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

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 rules and administrative procedures. These sources may be consulted for additional information. DBCC is an Equal Opportunity Institution.

DBCC 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, please call the Director of College Equity (386) 506-3916 or contact one of the following individuals:

Ms. Ursula Scott
Director, College Equity
Building 100, Room 225
(386) 506-3916

Mrs. Robin Barr
Director, Human Resources/Employment Equity
Building 100, Room 303F
(386) 506-4473

Mr. Idris Muhammad
Director, Student Disability Services/Student Equity
Building 100, Room 113G
(386) 506-3076

Mr. Will Dunne
Dean of Co-Curricula Activities & Athletics
Building 310, Room 241
(386) 506-4486

DBCC 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 the bachelor of applied science degree, two-year associate of arts, associate of applied science and associate of science degrees.

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.

Daytona Beach Community College

SHAPING OUR COMMUNITY

A FOUR-YEAR DEGREE GRANTING INSTITUTION

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PRESIDENT'S MESSAGE

DBCC is an amazing story of progress and growth. As I write this message, we are gearing up to celebrate our 50th year of serving the people of Volusia and Flagler counties.

Enrollment is strong. We have a medical school partnership with Florida State University. Our first four-year degree program, the Bachelor of Applied Science Degree in Supervision and Management, launched in 2006 and currently has nearly 275 students enrolled. Capital improvement projects totalling more than $60 million are under way at our five campuses, and our technology infrastructure is second to none — all this while we continue our tradition of providing area citizens with quality, affordable education and workforce training.

We take great pride in helping people prepare for new careers. Our students come from all walks of life. Because of their diversity, we offer a variety of support programs that help them meet or exceed their academic potential. No matter where one starts or how unprepared one is for the rigors of college, there are programs and services available at DBCC that can mitigate the obstacles and guide the student toward success.

Nothing worth striving for is easy, and many college students have to make significant life adjustments to keep pace, especially when they first enroll. Perhaps you might have your own self doubts about your academic abilities. But take comfort in knowing that help is always nearby. At DBCC, providing support and making our students as comfortable as possible so they can devote their energies to academic success is our highest priority.

At 50 years old, DBCC has matured and become well established in its own traditions. We're still your college, and so much more than just classrooms and degrees. Your college is about accessibility, value and quality, it's about involvement, it's about the human spirit and it's about personal growth and economic development. It's about progress and shaping our communities - one student at a time.

D. Kent Sharples, President

DAYTONA BEACH COMMUNITY COLLEGE 2007-2008 ACADEMIC CALENDARS

FALL SEMESTER 2007

	College Classes	Fall "A" Term	Fall "B" Term	Adult Ed. Classes	ATC Classes
Advanced Registration for Currently Enrolled and Returning Students	Apr. 2-6	Apr. 2-6	Apr. 2-6	N/A	Mar. 12
Registration (open)	Apr. 9 - Aug. 21	Apr. 9 - Aug. 21	Apr. 9 - Oct. 17	N/A	N/A
First Faculty Duty Day/Planning	Aug. 15-21	Aug. 15-21	Aug. 15-21	Aug. 15-21	Aug. 15-21
Last Day to Submit Proof of Florida Residency	Aug. 22	Aug. 22	Oct. 18	N/A	N/A
Fall Classes Begin	Aug. 22	Aug. 22	Oct. 18	Aug. 22	Aug. 22
State Employee Registration `	Aug. 22-28	Aug. 22-24	Oct. 18-22	N/A	N/A
Last Day to Adjust Schedules/Last Day to Audit a Course/Refund Period Ends (Day Classes)	Aug. 28	Aug. 22-24	Oct. 18-22	N/A	N/A
Labor Day Holiday	Sept.3	Sept. 3	N/A	Sept. 3	Sept. 3
CLAST Registration Deadline	Sept. 8	Sept. 8	Sept. 8	N/A	N/A
Last Day to Apply and Pay Fees for Graduation	Oct. 5	Oct. 29	Oct. 29	N/A	Oct. 5
CLAST Test Day	Oct. 9	Oct. 9	Oct. 9	N/A	N/A
Professional Development Day	Oct. 12	Oct. 12	N/A	Oct. 12	Oct. 12
Last Day to Change "I" Grade Awarded in Preceding Spring, Summer A, Summer B	Oct. 15	Oct. 15	Oct. 15	N/A	Oct. 15
Last Day to Withdraw from Classes	Oct. 26	Sept. 24	Nov. 19	N/A	N/A
Thanksgiving Holidays (Begins 5 p.m. Wed. 11/21)	Nov. 22-24	Nov. 22-24	Nov. 22-24	Nov. 22-24	Nov. 22-24
Fall Classes End	Dec. 10	Oct. 15	Dec. 12	Dec. 14	Dec. 10
Exam Days (Faculty Duty Days)	Dec. 11-14	Oct. 16-17	Dec. 13-14	N/A	Dec. 11-14
Last Faculty Duty Day	Dec. 14	Oct. 17	Dec. 14	Dec. 14	Dec. 14
Grades Due Within 48 Hours After Final Exam	Dec. 14	Oct. 17	Dec. 14	Dec. 1`4	Dec. 14
Holidays	Dec. 17-Jan. 1	Sept. 3	Dec. 17-Jan. 1	Dec. 17-Jan. 1	Dec. 17-Jan. 1
Diplomas Issued to Graduates (9:00 AM)	Jan. 11, 2008	Jan. 11, 2008	Jan. 11, 2008	Jan. 11, 2008	Jan. 11, 2008

* Students enrolling in late start classes can find the add/drop and withdrawal deadline on their schedule and fee statement.

SPRING SEMESTER 2008

	College Classes	Adult Ed. Classes	ATC Classes
Advanced Registration for Currently Enrolled and Returning Students	Nov. 5-9, 2007	Nov. 5-9, 2007	Nov. 5-9, 2007
Registration (open)	Nov. 12-Jan. 11	N/A	Nov. 12-Jan. 11
College Open	Jan. 2	Jan. 2	Jan. 2
Spring Planning	Jan. 9-11	Jan. 9-11	Jan. 9-11
First Faculty Duty Day	Jan. 2	Jan. 2	Jan. 2
Faculty Planning Days for Spring Term	Jan. 2-5	Jan. 2-5	Jan. 2-5
Last Day to Submit Proof of Florida Residency	Jan. 14	N/A	Jan. 14
State Employee Registration	Jan. 14	N/A	N/A
Spring Classes Begin	Jan. 14	Jan. 14	Jan. 14
Last Day to Adjust Schedules/Last Day to Audit a Course /Refund Period Ends (Day Classes)	Jan. 18	N/A	N/A
Martin Luther King Holiday	Jan. 21	Jan. 21	Jan. 21
CLAST Essay Exam Registration	Jan. 25	N/A	Jan. 25
CLAST Essay Exam	Feb. 26	N/A	Feb. 26
Last Day to Apply and Pay Fees for Graduation	Mar. 5	N/A	N/A
Last Day to Change "I" Grade Awarded in Fall Semester	Mar. 17	N/A	Mar. 17
Spring Break	Mar. 10-14	Mar. 10-14	Mar. 10-14
Last Day to Withdraw from Classes	Mar. 25	N/A	Mar. 25
Awards Convocation	Apr. 16	N/A	Apr. 16
Spring Classes End	May 5	May 9	May 5
Exam Days (Faculty Duty Days)	May 6-9	N/A	May 6-9
Last Faculty Duty Day	May 9	May 9	May 9
Grades Due within 48 hours after final exam (but no later than 12:00 noon May 12)			
Commencement	May 12	May 13	N/A
Diplomas Issued to Graduates (1:00 pm)	May 28	May 28	May 28

*Students enrolling in late start classes can find the add/drop and withdrawal deadline on their schedule and fee statement.

SUMMER SEMESTER 2008

	6 WEEK (A)	10 WEEK	12 WEEK	8 WEEK	6 WEEK (B)	Adult Ed.	ATC
Advanced Registration	Mar. 17-21	Mar. 17-21	Mar. 17-21	Mar. 17-21	Mar. 17-21	N/A	Mar. 17-21
Open Registration	Mar. 24	Mar. 2	Mar. 2	Mar. 2	Mar. 2	N/A	Mar. 2
CLAST Essay Exam Registration	May 9	May 9	May 9	May 9	May 9	N/A	May 9
First Faculty Duty Day	May 14	May 14	May 14	June 9	June 30	May 12	May 14
Classes Begin	May 14	May 14	May 14	June 9	June 30	May 12	May 14
Last Day to Adjust Schedules/Last Day to Audit/Refund Period Ends	May 16	May 16	May 16	June 11	July 2	N/A	May 16
State Employee Registration	May 14-16	May 14-16	May 14-16	June 9-11	June 30-July 2	N/A	May 14-16
Memorial Day	May 26	May 26	May 26	N/A	N/A	May 26	May 26
Last Day to Withdraw from Classes	June 9	June 25	June 3	July 14	July 28	N/A	June 25
Last Day to Apply and Pay Fees for August Graduation	June 6	June 6	June 6	July 11	July 11	July 11	June 6
Classes End	June 25	July 23	Aug. 6	Aug. 4	Aug. 11	Aug. 12	July 23
Final Exams	June 26	July 24	Aug. 7	Aug. 5	Aug. 12	N/A	July 24
Last Faculty Duty Day	June 26	July 24	Aug. 7	Aug. 5	Aug. 12	Aug. 12	July 24
Independence Day	N/A	July 4	July 4	July 4	July 4	July 4	N/A

* Students enrolling in late start classes can find the add/drop and withdrawal deadline on their schedule and fee statement.

FACTS ABOUT
DAYTONA BEACH COMMUNITY COLLEGE

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FACTS ABOUT
DAYTONA BEACH COMMUNITY COLLEGE

INSTITUTIONAL MISSION, GOALS AND VALUES STATEMENTS

VISION

Daytona Beach Community College will be the destination of choice for education.

MISSION STATEMENT

The mission of Daytona Beach Community College is to advance teaching, learning and innovation.

Daytona Beach Community College, a comprehensive public college, provides access to a range of flexible programs, from community enrichment to the baccalaureate degree, emphasizing student success, embracing excellence and diversity, and fostering innovation to enhance teaching and learning.

VALUES

Community – The DBCC Community encompasses our students, faculty, staff and the public we serve. Our community is built upon mutual respect, effective and open communication, and civic responsibility.

Integrity – DBCC strives for the highest ethical standards in all areas of operation, including the fair and consistent treatment of all members of the DBCC Community. The college fully supports academic freedom and the right of intellectual pursuit.

Excellence – To achieve academic excellence, professionalism, and quality in all the programs and services we offer, DBCC employs a system of continuous improvement based on assessment, accountability and engagement with the entire community.

Diversity – Diversity of people, thought and expression provides energy and vitality for the learning process. DBCC celebrates both the originality and distinction of individuals and cultures, while at the same time valuing the common bonds that unite us as a global community.

Innovation – Innovation and creativity are the keys to our growth as an institution, as well as the growth and success of our students. DBCC prides itself on its ability to adapt to a rapidly changing world, finding positive and creative solutions to the challenges it faces.

Student Success – There is no value more important than the success of our students. Our main goal is to provide students with the skills, knowledge and drive to succeed in the classroom, the workplace and in life. Beyond this success, we hope to instill in our students a lifelong love of learning.

INSTITUTIONAL 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.

- Offer a Bachelor of Applied Science degree in Supervision and Management for graduates of Associate 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.

- Provide a general education program that uses the context of humanities, social sciences, and natural sciences to develop academic knowledge and skills in reading, writing, critical thinking and mathematics.

- 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.

HISTORY OF THE COLLEGE

As it begins its 50th year of service to Volusia and Flagler counties, DBCC continues its commitment to progress and support of the communities it serves. The 2007-2008 academic year brings major change to the institution in terms of expansion of facilities and program offerings.

In 1957, the Florida Legislature authorized Daytona Beach Junior College as 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 to all 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 DBJC 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 DBJC to DBCC.

Over the years, the College 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. The College has fostered a tradition of excellence in academics and service to a growing community. The College now serves more than 33,000 students annually. In 2005, DBCC was approved by the Southern Association of Colleges and Schools (SACS) to be a four-year degree granting institution.

A leader in the area's workforce and economic development initiatives, the College is continually developing new technological means to deliver educational services to the community. Leading the list is the Advanced Technology College (ATC), an innovative educational partnership among the College, 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.

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

DBCC PUBLIC BROADCASTING:
Public Television with an Education Priority

DBCC Public Broadcasting 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 department of DBCC, its state-of the-art digital television facility and production staff are 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, Channel 15 offers a variety of locally produced programs intended to inform, educate and entertain viewers, and put Central Floridians in the spotlight. Each semester, Channel 15 also broadcasts more than 20 television courses offered for DBCC college credit. DBCC Public Broadcasting is one of only 10 public television stations licensed to a community college in the country.

On June 11, 2003, DBCC Public Broadcasting complied with the FCC (Federal Communications Commission) mandate to begin broadcasting digitally. In October 2003, the station 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 DBCC Public Broadcasting's current analog channel;

2. The DBCC Education 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 under way. With 80 percent of households expected to be converted to digital technology by 2008, the group will be experimenting and exploring all of the options in preparation for complete rollout.

Students and volunteers are an essential part of the DBCC Public Broadcasting 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 Bruce E. Dunn, associate vice president and general manager, at (386) 506-4576.

DIVISION OF ECONOMIC DEVELOPMENT

The Economic Development Division of DBCC represents and engages the college with the business and economic development community. In fulfilling this mission there are several aspects of the division.

The office of Economic Development is the lead organization representing the college with local, regional and state economic and workforce development organizations. Local organizations include chambers of commerce, Volusia and Flagler County Departments of Economic Development and Centers for Business Excellence, and organizations such as the Business Development Partnership and the Volusia and Flagler County Associations for Responsible Development (VCARD and FCARD). Regional organizations include www.MyRegion.org and the Florida High Tech Corridor Council.

State organizations include Enterprise Florida and the Florida Economic Development Council.

As relevant activities in these organizations are initiated, the college economic development staff connects and serves as a liaison between them and the appropriate DBCC academic or student service departments.

Administratively, the following departments fall under the umbrella of the Division:

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 or visit www.thecbi.com.

Community & Professional Education

Community Education offers a variety of personal enrichment classes for all members of the community. Summer camps designed for fun and learning are available for ages 6-16. You will also find adult classes in photography and foreign languages.

Professional and Continuing Education classes also are available for people wanting to obtain their Insurance or Real Estate Licenses or maintain licensure in this or other professions. Some classes are now available online.

Classes are affordable and convenient. They are scheduled at various times and locations to give you the greatest possibility to participate.

Community & Professional Education 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.

For more information on classes or to be put on our mailing list, please call Community & Professional Education at (386) 506-3858. For the latest class listing, visit us at http://www.thecbi.com.

Small Business Development Center

The DBCC Small Business Development Center is a partnership with the University of Central Florida and the US Small Business Administration. The DBCC SBDC is a team of certified professionals who are dedicated to providing management advice and training to potential and existing entrepreneurs. The Center's services include individual counseling, training workshops, a business resource center, specialized assistance as well as online classes. For more information please call (386) 506-4723 or visit our website at www.sbdcdaytona.com.

Florida Resource Center

The Florida Resource Center specializes in processes to identify workplace skills requirements, and then to develop curricula to meet these needs. A key methodology used by the Center is the DACUM (Developing a Curriculum) process. The Florida Resource Center performs DACUMS and leads focus groups for DBCC as well as for other colleges both nationally and internationally.

EDUCATOR PREPARATION INSTITUTE

The Educator Preparation Institute (EPI) is designed for people with a bachelor's degree who are interested in becoming highly effective certified teachers in Florida. The EPI is a program approved by the state of Florida that leads to the five-year Professional Educator's Certificate. The EPI program is a two-semester, 21-credit program that consists of seven content courses and two field experiences.

Those who successfully complete the EPI program and all portions of the Florida Teacher Certification Exam (FTCE) will receive their five-year Professional Educator's Certificate.

1200 W. International Speedway Blvd.
Daytona Beach, FL 32210-2811
Bldg. 150, Rm. 310
Web site: go.dbcc.edu/epi

(386) 506-4EPI (4374) Fax: 386-506-4493
EPI@dbcc.edu

ATHLETICS AND FITNESS

DBCC offers varsity level programs in men's basketball and baseball, and women's basketball, fast-pitch softball and golf. Our teams consistently compete at top levels both statewide and nationally.

The college emphasizes the need for athletes to perform well in the classroom as well as in their respective sports, and provides specialized tutoring and mentoring programs to help them achieve academic success. More information can be found on the Web at http://go.dbcc.edu/athletics/main.html .

Fitness Center

The L. Gale Lemerand Health, Wellness and Community Education Center is located on the Daytona Beach Campus. In addition to being home of the Falcons basketball teams, the center also features one of the most comprehensive fitness training facilities in Florida, including state-of-the-art weight training and aerobic equipment and an Olympic-sized aquatic center. More information can be found on the Web at http://go.dbcc.edu/athletics/fitness_ctr/index.html .

SOUTHEAST MUSEUM OF PHOTOGRAPHY

DBCC 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 300 exhibitions and produced more than 40 catalogues and publications. Each semester, the Museum produces academic support materials 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 visit the museum website www.smponline.org, or call (386) 506-3080.

MUSEUM HOURS

Open: Tues., Thurs. and Friday, 10-4. Weekends 1-5

June, July and December Hours are Tues. - Sunday, 1-5

Closed: Mondays, July 4, August 1-13, December 22-January 2, Daytona 500, Thanksgiving Weekend.

INTERNATIONAL AFFAIRS

The Office of International Affairs (OIA) assists the college in preparing 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 Director of International Projects, 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 and administering international education (IE) activities at the College, 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 is currently funded for another North American Mobility program, this time in Hospitality Management, Tourism and Culinary Arts. In 2004, 2005 and spring semester 2006, we were host for nine students from Mexico and Canada and sent one student to Mexico. On-going projects also include faculty and staff exchanges with the Wuxi Institute of Technology in China and continued activities with the Fundacíon Universitaria Panamericana in Colombia. The College also is working with the Bogotá, Colombia agency Acción Comunal as the lead institution for the consortium Community Colleges for International Development. The project's objective is to assist the public and private sectors there to develop community colleges. In addition we are cooperating with the government of the Dominican Republic, the office of the President, the Secretary of Higher Education, Science and Technology, and a businessmen's association there to develop a community college in Eastern Santo Domingo. We also assist faculty and staff in coordinating student study abroad programs. Currently we have two programs, one to Italy and the other to England. The college has also sponsored trips to India and Mexico. Finally in cooperation with the Center for Business & Industry, the Visual Arts/Graphics Department and the Tryone/Donegal Partnership in Ireland, the college was host to students from Ireland for a 10-week program in Digital Media.

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, and assisting in opening bank accounts, and acquiring a Social Security number and driver's license. OIS also provides 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 office can be reached at (386) 506-3565.

The OIA is located in Bldg. 110, Rms. 201, 202 and 203. The Department can be reached at (386) 506-3141, 506- 3683, or 506-3675.

UNIVERSITY CENTER

At Daytona Beach Community College, you get an education with options. DBCC offers a Bachelor of Applied Science degree in Supervision and Management. (See the College of Baccalaureate Studies and Management Programs section of this catalog for details.)

Through its University Center, the college also partners with many other institutions of higher education to offer students the opportunity to stay close to home and continue their education beyond the associate degree.

Why earn a bachelor's degree?

Earning your bachelor's degree not only opens more opportunities for employment and careers, it also is one of the best ways to boost your income earning potential.

According to the US Census Bureau, people who hold bachelor's degrees earn an average $23,000 a year more than those with only a high school diploma. Nationally, college graduates made an average of $51,554 in 2004, the most recent figures available, compared with $28,645 for adults with a high school diploma. High school dropouts earned an average of $19,169 and those with advanced college degrees made an average of $78,093.

University Center partnerships also provide the opportunity for area citizens to participate in master's and doctoral programs close to home.

Our partner institutions

- The University of Central Florida
- Barry University
- Bethune-Cookman University
- Embry-Riddle Aeronautical University
- Northcentral University
- Capella University
- Nova Southeastern University
- St. Petersburg College
- The University of Phoenix
- The University of Florida

DBCC also is in negotiations with Florida State University, and continues to pursue other partner institutions as opportunities present themselves.

READY TO
Upgrade Your Career?

DBCC now offers you a
Bachelor of Applied Science Degree
in Supervision and Management

Applications for admission are now being accepted.

ENROLL TODAY!

Visit our Web site at
www.dbcc.edu/bachelor

Office of Admissions (386) 506-3059
For information call (386) 506-4227.

An Equal Access/Equal Opportunity Institution

Daytona
Beach Community
College

SHAPING OUR COMMUNITY

Advanced Technology College

1770 Technology Blvd., Daytona Beach, FL 32117

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.

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; DBCC's Public Broadcasting System affiliate; a child care facility serving DBCC student parents, staff and community members; The University Center at DBCC, where students can earn a four-year baccalaureate degree in a variety of programs, including DBCC's Bachelor of Applied Science in Supervision and Management degree.

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. 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.

Deltona Campus

2351 Providence Boulevard, Deltona

The Deltona Campus 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. A variety of DBCC's business and industry training programs, as well as technology disciplines are housed at the Deltona facility. The first 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 college credit, college preparatory, adult basic education, general education development (GED) and English for Speakers of Other Languages (ESOL) courses. Students can also take the first year of the two-year Associate Degree Nursing Program and public school teacher certification courses. All general education requirements for the associate of arts degree and many requirements for the associate of science degree programs may be completed here. Facilities include a Nursing laboratory, two science laboratories, an academic support center, two computer laboratories, an amphitheater, 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 COLLEGE

1770 TECHNOLOGY BLVD., DAYTONA BEACH, FL 32117 • (386) 506-4100

Technology is changing the world. It's also changing education. Today many jobs require training in technology. That's why the Advanced Technology College (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 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 requirement 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   Some programs will be held at the ATC as well as other DBCC campuses.

COMPUTER TECHNOLOGY

Cable Installation
Computer Engineering Technology
Computer Engineering Technology Cisco (CCNA)
Computer Information Administrator
Computer Programming
Computer Programming and Analysis
Computer Specialist
Computer Support Specialist (Computer Repair)
Digital Media: Internet Design
    and Production Option
Electronics Engineering Technology
Information Technology Administration
Information Technology Analysis
Information Technology Management
Information Technology Support Specialist
Information Technology Technician
Internet Services Technology
Microcomputer Repairer/Installer

Network Communications (LAN)
Network Communications (WAN)
Network System Developer
Network Administrator
Robotics and Simulation Technology
Web Development Specialist
Wireless Communications

AUTOMOTIVE PROGRAMS

Automotive Collision Repair & Refinishing
Automotive Service Management Technology

CONSTRUCTION, MANUFACTURING & ENGINEERING

Air Conditioning, Refrigeration
    and Heating Technology
Architecture and Building Design Technology
AutoCAD Foundations (Architectural)
AutoCAD Foundations (Manufacturing)
Drafting & Design Technology
    with Computer Aided Design
Manufacturing Technology

APPRENTICESHIPS

Electrical Non-Union
Electrical Union
Plumbing Union

UNIVERSITY OF CENTRAL FLORIDA
REGIONAL CAMPUSES AT DAYTONA BEACH, DELAND AND DELTONA

Serving Volusia and Flagler counties, UCF Daytona Beach is a state-supported, upper-level campus enrolling junior, senior and graduate students. UCF opened a local facility in 1968, specifically to serve students in East Central Florida, who earn associate's degrees from DBCC 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 serves more than 46,000 students throughout Central Florida.

UCF Daytona Beach partners with DBCC in support of Florida's 2+2 program. With 2+2, you can complete an associate's degree at DBCC, and then continue at UCF Daytona Beach for the completion of your bachelor's degree. Whether you are a first-year student or a student ready to enter your junior year, the partnership between DBCC and UCF makes accredited public education accessible.

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

UCF Daytona Beach operates in partnership with DBCC and offers 15 undergraduate and eight graduate programs. 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.

TWO YEARS AT DBCC AND
TWO YEARS AT UCF = THE 2+2 PROGRAM

THE DBCC/UCF 2+2 PROGRAM IS SIMPLE:

DBCC provides students opportunities to complete their freshman and sophomore-level classes and graduate with an A.A. or A.S. degree. Graduates with a minimum 2.0 cumulative GPA from DBCC are then able to transfer with seamless and convenient access to upper-level study at UCF.

