . . . . . . . . . . . . . . . . . . . . 64**

**Note:** *Sequence of courses may vary. Check course descriptions.*

### Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Assistant Graphic Designer or Graphic Design Assistant*

For further information, contact the assistant chair.

CC 2004-05

# Graphics Technology - Design Option

## Associate of Science Degree - Code 2046

Dawn Sealy, Assistant Chair
(386) 506-3777 • sealyd@dbcc.edu

### Program Description

The program provides students with design and production skills for entry into the graphic design industry. It emphasizes visual communications through electronic and print reproduction methods. Assignment projects develop technical and creative skills with layout, illustration, typography, digital graphics, photography, pre-press and Web graphics.

### Approximate Additional Costs

- Class Materials Fees – $65 per semester
- Individual Supplies – $350 per semester (average)
- Textbooks – $150 per semester

### Additional Admission Requirements

- All new and transfer students are required to meet with the assistant chair prior to registration.
- Program courses must be completed with a grade of "C" or better.

### General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| MAC | 1105 | College Algebra **OR** | |
| MGF | 2106 | College Mathematics **OR** | |
| MGF | 2107 | Mathematics for Liberal Arts | 3 |
| ARH | 1000 | Art Appreciation | 3 |
| .... | .... | Behavioral & Human Sciences Core | 3 |

### Behavioral & Human Sciences Core -

| | | Choose from: | Sem. Hrs. |
|---|---|---|---|
| PSY | 1012 | General Psychology | 3 |
| SYG | 2000 | Introduction to Sociology | 3 |

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

### Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| CGS | 1570 | Introduction to Computer Applications | 1 |
| GRA | 1100 | Digital Imaging Fundamentals | 3 |
| GRA | 1144 | Web Design I | 3 |
| GRA | 1171 | Advertising Design | 3 |
| GRA | 1202 | Typography | 3 |
| GRA | 1204 | Digital Print Production | 3 |
| GRA | 1543 | Graphic Design Studio I | 3 |
| GRA | 1544 | Graphic Design Studio II | 3 |
| GRA | 1741 | Principles of Design & Color | 3 |
| GRA | 2109 | History and Aesthetics of Design | 3 |
| GRA | 2158 | Digital Graphics Fundamentals | 3 |
| GRA | 2184 | Portfolio Development | 3 |
| GRA | 2201 | Digital Pre-Publishing | 3 |
| GRA | 2511 | Corporate Design | 3 |
| GRA | 2545 | Publication Design | 3 |
| GRA | 2746 | Illustration | 3 |
| PGY | 2801 | Digital Photography | 3 |

**Sample Program of Study**

## First Year
### 1st Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| GRA | 1100 | Digital Imaging Fundamentals | 3 |
| GRA | 1543 | Graphic Design Studio I | 3 |
| GRA | 1741 | Principles of Design & Color | 3 |
| GRA | 2158 | Digital Graphics Fundamentals | 3 |

### 2nd Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| ARH | 1000 | Art Appreciation | 3 |
| MAC | 1105 | College Algebra **OR** | |
| MGF | 2106 | College Mathematics **OR** | |
| MGF | 2107 | Mathematics for Liberal Arts | 3 |
| GRA | 1202 | Typography | 3 |
| GRA | 1204 | Digital Print Production | 3 |
| GRA | 1544 | Graphic Design Studio II | 3 |

### Summer Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| GRA | 2746 | Illustration | 3 |

## Second Year
### 1st Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| .... | .... | Behavioral & Human Sciences Core | 3 |
| GRA | 2109 | History and Aesthetics of Design | 3 |
| GRA | 2201 | Digital Pre-Publishing | 3 |
| GRA | 2511 | Corporate Design | 3 |
| PGY | 2801 | Digital Photography | 3 |

### 2nd Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| CGS | 1570 | Introduction to Computer Applications | 1 |
| GRA | 1144 | Web Design I | 3 |
| GRA | 1171 | Advertising Design | 3 |
| GRA | 2184 | Portfolio Development | 3 |
| GRA | 2545 | Publication Design | 3 |

| | |
|---|---|
| **TOTAL** | **64** |

**Note:** *Sequence of courses may vary. Check course descriptions.*

### Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Assistant Graphic Designer or Graphic Design Assistant*

For further information, contact the assistant chair.

CC 2004-05

# Health Information Management

## Associate of Applied Science Degree - Code 3509

### (Limited Access Program)

Nancy Thomas, Assistant Chair
(386) 506-3748 • thomasn@dbcc.edu

## Program Description

The program trains individuals to supervise many of the health information management department's daily functions; review records for consistency, completeness and accuracy; index and classify all diagnosis and operations on diseases for public health authorities; prepare studies for medical staff; and respond to authorized inquiries for insurance or legal purposes. Clinical experience will be provided in local health care facilities. Graduates are eligible to take the Registered Health Information Technician (RHIT) Examination. Successful candidates are awarded the RHIT credential. RHIT designation signifies a person is a qualified specialist in assembling, analyzing, abstracting and maintaining health information. The Health Information Management program is accredited by the Commission on Accreditation for Allied Health Education Programs (CAAHEP), in cooperation with AHIMA's (American Health Information Management Association) Council on Accreditation.

## Approximate Additional Costs

- Textbooks – $300
- FDLE Background check - $23

## Additional Admission Requirements

- To be eligible for program admission, the student must qualify
for College Composition (ENC 1101) and Intermediate Algebra (MAT 1033). This eligibility can be met through assessment results or course work.
- You must complete Medical Terminology (HSC 1531) and Introduction to Health Care (HSC 1000) before you will be accepted into the program.
- A pre-admission consultation with the assistant chair is recommended. FDLE Background screening must be completed prior to entering the clinical area.

## General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition. | 3 |
| MAT | 1033* | Intermediate Algebra | 4 |
| BSC | 1085C | Human Anatomy and Physiology I | 4 |
| BSC | 1086C | Human Anatomy and Physiology II. | 4 |
| PSY | 1012 | General Psychology. | 3 |
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

*\* Fulfills general education requirements for AAS degree programs only.*

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

## Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| CGS | 2100 | Microcomputer Applications | 3 |
| HIM | 1000 | Medical Record Science I | 3 |
| HIM | 1222 | Medical Classification Systems | 4 |
| HIM | 2012 | Legal Aspects of Medical Records. | 3 |
| HIM | 2110* | Medical Record Science II. | 3 |
| HIM | 2234C | Advanced Coding. | 4 |
| HIM | 2253 | CPT Coding | 3 |
| HIM | 2304 | Health Information Systems Management | 2 |
| HIM | 2430 | Concepts of Disease | 4 |
| HIM | 2440 | Pharmacology and Laboratory | 1 |
| HIM | 2510 | Medical Record Science III | 2 |
| HIM | 2800 | Medical Record Practicum I | 2 |
| HIM | 2810 | Medical Record Practicum II | 2 |
| HIM | 2820 | Medical Record Practicum III. | 3 |

*\*This course meets the graduation requirement for Oral Communications for this program.*

**Sample Program of Study**

**Prerequisite Courses**

| | | | Sem. Hrs. |
|---|---|---|---|
| HSC | 1000 | Introduction to Health Care | 3 |
| HSC | 1531 | Medical Terminology | 4 |

**First Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| BSC | 1085C | Human Anatomy and Physiology I | 4 |
| CGS | 2100 | Microcomputer Applications. | 3 |
| HIM | 1000 | Medical Record Science I | 3 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| MAT | 1033 | Intermediate Algebra | 4 |
| BSC | 1086C | Human Anatomy and Physiology II | 4 |
| HIM | 1222 | Medical Classification Systems | 4 |
| HIM | 2110 | Medical Record Science II | 3 |

**Second Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| HIM | 2012 | Legal Aspects of Medical Records | 3 |
| HIM | 2234C | Advanced Coding | 4 |
| HIM | 2430 | Concepts of Disease | 4 |
| HIM | 2440 | Pharmacology and Laboratory | 1 |
| HIM | 2800 | Medical Record Practicum I | 2 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| PSY | 1012 | General Psychology | 3 |
| | | Humanities, Cultural & Aesthetic Core | 3 |
| HIM | 2253 | CPT Coding | 3 |
| HIM | 2304 | Health Information Systems Management | 2 |
| HIM | 2510 | Medical Record Science III | 2 |
| HIM | 2810 | Medical Record Practicum II | 2 |

**Summer Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| HIM | 2820 | Medical Record Practicum III | 3 |

**TOTAL** ............................. **67**

**Note:** *Sequence of courses may vary. Check course descriptions.*

## Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Health Information Analyst*
*Health Information Abstractor/Release of Information Specialist*
*Health Information/Medical Record Coder*
*Health Information Technician*

For further information, contact the assistant chair.

CC 2004-05

# Health Unit Coordinator

## Vocational Credit Certificate - Code 1079

### (Limited Access Program)

Allied Health Department
(386) 506-3052

**Program Description**
This specialized program trains students for the position of health unit coordinator in a medical facility. The program includes the following areas of study: 1) introduction to health-related professions, 2) medical terminology, 3) pharmacology, 4) medical technology and 5) transcription of doctors' orders.

Students are trained to describe hospital organization and the function of all diagnostic and therapeutic departments; use various methods of communications including the intercom, imprinter, tube system, paging systems, desk sheets, kardex and chart; use basic medical terminology; identify the category and use of frequently used medications; and transcribe doctors' orders. The program is offered on a continuing basis.
Job titles: Health Unit Coordinator.

**Approximate Additional Costs**
- Tuition – $831
- Lab Fee – $10

**Additional Admission Requirements**
- You must be a high school graduate or have an equivalency diploma.
- You must take the vocational credit placement test and achieve minimum scores for this program.

**Please Note:** *The length of this program makes it ineligible for federal and state financial aid.*

|  |  |  | Voc. Crs. |
|---|---|---|---|
| HIM | 0050 | Health Unit Coordinator I. | 8.34 |
| HIM | 0051 | Health Unit Coordinator II | 8.33 |

**Voc. Crs. TOTAL** . . . . . . . . . . . . . . . . . . . . **16.67**
**Contact Hrs. TOTAL** . . . . . . . . . . . . . . . . . . **500**

CC 2004-05

**Program Specific Course**

# Hospitality Management
## (Hotel/Motel Management; Restaurant Management; Tourism Management Specializations)
### Associate of Applied Science Degree - Code 3510

Jeff Conklin, Assistant Chair
(386) 506-3012 • whitema@dbcc.edu

## Program Description

This program is designed for those who plan to become employed in the areas of Hospitality Management in the areas of Hotel/Motel Management, Restaurant Management, or Tourism Management. The program contains a blend of general education courses, program specific courses, and three separate specializations each one designed to prepare the student for a specific career path. Total Credits required for the degree equals 64.

## General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| SPC | 2600 | Oral Comm./Research/ Presentation Skills | 3 |
| MAT | 1033* | Intermediate Algebra | 4 |
| ECO | 2013 | Principles of Macro Economics | 3 |
| | | **OR** | |
| ECO | 2023 | Principles of Micro Economics | 3 |
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

*\*Fulfills general education requirements for AAS degree programs only.*

Note: *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

## Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ACG | 2022 | Principles of Financial Accounting | |
| | | **OR** | |
| APA | 1111 | Computerized Accounting/Bookkeeping I | 4 |
| CGS | 2100 | Microcomputer Applications | 3 |
| GEB | 1011 | Introduction to Business | 3 |
| HFT | 1000 | Introduction to Hospitality | 3 |
| HFT | 2600 | Hospitality Law | 3 |
| HFT | 2750 | Hospitality and Tourism Marketing | 3 |
| HFT | 2935 | Hospitality Seminar | 1 |
| HFT | 2935 | Hospitality Seminar | 1 |
| HFT | 2935 | Hospitality Seminar | 1 |
| HFT | 2935 | Hospitality Seminar | 1 |
| MAN | 2800 | Small Business Management | 3 |
| MAR | 2011 | Principles of Global Marketing | 3 |
| MNA | 2161 | Quality Service Management | 3 |
| MNA | 2345 | Supervision of Personnel | 3 |

## Hotel/Motel Management Specialization Courses

| | | | |
|---|---|---|---|
| HFT | 1410 | Hotel-Motel Front Office Procedures | 3 |
| HFT | 2313 | Hospitality Property Management | 3 |
| HFT | 2734 | International Tourism | 3 |
| HFT | 2949 | Cooperative Education Experience in Hospitality Management | 4 |

## Restaurant Management Specialization Courses

| | | | |
|---|---|---|---|
| FOS | 1201 | Sanitation and Safety | 3 |
| HFT | 1261 | Restaurant Management | 3 |
| HFT | 2454 | Food & Beverage Cost Control | 3 |
| HFT | 2949 | Cooperative Education Experience in Hospitality Management | 4 |

## Tourism Management Specialization Courses

| | | | |
|---|---|---|---|
| HFT | 2702 | Tourism and Transportation | 3 |
| HFT | 2726 | Travel and Tourism Basics | 3 |
| HFT | 2734 | International Tourism | 3 |
| HFT | 2949 | Cooperative Education Experience in Hospitality Management | 4 |

## Sample Program of Study
## Hospitality Management Core (Required of all Students)

**First Year**
### 1st Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| GEB | 1011 | Introduction to Business | 3 |
| HFT | 1000 | Introduction to Hospitality Industry | 3 |
| HFT | 2600 | Hospitality Law | 3 |
| HFT | 2935 | Hospitality Seminar | 1 |
| MNA | 2161 | Quality Service Management | 3 |

### 2nd Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| MAT | 1033 | Intermediate Algebra | 4 |
| CGS | 2100 | Microcomputer Applications | 3 |
| HFT | 2750 | Hospitality & Tourism Marketing | 3 |
| HFT | 2935 | Hospitality Seminar | 1 |
| MAN | 2800 | Small Business Management | 3 |

### Summer Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| .... | .... | Humanities, Cultural and Aesthetic Core | 3 |
| MNA | 2345 | Supervision of Personnel | 3 |

## Hotel/Motel Specialization
Second Year

# Specializations

(Students will select 2<sup>nd</sup> year courses based on their area of specialization)

**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Presentation Skills..... | 3 |
| ACG | 2022 | Principles of Financial Accounting **OR** | |
| APA | 1111 | Computerized Accounting/Bookkeeping I...... | 4 |
| HFT | 2313 | Hospitality Property Management............ | 3 |
| HFT | 2734 | International Tourism ....................... | 3 |
| HFT | 2935 | Hospitality Seminar ........................ | 1 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| ECO | 2013 | Principles of Macro Economics **OR** | |
| ECO | 2023 | Principles of Micro Economics ............... | 3 |
| HFT | 1410 | Hotel-Motel Front Office Procedures........... | 3 |
| HFT | 2935 | Hospitality Seminar ........................ | 1 |
| HFT | 2949 | Cooperative Education Experience in Hospitality Management..................... | 4 |
| MAR | 2011 | Principles of Global Marketing ............... | 3 |

## Restaurant Management Specialization
Second Year
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Presentation Skills..... | 3 |
| ACG | 2022 | Principles of Financial Accounting **OR** | |
| APA | 1111 | Computerized Accounting/Bookkeeping I...... | 4 |
| HFT | 1261 | Restaurant Management ..................... | 3 |
| HFT | 2413 | Food and Beverage Cost Control............... | 3 |
| HFT | 2935 | Hospitality Seminar ........................ | 1 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| ECO | 2013 | Principles of Macro Economics **OR** | |
| ECO | 2023 | Principles of Micro Economics ............... | 3 |
| FOS | 1201 | Sanitation and Safety....................... | 3 |
| HFT | 2935 | Hospitality Seminar ........................ | 1 |
| HFT | 2949 | Cooperative Education Experience in Hospitality Management..................... | 4 |
| MAR | 2011 | Principles of Global Marketing ............... | 3 |

## Tourism Management Specialization
Second Year
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Presentation Skills..... | 3 |
| ACG | 2022 | Principles of Financial Accounting **OR** | |
| APA | 1111 | Computerized Accounting/Bookkeeping I...... | 4 |
| HFT | 2726 | Travel and Tourism Basics................... | 3 |
| HFT | 2734 | International Tourism ....................... | 3 |
| HFT | 2935 | Hospitality Seminar ........................ | 1 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| ECO | 2013 | Principles of Macro Economics **OR** | |
| ECO | 2023 | Principles of Micro Economics ............... | 3 |
| HFT | 2702 | Tourism and Transportation................. | 3 |
| HFT | 2935 | Hospitality Seminar ........................ | 1 |
| HFT | 2949 | Cooperative Education Experience in Hospitality Management..................... | 4 |
| MAR | 2011 | Principles of Global Marketing ............... | 3 |
| | | **TOTAL** ............................ | **64** |

Note: *Sequence of courses may vary. Check course descriptions.*

## Occupational Cluster Information
Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Specialist/Server/Bartender/Busperson/ Greeter/Cook Specialist/Host/Expediter*
*Supervisor/Marketing Manager/Food Service Supervisor/ Maitre d'hotel/Trainer/Sommelier/Caterer*
*Guest Services Supervisor/Rooms Divisions Supervisor/Food & Beverage Supervisor/Catering & Sales Supervisor/Assistant Supervisor/Marketing Manager/Food Service Supervisor/ Maitre d'hotel/Trainer/Sommelier/Caterer*
*Assistant Restaurant Manager/Restaurant Manager/Assistant Foodservice Manager/ Assistant Food & Beverage Manager/ Food & Beverage Manager*
*(Department Head) Hospitality Supervisor/Hospitality Supervisor Assistant Hospitality Manager*
*Hospitality Manager/Manager*
*Motel-Hotel Manager*
*Guest Services Representative/Catering & Sales Representative/Rooms Divisions Services Representative*
*Guest Services Specialist/Rooms Division Specialist*

For further information, contact Yvonne Newcomb-Doty, newcomy@dbcc.edu

CC 2004-05

# Hospitality Management
## (Transfer Option)
### Associate of Science Degree - Code 2012

Jeff Conklin, Assistant Chair
(386) 506-3012 • whitema@dbcc.edu

## Program Description

The program provides a solid foundation in hospitality management skills including travel and tourism, food preparation, property management, hotel/motel basics, and service management. This degree will transfer to all Florida state public universities, but does not guarantee admission to a specific program.

## General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| ENC | 1102 | Literature & Composition | 3 |
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| MAC | 1105 | College Algebra | 3 |
| AST | 1002 | Astronomy **OR** | |
| PSC | 1121 | Physical Science | 3 |
| BSC | 1005 | Survey of Biological Science | 3 |
| ECO | 2013 | Principles of Macro Economics | 3 |
| EUH | 2000 | History of Western Civilization to 1648 | 3 |
| EUH | 2001 | History of Western Civilization 1648 to Present | 3 |
| MUL | 1010 | Music Appreciation **OR** | |
| LIT | 2110 | Masterpieces of World Literature | 3 |
| PSY | 1012 | General Psychology **OR** | |
| SYG | 2000 | Introduction to Sociology | 3 |

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

## Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ACG | 2022 | Principles of Financial Accounting | 4 |
| CGS | 2100 | Microcomputer Applications | 3 |
| FSS | 1202C | Food Production I | 3 |
| HFT | 1000 | Introduction to Hospitality Industry | 3 |
| HFT | 1410 | Hotel-Motel Front Office Procedures | 4 |
| HFT | 2313 | Hospitality Property Management | 3 |
| HFT | 2726 | Travel & Tourism Basics | 3 |
| HFT | 2734 | International Tourism | 3 |
| HFT | 2750 | Hospitality and Tourism Marketing | 3 |
| MNA | 2161 | Quality Service Management | 3 |

## Sample Program of Study

### First Year
### 1st Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| MAC | 1105 | College Algebra | 3 |
| CGS | 2100 | Microcomputer Applications | 3 |
| HFT | 1000 | Introduction to Hospitality Industry | 3 |
| HFT | 2726 | Travel & Tourism Basics | 3 |

### 2nd Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1102 | Literature & Composition | 3 |

| | | | |
|---|---|---|---|
| PSY | 1012 | General Psychology **OR** | |
| SYG | 2000 | Introduction to Sociology | 3 |
| BSC | 1005 | Survey of Biological Science | 3 |
| HFT | 1410 | Hotel-Motel Front Office Procedures | 3 |
| MNA | 2161 | Quality Service Management | 3 |

### Summer Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| AST | 1002 | Astronomy **OR** | |
| PSC | 1121 | Physical Science | 3 |

### Second Year
### 1st Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| ECO | 2013 | Principles of Macro Economics | 3 |
| EUH | 2000 | History of Western Civilization to 1648 | 3 |
| FSS | 1202C | Food Production I | 3 |
| HFT | 2750 | Hospitality & Tourism Marketing | 3 |

### 2nd Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| MUL | 1010 | Music Appreciation **OR** | |
| LIT | 2110 | Masterpieces of World Literature | 3 |
| ACG | 2022 | Principles of Financial Accounting | 4 |
| EUH | 2001 | History of Western Civilization 1648 to Present | 3 |
| HFT | 2313 | Hospitality Property Management | 3 |
| HFT | 2734 | International Tourism | 3 |
| | | **TOTAL** | **64** |

**Note:** *Sequence of courses may vary. Check course descriptions.*

## Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Specialist/Host/Expediter*
*Supervisor/Marketing Manager/Food Service Supervisor/*
*Maitre d'hotel/Trainer/Sommelier/Caterer*
*Assistant Restaurant Manager/Restaurant Manager/Assistant*

For further information, contact Yvonne Newcomb-Doty, newcomy@dbcc.edu

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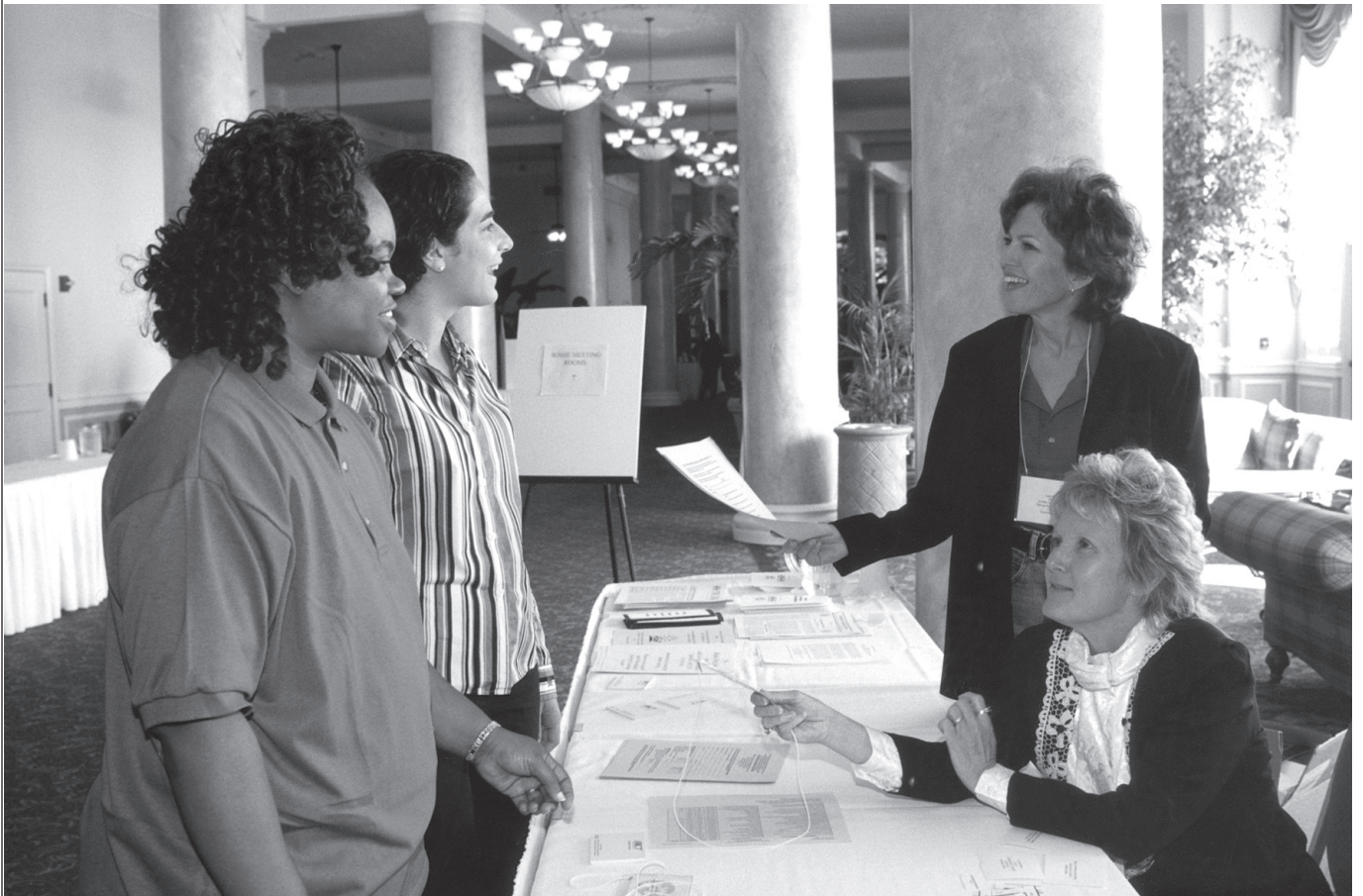
# Human Services (Addictions Specialization)

## Associate of Applied Science Degree - Code 3512

Patti Hall-Pennell, Assistant Chair
(386) 506-3713 • hallp@dbcc.edu

### Program Description

The Human Services program with an Addiction Specialization prepares students for employment in the field of addiction specific human services. Human services is a generic term designed to reflect an interdisciplinary focus, including the fields of psychology, mental health, addictions, social work, sociology and health care. The interdisciplinary approach is key to the development of skills related to an array of helping services in a variety of agencies which focus on addiction, prevention/treatment. Helping skills include: Interviewing and assessment, substance abuse counseling and intervention techniques, knowledge of adaptive and maladaptive behavior patterns and various treatment alternatives, communication skills, knowledge of social problems and client populations and ethical and practice issues relating to addictions work. Students have the opportunity to integrate knowledge and practice skills through professionally supervised internships in a wide variety of human service agencies and programs. The Human Services program is a Single Source Provider for the Florida Certification Board. Students can use coursework to meet virtually all of their educational requirements for certification as an associate level addictions professional. The internship hours count as work experience if the assignments are completed in an agency which serves substance abusing clients.

**Note:** *It is extremely important that students take coursework in a specific order. For that reason, new students need to schedule an interview with the assistant chair.*

### General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| MAT | 1033* | Intermediate Algebra | 4 |
| CLP | 2001 | Psychology of Adjustment **OR** | |
| PSY | 1012 | General Psychology | 3 |
| DEP | 2004 | Developmental Psychology | 3 |
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses for each core area.)*

*\* Fulfills general education requirements for AAS degree programs only.*

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

### Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| CLP | 2140 | Abnormal Psychology | 3 |
| HUS | 1001 | Introduction to Human Services | 3 |
| HUS | 1331 | Advanced Counseling/Interview Skills | 3 |
| HUS | 1850 | Human Services Externship I | 4 |
| HUS | 2200 | Group Dynamics | 3 |
| HUS | 2345 | Addictions III – Communities and Families | 3 |
| HUS | 2500 | Issues and Ethics in Human Services | 3 |
| HUS | 2532 | Addictions II – Substance Abuse Counseling | 3 |
| HUS | 2801 | Human Services Practicum | 6 |
| HUS | 2851 | Human Services Externship II | 4 |
| HUS | 2852 | Human Services Externship III | 4 |
| PCO | 2202* | Counseling Techniques | 3 |
| PPE | 2001 | Survey of Personality | 3 |
| PSB | 2442 | Addictions I – Psychology of Addictions | 3 |
| SOP | 2772 | Psychology of Human Sexuality | 3 |
| .... | .... | Elective | 3 |

*\*This course meets the graduation requirement for the basic use of computers for this program.*

### Elective – Choose from:

| | | | |
|---|---|---|---|
| CCJ | 1020 | Introduction to Criminal Justice | 3 |
| CCJ | 2500 | Juvenile Delinquency | 3 |
| REL | 2300 | World Religion | 3 |

**Sample Program of Study**

First Year
**1<sup>st</sup> Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| CLP | 2001 | Psychology of Adjustment OR | |
| PSY | 1012 | General Psychology | 3 |
| HUS | 1001 | Introduction to Human Services | 3 |
| PCO | 2202 | Counseling Techniques | 3 |
| .... | .... | Elective | 3 |

**2<sup>nd</sup> Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |
| HUS | 1331 | Advanced Counseling/Interview Skills | 3 |
| HUS | 1850 | Human Services Externship I | 4 |
| PPE | 2001 | Survey of Personality | 3 |
| PSB | 2442 | Addictions I – Psychology of Addictions | 3 |

**Summer Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| HUS | 2801 | Human Services Practicum | 6 |

Second Year
**3<sup>rd</sup> Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| MAT | 1033 | Intermediate Algebra | 4 |
| DEP | 2004 | Developmental Psychology | 3 |
| SOP | 2772 | Psychology of Human Sexuality | 3 |
| HUS | 2200 | Group Dynamics | 3 |
| HUS | 2532 | Addictions II – Substance Abuse Counseling | 3 |
| HUS | 2851 | Human Services Externship II | 4 |

**4<sup>th</sup> Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| CLP | 2140 | Abnormal Psychology | 3 |
| HUS | 2345 | Addictions III – Communities and Families | 3 |
| HUS | 2500 | Issues and Ethics in Human Services | 3 |
| HUS | 2852 | Human Services Externship III | 4 |
| | | **TOTAL** | **73** |

**Note:** *Sequence of courses may vary. Check course descriptions.*

*Mental Health Technician/Direct Services Technician/*
*Social Service Aide/Activities Assistant*
*Group Treatment-Program Aide/Admissions Assistant*
*Substance Abuse Technician/Counselor/*
*Drug Treatment Assistant*
*Human Services Worker*

For further information, contact the assistant chair.

CC 2004-05

**Occupational Cluster Information**
Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

# Human Services (Addictions Specialization)

## Associate of Science Degree - Code 2007

Patti Hall-Pennell, Assistant Chair
(386) 506-3713 • hallp@dbcc.edu

## Program Description

The Human Services program with an Addiction Specialization prepares students for employment in the field of addiction specific human services. Human services is a generic term designed to reflect an interdisciplinary focus, including the fields of psychology, mental health, addictions, social work, sociology and health care. The interdisciplinary approach is key to the development of skills related to an array of helping services in a variety of agencies which focus on addiction, prevention/treatment. Helping skills include: Interviewing and assessment, substance abuse counseling and intervention techniques, knowledge of adaptive and maladaptive behavior patterns and various treatment alternatives, communication skills, knowledge of social problems and client populations and ethical and practice issues relating to addictions work. Students have the opportunity to integrate knowledge and practice skills through professionally supervised internships in a wide variety of human service agencies and programs. The Human Services program is a Single Source Provider for the Florida Certification Board. Students can use coursework to meet virtually all of their educational requirements for certification as an associate level addictions professional. The internship hours count as work experience if the assignments are completed in an agency which serves substance abusing clients.

**Note:** *It is extremely important that students take coursework in a specific order. For that reason, new students need to schedule an interview with the assistant chair.*

**General Education Courses**

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| MAC | 1105 | College Algebra | 3 |
| CLP | 2001 | Psychology of Adjustment **OR** | |
| PSY | 1012 | General Psychology | 3 |
| DEP | 2004 | Developmental Psychology | 3 |
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |

*(See AA Degree-General Education Requirements for listing of courses for each core area).*

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

## Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| CLP | 2140 | Abnormal Psychology | 3 |
| HUS | 1001 | Introduction to Human Services | 3 |
| HUS | 1331 | Advanced Counseling/Interview Skills | 3 |
| HUS | 1850 | Human Services Externship I | 4 |
| HUS | 2200 | Group Dynamics | 3 |
| HUS | 2345 | Addictions III – Communities and Families | 3 |
| HUS | 2500 | Issues and Ethics in Human Services | 3 |
| HUS | 2532 | Addictions II – Substance Abuse Counseling | 3 |
| HUS | 2801 | Human Services Practicum | 6 |
| HUS | 2851 | Human Services Externship II | 4 |
| HUS | 2852 | Human Services Externship III | 4 |
| HUS | 2933 | Human Services Seminar | 1 |
| PCO | 2202* | Counseling Techniques | 3 |
| PPE | 2001 | Survey of Personality | 3 |
| PSB | 2442 | Addictions I – Psychology of Addictions | 3 |
| SOP | 2772 | Psychology of Human Sexuality | 3 |
| .... | .... | Elective | 3 |

*\*This course meets the graduation requirement for the basic use of computers for this program.*

## Elective – Choose from:

| | | | |
|---|---|---|---|
| CCJ | 1020 | Introduction to Criminal Justice | 3 |
| CCJ | 2500 | Juvenile Delinquency | 3 |
| REL | 2300 | World Religion | 3 |

**Sample Program of Study**

**First Year**
**1st Semester**

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| CLP | 2001 | Psychology of Adjustment | |
|  |  | **OR** | |
| PSY | 1012 | General Psychology | 3 |
| HUS | 1001 | Introduction to Human Services | 3 |
| HUS | 2933 | Human Services Seminar | 1 |
| PCO | 2202 | Counseling Techniques | 3 |
| .... | .... | Elective | 3 |

**2nd Semester**

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |
| HUS | 1331 | Advanced Counseling/Interview Skills | 3 |
| HUS | 1850 | Human Services Externship I | 4 |
| PPE | 2001 | Survey of Personality | 3 |
| PSB | 2442 | Addictions I – Psychology of Addictions | 3 |

**Summer Semester**

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| HUS | 2801 | Human Services Practicum | 6 |

**Second Year**
**3rd Semester**

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| MAC | 1105 | College Algebra | 3 |
| DEP | 2004 | Developmental Psychology | 3 |
| HUS | 2200 | Group Dynamics | 3 |
| HUS | 2532 | Addictions II–Substance Abuse Counseling | 3 |
| HUS | 2851 | Human Services Externship II | 4 |
| SOP | 2772 | Psychology of Human Sexuality | 3 |

**4th Semester**

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| CLP | 2140 | Abnormal Psychology | 3 |
| HUS | 2345 | Addictions III – Communities and Families | 3 |
| HUS | 2500 | Issues and Ethics in Human Services | 3 |
| HUS | 2852 | Human Services Externship III | 4 |

**TOTAL** .............................. **73**

**Note:** *Sequence of courses may vary. Check course descriptions.*

*Mental Health Technician/Direct Services Technician/*
*Social Service Aide/Activities Assistant*
*Group Treatment-Program Aide/Admissions Assistant*
*Substance Abuse Technician/Counselor/*
*Drug Treatment Assistant*
*Human Services Worker*

For further information, contact the assistant chair.

CC 2004-05

**Occupational Cluster Information**
Students who complete certain combinations of courses within
this program may qualify for one of the following jobs:

# Human Services (General)

### Associate of Applied Science Degree - Code 3513

Patti Hall-Pennell, Assistant Chair
(386) 506-3713 • hallp@dbcc.edu

## Program Description

The program prepares students for employment in the field of human services. Human services is a generic term designed to reflect an interdisciplinary focus, including the fields of psychology, mental health, addictions, social work, sociology and health care. The interdisciplinary approach is key to the development of skills related to an array of helping services in public, non-profit or private agencies. Helping skills include: interviewing and assessment, beginning counseling and intervention techniques, knowledge of adaptive and maladaptive behavior patterns and various treatment alternatives, communication skills, knowledge of social problems and client populations, and ethical and practice issues relating to human service work. Students have the opportunity to integrate knowledge and practice skills through professionally supervised internships in a wide variety of human service agencies and programs.

**Note:** *It is extremely important that students take course work in a specific order. For that reason, new students need to schedule an interview with the assistant chair.*

## General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| MAT | 1033* | Intermediate Algebra | 4 |
| CLP | 2001 | Psychology of Adjustment **OR** | |
| PSY | 1012 | General Psychology | 3 |
| DEP | 2004 | Developmental Psychology | 3 |
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses).*

*\* Fulfills general education requirements for AAS degree programs only.*

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

## Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| CLP | 2140 | Abnormal Psychology | 3 |
| HUS | 1001 | Introduction to Human Services | 3 |
| HUS | 1331 | Advanced Counseling/Interview Skills | 3 |
| HUS | 1850 | Human Externship I | 4 |
| HUS | 2200 | Group Dynamics | 3 |
| HUS | 2500 | Issues and Ethics in Human Services | 3 |
| HUS | 2801 | Human Services Practicum | 6 |
| HUS | 2851 | Human Services Externship II | 4 |
| HUS | 2852 | Human Services Externship III | 4 |
| HUS | 2933 | Human Services Seminar | 1 |
| PCO | 2202* | Counseling Techniques | 3 |
| PPE | 2001 | Survey of Personality | 3 |
| PSB | 2442 | Addictions I – Psychology of Addictions | 3 |
| .... | .... | Elective | 3 |

*\*This course meets the graduation requirement for the basic use of computers for this program.*

## Elective - Choose from:

| | | | Sem. Hrs. |
|---|---|---|---|
| CCJ | 1020 | Introduction to Criminal Justice | 3 |
| CCJ | 2500 | Juvenile Delinquency | 3 |
| REL | 2300 | World Religion | 3 |
| SOP | 2772 | Psychology of Human Sexuality | 3 |

## Sample Program of Study

**First Year**
### 1st Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| CLP | 2001 | Psychology of Adjustment **OR** | |
| PSY | 1012 | General Psychology | 3 |
| HUS | 1001 | Introduction to Human Services | 3 |
| HUS | 2933 | Human Services Seminar | 1 |
| PCO | 2202 | Counseling Techniques | 3 |

### 2nd Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |
| HUS | 1331 | Advanced Counseling/Interview Skills | 3 |
| HUS | 1850 | Human Services Externship I | 4 |
| PPE | 2001 | Survey of Personality | 3 |
| PSB | 2442 | Addictions I – Psychology of Addictions | 3 |

### Summer Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| HUS | 2801 | Human Services Practicum | 6 |

**Second Year**
### 3rd Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| MAT | 1033 | Intermediate Algebra | 4 |
| DEP | 2004 | Developmental Psychology | 3 |
| HUS | 2200 | Group Dynamics | 3 |
| HUS | 2851 | Human Services Externship II | 4 |
| .... | .... | Elective | 3 |

### 4th Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| CLP | 2140 | Abnormal Psychology | 3 |
| HUS | 2500 | Issues and Ethics in Human Services | 3 |
| HUS | 2852 | Human Services Externship III | 4 |

**TOTAL . . . . . . . . . . . . . . . . . . . . . . . . . . . . 65**

**Note:** *Sequence of courses may vary. Check course descriptions.*

## Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Mental Health Technician/Direct Services Technician/Social Service Aide/Activities Assistant*
*Group Treatment-Program Aide/Admissions Assistant*
*Social Service Technician/Group Treatment Leader/Human Services Assistant*
*Human Services Worker*

For further information, contact the assistant chair.

CC 2004-05

# Human Services (General)

## Associate of Science Degree - Code 2026

Patti Hall-Pennell, Assistant Chair
(386) 506-3713 • hallp@dbcc.edu

### Program Description

The program prepares students for employment in the field of human services. Human services is a generic term designed to reflect an interdisciplinary focus, including the fields of psychology, mental health, addictions, social work, sociology and health care. The interdisciplinary approach is key to the development of skills related to an array of helping services in public, non-profit or private agencies. Helping skills include: interviewing and assessment, beginning counseling and intervention techniques, knowledge of adaptive and maladaptive behavior patterns and various treatment alternatives, communication skills, knowledge of social problems and client populations, and ethical and practice issues relating to human service work. Students have the opportunity to integrate knowledge and practice skills through professionally supervised internships in a wide variety of human service agencies and programs.

**Note:** *It is extremely important that students take course work in a specific order. For that reason, new students need to schedule an interview with the assistant chair.*

### General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| MAC | 1105 | College Algebra | 3 |
| CLP | 2001 | Psychology of Adjustment **OR** | |
| PSY | 1012 | General Psychology | 3 |
| DEP | 2004 | Developmental Psychology | 3 |
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses).*

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

### Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| CLP | 2140 | Abnormal Psychology | 3 |
| HUS | 1001 | Introduction to Human Services | 3 |
| HUS | 1331 | Advanced Counseling/Interview Skills | 3 |
| HUS | 1850 | Human Services Externship I | 4 |
| HUS | 2200 | Group Dynamics | 3 |
| HUS | 2500 | Issues and Ethics in Human Services | 3 |
| HUS | 2801 | Human Services Practicum | 6 |
| HUS | 2851 | Human Services Externship II | 4 |
| HUS | 2852 | Human Services Externship III | 4 |
| HUS | 2933 | Human Services Seminar | 1 |
| PCO | 2202* | Counseling Techniques | 3 |
| PPE | 2001 | Survey of Personality | 3 |
| PSB | 2442 | Addictions I – Psychology of Addictions | 3 |
| SLS | 2304 | Career Exploration | 1 |
| .... | .... | Elective | 3 |

*\*This course meets the graduation requirement for the basic use of computers for this program.*

### Elective - Choose from:

| | | | Sem. Hrs. |
|---|---|---|---|
| CCJ | 1020 | Introduction to Criminal Justice | 3 |
| CCJ | 2500 | Juvenile Delinquency | 3 |
| REL | 2300 | World Religion | 3 |
| SOP | 2772 | Psychology of Human Sexuality | 3 |

### Sample Program of Study

**First Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| CLP | 2001 | Psychology of Adjustment **OR** | |
| PSY | 1012 | General Psychology | 3 |
| HUS | 1001 | Introduction to Human Services | 3 |
| PCO | 2202 | Counseling Techniques | 3 |
| HUS | 2933 | Human Services Seminar | 1 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |
| HUS | 1331 | Advanced Counseling/Interview Skills | 3 |
| HUS | 1850 | Human Services Externship I | 4 |
| PPE | 2001 | Survey of Personality | 3 |
| PSB | 2442 | Addictions I – Psychology of Addictions | 3 |

**Summer Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| HUS | 2801 | Human Services Practicum | 6 |

**Second Year**
**3rd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| MAC | 1105 | College Algebra | 3 |
| DEP | 2004 | Developmental Psychology | 3 |
| HUS | 2200 | Group Dynamics | 3 |
| HUS | 2851 | Human Services Externship II | 4 |
| .... | .... | Elective | 3 |

**4th Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| CLP | 2140 | Abnormal Psychology | 3 |
| HUS | 2500 | Issues and Ethics in Human Services | 3 |
| HUS | 2852 | Human Services Externship III | 4 |
| SLS | 2304 | Career Exploration | 1 |

**TOTAL** ............................. **65**

**Note:** *Sequence of courses may vary. Check course descriptions.*

### Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Mental Health Technician/Direct Services Technician*
*Social Service Aide/Activities Assistant*
*Group Treatment-Program Aide/Admissions Assistant*
*Social Service Technician/Group Treatment Leader*
*Human Services Assistant/Human Services Worker*

For further information, contact the assistant chair.

CC 2004-05

# Industrial Management Technology

## Associate of Applied Science Degree - Code 3514

Sharon Delgado, Dean of Industrial Technologies
(386) 506-4425 • delgads@dbcc.edu

### Program Description

The program is designed to provide graduates of certificate and apprenticeship programs supervisory and additional technical skills, while enhancing the basic general education skills necessary for entry-level management placement. Students will be assisted in choosing classes that will further their technical knowledge and also take courses designed to elevate their overall professional performance by building additional skills in communication, computation and job skills development.

### Additional Admission Requirements

• Students must have completed an appropriate apprenticeship or certificate program of 700 contact hours or equivalent with a GPA of 2.0 or better. The certificate or apprenticeship program will be evaluated. If accepted, credit will be awarded as BCT 2990 (Technical Training) for 23 credit hours.

• A pre-admission consultation with the Dean of Industrial Technologies is necessary for acceptance into this program.

### General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| MAT | 1033* | Intermediate Algebra | 4 |
| .... | .... | Behavioral & Human Sciences Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

| | | | |
|---|---|---|---|
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

*\* Fulfills general education requirements for AAS degree programs only.*

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

### Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| BCT | 2990 | Technical Training | 23 |
| CET | 1153C | Technical Computer Environment | 3 |
| EGS | 1000 | Professional Performance for Technicians | 3 |
| GEB | 1011 | Introduction to Business | 3 |
| MAN | 2021 | Principles of Management | 3 |
| MNA | 2161 | Quality Service Management | 3 |
| MNA | 2345 | Supervision of Personnel | 3 |
| MNA | 2949 | Cooperative Education Experience in Management | 3 |

**Sample Program of Study**

### First Year

| | | | Sem. Hrs. |
|---|---|---|---|
| BCT | 2990 | Technical Training | 23 |

### Second Year
#### 1st Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| MAT | 1033 | Intermediate Algebra | 4 |
| CET | 1153C | Technical Computer Environment | 3 |
| GEB | 1011 | Introduction to Business | 3 |
| MNA | 2161 | Quality Service Management | 3 |

#### 2nd Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| .... | .... | Behavioral & Human Sciences Core | 3 |
| EGS | 1000 | Professional Performance for Technicians | 3 |
| MAN | 2021 | Principles of Management | 3 |
| MNA | 2345 | Supervision of Personnel | 3 |
| MNA | 2949 | Cooperative Education Experience in Management | 3 |

#### Summer Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |

**TOTAL . . . . . . . . . . . . . . . . . . . . . . . . . . 60**

**Note:** *Sequence of courses may vary. Check course descriptions.*

### Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*First Line Supervisor, Production, Construction, Maintenance*
*First Line Supervisor, Service Worker*
*Quality Control Inspector*
*Assistant Industrial Manager*

For further information, contact the dean of industrial technologies

CC 2004-05

# Interior Design Technology

## Associate of Applied Science Degree - Code 3515

Doshia Porta, Assistant Chair
(386) 506-3756 • portad@dbcc.edu
Sharon A. Delgado, Dean
School of Industrial Technologies
(386) 506-4425 • delgads@dbcc.edu

### Program Description

The program provides a solid foundation in the principles and elements of design with an emphasis on real life projects, including furniture arrangements, historical styles, selecting furnishing, colors, materials, accessories, and estimating for window treatments, wallpaper, and flooring. Along with knowledge of the complex and diverse interior design profession, students are given comprehensive information in how to interpret client's wants, incorporate visual and oral presentation techniques, prepare a portfolio and learn computer aided drafting.

### Approximate Additional Costs

- A lab fee is charged for certain courses – refer to individual course descriptions.
- Because of the graphic and visual nature of many of the studio and technical courses, the student should expect to regularly purchase drafting and art supplies.

### General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| MAT | 1033* | Intermediate Algebra | 4 |
| PSY | 1012 | General Psychology | 3 |
| ARH | 1000 | Art Appreciation | 3 |

*\* Fulfills general education requirements for AAS degree programs only.*

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

### Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| BCN | 1210 | Materials & Processes | 3 |
| BCN | 1251C | Architectural Drawing I | 3 |
| BCN | 1253C | Architectural Drawing II | 3 |
| CET | 1153C | Technical Computer Environment | 3 |
| EGS | 2650 | Technical Ethics | 1 |
| ETD | 2320C | Computer Aided Drafting I (AutoCAD) | 3 |
| ETD | 2350C | Computer Aided Design II (AutoCAD) | 3 |
| HHD | 1321 | Introduction to Interior Design | 3 |
| HHD | 1361 | Practical Interior Applications | 3 |
| IND | 1001 | History of Architecture & Interiors II | 3 |
| IND | 1021 | Interior Design Studio I | 3 |
| IND | 1211 | History of Architecture & Interiors I | 3 |
| IND | 1300 | Graphics of Interior Design I | 3 |
| IND | 1429 | Textiles for Commercial and Residential Interiors | 3 |
| IND | 1935 | Building and Barrier Free Codes | 2 |
| IND | 2210 | Interior Design Studio II | 3 |
| IND | 2220 | Commercial Interior Design | 3 |
| IND | 2501 | Practices of Interior Design | 4 |
| IND | 2949 | Cooperative Education Experience in Interior Design | 2 |

### Sample Program of Study
**First Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| BCN | 1251C | Architectural Drawing I | 3 |
| CET | 1153C | Technical Computer Environment | 3 |
| HHD | 1321 | Introduction to Interior Design | 3 |
| IND | 1211 | History of Architecture & Interiors I | 3 |
| IND | 1300 | Graphics of Interior Design I | 3 |

### 2nd Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| BCN | 1253C | Architectural Drawing II | 3 |
| IND | 1001 | History of Architecture & Interiors II | 3 |
| IND | 1021 | Interior Design Studio I | 3 |
| IND | 1429 | Textiles for Commercial and Residential Interiors | 3 |

### Summer Semester
**Term A - Six Weeks**

| | | | Sem. Hrs. |
|---|---|---|---|
| PSY | 1012 | General Psychology | 3 |
| ETD | 2320C | Computer Aided Drafting I (AutoCAD) | 3 |

### Summer Semester
**Term B - Six Weeks**

| | | | Sem. Hrs. |
|---|---|---|---|
| MAT | 1033 | Intermediate Algebra | 4 |

**Second Year**
**1st Semester**

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| ARH | 1000 | Art Appreciation | 3 |
| ETD | 2350C | Computer Aided Drafting II (AutoCAD) | 3 |
| IND | 2210 | Interior Design Studio II | 3 |
| IND | 2220 | Commercial Interior Design | 3 |

## 2nd Semester

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| BCN | 1210 | Materials & Processes | 3 |
| EGS | 2650 | Technical Ethics | 1 |
| HHD | 1361 | Practical Interior Applications | 3 |
| IND | 1935 | Building and Barrier Free Codes | 2 |
| IND | 2501 | Practices of Interior Design | 4 |
| IND | 2949 | Cooperative Education Experience in Interior Design | 2 |

**TOTAL** .............................. **70**

**Note:** *Sequence of courses may vary. Check course descriptions and semester schedules.*

## Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Residential Interior Furnishings Consultant (Model Home Consultant, Colorist, Draftsperson, Sales Associate, Display Assistant, Showroom Receptionist) Residential Interior Decorator (Librarian, Showroom Manager, Color Consultant, Specifier Purchaser, Installer) Interior Design Assistant (Interior Design CAD Operator, Residential/Non Residential Specifier, Installer, Purchaser, Sales Representative, Interior Architecture Assistant) Interior Design Technician*

For further information, contact the assistant chair or dean of industrial technologies.

CC 2004-05

# Interior Design Technology

## Associate of Science Degree - Code 2070

Doshia Porta, Assistant Chair
(386) 506-3756 • portad@dbcc.edu
Sharon A. Delgado, Dean
School of Industrial Technologies
(386) 506-4425 • delgads@dbcc.edu

### Program Description
The program provides a solid foundation in the principles and elements of design with an emphasis on real life projects, including furniture arrangements, historical styles, selecting furnishing, colors, materials, accessories, and estimating for window treatments, wallpaper, and flooring. Along with knowledge of the complex and diverse interior design profession, students are given comprehensive information in how to interpret client's wants, incorporate visual and oral presentation techniques, prepare a portfolio and learn computer aided drafting.

### Approximate Additional Costs
A lab fee is charged for certain courses – refer to individual course descriptions.

### General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| MAC | 1105 | College Algebra | 3 |
| PSY | 1012 | General Psychology | 3 |
| ARH | 1000 | Art Appreciation | 3 |

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math, or reading course depending upon College Placement Test scores.*

### Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| BCN | 1210 | Materials & Processes | 3 |
| BCN | 1251C | Architectural Drawing I | 3 |
| BCN | 1253C | Architectural Drawing II | 3 |
| CET | 1153C | Technical Computer Environment | 3 |
| EGS | 2650 | Technical Ethics | 1 |
| ETD | 2320C | Computer Aided Drafting I (AutoCAD) | 3 |
| ETD | 2350C | Computer Aided Design II (AutoCAD) | 3 |
| HHD | 1321 | Introduction to Interior Design | 3 |
| HHD | 1361 | Practical Interior Applications | 3 |
| IND | 1001 | History of Architecture & Interiors II | 3 |
| IND | 1021 | Interior Design Studio I | 3 |
| IND | 1211 | History of Architecture & Interiors I | 3 |
| IND | 1300 | Graphics of Interior Design I | 3 |
| IND | 1429 | Textiles for Commercial and Residential Interiors | 3 |
| IND | 1935 | Building and Barrier Free Codes | 2 |
| IND | 2210 | Interior Design Studio II | 3 |
| IND | 2220 | Commercial Interior Design | 3 |
| IND | 2501 | Practices of Interior Design | 4 |
| IND | 2949 | Cooperative Education Experience in Interior Design | 3 |

### Sample Program of Study

**First Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| BCN | 1251C | Architectural Drawing I | 3 |
| CET | 1153C | Technical Computer Environment | 3 |
| HHD | 1321 | Introduction to Interior Design | 3 |
| IND | 1211 | History of Architecture & Interiors I | 3 |
| IND | 1300 | Graphics of Interior Design I | 3 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| BCN | 1253C | Architectural Drawing II | 3 |
| IND | 1001 | History of Architecture & Interiors II | 3 |
| IND | 1021 | Interior Design Studio I | 3 |
| IND | 1429 | Textiles for Commercial and Residential Interiors | 3 |

**Summer Semester** - **Term A-Six Weeks**

| | | | Sem. Hrs. |
|---|---|---|---|
| PSY | 1012 | General Psychology | 3 |
| ETD | 2320C | Computer Aided Drafting I (AutoCAD) | 3 |

**Summer Semester** - **Term B-Six Weeks**

| | | | Sem. Hrs. |
|---|---|---|---|
| MAC | 1105 | College Algebra | 3 |

**Second Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| ARH | 1000 | Art Appreciation | 3 |
| ETD | 2350C | Computer Aided Drafting II (AutoCAD) | 3 |
| IND | 2210 | Interior Design Studio II | 3 |
| IND | 2220 | Commercial Interior Design | 3 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| BCN | 1210 | Materials & Processes | 3 |
| EGS | 2650 | Technical Ethics | 1 |
| HHD | 1361 | Practical Interior Applications | 3 |
| IND | 1935 | Building and Barrier Free Codes | 2 |
| IND | 2501 | Practices of Interior Design | 4 |
| IND | 2949 | Cooperative Education Experience in Interior Design | 3 |
| | | **TOTAL** | **70** |

**Note:** *Sequence of courses may vary. Check course descriptions.*

### Occupational Cluster Information
Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Residential Interior Furnishings Consultant (Model Home Consultant, Colorist, Draftsperson, Sales Associate, Display Assistant, Showroom Receptionist) Residential Interior Decorator (Librarian, Showroom Manager, Color Consultant, Specifier Purchaser, Installer) Interior Design Assistant (Interior Design CAD Operator, Residential/Non Residential Specifier, Installer, Purchaser, Sales Representative, Interior Architecture Assistant) Interior Design Technician*

For further information, contact the assistant chair or department chairperson.

CC 2004-05

# Internet Services Technology

## Associate of Science Degree - Code 2005

Nancy Abbott, Assistant Chair
(386) 506-3228 • abbottn@dbcc.edu
Bettye Parham, Chairperson
(386) 506-3087 • parhamb@dbcc.edu
http://faculty.dbcc.edu/computer

### Program Description

The Internet Services Technology program provides students with the technical credentials needed for Internet-related careers in planning, building, maintaining and managing interactive Web sites and in managing Web servers. First, this program helps students learn the fundamentals of computers, operating systems, programming and graphic design. Then, this program directs students into the planning, building and managing Web pages and sites. Finally, this program helps students learn the knowledge that is essential for the management of Web servers. The Internet Services Technology program provides coursework to prepare students for Internet Certifications. Selected Courses prep for A+, CIW, Sun Java, and Unix certifications.

### Approximate Additional Costs

Class Materials Fees: $50 for each program specific course. See course descriptions.

### General Education Courses

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| SPC | 2600 | Oral Communication/Research/ Presentation Skills | 3 |
| MAC | 1105 | College Algebra | 3 |
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

| | | | |
|---|---|---|---|
| .... | .... | Behavioral & Human Sciences Elective | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math, or reading course depending upon College Placement Test scores.*

### Program Specific Courses

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| CEN | 2304 | Microsoft Windows Professional | 4 |
| CET | 1173C | A+: Computer Hardware | 3 |
| CET | 2154C | A+: Computer Operating Systems | 4 |
| CGS | 1555 | Internet Web Foundations | 3 |
| CGS | 2100 | Microcomputer Applications | 3 |
| CGS | 2820 | Web Programming | 3 |
| CGS | 2821 | Advanced Web Programming | 3 |
| CIS | 2110 | Data Organization & Management | 3 |
| CIS | 2949 | Cooperative Education Experience in Computer and Information Systems | 1 |
| COP | 1000 | Principles of Computer Programming | 3 |
| COP | 2010 | Visual Basic Programming | 3 |
| COP | 2341 | Introduction to Unix | 3 |
| COP | 2800 | Java Programming | 3 |
| COP | 2825 | Web Site Management | 3 |
| COP | 2831 | Web Scripting | 3 |
| GRA | 1144 | Web Design I | 3 |

### First Year
#### 1st Semester

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| CET | 1173C | A+: Computer Hardware | 3 |
| CGS | 1555 | Internet Web Foundations | 3 |
| CGS | 2100 | Microcomputer Applications | 3 |

#### 2nd Semester

|  |  |  |  |
|---|---|---|---|
| MAC | 1105 | College Algebra | 3 |
| SPC | 2600 | Oral Communication/Research Presentation Skills | 3 |
| CGS | 2820 | Web Programming | 3 |
| COP | 1000 | Principles of Computer Programming | 3 |
| GRA | 1144 | Web Design I | 3 |

#### Summer Semester

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| CEN | 2304 | Microsoft Windows Professional | 4 |
| COP | 2010 | Visual Basic Programming | 3 |

### Second Year
#### 1st Semester

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| CGS | 2821 | Advanced Web Programming | 3 |
| CIS | 2110 | Data Organization and Management | 3 |
| COP | 2341 | Introduction to Unix | 3 |
| COP | 2800 | Java Programming | 3 |
| COP | 2831 | Web Scripting | 3 |

#### 2nd Semester

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |
| .... | .... | Behavioral & Human Sciences Core | 3 |
| CET | 2154C | A+: Computer Operating Systems | 4 |
| CGS | 2825 | Web Site Management | 3 |
| CIS | 2949 | Cooperative Education Experience in Computer and Information Systems | 1 |

**TOTAL . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 63**

### Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:
*Internet/Intranet Technician*
*Web Technician*
*Internet/Intranet Administrator*
*Web Administrator*
*Internet/Intranet Developer*
*Web Site Developer*
*Internet/Intranet Master*
*Web Master*

For further information, contact the assistant chair or department chairperson.

CC 2004-05

**Sample Program of Study**

# Law Enforcement Recruit Training

Vocational Credit Certificate - Code 1051

(Limited Access Program)

Criminal Justice Training Center
(386) 506-3035
Sheila Ellison, Assistant Chair
(386) 506-3882 • ellisos@dbcc.edu
Louie Mercer, Director
(386) 506-3450 • mercerlo@dbcc.edu

## Program Description

The program is designed for the student who intends to become either a full-time or part-time police officer. Students learn the tasks, duties and responsibilities of law enforcement officers to prevent and detect crime and to enforce the criminal, non-criminal and traffic laws of the state. Florida statute requires this certificate of completion for certification as a law enforcement officer. Job title: Police Officer.

Graduates of the program are eligible to take the Florida Department of Law Enforcement examination for police officer certification/employment.

## Approximate Additional Costs

- Lab Fees – $376
- Physical Exam – $150 to $250
- Equipment/Uniforms – $300
- State Exam – $100

## Additional Admission Requirements

Students should contact the Training Center director's office for specific information about the program.
- Must have proof of age (minimum 19 years of age).
- Must meet minimum placement scores on the TABE and the BAT test for this program.
- Must have a high school diploma or equivalent.
- Must provide a full and complete criminal history.
- Must complete training center application process and comply with all requirements.

## Program Specific Courses

| | | | Voc. Crs. |
|---|---|---|---|
| CJK | 0005 | Law Enforcement - Introduction and Law | 2.23 |
| CJK | 0010 | Human Issues in Law Enforcement | 1.66 |
| CJK | 0015 | Law Enforcement Communications | 2.56 |
| CJK | 0020C | Law Enforcement Vehicle Operations | 1.60 |
| CJK | 0030C | Criminal Justice Officer CPR and First Aid | 1.33 |
| CJK | 0040C | Law Enforcement Weapons | 2.67 |
| CJK | 0050C | Law Enforcement Defensive Tactics | 3.33 |
| CJK | 0060 | Law Enforcement Patrol | 1.90 |
| CJK | 0070 | Law Enforcement Investigations | 1.77 |
| CJK | 0075 | Law Enforcement Investigating Offenses | 1.33 |
| CJK | 0080 | Law Enforcement Traffic Stops | 2.06 |
| CJK | 0085 | Law Enforcement Traffic Crash Investigations | 1.07 |
| CJK | 0090 | Tactical Applications in Law Enforcement | 1.80 |

## Sample Program of Study

| | | | Voc. Crs. |
|---|---|---|---|
| CJK | 0005 | Law Enforcement - Introduction and Law | 2.23 |
| CJK | 0010 | Human Issues in Law Enforcement | 1.66 |
| CJK | 0015 | Law Enforcement Communications | 2.56 |
| CJK | 0020C | Law Enforcement Vehicle Operations | 1.60 |
| CJK | 0030C | Criminal Justice Officer CPR and First Aid | 1.33 |
| CJK | 0040C | Law Enforcement Weapons | 2.67 |
| CJK | 0050C | Law Enforcement Defensive Tactics | 3.33 |
| CJK | 0060 | Law Enforcement Patrol | 1.90 |
| CJK | 0070 | Law Enforcement Investigations | 1.77 |
| CJK | 0075 | Law Enforcement Investigating Offenses | 1.33 |
| CJK | 0080 | Law Enforcement Traffic Stops | 2.06 |
| CJK | 0085 | Law Enforcement Traffic Crash Investigations | 1.07 |
| CJK | 0090 | Tactical Applications in Law Enforcement | 1.80 |

**Voc. Crs. TOTAL** . . . . . . . . . . . . . . . . . . . **25.31**
**Contact Hrs. TOTAL** . . . . . . . . . . . . . . . . **760**

CC 2004-05

# Legal Assisting (Paralegal Option)

## Associate of Applied Science Degree - Code 3528

Norm Holt, Assistant Chair
(386) 506-3012 • holtn@dbcc.edu

### Program Description

The program provides a solid foundation in procedural and substantive areas of law including research, drafting legal documents, interviewing clients and witnesses, investigative techniques and managing law offices. The program of study qualifies the student to take the Certified Legal Assistant examination offered by the National Association of Legal Assistants.

### General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| MAT | 1033* | Intermediate Algebra | 4 |
| CGS | 2100* | Microcomputer Applications | 3 |
| PSY | 1012 | General Psychology | |
| | | **OR** | |
| SYG | 2000 | Introduction to Sociology | 3 |
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

*\* Fulfills general education requirements for AAS degree programs only.*

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

### Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| BUL | 2241 | Business Law I | 3 |
| BUL | 2242 | Business Law II | 3 |
| OST | 1435 | Legal Terminology | 3 |
| OST | 1711 | Word Processing I | 3 |
| PLA | 1003 | Introduction to Paralegal | 3 |
| PLA | 1103 | Legal Writing and Research I | 3 |
| PLA | 1610 | Real Estate Law and Property | 3 |
| PLA | 1800 | Law of Domestic Relations | 3 |
| PLA | 2114 | Legal Writing and Research II | 3 |
| PLA | 2200 | Introduction to Litigation, Torts and Evidence | 3 |
| PLA | 2303 | Criminal Law and the Paralegal | 3 |
| PLA | 2460 | Bankruptcy Law | 3 |
| PLA | 2600 | Probate Administration | 3 |
| PLA | 2763 | Law Office and Management | |
| | | **OR** | |
| PLA | 2949 | Cooperative Education Exp. in General Law | 3 |
| PLA | 2880 | Constitutional Law | 3 |

CC 2004-05

**Sample Program of Study**

### First Year
### 1st Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| BUL | 2241 | Business Law I | 3 |
| OST | 1435 | Legal Terminology | 3 |
| PLA | 1003 | Introduction to Paralegal | 3 |
| PLA | 1103 | Legal Writing and Research I | 3 |

### 2nd Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| MAT | 1033 | Intermediate Algebra | 4 |
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| BUL | 2242 | Business Law II | 3 |
| PLA | 1800 | Law of Domestic Relations | 3 |
| PLA | 2114 | Legal Writing and Research II | 3 |

### Summer Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| CGS | 2100 | Microcomputer Applications | 3 |

### Second Year
### 1st Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| OST | 1711 | Word Processing I | 3 |
| PLA | 1610 | Real Estate Law and Property | 3 |
| PLA | 2200 | Introduction to Litigation, Torts and Evidence | 3 |
| PLA | 2303 | Criminal Law and the Paralegal | 3 |
| PLA | 2460 | Bankruptcy Law | 3 |

### 2nd Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| PSY | 1012 | General Psychology | |
| | | OR | |
| SYG | 2000 | Introduction to Sociology | 3 |
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |
| PLA | 2600 | Probate Administration | 3 |
| PLA | 2763 | Law Office and Management | |
| | | **OR** | |
| PLA | 2949 | Cooperative Education Exp. in General Law | 3 |
| PLA | 2880 | Constitutional Law | 3 |
| | | **TOTAL** | **64** |

**Note:** *Sequence of courses may vary. Check course descriptions.*

### Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Legal Receptionist/Legal Courier/Legal Document Clerk*
*Deputy-Assistant Clerk of Courts*
*Real Estate Closing Specialist/Legal Compliance Specialist*
*Title Clerk/Banking Trust Assistant*
*Human Resources Assistant/Legal Research Assistant*
*Investigative Specialist/Litigation Specialist*
*Legal Assistant/Paralegal*

For further information, contact the assistant chair or Yvonne Newcomb-Doty, newcomy@dbcc.edu.