ADVANTAGES OF THE DBCC/UCF 2+2 PROGRAM:

Convenient — UCF Daytona Beach offers fully accredited, high-quality programs right in your community. The 2+2 Program enables students to complete their four-year degree without leaving Volusia County. UCF advisors will help you design a plan that works best for your learning style, schedule and budget. Whether place-bound by work, family responsibilities or economic circumstances, enjoy access to professional advisors and staff and an increasing array of courses and programs.

Quality — At UCF Daytona Beach you will work with faculty who are focused on teach and are recognized experts in their fields. Youâ€™ll learn in small class sizes, often with fewer than 25 students, with all the personal attention possible in a small-college atmosphere along with the wide range of benefits of attending the seventh-largest university in the nation.

Value — Most UCF students travel short distances from their homes or work to attend classes in their communities. This saves on room, board and travel expenses.

SUCCESSFUL COMPLETION OF THE
2+2 PROGRAM OPENS THE DOOR TO
UCF 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 107
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 Daytona Beach:
www.ucfdaytona.edu

COLLEGE OF BACCALAUREATE STUDIES AND MANAGEMENT PROGRAMS

DBCC COLLEGE OF BACCALAUREATE STUDIES AND MANAGEMENT PROGRAMS

Your Associate degree program prepared you to enter the job market at an entry-level or mid-level position. The BAS program will broaden your knowledge of applied management practices and put you on the path to career advancement.

BAS PROGRAM MISSION STATEMENT

To provide access for students to earn a quality baccalaureate education that aligns with the program goals to meet local business and industry management workforce needs. Students will broaden their knowledge in management skills, be creative thinkers in an applied business environment, practice behaviors in business that are centered in ethical and socially responsible relationships, and cultivate the entrepreneurial spirit that provides career choices and encourages life-long learning.

Contact for information
call (386) 506-4BAS or email BASinfo@dbcc.edu
Web site: http://go.dbcc.edu/sbs/

A MESSAGE FROM THE VICE PRESIDENT OF THE COLLEGE OF BACCALAUREATE STUDIES AND MANAGEMENT PROGRAMS

The College of Baccalaureate Studies and Management Programs marks a milestone at DBCC for our students, faculty, staff, and the business communities of Volusia and Flagler counties. As the Vice President of Baccalaureate Studies and Management Programs, I welcome you and encourage you to apply to the BAS in Supervision and Management program. We are committed to providing access for students who want to earn a quality baccalaureate education. Program goals include meeting the needs for skilled management employees. Students will broaden their knowledge in management skills and sharpen their decision making and critical thinking abilities through a relevant and practical learning experience.

Students will find this learning experience to be challenging and will be encouraged to be creative thinkers and practice management skills in an applied environment centered on ethical and socially responsible behaviors. They will learn to cultivate an entrepreneurial spirit that provides career choices and encourages life-long learning. Courses are taught by faculty with excellent academic credentials and employment experience in management. I invite you to take advantage of this opportunity to further your education in an environment that welcomes you!

In closing, I ask you to invest the time to consider your educational options, and make your next choice a lifetime of value by obtaining your bachelor's degree. Earning your bachelor's degree at DBCC's College of Baccalaureate Studies and Management Programs will inspire you, challenge you, and provide the foundation for you to achieve your career goals.

Thank you for taking the first step. The staff, faculty, and I look forward to helping you make a successful journey!

Sincerely,
Dr. Eileen Hamby

BAS PROGRAM OVERVIEW

The Bachelor of Applied Science (BAS) in Supervision and Management program prepares individuals who already have skills in a technical area for supervisory and management roles and positions. Associate degree programs have prepared these individuals to enter the job market at entry-level or mid-level positions. Upper-level coursework in the BAS program broadens their knowledge in applied management practices and prepares them for supervisory and management opportunities within their technical field.

Specializations are available within the degree program in the following areas:

1. Hospitality and Culinary Management
2. Entrepreneurship
3. Health Services Administration
4. Public Safety Management
5. Global Business Management
6. Manufacturing Operations Management

CAREER OPPORTUNITIES

Students graduating from Daytona Beach Community College's Supervision and Management program will be prepared to effectively lead and manage business operations within their technical field of interest. Specifically, the business community in Volusia and Flagler counties articulated the need for Daytona Beach Community College to produce individuals with bachelor's level supervisory and managerial skills to enhance the technical preparation provided by their associate degree programs. Earning your DBCC bachelor's degree will provide the access needed for employees to advance their skills in the workplace for managerial career opportunities.

SUPERVISION AND MANAGEMENT COURSES

The upper-division supervision and management courses provide students with a general, but comprehensive understanding of business enterprises and a command of practical management skills. The curriculum builds from the practitioner viewpoint to a thorough understanding of all facets of enterprise management as the student progresses. Many local businesses and industries were involved in developing curricula for workforce education programs. The results of curriculum development panels, composed of experts from a wide variety of occupations and professions, consistently indicate that supervisory and management skills are necessary for an increasingly broad spectrum of occupations. Students will discover that the BAS supervision and management courses are balanced with a theoretical foundation and a practical, applied methodology to allow students to meet learning learning outcomes.

ADMISSION REQUIREMENTS FOR THE BACHELOR OF APPLIED SCIENCE IN SUPERVISION AND MANAGEMENT PROGRAM

Applications are accepted year-round and students may start the program during any semester of the academic year. There is no application fee. Admission to the Bachelor of Applied Science (BAS) in Supervision and Management program is open to all applicants who meet the admission requirements.

Requirements for admission to the BAS program are:

1. Applicants must complete an application to the BAS in Supervi-

sion and Management program. Applications are available in the admissions office, the program office, and online at http://go.dbcc.edu/bachelor.

2. Applicants for the BAS program must have earned an associate degree. Students with an Associate of Arts (AA) degree wishing to upgrade their career may be admitted to the program with the approval of the Chair of the BAS program. Those with AA degrees who have completed all core general education credits are required to complete 18 credits in an occupational/technical area, e.g., accounting technology, computer science, business, etc. (i.e., 60 AA credits plus 18 occupational/technical credits) in place of the additional general education core credits required of the AS/AAS graduate.

3. Applicants must have at least 60 college credit hours, including a minimum of 15 credit hours of transferable general education courses. Applicants must have received a grade of "C" or better in all core general education courses that transfer into the BAS program, and have earned an overall grade point average of 2.0 in the associate degree program courses.

COMPLETION REQUIREMENTS FOR THE BACHELOR OF APPLIED SCIENCE PROGRAM

Requirements for graduation from the Bachelor of Applied Science (BAS) program are:

1. Students must successfully complete 120 hours of college-level credit courses in the degree program, including the lower division associate's degree, and the 42 hours of BAS in Supervision and Management coursework, which concludes with the Capstone course.

2. Students must successfully complete with a grade of "C" or higher 36 hours of general education in the areas of communications core, mathematics core, sciences core, humanities, cultural, and aesthetic core, behavioral and human (social) sciences core, health and wellness core, political, economic and business core, and historical and global core (according to the distribution or its equivalent, established by DBCC for its Associate of Arts degree).

3. Students must maintain a cumulative GPA of at least a 2.0 on a 4.0 scale for all BAS in Supervision and Management courses, plus complete each BAS course with a grade of "C" or higher.

4. Students must complete the Florida foreign language requirement prior to the completion of the BAS program. The requirement may be met by two years of the same foreign language in high school or eight credits of the same foreign language in college.

5. Students must earn passing scores on the state of Florida College-Level Academic Skills Test (CLAST) or meet eligibility standards for CLAST alternatives. 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.

Students must meet all other DBCC graduation policies and deadlines.

FREQUENTLY ASKED QUESTIONS

What is the definition of a Bachelor of Applied Science degree?

The Bachelor of Applied Science (BAS) is the designated degree for flexible baccalaureate programs that are designed to accommodate the unique demands for entry to and advancement in specific workforce sectors. BAS programs provide degree-completion opportunities for students from a variety of educational backgrounds, but primarily those with an associate's degree or equivalent. BAS degree programs within the state of Florida conform to all articulation conventions (including common course prerequisites, CLAST, and common course numbering). BAS programs typically include capstone experiences that provide opportunities for students to demonstrate the application of acquired knowledge, skills, and competencies.

What does the BAS program provide associate's degree graduates?

The BAS program builds on an occupational/technical program typically offered at community colleges. Associate's degree programs traditionally consist of coursework specific to occupational or technical fields and may not transfer to conventional baccalaureate programs. However, general education course work (core courses) can be applied to the core requirements of many educational institutions. Associate's degree graduates are invited to apply to the BAS program. Associate of Arts graduates who wish to upgrade their career also may apply. Additional coursework within an occupational/technical program of study (e.g., accounting technology, computer science, business, etc.) is required. This BAS degree allows for a seamless transition between the associate's and bachelor's degrees.

In what major field of study does DBCC's BAS program concentrate?

DBCC's BAS program is in Supervision and Management. The College of Baccalaureate Studies and Management Programs has developed specializations in the following areas:

1. Hospitality and Culinary Management
2. Entrepreneurship
3. Health Services Administration
4. Public Safety Management
5. Global Business Management
6. Manufacturing Operations Management

Please call the program office for details at (386) 506-4227.

What will the BAS degree provide for me in the workplace or on the job?

Many jobs today require a four-year degree; therefore, the bachelor's degree often can provide more employment opportunities and higher compensation for graduates. The BAS program concentrates on skills that are required to be an effective supervisor or manager. These skills include human resource management, leadership, organizational behavior, strategic management, customer relations, and operational decision making.

Can I attend either as a part-time or full-time student?

Yes. To accommodate varying work schedules, BAS courses are offered during the evening and on weekends.

Are online, half and half, or hybrid courses available?

Yes. Please see the online catalog for available course offerings. Online courses require 100% of class time through the Internet. Hybrid web-enhanced courses require 25% face-to-face class time in a traditional classroom setting and 75% of class time through the Internet. Half/Half web-enhanced courses require 50% class time in a face-to-face traditional classroom setting and 50% of class time through the Internet. In addition, many of the BAS courses are offered in an eight-week format.

BACHELOR OF APPLIED SCIENCE IN SUPERVISION AND MANAGEMENT PROGRAM COURSE DESCRIPTIONS

GEB 3212   Business Writing   3 sem. hrs.
This course emphasizes the basics of business writing while reviewing the various kinds of written business correspondence. Students are expected to integrate business decision making and analytical thinking skills into the content. Students must be able to determine solutions to problem-based exercises. PR: ENC 1101 or Equivalent; Junior status or permission of the chair is required.

ACG 3024   Accounting for Non-financial Majors   3 sem. hrs.
This course addresses the use of accounting information by non-financial managers. Emphasis is placed on the interpretation of accounting information and the language of financial accounting to effectively participate in activities such as planning, investment, control, and managerial decision making. PR: MAC1105 or Equivalent; Junior status or permission of the chair is required.

BUL 3130   Legal, Ethical, and Social Aspects of Business   3 sem. hrs.
This course explores the nature of legal, ethical, and societal environments of business. Emphasis is placed on business's social, legal, politi-

cal, and ethical responsibilities to both external and internal groups in business. Topics include corporate social responsibility, legal, political and ethical aspects of business, state and federal laws, contracts, intellectual property, employment law, product liability, safety issues, and environmental regulation. PR: Junior status or permission of the chair is required.

MAN 3240   Organizational Behavior   3 sem. hrs.
This course is a study of individual and group behavior in organizations. Students will develop an understanding of how organizations can be managed more effectively. Course content includes motivation, group dynamics, conflict resolution, goal setting and rewards, job design, work stress, power/politics, and organizational change and development. PR: Junior status or permission of the chair is required.

MAN 3353   Management Theory and Practices   3 sem. hrs.
This course examines management theory, relevant applications and cases, self-management, teamwork, global awareness, and communication for the development of management competencies. PR: Junior status or permission of the chair is required.

MAN 4162   Customer Relations for Managers   3 sem. hrs.
This course examines relationship building for all customers of an organization. The impact of culture and diversity on business relationships, successful negotiation strategies, and promotion of the organization through media relations are discussed. PR: Junior status or permission of the chair is required.

MAN 4301   Human Resource Management   3 sem. hrs.
This course is a study of the functions of human resource management including recruitment, selection, benefits and compensation, performance evaluation, development of employees, and formulation of human resource procedures. The strategic role of human resources and current issues will be discussed. PR: Junior status or permission of the chair is required.

GEB 4891   Strategic Management and Decision Making   4 sem. hrs.
This course emphasizes strategic planning and strategy implementation in an organization. Students learn how to perform internal and external audits, identify problems, formulate goals and objectives, develop action plans, and evaluate the effectiveness of the outcome of the plan. Case studies are used to promote decision-making abilities. PR: Senior status or permission of the chair is required.

MAN 4120   Leadership Challenges and Supervision   3 sem. hrs.
Discussion and application of leadership theories include skill formation to develop leadership abilities. Team building skills are emphasized to enhance leadership effectiveness. Students learn the importance of visioning in their organizations. PR: Senior status or permission of the chair is required.

ISM 4011   Introduction to Mgmt Information Systems   4 sem. hrs.
This course provides an introduction to the use of information technology in the business environment. The language, concepts, structures, and processes involved in the management of information systems will be discussed. The course will have an applications component where software will be used to support managerial decision making. PR: CGS 2100 or equivalent. Senior status or permission of the chair is required.

MAN 4504   Operational Decision Making   3 sem. Hrs.
This course focuses on operational decision making management techniques to improve the processes and productivity in organizations. Discussion of quality and outcomes, efficiency, forecasting, work-flow processes, inventory control, design of goods and services, waiting lines, and critical path. Managing a project from beginning to end, including how to identify needs, and define, assign, and track items, is addressed. PR: Senior status or permission of the chair is required.

GEB 4930   Selected Topics in Management   3 sem. hrs.
Current topics, issues, and trends pertinent to supervisors and managers are discussed. PR: Senior status or permission of the chair is required.

MAN 4900   Capstone Project in Supervision & Management 4 sem. hrs.
This course focuses on the integration of knowledge, skills, and abilities learned in the program through a capstone project. PR: Senior status or permission of the chair. To be taken during the last semester of the program.

BACHELOR OF APPLIED SCIENCE
IN SUPERVISION AND MANAGEMENT PROGRAM OF STUDY - CODE 6000

The Bachelor of Applied Science (BAS) program uses a 2+2 model requiring the completion of an associate's degree for entry into the program. The Bachelor of Applied Science (BAS) program uses a 2+2 model requiring the completion of an associate's degree for entry into the program. The degree components are below.mponents are below.

BAS in Supervision and Management Degree Components

Associate Degree Program of Study Credit (see admission requirements) . . . . 42 Sem. Hrs.
General Education Core Requirements Credit . . . . 36 Sem. Hrs.
BAS Program of Study Credit . . . . 42 Sem. Hrs.
TOTAL . . . . **120 Sem. Hrs.**

Supervision and Management Courses

GEB	3212	Business Writing	3 Sem. Hrs.
MAN	3240	Organizational Behavior	3 Sem. Hrs.
MAN	3353	Management Theory and Practices	3 Sem. Hrs.
BUL	3130	Legal, Ethical, and Social Aspects of Business	3 Sem. Hrs.
MAN	4162	Customer Relations for Managers	3 Sem. Hrs.
ACG	3024	Accounting for Non-Financial Majors	3 Sem. Hrs.
MAN	4301	Human Resource Management	3 Sem. Hrs.
ISM	4011	Introduction to Management Information Systems	4 Sem. Hrs.
MAN	4504	Operational Decision Making	3 Sem. Hrs.
MAN	4120	Leadership Challenges and Supervision	3 Sem. Hrs.
GEB	4891	Strategic Management and Decision Making	4 Sem. Hrs.
GEB	4930	Selected Topics in Management	3 Sem. Hrs.
MAN	4900	Capstone Project in Supervision and Management	4 Sem. Hrs.

SAMPLE COURSE SEQUENCE PLAN

1st Semester . . . . Sem. Hrs. **PREREQUISITES**

GEB	3212	Business Writing	3	ENC 1101 or equivalent, Junior status or permission of the chair
MAN	3240	Organizational Behavior	3	Junior Status or permission of the chair
MAN	3353	Management Theory and Practices	3	Junior Status or permission of the chair
. . .	. . . .	General Education Core	3	
. . .	. . . .	General Education Core	3	
		Semester Credit Hours	15	

2nd Semester . . . . Sem. Hrs.

BUL	3130	Legal, Ethical, and Social Aspects of Business	3	Junior Status or permission of the chair
MAN	4162	Customer Relations for Managers	3	Junior Status or permission of the chair
. . .	. . . .	General Education Core	3	
. . .	. . . .	General Education Core	3	
		Semester Credit Hours	12	

3rd Semester . . . . Sem. Hrs.

ACG	3024	Accounting for Non-financial Majors	3	MAC 1105 or equivalent, Junior status or permission of the chair
MAN	4301	Human resources Management	3	Junior Status or permission of the chair
ISM	4011	Introduction to Management Information Systems	4	CGS 211 or equivalent; Senior Status or permission of the chair
. . .	. . . .	General Education Core	3	
. . .	. . . .	General Education Core	3	
		Semester Credit Hours	16	

4th Semester . . . . Sem. Hrs.

MAN	4504	Operational Decjusion Making	3	Senior Status or permission of the chair
MAN	4120	Leadership Challenges and Supervision	3	Senior Status or permission of the chair
GEB	4891	Strategic Management & Decision Making	4	Senior Status or permission of the chair
GEB	4930	Selected Topics in Management	3	Senior Status or permission of the chair
		Semester Credit Hours	17	

5th Semester . . . . Sem. Hrs.

MAN	4900	Capstone Project in Supervision & Management	4	Senior Status or permission of the chair
		Semester Credit Hours	4	

TOTAL **60**

. . . . **General Education Core** – The state-mandated 36 hours of general education (Communications-9 sch; Math-6 sch; Science-6 sch; Humanities-3 sch; Behavioral and Human (Social) Science-3 sch; Health & Wellness-3 sch; Political, Economic & Business-3 sch; Historical and Global-3 sch.

Typically, students from A.S. or A.A.S. degree programs transfer 15-18 credits of General Education Core. A.A. graduates will typically transfer the total 36 general education core requirements into the BAS program. A.A. graduates will also require 18 hours of lower division credit in an occupational/ technical area, e.g., accounting technology, computer science, business, etc., in lieu of the additional general education required of the A.S./A.A.S. student.

CC2006-07

ADMISSION, ACADEMIC ADVISING AND REGISTRATION

Falcon Force

ADMISSION INFORMATION AND PROCEDURES

ADMISSION REQUIREMENTS

GENERAL ADMISSION REQUIREMENTS FOR ASSOCIATE DEGREES AND CERTIFICATE PROGRAMS

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 with a standard high school diploma, GED recipients or home school graduates. Applicants from private Florida schools and high schools from states other than Florida will be considered in accordance with current state statute.

* Please refer to the Admissions Office for acceptable schools.

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 with a Certificate of Completion or Special Diploma, or without a high school 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 may be eligible for financial aid with successful achievement of minimum assessment scores or financial aid guidelines and program eligibility.

• Students with a Certificate of Completion-CPT Eligible can pursue any available degree offering with the exception of limited access programs. If you desire to apply for Financial Aid you will be required to take the Ability to Benefit test and meet minimum score requirements for aid consideration.

ADMISSION REQUIREMENTS FOR THE BACHELOR OF APPLIED SCIENCE (BAS) IN MANAGEMENT AND SUPERVISION PROGRAM

Applications are accepted year-round and students may start the program during any semester of the academic year. There is no application fee. Admission to the Bachelor of Applied Science (BAS) in Supervision and Management program is open to all applicants who meet the admission requirements.

Requirements for admission to the BAS program are:

1. Applicants must complete an application to the BAS in Supervision and Management program. Applications are available in the admissions office, the program office, and online at http://go.dbcc.edu/bachelor.

2. Applicants for the BAS program must have earned an associate degree. Students with an Associate of Arts (AA) degree wishing to upgrade their career may be admitted to the program with the approval of the Chair of the BAS program. Those with AA degrees who have completed all core general education credits are required to complete 18 credits in an occupational/technical area, e.g., accounting technology, computer science, business, etc. (i.e., 60 AA credits plus 18 occupational/technical credits) in place of the additional general education core credits required of the AS/AAS graduate.

3. Applicants must have at least 60 college credit hours, including a minimum of 15 credit hours of transferable general education courses. Applicants must have received a grade of "C" or better in all core general education courses that transfer into the BAS program, and have earned an overall grade point average of 2.0 in the associate degree program courses.

ADMISSION REQUIREMENTS FOR ADULT EDUCATION

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

• Documentation of US Citizenship

• Permanent Resident/Resident Alien or Approved Visa type

For Adult High School and GED:

• Application

• Social Security Card

• Picture identification from Florida State Department of Motor Vehicles or Student ID

• Official withdrawal form (Volusia County only)

• 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.

ENROLLMENT PROCESS CHECKLIST
for all associate degree and certificate programs

Follow these steps in the sequence provided to ensure the best possible service:

1. **Submit an admission application available online at http://www. dbcc.edu/** – DBCC requires final official copies of your high school transcripts or GED scores and, if applicable, final official applicable college 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.

2. **Complete a financial aid application** – Financial aid is available for eligible students, enrolled in qualified programs to meet educational expenses. This aid is provided through the federal government, state government, directly from DBCC or through private sources and may consist of grants, scholarships, loans or work. You may complete FAFSA online at http://www.fafsa.edu.gov/. If you need Financial Aid, you should contact that office at least six weeks prior to registering for classes*.

3. **Complete orientation online at http://www.dbcc.edu/** – Complete the Orientation requirement via the convenient online version at http://www.dbcc.edu/ – under FalconNet Online Services (requires Login and PIN number).

4. **Complete placement requirements** – Fulfill your Placement requirements by taking the CPT for degree programs and TABE for certificate programs. If you have previous course work or have taken the SAT

/ACT/AP make sure to submit official copies to the Admissions Office and bring an unofficial copy with you to be advised.

5. **Meet with an academic advisor** – Talk with an academic advisor to determine your placement test scores and discuss program requirements. We recommend talking with an advisor at least two weeks prior to classes starting.

6. **Complete registration online at http://www.dbcc.edu/** – Sign up for your classes by using the class schedule or "Course Availability" on http://www.dbcc.edu/. You have the option of registering online –under FalconNet Online Services (requires Login and PIN number) – or registering on campus.

7. **Pay for classes** – Pay for your classes either in person or online. REMEMBER – you are not officially registered until you have paid in full. You have the option of paying online – under FalconNet Online Services (requires Login and PIN number).

8. **Obtain student I.D. and parking decal** – See inside cover for information about the dbcc OneCard, the new official campus ID.

* If you need more information about the cost of attending or where to look for scholarship money you may contact the Office of Student Financial Services at (386) 506-3013 or by e-mail to ramseyb@dbcc.edu.

BACHELOR OF APPLIED SCIENCE ENROLLMENT CHECKLIST

This enrollment checklist is specific to the School of Baccalaureate Studies (BAS) program. Please note that admission to the BAS program requires permission of Dr. Hamby, the Vice President of the College of Baccalaureate Studies and Management Programs. Dr. Hamby takes pride in our student focus and in ensuring that BAS staff and faculty develop a relationship with each student. This student-friendly focus means we meet face-to-face with each student for advising, counseling and provide several social events throughout the year.

1. **Meet with the BAS counselor** – Make an appointment with the BAS counselor to discuss your specific educational situation, program requirements, your goals, and course selection.

   Appointments times are:

   Monday, Wednesday and Friday the first appointment is 8 a.m. and the last appointment is at 3:30 p.m.

   Tuesday the first appointment is 10:30 a.m. and the last appointment is 6 p.m. **Thursday** the first appointment is 8 a.m. and the last appointment is 5 p.m.

   Call (386) 506-4227 or email us to schedule an appointment.

2. **Submit an admission application** – We recommend that you submit your BAS Admissions Application after your appointment with the BAS counselor. Please feel free to print the BAS application and bring it with you to your appointment with the BAS counselor. You may also submit it online in our offices. If you are not a DBCC graduate, please submit final official college transcripts from all educational institutions previously attended for review. Transcript request cards are available at all DBCC campuses. Admissions decisions are made year round.

3. **Set up FalconMail Account** – Once admitted, you may set up your free FalconMail account. The Dean and BAS instructors use FalconMail exclusively to ensure you receive important information regarding registration, class updates and more.

4. **Complete a financial aid application** – Financial aid is available for eligible students, enrolled in qualified programs to meet educational expenses. This aid is provided through the federal government, state government, directly from DBCC or through private sources and may consist of grants, scholarships, loans or work. You may complete FAFSA online at http://www.fafsa.edu.gov. If you need Financial Aid, you should contact that office at least six weeks prior to registering for classes.

5. **Complete online orientation** – All new and readmitted students are required to complete the online DBCC Orientation program.

6. **Pay for classes** – Pay for your classes either in person or online. **Remember**, you are not officially registered until you have paid in full. You have the option of paying online – under FalconNet Online Services (requires Login and PIN number).

7. **Obtain student I.D. and parking decal** – Check the Campus Safety pages for information on how to obtain a student I.D. and a parking decal.

8. **Attend BAS Orientation** - Dr. Hamby conducts an in-person student orientation near the beginning of each term. Check the student orientation page for details.

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 $50 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 transcripts from all colleges and 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.

Students are given one semester to submit official transcripts before a "Hold" is placed on the student's record preventing future registration.

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 Postsecondary Expense rogram.

- 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 will be asked to submit at least two of the following forms of documentation for yourself, parent(s) or the qualifying person:

- A copy of a Florida driver's license, voter's registration or vehicle registration;

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

- A 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 Residency 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 Campusat (386) 506-3059.

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;

- A placement test in Assessment Services on your campus may be required unless one of the following conditions exist: successful completion (C or better) of ENC 1101 and MAT 1033; current (within two years) SAT, ACT or CPT (College Placement Test) test scores for College credit programs; or current TABE (Test of Adult Basic Education) for vocational programs.

- Readmitted students are required to complete Orientation requirements.

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. Once the student's evaluation is completed, they may obtain a transfer credit summary report that is 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 FROM OTHER INSTITUTIONS

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.

- The student attending Florida public Colleges or Universities should complete the Transient Form request available on line via www.facts.org.

- The student attending private colleges or out of state public colleges or universities must complete the admissions application available on the admissions home page.

- 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 an 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.

Transient Student Forms

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

- The student attending Florida Public School should complete the Transient Form request available on line via www.facts.org.

- The student attending a non Florida Public School must submit a Transient Student Form and have it approved by the Records Office. If applicable, the student must have the approval of the associate of science/certificate program chairperson before credits will be accepted. DBCC is not responsible for the acceptance of any credit other than the credits approved by DBCC.

- Students must be in good standing, academically and financially, with a cumulative DBCC GPA of 2.0 or better.

- The student must provide the Record's Office with a course description for each transient course requested. This must accompany the Transient Form.

- The student must have successfully completed the appropriate prerequisite(s) for each transient course requested.

- All courses taken as a transient must be applicable to the student's program of study at DBCC.

- The student receiving Veteran's Benefits must obtain approval from the Veteran's Affairs Office.

- All hours taken as a transient will be recorded on the DBCC transcript and will be computed in the GPA along with the credits earned at DBCC.

- It is the student's responsibility to furnish the Office of Admissions with an official transcript upon completion of approved coursework.

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 issued in the state of Florida, or a bachelor's degree, the 15 credit limit is not applicable. Students are required to provide transcripts to document degrees earned and to have placement test waived and prerequisites documented. Special credit students are not eligible to apply for financial aid.

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 90 days before the start of each term. Any application submitted less than 30 days prior to the start of a term will be deferred to the following term.

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

- Completed DBCC admission application including a $50 non-refundable application fee.
- A letter of support or financial guarantee from sponsoring person or agency and official verification of funds from a financial institution.
- 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) or 61 (internet based) is required for admission to DBCC. (Scores are valid for two years and must be sent directly from TOEFL Testing Center. School code: 5159).
- 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 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 Department of Modern and English Language Studies for English proficiency development.
- Speak with an academic advisor and register for classes.

**International students must maintain full-time status (12 credits or greater) regardless of program requirements. Exceptions may apply to last semester of enrollment.

MODERN AND ENGLISH LANGUAGE STUDIES

The Department includes the Office of International Student Advising and the following three academic programs:

- Modern Languages: French, German, Italian and Spanish
- English for Academic Purposes (EAP)
- English for Speakers of Other Languages (ESOL)

Mission Statement

The Department of Modern and English Language Studies provides innovative language instruction to prepare students for academic, professional, and personal success as contributing members in the global community and access to a DBCC baccalaureate education.

The department also advises and assists all DBCC international students and college personnel with student visa regulations and Student Exchange Visitor Information System (SEVIS) compliance.

Values Statement

The Department of Modern and English Language Studies believes in

- respect for and acceptance of diversity and multiculturalism
- excellence, variety, and integrity in language instruction
- personal and departmental responsibility and accountability
- cooperation, communication and compassion

For information, please visit the department Web site at http://go.dbcc.edu/ELI/ELIHome.html or contact:

Dr. Judith Campbell, Chairperson
phone: (386) 506-3499
email: campbeju@dbcc.edu

Jennifer Maxwell, Assistant Chairperson, ESOL
phone: (386) 506-3120
email: maxwelj@dbcc.edu

Dilia Rodriguez, Sr. Staff Assistant, DSO
phone: (386) 506-3499
email: rodrigd@dbcc.edu

Office Hours
Monday-Thursday 8 a.m., - 8 p.m.
Friday 8 a.m. - 4 p.m.

DUAL ENROLLMENT

Dual Enrollment is an accelerated learning opportunity that allows students in a Florida public or private high school or in a home school program to simultaneously earn college or vocational credit toward the associate of arts degree, associate of applied science degree, associate of science degree or a certificate program and credit toward requirements for a high school diploma.

Students must meet eligibility criteria to participate in the Dual Enrollment program (i.e. submitting an application during published deadlines; meeting placement requirements through SAT/ACT or CPT, and the required minimum High School GPA).

Students who participate in the Dual Enrollment program accept College program responsibilities including:

- The understanding that course work completed will appear on a DBCC transcript and will be counted toward college level programs, GPA and transfer;

- Maintaining a minimum GPA;

- Adherence to academic procedures and the understanding of the consequences of course withdrawal.

For information regarding the program, specific requirements for participation, and registration procedures, public and private high school students should first contact their guidance counselor at their respective high school. Once approval forms are completed with the high school, the student begins the enrollment process at the College Admissions Office. Home school students begin the process at the College Admissions Office.

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, CJBAT
- CLAST (College Level Academic Skills Test)
- APLE (Assessment of Prior Learning Experience) exams
- CLEP (College Level Exam Program) exams
- FCAT (Florida Comprehensive Assessment Test)
- Instructor tests for TV courses
- Institutional TOEFL
- IT Certification Exams
- the student has an Associate in Applied Science degree or higher.

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. There are two types of assessment instruments for general admission to the college: 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, AS and BAS) and the business or computer related college credit certificates is the College Placement Test. The placement test for vocational certificate programs and the EMT and Paramedic certificate programs is the Test of Adult Basic Education.

All placement tests and tests used for exemption to the placement tests are valid for 2 years.

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
- student has passed or is exempt from the CLAST exam
- the student has an Associate in Applied Science degree or higher.

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
- Correctional Probation Officer Academy
- Criminal Justice Technology Bridge
- Dental Assisting
- Dental Hygiene
- Emergency Medical Services
- Emergency Medical Technician
- Fire Apparatus Operator
- Fire Fighter II
- Health Information Management
- Law Enforcement Recruit Training
- Massage Therapy
- Medical Assisting
- Medical Coder / Biller for the Physician's Office
- Medical Lab Technician
- Nursing (Associate Degree)
- Occupational Therapy Assistant
- Paramedic
- Physical Therapist Assistant
- Practical Nursing
- Public Safety Telecommunications
- Radiography
- Respiratory Care
- Surgical Technology

**International students must maintain full-time status (12 credits or greater) regardless of program requirements. Exceptions may apply to last semester of enrollment.

LIMITED ACCESS PROGRAMS PLACEMENT TEST

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. NET scores are valid for 3 years. Contact Assessment Services on any campus for testing schedules and test fee information.

Basic Abilities Tests – The Law Enforcement Recruit Training and Correctional Officer Recruit Training programs require successful completion of a Basic Abilities Test prior to admission to the program. The state of Florida has approved the Criminal Justice Basic Abilities Test (CJ-BAT) and DBCC offers the CJ-BAT for entry into the Law Enforcement and Correctional Officer Recruit Training programs. CJBAT scores are valid for 2 years. Contact Assessment Services on the Daytona Beach Campus for testing schedules and fee information.

FALCONNET ONLINE STUDENT SERVICES

Falconet 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 web. **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. The 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) 506-4489. 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 DBCC 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 in writing 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

ACADEMIC ADVISING

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 and policies that affect you.

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.

FIRST SEMESTER ADVISING

Each new student is required to meet with an Academic 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 an Academic Advisor early and become familiar with registration dates and the Academic Calendar. Students are responsible for selecting their course days and times and to register for their courses either via web registration or in the Falcon Center on their campus of choice.

More specific descriptions about services, contacting the department and information about the staff are available under **Academic Advising** at http://www.dbcc.edu/.

CONTINUING STUDENT ADVISING

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 O**nline 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.

ORIENTATION

Orientation is an important step in getting started. Our Orientation program is geared toward 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 (1157)
- **1056** Fire Fighter II (1156)
- **1051** Law Enforcement Training (1151)
- **1031** Correctional Probation Officer Academy (1131)
- **1038** Public Safety Telecommunications (1138)
- **0960** Emergency Medical Technician (1960)
- **0957** Paramedic (1957)
- **3506** Emergency Medical Services (3106)
- **1050** Correctional Officer Recruit Training (3106)

(*) 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**. 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 **http://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 Academic Advising.
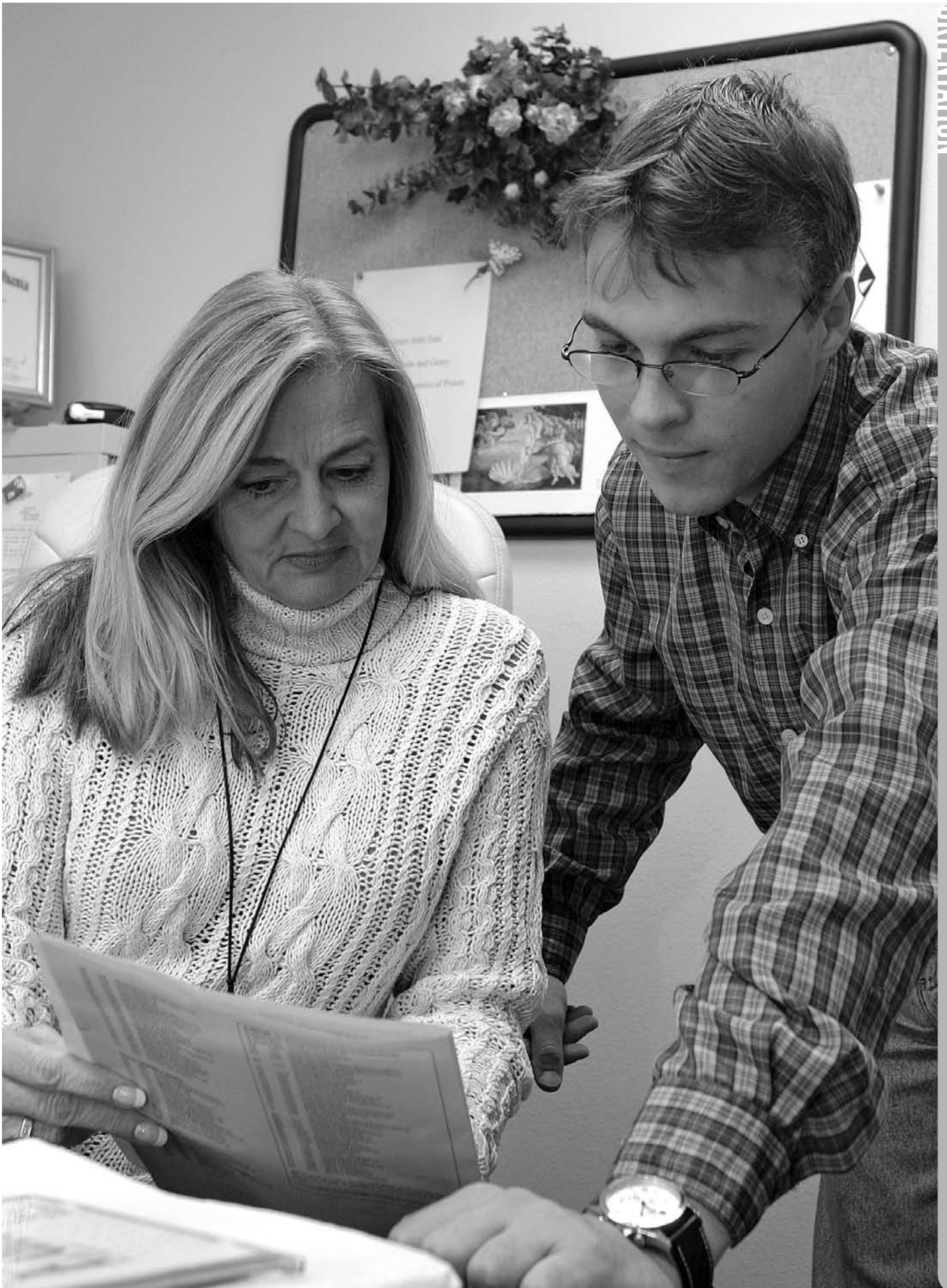
RECORDS AND REGISTRATION

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 http://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 most updated schedule is 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.

- **Transfer Hours** — will be calculated into the advanced registration 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 desiring to audit a course must complete the Audit form, have it signed by the instructor and return it to the Falcon Center no later than the last day of the add/drop period. Students may not audit college prep courses.

- **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;

- **Schedule and Fee Statements** — identifies the registered courses, lists days and times of the courses and gives summary of tuition and 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 for non payment, class roll or other process;

2. Must document why the original drop occurred (document using reinstatement form available in the Q & A/Registration Office);

a) 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;

b) Extenuating circumstances — requests approved by the Supervisor of Registration will be processed;

  (i) The extenuating circumstance approval can be processed with a fee or without a fee based on criteria to be determined by the Supervisor of Registration. The fee assessed is $50 per course reinstated;

  (ii) Documentation is required;

3. Must have the Financial Aid Office and/or the Bursar's Office sign the reinstatement form indicating 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). Subject to change;

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;

9. All documentation must not have a date more than five business days prior to when the reinstatement is processed.

LATE REGISTRATION

Students may register for classes up until the end of the third week of classes (Fall and Spring terms) providing:

- The student goes to the Registration Office at any DBCC campus, within the designated time frame, and requests a late registration form(s);

- The student obtains the signature of both instructor and chairperson and returns the form(s) to the Registration Office within two business days;

- The student is prepared to pay both tuition and an assessed $25.00 per course penalty immediately upon registration.

Note: There is no refund period for "late registration." Students may withdraw without a refund.

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

The following information applies to courses attempted at DBCC 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. This includes a grade of "C" or better transferred in from another institution.

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 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) 506-3781 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 a bachelor of applied science, 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 postsecondary 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). Students may not audit a preparatory class.

- **Audit** – students who do not want to earn college credit for a course or have taken the course before and received a grade of "C" or better may audit a course. College preparatory courses may not be audited. All requisites apply when auditing a course.

- **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, or three hours of clinical.

- **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

There is a limit of 18 credits in any semester (fall, spring, summer). Mini sessions (e.g. A & B Terms) within any semester have a maximum credit limit of nine hours.

CREDIT OVERLOAD

Students in Good Standing who desire to take over 18 credits hours must obtain approval by an Academic Advisor. Determinations for approval are based on the combination of courses being requested, the student's previous course work attempted, number of credits attempted in previous semesters, grade point average earned (both semester and cumulative) and commitments outside of courses (numbers of hours working, 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.

- **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.

- **Advanced Placement (AP)** – AP credit is granted to students who have the College Entrance Examination Board/AP 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.

- **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.) Official CLEP scores should be sent from the College Entrance Examination Board/CLEP 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.

- **International Baccalaureate (IB)** – DBCC awards credit based upon higher level and/or subsidiary level IB exams. Official transcripts and scores should be sent from International Baccalaureate 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.

- **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 on the Daytona Beach Campus.

- **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.

- **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.

- **Academic Course Exchange (ACE)** – Full-time DBCC students in good academic standing are eligible to take approved courses, at no additional charge, at Bethune-Cookman College, Embry-Riddle Aeronautical University, Stetson University and University of Central Florida. For more information, please contact the Registrar's office at (386) 506-3411.

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 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

- 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 official 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 official 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 program code changes can be made online at 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 National Student Clearinghouse to automatically process enrollment verifications for students.

- **Transcripts** – Official or unofficial copies of their DBCC academic records (transcripts). Requests for official transcripts must be in writing and may be submitted in person, via mail or fax. Unofficial transcripts can be accessed online at www.dbcc.edu .

- **Transfer credit evaluation** – Statement of all course work and grades accepted from another postsecondary institution. Report available online at 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;

3. Students with extenuating circumstances (ie: hospitalized, out of town, etc.) may withdraw by mail provided the request is postmarked by the deadline and 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 by the deadline for the semester (published in the academic calendar).

"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 at www.dbcc.edu, FalconNet Online Student Services. Students may access the web from computer commons and labs on any campus and from any off-campus computer that has access to the Internet.

FINANCIAL INFORMATION

FINANCIAL AID SERVICES

TUITION AND PAYMENT INFORMATION

Tuition is generally due within 10 business days or less. Refer to your Schedule and 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, Discover Card or American Express. 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:

• 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.

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

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

• Full cost charges (equivalent to nonresident tuition charges) will be assessed to students who repeat a course(s) for the third time. See Full Cost of Instruction, Maximum Attempts, Grade Forgiveness and Withdrawals for more information.

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

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

• 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.

TUITION AND FEE SCHEDULE

1. Application Fee

There is no charge to apply for admission to DBCC except for international students who are assessed a $50 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 . . . . $69.42 per credit hour
Non-residents . . . . $263.47 per credit hour
Access Fee . . . . $30 per semester
Online Fees . . . . $25 per credit hour
Web Enhanced Fee . . . . $15 per course
Lab Fees (vary by course) . . . . $3 - $180

3. Fees for Vocational Credit Courses

Florida Residents . . . .$57.62 per credit hour
Non-residents . . . .$230.12 per credit hour
Access Fee . . . . $30 per semester
Online Fees . . . . $25 per credit hour
Web Enhanced Fee . . . . $15 per course
Lab Fees (vary by course) . . . . $3 - $180

4. Bachelor of Applied Science Courses

Florida Residents . . . .$77.96 per credit hour
Non-residents . . . .$479.42 per credit hour
Access Fee . . . . $30 per semester
Online Fees . . . . $25 per credit hour
Web Enhanced Fee . . . . $15 per course

5. Apprenticeship Courses

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

6. 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.

7. 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 $24.90 per credit hour equivalent for Florida residents and $114.54 per credit hour for non-residents.

8. Assessment/Testing Fees

Credit by Exam (APLE) $25/test
Portfolio (APLE) $45/course
CLEP $70/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
CJ-BAT $40/test
GED (Full Battery) $50/test
GED (Per Section) $10/test

9. Veterans Deferment of Fees

Veterans eligible for VA education benefits are granted a deferment once per 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 Bldg. 100, Rm. 208 on the Daytona Beach Campus.

10. 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 canceled because of insufficient enrollment.

11. Graduation Fees

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

College Credit and PSAV Certificates- $10 for the initial Certificate. There is no charge for additional certificates earned by student.

High School Diploma $10

In addition, all students who participate in either the college or high school graduation ceremony must pay the cost for their academic regalia (cap and gown).

Please be aware of the graduation application dates and deadlines. 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 their official transcript.

12. Other Fees

Returned Check (per Florida Statute) Minimum $25
Late Registration Fee . . . . $25 per course
Reinstatement Fee . . . . $50 per 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.

13. 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 with a 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. Drop deadlines for "late start" classes can be found at FalconNet Online Services under Online Course Availability or on your Schedule and Fee Statement. Please check the dates carefully. Refunds will not be given after the deadlines.

Students who pay for courses by credit card will be refunded by crediting back that same credit card in approximately 7 to 10 business days following the official drop. Students who pay for their courses by cash or check will be refunded through the dbcc OneCard process. Each registered DBCC student will be mailed an official College ID card, the dbcc OneCard. To receive your ID card without delay, update/verify your mailing address with DBCC by logging on to FalconNet Online Services. In addition, verify that you have a photo on file with DBCC. If you do not have a current DBCC ID card, go to the Campus Safety Office to have your ID photo taken.

To receive your refund, you must activate your dbcc OneCard at www.dbccOne.com. During this process, you will choose between three options for receiving your refund. You may elect to have your refund directly deposited to your dbcc OneAccount (funds will be deposited within 1 day or less), you may elect to have your refund deposited to another bank account of your choice (funds will be deposited in 2 - 3 business days), or you may elect to have a paper check mailed to you (funds will be mailed in 5 - 7 business days). For additional information regarding refunds go to www.dbccOne.com or contact the Bursar's Office at (386) 506-3024 to speak to a Student Account Specialist.

Refunds will be based upon the following:

A. College Credit and Vocational Credit Courses

A 100 percent refund will be given if a student drops a course(s) by the date published in the College's academic calendar. For classes that meet on the weekend only, students will have until the next business day following the first scheduled class meeting to drop with a refund.

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.

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.

C. Student Appeals

Appeals to drop with a refund after the published deadline must be based upon extraordinary circumstances beyond your control. Supporting documentation is required before the appeal may be considered. For additional information about student appeals, contact the Office of Appeals at (386) 506-3781. Appeal forms are available at 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.

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.

Financial Aid 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, AS, or BAS 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, AS, or BAS 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 transcript 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, 2008.

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

• Submit signed copies of your 2006 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 2007-2008 or by Aug. 31, 2008 (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 Aug. 31, 2008. 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, 2008.

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, 1984;

• 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-$4310 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 enrolled in college credit degree programs. Award levels are based on state appropriations and vary each year. Specific renewal requirements must be met. Funds are limited.

Renewal Requirements for FSAG

• Must have a 2.0 cumulative GPA; (Only college credit courses are calculated in the GPA; remedial classes are excluded.)

• Full time students must have successfully completed 12 credit hours for each semester for which an award was received;

• Three quarter time students must have successfully completed 9 credit hours for each semester for which an award was received;

• Part time students must have successfully completed 6 credit hours for each semester for which an award was received;

• May receive an award of up to nine semesters within a period of six consecutive years after receipt of the first FSAG award;

- Must have completed 75 percent of all attempted classes.

- Must have not withdrawn from all Fall classes or received F grades due to non-attendance. (Applicable to Spring eligibility)

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, BAS 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.

Bureau of Indian Affairs (BIA) Higher Education Grants – Funded by the U.S. BIA. These funds are available to students pursuing the AA degree who demonstrate need. Eligible students must be a member of, or at least one-quarter degree Indian Blood descendent of a member of, a federally recognized American Indian tribe that is served by BIA.

For more information contact BIA at (202) 08-3710 or visit the website at http://www.doi.gov/bureau-indian-affairs.html.

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 $250 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, AS or BAS 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 Assistant Dean 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 Assistant Dean of Student Activities determines which students are eligible for the scholarship. The scholarship amount varies with each position. Funds are limited.

Activities Scholarship – DBCC offers a limited number of scholarships to students who are participating in cheerleading. The Assistant Dean of Student Activities determines which students are eligible for the scholarship. The scholarship amount varies. 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.

DBCC 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://go.dbcc.edu/Scholarships/). The Foundation Scholarship Office is located in Bldg. 100, Rm. 208W on the Daytona Beach Campus. Foundation scholarship lists and application forms are available at the Foundation Office or at the Question and Answer Centers at each campus. For Foundation Scholarship questions please contact the Supervisor of Foundation Scholarships at (386) 506-4442.

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 reinforce 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. Loans

Loans usually must be repaid in cash. It is important that students budget their money effectively and borrow responsibly. Student loan programs have varying rates and repayment provisions. Loan payments to students are made in two disbursements. A student attending **both** Fall and Spring Semesters will receive one disbursement of one-half of the total loan proceeds per semester **(as long as a minimum of half-time [six credits] enrollment is maintained)**. A student attending one semester **(Fall or Spring)** will receive the loan proceeds of one-half of the total loan amount in two disbursements. Per Federal regulations, the second half of the loan may **not** be disbursed until a minimum of one-half of the semester has elapsed. A loan disbursement will not be made **after** a student ceases to be enrolled in at least six credit hours.

The loans available at DBCC are listed below:

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 6.8 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 $3,500. Students who have successfully completed their first year (30 credits) may borrow up to an annual maximum of $4,500.* 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. Loans are not available for the summer semester at DBCC. *BAS students, admitted at the junior or senior status to the program may borrow up to the annual maximum of $5,500.

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. *BAS students admitted at the junior or senior status to the program, may borrow up to the annual maximum of $5,000.