# Legal Assisting (Legal Studies Option)

Associate of Science Degree - Code 2062

Dr. Norman Holt, Assistant Chair
(386) 506-3454

## Program Description

The program provides a solid foundation in procedural and substantive areas of law including research, drafting legal documents, interviewing clients and witnesses, investigative techniques and managing law offices. It also qualifies the student to take the Certified Legal Assistant examination offered by the National Association of Legal Assistants.

## General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| ENC | 1102 | Literature & Composition | 3 |
| SPC | 2600 | Oral Communication/Research/Presentation Skills | 3 |
| GEB | 2430 | Professional Ethics | 3 |
| MGF | 2106 | College Mathematics | 3 |
| STA | 2023 | Elementary Statistics | 3 |
| PSY | 1012 | General Psychology **OR** | |
| SYG | 2000 | Introduction to Sociology | 3 |
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |
| .... | .... | Physical Sciences Core | 3 |
| .... | .... | Biological Sciences Core | 4 |
| .... | .... | Health & Wellness Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon college placement test scores.*

## Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| BUL | 2241 | Business Law I | 3 |
| BUL | 2242 | Business Law II | 3 |
| CGS | 2100 | Microcomputer Applications | 3 |
| OST | 1435 | Legal Terminology | 3 |
| PLA | 1003 | Introduction to Legal Assistantship | 3 |
| PLA | 1103 | Legal Writing and Research I | 3 |
| PLA | 1800 | Law of Domestic Relations | 3 |
| PLA | 2114 | Legal Writing and Research II | 3 |
| PLA | 2303 | Criminal Law and the Paralegal | 3 |
| PLA | 2900 | Constitutional Law | 3 |

### First Year
### 1st Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| BUL | 2241 | Business Law I | 3 |
| OST | 1435 | Legal Terminology | 3 |
| PLA | 1003 | Introduction to Legal Assistantship | 3 |
| PLA | 1103 | Legal Writing and Research I | 3 |

### 2nd Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1102 | Literature & Composition | 3 |
| MGF | 2106 | College Mathematics | 3 |
| BUL | 2242 | Business Law II | 3 |
| PLA | 1800 | Law of Domestic Relations | 3 |
| PLA | 2114 | Legal Writing and Research II | 3 |

### Summer Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| CGS | 2100 | Microcomputer Applications | 3 |

### Second Year
### 1st Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Communications/Research/Presentation Skills | 3 |
| STA | 2023 | Elementary Statistics | 3 |
| .... | .... | Health & Wellness Core | 3 |
| .... | .... | Physical Sciences Core | 3 |
| PLA | 2303 | Criminal Law and the Paralegal | 3 |

### 2nd Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| PSY | 1012 | General Psychology **OR** | |
| SYG | 2000 | Introduction to Sociology | 3 |
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |
| .... | .... | Biological Sciences Core | 4 |
| GEB | 2430 | Professional Ethics | 3 |
| PLA | 2900 | Constitutional Law | 3 |
| | | **TOTAL** | **64** |

**Note:** *Sequence of courses may vary. Check course descriptions.*

For further information, contact the assistant chair or Yvonne Newcomb-Doty, newcomy@dbcc.edu.

CC 2004-05

**Sample Program of Study**

# Manufacturing Technology

## Associate of Applied Science Degree - Code 3529

Roger Rowan, Assistant Chair
(386) 506-4171 • rowanr@dbcc.edu

### Program Description

Graduates from the program will be able to pursue jobs in the manufacturing field such as machinist, engineer technician, programmers, operators, and design technicians and in quality control. Most of the courses in this program can be applied toward the associate of applied science degree in Drafting and Design Technology (CAD) and Industrial Management Technology.

### Additional Admission Requirements

Students may have completed an appropriate apprenticeship or certificate of 700 contact hours or equivalent, with a GPA of 2.0 or better. The certificate or apprenticeship program will be evaluated. If accepted, credit will be awarded towards this degree.

### General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| MAT | 1033 | Intermediate Algebra | 4 |
| PSC | 1121 | Physical Science | 3 |
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

| | | | |
|---|---|---|---|
| .... | .... | Behavioral and Human Sciences Core | 3 |

*See AA Degree-General Education Core Requirements for listing of courses.)*

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

### Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| CET | 1153C | Technical Computer Environment | 3 |
| EGS | 1110C | Engineering Drawing | 3 |
| ETD | 2218 | Geometric Tolerancing | 3 |
| ETD | 2320C | Computer Aided Drafting I (AutoCAD) | 3 |
| ETD | 2350C | Computer Aided Drafting II (AutoCAD) | 3 |
| ETD | 2465 | Tool Design | 3 |
| PMT | 1212C | Machine Tool Technology I | 3 |
| PMT | 1223C | Machine Tool Technology II | 3 |
| PMT | 1250C | Introduction to Computer Numerical Control | 3 |
| PMT | 2225C | Machine Tool Technology III | 3 |
| PMT | 2254C | CNC Programming II | 3 |
| PMT | 2261C | Introduction to Computer Aided Manufacturing (Mastercam) | 3 |
| PMT | 2262C | CAD/CAM II (Mastercam) | 3 |
| PMT | 2720C | EDM Machining Processes | 3 |
| PMT | 2949 | Cooperative Ed. Experience in Machining | 3 |

**Sample Program of Study**

**First Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| CET | 1153C | Technical Computer Environment | 3 |
| EGS | 1110C | Engineering Drawing | 3 |
| PMT | 1212C | Machine Tool Technology I | 3 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| PSC | 1121 | Physical Science | 3 |
| ETD | 2320C | Computer Aided Drafting I (AutoCAD) | 3 |
| PMT | 1223C | Machine Tool Technology II | 3 |
| PMT | 1250C | Introduction to Computer Numerical Control | 3 |

**Summer Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |
| .... | .... | Behavioral and Human Sciences Core | 3 |
| PMT | 2949 | Cooperative Ed. Experience in Machining | 3 |

**Second Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| MAT | 1033 | Intermediate Algebra | 4 |
| ETD | 2465 | Tool Design | 3 |
| PMT | 2254C | CNC Programming II | 3 |
| PMT | 2720C | EDM Machining Processes | 3 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| ETD | 2218 | Geometric Tolerancing | 3 |
| ETD | 2350C | Computer Aided Drafting II (AutoCAD) | 3 |
| PMT | 2225C | Machine Tool Technology III | 3 |
| PMT | 2261C | Introduction to Computer Aided Manufacturing (Mastercam) | 3 |
| PMT | 2262C | CAD/CAM II (Mastercam) | 3 |

**TOTAL ............................. 64**

**Note:** *Sequence of courses may vary. Check course descriptions and semester schedules.*

### Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Manufacturing Helper*
*Quality Technician*
*Manufacturing Supervisor*
*Industrial Production Manager*

For further information, contact the assistant chair.

CC 2004-05

# Marketing Operations

## College Credit Certificate - Code 0915

Business Department
(386) 506-3012

### Program Description

The program provides a solid foundation to move the buyer to the product, using effective promotion and marketing procedures appropriate for both domestic and global business activities. Students are prepared for employment as special event directors, sales promotion, publicity, advertising and visual display specialists. Students will find opportunities as marketing, retailing and merchandising managers.

### Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| QMB | 1001 | Business Math | 3 |
| CGS | 2100 | Microcomputer Applications | 3 |
| GEB | 1011 | Introduction to Business | 3 |
| MAR | 2011 | Principles of Global Marketing | 3 |
| MKA | 2021 | Sales Fundamentals and Procedures | 3 |
| MKA | 2041 | Global Retailing | 3 |
| MKA | 2511 | Contemporary Advertising Worldwide | 3 |
| MKA | 2513 | Public Relations | 3 |

### 1st Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| GEB | 1011 | Introduction to Business | 3 |
| MAR | 2011 | Principles of Global Marketing | 3 |
| MKA | 2021 | Sales Fundamentals and Procedures | 3 |
| MKA | 2041 | Global Retailing | 3 |

### 2nd Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| QMB | 1001 | Business Math | 3 |
| CGS | 2100 | Microcomputer Applications | 3 |
| MKA | 2511 | Contemporary Advertising Worldwide | 3 |
| MKA | 2513 | Public Relations | 3 |

**TOTAL . . . . . . . . . . . . . . . . . . . . . . . . . . 24**

**Note:** *Sequence of courses may vary. Check course descriptions.*

### Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*First Line Supervisor/Sales*
*Marketing*
*Advertising/Public Relations Manager*

For further information, contact the department chairperson.

CC 2004-05

**Sample Program of Study**

# Massage Therapy
## (Evening Program)
### Vocational Credit Certificate - Code 1024
### (Limited Access Program)

Andrea Robins, Assistant Chair
(386) 506-3185 • robinsa@dbcc.edu

## Program Description
This evening program is designed to provide students with the knowledge and skills in massage therapy so they may be prepared to take the National Certification Examination for Therapeutic Massage and Bodywork. This is required for licensure in the state of Florida as well as several other states. Areas to be covered in the program are: Anatomy and Physiology, History of Massage, Hydrotherapy, Allied Modalities, Theory and Practicum, Florida Statutes, Professional Ethics, Pathology, Professional and Personal Development, Medical Errors and HIV/AIDS training. Students must obtain and provide proof of BLS training before graduation. Job Title: Massage Therapist.

## Additional Admission Requirements
• High school diploma or equivalent (GED).
• Scores on the DBCC placement test for vocational programs . which indicate language, reading and arithmetic ability at the 10th grade level or above.

## Program Specific Courses

| | | | Voc. Crs. |
|---|---|---|---|
| HSC | 0005 | Healthcare Concepts for the Massage Therapist | 3.0 |
| MSS | 0156 | Anatomy and Physiology for Massage Therapist I | 2.5 |
| MSS | 0157 | Anatomy and Physiology for Massage Therapist II | 2.5 |
| MSS | 0215 | Statutes/Rules and Ethics | 0.33 |
| MSS | 0283 | Allied Modalities I | 1.7 |
| MSS | 0284 | Allied Modalities II | 1.7 |
| MSS | 0315 | Theory and Practice of Hydrotherapy | 0.67 |
| MSS | 0803 | Massage Theory and Clinical Practicum I | 5.3 |
| MSS | 0804 | Massage Theory and Clinical Practicum II | 5.3 |
| MSS | 0274 | Pathology Related to Massage Therapy | 1.5 |
| MSS | 0601 | Personal and Professional Development | 0.5 |

## 1st Semester

| | | | Voc. Crs. |
|---|---|---|---|
| HSC | 0005 | Healthcare Concepts for the Massage Therapist | 3.0 |
| MSS | 0156 | Anatomy and Physiology for Massage Therapist I | 2.5 |
| MSS | 0283 | Allied Modalities I | 1.7 |
| MSS | 0803 | Massage Theory and Clinical Practicum I | 5.3 |
| MSS | 0601 | Personal and Professional Development | 0.5 |

## 2nd Semester

| | | | Voc. Crs. |
|---|---|---|---|
| MSS | 0157 | Anatomy and Physiology for Massage Therapist II | 2.5 |
| MSS | 0284 | Allied Modalities II | 1.7 |
| MSS | 0315 | Theory and Practice of Hydrotherapy | 0.67 |
| MSS | 0804 | Massage Theory and Clinical Practicum II | 5.3 |
| MSS | 0215 | Statutes/Rules and Ethics | 0.33 |
| MSS | 0274 | Pathology Related to Massage Therapy | 1.5 |

**Voc. Crs. TOTAL** . . . . . . . . . . . . . . . . . . . . **25.0**
**Contact Hrs. TOTAL** . . . . . . . . . . . . . . . . . **750**

CC 2004-05

**Sample Program of Study**

# Medical Assisting

## Vocational Credit Certificate - Code 1023

### (Limited Access Program)

Suzanne Fielding, Assistant Chair
(386) 506-3215 • fieldins@dbcc.edu

## Program Description

The program provides students with training in the multiskilled field of medical assisting. Students are prepared to assist in all aspects of medical practice, including administrative and clinical skills, under the supervision of a physician. Instruction covers terminology, anatomy and physiology, coding, pharmacology, medical office laboratory procedures, diet and nutrition and radiography. Clinical experiences will be provided in physician offices, ambulatory care centers and clinics. Job title: Medical Assistant.

## Approximate Additional Costs

- Lab Fees - $32.50
- Textbooks - $175
- Uniforms – $125
- Laboratory Supplies – $60
- Graduation Fee – $45

## Additional Admission Requirements

- High school diploma or equivalent (GED).
- Scores on the DBCC placement test for vocational programs which indicate language, reading and arithmetic ability at the 10th grade level or better.
- Meet with a counselor/advisor for placement test evaluation and advice on course selection and registration.
- Completion of health screening, to include: recent physical examination; verification of immunization against tetanus, measles, mumps, rubella and Hepatitis "B"; and negative test for tuberculosis.

|     |       |                                                  | Voc. Crs. |
| --- | ----- | ------------------------------------------------ | --------- |
| MEA | 0005  | Introduction to Medical Assisting – Fundamentals | 4.03      |
| MEA | 0230  | Medical Terminology for Medical Assisting        | 4.0       |
| MEA | 0253  | Anatomy and Physiology for Medical Assisting     | 6.0       |
| MEA | 0242  | Pharmacology for Medical Assisting               | 4.0       |
| MEA | 0254  | Clinical Procedures for Medical Assisting        | 5.0       |
| MEA | 0256C | Laboratory Procedures for Medical Assisting      | 6.3       |
| MEA | 0258  | Radiology for Medical Assisting                  | 2.0       |
| MEA | 0270  | Clerical Procedures for Medical Assisting        | 4.0       |
| MEA | 0801  | Externship for Medical Assisting                 | 8.0       |

## Sample Program of Study

### 1st Semester (Fall)

|     |      |                                                  | Voc. Crs. |
| --- | ---- | ------------------------------------------------ | --------- |
| MEA | 0005 | Introduction to Medical Assisting – Fundamentals | 4.03      |
| MEA | 0230 | Medical Terminology for Medical Assisting        | 4.0       |
| MEA | 0253 | Anatomy and Physiology for Medical Assisting     | 6.0       |
| MEA | 0270 | Clerical Procedures for Medical Assisting        | 4.0       |

### 2nd Semester (Spring)

|     |       |                                             | Voc. Crs. |
| --- | ----- | ------------------------------------------- | --------- |
| MEA | 0242  | Pharmacology for Medical Assisting          | 4.0       |
| MEA | 0254  | Clinical Procedures for Medical Assisting   | 5.0       |
| MEA | 0256C | Laboratory Procedures for Medical Assisting | 6.3       |
| MEA | 0258  | Radiology for Medical Assisting             | 2.0       |

### Summer A

|     |      |                                  | Voc. Crs. |
| --- | ---- | -------------------------------- | --------- |
| MEA | 0801 | Externship for Medical Assisting | 8.0       |

**Voc. Crs. TOTAL** . . . . . . . . . . . . . . . . . . . **43.33**

**Contact Hrs. TOTAL.** . . . . . . . . . . . . . **1300**

CC 2004-05

**Program Specific Courses**

# Medical Records Transcribing

Applied Technology Diploma – Code 0920

Norm Holt, Assistant Chair
(386) 506-3012 • holtn@dbcc.edu

## Program Description

The program provides a solid foundation in medical office procedures, as well as medical typing and transcription. Students learn a variety of business software and office equipment including transcribers and gain practical work experience through cooperative education. This certificate will articulate into the Office Administration (Medical Transcription Option) associate of applied science (AAS) degree. See the department chairperson for more information.

## Program Specific Courses

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| BSC | 1085C | Human Anatomy and Physiology I | 4 |
| BSC | 1086C | Human Anatomy and Physiology II | 4 |
| HIM | 1030 | Medical Record Transcription I | 3 |
| HIM | 1032 | Medical Record Transcription II | 3 |
| HIM | 2430 | Concepts of Disease | 4 |
| HIM | 2440 | Pharmacology and Laboratory | 1 |
| HSC | 1531 | Medical Terminology | 4 |
| OST | 1711 | Word Processing I | 3 |
| OST | 2461 | Medical Keyboarding and Office Procedures | 4 |

## Sample Program of Study

### Summer Semester

|  |  |  | Sem.Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| HSC | 1531 | Medical Terminology | 4 |

### 1st Semester

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| BSC | 1085C | Human Anatomy and Physiology I | 4 |
| HIM | 1030 | Medical Record Transcription I | 3 |
| HIM | 2430 | Concepts of Disease | 4 |
| HIM | 2440 | Pharmacology and Laboratory | 1 |

### 2nd Semester

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| HIM | 1032 | Medical Record Transcription II | 3 |
| BSC | 1086C | Human Anatomy and Physiology II | 4 |
| OST | 1711 | Word Processing I | 3 |
| OST | 2461 | Medical Keyboarding and Office Procedures | 4 |
| | | **TOTAL** | **33** |

**Note:** *Sequence of courses may vary. Check course descriptions.*

## Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Receptionist and Information Clerk*
*Data EntrySpecialist*
*Clerk*
*Office Staff Assistant*
*Records Technician*
*Files Supervisor*
*Records Management*
*Administrative Assistant*

For further information, contact the assistant chair or Yvonne Newcomb-Doty, newcomy@dbcc.edu

CC 2004-05

# Networking Services Technology
## Associate of Science Degree - Code 2002

Nancy Abbott, Assistant Chair
(386) 506-3228 • abbottn@dbcc.edu
Claude Phillips, Chairperson
(386) 506-3087 • phillic@dbcc.edu
HTTP://faculty.dbcc.edu/computer

### Program Description
The Networking Services Technology program provides students with the technical credentials needed for IT (information technology) careers in computer network management, design, installation, maintenance and support. This program helps students learn the fundamentals of computer hardware, operating systems and network essentials and shows students how to install, configure, maintain, troubleshoot and repair them. Students then choose networking elective courses to further prepare to administer, configure, connect, plan, maintain, manage and secure complex local area and wide area networks. Depending upon network electives selected, the student can simultaneously complete industry certifications including Microsoft MCSA, MCSE, Exchange and SQL; A+, Network+, Novell CNA; Cisco CCNA and CCNP; Linux/Unix System Administration; Security+; Project+; and Wireless networking.

### Approximate Additional Costs
Class Materials Fees: $50 for program specific courses. Refer to course descriptions in the current college catalog.

### General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| MAC | 1105 | College Algebra | 3 |
| .... | .... | Behavioral and Human Sciences Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

| | | | |
|---|---|---|---|
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

### Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| CEN | 2304 | Microsoft Windows Professional | 4 |
| CET | 1173C | A+: Computer Hardware | 3 |
| CET | 1484 | Novell Network Administration | 4 |
| CET | 1600 | Network Plus | 4 |
| CET | 2154C | A+: Computer Operating Systems | 4 |
| CET | 2820 | Network Systems Integration | 4 |
| CTS | 2320 | Implementing, Managing, and Maintaining a Windows Network Infrastructure | 4 |
| CTS | 2321 | Linux System Administration | 4 |
| CTS | 2810 | Managing & Maintaining a Windows Network Environment | 4 |
| .... | .... | Networking Elective | 4 |
| .... | .... | Networking Elective | 4 |
| .... | .... | Networking Elective | 4 |
| CIS | 2949 | Cooperative Education Experience in Computer and Information Systems | 1 |

**Note:** *It may be necessary for students to take a 2 hour co-op if they choose a 3-hour elective.*

### Networking Elective – Choose Three

| | | | |
|---|---|---|---|
| CEN | 2320 | Microsoft Windows Server | 4 |
| CET | 2615 | Advanced Cisco Router Configuration | 4 |
| CET | 2620 | Cisco Wide Area Network (WAN) | 4 |
| CET | 2629 | Cisco Network Design | 3 |
| CET | 2760 | Microsoft SQL Server | 4 |
| CET | 2757 | Novell NDS Design & Implementation | 4 |
| CET | 2758 | Novell Advanced Network Administration | 4 |
| CET | 2496 | Novell Network Service & Support | 4 |
| CET | 2625 | Building Scalable Cisco Internetworks | 4 |
| CET | 2626 | Building Cisco Remote Access Networks | 4 |
| CET | 2627 | Building Cisco Multilayer Switched Networks | 4 |
| CET | 2628 | Cisco Internetwork Troubleshooting Support | 4 |
| CET | 2660 | Fundamentals of Network Security | 4 |
| CET | 2850 | Wireless Networking | 4 |
| CGS | 1103 | Project Management | 4 |
| CTS | 2180 | Designing Windows Active Directory Services | 4 |
| CTS | 2181 | Microsoft Windows Active Directory Serv. | 4 |
| CTS | 2300 | Designing Windows Networks | 4 |
| CTS | 2310 | Designing Windows Network Security | 4 |
| CTS | 2311 | Linux Networking and Security | 4 |
| CTS | 2350 | Novell Managewise | 4 |
| CTS | 2850 | Microsoft Exchange Server Implementation and Administration | 4 |

### Sample Program of Study

**First Year**
**1st Semester (Fall)**

| | | | Sem. Hrs. |
|---|---|---|---|
| CEN | 2304 | Microsoft Windows Professional | 4 |
| CET | 1173C | A+: Computer Hardware | 3 |
| CET | 1600 | Network Plus | 4 |
| CET | 2154C | A+: Computer Operating Systems | 4 |

**2nd Semester (Spring)**

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| CTS | 2320 | Implementing, Managing, and Maintaining a Windows Network Infrastructure | 4 |
| CTS | 2321 | Linux System Administration | 4 |
| CTS | 2810 | Managing & Maintaining a Windows Network Environment | 4 |

**Summer Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| .... | .... | Behavioral and Human Sciences Core | 3 |
| .... | .... | Networking Elective | 4 |

**Second Year**

**1st Semester (Fall)**

| | | | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| MAC | 1105 | College Algebra | 3 |
| CET | 1484 | Novell Network Administration | 4 |
| .... | .... | Networking Elective | 4 |

**2nd Semester (Spring)**

| | | | Sem. Hrs. |
|---|---|---|---|

| .... | .... | Humanities, Cultural and Aesthetic Core..... 3 |
|------|------|--------|
| CET | 2820 | Network Systems Integration ................ 4 |
| .... | .... | Networking Elective ........................ 4 |
| CIS | 2949 | Cooperative Education Experience in Computer and Information Systems ......... 1 |

**TOTAL** ........................... **63**

Note: *Sequence of courses may vary. Check course descriptions.*

## Industry Certifications
Students who complete the following courses can take the following industry certifications

### Microsoft MCSA Required:
| CEN | 2304 | Microsoft Windows Professional ............. 4 |
|------|------|--------|
| CTS | 2810 | Managing & Maintaining a Windows Network Environment ...................... 4 |
| CTS | 2320 | Implementing, Managing, and Maintaining a Windows Network Infrastructure ............ 4 |

### Elective: (1 Exam Required):
| CET | 2760 | Microsoft SQL Server ........................4 |
|------|------|--------|

### The following three 3rd party certification combinations may substitute for the MCSA elective:
| CET | 1173C | A+: Computer Hardware ..................... 3 |
|------|------|--------|
| CET | 2154C | A+: Computer Operating Systems ............ 4 |
| CET | 1600 | Network Plus............................... 4 |

### Microsoft MCSE (Seven Exams)
| CEN | 2304 | Microsoft Windows Professional ............. 4 |
|------|------|--------|
| CTS | 2300 | Designing Windows Networks Infrastructure............................. 4 |
| CTS | 2320 | Implementing, Managing, and Maintaining a Network Infrastructure ...................... 4 |
| CTS | 2181 | Microsoft Windows Active Directory Serv. .... 4 |
| CTS | 2810 | Managing & Maintaining a Windows Network Environment.............................. 4 |

### Networking Design Elective
*Students MUST take one design elective course.*
| CTS | 2180 | Designing Windows Active Directory & Services.................................. 4 |
|------|------|--------|
| CTS | 2310 | Designing Windows Network Security........ 4 |

### Networking Elective
*Students MUST take one networking elective course.*
| CTS | 2180 | Designing Windows Active Directory & Services.................................. 4 |
|------|------|--------|
| CTS | 2310 | Designing Windows Network Security........ 4 |
| CET | 2760 | Microsoft SQL Server ...................... 4 |

### Novell Certified Novell Administrator (CNA)
| CET | 1484 | Novell Network Administration............... 4 |
|------|------|--------|

### Cisco Certified Network Administrator (CCNA)
| CET | 1600 | Network Plus............................... 4 |
|------|------|--------|
| CET | 2615 | Advanced Cisco Router Configuration........ 4 |
| CET | 2620 | Cisco Wide Area Network (WAN).............. 4 |

### Cisco Certified Design Associate (CCDA)
| CET | 1600 | Network Plus............................... 4 |
|------|------|--------|
| CET | 2615 | Advanced Cisco Router Configuration........ 4 |

| CET | 2620 | Cisco Wide Area Network (WAN).............. 4 |
|------|------|--------|
| CET | 2629 | Cisco Network Design ...................... 3 |

### Cisco Certified Networking Professional (CCNP)
| CET | 1600 | Network Plus............................... 4 |
|------|------|--------|
| CET | 2615 | Advanced Cisco Router Configuration........ 4 |
| CET | 2620 | Cisco Wide Area Network (WAN).............. 4 |
| CET | 2625 | Building Scalable Cisco Internetworks ....... 4 |
| CET | 2626 | Building Cisco Remote Access Networks ..... 4 |
| CET | 2627 | Building Cisco Multilayer Switched Net................................ 4 |
| CET | 2628 | Cisco Internetwork Troubleshooting Support.................................... 4 |

### Cisco Wireless LAN Support Specialist (CWLSS)
| CET | 1600 | Network Plus............................... 4 |
|------|------|--------|
| CET | 2615 | Advanced Cisco Router Configuration........ 4 |
| CET | 2620 | Cisco Wide Area Network (WAN).............. 4 |
| CTS | 2420 | Wireless Networking........................ 4 |

### CompTIA Network+
| CET | 1600 | Network Plus............................... 4 |
|------|------|--------|

### CompTIA Security+
| CET | 2660 | Fundamentals of Network Security .......... 4 |
|------|------|--------|

### CompTIA A+
| CET | 1173C | A+: Computer Hardware ..................... 3 |
|------|------|--------|
| CET | 2154C | A+: Computer Operating Systems ............ 4 |

### CompTIA Project+
| CGS | 1103 | Project Management........................ 4 |
|------|------|--------|

### CompTIA Linux+
| CTS | 2321 | Linux System Administration................ 4 |
|------|------|--------|

### Linux Professional Institute Level 1
| CTS | 2321 | Linux System Administration................ 4 |
|------|------|--------|
| CTS | 2311 | Linux Networking and Security ............. 4 |

## Occupational Cluster Information
Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Computer Repairer/Installer/Network Support/*
*Technical Support*
*Network Engineering Support/Network Control Operator/*
*Network Services Technician*
*Data Communications Analyst*
*Network Administrator/Manager/Network System Analyst*

For further information, contact the assistant chair or department chairperson.

CC 2004-05

# Network Communications (LAN)

## College Credit Certificate - Code 0923

Christopher Cameron, Assistant Chair
(386) 506-3338 • cameroc@dbcc.edu
Claude Phillips, Chairperson
(386) 506-3087 • phillic@dbcc.edu

### Program Description

The certificate program provides students with the knowledge and skills of network support, telecommunications and field support. This program is designed to prepare students for employment as a network support technician, telecommunications technician, field support engineer, sub-system specialist, communications specialist, or to provide supplemental training to persons previously or currently employed in these occupations. Students will be prepared for the following industry certifications: CompTIA Network+ and CCNA.

The specialization content includes, but is not limited to, basic electronics skills, telephony cabling and network communications.

### Approximate Additional Costs

Class Materials Fees: $20 for each program specific EET course; $10 for specific CGS course. See course descriptions.

### Program Specific Courses*

| | | | Sem. Hrs. |
|-----|-------|-------------------------------------|-----|
| CET | 1153C | Technical Computer Environment | 3 |
| CET | 1600 | Network Plus | 4 |
| CET | 2615 | Advanced Cisco Router Configuration | 4 |
| CET | 2620 | Cisco Wide Area Network (WAN) | 4 |
| EET | 1607C | Electronics Assembly and Cabling | 3 |

*All of these courses count towards either the AS degree in Computer Engineering Technology, Computer Information Technology, Computer Programming & Analysis, Electronics Engineering Technology, and Networking Services Technology.*

### First Year
### 1st Semester

| | | | Sem. Hrs. |
|-----|-------|-------------------------------------|-----|
| CET | 1153C | Technical Computer Environment | 3 |
| CET | 1600 | Network Plus | 4 |
| EET | 1607C | Electronics Assembly and Cabling | 3 |

### 2nd Semester

| | | | Sem. Hrs. |
|-----|-------|-------------------------------------|-----|
| CET | 2615 | Advanced Cisco Router Configuration | 4 |
| CET | 2620 | Cisco Wide Area Network (WAN) | 4 |
| | | **TOTAL** | **18** |

### Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Network Support Technician*
*Telecommunications Technician*
*Field Support Engineer*
*Sub-System Specialist*
*Communications Specialist*

For further information, contact the assistant chair or department chairperson.

CC 2004-05

**Sample Program of Study**

# Network Communications (WAN)

## College Credit Certificate - Code 0924

Christopher Cameron, Assistant Chair
(386) 506-3338 • cameroc@dbcc.edu
Claude Phillips, Chairperson
(386) 506-3087 • phillic@dbcc.edu

### Program Description

The certificate program provides students with the knowledge and skills of WAN network support, network designing and field support for the WAN. This program is designed to prepare students for employment as a WAN support specialist, network designer, WAN technician, network support technician, field support engineer, or to provide supplemental training to persons previously or currently employed in these occupations. The specialization content includes, but is not limited to, basic electronics skills, telephony cabling and network communications.

Students will be prepared for the following industry certifications: CompTIA Network+ and CCNA and CCDA.

### Approximate Additional Costs

Class Materials Fees: $20 for each program specific EET course; $10 for specific CGS course. See course descriptions.

### Program Specific Courses*

| | | | Sem. Hrs. |
|---|---|---|---|
| CET | 1600 | Network Plus | 4 |
| CET | 2615 | Advanced Cisco Router Configuration | 4 |
| CET | 2620 | Cisco Wide Area Network (WAN) | 4 |
| CET | 2625 | Cisco Network Design | 3 |
| EET | 1607C | Electronics Assembly and Cabling | 3 |

*All of these courses count towards either the AS degree in Computer Engineering Technology, Computer Information Technology, Computer Programming & Analysis, Electronics Engineering Technology, and Networking Services Technology*

First Year

**1st Semester**

| | Sem. Hrs. |
|---|---|
| CET 1600 Network Plus | 4 |
| EET 1607C Electronics Assembly and Cabling | 3 |

**2nd Semester**

| | Sem. Hrs. |
|---|---|
| CET 2615 Advanced Cisco Router Configuration | 4 |
| CET 2620 Cisco Wide Area Network (WAN) | 4 |

**3rd Semester**

| | Sem. Hrs. |
|---|---|
| CET 2625 Cisco Network Design | 3 |

**TOTAL** . . . . . . . . . . . . . . . . . . . . . . . . . . . **18**

### Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*WAN Support Specialist*
*Network Designer*
*WAN Technician*
*Network Support Technician*
*Field Support Engineer*

For further information, contact the assistant chair or department chairperson.

CC 2004-05

**Sample Program of Study**

# Nurse Aide and Orderly

Vocational Credit Certificate - Code 1027

Sheryl Gray, Assistant Chair
(386) 506-3726 • grays@dbcc.edu

## Program Description

The program is designed for the student seeking employment as a nurse's aide in a long-term care facility or adult living facility under the supervision of a licensed nurse. Clinical experience is provided at local long-term care facilities. Job title: Nursing Assistant.

Graduates are eligible to take the Nurse Aide Competency Evaluation Program (NACEP) for certification as a Nursing Assistant in Florida.

## Approximate Additional Costs

- Tuition – $274.12
- Lab Fees (including liability insurance) – $22
- Textbook/Workbook Combo and Syllabus – $74.20
- Uniform – $35
- Laboratory Supplies – $50
- NACEP Exam – $115

## Additional Admission Requirements

- Score on the DBCC Placement Test for vocational programs which indicate language and reading ability at the 7th grade . level and arithmetic ability at the 6th grade level or better.
- Completion of health screening to include: verification of immunization against tetanus, measles, mumps, rubella and Hepatitis "B"; and negative test for tuberculosis.
- Satisfactory results of a Florida Department of Law Enforcement background check.
- Basic Cardiac Life Support Certification for adults and children.

**Please Note:** *The length of this program makes it ineligible for federal and state financial aid.*

## Program Specific Course

|  |  |  | Voc. Crs. |
|---|---|---|---|
| HCP | 0100 | Nurse Aide and Orderly | 5.5 |

**Contact Hrs. TOTAL . . . . . . . . . . . . . . . . . . 165**

CC 2004-05

# Nursing (Associate Degree)

## Associate of Science Degree - Code 2071

### (Limited Access Program)

Mary Goetteman, Assistant Chair
(386) 506-3705 • goettem@dbcc.edu

## Program Description

The National League for Nursing accredited program is designed for the student seeking an associate of science degree in nursing. Healthcare employment opportunities are available in long-term care, home health, hospitals and out patient settings. Clinical experience is provided at local extended care facilities, hospitals and other community agencies. This degree will transfer to all Florida state public universities. Job title: Registered Nurse.

Graduates are eligible to take the National Council Licensing Examination for Registered Nurses. Registered nurses with associate of science degrees are eligible for admission to UCF's bachelor of science in nursing (BSN) degree program. Classes admitted in January and August.

*The Associate Degree Nursing Program is accredited by the National League for Nursing Accrediting Commission. Information about tuition, fees and program length also may be obtained from the National League for Nursing, 61 Broadway, 33rd Floor, New York, NY 10006; 800-669-1656.*

## Approximate Additional Costs

- Lab Fees (including liability insurance) - average of $70 per semester
- Textbooks - $1007.75
- Uniforms – $150
- Laboratory Supplies – $225
- Graduation Fee – $25
- NCLEX Exam – $390

## Additional Admission Requirements

- Program Prerequisites (courses must be completed with a grade of "C" or better): ENC 1101 (College Composition); MAC 1105 (College Algebra); and BSC 1085C/BSC 1085L (Human Anatomy and Physiology I and Lab).
- Cumulative grade point average of 2.5 or better.
- Attendance at Nursing Advisement Session. Session dates available in Counseling Office.
- Submit application to Counseling Office between May 1 and May 31 or between Sept. 1 and Sept. 30.
- Completion of the Nurse Entrance Test at the 50th percentile or better.
- Completion of health screening to include: recent physical examination; verification of immunization against tetanus, measles, mumps, rubella and Hepatitis "B"; and negative test for tuberculosis.
- Basic cardiac life support certification for adults and children.
- Satisfactory results of a Florida Department of Law Enforcement background check.
- If there are more qualified applicants than space allows, students will be admitted on the basis of completion date of general education courses.
- According to Florida Board of Nursing, convicted felons who have had their civil rights removed are not eligible to take the National Council Licensure Examination for Registered Nurses.
- Program corequisites and Nursing courses must be completed with a grade of "C" or better.
- Students will be held accountable for the policy and procedures of the nursing program as outlined in the nursing student policy handbook, as well as the nursing readmission policy.

## General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1102 | Literature and Composition | 3 |
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| BSC | 1086C | Human Anatomy and Physiology II | 4 |
| MCB | 1010C* | Microbiology | 4 |
| PSY | 1012 | General Psychology | 3 |
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

*\*Fulfills general education requirements for AS degree programs only.*

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Pplacement Test scores.*

## Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| NUR | 1021C | Introduction to Nursing Process. | 10 |
| NUR | 1260C | Nursing Process II | 10 |
| NUR | 2310C | Nursing Process III: Child Health | 4 |
| NUR | 2420C | *Nursing Process III: Maternal Health | 4 |
| NUR | 2512C | Nursing Process IV: Mental Health & Psychiatric Nursing. | 4 |
| NUR | 2744C | Nursing Process V: Advanced Medical-Surgical Nursing | 8 |
| NUR | 2831C | Management and Leadership Concepts. | 2 |

*This course meets the graduation requirement for the basic use of computer for this program.*

## Sample Program of Study
### Prerequisite Courses

| | | | Sem Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| MAC | 1105 | College Algebra | 3 |
| BSC | 1085C | Human Anatomy and Physiology I. | 4 |

### First Year
### 1st Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| BSC | 1086C | Human Anatomy and Physiology II | 4 |
| PSY | 1012 | General Psychology. | 3 |
| NUR | 1021C | Introduction to Nursing Process. | 10 |

### 2nd Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1102 | Literature and Composition. | 3 |
| MCB | 1010C | Microbiology | 4 |
| NUR | 1260C | Nursing Process II | 10 |

### Second Year
### 1st Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Presentation Skills. | 3 |
| NUR | 2310C | Nursing Process III: Child Health | 4 |
| NUR | 2420C | Nursing Process III: Maternal Health | 4 |

### Summer Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| NUR | 2512C | Nursing Process IV: Mental Health and Psychiatric Nursing. | 4 |

### 2nd Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |
| NUR | 2744C | Nursing Process V: Advanced Medical-Surgical Nursing | 8 |
| NUR | 2831C | Management and Leadership Concepts. | 2 |
| | | **TOTAL** | **72** |

**Note:** *Sequence of courses may vary. Check course descriptions.*

CC 2004-05

# Nursing for the Certified Paramedic and Registered Respiratory Therapist (Accelerated Associate Degree)

Associate of Science Degree - Code 2071

(Limited Access Program)

Mary Goetteman, Assistant Chair
(386) 506-3705 • goettem@dbcc.edu

## Program Description

The National League for Nursing accredited program is designed for the Florida Certified Paramedic or Florida Registered Respiratory Therapist seeking an associate of science degree in nursing. Healthcare employment opportunities are available in long-term care, home health, hospitals, and out patient settings. Clinical experience is provided at local extended care facilities, hospitals and other community agencies. Job title: Registered Nurse.

Graduates are eligible to take the National Council Licensing Examination for Registered Nurses. Registered nurses with associate of science degrees are eligible for admission to UCF's bachelor of science in nursing (BSN) degree program. Classes admitted every August.

*The Associate Degree Nursing program is accredited by the National League for Nursing Accrediting Commission. Information about tuition, fees and program length also may be obtained from the National League for Nursing, 61 Broadway, 33rd Floor, New York, NY 10006; 800-669-1656*

## Approximate Additional Costs

- Lab Fees (including liability insurance) average $70 per semester
- Textbooks – $711.00
- Uniforms – $150
- Laboratory Supplies – $225
- Graduation Fee – $25
- NCLEX Exam – $390

## Additional Admission Requirements

- Florida licensed paramedic and Florida Registered Respiratory Therapist students will be given eight (8) semester hours of Advanced Standing for this licensure.**
- Program Prerequisites (courses must be completed with a grade of "C" or better): BSC 1085C/BSC 1085L (Human Anatomy and Physiology I and Lab); BSC 1086C/BSC 1086L (Human Anatomy and Physiology II and Lab); ENC 1101 (College Composition); ENC 1102 (Literature and Composition) or ENC 2210 (Report Writing); MAC 1105 (College Algebra); PSY 1012 (General Psychology).
- Cumulative grade point average of 2.5 or better.
- Attend Nursing Advisement Session. Session dates available in Counseling Office.
- Completion of Nurse Entrance Test at the 50th percentile or better.
- Submit application to Counseling Office between May 1 and May 31.
- If there are more qualified applicants than space allows, students will be admitted on the basis of completion date of general education courses.
- Completion of health screening to include: recent physical examination; verification of immunization against tetanus, measles, mumps, rubella and Hepatitis "B"; and negative test for tuberculosis.
- Basic cardiac life support certification for adults and children.
- Basic Computer Competency Skills. Specific courses involve Web-Enhanced learning.
- Satisfactory results of a Florida Department of Law Enforcement background check
- According to Florida Board of Nursing, convicted felons who have had their civil rights removed are not eligible to take the National Council Licensure Examination for Registered Nurses.
- Program corequisites and Nursing courses must be completed with a grade of "C" or better.
- Students will be held accountable for the policy and procedures of the nursing program as outlined in the nursing student policy handbook, as well as the nursing readmission policy.

## General Education Courses

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| MCB | 1010C* | Microbiology | 4 |
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

*\* Fulfills general education requirements for AS degree programs only.*

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

## Program Specific Courses

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| NUR | 1030C | Introduction to Nursing Process for the Certified Paramedic and Registered Respiratory Therapist (Web-Enhanced) | 6 |
| NUR | 1213C* | Nursing Process II: for the Certified Paramedic and Registered Respiratory Therapist (Web-Enhanced) | 6 |
| NUR | 2420C | Nursing Process III: Maternal Health | 4 |
| NUR | 2310C | Nursing Process III: Child Health | 4 |
| NUR | 2512C | Nursing Process IV: Mental Health & Psychiatric Nursing | 4 |
| NUR | 2744C | Nursing Process V: Advanced Medical-Surgical Nursing | 8 |
| NUR | 2831C | Management and Leadership Concepts | 2 |

*\*This course meets the graduation requirement for the basic use of computers for this program.*

## Sample Program of Study

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| NUR | 2990 | Advanced Standing** | 8 |

### Prerequisite Courses

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| ENC | 1102 | Literature and Composition **OR** | |
| ENC | 2210 | Report Writing | 3 |
| MAC | 1105 | College Algebra | 3 |
| BSC | 1085C | Human Anatomy and Physiology I | 4 |
| BSC | 1086C | Human Anatomy and Physiology II | 4 |
| PSY | 1012 | General Psychology | 3 |

### 1st Semester

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| NUR | 1030C | Introduction to Nursing Process for the Certified Paramedic and Registered Respiratory Therapist (Web-Enhanced) | 6 |

### 2nd Semester

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| MCB | 1010C | Microbiology | 4 |
| NUR | 1213C* | Nursing Process II: for the Certified Paramedic and Registered Respiratory Therapist (Web Enhanced) | 6 |

### Summer Semester

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| NUR | 2512C | Nursing Process IV: Mental Health & Psychiatric Nursing | 4 |

### 3rd Semester

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| NUR | 2310C | Nursing Process III: Child Health | 4 |
| NUR | 2420C | Nursing Process III: Maternal Health | 4 |

### 4th Semester

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| NUR | 2744C | Nursing Process V: Advanced Medical-Surgical Nursing | 8 |
| NUR | 2831C | Management and Leadership Concepts | 2 |
| ..... | .... | Humanities, Cultural & Aesthetic Core | 3 |

**TOTAL** . . . . . . . . . . . . . . . . . . . . . . . . . . **72**

**Note:** *Sequence of courses may vary. Check course descriptions.*

*\*\*Florida licensed paramedic and registered respiratory therapist. Students will be given eight semesters of Advanced Standing for this licensure.*

CC 2004-05

# Nursing for the Licensed Practical Nurse
## (Accelerated Associate Degree)

Associate of Science Degree - Code 2071

(Limited Access Program)

Mary Getteman, Assistant Chair
(386) 506-3705 goettem@dbcc.edu

## Program Description

The National League for Nursing accredited program is designed for the Florida licensed practical nurse seeking an associate of science degree in nursing. Healthcare employment opportunities are available in long term care, home health, hospitals and out patient settings. Clinical experience is provided at local extended care facilities, hospitals and other community agencies. Job title: Registered Nurse. Graduates are eligible to take the National Council Licensing Examination for Registered Nurses. Registered nurses with associate of science degrees are eligible for admission to UCF's bachelor of science in nursing (BSN) degree program. Classes admitted every January and August.

*The Associate Degree Nursing Program is accredited by the National League for Nursing Accrediting Commission. Information about tuition, fees and program length also may be obtained from the National League for Nursing, 61 Broadway, 33rd Floor, New York, NY 10006; 800-669-1656.*

## Approximate Additional Costs

- Lab Fees (including liability insurance) average $70 per semester
- Textbooks – $812.70
- Uniforms – $150
- Laboratory Supplies – $180.50
- Graduation Fee – $25
- NCLEX Exam - $390

## Additional Admission Requirements

- Florida license as a practical nurse. Must be in good standing with the Florida Board of Nursing.  Recommend one (1) year experience as a licensed practical nurse within the last three years. Students will be given 8 semester hours of Advanced Standing for this licensure.**
- Program Prerequisites (courses must be completed with a grade of "C" or better): BSC 1085C/BSC 1085L (Human Anatomy and Physiology I and Lab); BSC 1086C/BSC 1086L (Human Anatomy and Physiology II and Lab); ENC 1101 (College Composition); ENC 1102 (Literature and Composition); MAC 1105 (College Algebra); PSY 1012 (General Psychology).
- Cumulative grade point average of 2.5 or better.
- Attendance at Nursing Advisement Session. Session dates available in Counseling Office.
- Completion of the Nurse Entrance Test at the 50th percentile or better.
- Submit application to Counseling Office between May 1 and May 31 or between Sept. 1 and Sept. 30.
- If there are more qualified applicants than space allows, students will be admitted on the basis of completion date of general education courses.
- Completion of health screening to include: recent physical examination; verification of immunization against tetanus, measles, mumps, rubella and Hepatitis "B"; and negative test for tuberculosis.
- Basic cardiac life support certification for adults and children.
- Basic Computer Competency Skills. Specific courses involve Web-Enhanced learning.

- Satisfactory results of a Florida Department of Law Enforcement background check
- According to Florida Board of Nursing, convicted felons who have had their civil rights removed are not eligible to  take the National Council Licensure Examination for  Registered Nurses.
- Program corequisites and Nursing courses must be completed with a grade of "C" or better.
- Students will be held accountable for the policy and procedures of the nursing program as outlined in the nursing student policy handbook, as well as the nursing readmission policy.

## General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| MCB | 1010C* | Microbiology | 4 |
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

*\*Fulfills general education requirements for AS degree programs only.*

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

## Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| NUR | 1204C | LPN to ADN Bridge Transition | 12 |
| NUR | 2310C | Nursing Process III: Child Health | 4 |
| NUR | 2420C* | Nursing Process III: Maternal Health | 4 |
| NUR | 2512C | Nursing Process IV: Mental Health & Psychiatric Nursing | 4 |
| NUR | 2744C | Nursing Process V: Advanced Medical-Surgical Nursing | 8 |
| NUR | 2831C | Management and Leadership Concepts | 2 |

*\*This course meets the graduation requirement for the basic use of computer for this program.*

## Sample Program of Study

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| NUR | 2990 | Advanced Standing** | 8 |

## Prerequisite Courses

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| ENC | 1102 | Literature and Composition | 3 |
| MAC | 1105 | College Algebra | 3 |
| BSC | 1085C | Human Anatomy and Physiology I | 4 |
| BSC | 1086C | Human Anatomy and Physiology II | 4 |
| PSY | 1012 | General Psychology | 3 |

## 1<sup>st</sup> Semester

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| MCB | 1010C | Microbiology | 4 |
| NUR | 1204C | LPN to ADN Bridge Transition | 12 |

## 2<sup>nd</sup> Semester

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| NUR | 2310C | Nursing Process III: Child Health | 4 |
| NUR | 2420C | Nursing Process III: Maternal Health | 4 |

## Summer Semester

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| NUR | 2512C | Nursing Process IV: Mental Health and Psychiatric Nursing | 4 |

## 3<sup>rd</sup> Semester

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |
| NUR | 2744C | Nursing Process V: Advanced Medical-Surgical Nursing | 8 |
| NUR | 2831C | Management and Leadership Concepts | 2 |

**TOTAL** ........................... **72**

Note: *Sequence of courses may vary. Check course descriptions.*

*\*\*Florida license as a practical nurse. Students will be given eight semester hours of Advanced Standing for this licensure.*

CC 2004-05

# Occupational Therapy Assistant

### Associate of Applied Science Degree - Code 3518

### (Limited Access Program)

Alice Godbey, Assistant Chair
(386) 506-3751 • godbeya@dbcc.edu

## Program Description

The program trains and qualifies graduates to work in occupational therapy. Occupational therapy is a health and rehabilitation profession that provides services to individuals who are physically, psychologically or developmentally disabled. Occupational therapy strives to help patients achieve a maximum level of independent living by developing the capacities that remain after disease, accident or deformity. Job title: Occupational Therapy Assistant. The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 32110, Bethesda, MD 20824-1220. AOTA's phone number is (301) 652-AOTA and Web address is www.aota.org. Graduates of the program will be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy, Inc. (NBCOT). (Their phone number is 301-990-7979 or http://www.nbcot.org.) After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.

**Note:** : *The requirement that all OTA students complete Level II Fieldwork within 18 months following completion of academic preparation must be published.*

## Additional Admission Requirements

- Complete BSC 1085C/BSC 1085L (Human Anatomy & Physiology I and Lab), ENC 1101 (College Composition I), and HSC 1000 (Introduction to Health Care) with a "C" or better.

- Complete 20 hours observation with a licensed occupational therapist or C.O.T.A. (a listing of available sites and appropriate documentation form can be obtained from the Allied Health Department on the Daytona Beach Campus in Building 320, Room 552.

- Program selection will be made on a first come, first served basis. Applications are generally reviewed in May for the start of the program each August.

- FDLE background screening must be completed prior to entering the clinical area.

## Approximate Additional Costs

- Lab Fees (including liability insurance) - $25 per semester
- Textbooks - $800
- Licensure Fees - $650
- FDLE Background Check - $23

## General Education Courses

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| MAT | 1033* | Intermediate Algebra | 4 |
| BSC | 1086C | Human Anatomy and Physiology II | 4 |
| PSY | 1012 | General Psychology | 3 |
| . . . . | . . . . | Humanities, Cultural & Aesthetic Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

*\* Fulfills general education requirements for AAS degree programs only.*

**Note:** *It may be necessary for the student to enroll in a college preparatory math or reading course depending upon College Placement Test scores.*

## Program Specific Courses

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| OTH | 1001 | Introduction to Occupational Therapy | 4 |
| OTH | 1006 | Occupational Therapy Documentation | 1 |
| OTH | 1012C | Occupational Therapy Communications | 2 |
| OTH | 1014C | Kinesiology for Occupational Therapy | 3 |
| OTH | 1800 | Occupational Therapy Practicum I | 1 |
| OTH | 1802 | Occupational Therapy Practicum II | 2 |
| OTH | 2108C | O.T. Technology and Therapeutic Devices | 2 |
| OTH | 2121C | Activity Analysis/Therapeutic Media | 4 |
| OTH | 2300C | Psychosocial Occupational Therapy | 3 |
| OTH | 2410* | Introduction to Human Disease | 3 |
| OTH | 2420 | Occupational Therapy for Physical Dysfunction | 4 |
| OTH | 2520 | Pediatric Occupational Therapy | 4 |
| OTH | 2602** | Gerontology for Occupational Therapy | 2 |
| OTH | 2840 | O.T. Supervised Clinical Practice I | 5 |
| OTH | 2841 | O.T. Supervised Clinical Practice II | 5 |
| OTH | 2933 | O.T. Seminar for Clinical Practice | 1 |

*\*This course meets the graduation requirement for Oral Communications for this program.*

*\*\*This course meets the graduation requirement for the basic use of computers for this program.*

**Sample Program of Study**

**Prerequisite Courses**

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition. | 3 |
| BSC | 1085C | Human Anatomy & Physiology I | 4 |
| HSC | 1000 | Introduction to Health Care | 3 |

**First Year**
**1st Semester (Fall)**

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| BSC | 1086C | Human Anatomy and Physiology II. | 4 |
| PSY | 1012 | General Psychology. | 3 |
| OTH | 1001 | Introduction to Occupational Therapy | 4 |
| OTH | 1012C | Occupational Therapy Communications | 2 |

**2nd Semester (Spring)**

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| MAT | 1033 | Intermediate Algebra | 4 |
| OTH | 1014C | Kinesiology for Occupational Therapy | 3 |
| OTH | 1800 | Occupational Therapy Practicum I | 1 |
| OTH | 2300C | Psychosocial Occupational Therapy | 3 |
| OTH | 2410 | Introduction to Human Disease. | 3 |

**Summer Semester (Six Weeks)**

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| OTH | 1006 | Occupational Therapy Documentation | 1 |
| OTH | 2121C | Activity Analysis/Therapeutic Media | 4 |
| OTH | 2602 | Gerontology for Occupational Therapy | 2 |

**Second Year**
**1st Semester (Fall)**

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| OTH | 1802 | Occupational Therapy Practicum II | 2 |
| OTH | 2108C | O.T. Technology and Therapeutic Devices | 2 |
| OTH | 2520 | Pediatric Occupational Therapy. | 4 |
| OTH | 2420 | Occupational Therapy for Physical Dysfunction. | 4 |

**2nd Semester (Spring)**

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |
| OTH | 2840 | O.T. Supervised Clinical Practice I. | 5 |
| OTH | 2841 | O.T. Supervised Clinical Practice II | 5 |
| OTH | 2933 | O.T. Seminar for Clinical Practice | 1 |

| | **TOTAL** | **70** |
|---|---|---|

**Note:** *Sequence of courses may vary. Check course descriptions.*

CC 2004-05

# Office Management
## College Credit Certificate - Code 0914

Norm Holt, Assistant Chair
(386) 506-3012 • holtn@dbcc.edu

## Program Description

This program is designed for the student seeking employment as an office systems specialist. It provides a solid foundation in computer operations, word processing software and office procedures. The student develops business communication, computation, computer software applications and office management skills. This college credit certificate is articulated into the AAS degree in Office Administration.

## Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1200 | Business English | 3 |
| OST | 1100 | Keyboarding and Formatting I | 4 |
| OST | 1110 | Keyboarding and Formatting II | 4 |
| OST | 1711 | Word Processing I | 3 |
| OST | 2336 | Business Communications | 3 |
| OST | 2401 | Basic Office Procedures | 4 |
| OST | 2713 | Advanced Computer Software App | 4 |
| .... | .... | Elective | 2 |

## Elective–Choose from:

| | | | Sem. Hrs. |
|---|---|---|---|
| FIN | 1121 | Personal Financial Planning | 2 |
| LIS | 2004 | Introduction to Internet Information Research Resources | 1 |
| OST | 2949 | Cooperative Education Experience in Office Systems Management | 1 |

## First Year
### 1st Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1200 | Business English | 3 |
| OST | 1100 | Keyboarding and Formatting I | 4 |
| OST | 2401 | Basic Office Procedures | 4 |
| .... | .... | Elective | 2 |

### 2nd Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| OST | 1110 | Keyboarding and Formatting II | 4 |
| OST | 1711 | Word Processing I | 3 |
| OST | 2336 | Business Communications | 3 |
| OST | 2713 | Advanced Computer Software App | 4 |

**TOTAL . . . . . . . . . . . . . . . . . . . . . . . . . . . . 27**

Note: *Sequence of courses may vary. Check course descriptions.*

## Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Receptionist and Information Clerk/Electronic Publisher/*
*Date Entry Specialist/Clerk*
*Information Processing Assistant/*
*Software Applications Specialist/Secretary*
*Office Systems Specialist*

For further information, contact the assistant chair or Yvonne Newcomb-Doty, newcomy@dbcc.edu

CC 2004-05

**Sample Program of Study**

# Office Management - Legal Option

College Credit Certificate – Code 0918

Norm Holt, Assistant Chair
(386) 506-012 • holtn@dbcc.edu

## Program Description

The program provides a solid foundation in office management, computer operations, business law and legal office procedures. Students develop communication, computation, management and computer software application skills. This college credit certificate is articulated into the AAS degree in Office Management.

## Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1200 | Business English. | 3 |
| BUL | 2241 | Business Law I | 3 |
| OST | 1100 | Keyboarding & Formatting I. | 4 |
| OST | 1110 | Keyboarding & Formatting II. | 4 |
| OST | 1711 | Word Processing I | 3 |
| OST | 2336 | Business Communications | 3 |
| OST | 2431 | Legal Keyboarding and Office Procedures. | 4 |
| PLA | 2763 | Law Office Management | |
| | | **OR** | |
| OST | 2501 | Office Management. | 3 |

### 1st Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| BUL | 2241 | Business Law I | 3 |
| ENC | 1200 | Business English. | 3 |
| OST | 1100 | Keyboarding & Formatting I. | 4 |
| OST | 2431 | Legal Keyboarding and Office Procedures. | 4 |

### 2nd Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| OST | 1110 | Keyboarding and Formatting II. | 4 |
| OST | 1711 | Word Processing I | 3 |
| PLA | 2763 | Law Office Management | |
| | | **OR** | |
| OST | 2501 | Office Management. | 3 |
| OST | 2336 | Business Communications | 3 |

**TOTAL** . . . . . . . . . . . . . . . . . . . . . . . . . . . . . **27**

**Note:** *Sequence of courses may vary. Check course descriptions.*

## Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Legal Receptionist/Legal Information Clerk*
*Legal Office Assistant*
*Legal Office Staff Assistant/Legal Secretary*

For further information, contact the assistant chair or Yvonne Newcomb-Doty, newcomy@dbcc.edu

CC 2004-05

**Sample Program of Study**

# Office Management - Medical Option

College Credit Certificate - Code 0919

Norm Holt, Assistant Chair
(386) 506-3012 • holtn@dbcc.edu

## Program Description

The program provides a solid foundation in office management, computer operations, business law and medical office procedures. Students develop communication, computation, management and computer software application skills. This college credit certificate is articulated into the AAS degree in Office Administration.

## Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1200 | Business English | 3 |
| CGS | 2100 | Microcomputer Applications | 3 |
| HIM | 1030 | Medical Record Transcription I | 3 |
| HIM | 1032 | Medical Record Transcription II | 3 |
| HSC | 1531 | Medical Terminology | 4 |
| OST | 1100 | Keyboarding & Formatting I | 4 |
| OST | 1110 | Keyboarding & Formatting II | 4 |
| OST | 2336 | Business Communications | 3 |
| OST | 2461 | Medical Keyboarding and Office Procedures | 4 |
| .... | .... | Elective | 3 |

## Elective–Choose from:

| | | | Sem. Hrs. |
|---|---|---|---|
| FIN | 1121 | Personal Financial Planning | 2 |
| LIS | 2004 | Introduction to Internet Information Research Resources | 1 |
| OST | 2949 | Cooperative Education Experience in Office Systems Management | 1 |

### 1st Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1200 | Business English | 3 |
| HIM | 1030 | Medical Record Transcription I | 3 |
| HSC | 1531 | Medical Terminology | 4 |
| OST | 1100 | Keyboarding & Formatting I | 4 |

### 2nd Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| CGS | 2100 | Microcomputer Applications | 3 |
| HIM | 1032 | Medical Record Transcription II | 3 |

### 3rd Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| OST | 1110 | Keyboarding & Formatting II | 4 |
| OST | 2336 | Business Communications | 3 |
| OST | 2461 | Medical Keyboarding and Office Procedures | 4 |
| .... | .... | Elective | 3 |
| | | **TOTAL** | **34** |

**Note:** *Sequence of courses may vary. Check course descriptions.*

## Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Medical Receptionist and Information Clerk/
Insurance Processing Clerk
Medical Transcriptionist/Medical Office Assistant
Medical Office Staff Assistant*

For further information, contact the assistant chair or Yvonne Newcomb-Doty, newcomy@dbcc.edu

CC 2004-05

**Sample Program of Study**

# Office Administration
## (Administrative Assistant Option)

Associate of Applied Science Degree - Code 3522

Norm Holt, Assistant Chair
(386) 506-3012 • holtn@dbcc.edu

## Program Description
The program provides a solid foundation in office management, computer operations, business law and word processing software programs. Students develop communication, computation, management and computer software application skills.

## General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| BSC | 1005 | Survey of Biological Science | 3 |
| CGS | 2100* | Microcomputer Applications | 3 |
| .... | .... | Behavioral & Human Sciences Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

| | | | |
|---|---|---|---|
| .... | .... | Humanities, Cultural & Aesthetic Elective | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

*\*Fulfills general education requirements for the AAS degree programs only.*

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

## Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1200 | Business English | 3 |
| QMB | 1001 | Business Math | 3 |
| BUL | 2241 | Business Law I | 3 |
| GEB | 1011 | Introduction to Business | 3 |
| MNA | 2161 | Quality Service Management | 3 |
| OST | 1100 | Keyboarding & Formatting I | 4 |
| OST | 1110 | Keyboarding & Formatting II | 4 |
| OST | 1711 | Word Processing I | 3 |
| OST | 1760 | Word Processing II | 4 |
| OST | 2336* | Business Communications | 3 |
| OST | 2401 | Basic Office Procedures | 4 |
| OST | 2501 | Office Management | 3 |
| OST | 2713 | Advanced Computer Software Applications | 4 |
| .... | .... | Elective | 4 |

*\*This course meets the graduation requirement for Oral Communications for this program.*

## Elective—Choose from:

| | | | |
|---|---|---|---|
| FIN | 1121 | Personal Financial Planning | 2 |
| LIS | 2004 | Introduction to Internet Information Research Resources | 1 |
| OST | 2949 | Cooperative Education Experience in Office Systems Management | 1-3 |

## Sample Program of Study

### First Year
### 1st Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| ENC | 1200 | Business English | 3 |
| BSC | 1005 | Survey of Biological Science | 3 |
| GEB | 1011 | Introduction to Business | 3 |
| OST | 1100 | Keyboarding & Formatting I | 4 |

### 2nd Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| QMB | 1001 | Business Math | 3 |
| .... | .... | Behavioral & Human Sciences Core | 3 |
| OST | 1110 | Keyboarding & Formatting II | 4 |
| OST | 1711 | Word Processing I | 3 |
| OST | 2336 | Business Communications | 3 |

### Second Year
### 1st Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |
| CGS | 2100 | Microcomputer Applications | 3 |
| OST | 1760 | Word Processing II | 4 |
| OST | 2401 | Basic Office Procedures | 4 |

### 2nd Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| BUL | 2241 | Business Law I | 3 |
| MNA | 2161 | Quality Service Management | 3 |
| OST | 2501 | Office Management | 3 |
| OST | 2713 | Advanced Computer Software Applications | 4 |
| .... | .... | Elective | 4 |

**TOTAL** .......................... **63**

**Note:** *Sequence of courses may vary. Check course descriptions.*

## Occupational Cluster Information
Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Receptionist and Information Clerk/Electronic Publisher/*
*Data Entry Specialist/Clerk*
*Information Processing Assistant/*
*Software Applications Specialist*
*Word Processing Specialist/Office Staff Assistant*
*Word Processing Manager/*
*Word Processing Administrative Assistant*

For further information, contact the assistant chair or Yvonne Newcomb-Doty, newcomy@dbcc.edu

CC 2004-05

# Office Administration
# (Medical Transcription Option)
### Associate of Applied Science Degree - Code 3521

Norm Holt, Assistant Chair
(386) 506-3012 • holtn@dbcc.edu

## Program Description
The program provides a solid foundation in medical office procedures, as well as medical typing and transcription. Students learn a variety of business software and office equipment including transcribers and gain practical work experience through cooperative education.

## General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| BSC | 1005 | Survey of Biological Science | 3 |
| CGS | 2100* | Microcomputer Applications | 3 |
| .... | .... | Behavioral & Human Sciences Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

| | | | |
|---|---|---|---|
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

*\*Fulfills general education requirements for the AAS degree programs only.*

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

## Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1200 | Business English | 3 |
| QMB | 1001 | Business Math | 3 |
| APA | 1111 | Computerized Accounting/Bookkeeping I | 4 |
| HIM | 1030 | Medical Record Transcription I | 3 |
| HIM | 1032 | Medical Record Transcription II | 3 |
| HIM | 2430 | Concepts of Disease | 4 |
| HSC | 1531 | Medical Terminology | 4 |
| OST | 1100 | Keyboarding & Formatting I | 4 |
| OST | 1110 | Keyboarding & Formatting II | 4 |
| OST | 1711 | Word Processing I | 3 |
| OST | 2336* | Business Communications | 3 |
| OST | 2461 | Medical Keyboarding and Office Procedures | 4 |
| OST | 2501 | Office Management | 3 |
| .... | .... | Elective | 3 |

*\*This course meets the graduation requirement for Oral Communications for this program.*

## Elective—Choose from:

| | | | |
|---|---|---|---|
| FIN | 1121 | Personal Financial Planning | 3 |
| LIS | 2004 | Introduction to Internet Information Research Resources | 1 |
| OST | 2949 | Cooperative Education Experience in Office Systems Management | 1-3 |

## Sample Program of Study

**First Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| ENC | 1200 | Business English | 3 |
| BSC | 1005 | Survey of Biological Sciences | 3 |
| OST | 1100 | Keyboarding & Formatting I | 4 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| QMB | 1001 | Business Math | 3 |
| .... | .... | Behavioral & Human Sciences Core | 3 |
| HSC | 1531 | Medical Terminology | 4 |
| OST | 1110 | Keyboarding & Formatting II | 4 |

**Summer Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| OST | 2336 | Business Communications | 3 |

**Second Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |
| CGS | 2100 | Microcomputer Applications | 3 |
| HIM | 1030 | Medical Record Transcription I | 3 |
| HIM | 2430 | Concepts of Disease | 4 |
| OST | 2461 | Medical Typewriting and Office Procedures | 4 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| APA | 1111 | Computerized Accounting Bookkeeping I | 4 |
| HIM | 1032 | Medical Record Transcription II | 3 |
| OST | 1711 | Word Processing I | 3 |
| OST | 2501 | Office Management | 3 |
| .... | .... | Elective | 3 |
| | **TOTAL** | | **63** |

**Note:** *Sequence of courses may vary. Check course descriptions.*

## Occupational Cluster Information
Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Receptionist and Information Clerk/Data Entry Specialist/ Clerk*
*Records Supervisor*
*Office Staff Assistant/Records Technician/Files Supervisor*
*Records Management/Administrative Assistant*

For further information, contact the assistant chair or Yvonne Newcomb-Doty, newcomy@dbcc.edu

CC 2004-05

Office

# Paramedic

## College Credit Certificate - Code 0957

### (Limited Access Program)

Emergency Medical Services Department
(386) 506-3249

## Program Description

The program trains students in the specialized and advanced skills and techniques required for emergency in-the-field pre-hospital care. Instruction covers IV therapy, advanced cardiac life support, advanced care skills for the patient in shock and telemetry and communications. It also provides additional information and skills practice to allow you to become proficient in the care of respiratory, medical and traumatic emergencies. The specific purpose of this program is to meet minimum requirements set by the Florida Department of Health, Bureau of Emergency Medical Services to allow you to take the Florida state certification examination for paramedic. Graduates of the program are eligible to take the Florida state board examination for paramedic. Graduates are qualified to work as advanced care providers on ambulances, in hospital emergency rooms, intensive care units and emergency helicopter transport agencies. Job title: Paramedic.

**Note:** *In order to take this program of study, students must already be a state-certified Florida EMT. Credits earned in this program may be counted in the Emergency Medical Services associate degree. Due to the difficulty of this program, it is recommended that the student successfully complete EMS 2010 EMS Anatomy and Physiology prior to admission to this program.*

*Students that have previously completed BSC 1085C/1085L and BSC 1086C/1085L (Human Anatomy and Physiology I and II) are exempt from taking EMS 2010.*

## Approximate Additional Costs

- Lab Fees – approximately $125 (each semester)
- Textbooks/Equipment – $250
- Uniforms – $100

## Additional Admission Requirements

- Must be a Florida certified EMT prior to enrolling in this program.
- Must complete required background check.
- Special application process; applications available in the EMS program office on the Daytona Beach Campus.

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| EMS | 2010 | EMS Anatomy & Physiology | 3 |
| EMS | 2603 | Paramedic I | 7 |
| EMS | 2603L | Paramedic I Lab | 3 |
| EMS | 2604 | Paramedic II | 7 |
| EMS | 2604L | Paramedic II Lab | 3 |
| EMS | 2605 | Paramedic III | 5 |
| EMS | 2605L | Paramedic III Lab | 3 |
| EMS | 2659 | Paramedic Field Internship | 4 |
| EMS | 2666 | Paramedic Clinical I | 3 |
| EMS | 2667 | Paramedic Clinical II | 3 |
| EMS | 2668 | Paramedic Clinical III | 1 |

## Sample Program of Study

### 1st Semester

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| EMS | 2010 | EMS Anatomy and Physiology | 3 |
| EMS | 2603 | Paramedic I | 7 |
| EMS | 2603L | Paramedic I Lab | 3 |
| EMS | 2666 | Paramedic Clinical I | 3 |

### 2nd Semester

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| EMS | 2604 | Paramedic II | 7 |
| EMS | 2604L | Paramedic II Lab | 3 |
| EMS | 2667 | Paramedic Clinical II | 3 |

### 3rd Semester

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| EMS | 2605 | Paramedic III | 5 |
| EMS | 2605L | Paramedic III Lab | 3 |
| EMS | 2659 | Paramedic Field Internship | 4 |
| EMS | 2668 | Paramedic Clinical III | 1 |

**TOTAL** . . . . . . . . . . . . . . . . . . . . . . . . . . . **42**

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## Program Specific Courses

# Patient Care Assistant

Vocational Credit Certificate - Code 1076

Sheryl Gray, Assistant Chair
(386) 506-3726 • grays@dbcc.edu

**Program Description**

The program is designed for the student seeking employment as a nurse's aide in a hospital, long-term care facility or home health agency under the supervision of a licensed nurse. Clinical experience is provided at local extended care facilities, hospitals and other community agencies. Job title: Nursing Assistant. Graduates are eligible to take the Nurse Aide Competency Evaluation Program (NACEP) for certification as a nursing assistant in Florida.

**Approximate Additional Costs**
- Tuition – $483.45
- Lab Fees (including liability insurance) – $22.50
- Textbook/Workbook Combo and Syllabus – $88.65
- Uniform – $35
- Laboratory Supplies – $50.00
- NACEP Exam – $115

**Additional Admission Requirements**
- Score on the DBCC placement test for vocational programs which indicate language and reading ability at the 10th grade level and arithmetic ability at the 9th grade level or better.
- Completion of health screening to include: verification of immunization against tetanus, measles, mumps, rubella and Hepatitis "B"; and negative test for tuberculosis.
- Satisfactory results of a Florida Department of Law Enforcement background check
- Basic cardiac life support certification for adults and children.

**Please Note:** *The length of this program makes it ineligible for federal and state financial aid.*

**Program Specific Course**

| | | | Voc. Crs. |
|---|---|---|---|
| HCP | 0600 | Patient Care Assistant | 9.67 |
| | | **Contact Hrs. Total** | **290** |

**Dual Enrolled Option**

| | | Voc. Crs. |
|---|---|---|
| HCP 0720C | Electrocardiograph Aide | 2.5 |

**Note:** *This is an option for dual enrolled students in Health Careers. See assistant chair for further information.*

CC 2004-05

# Photographic Technology

## Associate of Applied Science Degree - Code 3523

Patrick Van Dusen, Assistant Chair
(386) 506-3367 • vandusp@dbcc.edu

### Program Description

The program provides students with comprehensive technical and theoretical training in commercial, advertising and industrial photography and a wide range of photographic and imaging technologies. Students develop entry-level skills for the editorial, advertising, fine art and photo technology fields.

### Approximate Additional Costs

- Class Materials Fees − $45 to $115 per semester (varies with individual schedule)
- Equipment − estimated $3,000 over entire program (See the photography program manager for start-up equipment needs.)
- Individual film/paper and other supplies − $700 to $850 per semester
- Textbooks − $100 per semester

### Additional Admission Requirements

- All new and transfer students are required to meet with the assistant chair prior to registration.

### General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| SPC | 2600 | Oral Comm./Research/Presentations Skills | 3 |
| MAT | 1033 | Intermediate Algebra | 4 |
| ARH | 1000 | Art Appreciation | 3 |
| ... | ... | Behavioral & Human Sciences Core | 3 |

### Behavioral & Human Sciences Core - Choose from:

| | | | Sem. Hrs. |
|---|---|---|---|
| PSY | 1012 | General Psychology | 3 |
| SYG | 2000 | Introduction to Sociology | 3 |

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

### Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| GRA | 1100 | Digital Imaging Fundamentals | 3 |
| GRA | 1741 | Principles of Design and Color | 3 |
| PGY | 1115 | Color Materials and Processes | 7 |
| PGY | 1806 | Digital Imaging | 4 |
| PGY | 1265 | Advanced Processes and Techniques | 4 |
| PGY | 1403 | Fundamentals of Photography | 4 |
| PGY | 1402 | Photographic Materials and Processes | 4 |
| PGY | 2000 | History and Aesthetics of Photography | 3 |
| PGY | 2107 | Large Format Photography | 4 |
| PGY | 2215 | Studio Lighting | 4 |
| PGY | 2216 | Location Photography | 4 |
| PGY | 2655 | Applied Photography | 4 |

### First Year
### 1st Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| GRA | 1100 | Digital Imaging Fundamentals | 3 |
| PGY | 1403 | Fundamentals of Photography | 4 |
| PGY | 1402 | Photographic Materials and Processes | 4 |

### 2nd Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| MAT | 1033 | Intermediate Algebra | 4 |
| PGY | 1806 | Digital Imaging | 4 |
| PGY | 1265 | Advanced Processes and Techniques | 4 |
| PGY | 2000 | History and Aesthetics of Photography | 3 |

### Summer Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| GRA | 1741 | Principles of Design and Color | 3 |
| PGY | 1115 | Color Materials and Processes | 7 |

### Second Year
### 1st Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| ARH | 1000 | Art Appreciation | 3 |
| PGY | 2215 | Studio Lighting | 4 |
| PGY | 2216 | Location Photography | 4 |

### 2nd Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| .... | .... | Behavioral & Human Sciences Core | 3 |
| PGY | 2107 | Large Format Photography | 4 |
| PGY | 2655 | Applied Photography | 4 |

**TOTAL** ........................... **64**

**Note:** *Sequence of courses may vary. Check course descriptions.*

### Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Photography Production Assistant*
*Photographic Technician*
*Photography Production Specialist*
*Photographer*

For further information, contact the assistant chair.

CC 2004-05

**Sample Program of Study**

# Photographic Technology

## Associate of Science Degree - Code 2075

Patrick Van Dusen, Assistant Chair
(386) 506-3367 • vandusp@dbcc.edu

### Program Description

The program provides students with comprehensive technical and theoretical training in commercial, advertising and industrial photography and a wide range of photographic and imaging technologies. Students develop entry-level skills for the editorial, advertising, fine art and photo technology fields.

Successful completion of the AS degree can lead to a seamless transfer to a B.Sc. Degree in Photography in conjunction with the University of Central Florida. This program will be completed in its entirety on the DBCC campus. For further information, contact the photography assistant chair.

### Approximate Additional Costs

- Class Materials Fees – $45 to $115 per semester (varies with individual schedule)
- Equipment – estimated $3,000 over entire program (See the Photography assistant chair for start-up equipment needs.)
- Individual film/paper and other supplies – $700 to $850 per semester
- Textbooks – $100 per semester

### Additional Admission Requirements

- All new and transfer students are required to meet with the program manager prior to registration.

### General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| SPC | 2600 | Oral Comm./Research/Presentations Skills | 3 |
| MAC | 1105 | College Algebra **OR** | |
| MGF | 2106 | College Mathematics **OR** | |
| MGF | 2107 | Mathematics for Liberal Arts | 3 |
| ARH | 1000 | Art Appreciation | 3 |
| .... | .... | Behavioral & Human Sciences Core | 3 |

### Behavioral & Human Sciences Core - Choose From:

| | | | Sem. Hrs. |
|---|---|---|---|
| PSY | 1012 | General Psychology | 3 |
| SYG | 2000 | Introduction to Sociology | 3 |

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

### Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| CGS | 1570 | Introduction to Computer Applications | 1 |
| GRA | 1100 | Computer Graphics Fundamentals | 3 |
| GRA | 1741 | Principles of Design and Color | 3 |
| PGY | 1115 | Color Materials and Processes | 7 |
| PGY | 1806 | Digital Imaging | 4 |
| PGY | 1265 | Advanced Processes and Techniques | 4 |
| PGY | 1403 | Fundamentals of Photography | 4 |
| PGY | 1402 | Photographic Materials and Processes | 4 |
| PGY | 2000 | History and Aesthetics of Photography | 3 |
| PGY | 2107 | Large Format Photography | 4 |
| PGY | 2215 | Studio Lighting | 4 |
| PGY | 2216 | Location Photography | 4 |
| PGY | 2655 | Applied Photography | 4 |

### Sample Program of Study

**First Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| GRA | 1100 | Computer Graphics Fundamentals | 3 |
| PGY | 1402 | Photographic Materials and Processes | 4 |
| PGY | 1403 | Fundamentals of Photography | 4 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| MAC | 1105 | College Algebra **OR** | |
| MGF | 2106 | College Mathematics **OR** | |
| MGF | 2107 | Mathematics for Liberal Arts | 3 |
| PGY | 1265 | Advanced Processes and Techniques | 4 |
| PGY | 1806 | Digital Imaging | 4 |
| PGY | 2000 | History and Aesthetics of Photography | 3 |

**Summer Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| GRA | 1741 | Principles of Design and Color | 3 |
| PGY | 1115 | Color Materials and Processes | 7 |

**Second Year**
**1st Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| SPC | 2600 | Oral Comm./Research/Presentation Skills | 3 |
| ARH | 1000 | Art Appreciation | 3 |
| PGY | 2215 | Studio Lighting | 4 |
| PGY | 2216 | Location Photography | 4 |

**2nd Semester**

| | | | Sem. Hrs. |
|---|---|---|---|
| .... | .... | Behavioral & Human Sciences Core | 3 |
| CGS | 1570 | Introduction to Computer Applications | 1 |
| PGY | 2107 | Large Format Photography | 4 |
| PGY | 2655 | Applied Photography | 4 |
| | | **TOTAL** | **64** |

**Note:** *Sequence of courses may vary. Check course descriptions.*

### Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Photography Production Assistant*
*Photographic Technician*
*Photography Production Specialist*
*Photographer*

For further information, contact the assistant chair or department chairperson.

CC 2004-05

# Physical Therapist Assistant

Associate of Applied Science Degree - Code 3524

(Limited Access Program)

Ruth Freeman, Assistant Chair
(386) 506-3752 • freemar@dbcc.edu

## Program Description

The program prepares graduates to work in physical therapy. Physical Therapy is a health and rehabilitation profession that provides services to individuals of all ages with physical dysfunction including those suffering from strokes, heart disease, arthritis, diabetes, serious burns, neurological and orthopedic disorders. The profession tailors the rehabilitation process individually for each patient and through evaluation and treatment, seeks to restore or improve impaired functions. Physical therapy strives to help patients attain a maximum level of independent living by developing the capacities that remain after disease, accident or deformity. Job title: Physical Therapist Assistant. The Physical Therapist Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education. Graduates, upon completion of the program, apply for state licensure.

## Approximate Additional Costs

- Lab Fees (including liability insurance)- average $22.50 per semester
- Textbooks - $700
- Uniforms - $100
- Laboratory Supplies - $25
- Licensure Fees - $650
- FDLE Background check $23

## Additional Admission Requirements

- Complete the following prerequisites with a grade of "C" or better: ENC 1101 (College Composition) BSC 1085C/BSC 1085L (Human Anatomy & Physiology I and Lab) HSC 1000 (Introduction to Health Care) MAT 1033 (Intermediate Algebra)
- Complete a minimum of 30 hours of observation with a licensed Physical Therapist or PTA.
- Complete the Allied Health programs application process. FDLE Background screening must be completed prior to entering the clinical area.

## General Education Courses

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| MAT | 1033* | Intermediate Algebra | 4 |
| BSC | 1085C | Human Anatomy & Physiology I | 4 |
| BSC | 1086C | Human Anatomy & Physiology II | 4 |
| PSY | 1012 | General Psychology | 3 |
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

*\*Fulfills general education requirements for AAS degree programs only.*

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

## Program Specific Courses

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| HSC | 1000 | Introduction to Health Care | 3 |
| PHT | 1006* | Introduction to Physical Therapy | 3 |
| PHT | 1128 | Kinesiology for PTA | 4 |
| PHT | 1251 | Patient Care Skills | 2 |
| PHT | 1251L | Patient Care Skills Lab | 2 |
| PHT | 1300 | Pathology for PTA | 3 |
| PHT | 2130 | Neurological Diagnoses for PTA | 5 |
| PHT | 2140 | Rehabilitation Skills for PTA | 3 |
| PHT | 2140L | Rehabilitation Skills Lab | 1 |
| PHT | 2211 | Modalities I | 2 |
| PHT | 2211L | Modalities I Lab | 1 |
| PHT | 2212 | Modalities II | 1 |
| PHT | 2212L | Modalities II Lab | 1 |
| PHT | 2220 | Therapeutic Exercise I | 2 |
| PHT | 2220L | Therapeutic Exercise I Lab | 2 |
| PHT | 2221 | Therapeutic Exercise II | 4 |
| PHT | 2221L | Therapeutic Exercise II Lab | 2 |
| PHT | 2235 | Therapeutic Exercise III | 2 |
| PHT | 2235L | Therapeutic Exercise III Lab | 1 |
| PHT | 2804 | PTA Clinical Practicum I | 2 |
| PHT | 2810 | PTA Clinical Practicum II | 2 |
| PHT | 2820 | PTA Clinical Practicum III | 3 |
| PHT | 2931 | PTA Seminar | 2 |

*\*This course meets the graduation requirement for the basic use of computers and Oral Communications for this program.*

**Sample Program of Study**

**Prerequisite Courses**

|       |        |                                  | Sem. Hrs. |
|-------|--------|----------------------------------|-----------|
| ENC   | 1101*  | College Composition              | 3         |
| MAT   | 1033*  | Intermediate Algebra             | 4         |
| BSC   | 1085C* | Human Anatomy & Physiology I     | 4         |
| HSC   | 1000*  | Introduction to Health Care      | 3         |

*Students are required to complete these courses prior to applying to the Physical Therapist Assistant program.*

**First Year**
**1st Semester (Professional Phase-Fall)**

|     |       |                                  | Sem. Hrs. |
|-----|-------|----------------------------------|-----------|
| BSC | 1086C | Human Anatomy & Physiology II    | 4         |
| PHT | 1006  | Introduction to Physical Therapy | 3         |
| PHT | 1128  | Kinesiology for PTA              | 4         |
| PHT | 1251  | Patient Care Skills              | 2         |
| PHT | 1251L | Patient Care Skills Lab          | 2         |
| PHT | 2220  | Therapeutic Exercise I           | 2         |
| PHT | 2220L | Therapeutic Exercise I Lab       | 2         |

**2nd Semester (Spring)**

|     |       |                             | Sem. Hrs. |
|-----|-------|-----------------------------|-----------|
| PSY | 1012  | General Psychology          | 3         |
| PHT | 1300  | Pathology for PTA           | 3         |
| PHT | 2211  | Modalities I                | 2         |
| PHT | 2211L | Modalities I Lab            | 1         |
| PHT | 2221  | Therapeutic Exercise II     | 4         |
| PHT | 2221L | Therapeutic Exercise II Lab | 2         |

**Second Year**
**1st Semester (Fall)**

|     |       |                                | Sem. Hrs. |
|-----|-------|--------------------------------|-----------|
| PHT | 2804  | PTA Clinical Practicum I       | 2         |
| PHT | 2130  | Neurological Diagnoses for PTA | 5         |
| PHT | 2212  | Modalities II                  | 1         |
| PHT | 2212L | Modalities II Lab              | 1         |
| PHT | 2235  | Therapeutic Exercise III       | 2         |
| PHT | 2235L | Therapeutic Exercise III Lab   | 1         |

**2nd Semester (Spring)**

|      |       |                                   | Sem. Hrs. |
|------|-------|-----------------------------------|-----------|
| .... | ....  | Humanities, Cultural & Aesthetic Core | 3     |
| PHT  | 2140  | Rehabilitation Skills for PTA     | 3         |
| PHT  | 2140L | Rehabilitation Skills Lab         | 1         |
| PHT  | 2810  | PTA Clinical Practicum II         | 2         |
| PHT  | 2820  | PTA Clinical Practicum III        | 3         |
| PHT  | 2931  | PTA Seminar                       | 2         |

**TOTAL . . . . . . . . . . . . . . . . . . . . . . . . . . . 74**

**Note:** *Sequence of courses may vary. Check course descriptions.*

CC 2004-05

# Practical Nursing

Vocational Credit Certificate - Code 1095

(Limited Access Program)

Patricia Marrow, Assistant Chair
(386) 785-2059 • marrowp@dbcc.edu

## Program Description

The program is designed for the student seeking licensure as a practical nurse in Florida. Healthcare employment opportunities are available in long term care, home health, hospitals and outpatient settings. Clinical experience is provided at local extended care facilities, hospitals and other community agencies. Job title: Licensed Practical Nurse.

Graduates are eligible to take the National Council Licensing Examination for Practical Nurses. Florida licensed practical nurses are eligible for admission to DBCC's accelerated associate degree in nursing for the LPN program. Classes admitted in January and August at the Daytona Beach Campus and in January at the DeLand Campus.

## Approximate Additional Costs

- Lab Fees (including liability insurance) –$70
- Textbooks – $437
- Uniforms – $150
- NLN Tests (included in lab fees) – $36
- Laboratory Supplies – $105
- Graduation Fee – $25
- NCLEX Exam – $390

## Additional Admission Requirements

- High school diploma or equivalent (GED).
- Scores on the DBCC placement test for vocational programs which indicate language, reading and arithmetic ability at the 11th grade level or better.
- Attendance at nursing advisement session. Session dates available in the Counseling Office.
- Cumulative grade point average of 2.0 or better.
- Program Prerequisite: HSC 1000 (Introduction to Health Care). Course must be completed with a grade of "C" or better.
- Completion of the Nurse Entrance Test-PN at the 41st percentile or better.
- Completion of health screening to include: recent physical examination; verification of immunization against tetanus, measles, mumps, rubella and Hepatitis "B"; and negative test for tuberculosis.
- Basic cardiac life support certification for adults and children
- Satisfactory results of a Florida Department of Law Enforcement background check
- According to Florida Board of Nursing, convicted felons who have had their civil rights removed are not eligible to take the National Council Licensure Examination for Practical Nurses.
- Students will be held accountable for the policy and procedures of the nursing program as outlined in the nursing student policy handbook, as well as the nursing readmission policy.

## Program Specific Courses

| | | | Voc. Crs. |
|---|---|---|---|
| BSC | 0080 | Basic Anatomy and Physiology | 1.5 |
| PRN | 0000 | Introduction to Nursing | 15.25 |
| PRN | 0042C | Home Health and Rehabilitation Nursing | 5.8 |
| PRN | 0120C | Maternal/Child Health Nursing | 5.8 |
| PRN | 0200 | Medical-Surgical Nursing | 15.18 |

## Sample Program of Study

**Prerequisite Course**

| | | | Sem. Hrs. |
|---|---|---|---|
| HSC | 1000 | Introduction to Health Care | 3 |

**August Class**
**Year I (Fall)**

| | | | Voc. Crs. |
|---|---|---|---|
| BSC | 0080 | Basic Anatomy and Physiology | 1.5 |
| PRN | 0000 | Introduction to Nursing | 15.25 |

**Year I (Spring)**

| | | | Voc. Crs. |
|---|---|---|---|
| PRN | 0200 | Medical-Surgical Nursing | 15.18 |

**Year I (Summer Term A - Six Weeks)**

| | | | Voc. Crs. |
|---|---|---|---|
| PRN | 0042C | Home Health and Rehabilitation Nursing | 5.8 |

**Year I (Summer Term B - Six Weeks)**

| | | | Voc. Crs. |
|---|---|---|---|
| PRN | 0120C | Maternal/Child Health Nursing | 5.8 |

**January Class**
**Year II (Spring)**

| | | | Voc. Crs. |
|---|---|---|---|
| BSC | 0080 | Basic Anatomy and Physiology | 1.5 |
| PRN | 0000 | Introduction to Nursing | 15.25 |

**Year II (Summer) Term A - Six Weeks**

| | | | Voc. Crs. |
|---|---|---|---|
| PRN | 0042C | Home Health and Rehabilitation Nursing | 5.8 |

**Year II (Summer) Term B - Six Weeks**

| | | | Voc Crs. |
|---|---|---|---|
| PRN | 0120C | Maternal/Child Health Nursing | 5.8 |

**Year II (Fall)**

| | | | Voc. Crs. |
|---|---|---|---|
| PRN | 0200 | Medical-Surgical Nursing | 15.18 |

**Voc. Crs. TOTAL** . . . . . . . . . . . . . . . . . . . . .**43.53**
**Sem. Hrs. TOTAL**. . . . . . . . . . . . . . . . . . . . . . . .**3**
**Contact Hrs. TOTAL**. . . . . . . . . . . . . . . . **1350**

CC 2004-05

# Practical Nursing - Part Time

## Vocational Credit Certificate - Code 1095

### (Limited Access Program)

Patricia Marrow, Assistant Chair
(386) 785-2059 • marrowp@dbcc.edu

## Program Description

The program is designed for the student seeking licensure as a practical nurse in Florida. Healthcare employment opportunities are available in long term care, home health, hospitals and outpatient settings. Clinical experience is provided at local extended care facilities, hospitals and other community agencies. Job title: Licensed Practical Nurse.

Graduates are eligible to take the National Council Licensing Examination for Practical Nurses. Florida licensed practical nurses are eligible for admission to DBCC's accelerated associate degree in nursing for the LPN program. Classes admitted in August at the Daytona Beach Campus.

## Approximate Additional Costs

- Lab Fees (including liability insurance) – $70.00
- Textbooks – $437
- Uniforms – $150
- NLN Tests (included in lab fees) – $36
- Laboratory Supplies – $105.00
- Graduation Fee – $25
- NCLEX Exam – $390

## Additional Admission Requirements

- High school diploma or equivalent (GED).
- Scores on the DBCC placement test for vocational programs which indicate language, reading and arithmetic ability at the 11th grade level or better.
  Attendance at nursing advisement session. Session dates available in the Counseling Office.
- Cumulative grade point average of 2.0 or better.
- Program Prerequisite: HSC 1000 (Introduction to Health Care). Course must be completed with a grade of "C" or better.
- Completion of the Nurse Entrance Test at the 41st percentile or better.
- Completion of health screening to include: recent physical examination; verification of immunization against tetanus, measles, mumps, rubella and Hepatitis "B"; and negative test for tuberculosis.
- Basic cardiac life support certification for adults and children
- Satisfactory results of a Florida Department of Law Enforcement background check
- According to Florida Board of Nursing, convicted felons who have had their civil rights removed are not eligible to take the National Council Licensure Examination for Practical Nurses.
- Students will be held accountable for the policy and procedures of the nursing program as outlined in the nursing student policy handbook, as well as the nursing readmission policy.

## Program Specific Courses

| | | | Voc. Crs. |
|---|---|---|---|
| BSC | 0080 | Basic Anatomy and Physiology | 1.5 |
| PRN | 0000P | Introduction to Nursing | 7.62 |
| PRN | 0042CP | Home Health and Rehabilitation Nursing | 2.9 |
| PRN | 0120CP | Maternal/Child Health Nursing | 2.9 |
| PRN | 0200P | Medical-Surgical Nursing | 7.59 |

## Sample Program of Study

**Prerequisite Course**

| | | | Sem. Hrs. |
|---|---|---|---|
| HSC | 1000 | Introduction to Health Care | 3 |

**August Class**
**Year I (Fall)**

| | | | Voc. Crs. |
|---|---|---|---|
| BSC | 0080 | Basic Anatomy and Physiology | 1.5 |
| PRN | 0000P | Introduction to Nursing | 7.62 |

**January Class**
**Year I (Spring)**

| | | | Voc. Crs. |
|---|---|---|---|
| PRN | 0000P | Introduction to Nursing | 7.62 |

**Year I (Summer) Term A - Six Weeks**

| | | Voc. Crs. |
|---|---|---|
| PRN 0042CP | Home Health and Rehabilitation Nursing | 2.9 |

**Year I (Summer) Term B - Six Weeks**

| | | Voc. Crs. |
|---|---|---|
| PRN 0042CP | Home Health and Rehabilitation Nursing | 2.9 |

**August Class**
**Year II (Fall)**

| | | | Voc. Crs. |
|---|---|---|---|
| PRN | 0200P | Medical-Surgical Nursing | 7.59 |

**January Class**
**Year II (Spring)**

| | | | Voc. Crs. |
|---|---|---|---|
| PRN | 0200P | Medical-Surgical Nursing | 7.59 |

**Year II (Summer) Term A - Six Weeks**

| | | Voc. Crs. |
|---|---|---|
| PRN 0120CP | Maternal/Child Health Nursing | 2.9 |

**Year II (Summer) B - Six Weeks**

| | | Voc. Crs. |
|---|---|---|
| PRN 0120CP | Maternal/Child Health Nursing | 2.9 |

**Voc. Crs. TOTAL . . . . . . . . . . . . . . . . . . . 43.53**
**Sem. Hrs. TOTAL. . . . . . . . . . . . . . . . . . . . . . . 3**
**Contact Hrs. TOTAL. . . . . . . . . . . . . . . . . 1350**

CC 2004-05

# Professional Photography

Advanced Technical Certificate - Code 3001

Patrick Van Dusen, Assistant Chair
(386) 506-3367 • vandusp@dbcc.cc.fl.us

## Program Description

The program is designed to meet the needs of individuals already employed or seeking employment in the photographic industry and builds on an existing foundation of photographic skill. Major study areas available include digital photography, commercial illustration, photojournalism, photographic business and museum/theoretical studies. Classes and workshops emphasize professional working techniques and cover both concept development and technical skills training. Job titles: Professional or advertising Photographer, Photography Editor, Stylist, Lab Manager, Digital Imaging Specialist, Museum Photo Specialist.

## Approximate Additional Costs

- Class Materials Fees – $45 to $115 per semester (varies with individual schedule)
- Individual film/paper and other supplies – $750 - $800 per semester
- Textbooks – $60 per semester
- Equipment – Depending on individual circumstances students in this professional training program may incur additional equipment purchase costs. (See the Photography assistant chair for start-up equipment needs.)

## Additional Admission Requirements

- Completion of the AAS or AS degree in Photographic Technology, equivalent qualifications or  permission of the Photography assistant chair.
- Desirable characteristics include strong visual abilities, the ability to work within tight deadlines and to work as part of a creative production team.

## Program Specific Courses

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| PGY | 2470 | Advanced Photo Workshops | 1-3* |
| PGY | 2245 | Underwater Photography | 3 |
| PGY | 2650 | Editorial Photography | 4 |
| PGY | 2935 | Portfolio Workshop | 4 |
| PGY | 2321 | Professional Photographic Business | 3 |

*Variable credit workshop offered in 1, 2 or 3 sem. hr. blocks.*

**TOTAL** . . . . . . . . . . . . . . . . . . . . . . . . . . . **15-17**

CC 2004-05

# Public Safety Telecommunication

Vocational Credit Certificate - Code 1038

Louie Mercer, Director
(386) 506-3171 • mercerlo@dbcc.edu

## Program Description
This program prepares students for employment as telecommunicators in various public safety settings, such as police, fire and ambulance services. Students will learn standard telecommunication operating procedures and computer operation.

Graduates are eligible to take the National Academies of Emergency Dispatch Certification Examination.

## Approximate Additional Costs
•   National Academies of Emergency Dispatch Examination: $150.

## Additional Admission Requirements
•   Students should contact the Training Director's Office for specific information about the program.
•   Students must have a high school diploma or equivalent.
•   Students must meet minimum placement scores for this program.

**Note:** *The length of this program makes it ineligible for federal and state financial aid.*

## Program Specific Courses

|  |  |  | Voc. Crs. |
|---|---|---|---|
| EMS | 0068C | Dispatcher, Police, Fire and Ambulance | 6.93 |
| EMS | 0069 | Emergency Medical Dispatcher | .80 |

**Voc. Crs. TOTAL** . . . . . . . . . . . . . . . . . . . . . **7.73**
**Contact Hrs. TOTAL** . . . . . . . . . . . . . . . . . . **232**

## Occupational Cluster Information
Students who complete the Dispatcher, Police, Fire and Ambulance course may qualify for one of the following jobs:

*Police Dispatcher*
*Fire Dispatcher*
*Ambulance Dispatcher*

Students who complete both courses may qualify for the following job:

*Emergency Medical Dispatcher and eligibility to take the National Academic of Emergency Dispatch Certification Examination.*

For further information, contact the Training Director.

CC 2004-05

PublicSafety

# Radiography

## Associate of Science Degree - Code 2037

### (Limited Access Program)

Michael McCumber, Department Chair
(386) 506-3759 • mccumbm@dbcc.edu
Darcie Nethery, Assistant Chair
Halifax Medical Center • (386) 254-4075
darcie.nethery@halifax.org

### Program Description

The program provides a multi-skilled comprehensive education for students in the radiologic sciences. The program promotes standards to meet and exceed outcomes of service-oriented professionals that are entry level into the profession while promoting multi-competent continuing education. This degree will transfer to all Florida state public universities but does not guarantee admission to a specific program.

### Approximate Additional Costs

Students will be responsible for applicable Halifax Medical Center fees.

### Additional Admission Requirements

- Prior to declaring a major in Radiography, the student must successfully complete the program application process. Applications and specific application information may be obtained at the program office at Halifax Medical Center.
- Program Prerequisites (courses must be completed with a grade of "C" or better): BSC1085C/BSC1085L (Human Anatomy and Physiology I and Lab); ENC 1101(College Composition); MAC1105 (College Algebra).
- Prospective students must be of good physical and mental health.
- A minimum of 2.0 GPA is required.
- A pre-admission consultation with the program manager is strongly recommended.

**Note:** *The program admits new students in January only.*

### General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| MAC | 1105 | College Algebra | 3 |
| BSC | 1085C | Human Anatomy and Physiology I | 4 |
| PSY | 1012 | General Psychology | 3 |
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

### Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| CGS | 2100 | Microcomputer Applications | 3 |
| RTE | 1000 | Fundamentals of Radiologic Technology | 1 |
| RTE | 1001 | Medical Terminology for Radiographers | 1 |
| RTE | 1418 | Radiographic Exposures and Processing I | 2 |
| RTE | 1457 | Radiographic Exposure II | 2 |
| RTE | 1503 | Radiographic Procedures I | 2 |
| RTE | 1503L | Radiographic Procedures Lab I | 1 |
| RTE | 1513 | Radiographic Procedures II | 2 |
| RTE | 1513L | Radiographic Procedures Lab II | 1 |
| RTE | 1523 | Radiographic Procedures III | 2 |
| RTE | 1804 | Radiographic Clinical Education I | 3 |
| RTE | 1814 | Radiographic Clinical Education II | 3 |
| RTE | 1824 | Radiographic Clinical Education III | 5 |
| RTE | 2385 | Radiation Biology and Protection | 2 |
| RTE | 2473 | Quality Management in Radiography | 1 |
| RTE | 2563 | Selected Radiographic Special Procedures I | 3 |
| RTE | 2573 | Selected Radiographic Special Procedures II | 3 |
| RTE | 2613 | Radiation Physics I | 3 |
| RTE | 2623 | Radiation Physics II | 3 |
| RTE | 2782* | Radiographic Pathology | 1 |
| RTE | 2834 | Radiographic Clinical Education IV | 5 |
| RTE | 2844 | Radiographic Clinical Education V | 6 |
| RTE | 2854 | Radiographic Clinical Education VI | 5 |
| RTE | 2930 | Radiographic Image Critique | 1 |

*\*This course meets the graduation requirement for Oral Communications for this program.*

**Sample Program of Study**

## Prerequisite Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition. | 3 |
| MAC | 1105 | College Algebra. | 3 |
| BSC | 1085C | Human Anatomy and Physiology I | 4 |

### First Year
### Spring Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |
| RTE | 1000 | Fundamentals of Radiologic Technology | 1 |
| RTE | 1001 | Medical Terminology for Radiographers | 1 |
| RTE | 1418 | Radiographic Exposures and Processing I | 2 |
| RTE | 1503 | Radiographic Procedures I | 2 |
| RTE | 1503L | Radiographic Procedures Lab I | 1 |
| RTE | 1804 | Radiographic Clinical Education I | 3 |

### Summer Semester (12 Weeks)

| | | | Sem. Hrs. |
|---|---|---|---|
| RTE | 1457 | Radiographic Exposure II. | 2 |
| RTE | 1513 | Radiographic Procedures II | 2 |
| RTE | 1513L | Radiographic Procedures Lab II | 1 |
| RTE | 1814 | Radiographic Clinical Education II | 3 |

### Fall Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| PSY | 1012 | General Psychology. | 3 |
| CGS | 2100 | Microcomputer Applications. | 3 |
| RTE | 1523 | Radiographic Procedures III. | 2 |
| RTE | 1824 | Radiographic Clinical Education III | 5 |

### Second Year
### Spring Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| RTE | 2563 | Selected Radiographic Special Procedures I | 3 |
| RTE | 2613 | Radiation Physics I. | 3 |
| RTE | 2834 | Radiographic Clinical Education IV | 5 |
| RTE | 2930 | Radiographic Image Critique | 1 |

### Fall Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| RTE | 2573 | Selected Radiographic Special Procedures II. | 3 |
| RTE | 2623 | Radiation Physics II. | 3 |
| RTE | 2844 | Radiographic Clinical Education V. | 6 |

### Spring/Summer Semester

| | | | Sem. Hrs. |
|---|---|---|---|
| RTE | 2385 | Radiation Biology and Protection | 2 |
| RTE | 2473 | Quality Management in Radiography | 1 |
| RTE | 2782 | Radiographic Pathology | 1 |
| RTE | 2854 | Radiographic Clinical Education VI | 5 |

**TOTAL . . . . . . . . . . . . . . . . . . . . . . . . . . . 77**

**Note:** *Sequence of courses may vary. Check course descriptions.*

## Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Basic X-ray Machine Operator*
*Radiologic Technologist*

For further information, contact the assistant chair or department chairperson.

CC 2004-05

# Respiratory Care

## Associate of Applied Science Degree - Code 3525

### (Limited Access Program)

Michael McCumber, Assistant Chair
(386) 506-3759 • mccumbm@dbcc.edu

## Program Description

The program trains students to use special equipment to treat patients who need temporary or emergency respiratory assistance. Students learn to administer medical gases, humidity and aerosol therapy, use positive pressure breathing machines, perform pulmonary drainage and clearance procedures, perform pulmonary rehabilitation and respiratory home care procedures, long term continuous mechanical ventilation and special therapeutic procedures. The program is accredited by the Committee on Accreditation for Respiratory Care (CoARC).

Graduates are eligible to take the entry-level Certified Respiratory Therapist Technician (CRT) and advanced practitioner Registered Respiratory Therapist (RRT) examinations, of the National Board for Respiratory Care (NBRC) and are eligible for licensure in the state of Florida.

## Approximate Additional Costs

- Lab Fees – Refer to individual RET course descriptions
- Uniforms – $150
- Stethoscope/Scissors – $50
- Textbooks – approx. $600
- FDLE Background screening - $23

## Additional Admission Requirements

- Complete the following prerequisites with a grade of "C" or better: BSC 1085C/BSC 1085L (Human Anatomy & Physiology I and Lab) and ENC 1101 (College Composition). Students are encouraged to enroll in general education courses while completing prerequisites. Minimum GPA of 2.0 is required.
- Complete HSC 1000 (Introduction to Health Care) prior to the first semester of the program or during the first semester of the program with a grade of "C" or better.
- Obtain a CPR card at the basic cardiac life support (BCLS) for the health care provider through the American Heart Association prior to entry into the clinical portion of the program.
- A pre-admission consultation with the assistant chair is strongly recommended.
- Students must achieve minimum scores on the College Level Placement Test (CPT).
- FDLE Background screening must be completed prior to entering the clinical area.

## General Education Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| ENC | 1101 | College Composition | 3 |
| MAT | 1033* | Intermediate Algebra | 4 |
| BSC | 1086C | Human Anatomy and Physiology II | 4 |
| CHM | 1025 | Introduction to Chemistry | 4 |
| CLP | 2001 | Psychology of Adjustment | 3 |
| MCB | 1010C* | Microbiology | 4 |
| .... | .... | Humanities, Cultural & Aesthetic Core | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

*\* Fulfills general education requirements for AAS degree programs only.*

**Note:** *It may be necessary for the student to enroll in a college preparatory math or reading course depending upon College Placement Test scores.*

## Program Specific Courses

| | | | Sem. Hrs. |
|---|---|---|---|
| HSC | 1000* | Introduction to Health Care | 3 |
| RET | 1024C | Introduction to Respiratory Care | 2 |
| RET | 1026C | Fundamentals of Respiratory Care I | 4 |
| RET | 1264 | Fundamentals of Respiratory Care II | 4 |
| RET | 1293 | Cardiopulmonary Medicine | 3 |
| RET | 1414 | Cardiopulmonary Diagnostics | 3 |
| RET | 1485 | Cardiopulmonary Anatomy and Physiology | 3 |
| RET | 1534 | Cardiopulmonary Rehabilitation and Home Care | 3 |
| RET | 1832 | Clinical Respiratory Care I | 4 |
| RET | 1833 | Clinical Respiratory Care II | 2 |
| RET | 2483 | Patient Assessment and Interaction | 2 |
| RET | 2714 | Pediatric/Neonatal Respiratory Care | 3 |
| RET | 2876 | Clinical Respiratory Care III | 4 |
| RET | 2877 | Clinical Respiratory Care IV | 4 |
| RET | 2934 | Respiratory Care Seminar | 3 |

*\*This course meets the graduation requirement for the basic use of computers and Oral Communications for this program.*

**Sample Program of Study**

**Prerequisite Course**

|  |  |  | Sem. Hrs. |
|------|-------|----------------------------------------|---|
| BSC | 1085C | Human Anatomy & Physiology I . . . . . . . . . . . . | 4 |
| ENC | 1101 | College Composition. . . . . . . . . . . . . . . . . . . . . . . | 3 |

**First Year**
**1st Semester (Fall)**

|  |  |  | Sem. Hrs. |
|------|-------|----------------------------------------|---|
| BSC | 1086C | Human Anatomy and Physiology II. . . . . . . . . . | 4 |
| HSC | 1000 | Introduction to Health Care . . . . . . . . . . . . . . . | 3 |
| RET | 1024C | Introduction to Respiratory Care. . . . . . . . . . . | 2 |
| RET | 1026C | Fundamentals of Respiratory Care I . . . . . . . . | 4 |
| RET | 1485 | Cardiopulmonary Anatomy and Physiology. . . | 3 |
| RET | 2483 | Patient Assessment and Interaction. . . . . . . . . | 2 |

**2nd Semester (Spring)**

|  |  |  | Sem. Hrs. |
|------|-------|----------------------------------------|---|
| CLP | 2001 | Psychology of Adjustment. . . . . . . . . . . . . . . . . . | 3 |
| RET | 1264 | Fundamentals of Respiratory Care II. . . . . . . . | 4 |
| RET | 1293 | Cardiopulmonary Medicine. . . . . . . . . . . . . . . . | 3 |
| RET | 1832 | Clinical Respiratory Care I. . . . . . . . . . . . . . . . | 4 |

**Summer Semester (10 Weeks)**

|  |  |  | Sem. Hrs. |
|------|-------|----------------------------------------|---|
| RET | 1414 | Cardiopulmonary Diagnostics . . . . . . . . . . . . . . | 3 |
| RET | 1534 | Cardiopulmonary Rehabilitation and Home Care. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . | 3 |
| RET | 1833 | Clinical Respiratory Care II . . . . . . . . . . . . . . . | 2 |

**Second Year**
**1st Semester (Fall)**

|  |  |  | Sem. Hrs. |
|------|-------|----------------------------------------|---|
| CHM | 1025 | Introduction to Chemistry . . . . . . . . . . . . . . . . . | 4 |
| MAT | 1033 | Intermediate Algebra . . . . . . . . . . . . . . . . . . . . . | 4 |
| RET | 2714 | Pediatric/Neonatal Respiratory Care . . . . . . . . | 3 |
| RET | 2876 | Clinical Respiratory Care III . . . . . . . . . . . . . . | 4 |

**2nd Semester (Spring)**

|  |  |  | Sem. Hrs. |
|------|-------|----------------------------------------|---|
| . . . . | . . . . | Humanities, Cultural & Aesthetic Core . . . . . . . | 3 |
| MCB | 1010C | Microbiology . . . . . . . . . . . . . . . . . . . . . . . . . . . . . | 4 |
| RET | 2877 | Clinical Respiratory Care IV . . . . . . . . . . . . . . . | 4 |
| RET | 2934 | Respiratory Care Seminar . . . . . . . . . . . . . . . . . . | 3 |

**TOTAL** . . . . . . . . . . . . . . . . . . . . . . . . . . . . **76**

**Note:** *Sequence of courses may vary. Check course descriptions.*

## Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Respiratory Therapy (Care) Equipment Technician/*
*Respiratory Therapy (Care) Assistant*
*Respiratory Therapist*

For further information, contact the assistant chair.

CC 2004-05

# Sign Language Interpretation

## Associate of Applied Science Degree - Code 3526

Charles Barber, Assistant Chair
(TTY)(386) 506-3700 • barberc@dbcc.edu
(386) 506-3208 (voice)

### Program Description

The program provides a foundation in American Sign Language (ASL) and related components. Along with an orientation to the cultural and psychosocial aspects of deafness, students are educated in the anatomy and physiology of the auditory and vocal mechanism, the etiologies of deafness and the related educational and rehabilitation implications. Legal and ethical considerations and employability skills are also included.

### Additional Admission Requirements

* Successfully complete with a grade of "C" or better:
  SPA 2612/2612L (American Sign Language I & Lab),
  SPA 2613/2613L (American Sign Language II & Lab)

### General Education Courses

|      |       |                                        | Sem. Hrs. |
|------|-------|----------------------------------------|-----------|
| ENC  | 1101  | College Composition                    | 3         |
| SPC  | 2600  | Oral Comm./Research/Presentation Skills| 3         |
| MAT  | 1033* | Intermediate Algebra                   | 4         |
| CLP  | 2001  | Psychology of Adjustment               | 3         |
| CGS  | 2100* | Microcomputer Applications             | 3         |
| .... | ....  | Humanities, Cultural & Aesthetic Core  | 3         |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

*\*Fulfills general education requirements for AAS degree programs only.*

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

### Program Specific Courses

|     |       |                                        | Sem. Hrs. |
|-----|-------|----------------------------------------|-----------|
| EHD | 1400  | Introduction to Interpreting           | 3         |
| EHD | 1402  | Educational Interpreting               | 3         |
| EHD | 1404  | Introduction to Transliterating        | 3         |
| EHD | 1930  | Ethics and Application of Interpreting  | 3         |
| EHD | 1941  | Externship Practicum I                 | 3         |
| EHD | 2000  | Orientation to Deafness                | 3         |
| EHD | 2401  | Beginning Receptive Voicing            | 3         |
| EHD | 2406  | Receptive Voicing                      | 3         |
| EHD | 2407  | Advanced Receptive Voicing             | 3         |
| EHD | 2420  | Receptive Signing                      | 3         |
| EHD | 2421  | Advanced Receptive Signing             | 3         |
| SPA | 1001  | Linguistics and Communication Disorders| 2         |
| SPA | 1626  | Fingerspelling                         | 2         |
| SPA | 2614  | American Sign Language III             | 3         |
| SPA | 2614L | American Sign Language III Lab         | 1         |
| SPA | 2615  | American Sign Language IV              | 3         |
| SPA | 2615L | American Sign Language IV Lab          | 1         |

### Sample Program of Study

#### Prerequisite Courses

|     |       |                                 | Sem. Hrs. |
|-----|-------|---------------------------------|-----------|
| SPA | 2612  | American Sign Language I        | 3         |
| SPA | 2612L | American Sign Language I Lab    | 1         |
| SPA | 2613  | American Sign Language II       | 3         |
| SPA | 2613L | American Sign Language II Lab   | 1         |

### First Year
#### 1st Semester (Fall)

|     |       |                                 | Sem. Hrs. |
|-----|-------|---------------------------------|-----------|
| ENC | 1101  | College Composition             | 3         |
| EHD | 1400  | Introduction to Interpreting    | 3         |
| EHD | 2401  | Beginning Receptive Voicing     | 3         |
| SPA | 2614  | American Sign Language III      | 3         |
| SPA | 2614L | American Sign Language III Lab  | 1         |

#### 2nd Semester (Spring)

|     |       |                                 | Sem. Hrs. |
|-----|-------|---------------------------------|-----------|
| MAT | 1033  | Intermediate Algebra            | 4         |
| CLP | 2001  | Psychology of Adjustment        | 3         |
| EHD | 2406  | Receptive Voicing               | 3         |
| SPA | 2615  | American Sign Language IV       | 3         |
| SPA | 2615L | American Sign Language IV Lab   | 1         |
| SPA | 1001  | Linguistics and Comm. Disorders | 2         |

#### Summer Semester

|     |      |                            | Sem. Hrs. |
|-----|------|----------------------------|-----------|
| EHD | 2000 | Orientation to Deafness    | 3         |
| EHD | 2407 | Advanced Receptive Voicing | 3         |
| EHD | 2420 | Receptive Signing          | 3         |
| SPA | 1626 | Fingerspelling             | 2         |

### Second Year
#### 1st Semester (Fall)

|     |      |                                        | Sem. Hrs. |
|-----|------|----------------------------------------|-----------|
| SPC | 2600 | Oral Comm./Research/Presentation Skills| 3         |
| CGS | 2100 | Microcomputer Applications             | 3         |
| EHD | 1941 | Externship Practicum I                 | 3         |
| EHD | 2421 | Advanced Receptive Signing             | 3         |

#### 2nd Semester (Spring)

|      |      |                                        | Sem. Hrs. |
|------|------|----------------------------------------|-----------|
| .... | .... | Humanities, Cultural & Aesthetic Core  | 3         |
| EHD  | 1402 | Educational Interpreting               | 3         |
| EHD  | 1404 | Introduction to Transliterating        | 3         |
| EHD  | 1930 | Ethics and Application of Interpreting | 3         |

**TOTAL** .............................. **72**

**Note:** *Sequence of courses may vary. Check course descriptions.*

### Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Sign Communication Aide*
*Sign Communication Technician*
*Interpreter, Deaf*

For further information, contact the assistant chair.

CC 2004-05

# Simulation Technology

## Associate of Science Degree - Code 2204

Chris Cameron, Assistant Chair
(386) 506-3338 • cameroc@dbcc.edu
Claude Phillips, Chairperson
(386) 506-3087 • phillic@dbcc.edu
HTTP://faculty.dbcc.edu/computer

### Program Description

The Simulation Technology program provides students with the technical credentials needed for high technology careers in simulator installation, maintenance, service and support. This program provides a thorough foundation in basic electronics and computer networking. Students also acquire skills required for specific simulator operation, testing, and troubleshooting.

### Approximate Additional Costs

Lab fees will be assessed for courses requiring specialized tools/equipment. See catalog descriptions for program specific courses.

### General Education Courses

|     |      |                                                        | Sem. Hrs. |
| --- | ---- | ------------------------------------------------------ | --------- |
| ENC | 1101 | College Composition                                    | 3         |
| SPC | 2600 | Oral Communications/Research/Presentation Skills       | 3         |
| MAC | 1105 | College Algebra                                        | 3         |
| .... | .... | Behavioral & Human Sciences Core                      | 3         |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

|     |      |                                                 |   |
| --- | ---- | ----------------------------------------------- | - |
| .... | .... | Humanities, Cultural & Aesthetic Core          | 3 |

*(See AA Degree-General Education Core Requirements for listing of courses.)*

**Note:** *It may be necessary for the student to enroll in a college preparatory English, math or reading course depending upon College Placement Test scores.*

### Program Specific Courses

|     |      |                                                      | Sem. Hrs. |
| --- | ---- | ---------------------------------------------------- | --------- |
| CAP | 1801 | Simulation Fundamentals                              | 3         |
| CAP | 2802 | Simulation System Testing                            | 3         |
| CAP | 2803 | Simulation System Troubleshooting                    | 3         |
| CAP | 2804 | Advanced Simulation Systems                          | 4         |
| CAP | 2949 | Cooperative Education Experience in Simulation Industry | 3     |
| CET | 1114C | Digital Fundamentals and Lab                        | 4         |
| CET | 1173C | A+:Computer Hardware                                | 3         |
| CET | 1600 | Network Plus                                         | 4         |
| CET | 2154C | A+: Computer Operating Systems                      | 4         |
| CGS | 2100 | Microcomputer Applications                          | 3         |
| EET | 1036C | Intro to DC/AC Circuits and Lab                     | 6         |
| EET | 1141C | Electronic Devices and Circuits                     | 4         |
| EET | 1607C | Electronics Assembly and Cabling                    | 3         |
| EGS | 1000 | Professional Performance for Technicians             | 3         |
| ETM | 2315 | Simulation Fluid Power Systems                      | 3         |

**First Year**
**1st Semester**

|     |      |                                      | Sem. Hrs. |
| --- | ---- | ------------------------------------ | --------- |
| ENC | 1101 | College Composition                  | 3         |
| MAC | 1105 | College Algebra                      | 3         |
| CAP | 1801 | Simulation Fundamentals              | 3         |
| CET | 1173C | A+: Computer Hardware               | 3         |
| CGS | 2100 | Microcomputer Applications           | 3         |

**2nd Semester**

|     |      |                                      | Sem. Hrs. |
| --- | ---- | ------------------------------------ | --------- |
| EET | 1036C | Intro to DC/AC Circuits and Lab     | 6         |
| CET | 2154C | A+: Computer Operating Systems      | 4         |
| EET | 1607C | Electronics Assembly and Cabling    | 3         |
| ETM | 2315 | Simulation Fluid Power Systems       | 3         |

**Summer A**

|     |      |              |   |
| --- | ---- | ------------ | - |
| CET | 1600 | Network Plus | 4 |

**Summer B**

|     |      |                                  |   |
| --- | ---- | -------------------------------- | - |
| .... | .... | Behavioral & Human Sciences Core | 3 |

**Second Year**
**3rd Semester**

|     |      |                                                  | Sem. Hrs. |
| --- | ---- | ------------------------------------------------ | --------- |
| SPC | 2600 | Oral Communications/Research/Presentation Skills | 3         |
| CAP | 2802 | Simulation System Testing                        | 3         |
| CET | 1114C | Digital Fundamentals and Lab                    | 4         |
| EET | 1141C | Electronic Devices and Circuits                 | 4         |

**4th Semester**

|     |      |                                                 | Sem. Hrs. |
| --- | ---- | ----------------------------------------------- | --------- |
| .... | .... | Humanities, Cultural & Aesthetic Core          | 3         |
| CAP | 2803 | Simulation System Troubleshooting               | 3         |
| CAP | 2804 | Advanced Simulation Systems                     | 4         |
| CAP | 2949 | Cooperative Education Experience in Simulation Industry | 3 |
| EGS | 1000 | Professional Performance for Technicians        | 3         |

**TOTAL . . . . . . . . . . . . . . . . . . . . . . . . . . . . 68**

### Occupational Cluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Simulator Installation Technician*
*Simulator Avionics Technician*
*Simulator Motion System Technician*
*Simulation Display System Technician*
*Simulation Technician*
*Simulator Maintenance Technician*

For further information, contact the assistant chair or department chairperson.

CC 2004-05

**Sample Program of Study**

# Surgical Technology

## Vocational Credit Certificate - Code 1092

### (Limited Access Program)

Marilyn Hunter, Assistant Chair
(386) 506-3747 • hunterm@dbcc.edu

## Program Description

The program offers the student an opportunity to develop the technical ability, knowledge and skills required for entry level employment in any surgical setting, hospital operating room or free standing healthcare facility, as a member of the surgical team. The educational process is accomplished by classroom lecture, intense training in a mock operating room lab setting, and by transition to operating rooms in local healthcare facilities. Job title: Surgical Technologist.

Graduates are eligible to take the certification exam and receive national recognition as a Certified Surgical Technologist. This program is accredited by the Commission on Accreditation for Allied Health Education Programs. Classes admitted in August at the Daytona Beach Campus.

## Approximate Additional Costs

- Uniforms/Lab Coats (Required) − $250
- Textbooks − $600
- Lab Fees − $107
- Graduation − $50
- FDLE Background check - $23

## Additional Admission Requirements

- Prerequisites: BSC 0080, HSC 1531 and CLP 1000. Must pass with minimum of "C."
- A physical examination is required prior to entering the clinical area.
- CPR certification is required prior to entering the clinical area.
- Attend orientation.
- Health insurance mandatory.
- FDLE Background check prior to entering clinical area.

## Program Specific Courses

|  |  |  | Voc. Crs. |
|---|---|---|---|
| STS | 0003 | Introduction to Surgical Technology | 2.03 |
| STS | 0120 | Surgical Specialties I | 2.03 |
| STS | 0121 | Surgical Specialties II | 2.77 |
| STS | 0122 | Surgical Specialties III | 1.0 |
| STS | 0155C | Surgical Techniques and Procedures | 6.4 |
| STS | 0255L | Surgical Procedures Clinical I | 6.4 |
| STS | 0256L | Surgical Procedures Clinical II | 12.5 |
| STS | 0257L | Surgical Procedures Clinical III | 5.2 |

## Sample Program of Study

### Prerequisite Courses

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| CLP | 1000 | Human Relations in the Workplace | 3 |
| HSC | 1531 | Medical Terminology | 4 |

|  |  |  | Voc. Crs. |
|---|---|---|---|
| BSC | 0080 | Basic Anatomy & Physiology | 1.5 |

### 1st Semester (Fall)

|  |  |  | Voc. Crs. |
|---|---|---|---|
| STS | 0003 | Introduction to Surgical Technology | 2.03 |
| STS | 0120 | Surgical Specialties I | 2.03 |
| STS | 0155C | Surgical Techniques and Procedures | 6.4 |
| STS | 0255L | Surgical Procedures Clinical I | 6.4 |

### 2nd Semester (Spring)

|  |  |  | Voc. Crs. |
|---|---|---|---|
| STS | 0121 | Surgical Specialties II | 2.77 |
| STS | 0256L | Surgical Procedures Clinical II | 12.5 |

### 3rd Semester (Summer)

|  |  |  | Voc. Crs. |
|---|---|---|---|
| STS | 0122 | Surgical Specialties III | 1.0 |
| STS | 0257L | Surgical Procedures Clinical III | 5.2 |

**Voc. Crs. TOTAL** .................. 39.83
**Sem. Hrs. TOTAL** ..................... 7
**Contact Hrs. TOTAL** ............... 1300

CC 2004-05

# Distance Education Program in Veterinary Technology
## (In Cooperation with St. Petersburg College)
### Associate of Science Degree – Code 2205

Gerald Frisby, Chairperson
(386) 506-5455 • frisbyg@dbcc.edu

**Program Description**
This specialized program is in partnership with St. Petersburg College. Students will enroll at DBCC to complete their general education courses, and then enroll in a totally distance learning program. The Veterinary Technology courses are taught on-line.

Graduates have a variety of career opportunities in veterinary clinics, hospitals, universities and college facilities, research laboratories, zoological gardens and reserves, animal shelters, and pounds.

The Veterinary Technology Program at St. Petersburg College has been accredited by the American Veterinary Medical Association since 1978.

**Additional Admission Requirements**
For more information about the selection process, please contact St. Petersburg College at (727) 341-3653 or visit their web site at www.spjc.edu/hec/vettech/vt1.html

The following General Education Core courses, which are part of the program, are available at DBCC and must be taken before admission to the program at St. Petersburg College

|      |       |                                                          | Sem. Hrs |
|------|-------|----------------------------------------------------------|----------|
| ENC  | 1101  | College Composition                                      | 3        |
| PHI  | 2600  | Introduction to Ethics                                   | 3        |
| SPC  | 2600  | Oral Communications/Research/Presentation Skills         | 3        |
| HUM  | 2210  | Humanities I                                             |          |
|      |       | **OR**                                                   |          |
| HUM  | 2220  | Humanities II                                            | 3        |
| MAC  | 1105  | College Algebra                                          |          |
|      |       | **OR**                                                   |          |
| MGF  | 2106  | Mathematics for Liberal Arts                             |          |
|      |       | **OR**                                                   |          |
| STA  | 2023  | Elementary Statistics                                    | 3        |
| PSY  | 1012  | General Psychology                                       |          |
|      |       | **OR**                                                   |          |
| SYG  | 2000  | Introduction to Sociology                                | 3        |
| BSC  | 1010C | General Biology I                                        |          |
|      |       | **OR**                                                   |          |
| BSC  | 1005  | Survey of Biological Science and                         |          |
| BSC  | 1005L | Survey of Biological Science Lab                         | 4        |

**TOTAL . . . . . . . . . . . . . . . . . . . . . . . . . . . 22\***

*\*After completion of these courses, students will complete the A.S. degree program through Distance Education at St. Petersburg College, at which time; students must be working at least part-time for a veterinarian.*

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**General Education Core Requirements**

# Welding Technology (Applied)

## Vocational Credit Certificate - Code 1033

Sharon Delgado, Dean of Industrial Technologies
(386) 506-4425 • delgads@dbcc.edu

### Program Description

The Welding Technology program is a 24.17 vocational credit certificate program. The curriculum is designed to give students a combination of classroom and lab related activities. A "hands-on" approach to student learning is evident as students learn the safety aspects of welding and become proficient at MIG, TIG and Oxy-acetyline welding. Students will also learn the related skill of blueprint reading which is required for employment as a welder or welder helper.

### Approximate Additional Costs

Students will have to purchase the following items (approximate costs: $190): Instructor approved welding helmet and face shield, welding jacket, leather welding gloves, work shoes or boots.

### Additional Admission Requirements

• Ability to understand and follow specific directions.
• Ability to handle and operate all welding equipment in a safe manner.

### Program Specific Courses

| | | | Voc. Crs. |
|---|---|---|---|
| PMT | 0101 | Welding and Mechanical Blueprint Reading | 2.0 |
| PMT | 0102 | Welding I | 4.17 |
| PMT | 0121 | Shield Metal Arc Welding (SMAW) | 6.33 |
| PMT | 0124 | Welding II | 5.0 |
| PMT | 0131 | Gas Tungsten Arc Welding (GTAW or TIG) | 2.5 |
| PMT | 0134 | Gas Metal Arc Welding (GMAW or MIG) | 4.17 |

**First Year**
**1st Semester**

| | | | Voc. Crs. |
|---|---|---|---|
| PMT | 0101 | Welding and Mechanical Blueprint Reading | 2.0 |
| PMT | 0102 | Welding I | 4.17 |

**2nd Semester**

| | | | Voc. Crs. |
|---|---|---|---|
| PMT | 0124 | Welding II | 5.0 |

**3rd Semester**

| | | | Voc. Crs. |
|---|---|---|---|
| PMT | 0121 | Shielded Metal Arc Welding (SMAW) | 6.33 |
| PMT | 0131 | Gas Tungsten Arc Welding (GTAW or TIG) | 2.5 |

**Second Year**
**1st Semester**

| | | | Voc. Crs. |
|---|---|---|---|
| PMT | 0134 | Gas Metal Arc Welding (GMAW or MIG) | 4.17 |

| | |
|---|---|
| **Voc. Crs. TOTAL** | **24.17** |
| **Contact Hrs. TOTAL** | **725** |

**Note:** *Sequence of courses may vary. Check course descriptions and semester schedules.*

### OccupationalCluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Welder Helper*
*Shielded Metal Arc Welder*
*Gas-Metal Arc Welder*
*Flux-Cored Arc Welder*

For further information, contact the dean of industrial technologies.

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**Sample Program of Study**

# Wireless Communications

## College Credit Certificate - Code 0925

Christopher Cameron, Assistant Chair
(386) 506-3338 • cameroc@dbcc.edu
Claude Phillips, Chairperson
(386) 506-3087 • phillic@dbcc.edu

### Program Description

The certificate program provides students with the knowledge and skills of wireless technologies, networks, services, and applications. The Wireless Communications Certificate is designed to prepare students for employment as a wireless installer, wireless technician, wireless field service technician or to provide supplemental training to persons previously or currently employed in these occupations.

### Approximate Additional Costs

Class Materials Fees: $20 for each program specific EET course; $10 for specific CGS course. See course descriptions.

### Program Specific Courses*

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| CGS | 1570 | Introduction to Computer Applications | 1 |
| EET | 1141C | Analog Devices and Circuits I | 4 |
| EET | 1036C | Introduction to DC/AC Circuits and Lab | 6 |
| EET | 1607C | Electronics Assembly and Cabling | 3 |
| EET | 2326C | Wireless Communications | 4 |

*All of these courses count towards either the AS degree in Computer Engineering Technology, Computer Information Technology, Computer Programming & Analysis, Electronics Engineering Technology, and Networking Services Technology.*

### Sample Program of Study

**1st Semester**

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| CGS | 1570 | Introduction to Computer Applications | 1 |
| EET | 1036C | Introduction to DC/AC Circuits and Lab | 6 |
| EET | 1607C | Electronics Assembly and Cabling | 3 |

**2nd Semester**

|  |  |  | Sem. Hrs. |
|---|---|---|---|
| EET | 1141C | Analog Devices and Circuits I | 4 |
| EET | 2326C | Wireless Communications | 4 |
|  |  | **TOTAL** | **18** |

### OccupationalCluster Information

Students who complete certain combinations of courses within this program may qualify for one of the following jobs:

*Wireless Installer*
*Wireless Technician*
*Wireless Field Service Technician*

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# Course Information

Florida's Statewide Course Numbering System

Course & Cross Reference Guide

Course Descriptions

# FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System. This common numbering system is used by all public postsecondary institutions in Florida and by 26 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

Each participating institution controls the title, credit and content of its own and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course number are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "course equivalency profiles."