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 fixed at 8.5 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 each year. 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. If the student is a first-time borrower, he/she will have to make the decision regarding the choice of student loan lenders.

Emergency Loans – Emergency loans are provided by DBCC to assist students who are experiencing extreme financial hardships that have a direct impact on his or her ability to function in the classroom. This financial hardship, if not addressed, usually reduces the student's quality of life and that of dependent family members.

The Emergency Loan Office will, additionally, extend an emergency loan so that a student may purchase required course equipment and other supplies that are not available in the DBCC bookstore. Also, emergency loans, by referral, are available to pay for a student's licensure examination.

Students requesting emergency loans are asked to complete an application in the Emergency Loans Office located on the Daytona Campus, Bldg. 100, Rm. 208V or please call the Coordinator of Emergency Loans at (386) 506-3013 for additional information.

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.

HOW DBCC DETERMINES 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,

Full-Time College Credit Budget

Direct Educational Costs (Estimated)

	In-State	Out-of-State
Tuition (24 college credits)	$ 1,666	$ 6,323

Indirect Educational Costs (Estimated)

	In-State	Out-of-State
Books & Supplies**	$ 900	$ 900
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	$ 7,318 (dependent)	$ 11,975 (dependent)
	$ 15,966 (independent)	$ 20,623 (independent)

Based on 2006-2007 rates. The 2007-2008 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.*

Please note—Tuition for in-state BAS students: $1,871; out-of state BAS: $11,506

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Full-Time Vocational Credit Budget

Direct Educational Costs (Estimated)

	In-State	Out-of-State
Tuition (30 vocational credits)*	$ 1,383	$ 5,523

Indirect Educational Costs (Estimated)

	In-State	Out-of-State
Books & Supplies**	$ 900	$ 900
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	$ 7,035 (dependent)	$ 11,175 (dependent)
	$ 15,683 (independent)	$ 19,823 (independent)

Based on 2006-2007 rates. The 2007-2008 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.*

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 hyperlinks below lead to charts illustrating 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 refund 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.

Refunds are delivered to students by utilizing the dbcc OneCard. Each registered DBCC student will receive a dbcc OneCard. The card will arrive in the mail at the student's primary address on file with the College. To receive the refund, the student must activate the dbcc OneCard. During card activation, the student chooses how to receive the refund money.

The options for receiving financial aid refunds include: a direct deposit to the student's dbcc OneCard; a deposit to the student's bank of choice; a paper check mailed to the student.

Students activate the dbcc OneCard and make the refund selection online at http://www.dbccOne.com.

Refunds are applicable to scholarships and grants. Stafford loans will continue to be picked up in the Bursar's Office.

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.

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 dis-

bursed to a student who has not 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. Loan entrance counseling sessions are held Monday-Friday in the Financial Aid Office. Loan payments to students are made in two disbursements.

A student attending **both** Fall and Spring Semesters will receive one disbursement of one-half of the total loan proceeds per semester **(as long as a minimum of half-time [six credits] enrollment is maintained).** A student attending one semester **(Fall or Spring)** will receive the loan proceeds of one-half of the total loan amount in two disbursements. Per Federal regulations, the second half of the loan may **not** be disbursed until a minimum of one-half of the semester has elapsed. A loan disbursement will not be made **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, ACG, etc.) 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. 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 excess. 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
- Other Title IV Grants

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

STANDARDS OF SATISFACTORY PROGRESS

Federal and state regulations require that students meet minimum standards of satisfactory progress in order to be eligible to receive financial aid funds. The standards apply to **all classes attempted** at Daytona Beach Community College **(DBCC)**, including those not funded through financial aid assistance.

The minimum financial aid satisfactory progress standards at DBCC are defined below and are applied uniformly to all federal, state and institutional financial aid recipients. Some state programs have more stringent requirements. In order to maintain satisfactory academic progress, students must meet the requirements of both criteria listed below:

1. A student must 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 coursework.

2. A student must make progress toward his/her degree or certificate. Minimum progress requires financial aid recipients to earn a passing grade in 75 percent of all credit hours attempted at DBCC.*

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 (see the college catalog for the explanation of these grades). 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 reevaluation. 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 a maximum of one successful attempt; the remaining repeat course(s) will be calculated as unsuccessful attempts.

EVALUATION OF SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

Students Pursuing 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.

*MAXIMUM TIME FRAME FOR THE COMPLETION OF AN A.A., A.S, A.A.S., B.A.S. OR CERTIFICATE PROGRAM OF STUDY MAY NOT EXCEED 150 PERCENT THE PUBLISHED LENGTH OF THE PROGRAM FOR A STUDENT ATTENDING CLASS ON A FULL-TIME BASIS.

FINANCIAL AID PROBATION/WARNING

Students Pursuing the A.A., A.S., A.A.S., or B.A.S. 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 effective 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.

REINSTATEMENT

If a student is on financial aid suspension, he/she 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 he/she has attained the minimum standards required for reinstatement of financial aid assistance.

EXHAUSTION OF FINANCIAL AID ELIGIBILITY – A.A., A.S., A.A.S. DEGREE OR CERTIFICATE PROGRAM

A student will cease to be eligible for any sources of financial aid assistance when the student has attempted 120 credit hours **(including remedial classes)**. A student who seeks dual degrees **(A.A., A.S., A.A.S. or certificate)** or two A.S. degrees or certificates, may not exceed 130 attempted credit hours **(including remedial classes)**. **PLEASE NOTE**, transfer credits accepted towards graduation at DBCC are included in both the 120 and 130 credit hour maximums. **PLEASE NOTE ALSO**, the status of exhausting financial aid eligibility may occur at any point in the academic year which you are attending and that 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 A.A. degree, no more funding is available for course work applicable to the A.A. degree.

EXHAUSTION OF FINANCIAL AID ELIGIBILITY – B.A.S. DEGREE

A student will cease to be eligible for any sources of financial aid assistance when the student has attempted 240 credit hours. This includes **all** classes (both lower level & higher level) attempted at DBCC (including remedial classes). **PLEASE NOTE**, transfer credits accepted by DBCC towards graduation for a prior degree and/or the B.A.S. degree are included in the 240 credit hour maximum.

APPEAL

Federal and state regulations state that in the case of **extraordinary circumstances**, a student may appeal his/her status of unsatisfactory progress. Federal regulations also permit an appeal of the status whereby 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. If a student meets extraordinary circumstances and wishes to appeal, he/she should request an appeal form from the Question and Answer Center located in Bldg. 100, Rm. 109 at the Daytona Beach Campus or at the Main Office at Branch Campus sites. (Extensive documentation must be included with the student's appeal in order to provide substantiation to his/her case.)

If an appeal is approved, the student's aid will be reinstated **(providing he/she is otherwise eligible)**. Restrictions governing the number of remaining credit hours eligible for financial aid assistance may be stipulated by the Appeal's Committee. The student's academic record will be reevaluated during the next regular financial aid satisfactory progress evaluation.

Students may be approved for a financial aid appeal for suspension due to GPA below 2.0 or less than 75 percent completion rate. After approval the student must maintain satisfactory progress, as defined by financial aid guidelines, and meet all other financial aid eligibility requirements to continue to receive financial aid.

Students may be approved for a financial aid appeal for having attempted too many hours. After the approval the student may not file another financial aid appeal to increase hours again. If the student exceeds the approved hours, their financial aid will be suspended.

RIGHTS AND RESPONSIBILITIES OF FINANCIAL AID RECIPIENTS

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.

FOUNDATION SCHOLARSHIPS

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.

DBCC Foundation scholarships are usually announced at the beginning of the fall and spring semesters. When available, the scholarship list and application form can be obtained at http://go.dbcc.edu/Scholarships or at The Foundation Scholarship Office located on the Daytona Campus, Bldg. 100, Rm. 208W. Additionally, information regarding Foundation Scholarships is available in the Question & Answer Centers located on all DBCC campuses.

For additional scholarship information, please call (386) 506-4422.

EMERGENCY LOANS

Emergency loans are provided by DBCC to assist students who are experiencing extreme financial hardships that have a direct impact on his or her ability to function in the classroom. This financial hardship, if not addressed, usually reduces the student's quality of life and that of dependent family members.

The Emergency Loan Office will, additionally, extend an emergency loan so that a student may purchase required course equipment and other supplies that are not available in the DBCC bookstore. Also, emergency loans, by referral, are available to pay for a student's licensure examination.

Students requesting emergency loans are asked to complete an application in the Emergency Loans Office located on the Daytona Campus, Bldg. 100, Rm. 208V or please call the Coordinator of Emergency Loans at (386) 506-3013 for additional information.

Student Employment

The Student Employment Office provides employment assistance to currently enrolled DBCC students and provides employment verifications. This office collaborates with faculty, staff and employers in providing federal work-study, institutional work-study, community service and other eligible work-based programs. The Student Employment Office is located on the Daytona Campus, Bldg. 100, Rm. 208T. The office hours are 8 a.m. to 5 p.m., Monday-Friday. The Student Employment Coordinator may be reached at (386) 506-3023.

Federal Work-Study (FWS) – The Federal Work-Study program is a federally funded, need-based employment program available to DBCC students. Eligibility is determined by the student's financial aid need.

Jobs are located at all of the college's campuses.

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

Eligibility is determined by the student's financial aid need. 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 students. Students work as reading or math tutors. The tutors assist children to develop reading or mathematic skills. Such skills are necessary for the children's education and for future employment.

Eligibility is determined by the student's financial need. These jobs can be located on or off-campus.

Institutional Work-Study (IWS) – The Institutional Work Study program is funded by DBCC. Students do not have to apply for nor be eligible for financial aid to secure a job. These jobs are located on campus.

Florida Work Experience Program (State Funded) – The Florida Work Experience Program is a self-help, need-based, state-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 aid need. Students must enroll for a minimum of six credit hours and meet Florida's residency requirement. Participating in the Student Employment Program is an initial stepping-stone to building your employment history.

For additional information contact Student Success Services on the Daytona Campus located in Bldg. 100, Rm. 205 or call (386) 506-3073. (Please note, the Florida Work Experience Program is part of the Division of Student Success Services.)

VETERANS' SERVICES

Veterans and Others Applying for Veterans Administration Educational Assistance

DBCC is an approved institution for veterans training. Veterans eligible for Veterans Administration (VA) benefits must be certified through the College's Veterans' Services office to receive educational benefits. Eligible veterans must also meet DBCC admission requirements. Application for VA benefits should be started as soon as possible as approval of benefits can take as long as 90 days. Course approval and certification is required each semester through the DBCC Veterans' Services office. Veterans eligible for benefits must also adhere to the following standards:

Program Length and Course Approval

All degree programs are approved for a specific number of credit hours. Eligible veterans will not be certified by the VA or paid by the VA for courses past the approved length. The VA will pay only for required courses in an approved program. This also applies to vocational certificate programs which are measured in either semester hours or vocational/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 for the following: Any semester that an eligible veteran receives all grades of "I," "F" or a combination. Any two (2) consecutive semesters that an eligible veteran's GPA falls below 2.0. VA educational benefits will be suspended until: documentation of extenuating circumstances is provided; the veteran attends a minimum of one (1) semester at their expense and attains a minimum of a 2.0 GPA; or the veterans' services officer determines the cause has been eliminated, and the educational program being pursued is suited to the person's aptitudes, interests and abilities.

Academic Standards – Grade Notification

An eligible veteran who receives a grade, or grades, of "X," "S" or "W" will have their credit hours adjusted accordingly for benefit purposes. The veteran would be responsible for reimbursement of any overpayment of benefits from the first day of the term to the effective date the grade was issued.

Attendance Standards

Vocational Certificate/Short-Term 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 from vocational certificate programs 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. Students enrolled in short-term programs must also 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 will not be certified to receive benefits. Eligible veterans will have their certifications terminated if they 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 the program).

VA Contacts

The Office of Veterans' Services is located on the Daytona Campus, Bldg. 100, Rm. 208X. Office hours are from 8 a.m. to 5 p.m., Monday-Friday. To contact DBCC's Veterans' Service Coordinator, call (386) 506-3065, or e-mail shotwer@dbcc.edu.

For additional information or questions, contact the Department of Veterans Affairs Regional Office at 1-888-442-4551 or e-mail http://www.gibill.va.gov/.

STUDENT SERVICES

STUDENT SERVICES

FALCONNET ONLINE STUDENT SERVICES

Falconet 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 Wb. 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 is 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. The 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) 506-4489. 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 DBCC 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 toward 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 – Access your unofficial transcript via FalconNet. Official transcripts must be requested in writing through the Records Office.

View Student Schedule/Grades – 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.

COUNSELING SERVICES

The DBCC counselors welcome you to the college and invite you to come in and meet with us. We are located on all DBCC campuses to provide you with Academic, Career, and Personal/Social Counseling.

Counselors can provide Undecided Students with Academic Counseling to assist them in taking the best possible courses while they are working on their career plans. We can meet with students on a one-on-one or group basis to discuss career-related issues and we can assist you in selecting the right major through career courses, career assessments, and our individualized career portfolio system.

Counselors are also here for you when personal issues seem overwhelming and you need an objective professional who will listen and help you sort things out. We also provide a variety of workshops, serve as an advocate for students in college-related matters and provide referrals to outside agencies. We encourage all students to make use of the Counseling Department to meet your career and personal needs.

OFFICE OF COLLEGE EQUITY

DBCC's Office of College Equity works to ensure students are provided equal opportunity and equal access to the various services the college provides based on its mission, policies and procedures, as well as state and federal law. Equity information is available in the Student Handbook and on the college's Web site located at http://www.dbcc.edu .

The College Equity Office is located in building 100, room 225 on the Daytona Beach Campus. The staff welcomes all students who would like to learn more about services provided by the office. Please stop by the office, call us at (386) 506-3916, or email scottu@dbcc.edu for more information.

Ursula Y. Scott, MS
Director, College Equity
Daytona Beach Community College
(386) 506-3916

INTERNATIONAL STUDENT ASSISTANCE

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

- The U.S. Immigration and Customs Enforcement (ICE) 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. 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 at (386) 506-3059 or email admissions@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:

- Links to local colleges and the 11 state universities, job outlook information and more;

- Career information library 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;

- Computerized career planning (easy to use computer programs that help you with career decisions);

- 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;

- Information about transfer institutions.

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, Bldg. 100, Rm. 205L, (386) 506-3994
- DeLand Campus, Bldg.7, Rm. 136, (386) 785-2074
- New Smyrna Beach Campus, Bldg. 1, Rm. 110A, (386) 423-6308
- Flagler/Palm Coast Campus, Bldg. 2, Rm. 100E, (386) 246-4803
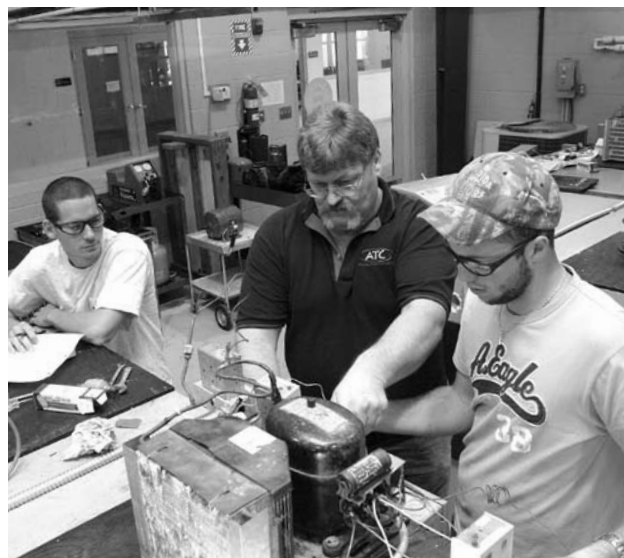
COLLEGE PLACEMENT CENTER

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:

- Workshops – Resume/Cover letter/Interviewing/Business attire
- Employability skills/Soft skills placement certification
- Employer recruitment visits
- Employer interviews
- Job development
- Job placement
- Jobs Expo
- Presentations

Online Services - Visit our home page at http://www.dbcc.edu/html/departments/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

A job board listing for student employment, career positions and part-time employment is 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 them to enter the workplace. These modules are aimed at preparing students to strengthen their soft skills for workplace effectiveness and competency.

We suggest that students who are 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, Bldg. 100, Rm. 205
(386) 506-3073

DeLand Campus, Bldg. 7, Rm. 136
(386) 785-2074

Flagler/Palm Coast Campus, Bldg. 2, Rm. 100E
(386) 246-4803; or 386-506-3073, ext. 4422 and 3559

New Smyrna Beach/Edgewater Campus, Bldg. 1, Rm. 108/109
(386) 423-6321, (386) 423-6308

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) 252-2206

New Smyrna Beach Campus (386) 427-3472, ext. 6314

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

To arrange for reasonable accommodations, students with disabilities may contact the Student Disability Services Department, Bldg. 100, Rm. 111 or 113, on the Daytona Beach Campus. In order to receive services, a student must meet with a student disability specialist and provide current, written verification of his/her disability from a licensed physician, psychologist, etc. Any student needing accommodations for any DBCC entrance exam should meet with a student disability specialist prior to scheduling his/her exam.

To reach us, call (386) 506-3298 or 506-3086 for a TDD connection. Students attending the DeLand Campus may call the disability specialist at (386) 785-2012.

ACADEMIC SUPPORT CENTERS

DBCC's state-of-the-art Academic Support Centers share the College's concern for your academic success, providing a variety of instructional support programs and services to help you make satisfactory academic progress. The Center's' 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 if you are enrolled in developmental math, reading and writing courses. The Academic Support Center has College Level Academic Skills Test (CLAST) preparation resources for the exam's math, reading, and essay components. In addition, the following educational support programs are also available for your use:

Individual and Small Group Tutoring – Tutors provide assistance to students enrolled in most courses on a scheduled or walk-in basis.

Online Tutoring – Online tutoring for selected courses is accessible via SMARTHINKING, 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.

Academic Coaching – You can experience a one-to-one academic skills mentoring relationship with a faculty or staff member by participating in the Academic Coaching Program. Coaches provide personalized support through weekly hour-long sessions to help you achieve academic success.

Supplemental Instruction (SI) – If you are enrolled in select difficult required courses, you may obtain additional academic support through SI sessions led by experienced students. SI leaders use course materials to model positive study and organizational skills to peers.

Vocational Preparatory Instruction (VPI) Program – If you are pursuing an occupational degree or certificate, you are eligible to receive self-paced, open-entry/open-exit instruction in reading, writing, math, workforce readiness, and study skills.

Learning Skills/Retention Counseling – Counseling and intervention can help you overcome academic, financial, and social barriers to college success.

TRiO PROGRAMS *

TRiO Student Support Services * – Counseling, tutoring, cultural enrichment and transfer assistance helps eligible students stay in college until earning a degree and/or transferring to a four-year college or university. TRiO support and assistance is especially designed to improve academic performance, increase grade point averages and facilitate transfer.

Pre-College Programs:

TRiO Upward Bound * – [Grades 9-12] – Eligible pre-college students receive instruction to prepare them for higher education. Instruction provided includes literature, composition, math, science, and foreign language, testing, and college admission preparation on the Daytona Campus after school, on Saturdays, and during summer.

*Federally-funded programs. Participants must meet eligibility criteria.

College Reach-Out Program * (CROP) [Grades 6-12] – Identifies, motivates and prepares eligible students for admission to and successful completion of post secondary education.

*Federally-funded programs. Participants must meet eligibility criteria.

College can be challenging, especially for first-time students. Visit one of the Learning Centers, where professional learning specialists can assist you. The wide variety of instructional support programs and services will help to ensure your academic success. Not all campuses offer all services. Contact any of the following Academic Support Centers for information:

students during library hours of operation. These labs provide access to DBCC academic software, including word processing and spreadsheet applications, as well as the Internet.

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

Daytona Beach Campus Library
Monday - Thursday: 7:30 a.m.-10 p.m.
Friday: 7:30 a.m.-5 p.m.
Saturday: 8 a.m.-4 p.m.
Sunday: 1-9 p.m.

DeLand Campus Library
Monday - Thursday: 7:30 a.m.-9 p.m.
Friday: 7:30 a.m.-5 p.m. Closed Weekends

For more information please visit our webpage or 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 100 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 computer classrooms equipped with audiovisual technology available for reservation for instructional purposes. It is fully operational seven days a week during the following hours: 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.

The Computing Commons lab coordinator and tech assistants are available to users during hours of operation to facilitate access to the commons area and to answer any questions related to our commons educational resources.

Commons Help Desk
(386) 506-3928
Daytona Campus, Bldg. 210, Room 102
falconaid@dbcc.edu

Computing Commons Lab Coordinator
Yudith Day-Wygant
(386) 506-3436
dayy@dbcc.edu

Academic Computing Manager
Ken Shoaf
(386) 506-3376
shoafk@dbcc.edu

FALCON CENTER

The Falcon Center is an online student service center where students can complete online transactions. Students receive assistance in navigating the online student services and eliminating any barriers to completing the registration process. Students can complete the following transactions online in the Falcon Center.

- Add/Drop online
- Change of address online
- Change of Major online
- Orientation online
- Pay tuition online

Daytona Beach Campus – Bldg. 500, Rm. 123
(386) 506-3000, ext. 3673

Flagler/Palm Coast Campus – Bldg. 2, Rm. 119
(386) 246-4800, ext. 4835

New Smyrna Beach/Edgewater Campus – Bldg. 2, Rm. 104
(386) 423-6300, ext. 6345 and 6346

DeLand Campus – Bldg. 6, Rm. 217
(386) 785-2000, ext. 2046 or 2070

Deltona Center – Bldg. 1, Rm. 209
(386) 789-7241, ext. 7306

LIBRARY SERVICES

The Daytona Beach Campus Library (Bldg. 210) and DeLand Campus Library (Bldg. 1) provide a wide range of resources and services including print and non-print collections, access to extensive electronic databases, and professional reference and research assistance. DBCC Library networks with other state and national libraries to obtain the information you need, when you need it.

All DBCC students, faculty, and staff have 24/7 access to library services via the DBCC Library Services Web page (http://go.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. Virtual Reference Service is available to all by phone and through the Ask-a-Librarian Service (http://www.askalibrarian.org/ask/).

The Daytona Campus Library supports both DBCC's upper level programs, including the Bachelor of Applied Science Degree, as well as the upper level and graduate programs of partnership colleges and universities including the University of Central Florida (http://library.ucf.edu/BranchCampuses/Daytona/default.htm).

The Daytona Beach Campus Library and DeLand Campus Library also host open computer labs (http://go.dbcc.edu/commons/home.html) managed by the Information Services Department which are available to all DBCC

- Print your class schedule Online
- Register Online
- Reset Student PIN Number Online
- Request a degree audit online
- Request official transcripts online
- Request enrollment verification online
- Withdraw from classes online
- Request transient form online at www.facts.org

QUESTION AND ANSWER CENTER

The Question and Answer Center is where students can go to complete many student services in one place. Services include the following:

- Appeals Applications
- CLAST Waiver Requests
- Graduation Applications
- Independent Study Requests
- Reinstatement Requests
- Scholarship Applications

FALCON-AID STUDENT HELP DESK

Falcon-Aid, the DBCC Student Help Desk, is the first point of contact for students seeking all types of technical assistance, such as forgotten passwords, Desire2Learn assistance, problems accessing Web sites, troubleshooting software, even technical assistance with their home computers.

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

STUDENT ACTIVITIES

Expand and enrich your college experience by getting involved with your campus and your community. The Student Activities Department is the social hub of the college, where you can meet other students who share common interests. Take advantage of the many opportunities to develop valuable career skills and earn scholarships by taking on leadership roles in various student clubs and organizations.

In Motion Student Newspaper — A monthly student publication that consistently wins top awards in state competition. Students also produce an annual literary magazine. Many former writers, photographers and editors for these publications are now employed in various media organizations throughout the world.

Student Government Association — The SGA is made up of elected and appointed officers who are directly involved in the college decision-making process. SGA representatives serve on various college wide committees that review college policies, procedures and expenditures. SGA officers also organize various campus events and community service projects.

Student Leadership Development Institute — Leadership skills can be gained through a combination of formal study, guidance, experience and reflection. The SLDI offers you this combination through workshops, opportunities to join the Student Government Association, clubs and college committees; and participate in community service projects.

Intramurals and Recreational Sports — There are several intramural sports activities that are open to all students. From flag football and soccer tournaments to informal ping pong games, you'll find it all at "Rec Sports."

Clubs and Organizations — There are more than 20 student clubs and organizations on campus to appeal to a wide variety of interests. In most cases, membership to clubs and organizations is open to all students.

For more information and a calendar of activities, contact Student Activities in Bldg. 130, Rm. 113 at the Daytona Beach Campus, Bldg. 7, Rm. 151 at the DeLand Campus, or the provost's office at the other campuses.