## EXAMPLE OF COURSE IDENTIFIER

| Prefix | Level Code | Century Digit (First digit) | Decade Digit (Second Digit) | Unit Digit (Third Digit) | Lab Code (Fourth Digit) |
|---|---|---|---|---|---|
| **SYG** | **1** | **0** | **1** | **0** | |
| Sociology General at this institution | Freshman Level General Sociology | Entry-Level Problems | Survey Course components in this course | Social | No laboratory |

## GENERAL RULE FOR COURSE EQUIVALENCIES

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a survey course in social problems is offered by 31 different postsecondary institutions. Each institution uses "SYG _010" to identify its social problems course. The level code is the first digit and represents the year in which students normally take this course at a specific institution. In the SCNS taxonomy, "SYG" means "Sociology, General," the century digit "0" represents "Entry-Level General Sociology," the decade digit "1" represents "Survey Course," and the unit digit "0" represents "Social Problems."

In science and other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, SYG 1010 is offered at a community college. The same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university if the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institutions, however, to offer transfer credit for courses successfully completed which have not been designated as equivalent.

# THE COURSE PREFIX

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix used to identify the course.

# AUTHORITY FOR ACCEPTANCE OF EQUIVALENT COURSES

State Board of Education Rule 6A-10.024(19), Florida Administrative Code, reads:

When a student transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United State Department of Education and that participate in the common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The award of credit may be limited to courses that are entered in the course numbering system. Credits so awarded shall satisfy institutional requirements on the same basis as credits awarded to native students.

# EXCEPTIONS TO THE GENERAL RULE FOR EQUIVALENCE

The following courses are exceptions to the general rule for course equivalencies and may not be transferable. Transferability is at the discretion of the receiving institution:
  A. Courses in the _900-_999 series (e.g., ART 2905)
  B. Internships, practica, clinical experiences and study abroad courses
  C. Performance or studio courses in Art, Dance, Theater and Music
  D. Skills courses in Criminal Justice
  E. Graduate Courses
  F. Courses not offered by the receiving institution.

College preparatory and vocational preparatory courses may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decision should be directed to Angela S. Kennerly in the Office of Academic Affairs at Daytona Beach Community College or the Florida Department of Education, Office of Articulation, 401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling (850) 245-0427, or can be accessed at http://scns.fldoe.org.

Office of Articulation
Florida Department of Education

# HOW TO FIND A COURSE AND ITS DESCRIPTION

Daytona Beach Community College course offerings and descriptions are grouped alphabetically under the applicable discipline title, not under the department or division of the college through which they are offered.

Within the specific disciplines, courses are listed alphabetically by the course prefix and number. Not all courses are offered in all semesters, or at all campuses. For current offerings, check the schedule of classes published each semester or contact the registration offices at all DBCC campuses.

The course prefixes to discipline areas guide will help you locate your courses by prefix, course or discipline area.

## COURSE CROSS REFERENCE GUIDE

### Course Prefixes to Discipline/Department Areas

| Prefix | Discipline/Department Area | Catalog Page |
|--------|---------------------------|--------------|
| ACG | Accounting/Business | 193 |
| ACR | Air Cond., Refrig. & Heating/ Workforce Careers | 193 |
| AER | Automotive/Workforce Careers | 194 |
| AFR | Military Science/Behavioral, Human & Social Sciences | 195 |
| AMH | Social Science/Humanities and Cultural & Studio Arts | 195 |
| AML | English and Literature/English | 195 |
| ANT | Social Science/Behavioral, Human & Social Sciences | 195 |
| APA | Accounting/Business | 196 |
| ARA | Languages/Modern Languages | 196 |
| ARH | Art/Humanities and Cultural & Studio Arts | 196 |
| ARR | Automotive Collision/Workforce Careers | 196 |
| ART | Art/Humanities and Cultural & Studio Arts | 196 |
| AST | Science/Science | 197 |
| BCN | Engineering Technology/ Engineering Technologies | 197 |
| BOT | Science/Science | 197 |
| BSC | Science/Science | 197 |
| BUL | Business/Business | 197 |
| CAP | Simulation Computer Science | 198 |
| CBH | Psychology/Behavioral, Human & Social Sciences | 198 |
| CCJ | Criminal Justice/Emergency Services Institute | 198 |
| CEN | Internet Services/Computer Science | 198 |
| CET | Computer Networking/Computer Science | 198 |
| CET | Computer Science/Computer Science | 198 |
| CET | Electronics/Computer Science | 198 |
| CET | Internet Services/Computer Science | 198 |
| CGS | Computer Science/Computer Science | 200 |
| CHD | Child Development/Allied Health | 201 |
| CHI | Languages/Modern Languages | 201 |
| CHM | Science/Science | 202 |
| CIS | Computer Science/Computer Science | 202 |
| CJC | Criminal Justice/Emergency Services Institute | 202 |
| CJD | Criminal Justice/Emergency Services Institute | 202 |
| CJK | Criminal Justice/Emergency Services Institute | 203 |
| CLP | Psychology/Behavioral, Human & Social Sciences | 203 |
| COP | Computer Science/Computer Science | 204 |
| COS | Cosmetology/Technical Careers | 205 |
| CPO | Social Science/Behavioral, Human & Social Sciences | 205 |
| CRW | English and Literature/English | 205 |
| CSP | Cosmetology/Technical Careers | 205 |
| CTS | Computer Science/Computer Science | 205 |
| DAA | Dance/Humanities and Cultural & Studio Arts | 206 |
| DAN | Dance/Humanities and Cultural & Studio Arts | 206 |
| DEA | Dental Assisting/Dental Sciences | 206 |
| DEH | Dental Hygiene/Dental Sciences | 206 |
| DEP | Psychology/Behavioral, Human & Social Sciences | 207 |
| DES | Dental Assisting−Hygiene/ Dental Sciences | 207 |
| EAP | English for Non-Native Speakers/ English Language Institute | 208 |
| ECO | Economics/Behavioral, Human & Social Sciences | 209 |
| EDF | Education/Behavioral, Human & Social Sciences | 209 |
| EDG | Education/Behavioral, Human & Social Sciences | 209 |
| EDP | Education/Behavioral, Human & Social Sciences | 209 |
| EEC | Child Development/Allied Health | 210 |
| EET | Electronics/Computer Science | 210 |
| EEV | Electronics/Computer Science | 210 |
| EEX | Child Development/Allied Health | 210 |

| Prefix | Discipline/Department Area | Catalog Page |
|---|---|---|

| Prefix | Discipline/Department Area | Catalog Page |
|---|---|---|
| MVW | Music/Humanities and Cultural & Studio Arts | 227 |
| NUR | Nursing – Associate Degree/Nursing | 228 |
| OCB | Science/Science | 229 |
| ORH | Golf Course Operat.—Turf Mgmt./ Flagler/Palm Coast Campus | 229 |
| OST | Business/Business | 229 |
| OST | Office Systems/Business | 229 |
| OST | Legal Assisting (Paralegal)/Business | 229 |
| OTH | Occupational Therapy/Allied Health | 229 |
| PAD | Fire Science/Emergency Services Institute | 230 |
| PCB | Science/Science | 230 |
| PCO | Psychology/Allied Health & Behavioral, Human & Social Sciences | 230 |
| PET | Health and Wellness/Health and Wellness | 230 |
| PGY | Photographic Technology/Visual Arts | 231 |
| PHI | Humanities/Humanities and Cultural & Studio Arts | 232 |
| PHT | Physical Therapist/Allied Health | 232 |
| PHY | Science/Science | 233 |
| PLA | Legal Assisting (Paralegal)/Business | 233 |
| PMT | Manufacturing Technology/ Workforce Careers | 234 |
| PMT | Welding Technology/Technical Careers | 234 |
| POS | Social Science/Behavioral, Human & Social Sciences | 234 |
| PPE | Psychology/Allied Health & Behavioral, Human & Social Sciences | 235 |
| PRN | Nursing – Practical/Nursing | 235 |

| Prefix | Discipline/Department Area | Catalog Page |
|---|---|---|
| PSB | Psychology/Allied Health & Behavioral, Human & Social Sciences | 235 |
| PSC | Science/Science | 235 |
| PSY | Psychology/Behavioral, Human & Social Sciences | 236 |
| QMB | Mathematics/Business | 236 |
| REA | Reading/English | 236 |
| REL | Humanities/Humanities and Cultural & Studio Arts | 236 |
| RET | Respiratory Care/Allied Health | 236 |
| RTE | Radiography/Allied Health | 237 |
| RTV | English and Literature/Humanities and Cultural & Studio Arts | 238 |
| RTV | Television and Comm. Media/Visual Arts | 238 |
| RUS | Languages/Modern Languages | 238 |
| SLS | Psychology/Behavioral, Human & Social Sciences | 238 |
| SOP | Psychology/Behavioral, Human & Social Sciences | 238 |
| SOS | Golf Course Oper. – Turf Mgmt./ Flagler/Palm Coast Campus | 239 |
| SPA | Sign Language Interpretation/Allied Health | 239 |
| SPC | English and Literature/English | 239 |
| SPN | Languages/Modern Language | 239 |
| STA | Mathematics/Mathematics | 239 |
| STS | Surgical Technology/Allied Health | 240 |
| SUR | Engineering Technology/ Engineering Technologies | 240 |
| SYG | Social Sciences/Behavioral, Human & Social Sciences | 240 |

# Course Descriptions

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Note: Bold areas indicate semesters each course is offered: FA = Fall, SP = Spring, SU = Summer

**ACG 2022**     **4 sem. hrs**
**Principles of Financial Accounting** A study of accounting concepts for service and merchandising businesses, matching concept, adjusting process, financial statements, accounting systems, internal controls, special journals, receivables, inventories, current liabilities, bonds payable and investment in stocks and bonds, international transactions, and corporate: organization, equity rights and earnings. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) Lab fee: $10. **FA,SP, SU**

**ACG 2071**     **4 sem. hrs.**
**Principles of Managerial Accounting** Cash flow statements, financial statement analysis, product costing systems, cost-volume-profit analysis, performance evaluation, cost standards, budgeting, pricing decisions, capital expenditure decisions, taxes and management accounting analysis. (Prerequisites: Appropriate placement scores or successful completion of college prep courses and "C" or better in ACG 2022 or permission of chairperson.) Lab fee: $10. **FA,SP, SU**

**ACG 2900**     **1-4 sem. hrs**
**Directed Study in Accounting**
FA,SP, SU

**ACG 2949**     **1-4 sem. hrs.**
**Cooperative Education Experience in Accounting**
FA, SP, SU

**ACR 0000**     **6.0 voc. crs.**
**Physical Principles** Scientific principles and calculations as they relate to compression refrigeration. Tools and test equipment used to construct, charge, operate and troubleshoot a refrigerating machine. Lab fee: $25. **FA, SP**

**ACR 0022**     **1.5 voc. crs.**
**Domestic Refrigeration** Practical study of domestic refrigerators, freezers and window air conditioners. Installation and service including defrost and multiple temperatures of capillary tube systems. (Prerequisite: ACR 0000.) Individualized lab method. Lab fee: $10. **FA, SP**

**ACR 0061**     **2.0 voc. crs.**
**Psychrometrics** A study of air, humidity, heat and movement as it relates to comfort air conditioning. Psychrometric processes will be charted, measured, and applied. (Prerequisite: ACR 0000.) Lab fee: $10. **SU**

**ACR 0062**     **2.0 voc. crs.**
**Heat Load Calculations** A study of heat and heat flow. Calculate heat gain and loss, duct and register sizing for comfort in refrigeration and air conditioning. (Prerequisite: ACR 0000.) Lab fee: $10. **SU**

**ACR 0100C**     **6.0 voc. crs.**
**Basic Electricity** Physical principles of electricity and related mathematical equations in air conditioning and refrigeration systems. Laws of energy, energy equivalents, electrical components and circuits. Lecture/discussion/individualized lab method. Lab fee: $25. **FA, SP**

**ACR 0150**     **3.0 voc. crs.**
**A/C Motors & Controls** Study of single phase motors and related components. Disassembly, assembly, application and testing with appropriate instrumentation. (Prerequisite: ACR 0100C.) Lab fee: $10. **FA, SP**

**ACR 0205**     **3.0 voc. crs.**
**Refrigerants I** A study of the internal chemistry and physics of a refrigeration system. Refrigerants, oil, contaminants, dehydration and burnouts in detail. (Prerequisite: ACR 0000.) Lab fee: $10. **SU**

**ACR 0206**     **1.5 voc. crs.**
**Refrigerants II** Study and application of physical principles. Temperature, pressure, volume, enthalpy, state and condition. Pipe sizing and application for air conditioning and refrigeration. (Prerequisite: ACR 0000.) Lab fee: $10. **SU**

**ACR 0600**     **3.0 voc. crs.**
**Fossil Fuel Heating** Oil and gas fired heating systems. Combustion, mechanical and electrical components. (Prerequisites: ACR 0850 and ACR 0150.) Lab fee: $10. **FA, SP**

**ACR 0601**     **3.0 voc. crs.**
**Heat Pumps** An advanced study of the refrigerant cycle and the electrical circuitry necessary to provide year-round air conditioning. Includes electric furnaces. (Prerequisites: ACR 0850 and ACR 0150.) Lab fee: $15. **FA, SP**

**ACR 0700**     **2.0 voc. crs.**
**Central Residential Air Conditioning** Study of application, installation, and servicing of central residential equipment. Integrates electrical, psychrometric and mechanical operation. (Prerequisites: ACR 0000 and ACR 0100C.) Lab fee: $10. **FA, SP**

**ACR 0741**     **3.0 voc. crs.**
**Commercial Refrigeration I** Comprehensive study of standard and special mechanical components. Component characteristics, operation and application. Design, construction and analysis of commercial systems. (Prerequisites: ACR 0000 and ACR 0100C.) Lab fee: $10. **FA, SP**

**ACR 0742**     **3.0 voc. crs.**
**Commercial Refrigeration II** A study of larger, multiple temperature refrigeration systems, more complex electrical and mechanical components and three-phase electricity. Design, construct and trouble-shoot advanced equipment. (Prerequisites: ACR 0741 and ACR 0150.) Lab fee: $15. **FA, SP**

**ACR 0815**     **3.0 voc. crs.**
**Advanced Service Practices** Conglomerate of previous courses, diagnostic procedures of job entry competencies in commercial refrigeration and central residential air conditioning. Students will also learn appropriate customer related and employability skills for success in the field. Inclusive of this will be industry required written and verbal skills such as order taking and resumé writing. Lecture/discussion/ individualized laboratory method. (Prerequisites: ACR 0850 and ACR 0150.) Lab fee: $15. **FA, SP**

**ACR 0850**     **3.0 voc. crs.**
**Air Conditioning Wiring** The student will study principles of controls and interaction of components associated with residential and light commercial air conditioning systems. The stu-

dent will design, construct and troubleshoot electrical circuits as used in residential and commercial A/C systems. (Prerequisite: ACR 0100C.) Lab fee: $10. **FA, SP**

**ACR 0905**      **1-4 voc. crs.**
**Directed Study in Air Conditioning/Refrigeration**
FA, SP, SU

**ACR 0949**      **1-4 voc. crs.**
**Cooperative Education Experience in Air Conditioning/ Refrigeration**
FA, SP, SU

**AER 0211**      **7.17 voc. crs.**
**Collision Repair and Estimating**
Skill development and straightening and repairing of vehicle surfaces in preparation for refinishing. Entry-level estimating and damage appraisal. Lab fee: $20. **FA, SP**

**AER 0212**      **4.5 voc. crs.**
**Collision Repair II** This is the second of three courses in auto body metal repair work. The student continues to develop skills in panel replacement and straightening and removing rust from vehicle surfaces in preparation for refinishing. Lab fee: $15. **SP**

**AER 0213**      **4.0 voc. crs.**
**Collision Repair III** Students complete skill development in sheet metal replacement, straightening and repair with fabricating and installation of replacement panels. Lab fee: $15. **SU**

**AER 0221**      **7.0 voc. crs.**
**Refinishing and Metal Work** Students begin to develop the necessary skills to repair minor dents and rust, sand, seal, and apply paint to vehicle surfaces. Lab fee: $25. **FA**

**AER 0222**      **4.0 voc. crs.**
**Refinishing Systems and Safety** Instruction in the various manufacturer's refinishing and preparation products. Proper handling and storage of toxic materials and personal safety in their use. Lab fee: $15. **SP**

**AER 0229**      **4.0 voc. crs.**
**Auto Refinishing II** Instruction in the use of various manufacturers refinishing products, surface preparation and policy and compounding techniques. Lab fee: $15. **FA, SP**

**AER 0232**      **4.0 voc. crs.**
**Unibody and Frame I** Introductory instruction, diagnosis and measurement of damaged unibody and frame-type vehicles, with training and bench pool techniques and associated tasks. Lab fee: $15. **SP**

**AER 0233**      **4.0 voc. crs.**
**Unibody and Frame II** Advanced skill development in the straightening and repair of damaged vehicles via the bench system to meet manufacturers specifications. Lab fee: $15. **FA**

**AER 0241**      **4.0 voc. crs.**
**Auto Body Glass and Trim** Instruction and replacement, reconditioning and dyeing vinyl tops, exterior and interior molding and trim fastening. Replacement and removal of all auto glass, adjustment of glass and regulators. Lab fee: $5. **FA**

**AER 1101**      **4 sem. hrs.**
**Electricity/Electronics Fundamentals** Prepares the student to test, diagnose and repair automotive starting, charging, lighting and associated electrical systems. Electrical measurement and circuit tracing are stressed, along with an introduction to the operation of basic components associated with vehicle electrical and electronic systems. Components include lecture/discussion, written assignments and hands-on experience. Lab fee: $5. **FA**

**AER 1112**      **4 sem. hrs.**
**Engine Mechanical Service and Repairs** Prepares the student to diagnose and repair four, six and eight cylinder engines. Components include lecture/discussion, written assignments and hands-on experience. Lab fee: $5. **FA**

**AER 1114**      **4 sem. hrs.**
**Basic Concepts and Service Procedures** Prepares the student to perform a Pre-Delivery Inspection and all basic engine service and maintenance procedures. Service manual interpretation and basic carburated fuel systems theory are taught. Components include lecture/discussion, written assignments and hands-on experience. Lab fee: $10. **FA**

**AER 1272**      **4 sem. hrs.**
**Automotive Transaxles and Differentials** Prepares the student to diagnose and repair automobile manual transaxles, clutches, transmissions, differentials, driveline components, hydraulic systems and four-wheel drive transfer cases. Components include lecture/discussion, written assignments and hands-on experience. Lab fee: $5. **FA**

**AER 1413**      **4 sem. hrs.**
**Automotive Brake Systems** Prepares the student to test, diagnose and repair late model automobile Disc and Drum braking systems and controls, including Anti-lock Braking Systems. Components include lecture/discussion, written assignments and hands-on experience. Lab fee: $10. **FA, SP**

**AER 1451**      **4 sem. hrs.**
**Automotive Steering, Suspension and Alignment** Prepares the student to diagnose and repair automobile steering and suspension systems, including electronic suspensions, and Super HICAS steering systems. The latest 4-wheel alignment techniques are taught. Components include lecture/discussion, written assignments and hands-on experience. Lab fee: $5. **FA**

**AER 1611**      **4 sem. hrs.**
**Automotive Heating and Air Conditioning Systems** Prepares the student to test, diagnose and repair automobile heating and air conditioning systems. Automatic Temperature Control systems are introduced, and freon recovery procedures are taught. Components include lecture/discussion, written assignments and hands-on experience. Lab fee: $15. **SP**

**AER 2273**      **4 sem. hrs.**
**Automotive AutomaticTransaxles and Drive Systems** Prepares the student to test, diagnose and repair automobile automatic transaxles and electronic transmissions. Theories of operation, testing and diagnosis are stressed. Components include lecture/discussion, written assignments and hands-on experience. Lab fee: $5. **SP**

**AER 2524**      **4 sem. hrs.**
**Automotive Computer Systems and Supercharging** Familiarizes the student with the theory of operation of automotive computer systems. Prepares the student to perform lab oscilloscope analysis of electronic control unit circuitry. Familiarizes the student with the theory of supercharging, and the diagnosis and repair of turbochargers. Components include lecture/discussion, written assignments and hands-on experience. Lab fee: $10. **FA, SU**

**AER 2526**      **4 sem. hrs.**
**Automotive Ignition and Emissions Control** Prepares the student to test, diagnose and repair automobile electronic ignition and emissions control systems. Four-gas theory and oscilloscope diagnosis are introduced. Components include lecture/discussion, written assignments and hands-on experience. Lab fee: $10. **SP**

**AER 2527**      **4 sem. hrs.**
**Drivability and Dynamometer Analysis** Prepares the student to diagnose drivability problems with hand-held diagnostic scanning tools. Prepares the student to diagnose driveability problems using chassis dynamometer analysis. Prepares the student to perform four-gas emissions analysis. Components include lecture/discussion, written assignments, hands-on experience and selected student troubleshooting skills testing. (Prerequisite: Permission of chairperson.) Lab fee: $10. **SP**

**AER 2528**      **4 sem. hrs.**
**Automotive Fuel Systems** Prepares the student to test, diagnose and repair electronic fuel injection systems, including Throttle Body and Multi-Point injection components associated with EFI and ECCS. Fuel injection theory is stressed, along with testing of individual components within subsystems. Components include lecture/discussion, written assignments and hands-on experience. Lab fee: $10. **SP**

**AER 2905**      **1-4 sem. hrs.**
**Directed Study in Automotive Technology**
FA, SP, SU

**AER 2949**      **2 sem. hrs.**
**Cooperative Education Experience in Automotive Technology**
FA, SP, SU

**AFR 1101**      **1 sem. hr.**
**The Air Force Today I (General Military Course)** A survey course that focuses on the organizational structure and missions of Air Force organizations, officership and professionalism, and includes an introduction to communicative skills. A weekly leadership laboratory is mandatory. (Prerequisite: Appropriate placement scores or successful completion of college prep courses. Corequisite: AFR 1101L.) **FA**

**AFR 1111**      **1 sem. hr.**
**The Air Force Today II (General Military Course)** Continuation of AFR 1101. A weekly leadership laboratory is mandatory. (Prerequisite: Appropriate placement scores or successful completion of college prep courses. Corequisite: AFR 1101L.) **SP**

**AFR 2130**      **1 sem. hr.**
**The Development of Air Power I (General Military Course)** Focuses on factors contributing to the development of air power from its earliest beginnings through two world wars, the evolution of air power concepts and doctrine and an assessment of communicative skills. A weekly leadership laboratory is mandatory. (Prerequisite: Appropriate placement scores or successful completion of college prep courses. Corequisite: AFR 1101L.) **FA**

**AFR 2131**      **1 sem. hr.**
**The Development of Air Power II (General Military Course)** Continuation of AFR 2130. A weekly leadership laboratory is mandatory. (Prerequisite: Appropriate placement scores or successful completion of college prep courses. Corequisite: AFR 1101L.) **SP**

**AMH 2010**      **3 sem. hrs.**
**United States History to 1877** The political, economic, social and intellectual development of the people of the United States, from European exploration and settlement through the Civil War and Reconstruction. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite or corequisite: ENC 1101.) **FA, SP, SU**

**AMH 2020**      **3 sem. hrs.**
**United States History 1865 to Present** The political, economic, social and intellectual development of the people of the United States, from the Civil War to the present. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite or corequisite: ENC 1101.) **FA, SP, SU**

**AMH 2042**      **3 sem. hrs.**
**American Social History 1860 to Present** An examination of the cultural experiences, institutions and customs of American life and their effects on our common heritage, from 1860 to present times. This course meets the 3,000 word Gordon Rule requirement. (Prerequisite or corequisite: ENC 1101.) **FA, SP**

**AMH 2045**      **3 sem. hrs.**
**American Maritime History** An introductory course on American maritime history, tracing the impact of seafaring Americans and their related institutions and activities on American history from pre-colonial times to the present. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite or corequisite: ENC 1101.) **FA, SP**

**AMH 2091**      **3 sem. hrs.**
**Survey of African American History** A historical survey of African American experiences beginning with an overview of ancient African peoples, with emphasis on the experiences of Africans and their descendants in America. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite or corequisite: ENC 1101.) **FA, SP**

**AMH 2905**      **1-4 sem. hrs.**
**Directed Study in History** (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) FA, SP, SU

**AMH 2949**      **1-4 sem. hrs.**
**Cooperative Education Experience in History**
FA, SP, SU

**AML 2012**      **3 sem. hrs.**
**Early American Literature** Representative American writers of the Colonial, Federal, Romantic and Realistic periods. Emphasis is placed upon artistic excellence and literary history. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite: ENC 1101 or permission of chairperson.) **FA**

**AML 2050**      **3 sem. hrs.**
**Contemporary American Literature** A survey of representative American writers since World War I. Emphasis on style, techniques and basic themes of each author. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite: ENC 1101 or permission of chairperson.) **FA, SU**

**AML 2260**      **3 sem. hrs.**
**Southern Literature** A survey of representative Southern American writers incorporating selected readings from novelists, poets and playwrights. Emphasis on style, themes and regional uniqueness. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite: ENC 1101 or permission of chairperson.) **SU**

**AML 2501**      **3 sem. hrs.**
**Modern American Literature** A survey of representative American writers of the Modern period. Emphasis is placed upon the maturation of American literature from the Civil War to World War I. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite: ENC 1101 or permission of chairperson.) **SP**

**AML 2600**      **3 sem. hrs.**
**Introduction to African American Literature** A survey of the African American history tradition from the eighteenth century to the present as reflected in a variety of oral and written traditions: songs, speeches, poetry, short-fiction, novels, drama, autobiographies, journals and letters. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite: ENC 1101 or permission of chairperson.) **FA, SP**

**ANT 2000**      **3 sem. hrs.**
**Introduction to Anthropology** A survey course including the subfields of linguistics, archaeology, cultural and physical

anthropology. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP, SU**

**ANT 2905**     **1-4 sem. hrs.**
**Directed Study in Anthropology** (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP, SU**

**ANT 2949**     **1-4 sem. hrs.**
**Cooperative Education Experience in Anthropology**
**FA, SP, SU**

**APA 1111**     **4 sem. hrs.**
**Computerized Accounting/Bookkeeping I** The recording of business transactions; organization of ledgers, trial balances and worksheets; and adjusting and closing entries. Preparation of financial statements both manually and in the computer. Lab fee: $10. **FA, SP, SU**

**APA 1121**     **4 sem. hrs.**
**Computerized Accounting/Bookkeeping II** Principles and procedures for establishing, maintaining and summarizing financial records. Payroll procedures and closing books, both manually and on the computer. (Prerequisite: APA 1111 or permission of chairperson.) Lab fee: $10. **FA, SP**

**APA 1711**     **3 sem. hrs.**
**Computer Spreadsheet** Introduction in using computerized spreadsheets for beginning spreadsheet students. This course includes worksheet commands, functions, formulas and designing; printing; and filing worksheets. Additionally, simple macros, graphing and database functions are introduced. Lab fee: $10. **FA, SP, SU**

**APA 2905**     **1-4 sem. hrs.**
**Directed Study in Accounting** Practical applications of the techniques and practices of the accountant at work. (Prerequisite: ACG 2071.) Lab fee: $10. **FA,SP, SU**

**APA 2949**     **1-4 sem. hrs.**
**Cooperative Education Experience in Accounting/ Bookkeeping**
**FA,SP, SU**

**ARA 1120**     **4 sem. hrs.**
**Arabic I** Fundamental grammar principles and basic speech patterns, intensive drills in listening, speaking, reading and writing the language. Three-hour class instruction and two-hour language laboratory. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) Lab fee: $5. **FA**

**ARA 1121**     **4 sem. hrs.**
**Arabic II** Continuation of ARA 1120. Three-hour class instruction and two-hour language laboratory. (Prerequisite: ARA 1120.) Lab fee: $5. **SP**

**ARA 2200**     **4 sem. hrs.**
**Arabic III** Intensive conversational course designed to give intermediate knowledge of Arabic grammar, culture, history, geography and current events. Three-hour class instruction and two-hour language laboratory. (Prerequisite: ARA 1121.) **FA**

**ARA 2201**     **4 sem. hrs.**
**Arabic IV** Continuation of ARA 2200, stressing conversational Arabic grammar, reading and writing of classical Arabic. Three-hour class instruction and two-hour language laboratory. (Prerequisite: ARA 2200.) **SP**

**ARH 1000**     **3 sem. hrs.**
**Art Appreciation** A foundation for understanding the visual arts. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite: ENC 1101.) Lab fee: $5. **FA, SP, SU**

**ARH 2050**     **3 sem. hrs.**
**Introduction to the History and Criticism of Art I** Survey and criticism of ancient, medieval, Renaissance and contemporary art and architecture; relation of styles to cultural context. (Prerequisite: ENC 1101.) **FA, SP**

**ARH 2051**     **3 sem. hrs.**
**Introduction to the History and Criticism of Art II** Continuation of ARH 2050. Relation of artistic styles to cultural context. Survey and criticism of Renaissance, Baroque and contemporary art and architecture. (Prerequisite: ENC 1101.) **FA, SP**

**ARR 0330**     **4.0 voc. crs.**
**Paint Mixing & Tinting** Instruction in paint mixing and proper reduction of paint pigment. Chemical activators and compatibility of reduction products. Paint matching by adding tints to paint pigment. (Prerequisite: AER 0229.) Lab fee: $41. **SP**

**ARR 0949**     **1-4 voc. crs.**
**Cooperative Education Experience in Automotive Body Repair and Refinishing**
**FA, SP, SU**

**ART 1201C**     **3 sem. hrs.**
**Design I** Studio assignments concerned with basic art fundamentals: line, color, shape, value and texture in organization of two-dimensional surface. Four studio hours. Lab fee: $5. **FA, SP**

**ART 1203C**     **3 sem. hrs.**
**Design II** Studio problems relating basic art fundamentals of three-dimensional forms. Four studio hours per week. (Prerequisite: ART 1201C or permission of chairperson.) Lab fee: $5. **FA, SP**

**ART 1300C**     **3 sem. hrs.**
**Drawing I** ART 1300C is a traditional, beginning drawing class which teaches the fundamental skills needed for representational/objective drawing from life. Open to all students. Four studio hours. **FA, SP, SU**

**ART 1301C**     **3 sem. hrs.**
**Drawing II** Drawing II is a continuation of the skill development begun in ART 1300C. New materials, idea development and composition are stressed in the production of a portfolio. Four studio hours. (Prerequisite: ART 1300C or permission of chairperson.) **FA, SP, SU**

**ART 1331C**     **3 sem. hrs.**

**Drawing III** The study of the human figure in drawing through the use of live models. Four studio hours. May be repeated one time for credit. (Prerequisites: ART 1300C and ART 1301C or permission of chairperson.) Lab fee: $30. **FA, SP**

**ART 1500C**     **3 sem. hrs.**
**Painting I** An introduction to opaque painting. Emphasis on the fundamentals of technique, color and equipment. Four studio hours. **FA, SP, SU**

**ART 1501C**     **3 sem. hrs.**
**Painting II** Continuation of ART 1500C with emphasis on composition, elements of design and the development of work in a series. May be repeated one time for credit. Four studio hours. (Prerequisite: ART 1500C or permission of chairperson.) **FA, SP, SU**

**ART 1754C**     **3 sem. hrs.**
**Pottery Handbuilding I** Introduction to ceramic design. Emphasizing basic hand building, glazing and firing techniques. Four studio hours. Studio fee required: $27. **FA, SP**

**ART 1772C**     **3 sem. hrs.**
**Raku Pottery I** Introduction to ceramic design using the low fire raku pottery process. Basic hand building, glazing and firing techniques will be taught. Lab fee: $27. **SP**

**ART 2400C**      **3 sem. hrs.**
**Printmaking I** A survey of relief, intaglio and monotype print-making techniques, including linocut, woodcut, collagraph and etching. May be repeated one time for credit. Four studio hours. Lab fee: $15. **FA, SP**

**ART 2540C**      **3 sem. hrs.**
**Watercolor I** An introduction to transparent watercolor paint-ing. Emphasis on use of color, technique and equipment. Four studio hours. **FA, SP**

**ART 2551C**      **3 sem. hrs.**
**Airbrush Techniques** The art, history and techniques of the airbrush. Four studio hours. **FA, SP**

**ART 2701C**      **3 sem. hrs.**
**Sculpture I** Introduction to three dimensional space and mass using wood, clay, plaster and other materials. Four studio hours. Studio fee required: $10. **FA, SP**

**ART 2702C**      **3 sem. hrs.**
**Sculpture II** Continuation and refinement of Sculpture I pro-cesses. May be repeated one time for credit. Four studio hours. (Prerequisite: ART 2701C or permission of chairperson.) Studio fee required: $10. **SP**

**ART 2710**      **3 sem. hrs.**
**Stone Carving** This is an introductory course in subtractive sculpture which builds foundation skills in stone carving and other processes. NOTE: This course may be accepted for trans-fer credit at the discretion of the receiving institution. Four stu-dio hours. Lab fee: $10. **FA, SP**

**ART 2750C**      **1 sem. hr.**
**Ceramic Studio I** An advanced course in ceramics for art majors specializing in ceramics. (Prerequisite: ART 1754C, ART 2752C and permission of chairperson.) May be repeated one time for credit. Lab fee: $10. **FA, SP**

**ART 2752C**      **3 sem. hrs.**
**Pottery Wheelthrowing I** Introduction to wheel-thrown pot-tery. Basic principles and development of skills on the potter's wheel. Simple forming, glazing and firing techniques. Four stu-dio hours. Lab fee: $27. **FA, SP**

**ART 2834**      **3 sem. hrs.**
**Museum and Gallery Practices** This course covers basic museum principles and techniques and includes an overview of collections care and management, installation and design of exhibitions, exhibitions and publications research, education and interpretation, marketing and conservation. Students undertake production role duties in a variety of museum oper-ational areas. Formal instruction is supplemented by demon-stration with hands-on learning and participation under the direction of placement supervisors. (Prerequisite: ARH 2050 or ARH 2051 or PGY 2000.) **FA, SP**

**ART 2905**      **1-4 sem. hrs.**
**Directed Study in Art**
FA, SP, SU

**ART 2949**      **1-4 sem. hrs.**
**Cooperative Education Experience in Art**
FA, SP, SU

**AST 1002**      **3 sem. hrs**
**Astronomy** A survey of planetary, stellar and galactic astrono-my; history of astronomy; and theories of the universe. Option-al observing sessions may be held if the weather permits. (Prerequisites or corequisites: ENC 1101 and MAT 1033.) **FA, SP, SU**

**AST 2905**      **1-4 sem. hrs.**
**Directed Study in Astronomy**
FA, SP, SU

**BCN 1210**      **3 sem. hrs.**
**Materials and Processes** Applications and characteristics, both physical and chemical, of materials commonly used in construction and mechanical processes by which materials may be shaped or formed. **FA, SP**

**BCN 1251C**      **3 sem. hrs.**
**Architectural Drawing I** Fundamentals of construction draft-ing, including basic components of construction. Development of working drawings including plans, elevations and sections using wood, masonry and concrete construction in accordance with building code requirements. Two-hour lecture, two-hour laboratory. **FA, SP, SU**

**BCN 1253C**      **3 sem. hrs.**
**Architectural Drawing II** Intermediate principles of architec-tural drawing, space utilization, visual design and model mak-ing. (Prerequisite: BCN 1251C.) **SP, SU**

**BCN 2257C**      **3 sem. hrs.**
**Architectural Detailing** Architectural detailing of steel, wood and concrete systems used in light construction welding. (Pre-requisite: EGS 1110C or BCN 1251C or permission of assistant chair.) **SP**

**BCN 2561**      **3 sem. hrs.**
**Mechanical and Electrical Equipment** The study of heating, air conditioning, water supply, sanitation and electrical service and their installation. Design methods along with the opera-tion of equipment and controls is also included. (Prerequisite: PSC 1121.) **SP**

**BCN 2905**      **1-4 sem. hrs.**
**Directed Study in Construction**
FA, SP, SU

**BCN 2949**      **1-4 sem. hrs.**
**Cooperative Education Experience in Construction**
FA, SP, SU

**BOT 1010C**      **4 sem. hrs.**
**General Botany** General principles of the structural organiza-tion and function of plants emphasizing cellular structure and physiology, anatomy, genetics, growth and diversity of plants. (Prerequisite or corequisite: ENC 1101. Corequisite: BOT 1010L.) Lab fee: $20. **FA, SP**

**BSC 0080**      **1.5 voc. crs.**
**Basic Anatomy & Physiology** Surveys the structure and func-tion of the various systems of the human body as applied to certificate health programs. (May not be used toward degree requirements.) **FA, SP, SU**

**BSC 1005**      **3 sem. hrs.**
**Survey of Biological Science (For Non-Science Majors)** A sur-vey of topics in biology designed to meet the informational needs of the non-scientist. Coverage of topics in molecular, cel-lular, organismal and population biology is included. (Not intended for science, engineering or pre-professional health-related majors.) (Prerequisite or corequisite: ENC1101.) **FA, SP, SU**

**BSC 1005L**      **1 sem. hr.**
**Survey of Biological Science Laboratory (For Non-Science Majors)** The laboratory consists of observation, demonstration and experiments which correlate with the lecture. (Prerequisite or corequisite: ENC1101. Corequisite: BSC 1005.) Lab fee: $10. **FA, SP, SU**

**BSC 1010C**      **4 sem. hrs.**
**General Biology I (For Science Majors)** Basic principles, which apply to the nature of plant and animal cells, including metabolism, reproduction, protein synthesis and genetics. (Pre-requisites or corequisites: ENC1101 and MAT1033. Corequisite: BSC 1010L.) Lab fee: $10. **FA, SP, SU**

**BSC 1011C**      **4 sem. hrs.**
**General Biology II (For Science Majors)** A survey of the evolution, morphology, physiology and ecology of the five kingdoms of living organisms. (Prerequisite: BSC 1010C. Corequisite: BSC 1011L.) Lab fee: $10. **FA, SP, SU**

**BSC 1085C**      **4 sem. hrs.**
**Human Anatomy & Physiology I**     Structure and function of the integumentary, skeletal, muscular and nervous systems of the human body. Course also will cover basic cytology and histology. This course is designed for students in health professions. (Prerequisite or corequisite: ENC1101.) A background in biology and chemistry strongly recommended. Corequisite: BSC 1085L.) Lab fee: $25. **FA, SP, SU**

**BSC 1086C**      **4 sem. hrs.**
**Human Anatomy & Physiology II** A continuation of BSC 1085C. This course covers the structure and function of the digestive, urinary, respiratory, endocrine, circulatory and reproductive systems. This course is designed for students in health professions. (Prerequisite: BSC 1085C. Corequisite: BSC 1086L.) Lab fee: $25. **FA, SP, SU**

**BSC 2905**      **1-4 sem. hrs.**
**Directed Study in Biological Science** (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP, SU**

**BSC 2949**      **1-4 sem. hrs.**
**Cooperative Education Experience in Biological Science**
FA, SP, SU

**BUL 2241**      **3 sem. hrs.**
**Business Law I** An introduction to judicial procedures that include legal rights and social forces; government, business, and society; contracts; personal property and bailments; and sales of goods. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP, SU**

**BUL 2242**      **3 sem. hrs.**
**Business Law II** Continuation of BUL 2241. The context of Business Law II reflects current thinking and recent changes in the law. Also examined are areas of the Uniform Commercial Code; creditor's rights; and agency, employment, partnership, corporations, and special ventures. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP, SU**

**CAP 1801**      **3 sem. hrs.**
**Simulation Fundamentals** This is an introductory course in simulation technology. Students will learn the basic concepts in safety and housekeeping, basic sim-related software and hardware, instrumentation, documentation, and publications as related to the simulation industry. Lab fee: $20. **FA, SP, SU**

**CAP 2802**      **3 sem. hrs.**
**Simulation System Testing** Introduction to testing procedures, equipment and documentation at system, sub-system, and component level, with close attention to customer specifications. Lab fee: $50. **FA, SP, SU**

**CAP 2803**      **3 sem. hrs.**
**Simulation System Trouble Shooting** Troubleshooting techniques and replacing of defective components including visuals, communications, navigation, motion controls, avionics, power, and safety sub-systems are covered. (Prerequisites: CAP 1801, EET 1036C, CET 1114C, CET 1173C.) Lab fee: $50. **FA, SP, SU**

**CAP 2804**      **4 sem. hrs.**
**Advanced Simulation Systems** The student will build on basic knowledge of simulator systems and operations gained in Simulation Fundamentals. Evaluation of simulator performance in comparison to requirements with consideration of government and manufacturing standards and statement of work documentation is included. Overall alignment procedures will also be covered. (Prerequisites: CAP 1801 and ETM 2315.) Lab fee: $50. **FA, SP, SU**

**CBH 2000**      **3 sem. hrs.**
**Animal Learning** Introduction to the basic principles of classical and operant conditioning in animals and humans. Specific techniques for controlling behavior are presented. Includes lecture, outside lab and infield experiences. (Prerequisite or Corequisite: ENC 1101.) **FA, SP, SU**

**CCJ 1010**      **3 sem. hrs.**
**Introduction to Criminology** Survey of the social origins of criminal law, the administration of criminal justice, the causes of criminal behavior and the prevention and control of crime. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) Lab fee: $5. **FA, SP, SU**

**CCJ 1020**      **3 sem. hrs.**
**Introduction to Criminal Justice** Exposure to the philosophical and historical background of criminal justice agencies and evaluation of their purpose, functions and contemporary problems. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) Lab fee: $5. **FA, SP, SU**

**CCJ 2500**      **3 sem. hrs.**
**Juvenile Delinquency** Study of the juvenile justice system emphasizing definitions, causes, prevention, control of juvenile delinquency and rehabilitation of the delinquent youth. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) Lab fee: $5. **FA, SP, SU**

**CCJ 2905**      **1-4 sem. hrs.**
**Directed Study in Criminal Justice** (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP, SU**

**CCJ 2949**      **1-4 sem. hrs.**
**Cooperative Education Experience in Criminal Justice** (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP, SU**

**CEN 2304**      **4 sem. hrs.**
**Microsoft Windows Professional** Installing, configuring and supporting Microsoft Windows Professional in a workgroup or domain to prepare for MCP Exam 7-210, a core requirement for MCSA and MCSE certifications. (Corequisite: CET 1600 or COP1000 or permission of Computer Science chairperson.) Class materials fee:$50. **FA, SP, SU**

**CEN 2320**      **4 sem. hrs.**
**Microsoft Windows Server** Planning, configuring and optimizing Microsoft networks in a single-domain environment for Exam 70-215, a core requirement for MCSA and MCSE certifications. (Prerequisite: CEN 2304 or permission of Computer Science chairperson.) Class materials fee: $50. **SP**

**CET 1114C**      **4 sem. hrs.**
**Digital Fundamentals and Lab** First course in digital theory covers number systems, including binary, octal, hexadecimal and decimal. Also includes logic gates, Boolean algebra, Karnaugh maps, decoders, flip-flops and counters. Lab fee: $20. **FA, SP**

**CET 1153C**      **3 sem. hrs.**
**Technical Computer Environment** This course is an introduction to computer operations and applications for Engineering Technology students. It will cover computer hardware and software. The student will gain skills in using the operating system, graphic interfaces and application software. Lab fee: $15. **FA, SP, SU**

**CET 1173C**      **3 sem. hrs.**
**A+: Computer Hardware** Designed to teach the fundamentals needed to perform board-level servicing of desk top computer

systems. The course covers hardware assembly of a PC, the installation of the operating system, and the installation of the basic application software. Prepares students for the core A+ Exam. Lab fee: $20. **FA, SP, SU**

**CET 1484**                                 **4 sem. hrs.**
**Novell Network Administration** Setup, operation and management of a Novell network. Login, account restrictions, file systems, and security, network printing, NetWare Directory Services, and NDS security. Certified Novell Administrator (CNA) Exam 050-677. (Prerequisite: CET 1600 or COP 1000 or permission of Computer Science chairperson.) Class materials fee: $50. **FA, SP**

**CET 1600**                                 **4 sem. hrs.**
**Network Plus** Basic concepts of network communication using the OSI model. Media, access protocols, routing, reliability, network services. Concepts of routing on an internet work. Prepares students for Network Plus certification exam. (Prerequisite or Corequisite: CET1173C.) Class materials fee: $50. **FA, SP, SU**

**CET 2123C**                             **4 sem. hrs.**
**Microcomputer and Basic Digital Communications** This course includes the architectural study of a microprocessor with its bus system and instruction set. An introduction to the principles of digital communications is also included in this course. (Prerequisites: CET 1114C and EET 1141C.) Lab fee: $20. **FA, SP**

**CET 2154C**                             **4 sem. hrs.**
**A+: Computer Operating Systems** Presents the proper preventive and corrective maintenance procedures for computer systems, with emphasis placed on interpretation of diagnostics. Prepares students for the Windows operating systems A+ Exam. (Prerequisite: CET 1173C.) Lab fee: $20. **FA, SP, SU**

**CET 2496**                                 **4 sem. hrs.**
**Novell Network Service and Support** Hands-on installation and troubleshooting of computer networks of various topologies. Includes installation of network cards, cable systems and complete networks. (Prerequisite: CET 2758.) Class materials fee: $50. **FA**

**CET 2615**                                 **4 sem. hrs.**
**Advanced Cisco Router Configuration** Advanced techniques in configuration of Cisco routers in Interne works, including utilization of configuration files downloaded from a TFTP server, employing advanced Cisco IOS EXEC commands. (Prerequisite: CET 1600 or permission of Computer Science chairperson.) Class materials fee: $50. **FA, SP**

**CET 2620**                                 **4 sem. hrs.**
**Cisco Wide Area Network (WAN)** Routing WAN services and encapsulation, WAN design, PPP operation and authentication, ISDN capabilities and configuration, Frame Relay, subinterfaces and configuration. CCNA 640-607 certification exam. (Prerequisite: CET 2615 or permission of Computer Science chairperson.) Class materials fee: $50. **FA, SP**

**CET 2625**                                 **4 sem. hrs.**
**Building Scalable Cisco Internetworks** The Building Scalable Cisco Internetworks (BSCI) course focuses on using Cisco routers connected in LANs and WANs typically found at medium to large network sites. Upon completion of this training course, students will be able to select and implement the appropriate Cisco IOS services required to build a scalable, routed network. BSCI is part of the recommended training path for those students seeking the Cisco Certified Network Professional (CCNP) and Cisco Certified Design Professional (CCDP). (Prerequisite: CET 2620 or CCNA certification.) Class Materials Fee: $50. **FA**

**CET 2626**                                 **4 sem hrs.**
**Building Cisco Remote Access Networks** In the Building Scalable Remote Access Networks (BSRAN) course, students learn how to build, configure and troubleshoot a remote access network to interconnect central sites to branch offices and home offices. Students also learn how to control access to the central site, as well as to maximize bandwidth utilization over the remote links. BSRAN is part of the recommended training path for those students seeking the Cisco Certified Network Professional (CCNP), Cisco Certified Design Professional (CCDP), and Cisco Certified Internetwork Expert (CCIE) certifications. (Prerequisite: CET 2620 or CCNA certification.) Class Materials Fee: $50. **FA**

**CET 2627**                                 **4 sem hrs.**
**Building Cisco Multilayer Switched Networks** In the Building Cisco Multilayer Switched Networks (BCMSN) course, network administrators learn how to build campus networks using multilayer switching technologies over high speed Ethernet. This course includes both routing and switching concepts, covering both Layer 2 and Layer 3 technologies. BCMSN is part of the recommended training path for those students seeking the Cisco Certified Network Professional (CCNP), Cisco Certified Design Professional (CCDP), and Cisco Certified Internetwork Expert (CCIE) certifications. (Prerequisite: CET 2620 or CCNA certification.) Class Materials Fee: $50. **SP**

**CET 2628**                                 **4 sem. hrs.**
**Cisco Internetwork Troubleshooting Support** The Cisco Internetwork Troubleshooting Support (CIT) course teaches students how to baseline and troubleshoot an environment using Cisco routers and switches for multiprotocol client hosts and servers connected with Ethernet LANs and Serial, Frame Relay, ISDN BRI WANs. The course provides students with methodical practice using specific Cisco IOS software and Catalyst software tools to diagnose and correct problems on widely installed Cisco products. CIT is part of the recommended training path for those students seeking the Cisco Certified Network Professional (CCNP) and Cisco Certified Internetwork Expert (CCIE) certifications. (Prerequisite: CET 2620 or CCNA certification.) Class Materials Fee: $50. **SP**

**CET 2629**                                 **3 sem. hrs.**
**Cisco Network Design** This course teaches the procedures for designing small- to medium-sized networks. Topics include gathering customer requirements, evaluating existing networks, designing the LAN and WAN, internet protocols, network standards, network management applications and network documentation. This course will prepare the student for the Cisco Certified Design Associate (CCDA) certification. (Prerequisite: CET 2620 or CCNA certification.) Class Materials Fee: $50. **SP**

**CET 2660**                                 **4 sem. hrs.**
**Fundamentals of Network Security** This course introduces the student to the concepts and methods of securing a computer network. The course includes general security concepts, legal aspects of computer crime, cyber-rime culture, viruses, types of attack, communications security, cryptography, access control, firewalls, intrusion detection and disaster preparedness. This course prepares the student for the CompTIA Security+ certification. Students must have a thorough knowledge of TCP/IP prior to enrolling. (Prerequisites: CET 1600 or CEN 2304) Class Materials Fee: $50. **FA, SP**

**CET 2757**                                 **4 sem. hrs.**
**Novell NDS Design & Implementation** Design and Implementation Design Life Cycle, planning and documenting upgrade and configuration of a nationwide network. Completion of team design project. (Prerequisite: CET 2758.) Class materials fee: $50. **FA**

**CET 2758**      **4 sem. hrs.**
**Novell Advanced Network Administration** Advanced server management and optimization in a complex Novell network. Partitioning, replication and time synchronization. Using Bindery Services and NetSync. (Prerequisite: CET 1484.) Class materials fee: $50. **SP**

**CET 2760**      **4 sem. hrs.**
**Microsoft SQL Server** System Administration Install, configure, administer and troubleshoot Microsoft SQL Server. Create, maintain and optimize powerful database applications. Tune the performance of servers and databases. Prepare for MCSE Exam 70-228, an elective for Windows MCSE track. (Prerequisite: CEN 2304 or permission of Computer Science chairperson.) Class materials fee: $50. **SP**

**CET 2820**      **4 sem. hrs.**
**Network Systems Integration** This course is designed to provide experience in joining Microsoft, Novell and Linux/Unix servers and workstations to interconnect on a business network. Working as teams, students will install Microsoft, Novell and Linux/Unix servers and workstations, then will configure them to work seamlessly as a single integrated system. (Prerequisites: CET 1484 and CTS 2321 and CTS 2320 and CTS 2810.) Class Materials Fee: $50. **SP**

**CET 2850**      **4 sem hrs.**
**Wireless Networking** Site survey, installation, configuration, and troubleshooting of Wireless Local Area Networks. Basic RF and antenna theory. Preparation for the Cisco Wireless LAN Design Specialist certification. (Prerequisite: CET 2620 or CCNA Certification.) Class Materials Fee: $50. **FA**

**CET 2949**      **1-4 sem. hrs.**
**Cooperative Education Experience in Computer Engineering Technology**
**FA, SP**

**CGS 1002**      **1 sem. hr.**
**Introduction to Microcomputer Operations** This is an introductory hands-on course that teaches the essentials of using the Windows Operating System. Emphasis on the use and management of the explorer, the taskbar, the desktop and menus, online help, disk tools and accessories. Lab fee: $10. **FA, SP, SU**

**CGS 1060**      **3 sem. hrs.**
**Basic Computer Concepts** This course is intended for first time computer users and concentrates on basic computer literacy. Students completing this course will have a concrete understanding of how to use a personal computer, manage computer files, use the Windows operating system and its various tools, send and receive e-mail and utilize the Internet to access information. Furthermore, the student will receive hands on experience with word processing, spreadsheet, database, presentation and other application programs. The course will be composed of classroom lectures together with hands-on computer exercises. Lab fee: $20. **FA, SP, SU**

**CGS 1103**      **4 sem hrs.**
**Project Management** This course teaches the skills to effectively manage and complete an IT project. Students will learn to make quality presentations to management and customers; interviewing techniques for gathering information from managers, users and potential team members. They will learn to create the project vision, scope, goal and plan, track costs, manage budgets, create work breakdown structures, schedules, critical path determination, risk management, make presentations to management, as well as, team building, motivation and management including leading team meetings and handling people issues. This course maps to the objectives of the CompTIA Project+ certification. Lab fee: $20. **SU**

**CGS 1555**      **3 sem. hrs.**
**Internet Web Foundations** The Internet Web Foundations course uses Certified Internet Webmaster (CIW) Foundations series to teach basic hands-on skills and knowledge which Internet professionals are expected to understand. The three major topics covered in depth are Internet Fundamentals, Web Page Authoring Fundamentals and Networking Fundamentals. Students will perform a variety of practical tasks and assignments. This course preps students for the CIW Foundation industry certification. Lab fee: $20. **FA, SP, SU**

**CGS 1570**      **1 sem. hr.**
**Introduction to Computer Applications** This is a short introductory course, which introduces students to word processing, spreadsheets, database and presentation software on IBM-compatible computers. Students participate in hands-on activities using these software applications. Lab fee: $10. **FA, SP**

**CGS 2100**      **3 sem. hrs.**
**Microcomputer Applications** An introduction to computer operations including Windows operating systems; e-mail; Internet research; and the use of software packages, including word processing, spreadsheets, data base management and presentation software. Lab fee: $20. **FA, SP, SU**

**CGS 2512**      **3 sem. hrs.**
**Advanced Computer Spreadsheets and Graphics Presentations** This course examines advanced spreadsheet techniques such as @Functions, formula development, what-if tables and database operations. Also covered is the planning and development of graphics presentations. (Prerequisite: CGS 2100 or demonstration of basic proficiency with computer spreadsheets.) Lab fee: $20. **SP**

**CGS 2820**      **3 sem. hrs.**
**Web Programming** This projects-based course introduces participants to a variety of tools used to access, design and develop Web sites that provide information through the World Wide Web (WWW) interface. Course content includes an overview and review of Internet concepts and vocabulary and usage of various tools to actively search and access information. The participant will also be trained in techniques for the implementation of well-designed Web sites using HTML coding. (Prerequisite: CGS 1555 and CGS1060 or CGS 2100 or CET 1153C or permission from the Computer Science chairperson) Corequisite: COP1000. Lab fee: $20. **FA, SP, SU**

**CGS 2821**      **3 sem. hrs.**
**Advanced Web Programming** This projects-based course continues the participants' development of skills using advanced Web design techniques. Course content includes integration of multimedia objects and self-authored Java applets. The participant will also be able to author original Web sites that are cohesive. (Prerequisite: CGS 2820. Corequisite: COP 2800 or permission from the Computer Science chairperson) Lab fee: $20. **FA**

**CGS 2825**      **3 sem. Hrs.**
**Web Site Management** This course covers the process of taking a Web site from concept to implementation: maintaining and optimizing the server, addressing legal issues associated with Web site operation, and dealing with contracting issues such as performance, availability and cost. At the end of the course, students will understand the skills and job functions needed to implement a Web site and the issues to consider when asked to take over an existing site. (Prerequisites: CGS 2821 and COP 2831.) Class Materials fee: $20. **SP**

**CGS 2905**      **1-4 sem. hrs.**
**Directed Study in Computer Software Applications**
**FA, SP, SU**

**CHD 1104**     **3 sem. hrs.**
**Introduction to Early Childhood Education I** This course is designed to introduce the student to the field of Child Development and Education, with an emphasis on the historical, philosophical, psychological and sociological foundations of Early Childhood Education. (Corequisite: CHD 1104L.) **FA**

**CHD 1104L**     **1 sem. hr.**
**Introduction to Early Childhood Education I Lab** Designed to provide the student with a supervised observation experience in a child care setting. (Corequisite: CHD 1104.) Lab fee: $6. **FA**

**CHD 1220**     **3 sem. hrs.**
**Child Growth and Development** A study of the interplay of biological factors, human interaction, social structure and cultural forces involved in shaping the growing child. **FA, SP, SU**

**CHD 1430**     **3 sem. hrs.**
**Observation, Recording and Assessment** This course covers techniques for observing, recording and assessing the behavior of young children. **FA**

**CHD 1820**     **3 sem. hrs.**
**Introduction to Early Childhood Education II** An overview of facilities, equipment, program planning and family involvement, using educational objectives and lesson plans in the preschool. Includes field experiences. (Corequisite: CHD 1820L.) **SP**

**CHD 1820L**     **1 sem. hr.**
**Introduction to Early Childhood Education II Lab** Designed to provide the student with a supervised observation and participation experience in a child care setting. (Corequisite: CHD 1820.) Lab fee: $6. **SP**

**CHD 2110**     **4 sem. hrs.**
**Infant/Toddler Development** A study of the physical, social, emotional and mental development of infants and toddlers. **FA**

**CHD 2236**     **3 sem. hrs.**
**Introduction to School-Age Child Care** This course is designed to introduce the student to the field of school-age care. An emphasis is placed on the historical, sociological, philosophical and psychological foundations of school-age care. The student explores the role of health, safety, nutrition, and recreation in the school-age care program and the establishment of positive relationships with families. Issues relating to school-age children, such as characteristic health problems and positive self-management are examined. This course is intended to meet partial educational requirements for the Florida School-Age Certification Training Program. **FA**

**CHD 2320**     **3 sem. hrs.**
**Curriculum Planning for Early Childhood** A course designed to study and develop competencies in lesson planning, curriculum design, record keeping, diagnostic/evaluative procedures and teaching techniques using preschool settings. This course is intended to meet one of the educational requirements for the Advanced Level Child Care and Education Administrator Credential as defined by the state of Florida. (Prerequisite: Permission of chairperson.) **SP**

**CHD 2333**     **3 sem. hrs.**
**Creative Activities for the Young Child** Designed to develop competencies in planning and supervising creative activities and to provide students with skills acquisition necessary to develop and adapt learning materials for the young child. Lab fee: $23. **FA**

**CHD 2334**     **3 sem. hrs.**
**Language Arts for the Young Child** A course covering skills and concepts required by teachers of young children to plan developmentally appropriate activities in language development, reading readiness and storytelling. (Corequisite: CHD 2334L.) **FA**

**CHD 2334L**     **1 sem. hr.**
**Language Arts Activities Lab** Supervised laboratory experience with young children. Emphasis is placed on planning and implementing learning experiences in language arts and storytelling. Two hours laboratory. (Corequisite: CHD 2334.) Lab fee: $13. **FA**

**CHD 2335**     **3 sem. hrs.**
**Music and Motor Activities for the Young Child** Designed to teach the value of musical and physical activities in the child's life and ways to incorporate musical and motor activities in creative learning experience in the preschool. **SU**

**CHD 2338**     **3 sem. hrs.**
**Math and Science for the Young Child** A course covering the skills and concepts required by teachers of young children to plan developmentally appropriate activities in math, safety, science and food experience. (Corequisite: CHD 2338L.) **SP**

**CHD 2338L**
**Math and Science Activities Lab** Supervised laboratory experience with young children. Emphasis on planning and implementing learning experiences in math, science, social studies and art. Two hours laboratory. (Corequisite: CHD 2338.) Lab fee: $3. **SP**

**CHD 2382**     **3 sem. hrs.**
**Planning Curriculum for School-Age Care Programs** This course is designed to study and develop competencies in planning for child-centered school-age programs that foster critical thinking skills and reinforce and support math, science, social science, and language and literacy development, and the creative development of school-age children. Students learn to design activities that help children develop interpersonal skills and their own self-concept, promote multicultural understanding, and teach school-age children cooperative learning strategies. **SP**

**CHD 2440**     **6 sem. hrs.**
**Child Development Practicum** The course is designed to provide students with a supervised internship in a selected educational program for young children. (Prerequisite: Permission of chairperson.) Lab fee: $3. **SU**

**CHD 2801**     **3 sem. hrs.**
**Child Development Management** Child care management course covering director responsibilities in implementing and administering an early childhood program, staff selection and supervision and financially managing the program. This course is intended to meet the educational requirements for the foundational-level child care and Educational Administrator Credential as defined by the state of Florida, and can be used toward the advanced level of the credential. **FA**

**CHD 2930**     **1 sem. hr.**
**Special Topics in Early Childhood** This course provides an overview of the roles and requirements of various children care professionals. **SP**

**CHD 2949**     **1-4 sem. hrs.**
**Cooperative Education Experience in Child Development**
**FA, SP, SU**

**CHI 1120**     **4 sem. hrs.**
**Chinese I** Fundamental Chinese grammar principles; basic speech patterns and ideographic writing; and intensive drills in listening, speaking and writing standard Chinese. Three-hour class instruction and two-hour language laboratory. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) Lab fee: $5. **FA**

**CHI 1121**     **4 sem. hrs.**
**Chinese II** Spoken and written Mandarin Chinese, with equal attention to speaking, reading and writing at the elementary level. Three-hour class instruction and two-hour language laboratory. (Prerequisite: CHI 1120.) Lab fee: $5. **SP**

**CHI 2200**
**Chinese III**      **4 sem. hrs.**
An intermediate course in Mandarin Chinese to develop and improve audio-lingual skills and reading and writing ability. Three-hour class instruction and two-hour language laboratory. (Prerequisite: CHI 1121.) **FA**

**CHI 2201**
**Chinese IV** Practice in Mandarin Chinese reading comprehension and composition. Intensive exercises in "character writing" will be required to develop writing technique. Three-hour class instruction and two-hour language laboratory. (Prerequisite: CHI 2200.) **SP**      **4 sem. hrs.**

**CHM 1025**
**Introduction to Chemistry** Survey of modern chemistry, designed particularly for those with little or no chemistry background or for those needing an overview of chemistry. May also be used as a preliminary to CHM 1045C. Three-hour lecture, one-hour recitation/ laboratory. (Prerequisites or corequisites: ENC 1101 and MAT 1033. Corequisite CHM 1025L.) Lab fee: $10. **FA, SP, SU**      **4 sem. hrs.**

**CHM 1045C**
**General College Chemistry I** Fundamental laws and theories of chemistry and related laboratory experiments. Designed for students majoring in science. Three-hour lecture, three-hour laboratory. (Prerequisites or corequisites: ENC1101 and MAC1105 and satisfactory completion of CHM 1025 or evidence of satisfactory achievement in high school chemistry. Corequisite: CHM 1045L.) Lab fee: $20. **FA, SP, SU**      **4 sem. hrs.**

**CHM 1046C**
**General College Chemistry II** Continuation of CHM 1045C. Three-hour lecture, three-hour laboratory. (Prerequisite: CHM 1045C or permission of chairperson. Corequisite: CHM 1046L.) Lab fee: $20. **FA, SP, SU**      **4 sem. hrs.**

**CHM 2120C**
**Introduction to Analytical Chemistry** The principles and laboratory techniques of quantitative analytical methods, with emphasis on problem solving and choice of analytical methods. (Prerequisite: CHM 1046C. Corequisite: CHM 2120L.) Lab fee: $25. **SU**      **4 sem. hrs.**

**CHM 2205C**
**Introduction to Organic and Biochemistry** An introduction to organic and biochemistry for Allied Health students. Course stresses the chemistry of functional groups and a survey of biochemistry. Compounds will be analyzed and synthesized in the laboratory. (Prerequisite: CHM 1025 or CHM 1045C. Corequisite: CHM 2205L.) Lab fee: $25. **SP**      **4 sem. hrs.**

**CHM 2210C**
**Organic Chemistry I** The first semester of the CHM 2210C-2211C sequence. A study of the structure, synthesis and reactions of organic compounds. Three-hour lecture, three-hour laboratory. (Prerequisite: CHM 1046C. Corequisite: CHM 2210L.) Lab fee: $24. **FA**      **4 sem. hrs.**

**CHM 2211C**
**Organic Chemistry II** Continuation of CHM 2210C. (Prerequisites: Appropriate placement scores or successful completion of college prep courses; and CHM 2210C. Corequisite: CHM 2211L.) Lab fee: $25. **SP**      **4 sem. hrs.**

**CHM 2905**
**Directed Study in Chemistry** (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP, SU**      **1-4 sem. hrs.**

**CHM 2949**
**Cooperative Education Experience in Chemistry**
**FA, SP, SU**      **1-4 sem. hrs.**

**CIS 2110**
**Data Organization and Management** Advanced concepts using Microsoft Access. Topics covered include creating table structures, enforcing referential integrity, creating and modifying forms, creating and modifying reports and saving objects as Web pages. This course covers topics required by the Microsoft Office Specialist (MOS) certification exam. (Corequisite or Prerequisite: COP 1000 or permission of Computer Science chairperson.) Lab fee: $20. **FA, SP, SU**      **3 sem. hrs.**

**CIS 2325**
**Project Management w/Microsoft Project** This course provides an introduction to the basic elements of Project Management. Students build project plans using Microsoft Project software. The text used covers the objectives for the Microsoft Office User Specialist "core" certificate. (Prerequisite: CGS 2100 or CET1153C .B grade or better.) Lab fee: $15. **SP**      **3 sem. hrs.**

**CIS 2905**
**Directed Study in Computer & Information Systems** Independent individual or team studies, projects and practica in computer and information sciences under the direction of the Computer Science faculty. Specific content to be arranged. May be repeated with change of content. (Prerequisite: Permission of chairperson.) **FA, SP**      **1-4 sem. hrs.**

**CIS 2935**
**Computer Science Seminar** Discussion of computer programming work experience and special topics in computer science. (Prerequisite: COP 2001 or COP 2011 or COP 2881 or permission of chairperson.) **FA, SP, SU**      **1 sem. hr.**

**CIS 2949**
**Cooperative Education Experience in Computer and Information Systems**
**FA, SP, SU**      **1-4 sem. hrs.**

**CJC 1000**
**Introduction to Corrections** A lecture/discussion of the organization and functions of corrections within the criminal justice system emphasizing the evolution of corrections for the rehabilitation of offenders. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) Lab fee: $5. **FA, SP, SU**      **3 sem. hrs.**

**CJD 0741**
**Emergency Preparedness** Riot, disturbance control and fire fighting skills are studied and practiced. Lecture includes methods of riot prevention, handling unusual occurrences, emergency procedures and what to do if taken hostage. **FA, SP, SU**      **.87 voc. crs.**

**CJD 0750**
**Corrections Interpersonal Skills II** Human adjustment to imprisonment as well as basic characteristics of inmate societies are explored. Emphasis on officer interpersonal skills. **FA, SP, SU**      **1.67 voc. crs.**

**CJD 0752**
**Correctional Operations** The general operation of correctional facilities is studied, including inmate intake, daily care, institutional procedures and officer tasks. **FA, SP, SU**      **2.13 voc. crs.**

**CJD 0770**
**Corrections Legal I** An introductory review of the criminal justice system and a history of law. The foundation and basic components of law are studied. Emphasis on correctional officer application. Lab fee: $39. **FA, SP, SU**      **1.53 voc. crs.**

**CJD 0771**
**Corrections Legal II** Constitutional law as it relates to the public and police are examined. Law topics of study include evidence procedures, arrest law, search and seizure and criminal liability of officers. **FA, SP, SU**      **.73 voc. crs.**

**CJD 0772**        **1.40 voc. crs.**
**Corrections Communications** The entire report writing process is covered. Topics include interviewing and interrogation, IPC skills, radio and telephone procedures and practical exercises. **FA, SP, SU**

**CJD 0773**        **2.07 voc. crs.**
**Corrections Interpersonal Skills I** Basic components of human needs and behavior are explored, as are the needs of various groups within the inmate society, including substance abusers, juveniles, mentally ill and handicapped. Crisis intervention, stress management and human and cultural diversity are also explored in depth. **FA, SP, SU**

**CJD 0790**        **2.0 voc. crs.**
**Correctional Probation Legal** This course provides an overview of the criminal justice system and a history of law. Court procedure and testimony are also examined. Emphasis is given to elements of various crimes. Civil and criminal liability of officers is studied. Lab fee: $39. **FA, SP, SU**

**CJD 0791**        **.53 voc. crs.**
**Correctional Probation Operations** This course is an overview of the basic operating procedures of a penal institution, for probation officers working inside a correctional facility. **FA, SP, SU**

**CJD 0792**        **2.26 voc. crs.**
**Correctional Probation Interpersonal Skills** This course concentrates on the development of good interpersonal communication skills and their effectiveness in working with diverse groups of people and intervening in crisis situations. **FA, SP, SU**

**CJD 0793**        **2.33 voc. crs.**
**Correctional Probation Communication Skills** The entire report writing process is covered, from interviewing techniques, statement and note taking, to the completion of the written report. Computer information systems are also emphasized. **FA, SP, SU**

**CJD 0794**        **1.8 voc. crs.**
**Correctional Probation Supervision** This course is an introduction to the basic responsibility of a probation officer in the supervision of criminal offenders. Identification of problems an offender may have are explored. **FA, SP, SU**

**CJD 0795**        **.55 voc. crs.**
**Correctional Probation Firearms** This course covers firearms safety procedures and the basic principles of firing a handgun and shotgun. The use of chemical agents is also covered. Lab fee: $35. **FA, SP, SU**

**CJK 0005**        **2.23 voc. crs.**
**Law Enforcement - Introduction and Law** This course provides the student with an overview of the Criminal Justice System and the basic provisions of the U.S. Constitution. Ethics and Professionalism are covered. **FA, SP, SU**

**CJK 0010**        **1.66 voc. crs.**
**Human Issues in Law Enforcement** This course teaches students the appropriate procedures for dealing with people who have special needs, such as, mentally ill, mentally retarded, substance abusers and persons with physical disabilities. **FA, SP, SU**

**CJK 0015**        **2.56 voc. crs.**
**Law Enforcement Communications** The entire police report writing process is covered. Topics include interviewing and interrogation, IPC skills, radio and telephone procedures, as well as practice exercises. Objectives are as specified by the CJSTC. **FA, SP, SU**

**CJK 0020C**        **1.60 voc. crs.**
**Law Enforcement Vehicle Operations** Components of the police driving environment are explored and practical exercises on the driving range are conducted. Vehicle pullovers and felony traffic stops are included via lecture, demonstration and scenario. Lab fee: $100. **FA, SP, SU**

**CJK 0030C**        **1.33 voc. crs.**
**Criminal Justice Officer CPR and First Aid** Based on DOT's first responder to medical emergencies. Included are major types of communicable diseases among adults, signs and symptoms of each and methods of transmission. Lab fee: $25.00. **FA, SP, SU**

**CJK 0040C**        **2.67 voc. crs.**
**Law Enforcement Weapons** Handgun and shotgun use, safety procedures and ammunition use are covered in lecture. Introduction includes weapons qualifications, chemical agents and use of aerosol subject resistance. Lab fee: $157. **FA, SP, SU**

**CJK 0050C**        **3.33 voc. crs.**
**Law Enforcement Defensive Tactics** Unarmed defense, restraining and apprehending techniques are taught. Special emphasis on the "use of force" continuum. Restraining devices, impact weapons, pressure points and officer fitness are also covered. Lab fee: $47.00. **FA, SP, SU**

**CJK 0060**        **1.9 voc. crs.**
**Law Enforcement Patrol** Addresses the daily skills and techniques needed by officers to perform patrol tactics and respond to the various types of calls that face today's patrol officer. **FA, SP, SU**

**CJK 0070**        **1.77 voc. crs.**
**Law Enforcement Investigations** Includes all basic aspects of crime scene investigation encountered by today's patrol officer. Techniques are developed from the initial observation methods through the preparation of the crime scene and preparation of the case for court. **FA, SP, SU**

**CJK 0075**        **1.33 voc. crs.**
**Law Enforcement Investigating Offenses** This course is designed to introduce the students to the process of investigating specific offenses including, domestic violence, child abuse, elder abuse and death investigations. **FA, SP, SU**

**CJK 0080**        **2.06 voc. crs.**
**Law Enforcement Traffic Stops** This course introduces the student to the basic rules for conducting safe, effective traffic stops. **FA, SP, SU**

**CJK 0085**        **1.07 voc. crs.**
**Law Enforcement Traffic Crash Investigations** This course introduces the student to traffic crash investigations, law pertaining to traffic crashes and procedures for responding to a traffic crash. **FA, SP, SU**

**CJK 0090**        **1.80 voc. crs.**
**Tactical Applications in Law Enforcement** This course teaches students skills that will enable them to effectively resolve situations involving rescues, bombs, explosives and crowd control. **FA, SP, SU**

**CLP 1000**        **3 sem. hrs.**
**Human Relations in the Workplace** Designed to enhance effectiveness in the workplace through an emphasis on awareness of self and others communication technique and interpersonal skills. Individualized Instruction. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) Lab fee: $5. **FA, SP, SU**

**CLP 2001**        **3 sem. hrs.**
**Psychology of Adjustment** An exploration of the process of personal and social growth. Emphasis is placed on increasing self-understanding and personal effectiveness. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP, SU**

**CLP 2140**      **3 sem. hrs.**
**Abnormal Psychology** A study of terminology, diagnostic categories and treatment methods of major types of psychological disturbances. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP, SU**

**COP 1000**      **3 sem. hrs.**
**Principles of Computer Programming** This course provides the beginning programmer with a guide to developing structured program logic, and assumes no programming language experience. Programming concepts together with program definition, algorithms, flow charts, debugging and documentation using Microsoft Viso, and a high-level language are introduced. (Prerequisite: CGS 1060, or CGS 2100 or CET 1153C or GRA 1100 or permission of Computer Science chairperson.) Lab fee: $20. **FA, SP, SU**

**COP 1126**      **3 sem. hrs.**
**COBOL Programming I** Design computer programs using algorithms and data structures common to "commercial" applications, code computer programs in standard COBOL language. (Prerequisite: COP 1000 or permission of Computer Science chairperson. Corequisite: MAC 1105 or permission of Computer Science chairperson.) Lab fee: $20. **FA**

**COP 1612**      **3 sem. hrs.**
**Computer Operating Systems** Current industry hardware system components, operating systems and user interfaces are studied. The fundamentals of hardware installation, software setup and system backup and maintenance emphasized. (Prerequisite: COP 1000 or permission of Computer Science chairperson.) Lab fee: $20. **SP**

**COP 2001**      **3 sem. hrs.**
**Computer Programming II "C++"** A continuation of Computer Programming I using "C." Object-oriented programming concepts and fourth generation languages will be introduced and applied. (Prerequisite: COP 2220 course or permission of Computer Science chairperson.) Lab fee: $20. **SP**

**COP 2010**      **3 sem. hrs.**
**Visual Basic Programming** A first course in object-oriented programming using Microsoft Visual BASIC for Windows. Topics covered will be the programming environment and how to use it, use of programming values and variables, conditional statement and loops, modules and parameter passing and use of color and windows forms for communication with the user. (Prerequisite: COP 1000 or permission of Computer Science chairperson.) Lab fee: $20. **FA, SP**

**COP 2011**      **3 sem. hrs.**
**Advanced Visual Basic Programming** The student applies the Visual Basic programming language to more advanced problems including accessing databases, creating custom controls and designing classes. The student designs, implements and documents computer programs using Microsoft's Visual Basic development environment. This course covers the competencies of the Visual Basic 6 Desktop Applications Exam (70-176) of the Microsoft Certified Solution Developer (MCSD) Certification. (Prerequisite: COP 2010 and CIS 2110 or permission of Computer Science chairperson.) Lab fee: $20. **SP**

**COP 2128**      **3 sem. hrs.**
**COBOL Programming II** Computer programming for file manipulation, interactive online processing, table processing and report preparation using sequential, relative and indexed files. (Prerequisite: COP 1126 and COP 2220 or permission of Computer Science chairperson. Prerequisite or Corequisite: COP 1000.) Lab fee: $20. **SP**

**COP 2220**      **3 sem. hrs.**
**Computer Programming I "C"** Hands-on study of C Programming language as applied to business and scientific applications. Course includes arrays, pointers, functions, I/O operations, data structures, and operating system interaction. (Prerequisite: COP1000 or MAC1105) Class Materials fee: $20. **FA, SP**

**COP 2337**      **3 sem. hrs.**
**Windows C++ Programming** The student applies the C++ programming and the Microsoft Foundation classes to create applications that run under the Microsoft Windows operating system. Topics include creating Windows applications, working with Active X controls and working with the document/view architecture. The student designs, implements and documents programs using Microsoft's Visual C++ development environment. This course covers some of the competencies for the Microsoft Certified Solution Developer exam 70-016: Designing and Implementing Desktop Applications with Microsoft Visual C++ 6.0. (Prerequisite: COP 2001 or permission of Computer Science chairperson.) Lab fee: $20. **SP**

**COP 2341**      **3 sem. Hrs**
**Introduction to Unix** This course introduces students to the UNIX Operating System. The course includes an overview of UNIX, simple commands, the vi Editor, file system, shell, communication, program development, shell programming and shell scripts. (Prerequisite: CET 1153C, or CGS 1060, or CGS 2100) (Class materials fee: $20) **FA, SP**

**COP 2510**      **3 sem. hrs.**
**Software Design and Development I** Analysis, design and development of computer system software including data structures, data representation, software implementation requirements and design and impact analysis. (Prerequisite: COP 2001 or COP 2010 or COP 2220 or COP 2800 or permission of Computer Science chairperson.) Lab fee: $20. **FA, SP**

**COP 2511**      **3 sem. hrs.**
**Software Design and Development II** Analysis, design and development of computer system software including object-oriented design software engineering, case study and laboratory project. (Prerequisite: COP 2510 or permission of Computer Science chairperson.) Lab fee: $20. **SP, SU**

**COP 2800**      **3 sem. hrs.**
**Java Programming** The high-level computer language "java" is used to solve business problems. Course includes programming basic, object-oriented programming, and graphical user interfaces with event-driven programming. (Prerequisite: CGS 1060 or CGS 2100 or CET 1153C and COP 1000 or permission of Computer Science chairperson.) Lab fee: $20. **FA, SP, SU**

**COP 2831**      **3 sem. Hrs.**
**Web Scripting** This course prepares students to understand the syntax and semantics of scripting programming languages such as JavaScript, Perl and basic concepts of VBscript. Students will learn to write scripting language code, integrate the scripts into Web pages, and identify different uses and applications of scripts in Web sites and/or other multimedia projects. (Prerequisite or corequisite: CGS 2821.) Class materials fee: $20. **FA**

**COP 2881**      **3 sem. hrs.**
**Advanced Java Programming** This course expands on the Java programming basics to explore advanced Java topics with emphasis on Java Programming Exam objectives for Level 1 certification. (Prerequisite: COP 2800.) Lab fee: $20. **SP**

**COP 2905**      **1-4 sem. hrs.**
**Directed Study in Computer Programming** Independent individual or team studies, projects and practica in computer programming - design, construction, documentation and implementation- under the direction of the Computer Science faculty. Specific content to be arranged. May be repeated with change of content. (Prerequisite: Permission of Computer Science program manager.) **FA, SP, SU**

**COP 2940**      **2 sem. hrs.**
**Computer Science Internship** Six hours per week of practical computer programming experience in a computer installation. **FA, SP, SU**

**COP 2949**      **1-4 sem. hrs.**
**Cooperative Educational Experience in Computer Programming**
(Prerequisite: 12 semester hours of approved Computer Science courses and permission of Computer Science chairperson.) **FA, SP, SU**

**COS 0080**      **8.0 voc. crs.**
**Cosmetology I** Orientation to the field of cosmetology. The student will use classroom and laboratory facilities to develop basic skills and techniques. Lab fee: $85.50. **FA, SP, SU**

**COS 0081**      **8.0 voc. crs.**
**Cosmetology II** A continuation of basic skills and concept development. Introduction to principles and concepts of cosmetology. (Prerequisite: COS 0080.) Lab fee: $85.50. **FA, SP, SU**

**COS 0082**      **8.0 voc. crs.**
**Cosmetology III** The student will acquire knowledge of the principles and concepts of cosmetology. Intermediate skills will be perfected on clients in the school-operated salon. (Prerequisites: COS 0080 and COS 0081.) Lab fee: $85.50. **FA, SP, SU**

**COS 0083**      **8.0 voc. crs.**
**Cosmetology IV** The student will acquire knowledge of the principles of nail care, skin care and hair coloring. Skills will be perfected in the school-operated salon. (Prerequisites: COS 0080, COS 0081 and COS 0082.) Lab fee: $85.50. **FA, SP, SU**

**COS 0084**      **8.0 voc. crs.**
**Cosmetology V** State Board preparation is emphasized. Theoretical knowledge and skills will be perfected to employment competency level. (Prerequisites: COS 0080, COS 0081, COS 0082 and COS 0083.) Lab fee: $85.50. **FA, SP, SU**

**CPO 2001**      **3 sem. hrs.**
**Comparative Government** An introduction to comparative political behavior, processes, institutions and public policy in selected industrial democracies, communist and former communist states and "third world" countries. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite or corequisite: ENC 1101.) **FA, SP, SU**

**CRW 2100**      **3 sem. hrs.**
**Fiction Writing** An introduction to the techniques of writing fiction. (Prerequisite: ENC 1102 or permission of chairperson.) **FA, SP**

**CSP 0010**      **8.0 voc. crs.**
**Nail Care Specialty – Cosmetology** This course/program meets the requirements of the Florida State Board of Cosmetology to prepare the student for the State Board Examination in the area of nail technician. Lab fee: $30. **FA, SP**

**CTS 2180**      **4 sem. hrs.**
**Designing Windows Active Directory Services** Design a Microsoft Windows® directory services infrastructure in an enterprise network. Strategies are presented to assist the student in identifying the information technology needs of an organization, and then designing an Active Directory structure that meets those needs. MCP Exam 70-219, a core requirement for MCSE. (Prerequisite: CTS 2181 or permission of Computer Science chairperson.) Class materials fee: $50. **SP**

**CTS 2181**      **4 sem. hrs.**
**Microsoft Windows Active Directory Services** Implementation, administration and troubleshooting Windows Active Directory Services. Learn how to plan, create and maintain user and group accounts and profiles. Additional topics, such as DNS name resolution, zone, NTFS permissions and DFS will be discussed. MCP Exam 70-217, a core requirement for MCSE. (Prerequisite: CTS 2810 or permission of Computer Science chairperson.) Class materials fee: $50. **FA, SP**

**CTS 2300**      **4 sem. hrs.**
**Designing Windows Networks** Design a Windows Network infrastructure using network services. Topics include protocols, IP routing, DHCP, DNS, WINS, NAT, Proxy server, RAS, VPN, RADIUS, monitoring, DFS and optimization. MCP Exam 70-221, a core requirement for MCSE. (Prerequisite: CTS 2810 or permission of Computer Science chairperson.) Class materials fee: $50. **FA**

**CTS 2310**      **4 sem. hrs.**
**Designing Windows Network Security** Design a security framework for small, medium and enterprise networks by using Microsoft Windows technologies. This course focuses on securing specific areas of the network. MCP Exam 70-220, a core requirement for MCSE. (Prerequisite: CTS 2810 or permission of Computer Science chairperson.) Class materials fee: $50. **SP**

**CTS 2311**      **4 sem hrs.**
**Linux Networking and Security** This is an advanced course in the Linux operating system emphasizing installing, configuring and using Linux networking services. It also stresses securing the Linux OS in a networked environment. Topics include configuring and using basic networking connectivity, Linux clients, SNMP, mail lists and news servers, email servers, DNS servers, file sharing, FTP servers, NFS, Samba, cryptographic security, password security, file security, routing, firewalls, and intrusion detection. Previous experience with Linux installation and configuration is required. (Prerequisite: CTS 2321.) Class Materials Fee: $50. **FA, SP**

**CTS 2320**      **4 sem. hrs.**
**Implementing, Managing and Maintaining a Windows Network Infrastructure** Introduction to primary protocols and network services required to plan and design a Windows network infrastructure. Topics include TCP/IP, NWLink, DNS, WINS, WINS, DHCP, RAS, Network Monitor, IPSec, NAT and Certificate Services. Exam 70-216, a core requirement for MCSA and MCSE certifications. (Prerequisite: CTS 2810 or permission of Computer Science chairperson.) Class materials fee: $50. **FA, SP**

**CTS 2321**      **4 sem. hrs.**
**Linux System Administration** This course is designed to teach students the skills they need to effectively administer the Linux operating system. The course includes Linux server installation, configuration, administration, networking services, security, system maintenance, and troubleshooting tasks. Previous experience with computer hardware configuration, network services and network operating systems is required. (Prerequisite: CEN 2304.) Class Materials Fee: $50. **FA, SP**

**CTS 2350**      **4 sem. hrs.**
**Novell ManageWise** This course introduces ManageWise software that produces SNMP-compliant network monitoring and management capabilities for networks that comprise products from multiple vendors. (Prerequisite: CET 2758.) Class materials fee: $50. **SP**

**CTS 2810**      **4 sem. hrs.**
**Managing and Maintaining a Windows Network Environment** Manage a network infrastructure, services and resources to prepare for MCP Exam 70-218, a core requirement for MCSA certification and an elective for MCSE certification. (Prerequisite: CEN 2304 or permission of Computer Science chairperson.) Class materials fee: $50. **FA, SP, SU**

**CTS 2850**      **4 sem. hrs.**

**Microsoft Exchange Server Implementation and Administration** Install, configure, administer and troubleshoot Microsoft Exchange Server. Acquire the knowledge and skills required to perform day-to-day management of an Exchange Server organization. Prepare for MCSE Exam 70-224 an elective for Windows MCSE track. (Prerequisite: CTS 2810 or permission of Computer Science chairperson.) Class materials fee: $50. **FA**

**DAA 1100**     **3 sem. hrs.**
**Modern Dance I** Includes conditioning exercises and techniques that provide a vocabulary of movement to develop basic movement phrases and elements of composition. The use of improvisation will be introduced to develop a sense of individual accomplishment and skills. **FA, SP, SU**

**DAA 1200**     **3 sem. hrs.**
**Classical Ballet I** Provides a beginning level technique in the discipline of classical ballet. **FA, SP**

**DAA 1500**     **3 sem. hrs.**
**Beginning Jazz Dance** Beginning level techniques and movement exploring a broad range of jazz dance. Elements of theater, lyrical and hip hop may be explored. **FA, SP, SU**

**DAA 1520**     **3 sem. hrs.**
**Beginning Tap Dance** Basic elements of tap dancing: shuffle, slap, and ball change, including varied combinations of these and other elements. Tap notation and varied styles of tap explored. **FA, SP**

**DAA 2101**     **3 sem. hrs.**
**Modern Dance II** Intermediate techniques and performance comprise the course. May be repeated one time for credit. (Prerequisite: DAA 1100 or permission of chairperson.) **FA, SP**

**DAA 2201**     **3 sem. hrs.**
**Classical Ballet II** A continuation of Classical Ballet I. This course will provide an intermediate level in the discipline of classical ballet. May be repeated one time for credit. (Prerequisite: DAA 1200 or permission of chairperson.) **FA, SP**

**DAA 2501**     **3 sem. hrs.**
**Intermediate Jazz Dance** Dance Secondary level technique in basic movements of contemporary jazz dance. Primary emphasis is placed on lyrical, percussive and contemporary styles of jazz with improvisation choreography. May be repeated one time for credit. (Prerequisite: DAA 1500 or permission of chairperson.) **FA, SP**

**DAA 2540**     **3 sem. hrs.**
**Musical Theater Dance** This course will explore the history of musical theater dance from the 1800s to the present time. Lecture and dance techniques are an integral part of the course methodology. (Prerequisite: DAN 1100 or DAA 1100 or permission of chairperson.) **FA, SP**

**DAA 2610**     **3 sem. hrs.**
**Dance Composition** The analysis of dance movement and vocabulary related to the basic choreographic elements of space, time and energy will be examined. Individual choreography is an integral part of the course. (Prerequisite: DAA 1100 or permission of chairperson.) **FA, SP**

**DAA 2640**     **3 sem. hrs.**
**Choreography and Dance Ensemble** The creation, preparation and performance of original dance compositions. Students participate in public performances as the DBCC Dance Ensemble. May be repeated one time for credit. **FA, SP**

**DAN 1100**     **3 sem. hrs.**
**Introduction to Dance** Lecture-based dance appreciation class. Extensive use of audio/visual materials which highlight the development of contemporary dance in America. **FA, SP**

**DAN 2740**     **3 sem. hrs.**

**Stretch and Placement** This course will investigate dynamic alignment principles as they relate to flexibility and movement quality. Emphasis is placed on the anatomical and kinesiological factors involved in movement and range of movement exercises as they relate to any movement oriented skills. **FA, SP**

**DAN 2906**     **1-4 sem. hrs.**
**Directed Study in Dance**
FA, SP, SU

**DAN 2949**     **1-4 sem. hrs.**
**Cooperative Education Experience in Dance**
FA, SP, SU

**DEA 0000**     **1.0 voc. cr.**
**Introduction to Dental Assisting** This course explores the major historical events in dentistry. Other areas of study include ethics and jurisprudence, OSHA regulations, the state dental practice act, certification procedures, expanded functions for dental auxiliaries and an overview of the dental specialties. (Corequisite: DEA 0020C.) **FA**

**DEA 0020C**     **3.5 voc. crs.**
**Chairside Assisting I** This course introduces students to the knowledge and skills that are required of a dental assistant in clinical practice. Emphasis is placed on the knowledge and practice of proper infection control methods, principles of four-handed dentistry and restorative procedures. (Corequisites: DEA 0130 and DES 0000C.) Lab fee: $40. **FA**

**DEA 0130**     **2.0 voc. crs.**
**Biomedical Science** This course is an introduction to the fundamentals of anatomy and physiology of the human body. Other areas of study include histology, microbiology, pathology, oral pathology, pharmacology and medical/dental emergencies. (Corequisites: DEA 0020C and DES 0000C.) **FA**

**DEA 0801C**     **3.5 voc. crs.**
**Chairside Assisting II** This course exposes the students to the knowledge and skills that are required for a dental assistant in the various dental specialties. Emphasis is placed on the sequence of steps, armamentariums, expanded functions and procedures performed in specialized areas of dentistry. (Prerequisites: DEA 0020C and DES 0000C.) Lab fee: $46. **SP**

**DEA 0850L**     **8.0 voc. crs.**
**Externship I** Students are assigned to clinical facilities to develop competence in performing chairside assisting skills, expanded functions, minor laboratory and basic office procedures. Students must maintain current certification in cardiopulmonary resuscitation while rotating through clinical facilities. Seminars are conducted in order to correlate clinical experiences with instructional goals. (Prerequisites: DEA 0020C and DES 0210C.) Lab fee: $6. **SP**

**DEA 0851L**     **8.0 voc. crs.**
**Externship II** This is a continuation of DEA 0850L Externship I. Students are assigned to clinical facilities to perfect competence in performing chairside assisting skills, expanded functions, minor laboratory and basic office procedures. Students must maintain current certification in cardiopulmonary resuscitation while rotating through clinical facilities. Seminars are conducted in order to correlate clinical experiences with instructional goals. (Prerequisites: DEA 0801C and DEA 0850L.) Lab fee: $6. **SU**

**DEH 1003C**     **4 sem. hrs.**
**Preclinical Dental Hygiene** This course is designed to acquaint students with the basic principles of dental hygiene practice. Lectures focus on diagnostic collection techniques, instrumentation and methods of infection control. (Prerequisites: BSC 1085C and BSC 1086C.) Lab fee: $35. **FA**

**DEH 1133**     **2 sem. hrs.**

**Orofacial Anatomy & Physiology** This course provides an in-depth study of the human dentition and supporting structures. Topics of study include anatomical landmarks of the oral cavity, tooth and root morphology, oral embryology, oral histology and nomenclature. (Prerequisites: BSC 1085C and BSC 1086C.) **FA**

**DEH 1133L**                                        **1 sem. hr.**
**Orofacial Anatomy & Physiology Laboratory** This course provides the student an opportunity to examine tooth and root morphology, occlusal relationships, stages of tooth development, histological tooth structures and the embryonic development of orofacial structures. The reproduction of the human dentition is emphasized. (Prerequisites: BSC 1085C and BSC 1086C.) **FA**

**DEH 1800**                                        **2 sem. hrs.**
**Clinical Dental Hygiene I** This course is a continuation of DEH 1003C Preclinical Dental Hygiene. Emphasis is on treatment planning, nonsurgical periodontal therapy and dentinal hypersensitivity. (Prerequisites: DEH 1003C and DES 1841. Corequisite: DEH 1800L.) **SP**

**DEH 1800L**                                        **2 sem. hrs.**
**Dental Hygiene Clinic I** This course focuses on the utilization of periodontal scaling, coronal polishing, patient assessment and treatment planning during clinical sessions. (Prerequisites: DEH 1003C and DES 1200C. Corequisite: DEH 1800.) Lab fee: $70. **SP**

**DEH 1802**                                        **2 sem. hrs.**
**Clinical Dental Hygiene II** This course is a continuation of the practical application of the competencies and skills acquired in DEH 1800 Clinical Dental Hygiene I. Topics include ultrasonic instrumentation, air polishing, plaque indices and scoring methods, cosmetic whitening, and intraoral photographic imaging. (Prerequisites: DEH 1800 and DEH 1800L. Corequisite: DEH 1802L.) **SU**

**DEH 1802L**                                        **2 sem. hrs.**
**Dental Hygiene Clinic II** This course focuses on the refinement of basic skills pertaining to dental hygiene practice. (Prerequisites: DEH 1800 and DEH 1800L. Corequisite: DEH 1802.) Lab fee: $80. **SU**

**DEH 2300**                                        **2 sem. hrs.**
**Pharmacology and Pain Control** This course is a comprehensive comprehensive study of drugs and anesthetics used in the treatment of dental diseases. Special emphasis is given to the principles and techniques of pain control as it relates to the field of dentistry. (Prerequisites: CHM 1025 and BSC 1086C.) **FA**

**DEH 2400**                                        **2 sem. hrs.**
**General and Oral Pathology** This course is a comprehensive study of oral abnormalities and disease processes with a focus on clinical identification. The principles of general pathology in relationship to the diseases and the oral cavity are emphasized. (Prerequisites: BSC 1086C and DEH 2602.) **FA**

**DEH 2602**                                        **3 sem. hrs.**
**Periodontology** This course is a study of the etiology, clinical manifestations, prognosis and treatment of periodontal disease. Periodontal examinations, treatment planning and the dental hygienist's role in periodontal therapy are emphasized. (Prerequisites: DEH 1003C and DES 1841.) **SP**

**DEH 2702**                                        **3 sem. hrs.**
**Community Dental Health** This course covers the philosophy as well as the practice of community and public health dentistry. The study of statistical analysis, research methodology, epidemiology of dental disease and the role of the dental hygienist in the community are emphasized. Students are required to design and implement an oral health education program for a community group. (Prerequisites: DEH 2804 and DEH

2602.) **SP**

**DEH 2804**                                        **2 sem. hrs.**
**Clinical Dental Hygiene III** This course is a continuation of DEH 1802, Clinical Dental Hygiene II. Lectures focus on applied techniques for patients with special needs. (Prerequisites: DEH 1802 and DEH 1802L. Corequisite: DEH 2804L.) **FA**

**DEH 2804L**                                        **3 sem. hrs.**
**Dental Hygiene Clinic III** This course emphasizes the utilization of advanced dental hygiene skills, expanded functions and periodontal therapy. (Prerequisites: DEH 1802 and DEH 1802L. Corequisite: DEH 2804.) Lab fee: $88. **FA**

**DEH 2806**                                        **2 sem. hrs.**
**Clinical Dental Hygiene IV** This course is a continuation of DEH 2804, Clinical Dental Hygiene III. Lectures focus on ethics, jurisprudence and legal concerns, which are relevant to clinical practice. Emphasis is on review of case studies. (Prerequisites: DEH 2804 and DEH 2804L. Corequisite: DEH 2806L.) **SP**

**DEH 2806L**                                        **3 sem. hrs.**
**Dental Hygiene Clinic IV** This course provides further proficiency of clinical skills and refinement of assessment capabilities in preparation for licensure and clinical practice. (Prerequisites: DEH 2804 and DEH 2804L. Corequisite: DEH 2806.) Lab fee: $88. **SP**

**DEP 2004**                                        **3 sem. hrs.**
**Developmental Psychology** A study of the various aspects of normal human development, equally emphasizing tasks, changes and adjustments that occur in each stage of the life span. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite or Corequisite: ENC 1101.) **FA, SP, SU**

**DEP 2481**                                        **3 sem. hrs.**
**Death & Dying: Life & Living** An exploration of the meanings, human experiences and dilemmas associated with life and death in the twentieth century. Lecture/discussion method. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP, SU**

**DEP 2949**                                        **1-4 sem. hrs.**
**Cooperative Education Experience in Developmental Psychology**
**FA, SP, SU**

**DES 0000C**                                        **1.0 voc. crs.**
**Dental Anatomy & Physiology** This course is an in-depth study of the human dentition and supporting structures. Other areas of study include dental terminology, occlusal relationships, oral history and embryology as well as head and neck anatomy. (Corequisites: DEA 0020C and DEA 0130.) **FA**

**DES 0100C**                                        **3.0 voc. crs.**
**Dental Materials and Laboratory Procedures** This course is designed to acquaint the student with the physical and chemical properties of materials used in dental practice. Instruction and practice in the manipulation of materials and minor laboratory procedures is emphasized. (Corequisites: DEA 0020C and DES 0000C.) Lab fee: $50. **FA**

**DES 0210C**                                        **3.0 voc. crs.**
**Dental Radiology** This course is a study of the theories and principles of dental radiology. The following areas will be covered: history of X-ray development, radiation physics, radiographic anatomy, processing techniques, radiation hygiene and safety, X-ray equipment and radiographic techniques. Emphasis is placed on the interpretation, placement, exposing, processing and mounting of X-ray films during laboratory sessions. (Corequisites: DEA 0020C and DES 0000C.) Lab fee: $50. **FA**

**DES 0502**                                        **1.0 voc. cr.**
**Practice Management** This course instructs the student in the

methods of maintaining dental office records. Other areas of study include bookkeeping, dental insurance, telephone communication, patient management, recall systems, appointment control, written and oral communications, inventory systems and supply ordering. (Prerequisites: DEA 0020C and DEA 0000.) **SP**

**DES 0840**      **1.0 voc. cr.**
**Preventive Dentistry and Nutrition** This course is a study of the mechanisms employed to avert or intercept dental disease and the conditions that tend to destroy oral structures. Students are also given the opportunity to study the utilization of food derivatives in the maintenance and repair of body and oral tissues. Emphasis is placed on dietary considerations for the dental patient. (Prerequisites: DEA 0020C and DES 0000C.) **SP**

**DES 1120C**      **3 sem. hrs.**
**Elements of Dental Materials** This course introduces the student to the physical and chemical properties of materials used in dental practice. Instruction and practice in the manipulation of materials and minor laboratory procedures are emphasized during laboratory sessions. (Prerequisites: CHM 1025 and DES 2830L.) Lab fee: $50. **SU**

**DES 1200C**      **3 sem. hrs.**
**Dental Radiography** This course provides students with the fundamental background and theory for the safe and effective use of X-ray radiation. Laboratory sessions emphasize the placement, exposing, processing, mounting and interpretation of dental radiographs. (Prerequisites: CHM 1025 and BSC 1086C.) Lab fee: $50. **FA**

**DES 1841**      **2 sem. hrs.**
**Preventive Dentistry** This course is designed to introduce the student to the practice and philosophy of preventive dentistry. Methods of plaque control, tooth deposits and stains, dental caries, fluorides, oral physiotherapy, interdental care and oral health care products are emphasized. (Prerequisites: BSC 1085C and BSC 1086C.) **FA**

**DES 2010**      **2 sem. hrs.**
**Head and Neck Anatomy** This course is an in-depth study of the anatomy of the head and neck region. The skeletal, muscular, nervous, lymphatic and circulatory systems are emphasized. (Prerequisites: DEH 1133 and DEH 1133L.) **SP**

**DES 2600**      **1 sem. hr.**
**Medical and Dental Emergencies** This course is designed to provide students with information on the signs, symptoms, treatment and equipment that is necessary to render care for common emergencies that can occur in the dental office. (Prerequisites: DEH 1802 and BSC 1086C.) **FA**

**DES 2830L**      **1 sem. hr.**
**Expanded Functions for the Dental Hygienist** This course provides students with didactic information and the laboratory experience to perform expanded functions that are permitted by the Florida State Practice Act. (Prerequisites: DEH 1003C and DEH 1133.) Lab fee: $36. **SP**

**EAP 0300**      **4 college prep. crs.**
**Speech/Listening** - **Level IIIA** low-intermediate academic English language course designed to continue the development of the student's speaking and listening skills necessary for participating in classroom discussions with an emphasis on clarification through re-wording and asking questions. (Prerequisite: Permission of chairperson.) Lab fee: $10. **FA, SP, SU**

**EAP 0320**      **4 college prep. crs.**
**Reading** - **Level III** A low-intermediate academic English language course designed to continue the development of the student's ability to read text on familiar and basic academic topics with an emphasis on vocabulary expansion and application of critical reading skills. (Prerequisite: Permission

of chairperson.) Lab fee: $10. **FA, SP, SU**

**EAP 0340**      **4 college prep. crs.**
**Writing** - **Level III** A low-intermediate academic English language course designed to continue the development of the student's ability to write basic, structured academic paragraphs on familiar topics and execute other academic writing tasks. (Prerequisite: Permission of chairperson.) Lab fee: $10. **FA, SP, SU**

**EAP 0360**      **4 college prep. crs.**
**Grammar** - **Level III** A low-intermediate academic English language course designed to continue the development of the student's ability to use intermediate-level grammatical structures appropriate to classroom discussion and the writing of academic paragraphs with an emphasis on increased accuracy. (Prerequisite: Permission of chairperson.) Lab fee: $10. **FA, SP, SU**

**EAP 0400**      **4 college prep. crs.**
**Speech/Listening** - **Level IV** A high-intermediate academic English language course designed to continue the development of the student's speaking and listening skills necessary for participation in classroom discussions. Introduction to oral presentation and critical listening skills is emphasized. (Prerequisite: EAP 0300 or permission of chairperson.) Lab fee: $10. **FA, SP, SU**

**EAP 0420**      **4 college prep. crs.**
**Reading** - **Level IV** A high-intermediate academic English language course designed to continue the development of the student's academic and critical reading skills through the use of contemporary and literary reading texts. (Prerequisite: EAP 0320 or permission of chairperson.) Lab fee: $10. **FA, SP, SU**

**EAP 0440**      **4 college prep. crs.**
**Writing** - **Level IV** A high-intermediate academic English language course designed to continue the development of the student's ability to write more sophisticated, structured academic paragraphs in various rhetorical modes and execute other academic writing tasks. (Prerequisite: EAP 0340 or permission of chairperson.) Lab fee: $10. **FA, SP, SU**

**EAP 0460**      **4 college prep. crs.**
**Grammar** - **Level IV** A high-intermediate academic English language course designed to continue the development of the student's ability to apply intermediate level grammatical structures appropriate to classroom discussions, oral presentations, and writing of more sophisticated academic paragraphs with an emphasis on increased accuracy. (Prerequisite: EAP 0360 or permission of chairperson.) Lab fee: $10. **FA, SP, SU**

**EAP 1500**      **4 college prep. crs.**
**Speech/Listening** - **Level V** An advanced academic English language course designed to continue the development of the student's communication, organization and pronunciation skills necessary for effective academic presentation and discussion. Instruction includes an introduction to lecture note-taking. (Prerequisite: EAP 0400 or permission of chairperson.) Lab fee: $10. **FA, SP, SU**

**EAP 1520**      **4 college prep. crs.**
**Reading** - **Level V** An advanced academic English language course designed to continue the development of the student's ability to comprehend lengthier texts on diverse academic topics by applying appropriate reading strategies. (Prerequisite: EAP 0420 or permission of chairperson.) Lab fee: $10. **FA, SP, SU**

**EAP 1540**      **4 college prep. crs.**
**Writing** - **Level V** An advanced academic English language course designed to continue the development of the student's

ability to write basic, structured academic essays with an emphasis on accuracy, clarity and cohesiveness and execute other academic writing tasks. (Prerequisite: EAP 0440 or permission of chairperson.) Lab fee: $10. **FA, SP, SU**

**EAP 1560**　　　　　　　　　　　　**4 college prep. crs.**
**Grammar - Level V** An advanced academic English language course designed to continue the development of the student's ability to use complex grammatical structures appropriate for effective academic presentations, discussions and essays. (Prerequisite: EAP 0460 or permission of chairperson.) Lab fee: $10. **FA, SP, SU**

**EAP 1580**　　　　　　　　　　　　**4 college prep. crs.**
**Combined Skills Class - Level V** This elective course is intended for advanced ESL students. It is designed to prepare students for the Test of English as a Foreign Language (TOEFL). Students will become familiarized with the format and style of the TOEFL. This comprehensive course focuses on the skills measured by the TOEFL including listening, structure, written expression and reading comprehension. (Prerequisite: Permission of chairperson.) Lab fee: $10. **FA, SP, SU**

**EAP 1581**　　　　　　　　　　　　**3 college prep. crs.**
**Business English For Non-native Speakers** This course introduces high-intermediate and advanced non-native English speakers to business practices, decorum and terminology used in United States businesses. Students will be prepared to take the Test of English for International Communication (TOEIC). (Prerequisite: Permission of chairperson.) Lab fee: $10. **FA, SP**

**EAP 1598**　　　　　　　　　　　　**3 college prep. crs.**
**Accent Reduction** This course is designed to equip students with the necessary skills to proximate the spoken language of Standard American English. Topics will range from discrete, individual sounds of letters and words to the holistic concepts that encompass sentences and phrases. Additionally, direct instruction to counterbalance articulation differences indigenous to specific languages will be provided. (Prerequisite: Permission of chairperson.) **FA, SP**

**EAP 1620**　　　　　　　　　　　　**4 sem. hrs.**
**English for Non-Native Speakers: Reading Level VI** An advanced English language course for non-native speakers designed to develop the student's ability to comprehend and interpret authentic college-level texts in content areas by applying appropriate reading strategies. (Prerequisite: DBCC TOEFL score, unless TOEFL exempt; appropriate placement scores or successful completion of college prep courses.) This course does not fulfill ENC 1101 requirements. Lab fee: $10. **FA, SP**

**EAP 1640**　　　　　　　　　　　　**4 sem. hrs.**
**English for Non-Native Speakers: Writing Level VI** An advanced English language course for non-native speakers designed to develop the student's ability to write a variety of college-level essays with sophistication, fluency and accuracy and execute other academic writing tasks. (Prerequisites: DBCC TOEFL score, unless TOEFL exempt; appropriate placement scores or successful completion of college prep courses.) This course does not fulfill ENC 1101 requirements. Lab fee: $10. **FA, SP**

**ECO 2013**　　　　　　　　　　　　**3 sem. hrs.**
**Principles of Macro Economics** An introduction to the fundamental principles and concepts of the U.S. national economy, including supply and demand analysis, national income accounting, economic growth, fiscal and monetary policy, business cycle theories and international trade. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite or Corequisite: ENC 1101.) **FA, SP, SU**

**ECO 2023**　　　　　　　　　　　　**3 sem. hrs.**
**Principles of Micro Economics** An introduction to the fundamental principles and concepts of individual, business and government, including supply and demand, taxation price supports, plus analysis of labor, income distribution, politics,

health care, and anti-trust. This course meets the 3,000 word minimum Gordon Rule requirements. (Prerequisite or Corequisite: ENC 1101.) **FA, SP, SU**

**ECO 2905**　　　　　　　　　　　　**1-4 sem. hrs.**
**Directed Study in Economics** (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP, SU**

**ECO 2949**　　　　　　　　　　　　**1-4 sem. hrs.**
**Cooperative Education Experience in Economics** (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP, SU**

**EDF 1005**　　　　　　　　　　　　**3 sem. hrs.**
**Introduction to Education** Social forces which give purpose and support to education at the national, state and local levels. Classroom observation in public schools required. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) Lab fee: $5. **FA, SP, SU**

**EDF 2030**　　　　　　　　　　　　**3 sem. hrs.**
**Effective Classroom Management** Basic principles relating to classroom management, student discipline, use of reward systems and the role of the teacher in relation to faculty and staff. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP, SU**

**EDF 2035**　　　　　　　　　　　　**3 sem. hrs.**
**Active Learning Through Structured Cooperative Learning** Establishes the foundations for incorporating the instructional method of active learning through structured cooperative learning (Prerequisite: Permission of chairperson.) **SP**

**EDF 2060**　　　　　　　　　　　　**3 sem. hrs.**
**History of Education in the USA** The historical development of American education including contributions, conflicts and changes in educational thought. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP**

**EDF 2949**　　　　　　　　　　　　**1-4 sem. hrs.**
**Cooperative Education Experience in Education**
**FA, SP, SU**

**EDG 2701**　　　　　　　　　　　　**3 sem. hrs.**
**Teaching Diverse Populations** Orientation to the instructional needs if diverse classroom populations including cultural, racial, religious, ethnic, gender issues, learning styles, abilities and disabilities. Observation in diverse settings required. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP, SU**

**EDG 2905**　　　　　　　　　　　　**1-4 sem. hrs.**
**Directed Study in Education** (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP, SU**

**EDG 2949**　　　　　　　　　　　　**1-4 sem. hrs.**
**Cooperative Education Experience in Education**
**FA, SP, SU**

**EDP 2002**　　　　　　　　　　　　**3 sem. hrs.**
**Educational Psychology** Application of psychological principles to the educational process and the effect of intelligence factors, environment, emotions and motivation on learning. Lecture and discussion method. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP, SU**

**EEC 2401**　　　　　　　　　　　　**2 sem. hrs.**
**Home, School and Community** Designed for students to become acquainted with the dynamics of the relationships of home, school and community in early childhood education. **SU**

**EEC 2523**　　　　　　　　　　　　**3 sem. hrs.**

**Leadership and Management of Child Care Programs** This course is designed to study and develop competencies in the administrator's leadership role in the organizational structure of a child care center. This course is intended to meet one of the course requirements of the Advanced Level Child Care and Education Administrator Credential as defined by the state of Florida. **FA**

**EEC 2725**       **3 sem. hrs.**
**Child Care Center Financial and Legal Issues** This course is designed to study and develop competencies in Financial and Legal Issues in child care programs. This course is intended to meet one of the course requirements of the Advanced Level Child Care and Education Administrator Credentials as defined by the state of Florida. **SP**

**EET 1011C**       **3 sem. hrs.**
**Introduction to DC Circuits and Lab** An introduction to the basic concepts of electricity and magnetism. Emphasis is placed on resistance, capacitance and inductance as basic circuit components. (Corequisite: MAC 1105.) Lab fee: $15. **FA, SP**

**EET 1021C**       **3 sem. hrs.**
**Introduction to AC Circuits and Lab** An introduction to the basic concepts of alternating voltage and current. Emphasis is placed on resistance, capacitance and inductance as basic AC circuit components. (Prerequisite: EET 1011C.) Lab fee: $15. **FA, SP**

**EET 1036C**       **6 sem. hrs.**
**Introduction to DC/AC Circuits and Lab** An introduction to the basic concepts of electricity and magnetism. Emphasis is placed on resistance, capacitance and inductance as basic circuit components. Note: EET 1011C and EET 1021C sequence can be substituted for EET 1036C. (Corequisite: MAC 1105.) Lab fee: $20. **FA, SP**

**EET 1141C**       **4 sem. hrs.**
**Analog Devices and Circuits I** Introduces the concepts of circuit simplification via idealizations, approximations and an overview of semiconductor devices and their electrical properties. Emphasis is placed on circuit analysis. (Prerequisite: EET 1036C or EET 1011C and EET 1021C.) Lab fee: $20. **SP**

**EET 1607C**       **3 sem. hrs.**
**Electronics Assembly and Cabling** A course involving shop environment learning, including soldering and desoldering techniques, reading of schematics, component recognition, SMT (Surface Mount Technology), circuit board rework and repair, computer network wiring and final testing and troubleshooting techniques. Lab fee: $20. **FA, SP, SU**

**EET 2142C**       **4 sem. hrs.**
**Analog Circuits and Basic Analog Communications** Circuits covered are more complex in applications. Includes FET circuitry, amplitude/phase shift response of transistor circuits, integrated circuits and negative and positive feedback circuits. (Prerequisite: EET 1141C.) Lab fee: $20. **FA**

**EET 2326C**       **4 sem. hrs.**
**Wireless Communications** A comprehensive study of electronic communication systems, including topics in fiber optic, AM/FM radio, transmission lines, antennas, wave propagation, microwave techniques and other broadcast technologies. (Prerequisite: EET 2142C.) Lab fee: $20. **SP**

**EET 2905**       **1-4 sem. hrs.**
**Directed Study in Electronics**
FA, SP, SU

**EET 2949**       **1-4 sem. hrs.**
**Cooperative Education Experience in Electronics**

FA, SP, SU

**EEV 0532C**       **4.0 voc. crs.**
**Computer Assembly and Set-Up** This course covers an introduction to computer hardware and software identification and configuration. Board-level PC assembly and the installation of operating systems and applications software is included. Prepares students for the Core A+ Exam. Lab fee: $20. **FA**

**EEV 0539C**       **5.0 voc. crs.**
**Computer Repair Training** This internship course offers practical experience in customer service and computer repair in an industrial setting. This course is offered to students in the last semester of the Computer Support Specialist certificate program. **FA, SP, SU**

**EEV 0552C**       **4.0 voc. crs.**
**Networking for Technicians** This course introduces the student to Internet research, basic Internet page construction and local area networks. It prepares the student to pass the Network Plus (+) certification exam. (Prerequisites: CET 1153C and EEV 0532C.) Lab fee: $20. **SP**

**EEV 0565C**       **4.0 voc. crs.**
**Hardware/Software Troubleshooting** This course is designed to present the troubleshooting method and provide an opportunity to use this method in diagnosing and repair computer system problems. Hands-on instruction is included in using diagnostic software and test equipment to solve hardware/software problems. Prepares students for the Windows operating systems A+ Exam. (Prerequisites: CET 1153C, EEV 0532C and EEV 0612C.) Lab fee: $20. **SP**

**EEV 0612C**       **4.0 voc. crs.**
**Digital/Analog** An introduction to analog and digital electronics for computer service technicians. Topics include basic digital logic, fundamentals of electronics, technical math, flow charts, microprocessors, active analog and digital communications. Lab fee: $20. **FA, SP**

**EEX 1600**       **2 sem. hrs.**
**Classroom Management (Early Childhood)** Course designed to acquaint the student with factors that influence learning and behavior, and with strategies for changing behavior. Lab fee: $5. **SP**

**EEX 2010**       **3 sem. hrs.**
**Introduction to Exceptional Education** This course provides an introduction to exceptional education and includes basic information on etiology and characteristics as well as the programs and services provided to this population. (Prerequisite: EDF 1005 or permission of chairperson.) Lab fee: $5. **FA, SP, SU**

**EEX 2080**       **3 sem. hrs.**
**Teaching the Exceptional Learner** This course provides students with strategies and methods to teach learners with special needs. **SP**

**EGS 1000**       **3 sem. hrs.**
**Professional Performance for Technicians** Introduction to professional training activities related to organizations including interpersonal relationships, problem solving, goal settings, ethics, policy and procedures, personal development and organizational structures and cultures. Lab fee: $10. **FA, SP, SU**

**EGS 1110C**       **3 sem. hrs.**
**Engineering Drawing** Drawing, lettering, dimensioning and geometric constructions; orthographic, isometric and oblique projections and drawings; sketching and working and assembly drawings. Two-hour lecture, two-hour laboratory. **FA, SP**

**EGS 2650**       **1 sem. hr.**

**Technical Ethics** This course is designed to make the student aware of the ethical responsibilities associated with extensive technical knowledge. Topics to be explored include electronic privacy intrusion, proprietary product knowledge and unclear or untried legislation regarding technical capabilities. **FA, SP**

**EGS 2905**                     **1-4 sem. hrs.**
**Directed Study in Engineering**
FA, SP, SU

**EHD 1400**                     **3 sem. hrs.**
**Introduction to Interpreting** This course is an introduction to the basic theories, guidelines, principles and practices of interpreting, including the role of the interpreter, professional behavior and the ethics of interpreting. (Prerequisites: SPA 2613 and SPA 2613L.) **FA**

**EHD 1402**                     **3 sem. hrs.**
**Educational Interpreting** Introduces the intermediate level interpreter training student to the sign systems and processes used in secondary and postsecondary educational settings. (Prerequisites: EHD 1400 and EHD 1930.) **SP, SU**

**EHD 1404**                     **3 sem. hrs.**
**Introduction to Transliterating** This course is designed to provide skill development for expressive and receptive transliterating of manually coded sign systems used primarily in educational settings. Students will practice from audio taped, video taped and live material and will learn the techniques of self-assessment through video taping. (Prerequisites: SPA 2615, SPA 2615L and EHD 1400.) **SP**

**EHD 1930**                     **3 sem. hrs.**
**Ethics and Application of Interpreting** Special topics, including business practices, professional conduct and the role of the interpreter during employment are emphasized. (Prerequisites: SPA 2613 and SPA 2613L.) **SP**

**EHD 1941**                     **3 sem. hrs.**
**Externship Practicum I** This course provides the intermediate level interpreting student observes the interpreting process in various professional work situations. Students will schedule a series of individual and group observations and discuss their practicum experiences. (Prerequisite: EHD 1402. Corequisite: EHD 1930.) Lab fee: $12. **FA, SP**

**EHD 2000**                     **3 sem. hrs.**
**Orientation to Deafness** An introduction and orientation to the educational, communication, social, vocational, psychological and legal aspects of deafness; the impact of deafness on the individual and family; and social patterns of the deaf community. (Prerequisites: SPA 2613 and SPA 2613L.) **SU**

**EHD 2401**                     **3 sem. hrs.**
**Beginning Receptive Voicing** This course will introduce students to the process of Sign-to-Voice Interpreting. Students will practice from audio taped, video taped and live material and will learn the techniques of self-assessment through video taping. (Prerequisites: SPA 2613, SPA 2613L and EHD 1400.) Lab fee: $10. **FA**

**EHD 2406**                     **3 sem. hrs.**
**Receptive Voicing** This course studies and practices interpreting a signed message from American Sign Language to a hearing or hard of hearing person through voice, and the transliteration from a Signed English message to a hearing impaired person through voice. (Prerequisites: EHD 1400 and EHD 2401.) Lab fee: $10. **SP**

**EHD 2407**                     **3 sem. hrs.**
**Advanced Receptive Voicing** Designed to strengthen the skills of advanced level students in accurate interpreting from a signed message to a voiced English translation. (Prerequisite: EHD 2406.) Lab fee: $10. **SU**

**EHD 2420**                     **3 sem. hrs.**
**Receptive Signing** This course is the study and practice of the interpretation of a spoken message, from English to American Sign Language, for hearing, hard of hearing, and deaf individuals; and the study of transliteration, from a spoken message to Signed English, for hearing, hard of hearing, and deaf individuals. (Prerequisite: EHD 1400.) **SU**

**EHD 2421**                     **3 sem. hrs.**
**Advanced Receptive Signing** This course is designed to strengthen the skills of advanced level students in accurate interpreting from a voiced message to a Signed ASL or English translation in realistic interpreting situations. (Prerequisite: EHD 2420.) **FA**

**EME 2040**                     **3 sem. hrs.**
**Introduction to Educational Technology** A practical course in computer-assisted educational research, curriculum development, and instruction for the multimedia classroom. (Prerequisite: EDF 1005 or permission of chairperson.) Lab fee: $5. **FA, SP, SU**

**EMS 0068C**                   **6.93 voc. crs.**
**Dispatcher, Police, Fire and Ambulance** This course prepares students for employment as a dispatcher in various public safety settings such as police fire and ambulance service. Students will learn standard telecommunication operating procedures and computer equipment operation. **FA, SP, SU**

**EMS 0069**                     **.80 voc. crs.**
**Emergency Medical Dispatcher** This course provides the instruction and skills practice sufficient to achieve Emergency Medical Dispatcher certification eligibility. Medical terms, legal aspects and emergency medical procedures are emphasized. (Prerequisite: EMS 0068C.) **FA, SP, SU**

**EMS 1119**                     **7 sem. hrs.**
**Emergency Medical Technician I** Emphasizes basic life support skills necessary to work as an Emergency Medical Technician. Skills include assessment and pre-hospital care of the sick and injured. This course prepares the student for state licensure and the paramedic curriculum. (Co-requisites: EMS 1401L and EMS 1431.) **FA, SP, SU**

**EMS 1401L**                   **2 sem. hrs.**
**Emergency Medical Technician I Lab** This course is designed to develop skills necessary for state licensing and employment as an Emergency Medical Technician. It emphasizes practical application of pre-hospital emergency care procedures in EMS 1119. (Corequisites: EMS 1119 and EMS 1431.) Lab fee: $125. **FA, SP, SU**

**EMS 1431**                     **2 sem. hrs.**
**Emergency Medical Technician Clinical/Field Experience** This course is designed to fuse the theory learned in lecture and skills learned in lab while participating as part of the Emergency Medical Services (EMS) team in the pre-hospital and hospital settings. Students will participate in clinical rotations in an Emergency Department and on-board and Advanced Life Support (ALS) ambulance. (Corequisites: EMS 1119 and EMS 1401L.) **FA, SP, SU**

**EMS 2010**                     **3 sem. Hrs.**
**EMS Anatomy and Physiology** This course is designed specifically for the student desiring to enter the paramedic program. Structure and function of the integumentary, skeletal, muscular, nervous, respiratory, circulatory, digestive, urinary, endocrine and reproductive systems of the human body. The course also covers basic cytology and histology. **FA, SP, SU**

**EMS 2603**                     **7 sem. hrs.**
**Paramedic I** The Paramedic is a certified allied health provider qualified in advanced life support. Skills and knowledge

include recognition, assessment and management of the acutely ill or injured patient. This course serves as the building block to prepare the candidate with the necessary background information and basic cognitive knowledge to successfully complete the Paramedic program. (Prerequisite: EMS 2010. Corequisites: EMS 2603L and EMS 2666.) **FA, SU**

**EMS 2603L**                                                 **3 sem. hrs.**
**Paramedic I Lab** Practical application of the didactic and laboratory instruction received in EMS 2603 to include advanced patient assessment, airway management, clinical decisions, communications and documentation. (Prerequisite: BSC 1085C or EMS 2010. Corequisites: EMS 2603 and EMS 2666.) Lab fee: $150. **FA, SU**

**EMS 2604**                                                  **7 sem. hrs.**
**Paramedic II** This course emphasizes the recognition and advanced pre-hospital care of the traumatically injured patient and the patient presenting with a medical emergencies related to respiratory, cardiovascular, neurological, endocrine, gastroenterologic, renal or urologic, toxic exposure, environmental, behavioral, gynecologic and obstetric pathologies. (Prerequisites: EMS 2603, EMS 2603L and EMS 2666. Corequisites: EMS 2604L and EMS 2667.) **FA, SP**

**EMS 2604L**                                                 **3 sem. hrs.**
**Paramedic II Lab** Practical application of the didactic and laboratory instruction received in EMS 2604 to include advanced patient assessment, clinical decisions, communications, and documentation. (Prerequisites: EMS 2603, EMS 2603L and EMS 2666. Corequisites: EMS 2604 and EMS 2667.) Lab fee: $100. **SP, FA**

**EMS 2605**                                                  **5 sem. hrs.**
**Paramedic III** This course presents information on the pathophysiological principles and assessment findings of patients with special needs and integrates assessment-based management with clinical decision-making and transport considerations. It also develops an awareness of special considerations in the application and delivery of Emergency Medical Services and further defines the role of the Paramedic within the EMS system. (Prerequisites: EMS 2604, EMS 2604L and EMS 2667. (Corequisites: EMS 2605L, EMS 2668 and EMS 2659.) **SP, SU**

**EMS 2605L**                                                 **3 sem. hrs.**
**Paramedic III Lab** Practical application of the didactic and laboratory instruction received in EMS 2605 to include advanced patient assessment, airway management, clinical decision-making, communication skills and documentation. (Prerequisites: EMS 2604, EMS 2604L and EMS 2667. Corequisites: EMS 2605, EMS 2668 and EMS 2459.) Lab fee: $100. **SP, SU**

**EMS 2659**                                                  **4 sem. hrs.**
**Paramedic Field Internship** This is the capstone course of the Paramedic program. Interns will participate as lead crewmembers aboard a licensed Advanced Life Support transport ambulance during a 240-hour field internship with an assigned preceptor. (Prerequisites: EMS 2604, EMS 2604L and EMS 2667. Corequisites: EMS 2605, EMS 2605L and EMS 2668.) Lab fee: $100. **SP, SU**

**EMS 2666**                                                  **3 sem. hrs.**
**Paramedic Clinical I** Rotation through various departments of local hospitals, health department and Advanced Life Support EMS providers performing invasive and noninvasive paramedic skills under the direct supervision of the clinical instructor and/or assigned preceptor. The EMS program clinical coordinator or designee will provide clinical schedules. Students are responsible for transportation to and from the clinical sites. (Co-requisites: EMS 2603 and EMS 2603L.) **FA, SU**

**EMS 2667**                                                  **3 sem. hrs.**

**Paramedic Clinical II** Rotation through various departments of local hospitals, health department and Advanced Life Support EMS providers performing invasive and non-invasive paramedic skills under thedirect supervision of the clinical instructor and/or assigned preceptor. The EMS program clinical coordinator or designee will provide clinical schedules. Students are responsible for transportation to and from the clinical sites. (EMS 2603 and EMS 2603L. Co-requisites: EMS 2604 and EMS 2604L.) **FA, SP**

**EMS 2668**                                                  **1 sem. hr.**
**Paramedic Clinical III** Rotation through various departments of local hospitals, health department and Advanced Life Support EMS providers performing invasive and noninvasive paramedic skills under the direct supervision of the clinical instructor and/or assigned preceptor. The EMS program clinical coordinator or designee will provide clinical schedules. Students are responsible for transportation to and from the clinical sites. (Prerequisites: EMS 2604, EMS 2604L and EMS 2667. Co-requisites: EMS 2605, EMS 2605L and EMS 2659.) **SP, SU**

**EMS 2905**                                                  **1-4 sem. hrs.**
**Directed Study in Emergency Medical Services**
**FA, SP, SU**

**EMS 2949**                                                  **1-4 sem. hrs.**
**Cooperative Education Experience in Emergency Medical Services**
**FA, SP, SU**

**ENC 0001**                                            **4 college prep. crs.**
**Writing I** Designed for students demonstrating a need for strengthening skills in sentence construction, grammar and usage. The course stresses improvement of these skills through drill and practice in writing. Required for students scoring below minimum score on placement test. (ENC 0001 cannot be used toward AA, AAS or AS degree requirements. Corequisite: ENC 0001L.) Lab fee: $5. NOTE: Computer-assisted sections have $10 materials fee. **FA, SP, SU**

**ENC 0002**                                            **4 college prep. crs.**
**Writing II** Continuation of ENC 0001. Designed for students who need additional time and experience that will enable them to progress toward college-level courses. (ENC 0002 cannot be used toward AA, AAS or AS degree requirements.) (Prerequisite: ENC 0001. Corequisite: ENC 0002L.) Lab fee: $5. **FA, SP, SU**

**ENC 0003**                                            **4 college prep. crs.**
**Writing III** Continuation of ENC 0002. Designed to assist students in developing fluency in written expression. The course focuses on developing the student's ability to express ideas in clear, logical paragraphs, using standard English combined with a planned program of advising and counseling. (ENC 0003 cannot be used toward AA, AAS or AS degree requirements.) (Prerequisite: ENC 0002. Corequisite: ENC 0003L.) Lab fee: $5. **FA, SP, SU**

**ENC 1101**                                                 **3 sem. hrs.**
**College Composition** Designed to develop skills in expressive, expository and persuasive writing, theme construction and style. This course meets the 6,000 word minimum Gordon Rule requirement. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) Lab fee: $5. N O T E : Computer-assisted sections have $10 materials fee. TV sections have $4 materials fee. **FA, SP, SU**

**ENC 1102**                                                 **3 sem. hrs.**
**Literature and Composition** An introduction to the study of literature, together with the development of writing and research skills. This course meets the 6,000 word minimum Gordon Rule requirement. (Prerequisite: ENC 1101.) Lab fee: $5. NOTE: Computer-assisted sections have $10 materials fee. TV sections have $4 materials fee. **FA, SP, SU**

**ENC 1200**                                                 **3 sem. hrs.**

**Business English** Designed as a systematic review of English grammar, usage, mechanics, vocabulary development, and spelling as they are used in business. A special emphasis on business terminology, practices and written correspondence. Lab fee: $5. **FA, SP**

**ENC 2210**         **3 sem. hrs.**
**Report Writing** Principles and techniques for presenting technical and job related information, including primary research, graphically as well as in clear, concise written form. (Prerequisite: ENC 1101 or permission of chairperson.) Computer-assisted sections have $10 materials fee. **FA, SP, SU**

**ENC 2302**         **3 sem. hrs.**
**Article Writing** Designed for analysis and writing of expository, descriptive and narrative articles on subjects of contemporary interest. Emphasis is placed on individual creativity and research. (Prerequisite: ENC 1101 or permission of chairperson.) **SP**

**ENC 2990**         **0 sem. hrs.**
**CLAST English Review** A course designed for students who have failed the CLAST or need a review. Topics include reading comprehension skills, grammar skills, and essay writing. **FA, SP, SU**

**ENG 2104**         **3 sem. hrs.**
**Latin American Literature in Film** A study of selected readings and periods of Latin American literature as expressed through film. Genres of poetry, essays, novels and short stories will be studied through written work and film. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite: ENC 1101 or permission of chairperson.) **SP**

**ENG 2905**         **1-4 sem. hrs.**
**Directed Study in English** (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP, SU**