STUDENT IDENTIFICATION CARDS

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 photo ID cards, called the dbcc Onecard, are issued free of charge after you have registered for your first semester. Visit www.dbccone.com or contact the Bursar's Office at (386) 506-3024 to learn more about the dbcc Onecard.

Take your current schedule or valid photo ID to the following locations to have your photo taken for the dbcc Onecard.

- Daytona Beach Campus – Campus Safety, Bldg. 540
- DeLand Campus – Administration, Bldg. 7
- Deltona Center – Administration, Bldg. 1
- Flagler/Palm Coast Campus – Administration, Bldg. 1
- New Smyrna Beach Campus – Administration, Bldg. 1
- Advanced Technology College – Administration Office

STUDENT INSURANCE

Medical insurance is mandatory for all international students. DBCC 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 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, Bldg. 100, Rm. 210, and the Counseling Center, Bldg. 100, Rm. 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 DBCC Web, http://www.dbcc.edu/ .

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, Bldg. 100, Rm. 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, Bldg. 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, Bldg. 540 on the Daytona Beach Campus.

Institutional Information – This information includes requirements 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, Bldg. 100, Rm. 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, Bldg. 310, Rm. 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

The appeals process provides students an opportunity to appeal (based on documented extenuating circumstances*) financial aid suspension, full cost of tuition, fourth attempt of a course, withdrawals/drops after posted deadlines, and requests for grade changed from F or I to W or Drop. Students may start the appeals process in the Question and Answer Center on any campus.

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) Requesting a grade change from "F" or "I" to "W" or Drop.

2. **Financial Aid Suspension:** Can be used when a student has been notified by the Financial Aid Office that s/he has not made satisfactory progress for one of the following reasons:

   • 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.)

Students may file a Financial Aid Appeal ONLY ONCE. If the financial aid appeal is approved the student must maintain satisfactory progress, as defined by financial aid guidelines, and meet all other financial aid eligibility requirements to continue to receive financial aid. If the student does not maintain satisfactory progress s/he may not appeal a second time.

3. Full Cost for Course Repeat – College Credit or Preparatory Class

Students enrolling in a course for the third time must pay the full cost of instruction, which is approximately four times the Florida resident 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. *NB Courses taken in Fall 1997 or after will be counted as attempts. Attempts before that term will not count for purposes of determining the higher cost.*

4. Petition for Fourth Attempt

Students 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. Courses taken in Fall 1997 or after will be counted as attempts. Attempts before that term will not count for purposes of determining the higher cost.

* Typical Extenuating Circumstances are:

• Student illness, medical condition or accident that prevents the student from finishing the course;

• Death of immediate family member (Defined as: parent, legal guardian, spouse, child or sibling);

• Military activation (activated within same semester);

• Other emergency situation(s) that prevents the student from finishing the course.

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;

• 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 semester;

• Grade disputes.

Examples of circumstances that are NOT considered Extenuating Beyond the Student's Control:

• Incarceration;

• Routine pregnancy;

• Issues involving course content;

• Issues involving method of instruction;

• Issues involving a lack of understanding of the refund policy;

• Issues involving a lack of understanding of college policy printed in the catalog;

• Transportation issues;

• Child Care issues;

• Changes in Employment / work hours.

Examples of acceptable documentation include:

• Legal documents;

• Dated statements on official letterhead from an instructor, employer, attorney, physician, clergy, counselor, or DBCC administrator that document the extenuating circumstances and explain why the student could not complete the course;

• 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.

GRADE CHANGES AND DISPUTES

DBCC provides a procedure to assist faculty and students in resolving grade change requests and grade disputes. The teaching faculty is authorized to issue grades based on their assessment of the student's level of performance, participation, quality and quantity of work. However, students who believe a faculty member has issued an incorrect grade(s) based on written proof may seek recourse through the Informal Grievance Process, as outlined below:

It is the student's responsibility to request a conference with the instructor(s) involved within 60 days after the grade is issued. If the student and the instructor agree on the terms and conditions of a grade change or grade dispute, the matter will be considered resolved. If the student disagrees with the instructor and needs assistance, the student may contact a DBCC counselor on any DBCC campus location. The DBCC counselor may arrange a meeting with the student, the instructor, department chairperson and/or the academic dean in an effort to help resolve the grade dispute or request to change a grade. If the issue remains unresolved, the DBCC counselor will offer and conduct mediation as a way to resolve the matter.

Formal Grievance Process

The Vice President of Academic Affairs will review the matter, conduct an investigation and reach a final decision. The student may be contacted and notified of the decision by telephone, in person or by a letter from the Vice President of Academic Affairs or a designee. The college president reserves the right to conduct an administrative review of all decisions.

Formal Process: Harassment/Discrimination/Violation of Rights

NOTE: Complaints regarding harassment or discrimination may be originated by students, faculty, staff or citizens outside the college including training facilitators, employees or other college officials.

General Complaints: Non Students

In the event that a person not registered with the college has a specific complaint regarding harassment or discrimination, their concern will be handled by forwarding the complaint to the appropriate department head for resolution.

Student Complaints: Actively Enrolled Students

In the event that an actively enrolled student has a specific complaint, i.e. concerns about harassment, discrimination or maltreatment, their concern will be forwarded to the appropriate supervisor or department head for resolution.

Mediation

The college will offer mediation as an informal alternative resolution prior to the student filing an official formal complaint. If the parties involved are able to resolve the matter through mediation, each will be required to sign a mutual agreement to resolve the matter. If the parties involved are not able to resolve the matter through mediation, the student may file a formal written compliant with the Vice President of Academic Affairs.

Equity Complaints

Students who have complaints of harassment or discrimination based on race, sex, religion, natural origin, ethnicity, veteran status or sexual orientation will be forwarded to the College Equity Officer for investigation.

If a student believes that he or she has been discriminated against on the bases of race, age, sex, religion, color, natural origin, sexual orientation or veteran status, they may file their concern with the Vice President of Student Development or the College Equity Officer. The vice president or the equity officer will investigate the complaint, meet with the parties involved, witnesses, and the complainant and collect written accounts of the alleged incident to resolve the matter appropriately. The investigation may involve a meeting with the student to obtain all relevant information.

Please note that all discrimination complaints must include a written, signed and dated statement.

If a student alleges that he/she 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 30 days of the incident with the Office of the Vice President of Student Development. The vice president of student development will conduct the following:

- Assign an investigator who will arrange a meeting with the student, who at the time of this meeting, will solicit a written account of the alleged incident(s), providing details, such as time, place and names of the witnesses, if applicable.

- The student will be contacted once the investigation has concluded and finding reached.

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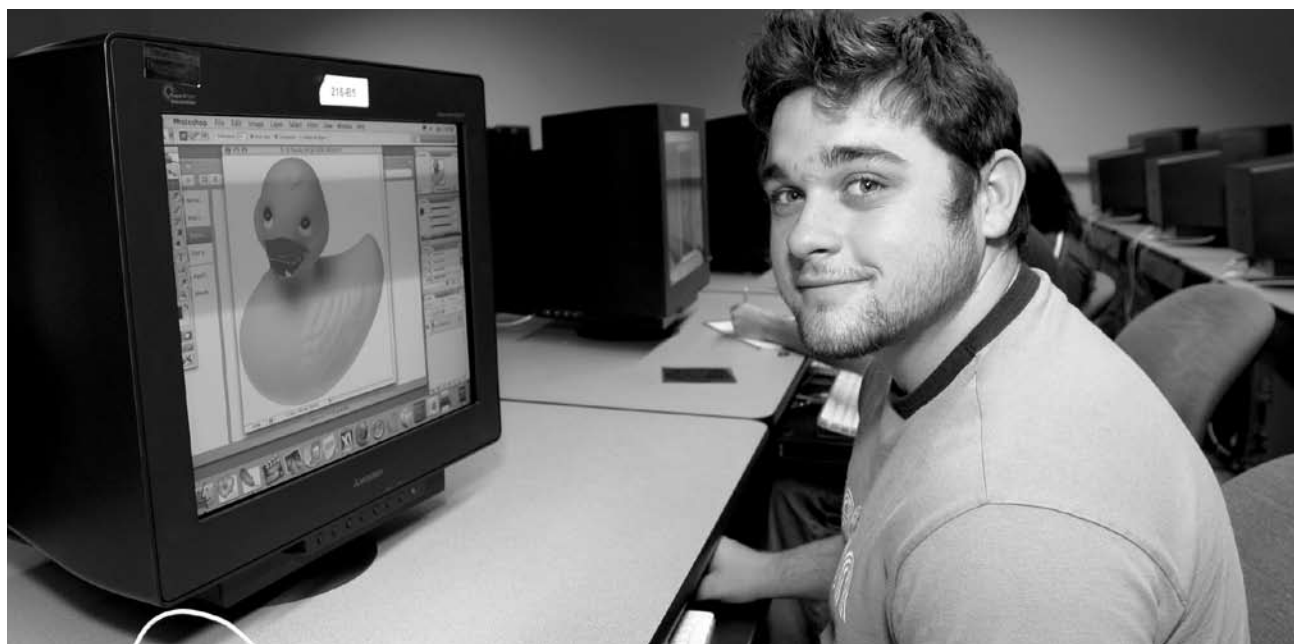
The Judicial Affairs Office is located in Bldg. 100, Rm. 210 on the Daytona Beach Campus. This office investigates student discipline issues and allegations of violations of the DBCC Student Code of Conduct Rules published in the Student Handbook.

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/ CENTER FOR EDUCATION AND ALTERNATIVE RESOURCES

For more than three decades, the Women's Center at DBCC has provided educational, career, financial, and personal support and assistance to the residents of Volusia and Flagler counties. The Women's Center offers a variety of programs and services to help individuals achieve and maintain personal, academic and economic self-sufficiency.

- **Fresh Start** – This program prepares individuals 35 and over to successfully transition from homemaker to employment and/or education. Participants have the opportunity to explore career and educational options, develop personal awareness, establish and achieve goals, build confidence and self-esteem, master the art of finding and keeping a job, obtain referrals to community resources, and develop financial awareness and personal planning.

- **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. The program provides financial assistance and community referrals to qualified students. It also helps students gain marketable skills and attain economic self-sufficiency through high wage vocational training.

- **CCAMPIS Program (Child Care Access Means Parents in School)** – This program offers childcare assistance to low income students living in Volusia and Flagler counties who are burdened with the cost of childcare but have a strong desire to further their educational goals.

- **The English Language Civics Program** – This program is designed to meet the needs of the Hispanic population in Volusia and Flagler counties by providing education opportunities for students at every level of English speaking ability, including those who are bilingual. Services include ESOL classes, Adult Basic Education Classes, Workplace Readiness, Citizenship, Computer Assisted Instruction, Transition into College Credit and Certificate Programs.

For information, contact the Women's Center on these DBCC campuses:

- Daytona Beach Campus
  Bldg. 100, Rm. 218 (386) 506-3068

- DeLand Campus
  Bldg. 7, Rm. 132, (386) 785-2028

- Flagler/Palm Coast Campus
  Bldg. 1, Rm. 116, (386) 246-4871

- Deltona Campus
  Bldg. 1, Rm. 211 (386) 789-7320

- New Smyrna Beach-Edgewater Campus
  Bldg. 1, Rm. 107 (386) 423-6307

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 driver's side rear window. Students requesting a second decal may obtain one at a cost of $10.00. Registration of a vehicle on campus does not guarantee a parking spot.

Designated Parking Areas – DBCC has open parking, except for areas mandated and enforced by state law: Yellow (Fire Lane), Blue (Handicapped). Visitor and other reserved areas are designated by signage. Please observe all parking regulations to ensure fairness to everyone attending DBCC.

Parking fines are $5, $7.50 and $10. Unpaid fines will result in a hold on student records, diplomas, transcripts and future registrations. Repeat or flagrant 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 8-9 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.

Speed Limit – The speed limit on campus is 10 mph unless posted otherwise.

CRIME STATISTICS

The DBCC Annual Security Report contains statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by DBCC; and on public property within, or immediately adjacent to and accessible from, the campus.

The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Campus Safety office on any campus or by accessing the following web site: http://go.dbcc.edu/campus_safety/.

TRANSFER INFORMATION

If you plan to transfer to another 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 college/university program.

DIGITAL TELEVISION AND MED
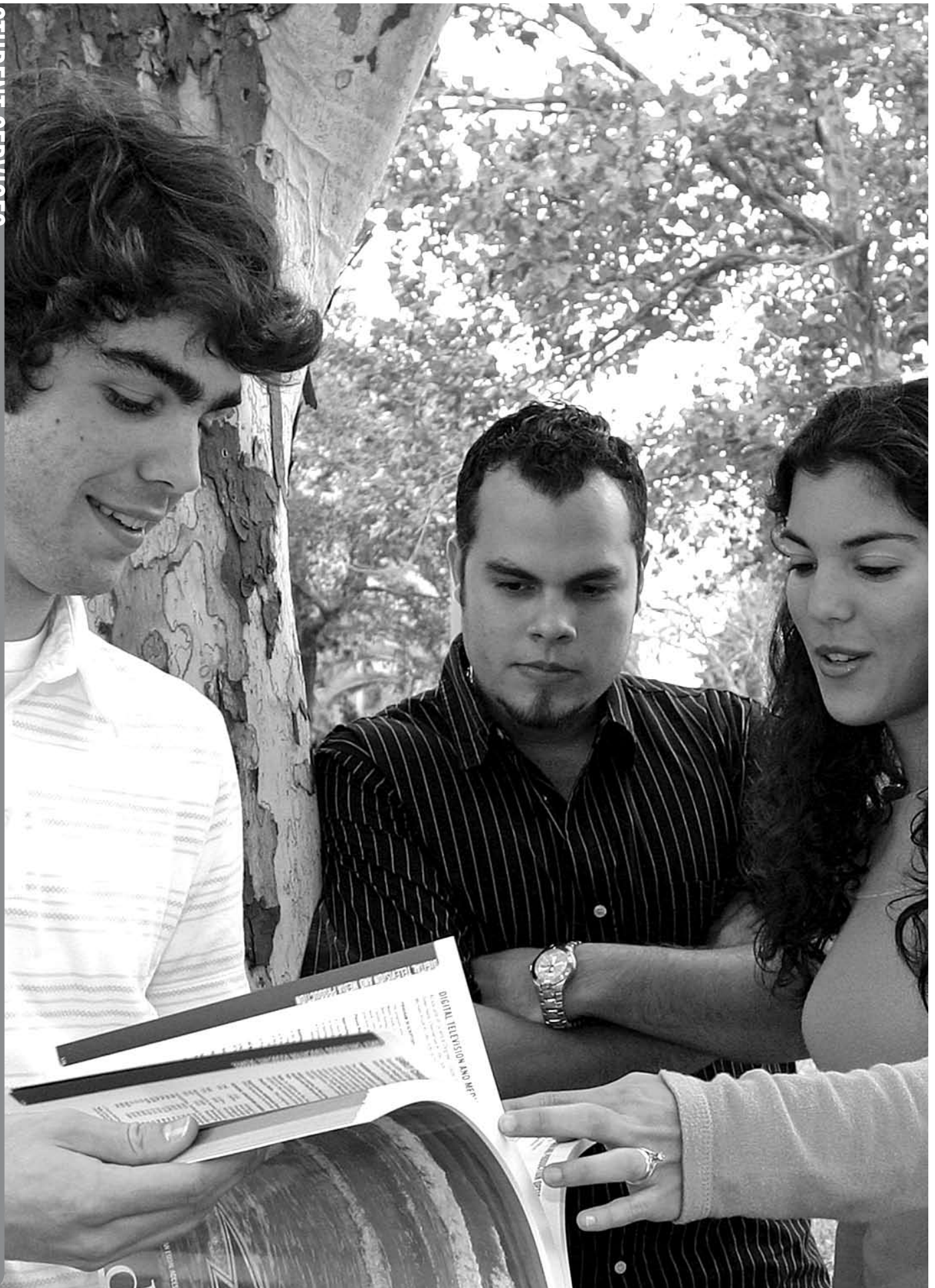
ACADEMIC INFORMATION & GRADUATION REQUIREMENTS

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 skills essential 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.

MANDATORY ASSESSMENT/PLACEMENT

All students entering DBCC must take the Florida College Placement Test (CPT) or submit acceptable SAT or ACT scores that will exempt them from the college preparatory program or submit college transcripts that show the completion of Freshman English I or Intermediate Algebra or a higher level math course.

No matter which community college in Florida you attend, you must take the CPT if you do not have an appropriate exemption. The CPT helps to determine where your strengths and weaknesses lie in the areas of reading, writing and mathematic skills. The scores needed on the CPT for placing into College Composition or College Algebra, or are both determined by the State of Florida.

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 CPT. 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, that 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 an academic 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
SLS 1122 Dynamics of Student Success.......................3

ENGLISH LANGUAGE INSTITUTE

College Prep Credits

Speech/Listening
EAP 0400 - Level IV 4
EAP 0300 - Level III 4
EAP 1500 - Level V 4

Reading
EAP 0420 - Level IV 4
EAP 0320 - Level III 4
EAP 1520 - Level V 4

Writing
EAP 0440 - Level IV 4
EAP 0340 - Level III 4
EAP 1540 - Level V 4

Grammar
EAP 0460 - Level IV 4
EAP 0360 - Level III 4
EAP 1560 - Level V 4

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 an academic advisor using the following guidelines:

- Reading, writing and math courses require weekly attendance at the Academic Support 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 CPT 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 contact Lynn Blanton at (386) 506-3914; Sue Hawkins at (386) 506-3130; or Sandra Offiah-Hawkins at (386) 506-3358. You may also contact Casey Blanton, Chair of Learning Communities, (386) 506-6312.

BACHELOR OF APPLIED SCIENCE DEGREE

The Bachelor of Applied Science in Supervision and Management program prepares individuals who already have skills in specific technical areas for supervisory and management roles and positions. Associate degree programs have prepared these individuals to enter the job market at entry-level or mid-level positions. Upper-level coursework in the Bachelor of Applied Science in Supervision and Management program broadens their knowledge in applied management practices and prepares them for supervisory and management opportunities within their technical fields. Those who have earned an associate's degree are eligible to apply for admission to DBCC's Bachelor of Applied Science in Supervision and Management program. For more information. please see the section on the Bachelor of Applied Science in Supervision and Management program in the catalog, visit the website at http://www.dbcc.edu/bachelor, call (386)506-4BAS, or email BASinfo@dbcc.edu .

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. Information about majors and the Florida colleges and universities that offer them are available in the Career Planning Center.

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 are guaranteed entry into one of Florida's four-year upper division public institution as juniors and 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.

REQUIREMENTS FOR THE ASSOCIATE OF ARTS DEGREE

Requirements for the Associate of Arts Degree
YYou are required to complete 60 hours of transferable college level credit to receive an AA degree. Florida State Board of Education Administrative Rule 6A-10.024 (3a) 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 semester credits of the same foreign language or eight college semester credits in American Sign Language (SPA 2612/2612L and SPA 2613/2613L). 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

Florida State Board of Education Rule 6A-10.030, commonly referred to as "The Gordon Rule," requires students to complete six (6) semester hours of English coursework and six (6) semester hours of additional coursework in which the student is required to demonstrate college-level writing skills through multiple assignments and to complete six (6) semester hours of mathematics coursework at the level of college algebra or higher. Each course used to satisfy this rule must be completed with a grade of C or higher.

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 & 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 an academic advisor 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	2311/1211L	Calculus I and Lab (4)
*	MAC	2312/1212L	Calculus II and Lab (4)
*	MAC	2313/2313L	Calculus III and Lab (4)
*	MAP	2302/2302L	Differential Equations and Lab (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/1010L	General Botany and Lab (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/1010L	General Biology I (For Science Majors) and Lab (4)	
OCB	2000C/2000L	Introduction to Marine Biology and Lab (4)	
		or both	
BSC	1085C/1085L	Human Anatomy & Physiology I and Lab (4)	
		and	
BSC	1086C/1086L	Human Anatomy & Physiology II and Lab (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/1045L	General College Chemistry I and Lab (4)
MET	2010	Meteorology (3)
OCE	1001	Introduction to Oceanography (3)
PHY	1053C/1053L	College Physics I and Lab (4)
PHY	2048C/2048L	University Physics I and Lab (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	2010	Early American Literature (3)
*	AML	2023	Contemporary American Literature (3)
*	AML	2052	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 **pre-requisite** or **corequisite**. See course descriptions.

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

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 **pre-requisite** 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	Business Ethics (3)
* ISS	1120	American Political and Economic Issues (3)
* POS	2112	State and Local Government (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 **pre-requisite** 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	World Geography (3)
* GEO	2420	Cultural 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)

COLLEGE TRANSFER ELECTIVE COURSES
Elective courses are grouped by Associate of Arts Program Concentration Codes. Additional elective courses are also shown. 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 an academic advisor to select electives to fulfill the prerequisites for your major.
The major program concentration codes are:

0100   UNDECIDED
7150   LIBERAL ARTS
7200   BEHAVIORAL AND HUMAN SCIENCES – GENERAL
7205   Education
7210   Psychology
7215   Sociology
7300   ECONOMICS AND BUSINESS - GENERAL
　　　　Accounting
　　　　Economics
　　　　Finance
　　　　General Business
　　　　Management
　　　　Marketing
7400   COMMUNICATIONS – GENERAL

7405   Advertising
7410   English
7415   Foreign Languages
7420   Journalism
7425   Television / Radio Broadcasting
7500   HISTORICAL, POLITICAL AND GLOBAL – GENERAL
7505   Geography
7510   History
7515   International Relations
7520   Political Science
7525   Pre-Law
7600   HUMANITIES & ARTS – GENERAL
7605   Performing Arts – Acting/Theatre
　　　　　　　　　Dance
　　　　　　　　　Music
7610   Art – Fine Arts
7615   Philosophy
7620   Photography
7625   Religion
7700   MATHEMATICS AND TECHNOLOGY – GENERAL
7705   Architecture (Pre-)
7710   Computer Science
7715   Digital Media – Animation
7720   Engineering
7730   Math/Statistics
7800   PUBLIC SERVICES – GENERAL
7805   Criminal Justice – Criminology
7810   Legal Studies
7815   Social Work
7900   SCIENCE – GENERAL
7905   Agriculture
7910   Astronomy
7915   Athletic Training/Sports Medicine
7920   Biology – Botany
　　　　　　　Marine Biology
　　　　　　　Microbiology
　　　　　　　Zoology
7925   Chemistry
7930   Dietetics/Nutrition
7935   Environmental Science and Public Policy
7940   Forestry and Conservation
7945   Forensic Science
7950   Meteorology
7955   Pre-Bachelors of Science Nursing (BSN)
7960   Pharmacy (Pre-)
7965   Pre-Medicine
7970   Radiology (Pre-)

COMMUNICATIONS

ENC	2210	Report Writing (3)
ENC	2341	Article Writing (3)
FRE	1120/1120L	French I and Lab (4)
FRE	1121/1121L	French II and Lab (4)
FRE	2220/2220L	French III and Lab (4)
FRE	2221/2221L	French IV and Lab (4)
GER	1120/1120L	German I and Lab (4)
GER	1121/1121L	German II and Lab (4)
GER	2220/2220L	German III and Lab (4)
GER	2221/2221L	German IV and Lab (4)
ITA	1120/1120L	Italian I and Lab (4)
ITA	1121/1121L	Italian II and Lab (4)
ITA	2220/2220L	Italian III and Lab (4)
ITA	2221/2221L	Italian IV and Lab (4)
JOU	1100	Introduction to Journalism (3)
MMC	1000	Introduction to Mass Communication (3)
ORI	2000	Fundamentals of Oral Interpretation (3)
PHI	1100	Practical Logic (3)

RTV	2102	Writing for Radio and Television (Broadcast Writing) (3)
RTV	2300	Broadcast Research/Newswriting/ Presentation Skills (3)
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)
SPC	2600	Oral Communication/ Research/ Presentation Skills (3)
SPN	1120/1120L	Spanish I and Lab (4)
SPN	1121/1121L	Spanish II and Lab (4)
SPN	2220/2220L	Spanish III and Lab(4)
SPN	2221/2221L	Spanish IV and Lab (4)