**ENL 2012**         **3 sem. hrs.**
**Early English Literature** Offered as part of the Cambridge University Summer Program in Cambridge, England. A study of selected readings from Beowulf to the end of the 18th century. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite: ENC 1101 or permission of chairperson.) **SU**

**ENL 2022**         **3 sem. hrs.**
**Nineteenth Century English Literature** A study of selected readings from the nineteenth century to the present. Genres of poetry, plays, essays, novels and short stories will be studied. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite: ENC 1101 or permission of chairperson.) **FA, SP**

**ENL 2280**         **3 sem. hrs.**
**Contemporary English Literature** A survey of representative British and Irish writers of the 20th century. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite: ENC 1101 or permission of chairperson.) **FA, SP**

**ENL 2931**         **3 sem. hrs.**
**Selected Topics in Shakespeare Course** focuses on Shakespeare's plays and poetry. Students read and view plays, including the study of staging, plot, characterization and language in Shakespearean works. This course meets the 3,000 word minimum Gordon Rule requirement. Course is also offered in SU as part of the Cambridge University Summer Program in Cambridge, England. (Prerequisite: ENC 1101 or permission of chairperson.) **FA, SP**

**ETC 1521**         **3 sem hrs.**
**Hydraulics and Hydrology** Practical approach to typical technical problems involving fluids. Fluid mechanics laws, hydraulic forces on structures, flow in pipes, pipe design, open channels discharge, drainage and seepage analysis, elements of hydrology and storm water ordinances. (Prerequisite: MTB 1348.) **SP**

**ETC 2207C**         **3 sem. hrs.**
**Construction Planning and Estimating** Construction project organization and management, contracting and construction. Estimating fundamentals: square-foot estimates; quantity take-off; unit pricing; direct and indirect costs. Scheduling: network diagram setting and critical path analysis; bar charts; resource analysis; project control. Manual and computer approaches are used. Project: estimate and schedule a small facility construction. (Prerequisite: BCN 1210 or permission of program manager.) Lab fee: $9. **FA**

**ETC 2244**         **3 sem. hrs.**
**Construction Equipment** Operations analysis; use and costs of standard construction equipment; hoisting equipment including crawlers, truck, tower and whirley cranes and rigging; excavation and hauling equipment including the bulldozer, scraper, front shovel, backhoe, front loader, draglines and clamshells, trucks and wagons; equipment costs and depreciation; work cycles and productivity analysis; soil compaction and densification. (Prerequisite: MTB 1348.) **SP**

**ETC 2245**         **3 sem. hrs.**
**Construction Methods** Civil Engineering specialized methods including: site investigation; foundation construction; piles and pile driving; drilling rock and earth; rock blasting; conveyor belt systems; production of aggregates; compressed air; and pumping operations. Cursory review of Construction Codes and Licensing requirements. Small research project on special construction methods or systems. (Prerequisite: ETC 2250C.) Lab fee: $3. **SP**

**ETC 2250C**         **3 sem. hrs.**
**Properties of Materials** Mechanicals and physical properties and fabrication of common engineering materials. Standard testing methods and general use in construction. ASTM and AASHTO Specifications and ACI Codes are analyzed and applied in testing several materials, such as steel, copper, aluminum, plastics, mineral aggregates, fresh and hardened concrete, asphalt and soils. (Prerequisites: MTB 1348 or PSC 1121.) Lab fee: $15. **SP**

**ETC 2410**         **3 sem. hrs.**
**Structural Design I** Basic methods of Structural Analysis and Design including thermal effects, poison ratio, torsion in circular sections, shear and bending moment diagrams, design of steel beams, deflections of beams, columns and buckling, bolted and welded connections, timber design and reinforced concrete design of slabs, beams and columns. (Prerequisite: ETG 2520.) **SP**

**ETC 2451C**         **3 sem. hrs.**
**Concrete Construction** Materials for concrete: properties & quality control; admixtures; mix design, production, transportation, placement, consolidation and curing. Properties of fresh and hardened concrete. Form design and fabrication. Concrete applications: buildings, pavements, mass concrete, pre-cast, pre-stressed, post-tensioned and roller compacted concrete. High strength concrete; warm and cold weather operations. (Prerequisite: ETC 2250C.) Lab fee: $15. **FA**

**ETC 2905**         **1-4 sem. hrs.**
**Directed Study in Civil Engineering**
**FA, SP, SU**

**ETC 2949**         **1-4 hrs.**
**Cooperative Education Experience in Civil Engineering**
**FA, SP, SU**

**ETD 0949**         **1-4 sem. hrs.**
**Cooperative Education Experience in Architectural**

**Drafting**
FA, SP, SU

**ETD 2218**                                    **3 sem. hrs.**
**Geometric Tolerancing** An introductory course in dimensioning and tolerancing using the Geo-Metric method nationally accepted as per ANSI Y14.5. (Prerequisite: EGS 1110C.) **SP**

**ETD 2320C**                                   **3 sem. hrs.**
**Computer Aided Drafting I (AutoCAD)** A first course in computer aided drafting covering equipment, drawing setup, creating geometry, use of text, dimensioning, plotting and file management. (Prerequisite or Corequisite: EGS 1110C or BCN 1251C or previous drafting experience.) Lab fee: $10. **FA, SP, SU**

**ETD 2350**                                    **3 sem. hrs.**
**Computer Aided Design Applications (AutoCAD)** Advanced applications course utilizing CAD software to produce finished drawings. Topics include Windows operating system, text editors, software variables, menu modification, macros, and programming. (Prerequisite: ETD 2350C.) Lab fee: $10. **FA**

**ETD 2350C**                                   **3 sem. hrs.**
**Computer Aided Drafting II (AutoCAD)** An intermediate course in computer aided drafting covering hatching, external references, blocks, attributes and 3-D modeling. (Prerequisite: ETD 2320C or permission of program manager.) Lab fee: $10. **FA, SP, SU**

**ETD 2355**                                    **3 sem. hrs.**
**Inventor Solid Modeling** Advanced course in drafting using software for 3D modeling and surface generation. (Prerequisite: ETD 2350C.) Lab fee: $10. **FA, SP**

**ETD 2359C**                                   **3 sem. hrs.**
**SolidWorks Solid Modeling** A course covering the creation of 3D solid models for manufacturing utilizing SolidWorks software. Topics include sketching, dimensioning, extruding, revolves, sweeps, booleans, shelling, assemblies, drawing creation, design tables, exploded views and rendering. (Prerequisite: ETD 2350C or permission of program manager.) Lab fee: $10. **SP**

**ETD 2395**                                    **3 sem. hrs.**
**Architectural CAD (Architectural Desktop)** Architectural design and drafting utilizing Architectural Desktop software. Topics include floor plans, doors, windows, roofs, stairs, annotations, elevations, sections and commercial structures. (Prerequisite: ETD 2350C or permission of program manager.) Lab fee: $10. **SP**

**ETD 2377C**                                   **3 sem. hrs.**
**3D Computer Animation (3D Studio)** An introductory course in 3D animation for technical graphics that includes object creation, editing, lighting, materials, keyframing and rendering. (Prerequisite: ETD 2350C.) Lab fee: $10. **SP**

**ETD 2465**                                    **3 sem. hrs.**
**Tool Design** An entry-level course covering theory, principles and techniques for the modern design of tools, jigs, fixtures and related tooling. (Prerequisite: ETD 2320C.) **SP**

**ETD 2547C**                                   **3 sem. hrs.**
**Civil Drafting and Surveying (CAD)** Interpretation of USGS maps. Theory and application of field data in measurements, land surveying and grading; surveying data acquisition. Lot, building lines and grades layout. Drawing contour lines, street and highway plans, profiles and cross-sections. Excavation quantities. Horizontal circular curves and vertical curves for road work. Drawings are prepared using CAD computer software. (Prerequisites: ETD 2320C.) Lab fee: $10. **FA**

**ETD 2801C**                                   **3 sem. hrs.**
**Technical Illustration** Methods and techniques of pictorial drawing as related to mechanical and industrial graphics using AutoCAD. (Prerequisite: ETD 2320C.) **FA**

**ETG 2520**                                    **3 sem. hrs.**
**Statics and Strength of Materials** Fundamental principles of statics including forces, resultant, components, reactions, analysis of trusses, strength of materials, stresses and strains, tensile testing of steel and basic mechanical properties, section properties for analysis and design, friction, shear and bending moment diagrams and theory of bending. (Prerequisite: MTB 1348 or MAC 1114.) **FA, SP**

**ETG 2906**                                    **1-4 sem. hrs.**
**Directed Study in Engineering**
FA, SP, SU

**ETG 2907**                                    **1-4 sem. hrs.**
**Directed Study in Engineering Technology or Construction Technology**
FA, SP, SU

**ETG 2949**                                    **1-4 sem. hrs.**
**Cooperative Education Experience in Engineering**
FA, SP, SU

**ETM 2315**                                    **3 sem. hrs.**
**Simulation Fluid Power Systems** Electro-mechanical, Hydraulics and Pneumatics A practical approach to technical problems involving hydraulics and pneumatics, fluid mechanics, hydrostatic forces, and pipe and pump operation including the electrical circuitry needed to operate and control mechanical and hydraulic/pneumatic systems. Lab fee: $50. **FA, SP, SU**

**EUH 2000**                                    **3 sem. hrs.**
**History of Western Civilization to 1648** An analysis of the major changes in the societies of western man, from the Middle Eastern origins through the Protestant Reformation. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite or Corequisite: ENC 1101.) **FA, SP**

**EUH 2001**                                    **3 sem. hrs.**
**History of Western Civilization 1648 to Present** An examination of the historical evolution and diffusion of western institutions and ideas, including nationalism, the modern state, totalitarianism and democracy. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite or Corequisite: ENC 1101.) **FA, SP**

**FFP 0010**                                    **7.5 voc. crs.**
**Firefighter I** This course of study is the first of two parts, which prepares the student with the fundamental knowledge and skills necessary to safely and dependably perform fire-rescue duties as a firefighter. Successful completers of this course are eligible to take a state administered examination for volunteer firefighters. This course is corequisite with FFP 0020 for those desiring to become state certified firefighters. May be repeated one time for credit. Lab fee: $150. **FA, SP**

**FFP 0020**                                    **7.5 voc. crs.**
**Firefighter II** This corequisite course with FFP 0010 is the second of the two-part series, which prepares the student for participating in the state certification examinations administered by the Bureau of Fire Standards and Training for obtaining a state of Florida Firefighter Certificate of Compliance. Students must have successfully completed all aspects of FFP 0010 in order to participate in this course. May be repeated one time for credit. Lab fee: $150. **FA, SP**

**FFP 0360**                                    **1.34 voc. crs.**
**Fire Apparatus Operations** Course covers emergency driving laws, rules and techniques, as well as a review of hydraulics. There is a practical portion to this class which will entail vari-

ous evolutions involving pre-connected lines, drafting, tandem and relay pumping. (Corequisite: FFP 0361. Prerequisite: Must have completed minimum of FFP 0010 and be a member of an organized fire department or permission of assistant chair.) Lab fee: $25. **FA, SP**

**FFP 0361**     **1.33 voc. crs.**
**Hydraulics and Water Distribution Systems** Mechanics of the flow of fluids; design, testing, and use of nozzles and appliances; measurement of fluid flow and methods of determining quantities of water. (Corequisite: FFP 0360. Prerequisite: Must have completed a minimum of FFP 0010 and be a member of an organized fire department or permission of assistant chair.) **FA, SP**

**FFP 1000**     **3 sem. hrs.**
**Introduction to Fire Protection Hazards** Historical development of fire service, safety and security; role of fire service, protection and safety personnel; identification of fire hazards and their causes; and application of fire protection principles. Lab fee: $5. **FA**

**FFP 1510**     **3 sem. hrs.**
**Construction Codes and Material Rating** A study of building codes applicable to fire prevention; principles and practices used in various types of building construction; and fire resistance tests and ratings of building materials. Lab fee: $5. **FA**

**FFP 1520**     **3 sem. hrs.**
**Fire Prevention Programs** Principles and applications of fire prevention for community and industrial plants including development and maintenance of fire prevention programs, educational programs and inspection programs, and specific applications to fire prevention problems. Lab fee: $5. **FA, SP**

**FFP 1700**     **3 sem. hrs.**
**Management of Municipal Fire Protection** Fire department organization, personnel management and relationship with other city departments. Evaluation of fire protection needs, financial factors, etc., and other equipment necessary for modern fire protection. Lab fee: $5. **SU**

**FFP 1799**     **1 sem. hr.**
**Time Management for Fire Service** A unique system that incorporates the ideas and concept of organization, priority setting, planning, decision making, study skills and communications needed for achievement of personal and scholastic goals. Lab fee: $3. **SU**

**FFP 1810**     **3 sem. hrs.**
**Firefighting Strategy and Tactics I** Learn firefighting tactics and strategies in extinguishing fires. Tactical operations, commanding fire ground operations and contributing factors to fire ground failure will be emphasized. Lab fee: $5. **SP**

**FFP 2120**     **3 sem. hrs.**
**Building Construction** Study of building designs and construction features providing indications of how fire will behave and spread in various types of structures. **FA, SP**

**FFP 2401**     **3 sem. hrs.**
**Hazardous Materials I** A study of hazardous materials, with emphasis on unstable chemicals; explosive substances and their handling; exotic fuels (solid and liquid propellants); pesticides, corrosive, toxic and radioactive substances. **SU**

**FFP 2402**     **3 sem. hrs.**
**Hazardous Materials II** A study of the methods used to transport hazardous materials; ways to control and lessen the effects of an accident. (Prerequisite: FFP 2401.) **SU**

**FFP 2521**     **3 sem. hrs.**
**Blueprint Reading and Plans Evaluation** A review of actual building plans is designed to give the student an understanding of the basic principles involved in graphic communications and, in particular, blueprint and plan reading. **FA**

**FFP 2540**     **3 sem. hrs.**
**Private Fire Protection Systems** A study of private fire detection systems to include fixed extinguishing systems and standard and/or special fire alarms. Includes a review of the design, installation, maintenance and testing of the systems. **FA, SP**

**FFP 2604**     **3 sem. hrs.**
**Fire Detection and Investigation** Determine causes of fire, losses and records, origins, preservation of physical evidence, scientific aid to investigation and courtroom procedure in presenting evidence. **SU**

**FFP 2720**     **3 sem. hrs.**
**Fire Department Leadership** Officers and potential officers within the fire service are provided the fundamentals of leadership - specifications of the fire officer's position are covered extensively. **SU**

**FFP 2740**     **3 sem. hrs.**
**Fire Service Instructor** Methods and techniques of instruction including oral communication; preparing lesson plans; writing performance objectives; use of training aids; and the selection, evaluation and preparation of performance tests. **SP**

**FFP 2741**     **3 sem. hrs.**
**Fire Service Course Design** Principles of effective curriculum design. Stresses the principles of adult learning and student-centered learning, designing units and courses that address learning, performance and behavioral objectives. (Prerequisite: FFP 2740.) **SP**

**FFP 2811**     **3 sem. hrs.**
**Firefighting Strategy and Tactics II** Pre-fire plans, techniques of using available equipment and manpower and predicting fires by fuel analysis. Emphasis will be on developing thinking skills in relation to crises. (Prerequisite: FFP 1810.) **SP**

**FFP 2905**     **1-4 sem. hrs.**
**Directed Study in Fire Science**
FA, SP, SU

**FFP 2949**     **1-4 sem. hrs.**
**Cooperative Education Experience in Fire Science**
FA, SP, SU

**FIN 1121**     **2 sem. hrs.**
**Personal Financial Planning** Study of the fundamental principles and practices used in the formation structure and monitoring of personal financial planning. Lab fee: $5. **FA, SU**

**FIN 2000**     **3 sem. hrs.**
**Principles of Finance** Investment characteristics of stocks and bonds, securities market, commercial banks and the Federal Reserve System; and inflation, deflation and money supply. **SP, SU**

**FOS 1201**     **3 sem. hrs.**
**Sanitation and Safety** Students will study the causes and prevention of food spoilage and food-borne illnesses. Study will focus on proper food handling, personal hygiene and food service safety. **FA, SP, SU**

**FRE 1120**     **4 sem. hrs.**
**French I** Fundamental grammar principles and basic speech patterns with intensive drills in listening and speaking followed by reading and writing of the language. Three-hour class instruction and two-hour language laboratory. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) Lab fee: $5. **FA, SP, SU**

**FRE 1121**     **4 sem. hrs.**
**French II** Continuation of FRE 1120. Concentration on all tenses and grammar fundamentals. Three-hour class instruc-

tion and two-hour language laboratory. (Prerequisite: FRE 1120.) Lab fee: $5. **FA, SP, SU**

**FRE 2200**                                    **4 sem. hrs.**
**French III** Continued practice of oral French together with simple readings in French literature. Includes grammar review, vocabulary building and composition. Three-hour class instruction and two-hour language laboratory. (Prerequisite: FRE 1121.) **FA**

**FRE 2201**                                    **4 sem. hrs.**
**French IV** Continuation of FRE 2200. Develop advanced skills in speaking, reading and writing modern French, based on selected readings from novels, magazines, etc. Three-hour class instruction and two-hour language laboratory. (Prerequisite: FRE 2200.) **SP**

**FRE 2905**                                    **1-4 sem. hrs.**
**Directed Study in French** (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP, SU**

**FRE 2949**                                    **1-4 sem. hrs.**
**Cooperative Education Experience in French**
**FA, SP, SU**

**FSS 1202C**                                   **3 sem. hrs.**
**Food Production I** Principles of food preparation. Study will focus on basic principles and techniques of food production, use of recipes and use and care of equipment and tools. (Prerequisite or Corequisite: FOS 1201.) Lab fee: $50. **FA, SP, SU**

**FSS 1222C**                                   **3 sem. hrs.**
**Food Production II** Study will focus on the preparation of meats, poultry, seafood and game. Students will use a variety of cooking and preparation methods. (Prerequisite or Corequisite: FOS 1201.) Lab fee: $50. **FA, SP**

**FSS 1240C**                                   **3 sem. hrs.**
**Contemporary American Cuisine** Preparing modern American cuisine with emphasis on regional influences and contemporary presentation techniques. (Prerequisite: FSS 1222C.) Lab fee: $50. **FA, SP**

**FSS 1242C**                                   **3 sem. hrs.**
**International Cuisine** In this course students will study and practice classical/international menus of Europe and Asia. Special attention on flavor principles of various cuisines. (Prerequisite or Corequisite: FSS 1222C.) Lab fee: $50. **FA, SP**

**FSS 1246C**                                   **3 sem. hrs.**
**Baking** Introduction to baking science and the composition and properties of baking ingredients. Students will produce a variety of baked goods, using proper tools and methods. Lab fee: $50. (Prerequisite or Corequisite; FOS 1201.) **FA, SP, SU**

**FSS 1248C**                                   **3 sem. hrs.**
**Practical Garde Manger** Study to focus on the art of cold and decorative food preparation. Students will acquire skills in producing forcemeats and mousse, charcuterie production and decorative center pieces. (Prerequisite or Corequisite: FSS 1201.) Lab fee: $50. **FA, SP**

**FSS 2284**                                    **3 sem. hrs.**
**Catering and Buffet Management** This course will introduce the student to effective practices and principles of effective buffet and catering/event management from preplanning to service and staffing to breakdown and clean up. **FA, SP**

**FSS 2905**                                    **1-4 sem. hrs.**
**Directed Study in Food Service**
**FA, SP, SU**

**FSS 2906**                                    **1-4 sem. hrs.**

**Directed Study in Culinary**
**FA, SP, SU**

**FSS 2943**                                    **6 sem. hrs.**
**Culinary Management Internship** Students will participate in work related experience in the food service industry by applying skills learned in the classroom and lab to a work situation. (Prerequisite: Completion of all Culinary Management course work or permission of chairperson.) **FA, SP, SU**

**FSS 2949**                                    **1-4 sem. hrs.**
**Cooperative Education Experience in Food Service**
**FA, SP, SU**

**FSS 2990***                                   **3 sem. hrs.**
**Culinary Supervision** This course covers the principles of supervision of employees in a culinary environment. Topics include recruitment, screening, hiring, training and evaluating personnel. **FA, SP, SU**
*Pending assigned course number.

**GCO 1431**                                    **3 sem. hrs.**
**Irrigation and Drainage** This course covers design, installation, maintenance and repair of irrigation and drainage systems. Pumps, filters, water sources and PVC pipe applications are covered as well as state and local regulations. (Corequisite: GCO 1431L.) **SP**

**GCO 1431L**                                   **1 sem. hr.**
**Irrigation and Drainage Lab** This course covers a hands on practical approach to the principals and practices to surveying, irrigation design, installation and maintenance. (Corequisite: GCO 1431.) **SP**

**GCO 1742**                                    **2 sem. hrs.**
**Landscape Design** This course covers principles of landscape architecture and includes identification, adaptation, and uses of herbaceous and woody plant materials. (Corequisite: GCO 1742L.) **SP**

**GCO 1742L**                                   **1 sem. hr**
**Landscape Design Lab** This course is a comprehensive landscape design and drafting lab. The lab will provide the student the basics with which to formulate a variety of landscape designs. (Corequisite: GCO 1742.) **SP**

**GCO 2201**                                    **3 sem. hrs.**
**Turf Grass Mechanics I** This course covers an introduction to the repair and maintenance of turf grass equipment including small engines. Appropriate tools and inspection procedures are covered as well as repair manual interpretation. (Corequisite: GCO 2201L.) **FA**

**GCO 2201L**                                   **1 sem. hr.**
**Turf Grass Mechanics I Lab** This course covers a practical approach to the repair and maintenance of turfgrass equipment used on golf courses. A complete study of engines, welding and cutting unit inspection and procedures will be covered as well as repair manual interpretation. (Corequisite: GCO 2201.) **FA**

**GCO 2401**                                    **3 sem. hrs.**
**Introduction to Turf Management** This course covers an overview of the golf course industry including ethics, professional associations and government regulations. The rules and etiquette of golf are also covered. **FA**

**GCO 2402**                                    **3 sem. hrs.**
**Turf Grass Management I (Grass and Weeds)** This course covers the identification and physiology of turf grasses, weeds and the control of weeds. Irrigation requirements of various types of turf grasses is also covered. (Corequisite: GCO 2402L.) **FA**

**GCO 2402L**                                   **1 sem. hr.**

**Turf Grass Management I Lab (Grass and Weeds)** This course provides the student a lab in experience where the student will develop a greater understanding of weed and grass identification and the environmental and economic impact associated with grasses and weeds in the turf grass industry. (Corequisite: GCO 2402.) **FA**

**GCO 2403**      **2 sem. hrs.**
**Turf Grass Management II (Disease and Insects)** This course covers identification and control of insects and diseases that affect turf grasses. (Prerequisite: GCO 2402. Corequisite: GCO 2403L.) **SP**

**GCO 2403L**      **1 sem. hr.**
**Turf Grass Management II Lab (Disease and Insects)** This course provides the student a lab in experience where the student will develop a greater understanding of basic plant pathology and entomology. (Prerequisite: GCO 2402L. Corequisite: GCO 2403.) **SP**

**GCO 2632**      **3 sem. hrs.**
**Golf Course Organization and Administration** This course is intended to provide the student with a basic overview of golf related organizational and administrative functions and duties form the perspective of the golf course superintendent. This course will emphasize communications, leadership skills and abilities, human resources and public relations. **SP**

**GCO 2634**      **3 sem. hrs.**
**Turf Records and Budget** This course covers and evaluates financial management concepts and serves as a guide for developing financial records and budgeting processes as related to golf course management. **FA**

**GCO 2743**      **3 sem. hrs.**
**Golf Course Construction** This course covers principles of golf course construction and renovation including site selection, architecture and construction techniques. This course examines challenges associated with golf course construction and renovation procedures. **SP**

**GCO 2949**      **6 sem. hrs.**
**Cooperative Education Experience in Turf Grass Management** (Prerequisite: Permission of assistant chair.) **SU**

**GEB 1011**      **3 sem. hrs.**
 **Introduction to Business** Business in the modern political, social and economic environment. Forms of business enterprise, management problems, tools in decision making and business vocabulary. Lab fee: $5. **FA, SP, SU**

**GEB 2351**      **3-6 sem. hrs.**
**International Business Practice Firm** Using a simulated business firm in a state-of-the-art facility, students transact business with students in other simulated companies both in the U.S. and in other countries via the Internet. Repeatable for credit. (Prerequisite: Permission of assistant chair or department chairperson.) Lab fee: $25. **FA, SP**

**GEB 2430**      **3 sem. hrs.**
**Professional Ethics** The purpose of this course is to direct the student toward an enhanced level of ethical awareness and decision-making in business and professional environments. It surveys the historical origins of ethics and value systems and their influence on cultural development. Different ethical values are compared along with their probable impact in American business. This course meets the 3000 word minimum Gordon Rule requirement. (Prerequisite or corequisite: ENC 1101.) **FA, SP**

**GEB 2905**      **1-4 sem. hrs.**
**Directed Study in Business**
FA, SP, SU

**GEB 2949**      **1-4 sem. hrs.**
**Cooperative Education Experience in Business**
FA, SP, SU

**GEO 2000**      **3 sem. hrs.**
**Introduction to Geography** A study of the Earth in spatial terms, place names, maps, globes and physical-human phenomena of environments and places. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite or Corequisite: ENC 1101.) **FA, SP, SU**

**GER 1120**      **4 sem. hrs.**
**German I** Fundamental grammar principles and basic speech patterns with intensive drills in listening, speaking, reading and writing the language. Three-hour class instruction and two-hour language laboratory. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) Lab fee: $5. **FA**

**GER 1121**      **4 sem. hrs.**
**German II** Continuation of GER 1120. Three-hour class instruction and two-hour language laboratory. (Prerequisite: GER 1120.) Lab fee: $5. **SP**

**GER 2200**      **4 sem. hrs.**
**German III** Review of grammar and continued practice of oral German. Reading of intermediate level German literature. Special attention to vocabulary building and composition. Three-hour class instruction and two-hour language laboratory. (Prerequisite: GER 1121.) **FA**

**GER 2201**      **4 sem. hrs.**
**German IV** Continuation of GER 2200. Reading of short novels, literature and magazines for the purpose of giving oral and written reports in German. Three-hour class instruction and two-hour language laboratory. (Prerequisite: GER 2200.) **SP**

**GER 2905**      **1-4 sem. hrs.**
**Directed Study in German** Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP, SU**

**GRA 1100**      **3 sem. hrs.**
**Digital Imaging Fundamentals** This course covers digital image manipulation, editing and file management techniques using industry software. Introduces students to personal computers, the Macintosh Operating System and peripheral devices as graphic production tools for design, photography and digital media. Class materials fee: $20. **FA, SP, SU**

**GRA 1144**      **3 sem. hrs.**
**Web Design I** An introduction to professional tools, techniques and methods used in web publishing. Current industry production software is used to create and edit electronic pages, layouts and websites. May be repeated one time for credit. (Prerequisite: GRA 1100 or CGS 2100 or CGS 1060.) Class materials fee: $25. **FA, SP**

**GRA 1171**      **3 sem. hrs.**
**Advertising Design** A study of the principles & psychology of advertising design, campaigns & layout in areas of print, outdoor, point-of-purchase, direct response & television. Emphasis is on original concept. Effective techniques and presentation through text, typography, illustration and photography are investigated. (Prerequisite: GRA 1202. Corequisite: GRA 2545.) Class materials fee: $20. **SP**

**GRA 1202**      **3 sem. hrs.**
**Typography** This course covers typographic design, typographic illustration, type terminology, type specifying and digital typesetting. Emphasizes choice and use of appropriate type in a variety of design contexts. (Prerequisites: GRA 1741, GRA 2158 and GRA 1100. Corequisite: GRA 1544.) Class materials fee: $20. **FA, SP**

**GRA 1204**                                            **3 sem. hrs.**
**Digital Print Production** A study of document design and print production materials and methods. Covers the preparation of appropriate graphic design solutions for static and dynamic digital printing. (Prerequisites: GRA 1100 and GRA 2158. Corequisite: GRA 1202.) Class materials fee: $20. **FA, SP**

**GRA 1543**                                            **3 sem. hrs.**
**Graphic Design Studio I** An overview of the design industry and the methods of graphic design and visual communications. Covers the application of graphic design production tools and the design process with an emphasis on conceptualization and visualization. (Prerequisite: Permission of assistant chair. Corequisites: GRA 1741, GRA 2158 and GRA 1100.) Class materials fee: $20. **FA, SP**

**GRA 1544**                                            **3 sem. Hrs.**
**Graphic Design Studio II** An advanced study of specific conceptual, aesthetic, and production problems in graphic design. Application of design process to advanced layout problems. Management, project research and presentation issue are introduced. (Prerequisite: GRA 1543. Corequisite: GRA 1202.) Class materials fee: $20. **FA, SP**

**GRA 1741**                                            **3 sem. hrs.**
**Principles of Design and Color** An introduction to the principles, concepts and techniques of design, drawing, and color theory for visual problem-solving. A foundation for further study of graphic design, photography, or digital media. Class materials fee: $20. **FA, SP, SU**

**GRA 2109**                                            **3 sem. hrs.**
**History and Aesthetics of Design** The course traces the development of graphic design and cites the major contributions to the development of contemporary graphic design practice and aesthetics. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) Class materials fee: $25. **FA**

**GRA 2140**                                            **3 sem. hrs.**
**Multimedia Authoring I** An introduction to the design and construction of multimedia presentation materials for a range of electronic media. The student creates, arranges and manages audio, video, animation, graphic, typographic and photographic sources to create effective informational, navigational and interactive syntax. (Prerequisite: GRA 2158.) Class materials fee: $20. **FA**

**GRA 2141**                                            **3 sem. hrs.**
**Multimedia Authoring II** This course covers advanced concepts and techniques for multimedia authoring and production. Basic programming concepts for animation elements and designing for interactivity are explored in a range of professional applications. Class materials fee: $20. (Prerequisite: GRA 2140. Corequisite GRA2142.) **SP**

**GRA 2156**                                            **3 sem. hrs.**
**Digital Art & Design** This course provides a sound theoretical introduction to the concepts, principles and techniques of digital art and design. Explores the use of the computer workstation as an art production and drawing tool using drawing and painting software to create and generate visuals. (Prerequisite: GRA 1741 or ART 1201C.) Class materials fee: $25.

**GRA 2158**                                            **3 sem. hrs.**
**Digital Graphics Fundamentals** This course covers vector illustration graphics software and page layout software for graphic design and digital media applications. (Prerequisite: Permission of assistant chair. Corequisites: GRA 1100 and GRA 1741) Class materials fee: $20. **FA, SP**

**GRA 2160**                                            **3 sem. hrs.**
**2D Animation** An introduction to two-dimensional animation concepts and techniques using computer software applications. Stresses the basics of moving imagery and covers storyboarding, scripting, model sheets, backgrounds, surfaces and lines of action. (Prerequisites: GRA 2158 and GRA 1144. Corequisite: GRA 2140.) Class materials fee: $20. **FA**

**GRA 2162**                                            **3 sem. hrs.**
**Introduction to 3D Animation** An introduction to using computer software applications for three-dimensional modeling, mapping and rendering. Covers techniques to create moving images and simulations. (Prerequisite: GRA 2160. Corequisite: GRA 2141.) Class materials fee: $20. **SP**

**GRA 2184**                                            **3 sem. hrs.**
**Portfolio Development** A portfolio development class covering essential preparation for career entry into the graphic design, digital media and digital television industry. Areas covered include personal presentation skills, employment materials and creative work samples. This class should be completed in the student's final semester of study. Class materials fee: $20. **FA, SP**

**GRA 2201**                                            **3 sem. hrs.**
**Digital Pre-Publishing** Advanced course in electronic publishing and digital prepress using image creation and editing software and page layout applications to prepare files for print and electronic media. Designed for advanced students and publishing professionals. (Prerequisite: GRA 1204. Corequisite: GRA 2511.) Class materials fee: $20. **FA**

**GRA 2511**                                            **3 sem. hrs.**
**Corporate Design** A study of corporate image and identity design, development and implementation. Emphasizes choice and use of symbols, and appropriate application in stationery packages, corporate manuals, and collateral items. (Prerequisites: GRA 1204 and GRA 1544. Corequisite: GRA 2201.) Class materials fee: $20. **FA**

**GRA 2545**                                            **3 sem. hrs.**
**Publication Design** An advanced study of specific conceptual, aesthetic and production problems in graphic design for publication. (Prerequisites: GRA 1204 and GRA 1544. Corequisite: GRA 1171.) Class materials fee: $20. **SP**

**GRA 2723**                                            **3 sem. hrs**
**Web Design II** This course explores the advanced study of specific conceptual, aesthetic, and production design issues for interactive websites. Current industry production software is used to develop electronic pages and paths that contain animation, sound and video. (Prerequisite: GRA 1144. Corequisite: GRA 2141.) Class materials fee: $20. **SP**

**GRA 2746**                                            **3 sem. hrs.**
**Illustration** Course provides the student with training in the techniques of professional advertising and editorial illustration and covers a variety of traditional styles and mediums. (Prerequisites: GRA 1100, GRA 1741 and GRA 2158.) Class materials fee: $20. **SU**

**GRA 2905**                                            **1-4 sem. hrs.**
**Directed Study in Graphic Design**
Arranged with individual instructor to explore special areas of interest. **FA, SP, SU**

**GRA 2949**                                            **1-4 sem. hrs.**
**Cooperative Education Experience in Graphic Design**
**FA, SP**

**HCP 0100**                                            **5.5 voc. crs.**
**Nurse Aide and Orderly** Prepares individuals to perform selected tasks related to patient care in skilled nursing homes and adult living facilities under the supervision of a licensed nurse. Students who successfully complete the program are eligible to take the Nurse Aide Competency Evaluation Program (NACEP) for certification as a Nursing Assistant in Florida

(Florida Statute, 400.21). (Corequisite: HCP 0100L.) Lab fee: $22. **FA, SP, SU**

**HCP 0600**                                    **9.67 voc. crs.**
**Patient Care Assistant** Prepares individuals to perform selected tasks related to patient care in hospitals, nursing homes and home health areas under the supervision of a licensed nurse. Students who successfully complete the program are eligible to take the Nurse Aide Competency Evaluation Program (NACEP) for certification as a Nursing Assistant in Florida (Florida Statute, Section 400.21). (Corequisite: HCP 0600L.) Lab fee: $22. **FA, SP, SU**

**HCP 0720C**                                    **2.5 voc. crs.**
**Electrocardiograph Aide** This course is designed to prepare students to perform the duties necessary for employment as an electrocardiograph aide. Instruction will include theory, lab practice and clinical experience in a hospital, clinic or physician's office. (Dual enrollment students only.) **FA**

**HFT 1000**                                    **3 sem. hrs.**
**Introduction to Hospitality Industry** An introduction to the hospitality industry. Current business trends, employment opportunities, management responsibilities and computer applications are stressed. Lab fee: $5. **FA, SP, SU**

**HFT 1261**                                    **3 sem. hrs.**
**Restaurant Management** This course teaches the principles of restaurant management, both front and back of the house. Topics include guest service, organization and training as well as marketing and financial concerns. **FA, SP**

**HFT 1410**                                    **3 sem. hrs.**
**Hotel-Motel Front Office Procedures** Introduction to the functions of hotel-motel front desk operations, stressing its mechanics and routines, with developmental training in interpersonal skills ls, communication and computer applications. Lab fee: $5. **SP**

**HFT 2313**                                    **3 sem. hrs.**
**Hospitality Property Management** The broad scope of property management, stresses training, recordkeeping and executive responsibilities concerning the use of land, buildings, furnishings, equipment, materials, people and funds in achieving a desired goal. **FA**

**HFT 2454**                                    **3 sem. hrs.**
**Food & Beverage Cost Control** Covers food and beverage operation, purchasing, receiving, storage, preparation and service. Emphasis is on controlling, analyzing costs and using financial management techniques. **FA**

**HFT 2600**                                    **3 sem. hrs.**
**Hospitality Law** Informs and educates hoteliers with the applicable law that is pertinent to their overall operations. Formulation of preventive tactics to avoid lawsuits. **FA**

**HFT 2702**                                    **3 sem. hrs.**
**Tourism and Transportation** Students will study the various modes of transportation in relationship to tourism. Areas covered include airlines, cruise and tour companies. Students will acquire necessary skills needed to understand the functions and structures of the transportation systems and the impact they have on tourism. **SP**

**HFT 2726**                                    **3 sem. hrs.**
**Travel and Tourism Basics** An introductory course that examines the basic foundation of the travel and tourism industry. Provides an overview of transportation, reasons for travel, travel agencies, tour companies, lodging facilities and career opportunities available in tourism. **FA**

**HFT 2734**                                    **3 sem. hrs.**
**International Tourism** An introduction to the elements of international tourism. This course includes the physical, economic, cultural, political and geographical aspects of the travel and tourism industry. **SP**

**HFT 2750**                                    **3 sem. hrs.**
**Hospitality and Tourism Marketing** Destination planning, group booking, conventions, site visitations and meeting planning are thoroughly analyzed. Group selling, negotiations, contracts, computer applications and service are emphasized. **FA, SP**

**HFT 2905**                                    **1-4 sem. hrs.**
**Directed Study in Hospitality Management**
**FA, SP, SU**

**HFT 2935**                                    **1 sem. hr.**
**Hospitality Seminar** Special projects, industry activities and club activities comprise a large part of this course. Guest speakers from the hospitality industry supplement this course which is coordinated by the program manager. May be repeated four times for credit. **FA, SP, SU**

**HFT 2949**                                    **1-4 sem. hrs.**
**Cooperative Education Experience in Hospitality Management**
**FA, SP, SU**

**HHD 1321**                                    **3 sem. hrs.**
**Introduction to Interior Design** Color, design principles, lighting, interior furnishings, accessories and planning for functional and aesthetic settings. Experience in applying the elements and principles of design and drawing floor plans and elevations with the grid method. Lab fee: $15. **FA, SP, SU**

**HHD 1361**                                    **3 sem. hrs.**
**Practical Interior Applications** Working knowledge of window treatments, floor coverings and wall coverings. Cost estimations, re-upholstery estimations and installation techniques, calculations and schedules. Lab fee: $15. **SP**

**HIM 0050**                                    **8.34 voc. crs.**
**Health Unit Coordinator I** Prepares individuals for the position of health unit coordinator (ward clerk) at the nursing station of a hospital unit or as a receptionist in a medical office, clinic or other community health agency. Lab fee: $5. **SP, SU**

**HIM 0051**                                    **8.33 voc. crs.**
**Health Unit Coordinator II** This is a continuation of HIM 0050, Health Unit Coordinator I. The content includes reading and understanding physician orders and effective communication with nursing personnel, physicians and other health care team members in a variety of health care settings. A further investigation of medical terminology to include terms associated with all body systems and terms used in pharmacology is also addressed. The use of computerized information reporting systems is introduced and practiced. (Prerequisite: HIM 0050.) Lab fee: $5. **FA, SU**

**HIM 1000**                                    **3 sem. hrs.**
**Medical Record Science I** Introduction to the science of health information management. The professional organization, chart content and development, admission and discharge procedures, numbering and filing systems will be emphasized. Lab fee: $5. **FA**

**HIM 1030**                                    **3 sem. hrs.**
**Medical Record Transcription I** Develop skills in the use of dictating/transcribing units and reference sources. Laboratory experience in transcribing medical record forms. (Prerequisites: HSC 1531 and OST 1100 or typing speed of 40 w.p.m.) Lab fee: $20. **FA, SP**

**HIM 1032**                                    **3 sem. hrs.**
**Medical Record Transcription II** Study of advanced medical record terminology and transcription of various medical records and reports. (Prerequisite: HIM 1030.) Lab fee: $20. **FA, SP**

**HIM 1222**       **4 sem. hrs.**
**Medical Classification Systems** This course is designed to develop skills in the use of approved disease and operative classification systems, abstraction of patient data from the medical record and assignment of ICD-9-CM diagnostic and procedure codes. (Prerequisites: HSC 1531 and HIM 1000 or permission of chairperson.) Lab fee: $5. **SP**

**HIM 2012**       **3 sem. hrs.**
**Legal Aspects of Medical Records** In-depth study of the federal, state and local laws which govern the preparation and use of medical records in health care delivery systems. (Prerequisites: HIM 1000 and HIM 2110.) **FA**

**HIM 2110**       **3 sem. hrs.**
**Medical Record Science II** Computers in health information, abstracting, indexing patient information and optical disk technology. Medicare and Medicaid and nomenclature will be stressed. (Prerequisite: HIM 1000. Corequisite: HIM 1222.) **SP**

**HIM 2234C**       **4 sem. hrs.**
**Advanced Coding** This course is designed to enhance skills learned in HIM 1202. By recalling the basic coding rules and applying them with in-depth diagnosis and procedure analysis learned in this course, the student will become capable of accurate medical record coding and DRG assignment. (Prerequisite: HIM 1222.) **FA**

**HIM 2253**       **3 sem. hrs.**
**CPT Coding** This course is designed to develop skills in the use of the Physician's Current Procedure Coding Terminology (CPT) systems for hospital and physicians' offices. (Prerequisites: HSC 1531 and HIM 1222 or permission of chairperson.) **SP**

**HIM 2304**       **2 sem. hrs.**
**Health Information Systems Management** This course will review the four basic management functions as they apply to a Health Information Systems (H.I.S.) department. (Prerequisites: HIM 2110 and HIM 2800.) **SP**

**HIM 2430**       **4 sem. hrs.**
**Concepts of Disease** Given a body of medical information, students will demonstrate their ability to interpret, understand, extract, analyze and synthesize information within the medical record. (Prerequisite: BSC 1085C or HSC 1531.) **FA**

**HIM 2440**       **1 sem. hr.**
**Pharmacology and Laboratory** This course will introduce the student to the most common drugs and laboratory tests utilized in medicine. (Corequisite: HIM 2430.) **FA**

**HIM 2510**       **2 sem. hrs.**
**Medical Record Science III** Quality assessment, utilization review, risk management, statistical procedures and employability skills. (Prerequisites: HIM 2110 and HIM 2800.) **SP**

**HIM 2800**       **2 sem. hrs.**
**Medical Record Practicum I** Supervised experience in a hospital healthcare facility HIS department. Emphasis on record assembly, analysis, routine correspondence procedures, preparing records for microfilming and equipment use. (Prerequisite: HIM 2110.) Lab fee: $4. **FA**

**HIM 2810**       **2 sem. hrs.**
**Medical Record Practicum II** Supervised experience in a non-hospital health care facility HIS department. Compiling health/data statistics, use of indexes and registers and computerization of HIS functions reports are emphasized. (Prerequisites: HIM 2110 and HIM 2800.) Lab fee: $4. **SP**

**HIM 2820**       **3 sem. hrs.**
**Medical Record Practicum III** Supervised experience in a health care facility HIS department offering experience of a supervisory nature, utilization review, medical audit and overall chart flow. (Prerequisites: HIM 2510 and HIM 2810.) Lab fee: $4. **SU**

**HIM 2949**       **1-4 sem. hrs.**
**Cooperative Education Experience in Medical Records**
FA, SP, SU

**HLP 1081**       **3 sem. hrs.**
**Fitness Assessment & Improvement** This course evaluates the student's level of fitness, then develops a program of improvement through daily exercise and instruction in the areas of nutrition, stress management and basic training techniques. Lab fee: $25. **FA, SP, SU**

**HSC 0005**       **3.0 voc. crs.**
**Healthcare Concepts for the Massage Therapist** This course provides an overview of the current healthcare delivery system in the USA and current health occupations. Content includes, but is not limited to the use of interpersonal and communication skills with patients and other health professionals, written communication skills, knowledge of blood borne diseases and HIV/AIDS education, legal and ethical responsibilities, safety and security procedures and infection control, medical errors and eight hours. **FA**

**HSC 1000**       **3 sem. hrs.**
**Introduction to Health Care** Introduction to current practices and issues in health care. Content includes social and cultural responses to health problems of individuals and families; health care delivery in primary, secondary, and tertiary settings; critical thinking; health care professions; standards of practice; health care organizations; United States health policies; issues of finance, ethics, legal rights of patients and health care workers; infection control; universal precautions; and principles of effective communication and computer applications to health care. NOTE: This is a required course for students in selected health career programs. Lab fee: $5. **FA, SP, SU**

**HSC 1421**       **3 sem. hrs.**
**Health, Safety and Nutrition for the Young Child** Designed to provide the early childhood student with health, safety and nutrition principles for the young child; and experience and resources for teaching these principles in various curriculum areas. **SP**

**HSC 1531**       **4 sem. hrs.**
**Medical Terminology** This course prepares students for medically oriented careers. Lab fee: $5. **FA, SP, SU**

**HSC 2400**       **3 sem. hrs.**
**First Aid, Responding to Emergencies** Demonstrations, practical experiences, lectures and discussions on the principles and skills essential to the individual for the care of emergencies in the home and community. Certificates in CPR and Responding to Emergencies will be issued to those individuals successfully completing the course. Lab fee: $15. **FA, SP, SU**

**HSC 2905**       **1-4 sem. hrs.**
**Directed Study in Health and Fitness**
FA, SP, SU

**HSC 2949**       **1-4 sem. hrs.**
**Cooperative Education Experience in Health and Fitness**
FA, SP, SU

**HUM 2210**       **3 sem. hrs.**
**Humanities I** Literature, fine arts, music and philosophy of Western Europe from earliest times to the Renaissance, and their interrelation with the culture. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite: ENC 1101.) Lab fee: $12. For QUANTA section only. **FA, SP, SU**

**HUM 2230** **3 sem. hrs.**
**Humanities II** A continuation of HUM 2210, beginning with the high Renaissance and concluding with the early 20th century. This course meets the 3,000 word minimum Gordon Rule requirement. NOTE; HUM2210 is NOT a prerequisite for HUMANITIES 2210 (except for Quanta. (Prerequisite: ENC 1101.) Lab fee: $12. For QUANTA section only. **FA, SP, SU**

**HUM 2480** **3 sem. hrs.**
**Multi-Cultural Humanities** A study of emerging Third World cultures and their relationship to the Western world by examining widely acclaimed literature, music and art of selected countries. **FA, SP**

**HUM 2740** **3 or 6 sem. hrs.**
**Humanities Overseas Study Program** An opportunity to examine monuments of Western art in the classroom and in Europe. Specific attention given to interrelationships among the arts. (Prerequisites: Appropriate placement scores or successful completion of college prep courses, and one HUM course or permission of chairperson.) **SU**

**HUM 2905** **1-4 sem. hrs.**
**Directed Study in Humanities** (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP, SU**

**HUM 2949** **1-4 sem. hrs.**
**Cooperative Education Experience in Humanities**
**FA, SP, SU**

**HUN 1003** **3 sem. hrs.**
**Sports Nutrition** Introduces human nutrition and its relationships to athletic performance, fitness and health. Presents scientifically-based sports nutrition recommendations for the active person and the trained athlete. Lab fee: $5. **FA, SP**

**HUN 1201** **3 sem. hrs.**
**Human Nutrition** This is an introductory course which focuses on the basic scientific principles of nutrition. Practical applications for nutrition are also emphasized. In addition to learning how the body handles food, students learn to read food labels, analyze personal eating habits, design a personal fitness plan, distinguish between nutrition fact and fiction, identify relationships between nutrition and disease and integrate nutritional thinking into their daily lives. Lab fee: $5. **FA, SP, SU**

**HUN 1203** **3 sem. hrs.**
**Culinary Nutrition** This course relates nutrition to the food service industry by way of menu planning, studying nutritional deficiencies, diseases, retention of nutrients and the basic principles for health conscious cooking. **FA, SP**

**HUN 2905** **1-4 sem. hrs.**
**Directed Study in Nutrition**
**FA, SP, SU**

**HUN 2949** **1-4 sem. hrs.**
**Cooperative Education Experience in Nutrition**
**FA, SP, SU**

**HUS 1001** **3 sem. hrs.**
**Introduction to Human Services** Historical overview of human services including social work and mental health. Roles and goals of the human service worker and values, conflicts and dilemmas that affect the worker and the client relationship. Involvement in agencies and professional organizations. (Prerequisite: Appropriate placement scores or successful completion of college prep courses. (Corequisite: PCO 2202,) Lab fee: $12. **FA**

**HUS 1331** **3 sem. hrs.**
**Advanced Counseling/Interview Skills** Advanced skills in assessment, recording, problem solving, developing treatment plans, case presentations, case management and crisis intervention. (Prerequisite: PCO 2202 and HUS 1001. Corequisite: PPE 2001 and HUS 1850.) **SP**

**HUS 1850** **4 sem. hrs.**
**Human Services Externship I** Experiential learning in human service agencies through the practice of counseling skills and techniques. (Prerequisites: HUS 1001 and PCO 2202. Corequisites: HUS 1331 and PPE 2001.) Lab fee: $5. **SP**

**HUS 2200** **3 sem. hrs.**
**Group Dynamics** Introduction to group dynamics; study of structure, organization and function of groups; and survey of different types of groups. (Prerequisites: PPE 2001, HUS 1331 and HUS 2801. Corequisite: HUS 2851.) **FA**

**HUS 2345** **3 sem. hrs.**
**Addictions III – Communities and Families** Provides training in substance abuse in the context of family and community systems. This course introduces the basic concepts and issues related to substance abuse prevention and addiction processes. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **SP**

**HUS 2500** **3 sem. hrs.**
**Issues and Ethics in Human Services** Ethical practices in human services; sources of burnout and methods of reducing anxiety; stress and tension; current issues; domestic violence; and effective professional skills. (Corequisites: HUS 2852 and CLP 2140.) **SP**

**HUS 2532** **3 sem. hrs.**
**Addictions II – Substance Abuse Counseling** This course introduces the skills, concepts and issues of addictive processes, recovery and counseling with diverse populations. (Prerequisite: Appropriate placement scores or successful completion of college prep courses or permission of program manager or chairperson.) **FA**

**HUS 2801** **6 sem. hrs.**
**Human Services Practicum** Practicum is designed to provide students with the opportunity to function in a simulated employee role for six or 12 weeks in a selected human service agency. (Prerequisites: PPE 2001, HUS 1331 and HUS 1850.) **SU**

**HUS 2851 4 sem. hrs.**
**Human Services Externship II** Students will be assigned to selected human service programs; activities will emphasize application of group dynamics and group skills. (Prerequisite: HUS 2801. Corequisite: HUS 2200.) **FA**

**HUS 2852** **4 sem. hrs.**
**Human Services Externship III** This experience gives the student opportunities to exercise more responsibility and leadership as a member of the Human Services team. (Prerequisite: HUS 2851. Corequisite: HUS 2500 and CLP 2140.) **SP**

**HUS 2905** **1-4 sem. hrs.**
**Directed Study in Human Services** (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP, SU**

**HUS 2933** **1 sem. hr.**
**Human Services Seminar** A multi-topical approach to the study of a theme, problem or area of reference in Human Services. This course helps students with skills used throughout the program. Lab fee: $5. **FA, SP, SU**

**IDS 1936** **3 sem. hrs.**
**Honors Seminar** An interdisciplinary approach to the study of a topic or theme of contemporary relevance. (Prerequisite: Appropriate placement scores or successful completion of

college prep courses.) Lab fee: $5. **FA, SP, SU**

**IDS 2905**     **1-4 sem. hrs.**
**Directed Study in Interdisciplinary Studies** (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP, SU**

**IND 1001**     **3 sem. hrs.**
**History of Architecture & Interiors II** The study of furniture history and architectural styles for the 19th century through contemporary interior design; current and future trends; recognizing and using different architectural and furniture styles in the interiors. Lab fee: $15. **SP**

**IND 1021**     **3 sem. hrs.**
**Interior Design Studio I** Planning floor plans in regard to function and aesthetics. Research and development of design solutions associated with color theory, furniture and room arrangement, lighting and electrical placement, application, floor plans, elevation development and graphic communication. (Prerequisite: HHD 1321 or permission of chairperson.) Lab fee: $15. **FA, SP**

**IND 1211**     **3 sem. hrs.**
**History of Architecture & Interiors I** Furniture history and the development of architectural styles from Antiquity to the end of the 18th century. Recognition and use of different period styles in the design of historical interiors. Lab fee: $15. **FA**

**IND 1300**     **3 sem. hrs.**
**Graphics of Interior Design I** Basic presentation techniques with emphasis on materials and presentation boards. Oral and written communication and graphic presentation. Lab fee: $15. **FA, SU**

**IND 1935**     **2 sem. hrs.**
**Building and Barrier Free Codes** This is a mandatory course required by the State Board of Education for all interior design students. It is designed to give the student an in-depth understanding of building codes and the American with Disabilities Guidelines (ADA). This course will teach students about space-planning and material specifications. Basic building construction and fire safety will be addressed. (Prerequisites: BCN 1251C and IND 2220.) Lab fee: $15. **FA, SP**

**IND 1429**     **3 sem. hrs.**
**Textiles for Commercial and Residential Interiors** The study of fibers and fabrics used in interiors, fire and life safety codes involving their use, fabrication, application and evaluation of textiles and proper professional terminology. Lab fee: $15. **SP**

**IND 2210**     **3 sem. hrs.**
**Interior Design Studio II** Advanced application of the principles and elements of design into the conceptual design process. Creative problem solving, programming and special analysis. Graphic communication and presentation, placement and selection of furniture, materials, accessories, lighting and electrical schedules. (Prerequisite: IND 1021 or permission of chairperson.) Lab fee: $15. **FA, SP, SU**

**IND 2220**     **3 sem. hrs.**
**Commercial Interior Design** Advanced application in creative problem solving and research of the design process for non-residential interiors. Space planning, programming, human factors, code requirements and specifications. Sample test project. (Prerequisites: IND 1021, HHD 1200 or permission of chairperson.) Lab fee: $15. **FA**

**IND 2501**     **4 sem. hrs.**
**Practices of Interior Design** Establishing and maintaining a successful interior design business. Resume writing, cover letters and portfolio development procedures. Specifications, financial operations, estimating, schedules and recordkeeping. (Prerequisites: IND 2210 and IND 2220 or permission of chairperson.) Lab fee: $15. **SP**

**IND 2949**     **1-3 sem. hrs.**

**Cooperative Education Training Assignment in Interior Design**
**FA, SP, SU**

**INR 2002**     **3 sem. hrs.**
**International Relations** Analysis of national power, foreign policy, settlement of disputes, the balance of power system, and international organization and disarmament in world affairs. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite or corequisite: ENC 1101.) **FA, SP**

**ISS 1120**     **3 sem. hrs.**
**American Political and Economic Issues** A study of current political and economic issues in the United States, including international cases affecting American society. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite or Corequisite: ENC 1101.) Lab fee: $5. **FA, SP, SU**

**ISS 2905**     **1-4 sem. hrs.**
**Directed Study in Social Science**
(Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP, SU**

**ITA 1120**     **4 sem. hrs.**
**Italian I** Fundamental grammar principles and basic speech patterns, with intensive drills in listening and speaking followed by reading and writing Italian. Three-hour class instruction and two-hour language laboratory. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) Lab fee: $5. **FA**

**ITA 1121**     **4 sem. hrs.**
**Italian II** Continuation of ITA 1120, with emphasis on basic conversation and grammar in context. Three-hour class instruction and two-hour language laboratory. (Prerequisite: ITA 1120 or permission of chairperson.) Lab fee: $5. **SP**

**ITA 2200**     **4 sem. hrs.**
**Italian III** Continued practice of oral Italian with simple readings in Italian literature. Includes grammar review, vocabulary building and composition. Three-hour class instruction and two-hour language laboratory. (Prerequisite: ITA 1121.) **FA**

**ITA 2201**     **4 sem. hrs.**
**Italian IV** Continuation of ITA 2200, with emphasis on oral and written reports on short novels, articles from magazines and newspapers, and Italian literature. Three-hour class instruction and two-hour language laboratory. (Prerequisite: ITA 2200.) **SP**

**ITA 2905**     **1-4 sem. hrs.**
**Directed Study in Italian**
**FA, SP, SU**

**JOU 1100**     **3 sem. hrs.**
**Introduction to Journalism** Designed as a basic skills and practical application course for gathering, writing, reporting and editing news in journalistic style. (Prerequisite: Appropriate placement scores or successful completion of college prep courses; or ENC 1101 or permission of chairperson.) Lab fee: $5. **FA, SP**

**JOU 2905**     **1-4 sem. hrs.**
**Directed Study in Journalism** (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP, SU**

**JOU 2949**     **1-4 sem. hrs.**
**Cooperative Education Experience in Journalism**
(Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP, SU**

**LIS 1002**                                    **3 sem. hrs.**
**Finding Information: Skills and Technologies** This course is a practical introduction to finding the different types of information individuals need to be successful in school, career and personal goals. The course covers resources both in and out of the library and highlights the use of computer technologies in research. (Prerequisites: Appropriate placement scores or successful completion of college prep courses and REA 0001 or equivalent.) Lab fee: $5. FA

**LIS 2004**                                    **1 sem. hr.**
**Introduction to Internet Information Research Resources** This course is designed to develop skills needed to find, evaluate and use relevant resources that are available on the Internet including search strategies, retrieval, evaluation and proper citing of Internet resources. FA, SP, SU

**LIS 2949**                                    **1-4 sem. hrs.**
**Cooperative Education Experience in Library Work** (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) FA, SP, SU

**LIT 2030**                                    **3 sem. hrs.**
**Understanding Poetry** A survey of chronologically selected poets against the background of their r periods, with emphasis upon the major themes of poets of all ages. A broad cultural approach. Available as a television course. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite: ENC 1101 or permission of chairperson.) FA, SP, SU

**LIT 2040**                                    **3 sem. hrs.**
**Dramatic Literature** A study of chronologically selected plays against the background of their periods. Emphasis upon the dramatic structure and universally dramatic themes. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite: ENC 1101 or permission of chairperson.) SP

**LIT 2110**                                    **3 sem. hrs.**
**Masterpieces of World Literature I** A study of world masterpieces from the time of the Old Testament through the Renaissance. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite: ENC 1101 or permission of chairperson.) FA

**LIT 2120**                                    **3 sem. hrs.**
**Masterpieces of World Literature II** A continuation of world masterpieces and national epics from the Renaissance to the 20th century and the Modern School. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite: ENC 1101 or permission of chairperson. LIT 2120 may be taken without taking LIT 2110.) SP

**LIT 2380**                                    **3 sem. hrs.**
**Literature by Women** A study of women writers and the effects of history and historical changes projected through these writings from the 11th century through the present. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite: ENC 1101 or permission of chairperson.) FA, SP, SU

**LIT 2602**                                    **3 sem. hrs.**
**Literature of the Sea** A study of readings from short stories, poetry, novels and dramas that deal with various issues concerning the oceans of the world. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite or Corequisite: ENC 1101.) FA, SP

**MAC 1105**                                    **3 sem. hrs.**
**College Algebra** Topics included are Fundamentals of Algebra; coordinate geometry, solving graphically, lines, functions; graphs of functions, applied functions, rate of change of functions, transformations, extreme values, modeling, combining functions, one-to-one functions, exponential functions, logarithmic functions, laws of logarithms, exponential and logarithmic equations, modeling, systems of equations; linear systems in two variables, linear systems in several variables, matrices, the algebra of matrices. (Prerequisite: Placement through CPT or passed MAT1033 with grade "C" or better or permission of chairperson.) Lab fee: $5. FA, SP, SU

**MAC 1114**                                    **3 sem. hrs.**
**College Trigonometry** Unit circle, right triangles, oblique triangles, trigonometric functions (their definitions, graphs and inverses) trigonometric identities, trigonometry of complex numbers, vectors (their definition and properties), dot products, polar co-ordinates, polar equations of conic sections, parametric equations. (Prerequisite: Placement through CPT or passed MAC1105 with grade "C" or better or permission of chairperson.) Lab fee: $5. FA, SP, SU

**MAC 1140**                                    **3 sem. hrs.**
**Pre-Calculus Algebra** Survey of Exponential/Logarithmic functions, equations and inequalities; Polynomials: graphing, classic tools of graphing, max/min, applications; Rational Functions: graphing; Sequences and Series; Inductive Proof; Binomial Expansion; Solutions to Systems of Linear Equations: Gauss-Jordan, augmented matrices, determinants, Cramer's Rule, inverse matrices, partial fractions; Limits: graphing and tables, algebra for direct substitution; Conic Sections with transformations, factoring, difference quotients and solid geometry. (Prerequisite: Placement through CPT or passed MAC1105 with grade "C" or better or permission of chairperson.) Lab fee: $5. FA, SP, SU

**MAC 2233**                                    **3 sem. hrs.**
**Calculus for Business and Nonphysical Sciences I** Limits, continuity, differentiation and integration of algebraic and exponential functions. Applications to graphing, marginal analysis, optimization, areas and volumes. (Prerequisite: Placement through CPT or passed MAC1140 with grade "C" or better or permission of chairperson.) Lab fee: $5. FA, SP, SU

**MAC 2311**                                    **4 sem. hrs.**
**Calculus I** Topics include derivatives, integrals and applications of both. (Prerequisites: Placement through CPT or passed MAC1140 and MAC1114 with grade "C" or better or permission of chairperson.) Lab fee: $5. FA, SP, SU

**MAC 2312**                                    **4 sem. hrs.**
**Calculus II** A continuation of Calculus I with transcendental functions, analytical geometry, hyperbolic functions, methods of integration, applications of integration, polar coordinates, sequences andseries. (Prerequisite: Placement through CPT or passed MAC2311 with grade "C" or better or permission of chairperson.) Lab fee: $5. FA, SP, SU

**MAC 2313**                                    **4 sem. hrs.**
**Calculus III** A continuation of Calculus II including vectors, vector functions, partial derivatives, multiple, surface and line integrals, first order differential equations and linear second order differential equations. (Prerequisite: Placement through CPT or passed MAC2312 with grade "C" or better or permission of chairperson.) Lab fee: $5. FA, SP, SU

**MAE 2801**                                    **3 sem. hrs.**
**Elementary School Mathematics** Mathematics appropriate for the elementary school teacher including the six basic sets of number, concepts, number systems, and geometry. (Prerequisite: Placement through CPT or passed MAC1105 or MGF 2106 with grade "C" or better or permission of chairperson.) Lab fee: $5. FA, SP, SU

**MAN 2021**                                    **3 sem. hrs.**
**Principles of Management** Designed to enable the student to become familiar with the following basic functions of management: planning, organizing, staffing, leading and

controlling. **FA, SP, SU**

**MAN 2800**      **3 sem. hrs.**
**Small Business Management**
A step-by-step presentation of the operational procedures used by an owner/manager in starting and/or operating a small business firm. Suitable for marketing and management majors. **FA, SP, SU**

**MAN 2905**      **1-4 sem. hrs.**
**Directed Study in Management**
**FA, SP, SU**

**MAP 2302**      **3 sem. hrs.**
**Differential Equations** Ordinary equation of any order including variation of parameters and laplace transformation methods with applications. (Prerequisite: Placement through CPT or passed MAC2311 with grade "C" or better or permission of chairperson) (Co requisite: MAC 2312 together with permission of chairperson.) Lab fee: $5. **FA, SP, SU**

**MAR 2011**      **3 sem. hrs.**
**Principles of Global Marketing** Internationalizing the Marketing Mix: A global approach to alternative ways of marketing. Domestic, international and multinational consideration of customer, product, price, promotion and place will be explored. Students will complete a marketing plan. **FA, SU**

**MAR 2720**      **3 sem. hrs.**
**Introduction to E-Commerce** Course introduces students to the steps and strategies necessary for marketing products on the Internet. Emphasis is on tools, techniques, challenges and decision-making ability needed to participate in this rapidly growing sector of the economy. **FA, SP, SU**

**MAR 2905**      **1-4 sem. hrs.**
**Directed Study in Marketing**
**FA, SP, SU**

**MAR 2949**
**Cooperative Education Experience**
**FA, SP, SU**

**MAT 0002**      **4 college prep. crs.**
**Mathematics I (Pre-Algebra)** A basic course in arithmetic which provides an introduction and review of the basic operations of whole numbers, fractions, decimals and percents. (MAT 0002 cannot be used toward A.A., A.S., A.A.S. degree requirements.) (Prerequisite: Placement through CPT. Corequisite: MAT 0002L.) Lab fee: $5. **FA, SP, SU**

**MAT 0024**      **4 college prep. crs.**
**Mathematics II (Elementary Algebra)** An introduction to algebra: the concepts and skills need for further study in algebra and general education mathematics. (MAT0024 cannot be used toward A.A., A.A.S or A.S. degree requirements). (Prerequisite: Placement through CPT or passed MAT0002 with grade "B" or better or permission of chairperson. Corequisite: MAT 0024L.) Lab fee: $5. **FA, SP, SU**

**MAT 1033**      **4 college prep. crs.**
**Intermediate Algebra** Basic topics, with emphasis on fundamental operations, algebraic fractions, factoring, exponents, radicals, linear and quadratic open sentences and their graphs. (Prerequisite: Placement through CPT or passed MAT 0024 with grade of "B" or better or permission of chairperson.) Lab fee: $5. **FA, SP, SU**

**MAT 2905**      **1-4 sem. hrs.**
**Directed Study in Mathematics**
**FA, SP, SU**

**MAT 2949**      **1-4 sem. hrs.**
**Cooperative Education Experience in Mathematics**

**FA, SP, SU**

**MCB 1010C**      **4 sem. hrs.**
**Microbiology** A study of the microbial world, with emphasis on structure, function, metabolism and principles of the host-parasite relationship. Three-hour lecture, three-hour laboratory. (Prerequisite or corequisite: ENC1101. Corequisite: MCB 1010L.) Lab fee: $30. **FA, SP, SU**

**MCB 2905**      **1-4 sem. hrs.**
**Directed Study in Microbiology**
**FA, SP, SU**

**MEA 0005**      **4.03 voc. crs.**
**Introduction to Medical Assisting – Fundamentals** This course covers the history of medicine, the medical assisting profession, the duties of a medical assistant, the characteristics of a medical assistant and members of the health care team, insurance, credits, collection methods and correct coding procedures for billing purposes will be covered. Students will also be prepared to seek employment in the field and be given guidelines for resumé writing, cover letters and follow-up letters for interview purposes. (Corequisites: MEA 0270, MEA 0253 and MEA 0230.) **FA**

**MEA 0230**      **4.0 voc. crs.**
**Medical Terminology for Medical Assisting** Students will demonstrate a knowledge and understanding of basic body systems. Terminology, spelling, diseases and procedures associated with each system will be covered in this course. (Corequisites: MEA 0005, MEA 0270 and MEA 0253.) **FA**

**MEA 0253**      **6.0 voc. crs.**
**Anatomy & Physiology for Medical Assisting** The student will have knowledge of the organization of the human body and how it functions in both a wellness and illness state. The course will also prepare the student to assist the physician in planning of and education of patients on diets as they relate to diseases/health of each of the body systems. (Corequisites: MEA 0005, MEA 0230, MEA 0270.) **FA**

**MEA 0242**      **4.0 voc. crs.**
**Pharmacology for Medical Assisting** This course will prepare students to perform duties relevant to the administration of medications under the supervision of a physician. (Prerequisites: MEA 0005, MEA 0230, MEA 0253, MEA 0270). Corequisite: MEA 0254, MEA 0258 and MEA 0256C.) Lab fee: $7. **SP**

**MEA 0254**      **5.0 voc. crs.**
**Clinical Procedures for Medical Assisting** This course covers infection control techniques, how infections and blood borne pathogens are spread, basic first aid and emergency procedures, as well as how to maintain emergency equipment. Students will also know how to take vital signs, prepare patients for, as well as assist with various procedures, quality control and how to maintain medication records and accurately document interviews and findings. (Prerequisites: MEA 0005, MEA 0253, MEA 0270 and MEA 0230. (Corequisites: MEA 0256C, MEA 0258 and MEA 0242.) Lab fee: $7. **SP**

**MEA 0256C**      **6.3 voc. crs.**
**Laboratory Procedures for Medical Assisting** The student will gain an understanding of the various laboratory tests, the departments in a laboratory, the personnel, safety rules, government regulations, how to perform basic tests, how to collect blood specimens by various methods and how to perform electrocardiograms. (Prerequisites: MEA 0005, MEA 0270 and MEA 0253, MEA 0230). Corequisites: MEA 0254, MEA 0258 and MEA 0242.) Lab fee: $7. **SP**

**MEA 0258**      **2.0 voc. crs.**
**Radiology for Medical Assisting** Course will prepare the student for the state of Florida basic X-ray examination. The student will learn basic X-ray procedures, processing techniques and safety procedures. (Prerequisites: MEA 0005,

MEA 0230, MEA 0253 and MEA 0270). (Corequisites: MEA 0256C, MEA 0254 and MEA 0242.) **SP**

**MEA 0270**                                          **4.0 voc. crs.**
**Clerical Procedures for Medical Assisting** This course will prepare students to perform all duties of a medical office receptionist. Including but not limited to, skills in typing, filing, scheduling and billing. (Corequisites: MEA 0005, MEA 0253 and MEA 0230.) **FA**

**MEA 0801**                                           **8.0 voc. crs.**
**Externship for Medical Assisting** The student will apply those skills gained in the classroom in a professional setting. They will be responsible for 240 hours of hands-on practical in physician's offices, clinic settings and urgent care facilities. The school will be responsible for obtaining the clinical sites, and monitoring the student's progress to complete this portion of the program. Lab fee: $12. **SU**

**MET 2010**                                             **3 sem. hrs.**
**Meteorology** An introduction to the fundamentals of weather and climate. Topics include temperature, humidity, clouds, precipitation, air masses, fronts, storms, air pollution and climate. Emphasis is on how these processes take place and their results. (Prerequisites or corequisites: ENC 1101 and MAT 1033 or permission of chairperson.) **FA, SP**

**MGF 2106**                                            **3 sem. hrs.**
**College Mathematics** A college mathematics course, including logic, rational numbers, algebra, geometry, statistics and other optional materials. (Prerequisite: Placement through CPT or passed MAT 1033 with grade "C" or better or permission of chairperson.) Lab fee: $5   **FA, SP, SU**

**MGF 2107**                                            **3 sem. hrs.**
**Mathematics for Liberal Arts** This course includes topics from consumer mathematics, mathematical modeling, geometry in art, graph theory, voting and apportionment techniques, and history of mathematics. Applications to real world situations are emphasized. (Prerequisite: Placement through CPT or passed MAT 1033 with grade "C" or better or permission of chairperson.) Lab fee: $5. **FA, SP, SU**

**MGF 2118**                                            **0 sem. hrs.**
**CLAST Mathematics Review** A course designed for students who have failed the CLAST or need a review. Topics include logic, rational numbers, algebra, geometry and statistics. (Prerequisite: Placement through CPT or successful completion of college prep courses.) **FA, SP, SU**

**MKA 2021**                                            **3 sem. hrs.**
**Sales Fundamentals and Procedures** Practical course developing sales skills for both the student with an entry-level occupational interest and the student pursuing a career in selling. **SP**

**MKA 2041**                                            **3 sem. hrs.**
**Global Retailing** Retailing consists of all the activities in the sale of goods and services to the ultimate consumer worldwide as well as the structure of all retail outlets. Students will create a local to global retailing plan. **FA, SP**

**MKA 2241**                                            **3 sem. hrs.**
**International Marketing Dimensions** Students will study the three dimensions of international marketing, marketing across national borders, marketing within foreign countries, and coordination and integration of a firm marketing in many diverse foreign environments. Students will be involved in a major international project. **SP**

**MKA 2511**                                            **3 sem. hrs.**
**Contemporary Advertising Worldwide** To show the global significance of advertising, "You can tell the ideals of a nation by its advertisements," students will study the global effect of advertising communications on business, industry and national economies. Marketing and creative strategies stressed. Class is designed not only for students of business, but students of graphic design, photography, journalism, sociology, political science, history or art. Students will complete an advertising campaign. **FA**

**MKA 2513**                                            **3 sem. hrs.**
**Public Relations** Introductory level approach to enable a student to develop a public relations program for a business or non-business organization in order to communicate with its multiple publics. **FA, SP**

**MKA 2949**                                           **1-4 sem. hrs.**
**Cooperative Education Experience in Marketing**
**FA, SP, SU**

**MNA 2161**                                            **3 sem. hrs.**
**Quality Service Management** This course examines quality service management and develops an appreciation for its vital importance in today's businesses, nationally and internationally. The content includes customer service techniques, customer communications skills, dealing with challenging customers and problem-solving skills. **FA, SU**

**MNA 2345**                                            **3 sem. hrs.**
**Supervision of Personnel** Designed for the student who holds or aspires to a supervisory position. The management function of planning, organizing, staffing, directing and controlling will be comprehensively covered. **FA, SP, SU**

**MNA 2949**                                           **1-4 sem. hrs.**
**Cooperative Education Experience in Management**
**FA, SP, SU**

**MSL1001C**                                            **1 sem. hr.**
**Foundations of Officership** A study of the defense establishment and the organization and development of the United States Army. A study of military courtesy, discipline, customs and traditions of the service. A historical perspective of the role of the different branches of the United States Army and the role they have played in the freedom of the nation. An instruction to physical readiness training. Exercises normally include M16-A1 rifle firing, rappelling training, and airmobile helicopter operations. (Prerequisite: Appropriate placement scores or successful completion of college prep courses. Corequisite: MSL 1001L.) **FA**

**MSL 1002C**                                           **1 sem. hr.**
**Basic Leadership** Fundamentals of land navigation that include map reading, terrain identification, intersection, resection and polar coordinates. A study of the roles the active Army Forces, the Army Reserve Forces and the Army National Guard play in our nation's defense. Continued emphasis on physical readiness training. The course includes lectures and laboratory. Field training exercises normally include M16-A1 rifle firing, rappelling training and airmobile operations. (Prerequisite: Appropriate placement scores or successful completion of college prep courses. Corequisite: MSL 1001L.) **SP**

**MSL 2101C**                                           **1 sem. hr.**
**Individual Leadership** A review of the customs and traditions of the service. The fundamentals of leadership development and the importance of understanding the principles needed for effective leadership. Requires mandatory physical training exercises which normally include M16-A1 rifle firing, rappelling training and airmobile helicopter operations. (Prerequisite: Appropriate placement scores or successful completion of college prep courses. Corequisite: MSL 1001L.) **FA**

**MSL 2102C**                                           **1 sem. hr.**
**Leadership and Teamwork** The fundamentals of military geography and their application in the use of navigational aids for the military forces. A study of preventive medicine countermeasures and first aid techniques that every leader

must know. Requires mandatory physical training and includes both lecture and leadership laboratory. Two weekend training exercises normally include M16-A1 rifle firing, rappelling training and airmobile helicopter operations. (Prerequisite: Appropriate placement scores or successful completion of college prep courses. Corequisite: MSL 1001L.) **SP**

**MSL 2905**      **1-4 sem. hrs.**
**Directed Study in Military Leadership**
FA, SP, SU

**MSS 0156**      **2.5 voc. crs.**
**Anatomy & Physiology for Massage Therapist I** A course designed to cover all organ systems of the human body and their structure and function, taking the student from an understanding of tissues from a cellular level to the individual organ systems and their relationship as a whole. Students will begin their understanding of the human skeleton and muscular systems through lecture and Maniken labs. **FA**

**MSS 0157**      **2.5 voc. crs.**
**Anatomy & Physiology for Massage Therapist II** A continuation of Anatomy & Physiology for Massage Therapist I with increased emphasis on the muscular system. Students will gain knowledge in kinesiology as origin and insertions and the action of muscles will be demonstrated through lecture, palpation and Maniken labs. (Prerequisite: MSS 0156.) **SP**

**MSS 0215**      **.33 voc. crs.**
**Statutes/Rules and Ethics** Students will learn the history of massage and the applications of therapeutic massage in our health care system. The statutes and rules of the Florida Board of Massage will be covered and discussed in detail. **SP**

**MSS 0274**      **1.5 voc. crs.**
**Pathology for the Massage Therapist** This course will provide students with information about numerous pathological conditions. Emphasis will be on conditions that occur frequently enough that a practicing massage therapist will likely encounter them and those conditions that may be profoundly affected by massage therapy. **SP**

**MSS 0283**      **1.7 voc. crs.**
**Allied Modalities I** Course will cover the use of allied modalities related to massage. Students will be shown various modalities within scope of practice and become familiar with those outside their scope of practice. Lab fee: $5. **FA**

**MSS 0284**      **1.7 voc. crs.**
**Allied Modalities II** Course designed to enable students to gain professional attitudes with a commitment to the ethical practice of massage therapy. Employability skills as well as knowledge in business practices and standards will be discussed. This course will also increase students' awareness of human relationship skills. (Prerequisite: MSS 0283.) Lab fee: $5. **SP**

**MSS 0315**      **.67 voc. crs.**
**Theory and Practice of Hydrotherapy** This course will provide students with the history and principles of the theories of hydrotherapy as it applies to therapeutic massage practices. **SP**

**MSS 0601**      **.5 voc. crs.**
**Professional and Personal Development** This course focuses on preparing students for effective communication and emphasizes attentive listening and working with a diversity of clients. Students will learn about effective written and verbal communication skills. Practical guidelines will be given on how to establish a successful massage therapy practice, professional presentation, fee structure, marketing strategies, and business ethics. **FA**

**MSS 0803**      **5.3 voc. crs.**
**Massage Theory and Clinical Practicum I** This course will provide students with an understanding of the principles and theories of therapeutic massage. In a systematic approach students will be shown proper techniques of massage manipulation. It is here that students will begin their awareness of sensitivity and trust which will be carried throughout the program. Lab fee: $5. **FA**

**MSS 0804**      **5.3 voc. crs.**
**Massage Theory and Clinical Practicum II** This course will further students understanding of the principles and theories of therapeutic massage. Students will develop skills and confidence through palpation of major anatomical structures and muscle attachments, recognizing the quality of various tissue structures of the body. As part of this course students are required to give 30 Swedish massage sessions to be evaluated by client and instructor. Documentation and therapist/client communication skills will be covered in this course. (Prerequisite: MSS 0803.) Lab fee: $5. **SP**

**MTB 1348**      **3 sem. hrs.**
**Applied Technical Math I** Precalculus mathematics designed for Engineering Technology majors. Topics emphasized are functions and graphs, equations, geometry and right angle trigonometry. (Prerequisite: Placement through the DBCC placement test or MAT 0024 with grade of "B" or better or permission of Engineering Technologies chairperson.) **FA, SP**

**MUH 2051**      **3 sem. hrs**
**Introduction to the Music of the World's Peoples** This survey course is designed for non-music majors with an interest in the humanities. It offers an introduction to musical concepts and its application to understanding non-Western music-cultures. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite: ENC 1101.) **FA, SP**

**MUL 1010**      **3 sem. hrs.**
**Music Appreciation** A survey course designed to establish a broad understanding of Western and Non-western musical styles. An emphasis will be placed upon critical listening skills, the recognition of fundamental musical elements and the roles of music in society from ancient to modern times. This course meets the 3,000 word minimum Gordon Rule requirement [Prerequisite: ENC 1101.] Lab fee: $5. **FA, SP, SU**

**Performance Ensembles:** The College offers students opportunities to participate in a variety of performance organizations. These are classified as Major Ensembles (all two- and three-semester hour groups) and Minor Ensembles (all one-semester hour groups). Music majors and music scholarship students must meet with the Music Department program managers (instrumental, vocal) for program counseling. All performance ensembles are open to all students; some require an audition for placement by the instructor.

**MUN 1120**      **3 sem. hrs.**
**College Band** Reading and performance of all styles of concert band literature; encouragement of soloist and ensemble performance with band. May be repeated one time for credit. Four hours of class per week. **FA, SP**

**MUN 1210**      **3 sem. hrs**
**Orchestra** An instrumental ensemble performing works from the symphonic repertory. May be repeated one time for credit. Four hours of class per week **FA, SP**

**MUN 1340**      **3 sem. hrs.**
**Concert Choir** Offers an opportunity to study and perform master choral works from the Renaissance to the contemporary periods. Membership open to all students by audition. May be repeated one time for credit. Four hours of class per week. (Contact instructor.) **FA, SP**

**Chamber Music Ensembles**      **1 sem. hr.**
The student will learn style characteristics of chamber music for different combinations of instruments for various historical periods. Includes experience in the performance of chamber

music. May be repeated twice for credit. Two hours of laboratory per week. **FA, SP**

**MUN 1410-2410 - String Chamber Ensemble**

**MUN 1420-2420 - Woodwind Chamber Ensemble**

**MUN 1430-2430 - Brass Chamber Ensemble**

**MUN 1440-2440 - Percussion Chamber Ensemble**

**MUN 1450-2450 - Keyboard Chamber Ensemble**

**MUN 1460-2460 - Mixed Chamber Ensemble**

**MUN 1470-2470 - Collegium Musician Chamber Ensemble**

**MUN 1480-2480 - Guitar Chamber Ensemble**

**MUN 1490-2490 - Early Music Chamber Ensemble**

**MUN 1710**     **2 sem. hrs.**
**Jazz Ensemble** Analytical study and performance of popular works in big band jazz, small combo groups, swing, be-bop, ballad and improvisation techniques. Three hours of class per week. May be repeated one time for credit. (Prerequisite: Permission of program manager.) **FA, SP**

**MUN 1720**     **3 sem. hrs.**
**Contemporary Vocal Ensemble** Vocal and instrumental showcase group which represents the College through performance of choreographed American popular music. Membership open to all students by audition. May be repeated one time for credit. (Contact instructor.) (Corequisite: MUN 1340.) Four hours of class per week. **FA, SP**

**MUN 2949**     **1-4 sem. hrs.**
**Cooperative Education Experience in College Band**

**MUT 1121**     **4 sem. hrs.**
**Music Theory I** Elements of music through reading, writing, singing and playing. All primary and secondary triads, their conversions and the dominant seventh chord. Sight singing, ear training, keyboard harmony, harmonic and structural analysis and elementary dictation. Three-hour class, two-hour laboratory. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) Lab fee: $5. **FA, SP**

**MUT 1122**     **4 sem. hrs.**
**Music Theory II** Continuation of MUT 1121 through secondary dominant chords and modulation. Part-writing principles, figured bass writing for instruments and elementary composition. Sight singing, ear training, keyboard harmony, harmonic and form analysis and intermediate dictation. Three-hour class, two-hour laboratory. (Prerequisites: Appropriate placement scores or successful completion of college prep courses and MUT 1121.) Lab fee: $5. **FA, SP**

**MUT 2126**     **4 sem. hrs.**
**Music Theory III** Study of modulations; altered chords; extended chord structures; form analysis through reading, writing; sight-singing and ear training; and keyboard harmony. Three-hour class, two-hour laboratory. (Prerequisites: Appropriate placement scores or successful completion of college prep courses and MUT 1122 or equivalent.) **FA, SP**

**MUT 2127**     **4 sem. hrs.**
**Music Theory IV** Study of modulation, altered chords, extended chord structures and extended-form analysis. Score reading, part writing, composition, sight singing, ear training and form analysis. Three-hour class, two-hour laboratory. (Prerequisites: Appropriate placement scores or successful completion of college prep courses and MUT 2126 or equivalent.) **FA, SP**

**Applied Music - Secondary Level**     **1 sem. hr.**
Designed for students who have to study a secondary instrument for degree requirements or for students who perform at the college level and who are not music majors, but desire private applied music instruction. Required of students who are receiving a music scholarship. A lab fee of $70 must be paid in addition to the fee charged by the College for registration. Students should take 1000-level courses their first year and 2000-level their second year. May be repeated one time for credit. **FA, SP**

**MVB 1211-2221 - Applied Music Secondary, Trumpet**

**MVB 1212-2222 - Applied Music Secondary, French Horn**

**MVB 1213-2223 - Applied Music Secondary, Trombone**

**MVB 1214-2224 - Applied Music Secondary, Baritone Horn**

**MVB 1215-2225 - Applied Music Secondary, Tuba**

**MVK 1211-2221 - Applied Music Secondary, Piano**

**MVK 1212-2222 - Applied Music Secondary, Harpsichord**

**MVK 1213-2223 - Applied Music Secondary, Organ**

**MVO 1210-2220 - Applied Music Secondary, Other Instruments**

**MVP 1211-2221 - Applied Music Secondary, Percussion**

**MVS 1211-2221 - Applied Music Secondary, Violin**

**MVS 1212-2222 - Applied Music Secondary, Viola**

**MVS 1213-2223 - Applied Music Secondary, Cello**

**MVS 1214-2224 - Applied Music Secondary, String Bass**

**MVS 1215-2225 - Applied Music Secondary, Harp**

**MVS 1216-2226 - Applied Music Secondary, Guitar**

**MVV 1211-2221 - Applied Music Secondary, Voice**

**MVW 1211-2221 - Applied Music Secondary, Flute**

**MVW 1212-2222 - Applied Music Secondary, Oboe**

**MVW 1213 2223 - Applied Music Secondary, Clarinet**
**MVW 1214-2224 - Applied Music Secondary, Bassoon**

**MVW 1215-2225 - Applied Music Secondary, Saxophone**

**Applied Music - Principal Level**     **2 sem. hrs.**
A lab fee of $150 must be paid in addition to the fee charged by the College for registration. Students should take 1000- level courses their first year and 2000-level courses their second year. May be repeated one time for credit. **FA, SP**

**MVB 1311-2321 - Applied Music Principal, Trumpet**

**MVB 1312-2322 - Applied Music Principal, French Horn**

**MVB 1313-2323 - Applied Music Principal, Trombone**

**MVB 1314-2324 - Applied Music Principal, Baritone Horn**

**MVB 1315-2325 - Applied Music Principal, Tuba**

**MVK 1311-2321 - Applied Music Principal, Piano**

**MVK 1312-2322 - Applied Music Principal, Harpsichord**

**MVK 1313-2323 - Applied Music Principal, Organ**

**MVO 1310-2320 - Applied Music Principal, Other Instruments**

**MVP 1311-2321 - Applied Music Principal, Percussion**

**MVS 1311-2321 - Applied Music Principal, Violin**

**MVS 1312-2322 - Applied Music Principal, Viola**
**MVS 1313-2323 - Applied Music Principal, Cello**

**MVS 1314-2324 - Applied Music Principal, String Bass**

**MVS 1315-2325 - Applied Music Principal, Harp**

**MVS 1316-2326 - Applied Music Principal, Guitar**

**MVV 1311-2321 - Applied Music Principal, Voice**

**MVW 1311-2321 - Applied Music Principal, Flute**

**MVW 1312-2322 - Applied Music Principal, Oboe**

**MVW 1313-2323 - Applied Music Principal, Clarinet**

**MVW 1314-2324 - Applied Music Principal, Bassoon**

**MVW 1315-2325 - Applied Music Principal, Saxophone**

**MVK 1111**      **1 sem. hr.**
**Applied Music-Group (Piano) I and II** Class piano instruction. Open to all students. Required of all music majors and music theory students having had little or no previous piano instruction. Two hours of class per week. Lab fee: $15. **FA, SP, SU**

**MVK 2121**      **1 sem. hr.**
**Applied Music - Group (Piano) III-IV** Class piano instruction. Open to all students. Required of all music and music theory students having had little or no previous piano instruction. Two hours of class per week. Lab fee: $15. **FA, SP, SU**

**MVS 1116**      **1 sem. hr**
**Beginning Class Guitar** Class in guitar instruction designed primarily for the beginner who does not read music. Emphasis on fundamentals of reading and technique. Lab fee: $15. **FA, SP**

**MVS 2126**      **1 sem hr**
**Intermediate Class Guitar** Class in guitar instruction designed primarily for the intermediate guitar student who has developed rudimentary music reading skills. Emphasis on developing reading and technique to college level performance expectations. (Prerequisite: MVS1116 or by audition.) Lab fee: $15. **FA, SP**

**NUR 1021C**      **10 sem. hrs.**
**Introduction to Nursing Process** Introduction of the nursing process and various nursing roles focusing on basic needs of the adult. (Prerequisites: BSC 1085C, ENC 1101, and MAC 1105. Corequisites: NUR 1021L, BSC 1086C and PSY 1012.) Lab fee: $76. **FA, SP**

**NUR 1030C**      **6 sem. hrs.**
**Introduction to Nursing Process for the Certified Paramedic and Registered Respiratory Therapist (Web-Enhanced)** Introduction to the nursing process for certified paramedics and registered respiratory therapists emphasizing basic needs and nursing care of the hospitalized adult with simple medical-surgical problems. (Prerequisites: AAS degree in Emergency Medical Services or Respiratory Care, ENC 1101, ENC 1102, MAC 1105, BSC 1085C, BSC 1086C and PSY 1012. Corequisite: NUR 1030L.) Lab fee: $76. **FA**

**NUR 1204C**      **12 sem. hrs.**
**LPN to ADN Bridge Transition** Application of the nursing process in various nursing roles focusing on simple needs of the medical-surgical patient. (Prerequisites: ENC 1101, ENC1102, MAC 1105, BSC 1085C, BSC 1086C and PSY 1012. Corequisite: MCB 1010C and NUR 1204L.) Lab fee: $72.50. **FA, SP**

**NUR 1260C**      **10 sem. hrs.**
**Nursing Process II** Application of the nursing process in various nursing roles focusing on simple needs of the medical-surgical patient. (Prerequisite: NUR 1021C. Corequisites: ENC 1102, MCB 1010C and NUR 1260L.) Lab fee: $62. **FA, SP**

**NUR 1213C**      **6 sem. hrs**
**Nursing Process II for the Certified Paramedic and Registered Respiratory Therapist** Application of the nursing process in various nursing roles focusing on simple needs of the medical-surgical patient. (Prerequisite NUR1030C. Corequisite NUR1213L, MCB1010C) Lab fee: $62. **SP**

**NUR 2310C**      **4 sem. hrs.**
**Nursing Process III: Child Health** Application of the nursing process in various nursing roles focusing on child health. (Prerequisites: NUR 1204C or NUR 1201C, NUR 1260C or NUR 1212C or NUR 1213C. Corequisites: NUR 2420C and NUR 2310L.) **FA, SP**

**NUR 2420C**      **4 sem. hrs.**
**Nursing Process III: Maternal Health** Application of the nursing process in various nursing roles focusing on maternal health. (Prerequisites: NUR 1204C or NUR 1201C, NUR 1260C or NUR 1212C or NUR 1213C. Corequisites: NUR 2310C and NUR 2420L.) Lab fee: $36. **FA, SP**

**NUR 2512C**      **4 sem. hrs.**
**Nursing Process IV: Psychiatric and Mental Health Nursing** Application of the nursing process in various nursing roles focusing on mental health of all ages. (Prerequisites: NUR 1260C or NUR 1212C, NUR 1204C or NUR 1201C or NUR 1213C. Corequisite: NUR 2512L.) Lab fee: $56. **FA, SP**

**NUR 2744C**      **8 sem. hrs.**
**Nursing Process V: Advanced Medical-Surgical Nursing** Application of the nursing process in various nursing roles focusing on complex needs of the medical-surgical adult patients. (Prerequisites: NUR 2420C or NUR 2311C or, NUR 2310C and NUR 2512C. Corequisites: SPC 2600 and Cultural and Aesthetic Core, NUR 2831C and NUR 2744L.) Lab fee: $62. **FA, SP**

**NUR 2831C**      **2 sem. hrs.**
**Management and Leadership Concepts** Application of the nursing process in various nursing roles focusing on the role of the nurse as a provider/manager of care. The role of the nurse in the profession, clinical decision making, management and leadership process and skills, critical thinking and analysis in a complex health care environment will be emphasized. (Prerequisites: NUR 2420C or NUR 2311C or NUR 2310C, NUR 2512C, and NUR 2744C. Corequisites: NUR 2744C and NUR 2831C.) Lab fee: $5. **FA, SP**

**NUR 2905**      **1-4 sem. hrs.**
**Directed Study in Nursing**

**OCB 2013C**      **4 sem. hrs.**
**Introduction to Marine Biology**
An introduction to chemical, physical and biological components of marine environment. Emphasis is on the study

of marine organisms and their ecological roles within the specific topics to include Florida coastal regions, endangered marine species and tropical coral reef ecosystems. Several one-day field trips are scheduled in addition to the weekly lab sessions. (Prerequisites or corequisites: ENC 1101 and MAT 1033. Corequisite: OCB 2013L.) Lab fee: $20. **FA, SP, SU**

**OCB 2949**          **1-4 sem. hrs.**
**Cooperative Education Experience in Marine Biology**
**FA, SP, SU**

**ORH 1008C**          **3 sem. hrs.**
**Horticulture** This course covers plant costs, regional survivability and nutrient needs. **FA**

**OST 1100**          **4 sem. hrs.**
**Keyboarding and Formatting I** Introduction to the touch system of keyboarding (computer-aided) with application (using Word software) of skills to problems including letters, tabulations and manuscripts. Student must register for lab. Lab fee: $6. **FA, SP, SU**

**OST 1110**          **4 sem. hrs.**
**Keyboarding and Formatting II** Emphasis on timed production of various business forms and correspondence, speed and accuracy drills and an understanding of basic business functions. Students must register for lab. (Prerequisite: OST 1100 or permission of chairperson.) Lab fee: $6. **FA, SP, SU**

**OST 1141**          **1 sem. hr.**
**Keyboarding** Course emphasizes proper use of a keyboard. Designed for all students who are or will be using computer terminals. Lab fee: $6. **FA, SP, SU**

**OST 1435**          **3 sem. hrs.**
**Legal Terminology** An explanation of the common legal vocabulary involved in the broad, general principles of substantive law. Lab fee: $6. **FA, SP, SU**

**OST 1711**          **3 sem. hrs.**
**Word Processing I** A study of word processing concepts, techniques and applications. Document preparation and formatting is emphasized. Hands-on experience using word processing software is included. Student must register for lab. (Prerequisite: OST 1100 or OST 1141 or permission of chairperson.) May be repeated one time credit. Lab fee: $6.
**FA, SP, SU**

**OST 1760**          **4 sem. hrs.**
**Word Processing II** A study of information processing and hands-on experience using a word processor. Student must register for lab. Lab fee: $6. **FA, SP, SU**

**OST 2336**          **3 sem. hrs.**
**Business Communications** Principles and techniques of correspondence, including specialized letter writing, research reports and oral presentations. (Prerequisite: ENC 1101 or ENC 1200.) **FA, SP, SU**

**OST 2401**          **4 sem. hrs.**
**Basic Office Procedures** This course provides the basic elements of correct office training skill development and serves as the nucleus for legal and medical office procedure courses as well. Keyboarding skills are used in this course. Anyone without keyboarding experience should register for OST 1100 or OST 1141 as a Corequisite. Student must register for lab. (Prerequisite: OST 1100 or OST 1711 or knowledge of WordPerfect.) Lab fee: $6. **FA, SP**

**OST 2431**          **4 sem. hrs.**
**Legal Keyboarding and Office Procedures** A study of the legal secretarial role, professional relations, legal terminology and legal office procedures including preparation of legal documents using automated dictation equipment. Student must register for lab. (Prerequisite: OST 1100 or OST 1711 or knowledge of Word software.) Lab fee: $6. **FA, SP**

**OST 2461**          **4 sem. hrs.**
**Medical Keyboarding and Office Procedures** Study of advanced medical office procedures including professional office relations, administrative skills, preparation of medical documents and management of office operations. Student must register for lab. (Prerequisite: OST 1100 or OST 1711 or knowledge of Word software.) Lab fee: $6.
**FA, SP**

**OST 2501**          **3 sem. hrs.**
**Office Management** Study of the organization and management of office personnel, electronic office equipment and the development of management skills. Students must register for lab. **FA, SP**

**OST 2713**          **4 sem. hrs.**
**Advanced Computer Software Applications** A study of advanced concepts; features and applications of personal computers; and advanced techniques in using word processing, electronic spreadsheets and database management software. Student must register for lab. (Prerequisite: CGS 2100 or permission of chairperson.) Lab fee: $6. **FA, SP, SU**

**OST 2905**          **1-4 sem. hrs.**
**Directed Study in Office Systems Management** Students who desire credit in this area should meet with the chairperson of the Business Department. **FA, SP, SU**

**OST 2949**          **1-4 sem. hrs.**
**Cooperative Education Experience in Office Systems Management** Students desiring credit in this area should meet with the chairperson of the Business Department.
**FA, SP, SU**

**OTH 1001**          **4 sem. hrs.**
**Introduction to Occupational Therapy** Students are introduced to the field of occupational therapy; the history, philosophy, and underlying concepts of the profession; and exposed to various clinical settings and personnel. It also includes an introduction to basic medical terminology. Lab fee: $5. **FA**

**OTH 1006**          **1 sem. hr.**
**Occupational Therapy Documentation** This course provides the student with the history, components, current trends and mechanics of documentation for occupational therapy services. Documentation as related to reimbursement is emphasized. (Prerequisites: OTH 2300C and OTH 1800.) **SU**

**OTH 1012C**          **2 sem. hrs.**
**Occupational Therapy Communications** Provides instruction in developing therapeutic communication skills; cultural competency in dealing with a multicultural environment; and introduces group dynamics. (Corequisite: OTH 1001.) **FA**

**OTH 1014C**          **3 sem. hrs.**
**Kinesiology for Occupational Therapy** Reviews the structure and function of the musculoskeletal system with emphasis on the mechanical aspect of human motion. Muscle testing, flexibility testing, goniometry and the aspects of normal movement and posture will be covered. (Prerequisite: BSC 1085C.) **SP**

**OTH 1800**          **1 sem. hr.**
**Occupational Therapy Practicum I** Level I field placements provide opportunities for students to apply basic occupational therapy principles and techniques. The placements are integrated in didactic courses to provide hands-on learning and participation under the direction of placement supervisors. (Prerequisites: OTH 1001 and CPR certification.) Lab fee: $12. **SP**

**OTH 1802**          **2 sem. hrs.**
**Occupational Therapy Practicum II** Students will perfect methods and techniques expected of entry-level Certified

Occupational Therapy Assistants (COTA's) while participating in observation, evaluation, treatment planning and treatment delivery under the direction of their supervisors. (Prerequisites: OTH 1800 and CPR certification.) Lab fee: $4. **FA**

**OTH 2108C**      **2 sem. hrs.**
**O.T. Technology and Therapeutic Devices** Presents an overview of technology driven occupational therapy tools used in a variety of treatments. Lecture and lab experiences include assistive technology and adaptive devices, computer software and a splinting workshop. (Prerequisites: OTH 1014C and OTH 2121C. Corequisite: OTH 2420.) Lab fee: $20. **FA**

**OTH 2121C**      **4 sem. hrs.**
**Activity Analysis/Therapeutic Media** Focuses on use of occupation and the "purposeful activity" related to increasing the functional levels of individuals. Appropriate activities and therapeutic media used in diagnosis and treatment plans are covered as well as the ability to analyze those activities. Students have the opportunity to practice a variety of the introduced techniques via lab experiences. (Prerequisites: OTH 1012C and OTH 1014C.) Lab fee: $15. **SU**

**OTH 2300C**      **3 sem. hrs.**
**Psychosocial Occupational Therapy** Provides an overview of psychopathology as well as understanding of occupational therapy evaluations, treatment planning, intervention strategies and documentation used in psychosocial dysfunctions. Labs provide opportunities to observe and practice specific techniques. (Prerequisites: OTH 1001and OTH 1012C.) Lab fee: $5. **SP**

**OTH 2410**      **3 sem. hrs.**
**Introduction to Human Disease** This course will familiarize the student with the etiology, diagnosis, detection, medical management and prognosis of selected medical and surgical conditions commonly encountered in physical medicine and rehabilitation. (Prerequisites: OTH 1001 and BSC 1085C.) **SP**

**OTH 2420**      **4 sem. hrs.**
**Occupational Therapy for Physical Dysfunction** Provides the student with an understanding of evaluations, treatment planning, intervention strategies and documentation used in physical disabilities. Labs and occupational therapy settings provide opportunities to observe and practice specific techniques. (Prerequisites: OTH 1014C and OTH 2410.) Lab fee: $5. **FA**

**OTH 2520**      **4 sem. hrs.**
**Pediatric Occupational Therapy** This course introduces students to the role of occupational therapy in a pediatric setting. It includes the normal development processes specific to pediatric-related disorders and how they impact development, treatment approaches and interventions; and legal, ethical, and family issues related to children with special needs, ages 0 - 21 years. (Prerequisites: OTH 2410 and OTH 2121C.) Lab fee: $5. **FA**

**OTH 2602**      **2 sem. hrs.**
**Gerontology for Occupational Therapy** This course will provide an overview of the normally occurring physiological and psychosocial process of aging as compared to those which are pathological. The O.T.A.'s role in evaluation, treatment and continuity of care for occupational performance will be included with emphasis on treatment implementation and program planning. It will also include a review of various practice settings, service delivery issues, and legislative and ethical issues related to the older adult. (Prerequisite: OTH 2410. Corequisite: OTH 2121C.) **SU**

**OTH 2840**      **5 sem. hrs.**
**O.T. Supervised Clinical Practice I** Requires full-time field work for eight weeks in an O.T. treatment program. The student gains clinical experience working with patients under the supervision of an OTR/L. The student adheres to all the policies and regulations of the clinic. (Prerequisites: OTH 1802 and CPR certification. Corequisite: OTH 2933.) Lab fee: $4. **SP**

**OTH 2841**      **5 sem. hrs.**
**O.T. Supervised Clinical Practice II** Requires full-time field work for eight weeks in an O.T. treatment program with a diagnostic group other than that chosen for OTH 2840. (Prerequisites: OTH 2840 and CPR certification. Corequisite: OTH 2933.) Lab fee: $4. **SP**

**OTH 2933**      **1 sem. hr.**
**O.T. Seminar for Clinical Practice** Presents a variety of issues such as the transition from student to practitioner, relationships between OTA's and other health care professionals, ethics review, licensing requirements, resource and management skill s, job search strategies and preparation for the national Certification Exam. (Corequisites: OTH 2840 and OTH 2841.) Lab fee: $5. **SP**

**PAD 2002**      **6 sem. hrs.**
**Introduction to Public Service Principles** Course focuses on broad skills and knowledge transferable to fire, emergency medical services, law enforcement and related public service professions. Covers the duties of personnel, sample job tasks and employment qualifications. Lab fee: $30. **SP**

**PCB 2510C**      **4 sem. hrs.**
**Human Genetics** This course is for students who wish to become professionals in genetic counseling, medicine, biomedical engineering, teaching and biotechnology. Classical and molecular genetics including human genetic disorders will be covered. (Prerequisites: BSC 1010C or MCB 1010C. Corequisite: PCB 2510L.) Lab fee: $50. **SP**

**PCO 2202**      **3 sem. hrs.**
**Counseling Techniques** Emphasis on the counseling helping process and on counseling and communication skills including accurate observation, therapeutic communication, intrapersonal awareness, conflict and anger management and goal setting. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA**

**PET 2084**      **3 sem. hrs.**
**Personal Health and Wellness** The components of fitness are blended with the presentation and understanding of information relating to nutrition, resistance training, common illnesses, sexually transmitted diseases, stress management, health care, substance abuse and managing personal lifestyles. **FA, SP, SU**

**PET 2621**      **3 sem. hrs.**
**Principles of Athletic Training** An introductory course to the field of athletic training. Includes information regarding career information, legal issues, conditioning, equipment emergency procedures, injury recognition, rehabilitation and pharmacology. (Prerequisite or Corequisite: HSC 2400.) Lab fee: $15. **FA**

**PET 2622**      **3 sem. hrs.**
**Care and Prevention of Athletic Injuries** A continuation of Principles of Athletic Training. Emphasis is on functional anatomy and the recognition, treatment and rehabilitation of specific injuries, illness and disorders that are commonly seen in the physically active population. (Prerequisite: PET 2621.) **SP**

**PET 2905**
**Directed Study in Physical Education**      **1-4 sem. hrs.**
**FA, SP, SU**

**PET 2949**      **1-4 sem. hrs.**
**Cooperative Education Experience in Physical Education**
**FA, SP, SU**

**PGY 1100**      **3 sem. hrs.**

**Photography I** The basics of camera handling and the guidelines to better composition, including an introduction to the black and white darkroom. Class materials fee: $25.
**FA, SP, SU**

**PGY 1115**         **7 sem. hrs.**
**Color Materials and Processes** An introduction to basic color materials. This course explores creative methods of utilizing color processes in photographic imagery. Explores the technical, conceptual and production relationships in color photography. (Prerequisites: PGY 1401 and PGY 1403. Corequisite: GRA 1741.) Class materials fee: $60. **SU**

**PGY 1265**         **4 sem. hrs.**
**Advanced Processes and Techniques** The students will explore more complex aesthetic and technical problems using a variety of traditional and digital camera and darkroom techniques. Introduces digital image capture using a variety of formats and covers alternative chemistry, toners, archival processing, various techniques and materials in the photo studio, and presentation. (Prerequisites: PGY 1403 and PGY 1402. Corequisites: PGY 1806 and PGY 2000.) Class materials fee: $45. **FA, SP**

**PGY 1402**         **4 sem. hrs.**
**Photographic Materials and Processes** An orientation to small and medium format camera lenses and accessories. Also includes exposure, development, printing and technical assessment of photographs. (Corequisites: PGY 1403.) Class materials fee: $45. **FA, SP**

**PGY 1403**         **4 sem. hrs.**
**Fundamentals of Photography** This course introduces the basic aesthetic and theoretical aspects of photographic communication including the historical and critical context for looking at and creating photographs. (Corequisite: PGY 1402.) Class materials fee: $45. **FA, SP**

**PGY 1806**         **4 sem. hrs.**
**Digital Imaging** This course covers digital photographic systems and aesthetics with a focus on product ion techniques and creative expression. (Prerequisite: PGY 1403, PGY 1402, GRA 1100; Corequisite: PGY 1265.) Class materials fee: $45. **FA, SP**

**PGY 2000**         **3 sem. hrs.**
**History and Aesthetics of Photography** This course traces the development of the photographic processes, cites the major contributions to the development of the art and examines contemporary aesthetic thought and practice. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) Class materials fee: $5. **FA, SP**

**PGY 2107**         **4 sem. hrs.**
**Large Format Photography** Introduces concepts, techniques and applications for large-format cameras, including technical movements, perspective, composition and viewpoint. (Prerequisites: PGY 2215 and PGY 2216.) Class materials fee: $45. **FA, SP**

**PGY 2215**         **4 sem. hrs.**
**Studio Lighting** Development of lighting skills and practice in the production of studio portraits. (Prerequisites: PGY 1115 and PGY 1265. Corequisite: PGY 2216.) Class materials fee: $45. **FA, SP**

**PGY 2216**         **4 sem. hrs.**
**Location Photography** Development of location lighting skills in editorial, illustrative and interpretive portraits. (Prerequisites: PGY 1115 and PGY 1265. Corequisite: PGY 1265.) Class materials fee: $45. **FA, SP**

**PGY 2245**         **3 sem. hrs.**
**Underwater Photography** Underwater photographic applications and techniques, including equipment and film stock choices, lighting limitations and dive planning. Includes SCUBA instruction toward international certification. Lab fee: $30. Other fees and rentals may apply. **SU**

**PGY 2321**         **3 sem. hrs.**
**Professional Photographic Business** Introduces the professional practices required to successfully run a photographic business. Provides a detailed industry overview through guest lectures, field trips and professional seminars. Topics include business types and structures, legal and financial issues, promotion and marketing, billing, pricing and copyright. Offered in cooperation with the American Society of Media Photographers. (Prerequisite: Permission of the program manager.) **FA, SP**

**PGY 2470**         **1-3 sem. hrs.**
**Advanced Photo Workshop** Topics for this course are selected from a range of advanced applied and technical areas and are designed to develop a specific set of professional skills. Student work will represent an independent and professionally challenging contribution to the discipline. Course may be offered as a Field Studies travel class. May be repeated for credit. (Prerequisite: Permission of the assistant chair.) Class materials fee: $15. **FA, SP, SU**

**PGY 2655**         **4 sem. hrs.**
**Applied Photography** Intensive development of skills and concepts in the production of photographs for illustration, editorial and advertising contexts. Designed to emulate professional world conditions. Course emphasizes problem solving techniques, the working process and the refinement of photographic style. (Prerequisites: PGY 2216 and PGY 2215. Corequisite: PGY 2107.) Class materials fee: $45. **FA, SP**

**PGY 2705**         **3 sem. hrs.**
**Digital Video and Sound** This course introduces students to non-broadcast video production and concepts including camera operation, image control and aesthetics and editing. Covers non-linear editing and digital audio post production. (Prerequisite: GRA 2158.) Class materials fee: $20. **FA, SP**

**PGY 2710**         **3 sem. hrs.**
**Advanced Digital Video and Sound** This course in digital video production techniques covers advanced skills with production planning and execution, camera operation, editing and post-production effects. (Prerequisite: PGY 2705.) Class materials fee: $20. **FA, SP**

**PGY 2801**         **3 sem. hrs.**
**Digital Photography** This course introduces fundamental photographic skills through digital technologies. Emphasis is placed on the tools, techniques and aesthetics of a range of digital photographic applications pertaining to graphic design and interactive media. (Prerequisite: GRA 1100.) Class materials fee: $45. **FA, SP**

**PGY 2905**         **1-3 sem. hrs.**
**Directed Study in Photography** Advanced study in any of the following areas: fine art, portrait, commercial and journalistic photography. (Prerequisite: Permission of chairperson.) **FA, SP, SU**

**PGY 2935**         **3 sem. hrs.**
**Portfolio Workshop** Examines professional issues relevant to current photographic practice through the presentation of theoretical and production projects. Includes a review of visual communications concepts and critical theory. Emphasis will be placed on developing the format, content and sequencing of a portfolio appropriate to a particular industry segment. (Prerequisite: AAS/AS degree in Photographic Technology or permission of the assistant chair.) Class materials fee: $30. **FA, SP, SU**

**PHI 1100**         **3 sem. hrs.**
**Practical Logic** An examination of rules for validity appropriate to inferences; application of syllogisms and involved arguments utilizing everyday experiences; analysis of the thinking process; and the evaluation of arguments. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) Lab fee: $5. **FA, SP**

**PHI 2001**　　　　　　　　　　　　**3 sem. hrs.**
**Introduction of Philosophy I** This course presents an introduction to an overview of the major areas of philosophy. It introduces the student to the methods of philosophy, some of the major questions addressed by philosophy and to a selection of the philosophies and philosophers found throughout the world from the ancient ages to the present. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite or corequisite: ENC 1101.) **FA, SP, SU**

**PHI 2002**　　　　　　　　　　　　**3 sem. hrs.**
**Introduction of Philosophy II** This course presents an in-depth focus upon a specific area of philosophy. Through a variety of selected readings the student will be introduced to some of the major philosophies and philosophers in the area focused upon. Specific focus may vary from one semester to the next. (Prerequisites: Appropriate placement scores or successful completion of college prep courses and ENC 1101 and PHI 2001 or permission of chairperson.) **FA, SP**

**PHI 2600**　　　　　　　　　　　　**3 sem. hrs.**
**Introduction to Ethics** An introduction to the key concepts and principles of ethics as a basis for the study of values, ethical decisions, right actions and justice. It covers the philosophical roots, as well as modern applications of ethics based upon the ideas and influence of many diverse philosophers, both classical and modern, Eastern and Western, female and male. This course meets the 3,000 word Gordon Rule Requirement. (Prerequisite or corequisite: ENC 1101.) **FA, SP**

**PHI 2905**　　　　　　　　　　　　**1-4 sem. hrs.**
**Directed Study in Philosophy and Logic** (Prerequisite : Appropriate placement scores or successful completion of college prep courses.) **FA, SP, SU**

**PHT 1006**　　　　　　　　　　　　**3 sem. hrs.**
**Introduction to Physical Therapy** Introduces the student to the history and philosophy of physical therapy; the national organization; legal and ethical responsibilities as a PTA also includes SOAP Note writing. Emphasis will be placed on the team building concept. (Prerequisite: Admission to the Physical Therapist Assistant program.) **FA**

**PHT 1128**　　　　　　　　　　　　**4 sem. hrs.**
**Kinesiology for PTA** This course covers the relationships between the systems that relate to the functional movement of the human body. This course will also cover all functional body movements such as mechanisms, planes and other relationships to body movement. (Prerequisites: BSC 1085C.) **FA**

**PHT 1251**　　　　　　　　　　　　**2 sem. hrs.**
**Patient Care Skills** This course begins the implementation of treatment techniques in patient positioning, passive exercises, vital signs, massage, transfers, functional mobility, gait training with assistive devices and infection control. (Corequisite: PHT 1251L.) **FA**

**PHT 1251L**　　　　　　　　　　　**2 sem. hrs.**
**Patient Care Skills Lab** This laboratory course begins the implementation of treatment techniques in patient positioning, passive exercises, vital signs, massage, transfers, functional mobility, gait training with assistive devices, lifting precautions and infection control. (Corequisite: PHT 1251.) **FA**

**PHT 1300**　　　　　　　　　　　　**3 sem. hrs.**
**Pathology for PTA** This course will cover all body systems with an emphasis on the orthopedics, neuromuscular, and cardiopulmonary diseases commonly treated in the physical therapy department. This course will emphasize the recognition of acute physiological changes in the patient and how to report to these situations to the physical therapist. **SP**

**PHT 2130**　　　　　　　　　　　　**5 sem. hrs.**
**Neurological Diagnoses for PTA** This course provides instruction in common neurological problems treated by the PTA. Emphasis will be placed on the client with a stroke. Diagnoses will include pediatric, adult and geriatric problems along with psychosocial issues. Clinical decision making skills will be included. (Prerequisite: PHT 1300.) **FA**

**PHT 2140**　　　　　　　　　　　　**3 sem. hrs.**
**Rehabilitation Skills for PTA** This course provides instruction in common neurological problems treated by the PTA. Emphasis will be placed on the client with closed head injury, degenerative neurological diagnoses and pediatric disorders to include their orthotic and wheelchair needs. The effects of aging will be discussed as related to physical therapy treatments. Clinical decision making skills will be included. (Prerequisite: PHT 1300.) (Corequisite: PHT 2140L) **SP**

**PHT 2140L**　　　　　　　　　　　**1 sem. hr.**
**Rehabilitation Skills Lab** This course provides clinical lab skills for treating common neurological problems. Emphasis will be placed on skills and treatments to be used with clients with closed head injury, degenerative neurological diagnoses and pediatric disorders to include their orthotic and wheelchair needs. Clinical decision making skills will be included. (Prerequisite: PHT 1300. Corequisite: PHT 2140.) Lab fee: $5. **SP**

**PHT 2211**　　　　　　　　　　　　**2 sem. hrs.**
**Modalities I** This course includes the indications and contraindications for therapeutic modalities of superficial heat and cold, hydrotherapy, ultrasound; wound care and postural drainage as seen in the physical therapy department. (Prerequisites: PHT 1006 and PHT 1251. Corequisite: PHT 2211L.) **SP**

**PHT 2211L**　　　　　　　　　　　**1 sem. hr.**
**Modalities I Lab** Laboratory application of therapeutic modalities for superficial heat and cold, hydrotherapy, ultrasound; wound care and postural drainage as seen in the physical therapy department. PHT 1006 and PHT 1251. Corequisite: PHT 2211) Lab fee: $15. **SP**

**PHT 2212**　　　　　　　　　　　　**1 sem. hr.**
**Modalities II** This course includes the indications, precautions and contraindications in the use of electrical stimulation equipment for a variety of neurological and musculoskeletal conditions, the use of traction equipment. (Prerequisites: PHT 2211 and PHT 2211L. Corequisite: PHT 2212L.) **FA**

**PHT 2212L**　　　　　　　　　　　**1 sem. hr.**
**Modalities II Lab** This laboratory course teaches the application of electrical stimulation equipment used for a variety of neurological and musculoskeletal impairments. (Prerequisites: PHT 2211 and PHT 2211L. Corequisite: PHT 2212.) Lab fee: $5. **FA**

**PHT 2220**　　　　　　　　　　　　**2 sem. hrs.**
**Therapeutic Exercise I** This course provides instruction for therapeutic exercise techniques with the rationale for treating musculoskeletal and neurological impairments to include goniometric measurements as seen in the PT Department. (Prerequisites: PHT 1006 and PHT 1251. Corequisite: PHT 2220L.) **FA**

**PHT 2220L**　　　　　　　　　　　**2 sem. hr.**
**Therapeutic Exercise I Lab** Laboratory application of therapeutic exercise techniques with the rationale for treating musculoskeletal and neurological impairments to include goniometric measurements as seen in the PT Department. (Prerequisites: PHT 1006 and PHT 1251. Corequisite: PHT 2220.) Lab fee: $5. **FA**

**PHT 2221**　　　　　　　　　　　　**4 sem. hrs.**
**Therapeutic Exercise II** This course will include the therapeutic exercises for orthopedic problems, balance and coordination problems, cardiovascular clients to include the indications, precautions and contraindication; along with

application of Manual Muscle Testing. (Prerequisites: PHT 2220 and PHT 2220L. Corequisite: PHT 2221L.) Lab fee: $5. **SP**

**PHT 2221L**      **2 sem. hr.**
**Therapeutic Exercise II Lab** This lab course will include the application of therapeutic exercises for orthopedic problems, balance and coordination problems, cardiovascular clients to include the indications, precautions and contraindication; along with application of Manual Muscle Testing. (Prerequisites: PHT 2220 and PHT 2220L. Corequisite: PHT 2221.) Lab fee: $10. **SP**

**PHT 2235**      **2 sem. hrs.**
**Therapeutic Exercise III** This course will include the application of therapeutic exercises for clients with vascular problems, amputations, and stroke along with gait training and analysis for these clients. (Prerequisites: PHT 2221 and PHT 2221L. Corequisite: PHT 2235L.) **FA**

**PHT 2235L**      **1 sem. hr.**
**Therapeutic Exercise III Lab** This course will include the application of therapeutic exercises for clients with vascular problems, amputations, and stroke along with gait training and analysis for these clients. (Prerequisites: PHT 2221 and 2221L. Corequisite: PHT 2235.) **FA**

**PHT 2804**      **2 sem. hrs.**
**PTA Clinical Practicum I** This level I clinical experience provides supervised planned learning opportunities for students to apply basic physical therapy principles and techniques under the direction of physical therapists or physical therapists assistants. (Prerequisites: PHT 2211L and PHT 2220L.) Lab fee: $15. **FA**

**PHT 2810**      **2 sem. hrs.**
**PTA Clinical Practicum II** This course integrates the practical application of those theories, concepts and manual skills introduced into the classroom and laboratory into a practice setting under the supervision of a physical therapist or physical therapist assistant. (Prerequisite: PHT 2804.) **SP**

**PHT 2820**      **3 sem. hrs.**
**PTA Clinical Practicum III** Course is a supervised learning experience in a selected physical therapy setting in which the previously learned didactic information is integrated under the supervision of physical therapist or physical therapist assistant. (Prerequisite: PHT 2810.) **SP**

**PHT 2931**      **2 sem. hrs.**
**PTA Seminar** The purpose of this course is to acquaint the physical therapist assistant student with the professional, legal and ethical considerations which are inherent to performance on the job. Membership in professional organizations, licensure, code of ethics and standards of professional practice will be discussed. Other areas such as community involvement, basic pharmacology, ADA legislation and documentation will be addressed. (Prerequisites: PHT 2130 and PHT 2130L) **SP**

**PHY 1053C**      **4 sem. hrs.**
**College Physics I** Vectors, systems of measurement, laws of motion, energy, heat, mechanical and thermal properties of matter. (Prerequisite or corequisites: ENC 1101 and Prerequisite MAC 1114 or MTB 1348 or permission of chairperson. Corequisite: PHY 1053L.) Lab fee: $10. **FA, SP**

**PHY 1054C**      **4 sem. hrs.**
**College Physics II** Sound, wave motion, electrostatics, magnetism and physical and geometrical optics. (Prerequisite: PHY 1053C or permission of chairperson. Corequisite: PHY 1054L.) Lab fee: $10. **SP, SU**

**PHY 2048C**      **5 sem. hrs.**
**University Physics I** Kinematics of motion in one, two and three dimensions, vectors, dynamics, Newton's laws of motion, gravitation, work, power and energy; and systems of particles, wave motion and sound, heat and thermodynamics. (Prerequisites or corequisites: ENC 1101 and MAC 2311. Corequisite: PHY 2048L.) Lab fee: $10. **FA, SP**

**PHY 2049C**      **5 sem. hrs.**
**University Physics II** Electrostatics, current electricity, DC circuits, AC circuit s and resonance, magnetism, electromagnetic radiation, geometric optics and physical optics. Introduction to special relativity and quantum effects. (Prerequisite: PHY 2048C. Prerequisite or Corequisite: MAC 2312. Corequisite: PHY 2049L.) Lab fee: $10. **SP, SU**

**PHY 2101**      **3 sem. hrs.**
**Modern Physics** This is an introductory modern physics course designed primarily for students majoring in the sciences, engineering or mathematics. Topics include the special theory of relativity, wave properties of matter, the Schrodinger wave equation, atomic structure, molecular bonding, the electrical and magnetic properties of solids, semiconductors, the atomic nucleus and nuclear interactions. (Prerequisites: PHY 2049C and MAC 2312. Corequisite: MAC 2313.) **SU**

**PHY 2905**      **1-4 sem. hrs.**
**Directed Study in Physics** (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP, SU**

**PHY 2949**      **1-4 sem. hrs.**
**Cooperative Education Experience in Physics**
**FA, SP, SU**

**PLA 1003**      **3 sem. hrs.**
**Introduction to Paralegal** General overview of laws affecting client's problems with a working knowledge of theory and concepts so as to perform supporting legal tasks for the attorney. Lab fee: $5. **FA.SP**

**PLA 1103**      **3 sem. hrs.**
**Legal Writing and Research I** Study of legal researching methods, writing techniques, and use of the law library in preparing memoranda, legal argument, format, legal citations and other legal documents. (Corequisites or prerequisites: ENC 1101 and BUL 2241.) Lab fee: $5. **FA, SP**

**PLA 1610**      **3 sem. hrs.**
**Real Estate Law and Property** A study of real estate transactions and conveyances such as deeds, contracts, leases, easements and closing documents and the problems encountered in drafting these conveyances. Lab fee: $5. **FA**

**PLA 1800**      **3 sem. hrs.**
**Law of Domestic Relations** A study of the fundamental principles and laws involving marriage, dissolution, separation agreements, custody, adoption, minor children, support provisions and property disposition. Lab fee: $5. **SP, SU**

**PLA 2114**      **3 sem. hrs.**
**Legal Writing and Research II** A study of the various legal writing techniques in presenting the results of legal research. Emphasis on legal argument and development of legal instruments and documents. (Prerequisites: ENC 1101 and PLA 1103.) Lab fee: $5. **SP**

**PLA 2200**      **3 sem. hrs.**
**Introduction to Litigation, Torts and Evidence** A study of the court system and the litigation process, including preliminary interviews with clients, investigation and marshalling of facts, drafting of all pleadings and motion practice. (Prerequisites: ENC 1101 and BUL 2241.) **FA, SU**

**PLA 2303**      **3 sem. hrs.**
**Criminal Law and the Paralegal** A study of the origin, structure and definition of criminal law, including criminal prosecution, investigation, pre-trial and trial procedures, and the criminal court system. **FA, SU**

**PLA 2460**      **3 sem. hrs.**

**Bankruptcy Law** The purpose of this course is to introduce students to the historical, political, economic and legal principles of bankruptcy law. Lab fee: $5. **FA**

**PLA 2600**                                                          **v**
**Probate Administration** A study of wills, trusts and estate administration. Analysis of the substantive law in view of drafting and researching the legal issues. (Prerequisites: PLA 1003 and BUL 2241) or permission of chairperson.) **FA, SU**

**PLA 2763**                                              **3 sem. hrs.**
**Law Office and Management** This course is designed to familiarize the student with the practical inner workings of a law office, including its equipment, office procedures and management. **FA, SP**

**PLA 2880**                                              **3 sem. hrs.**
**Constitutional Law** The course is developed both topically and historically to approach the judicial review process, the doctrine of implied powers, the three branches of power, substantive due process along with equal protection, civil rights, free speech and religion. **SP**

**PLA 2905**                                          **1-4 sem. hrs.**
**Directed Study in General Law**
FA, SP,SU

**PLA 2949**                                          **1-4 sem. hrs.**
**Cooperative Education Experience in General Law**
FA, SP,SU

**PMT 0101**                                          **2.0 voc crs.**
**Welding and Mechanical Blueprint Reading** This course provides students with the understanding and fundamentals of Industrial Blueprint Reading including blueprint symbols, dimensions, joints, fabrication and welding symbols. (Prerequisite or Corequisite: PMT 0102.) Lab fee: $15.
**FA, SP, SU**

**PMT 0102**                                          **4.17 voc. crs.**
**Welding I** This course introduces the students to the skill of welding by giving the students a basic understanding of the various types of welding (MIG, TIG and Oxy-Acetylene). Students will have an opportunity to learn welding theory in the classroom and receive "hands-on" instruction in the welding lab. Lab fee: $40. **FA, SP**

**PMT 0121**                                          **6.33 voc. crs.**
**Shield Metal Arc Welding (SMAW)** This course provides the student with knowledge and skills in Shielded Metal Arc Welding. Inclusive of this is welding terminology and safety, as well as equipment set-up operations and proper welding techniques. (Prerequisites: PMT 0102 and PMT 0101.) Lab fee: $40. **FA, SP**

**PMT 0124**                                          **5.0 voc. crs.**
**Welding II** This course advances the skill level of the students that already have a basic understanding of welding technology. Students receive instruction in advanced welding theory and become more skilled at the various types of welding which is practiced in a laboratory setting. (Prerequisites: PMT 0102 and PMT 0101.) Lab fee: $40. **FA, SP**

**PMT 0131**                                          **2.5 voc. crs.**
**Gas Tungsten Arc Welding (GTAW or TIG)** This course is designed to provide students with the knowledge and skills to safely operate a Gas Tungsten Arc Welder (TIG). Students will learn to TIG weld both ferrous and non-ferrous metals, and perform appropriate types of welds on those metals. (Prerequisites: PMT 0102 and PMT 0101.) Lab fee: $40. **FA, SP**

**PMT 0134**                                          **4.17 voc. crs.**
**Gas Metal Arc Welding (GMAW or MIG)** This course introduces the student to the Gas Metal Arc Welding processes, including safe operating practices, handling and storage of compressed gasses, process principles, component identification and metal identification. (Prerequisites: PMT

0102 and PMT 0101.) Lab fee: $40. **FA, SP**

**PMT 0905**                                          **1-4 sem. hrs.**
**DIS in Applied Welding**
FA, SP

**PMT 1212C**                                          **3 sem. hrs.**
**Machine Tool Technology I** An introductory course in basic machining and bench work, use of measuring tools, precision layout and cutting tool principles. Lab fee: $15. **FA**

**PMT 1223C**                                          **3 sem. hrs.**
**Machine Tool Technology II** A continuation of Machine Tool Technology I. Machine processes on lathes, mills, grinders, hand and power tools. Heat treating processes and surface grinding. Lab fee: 15. **SP**

**PMT 1250C**                                          **3 sem. hrs.**
**Introduction to Computer Numerical Control** The history and development of CNC including programming methods, set-up and operation of CNC drilling, milling and turning machines. Manual and computer assisted programming are taught. FA, SP

**PMT 2225C**                                          **3 sem. hrs.**
**Machine Tool Technology III** A continuation of Machine Tool Tech. II. Tooling operations, advanced machining, grinding, EDM operation and CMM inspection. Heat testing and cutter grinding. **SU**

**PMT 2254C**                                          **3 sem. hrs.**
**CNC Programming II** A continuation of PMT 1250 Intro to CNC. Lathe and mill CNC programming. Tool and fixture offsets, plus outside programming from CAD/CAM software. **FA**

**PMT 2261C**                                          **3 sem. hrs.**
**Introduction to Computer Aided Manufacturing (Mastercam)** A continuation of CNC programming from M codes and G codes through conversational. Lab fee: $15. **FA**

**PMT 2262C**                                          **3 sem. hrs.**
**CAD/CAM II (Mastercam)** Advanced training on CAD/CAM operation using Mastercam software. Creating machine tool paths from original drawings and transferred files. 2-D and 3-D geometry shapes are also used in format. **SP**

**PMT 2720C**                                          **3 sem. hrs.**
**EDM Machining Processes** EDM machining uses electrical energy to remove materials. This course offers training in wire EDM machining and sinker EDM machining. Students will operate and run both types of machines. **SU**

**PMT 2949**                                          **3 sem. hrs.**
**Cooperative Education Experience in Machining**
FA, SP, SU

**POS 2041**                                          **3 sem. hrs.**
**American Federal Government** Constitutional rights of the individual; structure and functions of our legislative, executive and judicial branches; role of the citizen in political parties and the electoral process. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite or Corequisite: ENC 1101.) **FA, SP, SU**

**POS 2901**                                          **1-4 sem. hrs.**
**Directed Study in Political Science** (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP, SU**

**POS 2949**                                          **1-4 sem. hrs.**
**Cooperative Education Experience in Political Science**
FA, SP, SU

**PPE 2001**                                          **3 sem. hrs.**
**Survey of Personality** Survey of the theoretical bases of the major models of personality and psychotherapy and specific therapeutic techniques and procedures from each. (Prerequisite: Appropriate placement scores or successful

completion of college prep courses; or permission of assistant chair or department chairperson.) Lab fee: $5. **SP**

**PRN 0000**                                                    **15.25 voc. crs.**
**Introduction to Nursing** Foundation courses related to the roles of the practical nurse, relationships with other members of the health team and the common needs of well people. Includes critical thinking; fundamentals of nursing; normal nutrition, vocational, personal and community relationships; introduction to medical-surgical nursing; human growth and development; geriatric nursing and pharmacology. (Prerequisite: HSC 1000. Corequisites: BSC 0080 and PRN 0000L.) Lab fee: $25. **FA, SP**

**PRN 0000P**                                                    **7.62 voc. crs.**
**Introduction to Nursing** Foundation courses related to the roles of the practical nurse, relationships with other members of the health team and the common needs of well people. Includes critical thinking; fundamentals of nursing; normal nutrition, vocational, personal and community relationships; introduction to medical-surgical nursing; human growth and development; geriatric nursing and pharmacology. May be repeated one time for credit. (Prerequisite: HSC 1000. Corequisites: BSC 0080 and PRN 0000L.) Lab fee: $12.50. **FA, SP**

**PRN 0042C**                                                    **5.8 voc. crs.**
**Home Health and Rehabilitation Nursing** Foundation course related to the roles of the practical nurse, relationships with other members of the health team and common needs of clients in various settings. Includes: rehabilitation nursing, community health concepts and basic pharmacology. (Prerequisites: PRN 0000 and BSC 0080. Corequisite: PRN 0042L and PRN 0120C.) Lab fee: $5. **SU**

**PRN 0042CP**                                                    **2.9 voc. crs.**
**Home Health and Rehabilitation Nursing** Foundation course related to the roles of the practical nurse, relationships with other members of the health team and common needs of clients in various settings. Includes: rehabilitation nursing, community health concepts and basic pharmacology. May be repeated one time for credit. (Prerequisites: PRN 0000P and BSC 0080. Corequisite: PRN 0042L and PRN 0120CP.) Lab fee: $2.50. **SU**

**PRN 0120C**                                                    **5.8 voc. crs.**
**Maternal/Child Health Nursing** Introduction to the care of newborns, antepartal care of the family to be, care of the laboring woman, the post-partum family and pediatric patients. Learning activities will emphasize nursing techniques, communication skills and problem solving in selected situations of nursing practice. (Prerequisite: PRN 0000 and BSC 0080. Corequisite: PRN 0120L and PRN 0042C.) Lab fee: $5. **SU**

**PRN 0120CP**                                                    **2.9 voc. crs.**
**Maternal/Child Health Nursing** Introduction to the care of newborns, antepartal care of the family to be, care of the laboring woman, the post-partum family and pediatric patients. Learning activities will emphasize nursing techniques, communication skills and problem solving in selected situations of nursing practice. May be repeated one time for credit. (Prerequisite: PRN 0000P and BSC 0080. Corequisite: PRN 0120L and PRN 0042C.) Lab fee: $2.50. **SU**

**PRN 0200**                                                    **15.18 voc. crs.**
**Medical-Surgical Nursing** Learning activities will emphasize nursing techniques, communication skills and problem solving in selected situations of nursing practice. Includes disorders of: (1) musculoskeletal, nervous, and sensory systems (2) respiratory-circulatory systems, (3) genito-urinary and reproductive systems, (4) gastrointestinal systems, and (5) the endocrine system. (Prerequisites: BSC 0080 and PRN 0000. Corequisite: PRN 0200L.) Lab fee: $35. **FA, SP**

**PRN 0200P**                                                    **7.59 voc. crs.**
**Medical-Surgical Nursing** Learning activities will emphasize nursing techniques, communication skills and problem solving in selected situations of nursing practice. Includes disorders of: (1) musculoskeletal, nervous, and sensory systems (2) respiratory-circulatory systems, (3) genito-urinary and reproductive systems, (4) gastrointestinal systems, and (5) the endocrine system. May be repeated one time for credit. (Prerequisites: BSC 0080 and PRN 0000P. Corequisite: PRN 0200L.) Lab fee: $17.50. **FA, SP**

**PRN 0904**                                                    **1-4 voc. crs.**
**Directed Study in Practical Nursing**
**FA, SP, SU**

**PSB 2442**                                                    **3 sem. hrs.**
**Addictions I – Psychology of Addictions** Acquaints students with variety of substances abused; categories of addiction; current trends in education, prevention and rehabilitation; and addiction services available. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **SP**

**PSC 1121**                                                    **3 sem. hrs.**
**Physical Science** Integrated principles of physical and earth sciences, the scientific method and selected areas of fundamental physics, chemistry, astronomy and meteorology. (Prerequisite or corequisite: ENC 1101 and MAT 1033.) **FA, SP, SU**

**PSC 2905**                                                    **1-4 sem. hrs.**
**Directed Study in Physical Science**
(Prerequisite: Appropriate placement scores or successful completion of college prep courses.)