MATHEMATICS, SCIENCE & TECHNOLOGY

AST	1002	Astronomy (3)
BOT	1010C/1010L	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/1010C	General Biology I (For Science Majors) and Lab (4)
BSC	1011C/1011L	General Biology II (For Science Majors) and Lab (4)
BSC	1085C/1085L	Human Anatomy and Physiology I and Lab (4)
BSC	1086C/1086L	Human Anatomy and Physiology II and Lab (4)
CHM	1025	Introduction to Chemistry (4)
CHM	1045C/1045L	General College Chemistry I and Lab (4)
CHM	1046C/1046L	General College Chemistry II and Lab (4)
CHM	2120C/2120L	Introduction to Analytical Chemistry and Lab (4)
CHM	2205C/2205L	Introduction to Organic and Biochemistry and Lab (4)
CHM	2210C/2210L	Organic Chemistry I and Lab (4)
CHM	2211C/2211L	Organic Chemistry II and Lab (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	2311/2311L	Calculus I and Lab (4)
MAC	2312/2312L	Calculus II and Lab (4)
MAC	2313/2313L	Calculus III and Lab (4)
MAP	2302	Differential Equations (3)
MCB	1010C/1010L	Microbiology and Lab (4)
MET	2010	Meteorology (3)
MGF	2106	College Mathematics (3)
MGF	2107	Mathematics for Liberal Arts (3)
OCB	2000C/2000L	Introduction to Marine Biology and Lab (4)
OCE	1001	Introduction to Oceanography (3)
PCB	2510C/2510L	Human Genetics and Lab (4)
PHY	1053C/1053L	College Physics I and Lab (4)
PHY	1054C/1054L	College Physics II and Lab (4)
PHY	2048C/2048L	University Physics I and Lab (5)
PHY	2049C/2049L	University Physics II and Lab (5)
PHY	2101	Modern Physics (3)
PSC	1121	Physical Science (3)
STA	2023	Elementary Statistics (3)

HUMANITIES, CULTURAL & AESTHETIC

AML	2010	Early American Literature (3)
AML	2023	Contemporary American Literature (3)
AML	2052	Modern American Literature (3)
AML	2260	Southern 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/1201L	Design I and Lab (3)
ART	1203C/1203L	Design II and Lab (3)
ART	1300C/1300L	Drawing I and Lab (3)
ART	1301C/1301L	Drawing II and Lab (3)
ART	1331C/1331L	Drawing III and Lab (3)
ART	1500C/1500L	Painting I and Lab (3)
ART	1501C/1501L	Painting II and Lab (3)
ART	1754C/1754L	Pottery Handbuilding I and Lab (3)
ART	1772C/1772L	Raku Pottery I and Lab (3)
ART	2400C/2400L	Printmaking I and Lab (3)
ART	2540C/2540L	Watercolor I and Lab (3)
ART	2701C/2701L	Sculpture I and Lab (3)
ART	2702C/2702L	Sculpture II and Lab (3)
ART	2710/2710L	Stone Carving and Lab (3)
ART	2752C/2752L	Pottery Wheelthrowing I and Lab (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	2640/2640L	Choreography and Dance Ensemble and Lab (3)
DAA	2540	Musical Theater Dance (3)
DAN	1100	Introduction to Dance (3)
DAN	2740	Stretch & Placement (3)
DIG	1109	Digital Imaging Fundamentals (3)
DIG	2132	Digital Art and Design (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	1741	Principles of Design and Color (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	1120/1120L	College Band and Lab (3)
MUN	1210/1210L	Orchestra and Lab (3)
MUN	1340/1340L	Concert Choir and Lab (3)
MUN	1362/1362L	Madrigal Dinner Rehearsal and Performance and Lab (3)
MUN	1710/1710L	Jazz Ensemble and Lab (2)
MUN	1720/1720L	Contemporary Vocal Ensemble and Lab (3)
MUT	1121/1121L	Music Theory I and Lab (4)
MUT	1122/1122L	Music Theory II and Lab (4)
MUT	2126/2126L	Music Theory III and Lab (4)
MUT	2127/2127L	Music Theory IV and Lab (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 (1)
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)
TPP	2190C/2190L	Theatre Rehearsal and Performance and Lab (3)

BEHAVIORAL & HUMAN (SOCIAL) SCIENCES

ANT	2000	Introduction to Anthropology (3)
CCJ	1010	Introduction to Criminology (3)
CCJ	1020	Introduction to Criminal Justice (3)
CCJ	2500	Juvenile Delinquency (3)
CJC	1000	Introduction to Corrections (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)
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)
EXP	2420	Animal Behavior and Training (3)
HUN	1201	Human Nutrition (3)
HUN	1270	Sports Nutrition (3)
HLP	1081	Fitness Assessment and Improvement (3)
HSC	2400	First Aid, Responding to Emergencies (3)
INP	1390	Human Relations in the Workplace (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)
PET	2622/2622L	Care and Prevention of Athletic Injuries and Lab (3)
PPE	2001	Survey of Personality (3)
PSB	2442	Addictions I - Psychology of Addictions (3)
PSY	1012	General Psychology (3)
PSY	2930	Special Topics in Psychology (3)
SLS	1122	Dynamics of Student Success (3)
SLS	1261	Dynamics of Student Leadership Development (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)
ECO	2013	Principles of Macro Economics (3)
ECO	2023	Principles of Micro Economics (3)
GEB	1011	Introduction to Business (3)
GEB	2430	Principles and Values in Business (3)
ISS	1120	American Political and Economic Issues (3)
MAN	2021	Principles of Management (3)
MAR	2720	Introduction to E-Commerce (3)
POS	2112	State and Local Government (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	World Geography (3)
GEO	2420	Cultural 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/2551L	Airbrush Techniques and Lab (3)
CGS	1060	Basic Computer Concepts (3)
HFT	1000	Introduction to Hospitality Industry (3)
HUS	1001	Introduction to Human Services (3)
HUS	1332	Advanced Counseling/ Interview Skills (3)
HUS	2200	Group Dynamics (3)
HUS	2441	Addictions, Families and Communities (3)
HUS	2500	Issues and Ethics in Human Services (3)
HUS	2424	Addictions and Treatment (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)
MNA	2345	Supervision of Personnel (3)
MSL	1001C	Foundations of Officership (1)
MSL	1002C	Basic Leadership (1)
MSL	2101C	Individual Leadership (1)
MSL	2102C	Leadership and Teamwork (1)
OST	1330	Business English (3)
PGY	1100	Photography I (3)
PGY	2245	Underwater Photography (3)
PLA	2880	Constitutional Law (3)
SLS	1225	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.

GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE OF APPLIED SCIENCE AND ASSOCIATE OF SCIENCE DEGREES

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 & 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 cata-

log. For information about the AAS or AS degree or certificate programs, contact an academic 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 certificate 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 Apprenticeship Office of Workforce Education, Florida Department of Education.

DBCC currently is associated with the Volusia County Child Care Apprenticeship Committee, GNJ; Mid-Florida Electrical Non-union Apprenticeship Committee, GNJ; Don Morgan Electrical Union Apprenticeship Academy/Committee, JATC; Daytona Beach Plumbers and Pipe fitters Local Union #295 Apprenticeship Committee.

THE VIRTUAL COLLEGE

Through the Virtual College, students may obtain degrees/certificates with limited or no visitation to campus. Currently, students may obtain an AA or BAS degree online. Students may also work toward many AS degree options. To take online courses, 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.

On-Line (Totally) courses are conducted via the Internet, with instructor contact made through e-mail, discussion boards, chat rooms, phone and voice-mail. Students taking online courses will be required to pay an additional fee of $25 per credit hour. To search for Online (Totally) courses, when on the Search for Courses webpage, select "On-Line (Totally)" for Instructional Method, and read "View Comments". For course access and computer requirements, go to http://vc.dbcc.edu .

The Virtual College also offers courses that are web-enhanced (partially online). These are courses that meet partially online and on campus. Time on campus may vary from 25 percent to 75 percent of the hours needed to complete the course. Depending on the percentage of online activity, students are charged an additional free ranging from a flat rate of $15 per course to $25 per credit hour. To search for On-Line (Partially) courses, when on the Search for Courses webpage, select "On-Line (Partially)" for Instructional Method, and read "View Comments".

For more information, we are located in Building 210 on the Daytona Beach Campus or visit us online at http://vc.dbcc.edu.

ATHLETIC TRAINING EDUCATION PROGRAM (ATEP)

DBCC offers a unique opportunity for students to prepare to successfully transfer into an accredited athletic training program at a four-year college or university. Students may complete their first two years of prerequisite courses at DBCC while gaining valuable experience under the direct supervision of NATABOC-certified athletic trainers (ATC's). Athletic training students work with DBCC's Division I sports program at both practices and intercollegiate competitions to assist in providing care for athletic injuries. More information can be found on the ATEP website at go.dbcc.edu/athletics. Follow the links to Health/Wellness Academics. You may also contact Kim Csabi, ATC, Director of Sports Medicine, at (386) 506-3989.

COLLEGE YOUR WAY

DBCC offers a variety of courses that provide flexible delivery methods and formats, and convenient meeting times. These non-traditional approaches to traditional education are designed for individuals with busy lives. Students can choose more convenient schedules such as those offered by the Fast-Track, Half and Half, Sunrise, Virtual College, Web Enhanced, and Weekend College courses.

For information on how to search for these types of courses, please go to http://go.dbcc.edu/yourway/index.html.

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. Courses 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. To search for Fast Track Courses select "Fast Track" for Section Type, and please read "View Comments".

Sunrise Program

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. To search for Sunrise Courses select "Sunrise" for Section Type, and please read "View Comments".

Weekend College

Our weekend studies program was created for people with busy lives and multiple responsibilities. They know what they want and need a straightforward, convenient way to get there. 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. Students also can combine weekend classes with day, evening or Distance Education to accelerate their program. 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. To search for Weekend College Courses select "Weekend" as Section Type, and please read "View Comments".

For more information call (386) 506-3020 or (386) 506-3849.

On-line (Totally)

Courses that are delivered 100% online. Students access the course through the Internet via DBCC's learning management system, Desire2Learn. Students are charged an additional fee of $25 per credit hour. For course access and computer requirements, go to http://vc.dbcc.edu. To search for On-Line (Totally) courses select "On-Line (Totally)" for Instructional Method, and please read "View Comments".

On-Line (Partially)

Courses that have some seat time and some online delivery. Seat time may

vary from 25% to 75% of the hours needed to complete the course. The remaining hours devoted to the course are delivered through the Internet via DBCC's learning management system, Desire2Learn. Depending on the percentage of online activity, students are charged an additional free ranging from a flat rate of $15 per course to $25 per credit hour. For course access and computer requirements, go to http://vc.dbcc.edu. To search for On-Line (Partially) courses select "On-Line" for Instructional Method, and please read "View Comments".

Other Technology

Other courses may use internet technology, that does not use Desire2Learn. Your instructor will explain what the requirements for the course are.

SUMMER STUDY ABROAD
AT CAMBRIDGE UNIVERSITY IN ENGLAND

For more than 16 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 with proven academic ability challenging courses to satisfy their intellectual curiosity and quest for knowledge. A majority of those enrolled in the Honors College intend to earn their bachelor's degrees upon graduation from DBCC. That's why we place an emphasis on the arts and sciences and tailor instruction toward preparing students for university transfer. Honors classes are small and offer more individual instruction. Other features include:

- Opportunities for outstanding achievement
- Highly motivated fellow students
- Emphasis on critical thinking and leadership skills
- Lively exchange of ideas with other students and faculty
- Thought-provoking curriculum
- Scholarship advice and recommendations
- Individual academic counseling
- 10% tuition reimbursement for each semester the student qualifies
- Special recognition at commencement
- A competitive advantage upon transfer

Honors College Courses also encourage students to pursue their own special interests through independent study. For those who are up to the challenge, the Honors College at DBCC can help students along the road of self-discovery and to prepare for college after DBCC.

For further information, please email or call Dr. Teri Delos Santos, Chair of the Honors College. Telephone: (386) 506-3672   Email: delost@dbcc.edu

Entrance Requirements

Students may apply for admission to the Honors College if they meet the following criteria:
Minimum College Placement Test Scores are:

Reading 100
Writing 95
Elementary Algebra 75

Minimum SAT Scores are:
Verbal 600
Math 500

Minimum ACT Scores are:
Reading 25
Writing 23
Math 20

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) 506-3802 and talk to Casey Blanton, Chair of Learning Communities, or e-mail her at blantoc@dbcc.edu.

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 sociology, 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 contact Casey Blanton, Chair of Learning Communities, at (386) 506-3802 or through email at: 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 to earn a high school diploma, improve their basic skills and job training programs:

1. **Adult Basic Education (ABE)** classes are provided free of charge to adults 16 years of age or older whose academic skills are below 9th grade. Students transition from ABE to the High School, GED and/or employment. Instruction in basic reading, math, English and Pre-GED review is provided both day and evening in various locations. For more information and referral call (386) 506-3059 or 506-4471.

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) 506-3059 or 506-4471.

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 Volusia Literacy Council representatives on campus as (386) 506-3639.

4. **Adults with Disabilities Programs** - The Adult Basic Education and Workplace Readiness program provides academic, employment and social skill development to adults with documented disabilities. In addition clients of the Association for Retarded Citizens (ARC), Conklin Center and Work Oriented Rehabilitation Center are provided academic and basic life skill development. For more information, call (386) 506-3059 or 506-4471.

5. **General Educational 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 (386) 506-3059 or 506-4471.

6. **General Educational Development (GED)** Test is given monthly at DBCC's Daytona Beach, New Smyrna Beach/Edgewater, Deland, Deltona and Flagler campuses. The Flagler campus will provide the GED test to Flagler County residents who intend on transitioning into a college program offered at DBCC. To register for the test you must be 18 years old, or if under 18, be enrolled in GED classes and have approval from your instructor. You must register in advance of the test date and a valid Florida driver's license or Florida State I.D. card and a $50 fee are required at registration. For more information call DBCC's Assessment Center at (386) 506-3067.

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, New Smyrna Beach/Edgewater and DeLand campuses. Students are responsible for the purchase of textbooks for this program. Required placement testing is provided at no cost. For information, call DBCC (386) 506-3059 or 506-4471.

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) Students not meeting graduation requirements for term/semester applied under will need to reapply and pay another $25.00 processing fee for new term/ semester applying under.

8) 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. A Degree Audit is available for students on Falconet online student services. We encourage all students to run a degree audit before applying for graduation.

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) 506-3330 or the Mu Rho information line at (386) 506-4505.

- **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

Falcon Force

ACCOUNTING APPLICATIONS/COMPUTERIZED

College Credit Certificate - Code 0943

Jerold Braun, Assistant Chair • (386) 506-3538 • braunj@dbcc.edu
School of Business • (386) 506-3012

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.

Please Note: This program is eligible for federal financial aid and state bright futures.

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
OST	1330	Business English	3
OST	1711	Word Processing I	3
OST	2336	Business Communications	3
QMB	1001	Business Math	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.

SAMPLE PROGRAM OF STUDY

1st Semester			Sem. Hrs.
OST	1330	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 for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

ACCOUNTING TECHNOLOGY

Associate of Science Degree - Code 2084

Jerold Braun, Assistant Chair • (386) 506-3012 • braunj@dbcc.edu
School of Business • (386) 506-3012

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.

Graduates of this program are eligible to be enrolled in DBCC's Bachelor of Applied Science in Supervision and Management program. Call (386) 506-4BAS or email BASinfo@dbcc.edu for details.

Please Note: This program is eligible for federal and state financial aid.

GENERAL EDUCATION COURSES

			Sem. Hrs.
ENC	1101	College Composition	3
ENC	1102 ≠	Literature and Composition	3
SPC	2600 ≠	Oral Communication/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 - **CHOOSE ONE**:	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

** ECO 2013 fulfills Behavioral and Social Sciences Core requirement for AS/AAS degree programs only.

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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	1011	Introduction to Business	3
GEB	2430	Business 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	Business Ethics	3
TAX	2000	Personal Income Tax	3

2nd Semester

			Sem. Hrs.
SPC	2600	Oral Communication/Research Presentation Skills	3
ECO	2023	Principles of Micro Economics	3
....	....	Humanities, Cultural & Aesthetic Core	3
FIN	2000	Principles of Finance	3
MNA	2161	Quality Service Management	3
		TOTAL	64

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

ACCOUNTING TECHNOLOGY

Associate of Applied Science Degree - Code 3500

Jerold Braun, Assistant Chair • (386) 506-3538 • braunj@dbcc.edu
School of Business • (386) 506-3012

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.

Graduates of this program are eligible to be enrolled in DBCC's Bachelor of Applied Science in Supervision and Management program. Call (386) 506-4BAS or email BASinfo@ dbcc.edu for details.

Please Note: This program is eligible for federal and state financial aid.

GENERAL EDUCATION COURSES

			Sem. Hrs.
ENC	1101	College Composition	3
SPC	2600 ≠	Oral Communication/Research/Presentation Skills	3
MAT	1033 *	Intermediate Algebra	4
ECO	2013 *≠ *	Principles of Macro Economics	3
.... ≠		Humanities, Cultural & Aesthetic Core - **CHOOSE ONE:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

* MAT 1033 fulfills general education requirements for AAS degree programs only.

** ECO 2013 fulfills Behavioral and Social Sciences Core requirement for AS/AAS degree programs only.

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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 COURSE

			Sem. Hrs.
OST	1330	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 Education 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	Business Ethics **OR**	
MNA	2161	Quality Service Management	3

SAMPLE PROGRAM OF STUDY

First Year

1st Semester — Sem. Hrs.

OST	1330	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 Communication/Research/Presentation Skills	3
MAT	1033	Intermediate Algebra	4
....	....	Humanities, Cultural & Aesthetic Core	3

Second Year

1st Semester — Sem. Hrs.

ACG	2071	Principles of Managerial Accounting	4
TAX	2000	Personal Income Tax	3
OST	2336	Business Communications	3
ECO	2013	Principles of Macro Economics	3

2nd Semester — Sem. Hrs.

ACG	2949	Cooperative Education Experience in Accounting	2
BUL	2241	Business Law I	3
FIN	2000	Principles of Finance	3
GEB	2430	Business Ethics **OR**	
MNA	2161	Quality Service Management	3
		TOTAL	64

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@ DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

AIR CONDITIONING, REFRIGERATION AND HEATING MECHANIC

Vocational Credit Certificate - Code 1054

George Roddy, Assistant Chair • (386) 506-4175 • roddyg@dbcc.edu

Stanley Sidor, Dean • (386) 506-3612 • sidors@dbcc.edu

PROGRAM DESCRIPTION

The program provides **a solid foundation in the principles of air conditioning and refrigeration**. Instruction is given by classroom demonstrations and laboratory experiments in refrigeration fundamentals; electricity and controls; and installing, operating, servicing and repairing air conditioning & refrigeration equipment. Students work on commercial refrigeration and air conditioning equipment, including heat pumps, ice machines, oil and gas systems. **Students will design, construct, and evaluate refrigeration systems**. State of the art, modern equipment with all of the commonly used refrigerants is available for students to gain "hands-on" experience. Students also receive related training in shop management and customer relations.

All graduates have numerous opportunities for employment with local contractors.

Please Note: This program is eligible for federal financial aid and state bright futures.

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	0001C/0001L	Physical Principles I and Lab	3.0
ACR	0002C/ 0002L	Physical Principles II and Lab	3.0
ACR	0022/ 0022L	Domestic Refrigeration and Lab	1.5
ACR	0061/ 0061L	Psychrometrics and Lab	2.0
ACR	0100C/ 0100L	Basic Electricity I and Lab	3.0
ACR	0102C/ 0102L	Basic Electricity II and Lab	3.0
ACR	0150/ 0150L	A/C Motors and Controls and Lab	3.0
ACR	0205/ 0205L	Refrigerants I and Lab	3.0
ACR	0601/ 0601L	Heat Pumps and Lab	3.0
ACR	0700/ 0700L	Central Residential Air Conditioning and Lab	2.0
ACR	0741/ 0741L	Commercial Refrigeration I and Lab	3.0
ACR	0850/ 0850L	Air Conditioning Wiring and Lab	3.0

SAMPLE PROGRAM OF STUDY

1st Semester — Voc. Crs.

			Voc. Crs.
ACR	0001C/0001L	Physical Principles I and Lab	3.0
ACR	0002C/ 0002L	Physical Principles II and Lab	3.0
ACR	0100C/ 0100L	Basic Electricity I and Lab	3.0
ACR	0102C/ 0102L	Basic Electricity II and Lab	3.0

2nd Semester — Voc. Crs.

			Voc. Crs.
ACR	0022/ 0022L	Domestic Refrigeration and Lab	1.5
ACR	0150/ 0150L	A/C Motors and Controls and Lab	3.0
ACR	0700/ 0700L	Central Residential Air Conditioning and Lab	2.0
ACR	0741/ 0741L	Commercial Refrigeration I and Lab	3.0
ACR	0850/ 0850L	Air Conditioning Wiring and Lab	3.0

3rd Semester — Voc. Crs.

			Voc. Crs.
ACR	0061/ 0061L	Psychrometrics and Lab	2.0
ACR	0205/ 0205L	Refrigerants I and Lab	3.0
ACR	0601/0601L	Heat Pumps and Lab	3.0

	Voc. Crs.
TOTAL	32.5
	Contact Hrs.
TOTAL	975

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

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 assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterface.com/dbcc/student** and create your personal career development account.

CC2007-08

AIR CONDITIONING, REFRIGERATION AND HEATING TECHNOLOGY

Vocational Credit Certificate - Code 1011

George Roddy, Assistant Chair • (386) 506-4175 • roddyg@dbcc.edu

Stanley Sidor, Dean • (386) 506-3612 • sidors@dbcc.edu

PROGRAM DESCRIPTION

The program provides **a solid foundation in the principles of air conditioning and refrigeration**. Instruction is given by classroom demonstrations and laboratory experiments in refrigeration fundamentals; electricity and controls; and installing, operating, servicing and repairing air conditioning & refrigeration equipment. Students work on commercial refrigeration and air conditioning equipment, including heat pumps, ice machines, oil and gas systems. **Students will design, construct, and evaluate refrigeration systems**. State of the art, modern equipment with all of the commonly used refrigerants is available for students to gain "hands-on" experience. Students also receive related training in shop management and customer relations.

All graduates have numerous opportunities for employment with local contractors.

Please Note: This program is eligible for federal financial aid and state bright futures.

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	0001C/0001L	Physical Principles I and Lab	3.0
ACR	0002C/ 0002L	Physical Principles II and Lab	3.0
ACR	0022/ 0022L	Domestic Refrigeration and Lab	1.5
ACR	0061/ 0061L	Psychrometrics and Lab	2.0
ACR	0062/ 0062L	Heat Load Calculations and Lab	2.0
ACR	0100C/ 0100L	Basic Electricity I and Lab	3.0
ACR	0102C/ 0102L	Basic Electricity II and Lab	3.0
ACR	0150/ 0150L	A/C Motors and Controls and Lab	3.0
ACR	0205/ 0205L	Refrigerants I and Lab	3.0
ACR	0206/ 0206L	Refrigerants II and Lab	1.5
ACR	0600/ 0600L	Fossil Fuel Heating and Lab	3.0
ACR	0601/ 0601L	Heat Pumps and Lab	3.0
ACR	0700/ 0700L	Central Residential Air Conditioning and Lab	2.0
ACR	0741/ 0741L	Commercial Refrigeration I and Lab	3.0
ACR	0742/ 0742L	Commercial Refrigeration II and Lab	3.0
ACR	0815/ 0815L	Advanced Service Practices and Lab	3.0
ACR	0850/ 0850L	Air Conditioning Wiring and Lab	3.0

SAMPLE PROGRAM OF STUDY

1st Semester			Voc. Crs.
ACR	0001C/0001L	Physical Principles I and Lab	3.0
ACR	0002C/ 0002L	Physical Principles II and Lab	3.0
ACR	0100C/ 0100L	Basic Electricity I and Lab	3.0
ACR	0102C/ 0102L	Basic Electricity II and Lab	3.0

2nd Semester			Voc. Crs.
ACR	0022/ 0022L	Domestic Refrigeration and Lab	1.5
ACR	0150/ 0150L	A/C Motors and Controls and Lab	3.0
ACR	0700/ 0700L	Central Residential Air Conditioning and Lab	2.0
ACR	0741/ 0741L	Commercial Refrigeration I and Lab	3.0
ACR	0850/ 0850L	Air Conditioning Wiring and Lab	3.0

3rd Semester			Voc. Crs.
ACR	0061/ 0061L	Psychrometrics and Lab	2.0
ACR	0062/ 0062L	Heat Load Calculations and Lab	2.0
ACR	0205/ 0205L	Refrigerants I and Lab	3.0
ACR	0206/ 0206L	Refrigerants II and Lab	1.5

4th Semester			Voc. Crs.
ACR	0600/0600L	Fossil Fuel Heating and Lab	3.0
ACR	0601/0601L	Heat Pumps and Lab	3.0
ACR	0742/0742L	Commercial Refrigeration II and Lab	3.0
ACR	0815/0815L	Advanced Service Practices and Lab	3.0

	Voc. Crs.
TOTAL	45.0

	Contact Hrs.
TOTAL	1350

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

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 assistance with career planning, contact your DBCC Career Advisor through **CareerServices@ DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

ARCHITECTURAL AND BUILDING TECHNOLOGY

Associate of Applied Science Degree - Code 3501

Dallas Peacock, Assistant Chair • (386) 506-3349 • peacocd@dbcc.edu
Stanley Sidor, Dean • (386) 506-3612 • sidors@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.