**PSY 1012**                                                    **3 sem. hrs.**
**General Psychology** A scientific study of human behavior in relation to our development, motivation, emotion, perception learning and thinking. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite or corequisite: ENC 1101.) Lab fee: $5. **FA, SP, SU**

**PSY 2905**                                                    **1-4 sem. hrs.**
**Directed Study in Psychology**
(Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP, SU**

**PSY 2949**                                                    **1-4 sem. hrs.**
**Cooperative Education Experience in Psychology**
**FA, SP, SU**

**QMB 1001**                                                    **3 sem. hrs.**
**Business Math** Analytical treatment of practical business financial problems concerning interest, payrolls, financial statement analysis, buying and selling goods, consumer credit, etc., using calculators. Lab fee: $5. **FA, SP, SU**

**REA 0001**                                                    **4 college prep. crs.**
**Reading I** Designed for students scoring below minimum placement scores. Emphasis is placed on improving vocabulary, comprehension and reading rate. Three-hour lecture, two-hour lab required. (REA 0001 cannot be used toward AA, AAS or AS degree requirements. Corequisite: REA 0001L.) Lab fee: $5. **FA, SP, SU**

**REA 0002**                                                    **4 college prep. crs.**
**Reading II** Continuation of REA 0001. Emphasizes improving comprehension, critical thinking, reading fluency and vocabulary development. (REA 0002 cannot be used toward AA, AAS or AS degree requirements.) (Prerequisite: REA 0001. Corequisite: REA 0002L.) Lab fee: $5. **FA, SP, SU**

**REA 0003**                                                    **4 college prep. crs.**
**Reading III** Continuation of REA 0002. Designed to assist students in developing listening, reading and critical thinking

skills combined with planned program of advising and counseling. (REA 0003 cannot be used toward AA, AAS or AS degree requirements.) (Prerequisite: REA 0002. Corequisite: REA 0003L.) Lab fee: $5. **FA, SP, SU**

**REA 2905**      **1-4 sem. hrs.**
**Directed Study in Reading** (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) Designed to increase reading skills in the content areas.

**REL 2300**      **3 sem. hrs.**
**World Religion** A comparative study of religion, with emphasis on Judaism, Christianity, Hinduism, Buddhism, Taoism, Confucianism, Shinto and Islam. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite or corequisite: ENC 1101.) **FA, SP, SU**

**REL 2905**      **1-4 sem. hrs.**
**Directed Study in Religion** (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP, SU**

**RET 1024C**      **2 sem. hrs.**
**Introduction to Respiratory Care** An introduction to the scientific basis for respiratory care. Lecture and laboratory experiences. (Prerequisite: Admission to the Respiratory Care program.) Lab fee: $5. **FA**

**RET 1026C**      **4 sem. hrs.**
**Fundamentals of Respiratory Care I** Fundamentals of basic respiratory care techniques and equipment, including respiratory pharmacology. Introductory chest physiotherapy along with medical gas, humidity and aerosol and hyperinflation therapy. Lecture and laboratory. (Corequisite: RET 1024C.) Lab fee: $20. **FA**

**RET 1264**      **4 sem. hrs.**
**Fundamentals of Respiratory Care II** A continuation of basic respiratory care techniques and equipment. Topics emphasized are airway management, arterial punctures and ventilatory support for adult patients. (Prerequisite: RET 1026C.) Lab fee: $5. **SP**

**RET 1293**      **3 sem. hrs.**
**Cardiopulmonary Medicine** A study of diseases and clinical entities commonly encountered in patients needing respiratory care. (Prerequisites: BSC 1085C and RET 1485.) Lab fee: $5. **SP**

**RET 1414**      **3 sem. hrs.**
**Cardiopulmonary Diagnostics** A study of diagnostic techniques and instrumentation, including pulmonary function, blood gas analysis, electrocardiogram, heart-lung stress testing and other procedures. (Prerequisite: RET 1264. Corequisite: RET 1833.) Lab fee: $5. **SU**

**RET 1485**      **3 sem. hrs.**
**Cardiopulmonary Anatomy & Physiology** A detailed study of the structure and function of the heart and lungs, including respiratory related abnormal physiological processes and acid-base status. (Prerequisite: Admission to the Respiratory Care program.) Lab fee: $5. **FA**

**RET 1534**      **3 sem. hrs.**
**Cardiopulmonary Rehabilitation and Home Care** A study of rehabilitation and home care techniques for patients with chronic pulmonary disease. Ten-week course. (Prerequisite: RET 1293.) Lab fee: $10. **SU**

**RET 1832**      **4 sem. hrs.**
**Clinical Respiratory Care I** Clinical application of respiratory care procedures, including medical gas, humidity and aerosol and hyperinflation therapies. Ventilatory support and other adjunctive procedures also are included. Ethics in respiratory care are also discussed. Clinical. (Corequisite: RET 1264.) Lab fee: $10. **SP**

**RET 1833**      **2 sem. hrs.**

**Clinical Respiratory Care II** Continuation of Clinical Respiratory Care. New areas of emphasis include blood gas analyzers, pulmonary function testing and other diagnostic and monitoring instrumentation and techniques. Clinical. (Prerequisites: RET 1832 and RET 1264.) Lab fee: $10. **SU**

**RET 2483**      **2 sem. hrs.**
**Patient Assessment and Interaction** An introduction to comprehensive patient assessment. Lecture and laboratory experiences. (Prerequisite: Admission to the Respiratory Care program.) Lab fee: $10. **FA**

**RET 2714**      **3 sem. hrs.**
**Pediatric/Neonatal Respiratory Care** Instruction in the development and psychology of the fetal and neonatal lung, perinatal circulation, neonatal pulmonary disorders, treatment of perinatal patients with emphasis on respiratory care techniques, airway management and mechanical ventilation, pediatric therapy, drugs and dosages associated with the pediatric and neonate patient. (Prerequisites: RET 1485 and RET 1293.) **FA**

**RET 2876**      **4 sem. hrs.**
**Clinical Respiratory Care III** Continuation of Clinical Respiratory Care II (critical respiratory care) with emphasis on neonate and pediatric areas. Rotation through specialty areas including home care agencies, cardiac catherization lab, operating room, emergency room and post-anesthesia recovery areas. Mini case studies are presented in post conference daily and weekly on assigned patients. (Prerequisites: RET 1833 and RET 1832.) Lab fee: $5. **FA**

**RET 2877**      **4 sem. hrs.**
**Clinical Respiratory Care IV** The students continue their critical care rotations, exposure to special care areas adding skilled nursing facilities, long term care, pulmonary rehabilitation, pulmonary function testing laboratories and neonatal/ pediatric areas. Students also complete case studies for oral presentation. As a final project, students will write a term-quality research paper on a pre-approved topic relevant to the practice of respiratory care. (Prerequisite: RET 2876.) Lab fee: $5. **SP**

**RET 2934**      **3 sem. hrs.**
**Respiratory Care Seminar** A summation course in respiratory care including selected current topics, practice examination for entry-level, written registry and clinical simulations are administered as self-evaluation instruments for the students. Heavy use of case studies and practice simulations stressing all phases of patient assessment. Special emphasis to be placed on hemodynamic monitoring. In addition, state licensure and national credentialing will be discussed. Applications for entry-level respiratory care examination will be distributed and completed by the student. Employability skills including letter of application, resumé and interviews are discussed. Lab fee: $5. **SP**

**RTE 1000**      **1 sem. hr.**
**Fundamentals of Radiologic Technology** Provides extensive understanding of the fundamentals of radiation positioning, technique, protection, patient care and assessment, ethics, human diversity, body mechanics, medical-legal aspects, history and role of radiographer. **SP**

**RTE 1001**      **1 sem. hr.**
**Medical Terminology for Radiographers** Introduction to medical abbreviations, symbols and terms. A word-building system is introduced with related terminology. Understanding of radiographic orders and diagnostic reports are discussed. **SP**

**RTE 1418**      **2 sem. hrs.**
**Radiographic Exposures and Processing I** A study of the factors that govern and influence the production of an image.

Image processing, image receptor systems and accessory devices will be discussion. **SP**

**RTE 1457**           **2 sem. hrs.**
**Radiographic Exposures II** A continuation of Radiographic Exposures and Processing I, with emphasis on grids, image quality and technical factor selection. (Prerequisite: RTE 1418.) **SU**

**RTE 1503**           **2 sem. hrs.**
**Radiographic Procedures I** A study of patient positioning, equipment usage and image quality evaluation for exams involving the respiratory system, digestive/biliary system and appendicular skeleton. Emphasis on radiation protection and patient care. **SP**

**RTE 1503L**           **1 sem. hr.**
**Radiographic Procedures Lab I** Demonstration and student radiographer practice in anatomy and positioning of the chest, abdomen and appendicular skeleton. (Corequisite: RTE 1503.) **SP**

**RTE 1513**           **2 sem. hrs.**
**Radiographic Procedures II** Continuation of Radiographic Procedures I. A study of positioning, equipment usage and image quality evaluation of exams of the appendicular skeleton, organ system, shoulder girdle, and bony thorax. Detailed study of pharmacology involving contrast agents. (Prerequisite: RTE 1503.) **SU**

**RTE 1513L**           **1 sem. hr.**
**Radiographic Procedures Lab II** Demonstration and student radiographer practice in anatomy and radiographic positioning of the organ systems, bony thorax, appendicular skeleton, vertebral column and cranium. (Corequisite: RTE 1513.) **SU**

**RTE 1523**           **2 sem. hrs.**
**Radiographic Procedures III** A continuation of Radiographic Procedures III, with emphasis on the vertebral column, cranium and special projections for each system. Study of fluoroscopic, tomographic, and digital/computed R/F systems. (Prerequisite: RTE 1513.) **FA**

**RTE 1804**           **3 sem. hrs.**
**Radiographic Clinical Education I** Supervised clinical education in performing radiographic procedures with emphasis on competency evaluation in the respiratory, appendicular and abdominal anatomy. **SP**

**RTE 1814**           **3 sem. hrs.**
**Radiographic Clinical Education II** Supervised clinical education in performing radiographic procedures with emphasis on competency evaluation in the appendicular and contrast studies. (Prerequisite: RTE 1804.) **SU**

**RTE 1824**           **5 sem. hrs.**
**Radiographic Clinical Education III** Supervised clinical education in performing radiographic procedures with emphasis on competency evaluation on trauma, pediatric patients, and procedures performed outside the department in the axial and appendicular skeletons. (Prerequisite: RTE 1814.) **FA**

**RTE 2385**           **2 sem. hrs.**
**Radiation Biology and Protection** A study of the principles of cell radiation interactions and radiation protection principles. The student will develop an awareness of the potential harmful effects of radiation and safe usage of radiation for diagnosis and treatment. **SP, SU**

**RTE 2473**           **1 sem. hr.**
**Quality Management in Radiography** Study of the components involved in imaging systems with tests and procedures to evaluate them. State and Federal regulations/guidelines will be discussed. Basic pharmacology will be instructed during this course. **SP, SU**

**RTE 2563**           **3 sem. hrs.**
**Selected Radiographic Special Procedures I** A study of techniques/procedures other than those used in diagnostic radiography to include anatomy of the cardiac, nervous and reproductive systems, cross-sectional anatomy, and imaging/therapeutic procedures for these systems. **SP**

**RTE 2573**           **3 sem. hrs.**
**Selected Radiographic Special Procedures II** A continuation of RTE 2563 with emphasis on surgical imaging, computed tomography, magnetic resonance image, sonography, radiation therapy, nuclear medicine and interventional/catheterization procedures. (Prerequisite: RTE 2563.) **FA**

**RTE 2613**           **3 sem. hrs.**
**Radiation Physics I** The physics of diagnostic imaging including analysis and synthesis of energy and matter and their relationship. Detailed study of the atom and the components needed for the production x radiation. **SP**

**RTE 2623**           **3 sem. hrs.**
**Radiation Physics II** A continuation of Radiation Physics with emphasis on the X-ray tube, equipment, x-ray production and interactions with matter. (Prerequisite: RTE 2613.) **FA**

**RTE 2782**           **1 sem. hr.**
**Radiographic Pathology** This course provides knowledge of pathologic conditions seen radiographically and their effects on technique and positioning. **SP, SU**

**RTE 2834**           **5 sem. hrs.**
**Radiographic Clinical Education IV** Supervised clinical education in performing radiographic procedures with emphasis on competency evaluation on trauma, pediatric patients, and procedures performed outside the department in the axial and appendicular skeletons. (Prerequisite: RTE 1824.) **SP**

**RTE 2844**           **6 sem. hrs.**
**Radiographic Clinical Education V** Supervised clinical education in performance of radiographic procedures with emphasis on competency evaluation in Specialized Procedures: CT, MRI, Invasive Radiology, Surgery (Mobile), Radiation Therapy (optional), Nuclear Medicine, Mammography (optional), Cardiac Cath, Ultrasound, Interventional Procedures and in-service on osteoporosis exams. (Prerequisite: RTE 2834.) **FA**

**RTE 2854**           **5 sem. hrs.**
**Radiographic Clinical Education Vl** Supervised clinical education in performance of radiographic procedures with emphasis on Final Competency Evaluation. (Prerequisite: RTE 2844.) **SP, SU**

**RTE 2930**           **1 sem. hr.**
**Radiographic Image Critique** Course provides student with critical thinking and problem solving methods to be utilized in image evaluation to assure appropriate anatomy and/or pathology demonstrated on properly positioned images with high image quality. Students also gain knowledge in performance of repeat analysis. **SP**

**RTV 1940**           **3 sem. hrs.**
**Broadcast Technology Practicum I** Level I field placements provide opportunities for students to apply basic television production principles and techniques. The placements complement classroom sessions to provide hands-on participation under the direction of placement supervisors. Students assume production role duties in a specified list of television-station operations. (Prerequisite: Permission of assistant chair.) Class materials fee: $20. **FA, SP**

**RTV 1941**           **3 sem. hrs.**
**Broadcast Technology Practicum II** This Level II course integrates more advanced practical applications of television production theories, concepts and technical skills in a

television production setting under supervision of professional personnel. (Prerequisite: RTV 1940.) **FA, SP**

**RTV 2300**     **3 sem. hrs.**
**Broadcast Research/Newswriting/Presentation Skills** Basic instruction and practice in news gathering, writing and announcing for radio and TV. Students will create a video portfolio of live performances. This course is offered in live broadcast format on the ITS two-way system. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite: ENC 1101 or permission of chairperson.) **FA, SP, SU**

**RTV 2804**     **3 sem. hrs.**
**Broadcast Technology and Management IV** This Level IV placement will provide students with high-level production, direction and technical training in the context of actual studio and location television productions. (Prerequisite: RTV 2993.) **FA, SP**

**RTV 2993\***     **3 sem. hrs.**
**Broadcast Technology Practicum III** This Level III course will further develop television production methods and techniques. Students will refine skills in the production roles specified and be evaluated by the site supervisor. (Prerequisite: RTV 1941.) **FA, SP**
*\*Pending assigned course number.*

**RUS 1120**     **4 sem. hrs.**
**Russian I** Fundamental grammar principles and basic speech patterns with intensive drills in listening and speaking. Three-hour class instruction and two-hour laboratory. Lab fee: $5. **FA**

**RUS 1121**     **4 sem. hrs.**
**Russian II** Continuation of Russian I, with more emphasis on basic conversation and grammar. Three-hour class instruction and two-hour language laboratory. (Prerequisite: RUS 1120.) Lab fee: $5. **SP**

**RUS 2200**     **4 sem. hrs.**
**Russian III** Continue practice of oral Russian coupled with simple readings in culture/literature. Vocabulary building and basic composition. Three-hour class instruction and two-hour language laboratory. (Prerequisite: RUS 1121.) **FA**

**RUS 2201**     **4 sem. hrs.**
**Russian IV** Continuation of Russian III, developing more advanced skills in writing, reading comprehension and conversation. Three-hour class instruction and two-hour language laboratory. (Prerequisite: RUS 2200.) **SP**

**SLS 1122**     **3 sem. hrs.**
**Dynamics of Student Success** Designed to increase student success through the development of academic and life skills. Topics include study techniques, test anxiety, memory techniques and personal development. Lab fee: $5. **FA, SP, SU**

**SLS 1225**     **3 sem. hrs.**
**Human Potential Seminar** Exploration of students' values, talents, and abilities which direct one's life in relationship to educational planning, career decisions, personal goals and other human relation skills. Lab fee: $5. **FA, SP, SU**

**SLS 1226**     **3 sem. hrs.**
**Advanced Human Potential Seminar** In-depth experimental/didactic approach to conflict identification and resolution or management as related to life planning. A knowledge of your values and strengths is presumed. (Prerequisite: SLS 1225.) Lab fee: $5. **FA, SP**

**SLS 1711**     **3 sem. hrs.**
**Introduction to Tutoring** The course is an orientation and training course to prepare students for the role of peer tutor. The course emphasizes both content and process as well as

outcomes in the effective tutoring relationship. Enrollment in this course requires a minimum grade point average of 3.0. (Prerequisite: Permission of tutor training supervisor and appropriate department chairperson.) **FA**

**SLS 2301**     **3 sem. hrs.**
**Career Planning** Structured career planning assistance. Systematic study and review of interests, values, aptitude, employability skills, job search planning, career exploration and communications skills development. Lab fee: $10. **FA, SP**

**SLS 2304**     **1 sem. hr.**
**Career Exploration** Structured for self-paced individualized career exploration. Includes systematic review of Career Center library materials and use of computer-based career development programs. **FA, SP, SU**

**SLS 2363**     **1 sem. hr.**
**Adults in Transition** Designed to assist adults in finding more personal satisfaction and financial reward in the job market. It focuses on the relationship between self-understanding and potential careers. **FA, SP**

**SOP 2002**     **3 sem. hrs.**
**Introduction to Social Psychology** The function of individuals in social groups, with emphasis upon communications, persuasion, attitudes and other practical applications. (Prerequisite: Appropriate placement scores or successful completion of college prep courses; or permission of chairperson.) **FA, SP**

**SOP 2772**     **3 sem. hrs.**
**Psychology of Human Sexuality** A study of the psychological, biological, psychosocial and cultural aspects of human sexuality. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP**

**SOP 2905**     **1-4- sem. hrs.**
**Directed Study in Social Psychology** (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP, SU**

**SOS 1006**     **3 sem. hrs.**
**Soil Science** This course covers the principles of soils. Fertility, drainage, structure and profiles of soil are covered. **SP**

**SOS 2102**     **3 sem. hrs.**
**Chemicals and Fertilizers** This course covers all aspects of pesticide and fertilizer chemistry, purchasing, storage, handling and application. Governmental regulations and safety are emphasized. Preparation for restricted use pesticide license exam is also covered. **SP**

**SPA 1001**     **2 sem. hrs.**
**Linguistics and Communication Disorders** This course will introduce beginning level students to speech, language and its development, and hearing characteristics of the deaf and hard of hearing population across varying levels of hearing loss (from mild to profound). (Corequisites: SPA 2613 and SPA 2613L.) **SP**

**SPA 1626**     **2 sem. hrs.**
**Fingerspelling** This course is designed to improve the receptive and expressive fingerspelling proficiency of the student beyond basic skill levels. (Prerequisites: SPA 2613 and SPA 2613L.) **SU**

**SPA 2612**     **3 sem. hrs.**
**American Sign Language I** An introduction to American Sign Language vocabulary and structure as used by deaf adults. Emphasis will also be placed on the history and culture of deafness in America. This course would be beneficial to any person working with the deaf in education, nursing, medicine, business, pre-law, physical education and technical-occupational skills. (Corequisite: SPA 2612L.) NOTE: Does not satisfy DBCC foreign language requirement. **FA, SP**

**SPA 2612L**                                    **1 sem. hr.**
**American Sign Language I Lab** (Corequisite: SPA 2612.) Lab fee: $10. **FA, SP**

**SPA 2613**                                     **1 sem. hr.**
**American Sign Language II** (Prerequisites: SPA 2612 and SPA 2612L with a minimum grade of "C" or better or permission of chairperson. Corequisite: SPA 2613L.) NOTE: Does not satisfy DBCC foreign language requirement. **FA, SP, SU**

**SPA 2613L**                                    **1 sem. hr.**
**American Sign Language II Lab** This course is designed to reinforce in a lab setting material presented in SPA 2613. Students will have directed practice utilizing audiovisual materials emphasizing intermediate level expressive and receptive conversational practice. (Prerequisites: SPA 2612 and SPA 2612L with a minimum grade of "C" or better or permission of chairperson. Corequisite: SPA 2613.) Lab fee: $10. **FA, SP, SU**

**SPA 2614**                                     **3 sem. hrs.**
**American Sign Language III** This is an advanced course in American Sign Language for students who have previous course work in Signed English or other manual communication systems, but have no extensive background in grammatical structure and regional idiomatic usage of American Sign Language. The production of non-voiced, conversational, spontaneous signed sentences is the main objective, but continued emphasis of the ability to "read" signed phrases and sentences will also be an integral part of this course. (Prerequisites: SPA 2613 and SPA 2613L. Corequisite: SPA 2614L.) **FA**

**SPA 2614L**                                    **1 sem. hr.**
**American Sign Language III Lab** This laboratory course is designed to reinforce material presented in American Sign Language III, through the use of directed practice with audiovisual materials. (Prerequisites: SPA 2613 and SPA 2613L. Corequisite: SPA 2614.) Lab fee: $10. **FA**

**SPA 2615**                                     **3 sem. hrs.**
**American Sign Language IV** This is an advanced course for students who have previous course work in ASL, or other manual communication systems, and who require additional background in the physical characteristics, grammatical structure, regional and idiomatic usages of American Sign Language. (Prerequisites: SPA 2614 and SPA 2614L. Corequisite: SPA 2615L.) **SP**

**SPA 2615L**                                    **1 sem. hr.**
**American Sign Language IV Lab** The lab offers a practice component to develop advanced interpreting skills. Course practice materials will parallel theoretical models introduced in SPA 2613. (Prerequisites: SPA 2614 and SPA 2614L. Corequisite: SPA 2615.) Lab fee: $10. **SP**

**SPC 2600**                                     **3 sem. hrs.**
**Oral Communication/Research/Presentation Skills** Basic principles of speech communication, including practice with various types and methods of oral expression. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite: ENC 1101 or permission of chairperson.) **FA, SP, SU**

**SPN 1120**                                     **4 sem. hrs.**
**Spanish I** Fundamental grammar principles and basic speech patterns, intensive drills in listening and speaking, followed by reading and writing the language. Three-hour class instruction and two-hour language laboratory. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) Lab fee: $5. **FA, SP, SU**

**SPN 1121**                                     **4 sem. hrs.**
**Spanish II** Continuation of SPN 1120. Continue to develop basic Spanish conversation, reading and writing skills. Study all tenses and grammar fundamentals. Three-hour class instruction and two-hour language laboratory. (Prerequisite: SPN 1120.) Lab fee: $5. **FA, SP, SU**

**SPN 2200**                                     **4 sem. hrs.**
**Spanish III** Review of grammar and continued practice of oral Spanish. Reading of simple Spanish and Spanish- American literature. Special attention to vocabulary building and composition. Three-hour class instruction and two-hour language laboratory. (Prerequisite: SPN 1121.) **FA, SP**

**SPN 2201**                                     **4 sem. hrs.**
**Spanish IV** Continuation of SPN 2200. Readings from newspapers and magazines for purpose of oral and written presentations in Spanish. Three-hour class instruction and two-hour language laboratory. (Prerequisite: SPN 2200.) **SP**

**SPN 2905**                                     **1-4 sem. hrs.**
**Directed Study in Spanish**
**FA, SP, SU**

**SPN 2949**                                     **1-4 sem. hrs.**
**Cooperative Education Experience in Spanish**
**FA, SP, SU**

**STA 2023**                                     **3 sem. hrs.**
**Elementary Statistics** Topics include a survey of descriptive statistics and graphs, probability, random variables, confidence intervals, hypothesis testing, sampling, correlation and regression, and statistical applications including business applications. (Prerequisite: Placement through CPT or passed MAC1105 or MGF 2106 with grade "C" or better or permission of chairperson) Labfee: $5. **FA, SP, SU**

**STS 0003**                                     **2.03 voc. crs.**
**Introduction to Surgical Technology** An introduction to the medico-legal, ethical and psychological aspects of health care during surgical intervention. Aseptic techniques employed to guard against disease and infection, with methods to combat them. **FA**

**STS 0120**                                     **2.03 voc. crs.**
**Surgical Specialties I** Introduction to various types of surgery and specified human anatomy of the area where the operation is performed. (Prerequisite: BSC 0080.) **FA**

**STS 0121**                                     **2.77 voc. crs.**
**Surgical Specialties II** Introduction to additional types of surgery and specific human anatomy of the area where the operation is performed. (Prerequisite: STS 0120.) **SP**

**STS 0122**                                     **1.0 voc. cr.**
**Surgical Specialties III** Introduction to final group of complex surgical procedures and specific anatomy of the area where the operation is performed. (Prerequisite: STS 0121.) **SU**

**STS 0155C**                                    **6.4 voc. crs.**
**Surgical Techniques and Procedures** A supervised, well-structured didactic learning experience in the specialized field of operating room services and patient care. (Corequisite: STS 0003.) Lab fee: $95. **FA**

**STS 0255L**                                    **6.4 voc. crs.**
**Surgical Procedures Clinical I** Introduction as a surgical technologist by practicing learned skills and acquiring additional skills in affiliate facility's operating rooms in various surgical procedures. (Prerequisites: STS 0003 and STS 0155C. Corequisite: STS 0120.) Lab fee: $4. **FA**

**STS 0256L**                                    **12.5 voc. crs.**
**Surgical Procedures Clinical II** Intermediate participation as a surgical technologist by practicing learned skills and acquiring additional skills in affiliate facility's operating rooms in various surgical procedures. (Prerequisites: STS 0003, STS 0155C and STS 0255L. Corequisite: STS 0121.) Lab fee: $4. **SP**

**STS 0257L**                                    **5.2 voc. crs.**
**Surgical Procedures Clinical III** Advanced participation as a surgical technologist by practicing learned skills and acquiring additional skills in affiliate facility's operating rooms in various surgical procedures. (Prerequisites: STS 0255L and STS 0256L.

Corequisite: STS 0122.) Lab fee: $4. **SU**

**STS 0949** **1-4 voc. crs.**
**Cooperative Education Training Assignment in Surgical Technology**
FA, SP, SU

**SUR 2101C** **3 sem. hrs.**
**Surveying** Surveying and field work in measurements, land surveying and grading. Field work to include the care and use of surveying instruments in acquiring survey data and the laying out of lot lines, building lines, grades and utility lines. (Prerequisite: MTB 1348 or MAC 1114 concurrent or permission of assistant chair.) Lab fee: $5. **SP**

**SYG 2000** **3 sem. hrs.**
**Introduction to Sociology** A systematic and scientific study of social behavior, including social organization, culture, deviance, cultural behavior and social institutions. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite or Corequisite: ENC 1101.) **FA, SP, SU**

**SYG 2010** **3 sem. hrs.**
**Social Problems and Deviance** A study of major social problems and deviance in American society emphasizing causes, consequences and means of coping with these conditions. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP**

**SYG 2430** **3 sem. hrs.**
**The American Family** Investigation of the issues, changes and trends surrounding the contemporary American family. Findings from the field of family sociology will be compared to life experiences of students. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP**

**SYG 2905** **1-4 sem. hrs.**
**Directed Study in Sociology**
(Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP, SU**

**SYG 2949** **1-4 sem. hrs.**
**Cooperative Education Experience in Sociology**
FA, SP, SU

**TAX 2000** **3 sem. hrs.**
**Personal Income Tax** A tax study of the individual income tax return, gross income and exclusions, business expenses and retirement plans, self-employed and employee expenses, itemized and certain other deductions, credits and special taxes, accounting periods and methods, depreciation, capital gains and losses, withholding, estimated payments and payroll taxes. **FA, SP**

**THE 1000** **3 sem. hrs.**
**Dramatic Appreciation** An introduction to all the basic aspects of theater - the play, the playwright, the actor, settings and historical periods - using a Golden Ages approach. This course meets the 3,000 word minimum Gordon Rule requirement. Attendance at productions required. (Prerequisite: ENC 1101.) Lab fee: $5. **FA, SP, SU**

**THE 1035** **3 sem. hrs.**
**Dramatics I (Acting)** The student will have the opportunity to learn basic acting, stage techniques and character analysis and will gain practical experience in dramatic expression. Lab fee: $5. **FA, SP**

**THE 1036** **3 sem. hrs.**
**Dramatics II (Acting)** A continuation of THE 1035. May be taken without THE 1035. The student will have the opportunity to learn basic acting, stage techniques and character analysis and will gain practical experiences in dramatic expression. Lab fee: $5. **FA, SP**

**THE 2037** **3 sem. hrs.**
**Dramatics III (Theatre Production)** Advanced acting and stage techniques, with emphasis upon theater presentation. May be repeated one time for credit. **FA, SP**

**THE 2038** **3 sem. hrs.**
**Dramatics IV (Theatre Production)** Advanced acting and stage techniques, with emphasis upon musical/ drama theater presentation. Gain practical experience through participation in musical/theater production. May be repeated one time for credit. (Prerequisite: Permission of chairperson through audition.) **FA, SP**

**THE 2905** **1-4 sem. hrs.**
**Directed Study in Dramatics**
FA, SP, SU

**THE 2949** **1-4 sem. hrs.**
**Cooperative Education Experience in Dramatics**
FA, SP, SU

**TPA 2200** **3 sem. hrs.**
**Stagecraft** A study of the basic principles of set design, stage carpentry and props construction, with emphasis on performance construction/support. **SP**

**TPA 2949** **1-4 sem. hrs.**
**Cooperative Education Experience in Stagecraft**
FA, SP, SU

**VPI 0100C** **1 voc. prep. crs.**
**Vocational Preparatory Reading** This vocational preparatory course provides open-entry/open-exit instruction in reading and workforce readiness skills. The course provides individualized instruction tailored to the students' needs and learning styles. (Prerequisite or Corequisite: VPI 0521C.) FA, SP, SU

**VPI 0200C** **1 voc. prep. crs.**
**Vocational Preparatory Mathematics** This vocational preparatory course provides open-entry/open-exit instruction in mathematics and workforce readiness skills. The course provides individualized instruction tailored to the students' needs and learning styles. (Prerequisite or Corequisite: VPI 0521C.) FA, SP, SU

**VPI 0300C** **1 voc. prep. crs.**
**Vocational Preparatory Language** This vocational preparatory course provides open-entry/open-exit instruction in language and workforce readiness skills. The course provides individualized instruction tailored to the students' needs and learning styles. (Prerequisite or Corequisite: VPI 0521C.) FA, SP, SU

**VPI 0521C** **1 voc. prep. crs.**
**Vocational Preparatory Workforce Readiness Skills** This vocational preparatory course provides open-entry/open-exit instruction in workforce readiness skills. The course provides individualized instruction tailored to the students' needs and learning styles. This course is a prerequisite or corequisite for vocational preparatory language, mathematics and reading courses or can be taken as a stand alone course. Lab fee: $10. FA, SP, SU

**WOH 1001** **3 sem. hrs.**
**Introduction to World Civilization** An overview of ancient, medieval and modern civilizations in Asia, Africa, Europe, and the Americas. Emphasis on encounter and exchange through World War I. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite or Corequisite: ENC 1101.) Lab fee: $5. **FA, SP**

**WST 2010** **3 sem. hrs.**
**Women's Studies Seminar** The changing image of women

approached from the interdisciplinary perception of psychology (self-image), sociology (society's image) and the arts (cultural image). (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) **FA, SP**

**ZOO 2010C**                                   **4 sem. hrs.**
**General College Zoology** Morphology, physiology, evolution and behavior of animals. Primarily for biology majors and pre-medical students. Three-hour lecture, three-hour laboratory. (Prerequisites: Grade "C" or better in BSC 1010C. Corequisite: ZOO 2010L.) Lab fee: $20. **SP**

**ZOO 2949**                                   **1-4 sem. hrs.**
**Cooperative Education Experience in Zoology**
FA, SP, SU

# The District Board of Trustees
# and
# Administrative Organization
# of the College

# Administrative Organization of the College

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        Coach, Women's Basketball - (open)
        Coach, Men's Baseball - Tim Touma
        Coach, Men's Basketball - Bradley Underwood

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# Full-Time Faculty
# &
# Administration

# Department Chairpersons

## School of Arts & Sciences

Behavioral, Human and Social Sciences ............................................................David Miller
English ............................................................Elizabeth Blanton
Honors College.............................................................Vera Miller
Humanities and Cultural and Studio Arts ............................................ Doug Peterson
English Language Institute ............................................Judith Campbell
Visual Arts.......................................................... Dawn Sealy
Learning Communities.............................................Cassandra Blanton
Mathematics.........................................................Marc Campbell
Modern Languages......................................... José Carmona
Science ............................................................Allan Bonamy

## School of Business & Technologies

Business ............................................... Yvonne Newcomb-Doty
Hospitality/Culinary ......................................... Yvonne Newcomb-Doty

## School of Computer Science & Engineering Technologies

Computer Science.................................................Claude Phillips
Engineering Technologies......................................... Stan Sidor

## School of Health, Human & Public Services

Allied Health...................................................Michael McCumber
Dental Sciences.............................................Pamela Ridilla
Emergency Services Institute ............................................Louie Mercer
Health and Wellness .............................................William Dunne
Nursing ............................................ Linda Miles

## School of Industrial Technologies

Technical Careers.................................................Sharon Delgado

## School of Basic Studies & Secondary Education and Workforce Careers

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Workforce Careers ............................................ Gerald Frisby

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# ADVANCED TECHNOLOGY CENTER (ATC)
1770 Technology Blvd.
Daytona Beach, FL 32124
(386) 506-4100

From I-95, take the LPGA Blvd. exit.
East on LPGA to the first light (Williamson Blvd.).
North on Williamson Blvd., the ATC is located on the left,
approximately one mile from the intersection of LPGA/Williamson.
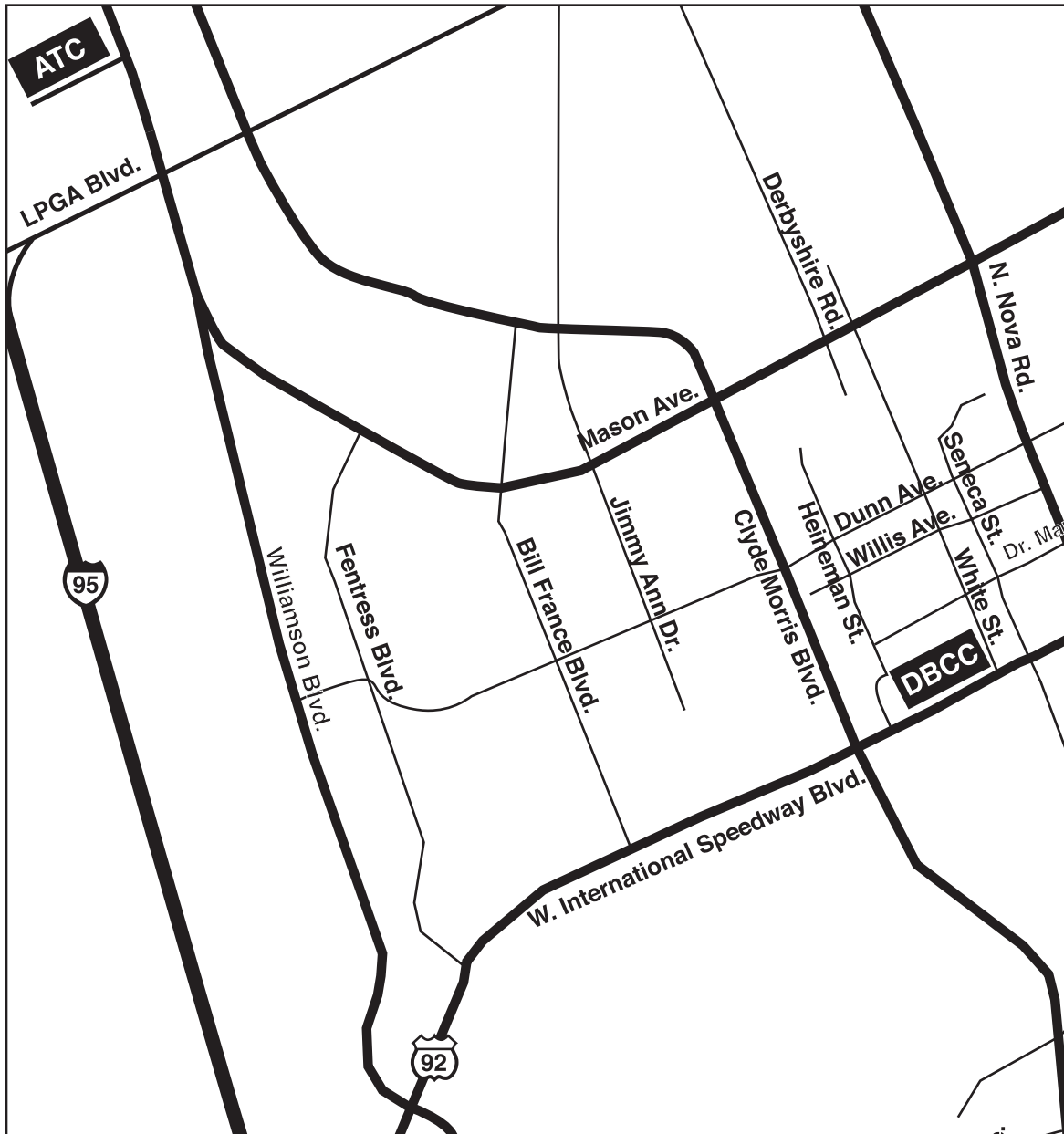
# DAYTONA BEACH CAMPUS
1200 W. International Speedway Blvd.
Daytona Beach, FL 32114
(386) 255-8131

From Interstate 95, head east three miles on US 92
(International Speedway Blvd.).
Campus is on the left, just past the intersection at Clyde Morris Blvd.
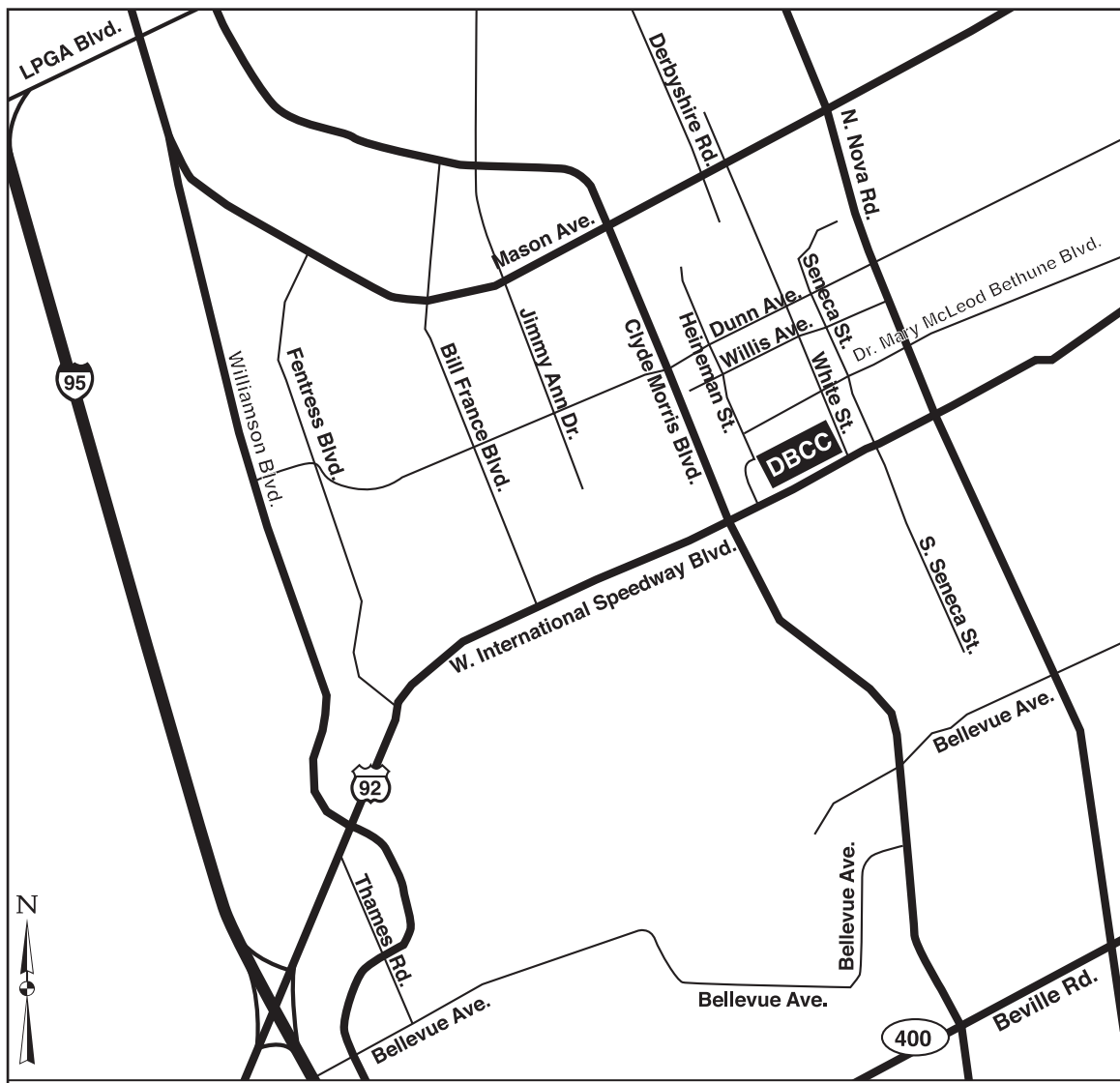
# DELAND CAMPUS
1155 County Road 4139
DeLand, FL 32724
(386) 785-2000


From Interstate 4, take exit #118 (old #56).
Head west on State Road 44 toward DeLand. Go approximately one mile.
Turn left (south) on County Road 4139.
Go approximately half mile. Campus is on the left.
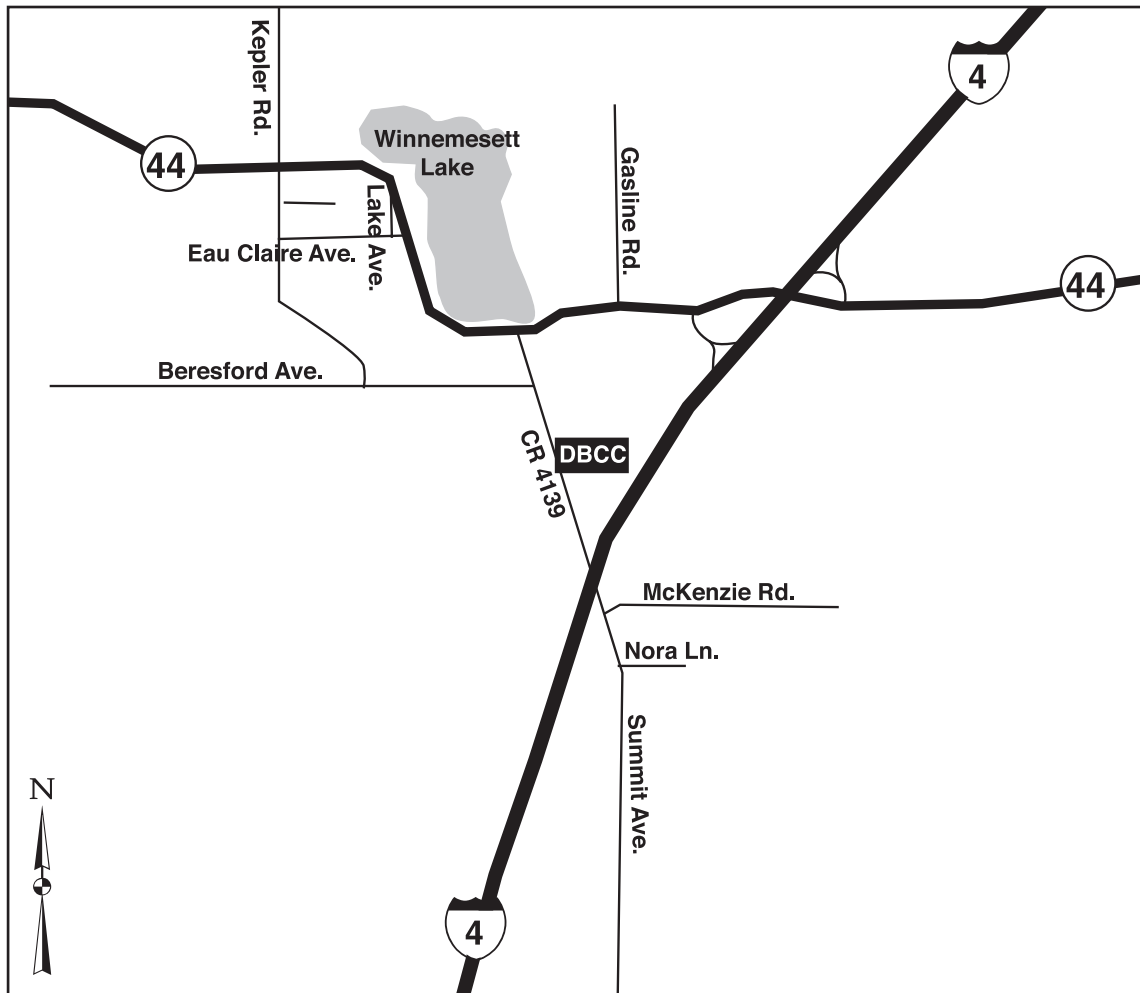
# DELTONA CENTER
2351 Providence Blvd.
Deltona, FL 32725
(386) 789-7241

From Interstate 4, take exit #114 (old #54). Turn toward Deltona on to
Howland Blvd. (SR 472E). Go 2.5 miles to Providence Blvd. (CR 4155S)
and turn right. Follow Providence Blvd. for approximately one mile
to the Deltona City Hall on your left.
Classes are currently being held at City Hall.
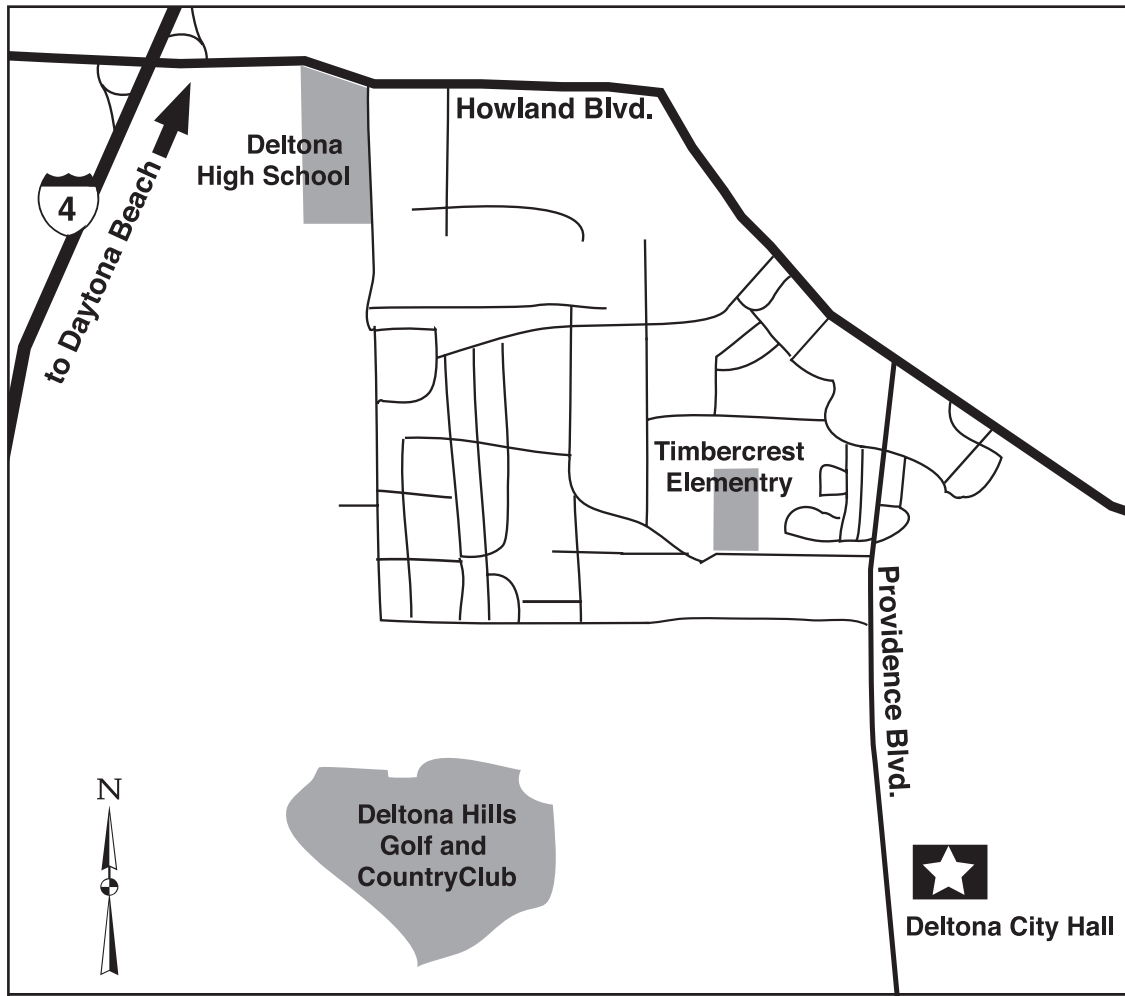
# FLAGLER/PALM COAST CAMPUS
3000 Palm Coast Parkway SE
Palm Coast, FL 32137
(386) 246-4800

From Interstate 95, take exit #289 (old #91C). Head east on Palm Coast Pkwy. for approximately two miles. The campus is the first right after you pass Colbert Ln.
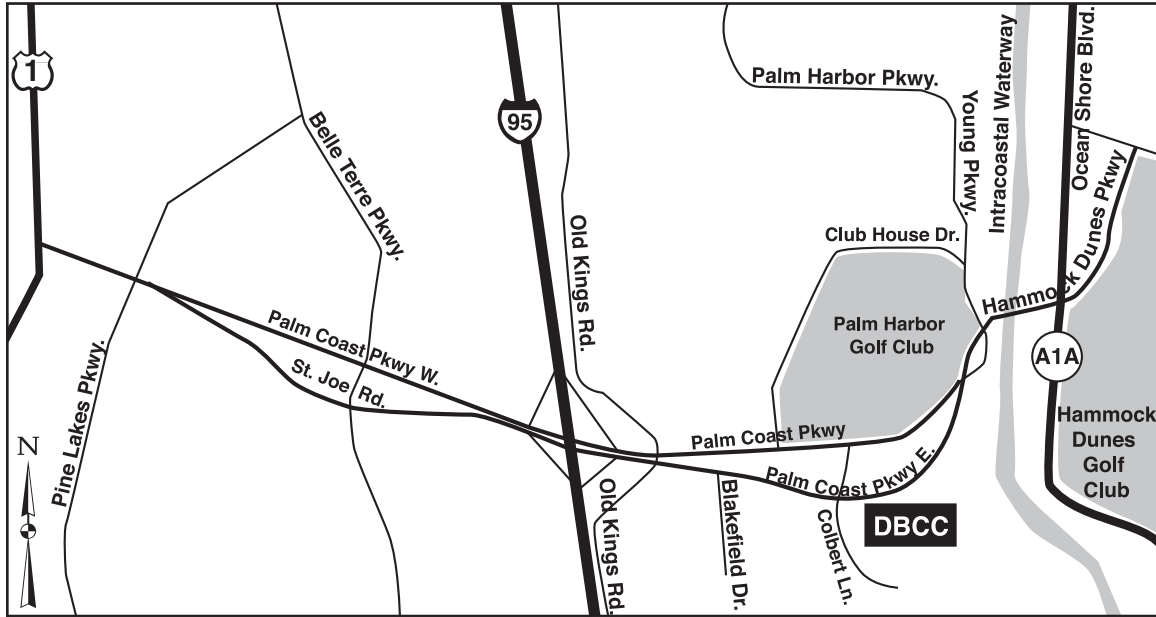
## NEW SMYRNA BEACH/EDGEWATER CAMPUS
940 Tenth St.
New Smyrna Beach, FL 32168
(386) 427-3472

From Interstate 95, take exit #249 (old #84) eastbound toward
New Smyrna Beach. Turn right on Mission Road,
then left on Josephine Street. The campus is a half mile on the right.

From US 1, turn right on Tenth Street in New Smyrna Beach.
The campus is on the left after you pass the three-way stop sign.

# Index

# Academic Program Code Listing

## Associate of Arts Programs Major Codes

Please select the Associate of Arts Curriculum Code which lists your intended major upon transferring to a university.

*TWO-YEAR AA DEGREE PROGRAM LEADING TO UNIVERSITY TRANSFER*
*DBCC offers the first two years of numerous bachelor's degree programs, including visual and performing arts, sciences, languages, education, liberal arts, math, psychology, business administration, public administration, social work, pre-professional programs (engineering, medicine, optometry, pharmacy, dentistry, law) and many others. Although DBCC's courses are designed to meet standard university requirements, students should know the requirements of the upper division institution they plan to attend.*

**0100 Undecided**

**0101 Communications**
Advertising/Public Relations
Broadcasting/Television
Communications
Film
Journalism
Modern Languages

**0102 Mathematics, Science & Technology**
Agriculture
Astronomy
Biology
Botany
Chemistry
Chiropractor (Pre-)
Computer Science
Dentist (Pre-)
Engineering
Forestry
Marine Biology
Math/Statistics
Medicine (Pre-)
Microbiology
Nursing
Nutrition
Pharmacy (Pre-)
Physical Therapy (Pre-)
Radiologic Sciences
Veterinarian (Pre-)
Wild Life/Ecology
Zoology

**0103 Humanities, Cultural & Aesthetic**
Acting
Animation
Art
Dance
English
Humanities
Music
Theatre

**0104 Behavioral & Human Sciences**
Anthropology
Athletic Training/Sports Medicine
Coaching
Criminal Justice
Criminology
Elementary Education
General Studies or Liberal Arts
Law (Pre-)
Legal Studies
Physical Education
Psychology
Secondary Education
Social Science
Social Work
Sociology
Special Education

**0105 Political, Economic & Business**
Accounting
Business, General
Economics
Finance
Management
Marketing
Political Science

**0106 Historical & Global**
Classics
Geography
History
International Relations
Philosophy
Religion

## Associate of Science Programs

*TWO-YEAR PROGRAMS LEADING TO AN AS DEGREE*
*DBCC prepares students for careers which require specialized college-level training. Graduates are prepared for immediate entry into occupations. All general education courses are transferable to the Florida State University System. The following five programs are part of a statewide articulation agreement with transferability to the Florida State University System: Business Administration (Transfer Option); Electronics Engineering Technology; Hospitality Management (Transfer Option); Nursing (Associate Degree); and Radiography.*

**Technical & Industrial**

| | |
|---|---|
| 2013 | Computer Engineering Technology |
| 2067 | Computer Information Technology |
| 2047 | Computer Programming and Analysis (Software Engineering Technology) |
| 2004 | Digital Media - Design Option |
| 2203 | Digital Media - Internet Design & Production Option |
| 2201 | Digital Television and Media Production |
| 2003 | Electronics Engineering Technology |
| 2046 | Graphics Technology - Design Option |
| 2070 | Interior Design Technology |
| 2005 | Internet Services Technology |
| 2002 | Networking Services Technology |
| 2075 | Photographic Technology |
| 2204 | Simulation Technology |

**Business**

| | |
|---|---|
| 2084 | Accounting Technology |
| 2059 | Business Administration (Transfer Option) |
| 2012 | Hospitality Management (Transfer Option) |
| 2062 | Legal Assisting (Legal Studies Option) |

**Health Careers & Public Services**

| | |
|---|---|
| 2039 | Criminal Justice Technology Bridge |
| *2036 | Dental Hygiene (2136) |
| 2044 | Early Childhood Education Associate Degree |
| 2056 | Fire Science Technology |
| 2007 | Human Services (Addictions Specialization) |
| 2026 | Human Services (General) |
| *2071 | Nursing (Associate Degree) (2171) |
| *2071 | Nursing for the Certified Paramedic and Registered Respiratory Therapist (Accelerated Associate Degree) (2171) |
| *2071 | Nursing for the Licensed Practical Nurse (Accelerated Associate Degree) (2171) |
| *2037 | Radiography (2137) |
| 2205 | Veterinary Technology (Distance Education Program) |

*All AAS and AS degree and certificate programs that are marked with an asterisk (*) are limited access programs. A separate application must be filed with the respective department for these programs. (Admission to the College does not guarantee admission to these programs.)

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# Academic Program Code Listing

## Associate of Applied Science Programs

*TWO-YEAR PROGRAMS LEADING TO AN AAS DEGREE*

*DBCC prepares students for careers which require specialized college level training. Graduates are prepared for immediate entry into business, health, human services, engineering technology, public services, technical, manufacturing, construction and visual arts.*

**Technical & Industrial**
- 3501 Architectural and Building Technology
- 3502 Automotive Service Management Technology
- 3517 Digital Media - Design Option
- 3532 Digital Television and Media Production
- 3505 Drafting and Design Technology (CAD)
- 3530 Golf Course Operations (Turf Management)
- 3508 Graphics Technology - Design Option
- 3514 Industrial Management Technology
- 3515 Interior Design Technology
- 3529 Manufacturing Technology
- 3523 Photographic Technology

**Business**
- 3500 Accounting Technology
- 3503 Business Administration (Marketing Management International, Management & Small Business, Entrepreneurship Specializations)
- 3504 Culinary Management
- 3510 Hospitality Management (Hotel/Motel, Restaurant Management & Tourism Management Specializations)
- 3528 Legal Assisting (Paralegal Option)
- 3522 Office Administration (Administrative Assistant Option)
- 3521 Office Administration (Medical Transcription Option)

**Health Careers & Public Services**
- \* 3506 Emergency Medical Services (3106)
- 3507 Fire Science Technology
- \* 3509 Health Information Management (3109)
- 3512 Human Services (Addictions Specialization)
- 3513 Human Services (General)
- \* 3518 Occupational Therapy Assistant (3118)
- \* 3524 Physical Therapist Assistant (3124)
- \* 3525 Respiratory Care (3125)
- 3526 Sign Language Interpretation

## Advanced Technical Certificate - 3001 Professional Photography

*PROGRAMS DESIGNED FOR STUDENTS WHO HAVE ALREADY RECEIVED AN AS OR AASDEGREE AND ARE SEEKING ADVANCED SPECIALIZED TRAINING.*

## Occupational Certificates

*PROGRAMS DESIGNED TO PROVIDE TRAINING IN VARIOUS FIELDS. COLLEGE CREDIT PROGRAMS CAN BE APPLIED TOWARD AN APPROPRIATE AAS/AS DEGREE.*

**College Credit Programs**
- 0943 Accounting Applications/Computerized
- 0916 Business Management
- 0921 Cable Installation
- 0922 Computer Engineering Technology Cisco (CCNA)
- 0938 Computer Programming
- 0915 Marketing Operations
- 0923 Network Communications (LAN)
- 0924 Network Communications (WAN)
- 0914 Office Management
- 0918 Office Management - Legal Option
- 0919 Office Management - Medical Option
- \*0957 Paramedic (1957)
- 0925 Wireless Communications

**Applied Technology Diploma Program**
- \*0960 Emergency Medical Technician (1960)
- 0920 Medical Record Transcribing

**Vocational Credit Programs**
- 1011 Air Conditioning, Refrigeration and Heating Technology (Commercial)
- \*\*ATB 1097 Automotive Collision Repair and Refinishing
- \*\*ATB 1021 Computer Support Specialist (Computer Repair)
- 1050 Correctional Officer Recruit Training
- 1031 Correctional Probation Officer Academy
- \*\*ATB 1084 Cosmetology
- \*1048 Dental Assisting (1148)
- 1057 Fire Apparatus Operator
- 1056 Fire Fighter II
- \*1079 Health Unit Coordinator (1179)
- 1051 Law Enforcement Recruit Training
- \*1024 Massage Therapy (1124)
- \*1023 Medical Assisting (1123)
- \*\*1044 Nails Specialty
- \*\*1027 Nurse Aide and Orderly
- \*\*1076 Patient Care Assistant
- \*1095 Practical Nursing (1195)

- \*1095 Practical Nursing - Part Time (1195)
- 1038 Public Safety Telecommunication
- \*1092 Surgical Technology (1192)
- 1033 Welding Technology (Applied)

**Apprenticeship Programs**
- 1020 Child Care Specialist Apprentice
- 1071 Electrical Apprentice - Non-Union
- 1072 Electrical Apprentice - Union
- 1028 Machine Trades Apprentice
- 1070 Plumbing Apprentice - Union
- 1037 Telecommunications Apprentice - Union

*ATB - Ability to Benefit programs are programs that do not require a high school diploma but do require that you achieve a minimum score to meet financial aid guidelines and minimum scores to meet program eligibility.*

*\*All AAS and AS degree and certificate programs that are marked with an asterisk (\*) are slimited access programs. A separate application must be filed with the respective department for these programs. (Admission to the College does not guarantee admission to these programs.)*

\*\*No high school diploma required for these programs.

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