Please Note: This program is eligible for federal and state financial aid.

GENERAL EDUCATION COURSES

			Sem. Hrs.
ENC	1101	College Composition	3
SPC	2600 ≠	Oral Communication/Research/Presentation Skills	3
PSC	1121 ≠	Physical Science	3
....	.... ≠	Behavioral & Human Sciences Core - **CHOOSE ONE:**	3
DEP	2004	Developmental Psychology	
PSY	1012	General Psychology	
SYG	2000	Introduction to Sociology	
....	.... ≠	Humanities, Cultural & Aesthetic Core - **CHOOSE ONE:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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	3
BCN	1210	Materials and Processes	3
BCN	1251C/ 1251L	Architectural Drawing I and Lab	3
BCN	1253C/ 1253L	Architectural Drawing II and Lab	3
BCN	1272	Blueprint Reading	3
BCN	2257C/ 2257L	Architectural Detailing and Lab	3
BCN	2560	Mechanical and Electrical Equipment	3
CGS	2100	Microcomputer Applications	3
EGS	2650	Technical Ethics	1
ETC	2207C/2207L	Construction Planning and Estimating and Lab	3
ETC	2245	Construction Methods	3
IND	1935	Building and Barrier Free Codes	2
ETD	2320C/2320L	Computer Aided Drafting I (AutoCAD) and Lab	3
ETD	2350C/2350CL	Computer Aided Drafting II (AutoCAD) and Lab	3
ETD	2350/2350L	Computer Aided Design Applications (AutoCAD) and Lab **OR**	
ETD	2395/2395L	Architectural CAD (Architectural Desktop) and Lab	3
ETD	2547C/2547L	Civil Drafting & Surveying (CAD) and Lab	3
IND	1211	History of Architecture & Interiors I	3
BCN	2949	Cooperative Experience in Construction	1

SAMPLE PROGRAM OF STUDY

First Year

1st Semester — Sem. Hrs.

			Sem. Hrs.
ENC	1101	College Composition	3
MTB	1348	Applied Technical Math	3
BCN	1210	Materials and Processes	3
BCN	1251C/1251L	Architectural Drawing I and Lab	3
BCN	1272	Blueprint Reading	3

2nd Semester — Sem. Hrs.

			Sem. Hrs.
SPC	2600	Oral Communication/Research/Presentation Skills	3
BCN	1253C/1253L	Architectural Drawing II and Lab	3
CGS	2100	Microcomputer Applications	3
IND	1935	Building and Barrier Free Codes	2
ETD	2320C/2320L	Computer Aided Drafting I (AutoCAD) and Lab	3

Summer Semester — Sem. Hrs.

			Sem. Hrs.
....	....	Behavioral & Human Sciences Core	3
....	....	Humanities, Cultural & Aesthetic Core	3

Second Year

1st Semester — Sem. Hrs.

			Sem. Hrs.
ETC	2207C/ 2207L	Construction Planning and Estimating and Lab	3
EGS	2650	Technical Ethics	1
ETD	2350/2350L	Computer Aided Drafting II (AutoCAD) and Lab	3
ETD	2547C/2547L	Civil Drafting & Surveying (CAD) and Lab	3
IND	1211	History or Architecture and Interiors I	3

2nd Semester — Sem. Hrs.

			Sem. Hrs.
PSC	1121	Physical Science	3
BCN	2257C/2257L	Architectural Detailing and Lab	3
BCN	2560	Mechanical and Electrical Equipment	3
ETC	2245	Construction Methods	3
ETD	2350C/2350CL	Computer Aided Design Applications (AutoCAD) and Lab **OR**	
ETD	2395/ 2395L	Architectural CAD (Architectural Desktop) and Lab	3
BCN	2949	Cooperative Experience in Construction	1
		TOTAL	64

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

AUTOCAD FOUNDATIONS (ARCHITECTURAL)

College Credit Certificate – Code 0927

Gerald Baron, Assistant Chair • (386) 506-3603 • barong@dbcc.edu
Stanley Sidor, Dean • (386) 506-3612 • sidors@dbcc.edu

PROGRAM DESCRIPTION

The program provides a foundation in the use of AutoCAD for architecture and construction. The certificate includes instruction in architectural drawing and the use of AutoCAD software for 2D drafting and 3D modeling. Additional courses include architectural detailing, and Architectural Desktop.

Please Note: This program is eligible for federal financial aid and state bright futures.

PROGRAM SPECIFIC COURSES*

			Sem. Hrs.
BCN	1251C/1251L	Architectural Drawing I and Lab	3
ETD	2320C/2320L	Computer Aided Drafting I (AutoCAD) and Lab	3
ETD	2350C/2350CL	Computer Aided Drafting II (AutoCAD) and Lab	3
BCN	2257C/2257L	Architectural Detailing and Lab	3
ETD	2395/2395L	Architectural CAD (Architectural Desktop) and Lab	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.

* Select courses count towards either the AAS degree in Architectural and Building Technology, Drafting and Design Technology (CAD), Manufacturing Technology, or Interior Design Technology (AS & AAS).

SAMPLE PROGRAM OF STUDY

1st Semester			Sem. Hrs.
BCN	1251C/1251L	Architectural Drawing I and Lab	3
ETD	2320C/2320L	Computer Aided Drafting I (AutoCAD) and Lab	3

2nd Semester			Sem. Hrs.
BCN	2257C/2257L	Architectural Detailing and Lab	3
ETD	2350C/2350CL	Computer Aided Drafting II (AutoCAD) and Lab	3
ETD	2395/2395L	Architectural CAD (Architectural Desktop) and Lab	3
		TOTAL	15

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

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CC2007-08

AUTOCAD FOUNDATIONS (ENGINEERING)

College Credit Certificate – Code 0928

Gerald Baron, Assistant Chair • (386) 506-3603 • barong@dbcc.edu

Stanley Sidor, Dean • (386) 506-3612 • sidors@dbcc.edu

PROGRAM DESCRIPTION

The program provides a foundation in the use of AutoCAD for engineering, manufacturing and related industries. The certificate includes instruction in engineering drawing and the use of AutoCAD software for 2D drafting and 3D modeling. Additional instruction is also provided in 3D solid modeling.

Please Note: This program is eligible for federal financial aid and state bright futures.

PROGRAM SPECIFIC COURSES*

			Sem. Hrs.
EGS	1110C/1110L	Engineering Drawing and Lab	3
ETD	2320C/2320L	Computer Aided Drafting I (AutoCAD) and Lab	3
ETD	2350C/2350CL	Computer Aided Drafting II (AutoCAD) and Lab	3
ETD	2350/2350L	Computer Aided Design Applications (AutoCAD) and Lab	3
ETD	2359C/2359L	SolidWorks Solid Modeling and Lab **OR**	
ETD	2355/2355L	Inventor Solid Modeling and Lab	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.

* Select courses count towards either the AAS degree in Architectural and Building Technology, Drafting and Design Technology (CAD), Manufacturing Technology, or Interior Design Technology (AS & AAS).

SAMPLE PROGRAM OF STUDY

1st Semester			Sem. Hrs.
EGS	1110C/1110L	Engineering Drawing and Lab	3
ETD	2320C/2320L	Computer Aided Drafting I (AutoCAD) and Lab	3

2nd Semester			Sem. Hrs.
ETD	2350C/2350CL	Computer Aided Drafting II (AutoCAD) and Lab	3
ETD	2350/ 2350L	Computer Aided Design Applications (AutoCAD) and Lab	3
ETD	2359C/ 2359L	SolidWorks Solid Modeling and Lab **OR**	
ETD	2355/ 2355L	Inventor Solid Modeling and Lab	3
		TOTAL	15

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

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CC2007-08

AUTOMOTIVE COLLISION REPAIR AND REFINISHING

Vocational Credit Certificate - Code 1097

Technology and Occupational Programs Department • (386) 506-4165
Stanley Sidor, Dean • (386) 506-3612 • sidors@dbcc.edu

PROGRAM DESCRIPTION

As quickly as the body style of today's vehicles change, so do the skills and technology required to return vehicles to pre-accident condition. The Automotive Collision Repair and Refinishing Program at the ATC (Advanced Technology Center) offers state-of-the-art training in collision repair and refinishing that will prepare students to repair today's complex vehicles. This program offers theory and hands-on-training including damage analysis, body repair and refinishing. The I-CAR enhanced delivery curriculum is used as a standard for classroom training that prepares students for I-CAR and ASE certification. Today's increasingly complex vehicle designs challenge students to develop and utilize the skills required to excel in this high demand job market.

Please Note: This program is eligible for federal financial aid and state bright futures.

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 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

			Voc. Crs.
ARR	0121C/0121L	Introduction to Refinishing and Lab	4.0
ARR	0122C/0122L	Auto Refinishing II and Lab	4.0
ARR	0123C/0123L	Auto Refinishing III and Lab	4.0
ARR	0241C/0241L	Introduction to Collision Repair and Lab	4.0
ARR	0242C/0242L	Collision Repair II and Lab	4.0
ARR	0243C/0243L	Collision Repair III an d Lab	4.0
ARR	0294C/0294L	Electrical, Glass and Trim and Lab	4.0
ARR	0381C/0381L	Introduction to Unibody and Frame and Lab	4.0
ARR	0382C/0382L	Unibody and Frame II and Lab	4.0
ARR	0383C/0383L	Unibody and Frame III and Lab	4.0
ARR	0376C/0376L	Advanced Vehicle Components and Lab	2.67
ARR	0949	Cooperative Experience in Automotive Body Repair and Refinishing	4.0

SAMPLE PROGRAM OF STUDY

1st Semester			Voc. Crs.
ARR	0121C/0121L	Introduction to Refinishing and Lab	4.0
ARR	0241C/0241L	Introduction to Collision Repair and Lab	4.0
ARR	0381C/0381L	Introduction to Unibody and Frame and Lab	4.0

2nd Semester			Voc. Crs.
ARR	0122C/0122L	Auto Refinishing II and Lab	4.0
ARR	0242C/0242L	Collision Repair II and Lab	4.0
ARR	0382C/0382L	Unibody and Frame II and Lab	4.0

3rd Semester			Voc. Crs
ARR	0243C/0243L	Collision Repair III an d Lab	4.0
ARR	0122C/0122L	Auto Refinishing II and Lab	4.0
ARR	0294C/0294L	Electrical, Glass and Trim and Lab	4.0

4th Semester			Voc. Crs.
ARR	0376C/0376L	Advanced Vehicle Components and Lab	2.67
ARR	0383C/0383L	Unibody and Frame III and Lab	4.0
ARR	0949	Cooperative Experience in Automotive Body Repair and Refinishing	4.0

	Voc. Crs.
TOTAL	46.67

	Contact Hrs.
TOTAL	1400

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

JOB PROSPECTS

Employment opportunities in this 38 billion dollar per year industry far exceed the current number of qualified, trained technicians entering the collision repair field.

SALARIES

Entry level salaries start at over $20,000 a year, experienced technicians' earnings can exceed over $100,000 a year with the average industry of approximately $52,000 per year.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@ DBCC.edu** or login to DBCC's Career Connection at **www.myinterface.com/dbcc/student** and create your personal career development account.

CC2007-08

AUTOMOTIVE SERVICE MANAGEMENT TECHNOLOGY

Associate of Applied Science Degree - Code 3502

James Posick, Assistant Chair • (386) 506-4168 • posickj@dbcc.edu

Stanley Sidor, Dean • (386) 506-3612 • sidors@dbcc.edu

PROGRAM DESCRIPTION

The program is designed to prepare the student to enter the field of automotive service and repair. The program also starts to prepare the student to successfully complete the Automotive Service Excellence, ASE, automotive and light truck certification in the 8 general repair areas, A-1 through A-8. Emphasis is on diagnosis and repair, coupled with customer relations. Training is provided to assist each student to become a dealership technician or service advisor.

Please Note: This program is eligible for federal and state financial aid.

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 Communication/Research/Presentation Skills	3
MAT	1033 *	Intermediate Algebra	4
....	.... ≠	Behavioral & Human Sciences Core - **CHOOSE FROM:**	3
DEP	2004	Developmental Psychology	
PSY	1012	General Psychology	
SYG	2000	Introduction to Sociology	
....	.... ≠	Humanities, Cultural & Aesthetic Core - **CHOOSE ONE:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	

* MAT 1033 fulfills general education requirements for AAS degree programs only.

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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/ 1101L	Electricity/Electronics Fundamentals and Lab	4
AER	1112/ 1112L	Engine Mechanical Service and Repairs and Lab	4
AER	1114/ 1114L	Basic Concepts and Service Procedures and Lab	4
AER	1272/ 1272L	Automotive Transaxles and Differentials and Lab	4
AER	1413/ 1413L	Automotive Brake Systems and Lab	4
AER	1451/ 1451L	Automotive Steering, Suspension and Alignment and Lab	4
AER	1611/ 1611L	Automotive Heating and Air Conditioning Systems and Lab	4
AER	2251/ 2251L	Automotive Automatic Transaxles and Drive Systems and Lab	4
AER	2524/ 2524L	Automotive Computer Systems and Supercharging and Lab	4
AER	2526/ 2526L	Automotive Ignition and Emissions Control and Lab	4
AER	2527/ 2527L	Drivability and Dynamometer Analysis and Lab	4
AER	2528/ 2528L	Automotive Fuel Systems and Lab	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/ 1101L	Electricity/Electronics Fundamentals and Lab	4
AER	1112/ 1112L	Engine Mechanical Service and Repairs and Lab	4
AER	1114/ 1114L	Basic Concepts and Service Procedures and Lab	4

2nd Semester

			Sem. Hrs.
SPC	2600	Oral Communication/Research/Presentation Skills	3
AER	1413/ 1413L	Automotive Brake Systems and Lab	4
AER	1611/ 1611L	Automotive Heating and Air Conditioning Systems and Lab	4
AER	2251/ 2251L	Automotive Automatic Transaxles and Drive Systems and Lab	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/ 1272L	Automotive Transaxles and Differentials and Lab	4
AER	1451/ 1451L	Automotive Steering, Suspension and Alignment and Lab	4
AER	2524/ 2524L	Automotive Computer Systems and Supercharging and Lab	4

2nd Semester

			Sem. Hrs.
....	....	Humanities, Cultural & Aesthetic Core	3
AER	2526/ 2526L	Automotive Ignition and Emissions Control and Lab	4
AER	2527/ 2527L	Drivability and Dynamometer Analysis and Lab	4
AER	2528/ 2528L	Automotive Fuel Systems and Lab	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 for requisite requirements.

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CC2007-08

AUTOMOTIVE SERVICE CERTIFICATE

Vocational Credit Certificate - Code 1049

James Posick, Assistant Chair • (386) 506-4168 • posickj@dbcc.edu

Stanley Sidor, Dean • (386) 506-3612 • sidors@dbcc.edu

PROGRAM DESCRIPTION

The Automotive Service certificate progam is a 35.00 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 automotive service and become proficient at automotive heating and air conditioning systems, automotive electrical and electronic systems, automotive systems, automotive steering, suspension and alignment, and automotive engine performance.

Please Note: This program is eligible for federal financial aid and state bright futures.

Approximate Additional Costs

Students must meet with the assistant chair for necessary tools and uniforms.

Additional Admission Requirements

• Ability to understand and follow specific directions.

• Ability to handle and operate all automotive equipment in a safe manner.

• A pre-admissions consultation with the assistant chair prior to registration is recommended.

PROGRAM SPECIFIC COURSES

			Voc. Crs.
AER	0171C/0171L	Automotive Heating and Air Conditioning Systems and Lab	5.0
AER	0310C/0310L	Automotive Electrical and Electronic Systems and Lab	10.0
AER	0410C/0410L	Automotive Brake Systems and Lab	5.0
AER	0450C/0450L	Automotive Steering, Suspension and Alignment and Lab	5.0
AER	0503C/0503L	Automotive Engine Performance and Lab	10.0

SAMPLE PROGRAM OF STUDY

First Year

1st Semester

			Voc. Crs.
AER	0171C/0171L	Automotive Heating and Air Conditioning Systems and Lab	5.0
AER	0410C/0410L	Automotive Brake Systems and Lab	5.0
AER	0450C/0450L	Automotive Steering, Suspension and Alignment and Lab	5.0

2nd Semester

			Voc. Crs.
AER	0310C/0310L	Automotive Electrical and Electronic Systems and Lab	10.0
AER	0503C/0503L	Automotive Engine Performance and Lab	10.0

	Voc. Crs.
TOTAL	35.0

	Contact Hrs.
TOTAL	1050

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterface.com/dbcc/student** and create your personal career development account.

CC2007-08

BUILDING CONSTRUCTION TECHNOLOGY

Vocational Credit Certificate - Code 1039

Roger Rowan, Assistant Chair (386) 506-4171 • rowanr@dbcc.edu

Stanley Sidor, Dean (386) 506-3612 • sidors@dbcc.edu

PROGRAM DESCRIPTION

A program providing entry level training for beginning students in residential and commercial contracting skills. The certificate includes instruction in masonry, framing, flooring, roofing, siding, and interior and exterior finishing. The program will be integrated to include technical courses with significant hands on experience off campus (cooperative education experience). Partners for cooperative learning will include local general contractors, specialty contractors and construction companies. The certificate will create a skilled workforce based on the needs expressed by local construction companies.

Please Note: This program is eligible for federal financial aid and state bright futures.

Approximate Additional Costs

- Textbooks cost approximately $350.00.
- Lab fees: $30.00 for each course, with exception to the two Co-op Work Experience courses.

PROGRAM SPECIFIC COURSES

			Voc Crs.
BCV	0020C 0205L	Tools, Safety and Pre-Construction Skills and Lab.	3.0
BCV	0050C/0050L	Trade Career Path Introduction and Lab	3.0
BCV	0103C/0103L	Wood Products, Substitutes, Lumber and Building Materials and Lab	3.0
BCV	0110C/0110L	Leveling Instruments, Site Preparation and Layout and Lab	3.0
BCV	0134C/0134L	Foundation Formwork, Wall and Floor Framing and Lab.	3.0
BCV	0140C/0140L	Roof Framing I and Lab	3.0
BCV	0141C 0141L	Roof Framing II and Timber Construction and Lab.	3.0
BCV	0171C/0171L	Interior Trim and Lab	3.0
BCV	0173C/0173L	Exterior Trim and Hardware Finishes and Lab	3.0
BCV	0921	Carpentry Co-op Work Experience I	4.0
BCV	0922	Carpentry Co-op Work Experience II	4.0

SAMPLE PROGRAM OF STUDY

First Year

1st Semester

			Voc Crs.
BCV	0020C/0205L	Tools, Safety and Pre-Construction Skills and Lab.	3.0
BCV	0103C/0103L	Wood Products, Substitutes, Lumber and Building Materials and Lab	3.0
BCV	0110C/0110L	Leveling Instruments, Site Preparation and Layout and Lab.	3.0
BCV	0140C/0140L	Roof Framing I and Lab	3.0

2nd Semester

			Voc Crs.
BCV	0134C/0134L	Foundation Formwork, Wall and Floor Framing and Lab.	3.0
BCV	0141C//0141L	Roof Framing II and Timber Construction and Lab.	3.0
BCV	0171C/0171L	Interior Trim and Lab	3.0
BCV	0173C/0173L	Exterior Trim and Hardware Finishes and Lab	3.0

Summer Semester - A Term

			Voc Crs.
BCV	0921	Carpentry Co-op Work Experience I	4.0

Summer Semester -B Term

			Voc Crs.
BCV	0922	Carpentry Co-op Work Experience II	4.0

Second Year

1st Semester

			Voc Crs.
BCV	0050C/0050L	Trade Career Path Introduction and Lab	3.0

		Voc. Crs.
	TOTAL	35.0

		Contact Hrs.
	TOTAL	1050

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC 2007-08

BUSINESS ADMINISTRATION

Associate of Science Degree - Code 2059

Evelyn Delaney, Assistant Chair • (386) 785-2004 • delanee@dbcc.edu
School of Business • (386) 506-3012

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.

Graduates of this program are eligible to be enrolled in DBCC's Bachelor of Applied Science in Supervision and Management Program. Call (386) 506-4BAS or email BASinfo@dbcc.edu for details.

Please Note: This program is eligible for federal and state financial aid.

GENERAL EDUCATION COURSES

			Sem. Hrs.
ENC	1101	College Composition	3
ENC	1102 ≠	Literature and Composition	3
SPC	2600 ≠	Oral Communication/Research/Presentation Skills **OR**	
RTV	2300 ≠	Broadcast Research/Newswriting/Presentation Skills	3
ECO	2013 **	Principles of Macro Economics	3
MAC	1105 ≠	College Algebra	3
STA	2023 ≠	Elementary Statistics	3
....	.... ≠	Humanities, Cultural & Aesthetic Core - **CHOOSE ONE:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	
....	....	Historical and Global Core - **CHOOSE ONE:**	3
AMH	2010	United States History to 1877	
AMH	2020	United States History 1865 to Present	
AMH	2042	American Social History 1860 to Present	
AMH	2091	Survey of African American History	
EUH	2000	History of Western Civilization to 1648	
EUH	2001	History of Western Civilization 1648 to Present	
GEO	2000	Introduction to Geography	
INR	2002	International Relations	
REL	2300	World Religion	
WOH	1001	Introduction to World Civilization	

** ECO 2013 fulfills Behavioral and Social Sciences Core requirement for AS/AAS degree programs only.

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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
ECO	2023	Principles of Micro Economics	3
CGS	2100	Micromputer Applications	3
BUL	2241	Business Law I	3
FIN	2000	Principles of Finance	3
GEB	1011	Introduction to Business	3
GEB	2351	International Business Practice Firm	3
GEB	2430	Business Ethics	3
LIS	2004	Introduction to Internet Information Research Resources	1
MAN	2021	Principles of Management	3
MAR	2011	Principles of Global Marketing	3
OST	1141	Keyboarding	1
SBM	2000	Small Business Management	3

SAMPLE PROGRAM OF STUDY

First Year

1st Semester

			Sem. Hrs.
ENC	1101	College Composition	3
ACG	2022	Principles of Financial Accounting	4
GEB	1011	Introduction to Business	3
MAN	2021	Principles of Management	3
OST	1141	Keyboarding	1

2nd Semester

			Sem. Hrs.
ENC	1102	Literature and Composition	3
MAC	1105	College Algebra	3
ACG	2071	Principles of Managerial Accounting	4
BUL	2241	Business Law I	3
MAR	2011	Principles of Global Marketing	3

Summer Semester

			Sem. Hrs.
....	....	Humanities, Cultural & Aesthetic Core	3
....	....	Historical and Global Core	3

Second Year

1st Semester

			Sem. Hrs.
SPC	2600	Oral Communication/Research/Presentation Skills **OR**	
RTV	2300	Broadcast Research/Newswriting/Presentation Skills	3
STA	2023	Elementary Statistics	3
ECO	2023	Principles of Micro Economics	3
CGS	2100	Micromputer Appllications	3
LIS	2004	Introduction to Internet Information Research Resources	1

2nd Semester

			Sem. Hrs.
FIN	2000	Principles of Finance	3
GEB	2430	Business Ethics	3
ECO	2013	Principles of Macro Economics	3
SBM	2000	Small Business Management	3
GEB	2351	International Business Practice Firm	3
		TOTAL	64

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

BUSINESS ADMINISTRATION

Associate of Applied Science Degree – Code 3503

Evelyn Delaney, Assistant Chair • (386) 785-2004 • delanee@dbcc.edu
School of Business • (386) 506-3012

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 and program specific courses.

Graduates of this program are eligible to be enrolled in DBCC's Bachelor of Applied Science in Supervision and Management Program. Call (386) 506-4BAS or email BASinfor@dbcc.edu for details.

Please Note: This program is eligible for federal and state financial aid.

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 - **CHOOSE ONE:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

* MAT 1033 fulfills general education requirements for AAS degree programs only.

** ECO 2013 fulfills Behavioral and Social Sciences Core requirement for AS/AAS degree programs only.

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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	4
APA	1121	Computerized Accounting II	4
APA	1711	Computer Spreadsheet	3
BUL	2241	Business Law	3
FIN	2000	Principles of Finance	3
GEB	1011	Introduction to Business	3
GEB	2430	Business Ethics	3
GEB	2351	International Business Practice Firm **OR**	
GEB	2949	Cooperative Ed. Experience in Business	3
MAN	2021	Principles of Management	3
MAR	2011	Principles of Global Marketing	3
MNA	2161	Quality Service Management	3
MNA	2345	Supervision of Personnel **OR**	
OST	2501	Office Management	3
OST	1141	Keyboarding **OR**	
LIS	2004	Introduction to Internet Information Research Resources	1
OST	2336 *	Business Communication	3
QMB	1001	Business Math	3
SBM	2000	Small Business Management	3

*OST 2336 meets the graduation requirements for Oral Communications for this program.

SAMPLE PROGRAM OF STUDY

First Year

1st Semester

			Sem. Hrs.
ENC	1101	College Composition	3
APA	1111	Computerized Accounting	4
APA	1711	Computer Spreadsheet	3
GEB	1011	Introduction to Business	3
MAN	2021	Principles of Management	3

2nd Semester

			Sem. Hrs.
ENC	1102	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
OST	1141	Keyboarding **OR**	
LIS	2004	Introduction to Internet Information Research Resources	1

Summer Semester

			Sem. Hrs.
QMB	1001	Business Math	3

Second Year

1st Semester

			Sem. Hrs.
....	....	Humanities, Cultural & Aesthetic Core	3
BUL	2241	Business Law	3
MAR	2011	Principles of Global Marketing	3
MAT	1033	Intermediate Algebra	4
MNA	2345	Supervision of Personnel **OR**	
OST	2501	Office Management	3

2nd Semester

			Sem. Hrs.
FIN	2000	Principles of Finance	3
GEB	2430	Business Ethics	3
GEB	2351	International Business Practice Firm **OR**	
GEB	2949	Cooperative Ed. Experience in Business	3
SBM	2000	Small Business Management	3
MNA	2161	Quality Service Management	3
		Total	64

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

BUSINESS MANAGEMENT

College Credit Certificate – Code 0916

Evelyn Delaney, Assistant Chair • (386) 785-2004 • delanee@dbcc.edu
School of Business • (386) 506-3012

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.

Please Note: This program is eligible for federal financial aid and state bright futures.

PROGRAM SPECIFIC COURSES

			Sem. Hrs.
APA	1111	Computerized Accounting/Bookkeeping I	4
APA	1711	Computer Spreadsheet	3
FIN	1121	Personal Financial Planning	2
GEB	1011	Introduction to Business	3
MAN	2021	Principles of Management	3
MAR	2011	Principles of Global Marketing	3
QMB	1001	Business Math	3
SBM	2000	Small Business Management	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.

SAMPLE PROGRAM OF STUDY

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.

APA	1711	Computer Spreadsheet	3
FIN	1121	Personal Financial Planning	2
MAR	2011	Principles of Global Marketing	3
SBM	2000	Small Business Management	3
		TOTAL	24

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@ DBCC.edu** or login to DBCC's Career Connection at **www.myinterface.com/dbcc/student** and create your personal career development account.

CC2007-08

CABLE INSTALLATION

College Credit Certificate – Code 0921

Larry Pivec, Assistant Chair • (386) 506-4134 • pivecl@dbcc.edu
Anindya Paul, Chairperson • (386) 506-3324 • paula@dbcc.edu • http://go.dbcc.edu/computerscience

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.

Please Note: This program is eligible for federal financial aid and state bright futures.

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/1141L	Analog Devices and Circuits I and Lab	4
EET	1607C/1607L	Electronics Assembly and Cabling and Lab	3
EET	2142C/2142L	Analog Circuits and Basic Analog Communications and Lab	4

* All of these courses count toward either the AS degree in Computer Engineering Technology, Computer Information Administrator, Computer Programming and Analysis, Electronics Engineering Technology, and Network Administrator.

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.

SAMPLE PROGRAM OF STUDY

1st Semester			Sem. Hrs.
CGS	1570	Introduction to Computer Applications	1
EET	1141C/1141L	Analog Devices and Circuits I and Lab	4
EET	1607C/1607L	Electronics Assembly and Cabling and Lab	3

2nd Semester			Sem. Hrs.
EET	2142C/2142L	Analog Circuits and Basic Analog Communications and Lab	4
		TOTAL	12

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through CareerServices@DBCC.edu or login to DBCC's Career Connection at www.myinterfase.com/dbcc/student and create your personal career development account.

CC2007-08

COMPUTER ENGINEERING TECHNOLOGY • CISCO (CCNA)

College Credit Certificate - Code 0922

Larry Pivec, Assistant Chair • (386) 506-4134 • pivecl@dbcc.edu

Anindya Paul, Chairperson • (386) 506-3324 • paula@dbcc.edu • http://go.dbcc.edu/computerscience

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 internetworks using Local Area Network (LAN) and Wide Area Network (WAN) interfaces. Provide Level 1 troubleshooting service.

Please Note: This program is eligible for federal financial aid and state bright futures.

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 Administrator, Computer Programming & Analysis, Electronics Engineering Technology, and Network Administrator.

SAMPLE PROGRAM OF STUDY

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

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

COMPUTER ENGINEERING TECHNOLOGY

Associate of Science Degree - Code 2013

Larry Pivec, Assistant Chair (386) 506-4134• pivecl@dbcc.edu

Anindya Paul, Chairperson • (386) 506-3324 • paula@dbcc.edu • http://go.dbcc.edu/computerscience

PROGRAM DESCRIPTION

The program provides a solid foundation in the installation, maintenance, and repair of computer systems, computer networks, robotics and simulation technology. The program provides a general electronics background and prepares students to pass the A+ Certification Examination. Selection of advanced electives allows students to specialize in networking, simulator technician or robotics options.

Please Note: This program is eligible for federal and state financial aid.

Approximate Additional Costs

Consult college bookstore for approximate costs of textbooks. Consult college catalog for lab fees. Other costs include a scientific calculator (approx. $15), computer repair tool kit (approx. $20), and soldering kit (approx. $20).

GENERAL EDUCATION COURSES

			Sem. Hrs.
ENC	1101	College Composition	3
ENC	1102 ≠	Literature and Composition	3
SPC	2600 ≠	Oral Communication/Research/Presentation Skills	3
MAC	1105 ≠	College Algebra	3
. . . .	. . . .	Behavioral & Human Sciences Core - **CHOOSE FROM:**	3
DEP	2004	Developmental Psychology	
PSY	1012	General Psychology	
SYG	2000	Introduction to Sociology	
. . . .	. . . .	Humanities, Cultural & Aesthetic Core - **CHOOSE FROM:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

≠Course requires a pre or corequisite. See course description in the current college catalog.

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/1114L	Digital Fundamentals and Lab	4
CET	1173C/1173L	A+: Computer Hardware and Lab	3
CET	1600	Network Plus	4
CET	2123C/2123L	Microcomputer and Basic Digital Comm. and Lab.	4
CET	2154C	A+: Computer Operating Systems	4
CET	2949	Cooperative Education Experience in Computer Engineering Technology	2
COP	2220	Computer Programming I "C"	3
EET	1011C/1011L	Introduction to Electrical Circuits and Lab	3
EET	1021C/1021L	Advanced Electrical Circuits and Lab	3
EET	1141C/1141L	Analog Devices and Circuits and Lab	4
EET	1607C/1607L	Electronics Assembly and Cabling and Lab	3
. . . .		Elective	4
. . . .		Elective	3
. . . .		Elective	3
. . . .		Elective	3
		Electives – Choose From:	
CAP	1801	Simulation Fundamentals	3
CAP	2802C/2802L	Simulation System Testing and Lab.	3
CAP	2803C/2803L	Simulation System Trouble Shooting and Lab	3
CAP	2804	Advanced Simulation Systems	4
ETM	2315C/2315L	Simulation Fluid Power Systems and Lab	3
EGS	1000	Professional Performance for Technicians	3
CEN	2304	Microsoft Windows Professional	4
CET	2615	Advanced Cisco Router Configuration	4
CET	2620	Cisco Wide Area Network (WAN)	4
CET	2660	Fundamentals of Network Security	4
CET	2850	Wireless Networking	4
CGS	1555	Internet Web Foundations	3
CGS	2100	Microcomputer Applications	3
COP	1000	Principles of Computer Programming	3
CTS	2810	Managing and Maintaining a Windows Network Environment	4
CTS	2320	Implementing, Managing and Maintaining a Windows Network Infrastructure	4

SAMPLE PROGRAM OF STUDY
First Year
1st Semester

			Sem. Hrs.
ENC	1101	College Composition	3
MAC	1105	College Algebra	3
CET	1173C/1173L	A+: Computer Hardware and Lab	3
CET	2154C	A+: Computer Operating System	4
EET	1607C/1607L	Electronics Assembly and Cabling and Lab	3

2nd Semester

			Sem. Hrs.
ENC	1102	Literature and Composition	3
EET	1011C/1011L	Introduction to Electrical Circuits and Lab	3
CET	1600	Network Plus	4
COP	2220	Computer Programming I "C"	3
……	…..	Elective	3

Summer Semester

		Sem. Hrs.
…… …..	Humanities, Cultural & Aesthetic Core	3

Second Year
3rd Semester

			Sem. Hrs.
SPC	2600	Oral Comm./Research/Presentation Skills	3
CET	2123C/2123L	Microcomputer and Basic Digital Comm. and Lab.	4
CET	1114C/1114L	Digital Fundamentals and Lab	4
EET	1021C/1021L	Advanced Electrical Circuits and Lab	3
….	….	Elective	3

4th Semester

			Sem. Hrs.
….	….	Behavioral & Human Sciences Core.	3
CET	2949	Cooperative Education Experience in Computer Engineering Technology	2
EET	1141C/1141L	Analog Devices and Circuits and Lab	4
….	….	Elective	4
….	….	Elective	3

	TOTAL	68

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through CareerServices@DBCC.edu or login to DBCC's Career Connection at www.myinterfase.com/dbcc/student and create your personal career development account.

CC2007-08

COMPUTER INFORMATION ADMINISTRATOR

Associate of Science Degree - Code 2067

Anindya Paul, Chairperson (386) 506-3324 • paula@dbcc.edu • http://faculty.dbcc.edu/computer
Tim Rock, Assistant Chair (386) 246-4831 • rockt@dbcc.edu

PROGRAM DESCRIPTION

The Computer Information Administrator 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.

Please Note: This program is eligible for federal and state financial aid.

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 - **CHOOSE ONE**:	3
DEP	2004	Developmental Psychology	
PSY	1012	General Psychology	
SYG	2000	Introduction to Sociology	
....	.... ≠	Humanities, Cultural & Aesthetic Core - **CHOOSE ONE:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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/1173L	A+: Computer Hardware and Lab	3
CET	2154C	A+: Computer Operating Systems	4
COP	2700	Introduction of Database Management **OR**	
CIS	2110/2110L	Data Organization and Management and Lab	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 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 – **Choose From:**	
CAP	2023	Introduction to Game Programming	3
CET	1600	Network Plus	4

CGS	2820	Web Programming	3
COP	2010	Visual Basic Programming	3
EGS	1000	Professional Performance for Technicians	3
CTS	2321	Linux System Administration	4
COP	2800	Computer Programming "Java"	3

SAMPLE PROGRAM OF STUDY

First Year

1st Semester

			Sem. Hrs.
ENC	1101	College Composition	3
QMB	1001	Business Math	3
COP	2700	Introduction of Database Management **OR**	
CIS	2110/2110L	Data Organization and Management and Lab	3
CET	1173C/1173L	A+: Computer Hardware and Lab	3

2nd Semester

			Sem. Hrs.
MAC	1105	College Algebra	3
SPC	2600	Oral Communication/Research Presentation Skills	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.
....	....	Humanities, Cultural & Aesthetic Core	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 for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@ DBCC.edu** or login to DBCC's Career Connection at **www.myinterface.com/dbcc/student** and create your personal career development account.

CC2007-08

COMPUTER PROGRAMMING

College Credit Certificate - Code 0938

Tim Rock, Assistant Chair • (386) 246-4831 • rockt@dbcc.edu
Anindya Paul, Chairperson • (386) 506-3324 • paula@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.

Please Note: This program is eligible for federal financial aid and state bright futures.

PROGRAM SPECIFIC COURSES

			Sem. Hrs.
CEN	2304	Microsoft Windows Professional	4
COP	2001/2001L	Computer Programming II C++ and Lab	3
COP	2700	Introduction to Database Management	3
COP	1000	Principles of Computer Programming	3
COP	2010	Visual Basic Programming	3
COP	2510	Software Design and Development I	3
COP	2833	Web Application Development	3
COP	2800	Computer Programming "Java"	3
COP	2949	Cooperative Education Experience in Computer Programming	2
EGS	1000	Professional Performance for Technicians	3
. . . .	. . . .	Computer Elective - **CHOOSE FROM:**	3
CAP	2023	Introduction to Game Programming	
CGS	1060/1060L	Basic Computer Concepts and Lab	
CGS	1555	Internet Web Foundations	
CGS	2100	Microcomputer Applications	
CGS	2820	Web Programming	
CGS	2821	Advanced Web Programming	
COP	1126/1126L	COBOL Programming I and Lab	
COP	2220	Computer Programming I "C"	
COP	2128	COBOL Programming II	
COP	2337	Advanced C++ DirectX Programming	
CIS	2110	Data Organization and Management	
CGS	2100	Microcomputer Applications	
COP	2881	Advanced Java Programming	

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.

SAMPLE PROGRAM OF STUDY

First Year

1st Semester

			Sem. Hrs.
COP	1000	Principles of Computer Programming	3
COP	2700	Introduction to Database Management	3
. . . .	. . . .	Computer Elective	3

2nd Semester

			Sem. Hrs.
CEN	2304	Microsoft Windows Professional	4
COP	2833	Web Application Development-Action Scripting	3
COP	2010	Visual Basic Programming	3
COP	2510	Software Design and Development I	3
COP	2800	Java Programming	3

Summer Semester

			Sem. Hrs
EGS	1000	Professional Performance for Technicians	3
COP	2001/2001L	Computer Programming II C++ and Lab	3
COP	2949	Cooperative Education Experience inComputer Programming	2
		TOTAL	33

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

COMPUTER PROGRAMMING AND ANALYSIS (SOFTWARE ENGINEERING TECHNOLOGY)

Associate of Science Degree - Code 2047

Anindya Paul, Chair • (386) 506-3324 • paula@dbcc.edu

Timothy Rock, Assistant Chair • (386) 246-4831 • rockt@dbcc.edu • http://go.dbcc.edu/computerscience

PROGRAM DESCRIPTION

The program provides a solid foundation in computer programming. Students develop skills enabling them to code C, C++, Visual Basic and Java. Students will learn to design and develop software applications.

Please Note: This program is eligible for federal and state financial aid.

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 - **CHOOSE ONE:**	3
DEP	2004	Developmental Psychology	
PSY	1012	General Psychology	
SYG	2000	Introduction to Sociology	
....	.... ≠	Humanities, Cultural & Aesthetic Core - **CHOOSE ONE:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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
CIS	2325	Project Management w/ Microsoft Project	3
COP	1000	Principles of Computer Programming	3
COP	2833	Web Application Development ActionScripting	3
COP	2001/2001L	Computer Programming "C++" and Lab	3
COP	2010	Visual Basic Programming	3
CGS	1555	Internet Web Foundations	3
COP	2510	Software Design and Development	3
COP	2700	Introduction to Database Management	3
COP	2800	Computer Programming "Java"	3
COP	2949	Cooperative Education Experience in Computer Programming	2
EGS	1000	Professional Performance for Technicians	3
....	....	Computer Elective	3
....	....	Computer Elective	3
....	....	Computer Elective	3
....	....	Computer Elective	3
		Computer Elective - **CHOOSE FROM:**	
CGS	1002	Introduction to Microcomputer Operations	1
CGS	1060/1060L	Basic Computer Concepts and Lab	3
CGS	1570	Introduction to Computer Applications	1
CGS	2100	Microcomputer Applications	3
CGS	2820	Web Programming	3
CGS	2821	Advanced Web Programming	3
CIS	2110/2110L	Data Organization and Management and Lab	3
COP	1126/1126L	COBOL Programming I and Lab	3
COP	2128	COBOL Programming II	3

COP	2011	Advanced Visual Basic	3
COP	2220	Computer Programming "C"	3
COP	2337	Advanced C++ & DirectX	3
CTS	2321	Linux System Administration	4
COP	2831	Web Scripting	3
CAP	2023	Introduction to Game Programming	3
COP	2881	Advanced Java Programming	3
COP	2905	Directed Study in Computer Programming	1-4
CET	2660	Network Security	4

SAMPLE PROGRAM OF STUDY

First Year

1st Semester

			Sem. Hrs.
ENC	1101	College Composition	3
MAC	1105	College Algebra	3
CEN	2304	Microsoft Windows Professional	4
COP	1000	Principles of Computer Programming	3
CGS	1555	Internet Web Foundations	3

2nd Semester

			Sem. Hrs.
COP	2001/ 2001L	Computer Programming "C++" and Lab	3
COP	2010	Visual Basic Programming	3
COP	2700	Introduction to Database Management	3
	....	Computer Elective	3
SPC	2600	Oral Communication/Research Presentation Skills	3

Summer Semester

			Sem. Hrs.
....	....	Humanities, Cultural & Aesthetic Core	3

Second Year

1st Semester

			Sem. Hrs.
....	....	Behavioral & Human Sciences Core	3
COP	2833	Web Application DevelopmentAction Scripting	3
COP	2800	Computer Programming "Java"	3
CIS	2325	Project Management w/ Microsoft Project	3
....	....	Computer Elective	3

2nd Semester

			Sem. Hrs.
COP	2510	Software Design and Development	3
EGS	1000	Professional Performance for Technicians	3
....	....	Computer Elective	3
....	....	Computer Elective	3
COP	2949	Cooperative Education Experience in Computer Programming	2
		TOTAL	63

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

COMPUTER SUPPORT SPECIALIST (COMPUTER REPAIR)

Vocational Credit Certificate - Code 1021

Larry Pivec, Assistant Chair • (386) 506-4134 • pivecl@dbcc.edu
Anindya Paul, Chairperson • (386) 506-3324 • paula@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.

Please Note: This program is eligible for federal financial aid and state bright futures.

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.
OST	1330	Business English	3
CGS	2100	Microcomputer Applications	3
CGS	1002	Introduction to Microcomputer Operations	1
CGS	1555	Internet Web Foundations	3
EET	1607C/ 1607L	Electronics Assembly and Cabling and Lab	3
EGS	1000	Professional Performance for Technicians	3

			Voc. Crs.
EEV	0532C/0532L	Computer Assembly and Set-Up and Lab	4.0
EEV	0539C	Computer Repair Training	5.0
EEV	0552C/0552L	Networking for Technicians and Lab	4.0
EEV	0565C/0565L	Hardware/Software Troubleshooting and Lab	4.0
EEV	0612C/0612L	Digital/Analog and Lab	4.0

SAMPLE PROGRAM OF STUDY

1st Semester

			Sem. Hrs.
OST	1330	Business English	3
CGS	1002	Introduction to Microcomputer Operations	1
CGS	2100	Microcomputer Applications	3
EET	1607C/1607L	Electronics Assembly and Cabling and Lab	3

			Voc. Crs.
EEV	0532C/0532L	Computer Assembly and Set-Up and Lab	4.0
EEV	0612C/0612L	Digital/Analog and Lab	4.0

2nd Semester

			Sem. Hrs.
CGS	1555	Internet Web Foundations	3
EGS	1000	Professional Performance for Technicians	3

			Voc. Crs.
EEV	0552C/0552L	Networking for Technicians and Lab	4.0
EEV	0565C/0565L	Hardware/Software Troubleshooting and Lab	4.0

Internship Requirement

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 for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

COMPUTER SPECIALIST

College Credit Certificate - Code 0901

Larry Pivec, Assistant Chair • (386) 506-4134 • pivecl@dbcc.edu
Anindya Paul, Chairperson • (386) 506-3324 • paula@dbcc.edu • http://faculty.dbcc.edu/computer

PROGRAM DESCRIPTION

The certificate program in Computer Specialist provides the student a broad understanding of computer systems architecture, analysis and design of computer systems, technical and product skills, underlying principles of technology and safety.

Please Note: This program is eligible for federal financial aid and state bright futures.

Approximate Additional Costs

• May vary from $15-$50 for each program specific courses

PROGRAM SPECIFIC COURSES*

			Sem. Hrs.
CEN	2304	Microsoft Windows Professional	4
CET	1114C/1114L	Digital Fundamentals and Lab	4
CET	1173C/1173L	A+: Computer Hardware and Lab	3
CET	2154C	A+: Computer Operating Systems	4
CET	2949	Cooperative Education Experience in Computer Engineering Technology	2
EET	1011C/1011L	Introduction to Electrical Circuits and Lab	3
EET	1021C/1021L	Advanced Electrical Circuits	3
EET	1141C/1041L	Analog Devices and Circuits **OR**	
CET	1600	Network Plus	4

* Most of these courses count towards the AS degree in Computer Engineering Technology, and some courses could be applied towards AS degrees in Computer Information Administrator, Electronics Engineering Technology, and Network Administrator.

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.

SAMPLE PROGRAM OF STUDY

1st Semester — Sem. Hrs.

CET	1114C/1114L	Digital Fundamentals and Lab	4
CET	1173C/1173L	A+: Computer Hardware and Lab	3
EET	1011C/1011L	Introduction to Electrical Circuits and Lab	3

2nd Semester — Sem. Hrs.

CEN	2304	Microsoft Windows Professional	4
CET	2154C	A+: Computer Operating Systems	4
EET	1021C/1021L	Advanced Electrical Circuits	3

3rd Semester — Sem. Hrs.

EET	1141C/1041L	Analog Devices and Circuits **OR**	
CET	1600	Network Plus	4
CET	2949	Cooperative Education Experience in Computer Engineering Technology	2
		TOTAL	27

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

CORRECTIONAL OFFICER RECRUIT TRAINING (LIMITED ACCESS PROGRAM)

Vocational Credit Certificate - Code 1050

Criminal Justice Training Center • (386) 506-3450

Sheila Ellison, Assistant Chair • (386) 506-3882 • ellisos@dbcc.edu

Louie Mercer, Director • (386) 506-3171• 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.

This program is certified by the Criminal Justice Standards and Training Commission, Florida Department of Law Enforcement.

Graduates of the program are eligible to take the Florida Department of Law Enforcement Examination for Correctional Certification/Employment.

Please Note: The length of this program makes it ineligible for federal and state financial aid.

APPROXIMATE ADDITIONAL COSTS

- Lab Fees – $276
- Physical Exam – $150 to $250
- Textbooks/Equipment/Uniforms – $250
- State Exam – $100

ADDITIONAL ADMISSION REQUIREMENTS

- Complete a Criminal Justice Training Center Application.
- Completion of the Basic Abilities Test (BAT) and score a minimum of 70%.
- Completion of the Test for Adult Basic Education (TABE) and score a minimum of 10.0 on each section (this does not apply to Correctional Probation).
- Must attend the Criminal Justice Training Center Orientation.
- Satisfactory results of a Florida Department of Law Enforcement background check.
- Must be able to meet minimum standards for the Florida Department of Law Enforcement as set forth in Florida Statute 943.
    - Be at least 19 years of age prior to graduation of program.
    - Be a citizen of the United States.
    - High school diploma or GED.
    - Not have been convicted of any felony, domestic violence or of a misdemeanor involving perjury or false statement. Any person who after July 1, 1981, pleads guilty or nolo-contendere to, or is found guilty of a felony or of a misdemeanor involving perjury or false statement shall not be eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication.
    - Never have received a dishonorable discharge from any of the Armed Forces of the United States.
    - Be of good moral character.
    - **Currently** possess a **valid** Driver's License.
- Must be able to pass a physical examination by a licensed physician to include an EKG and drug screen.
- For Correctional Probation Only: Must posses a Bachelor's Degree or be in the final semester.
- Students will be held accountable for the policy and procedures of the Criminal Justice Training Center program as outlined in the CJTC student policy/rule book, as well as the college student handbook.
- Students will be required to wear uniforms.

PROGRAM SPECIFIC COURSES

			Voc. Crs.
CJK	0031C	Criminal Justice Officer CPR and First Aid	1.33
CJK	0040C	Criminal Justice Weapons	2.67
CJK	0050C	Criminal Justice Defensive Tactics	2.67
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	0095	Criminal Justice Special Topics	.66

SAMPLE PROGRAM OF STUDY

			Voc. Crs.
CJK	0031C	Criminal Justice Officer CPR and First Aid	1.33
CJK	0040C	Criminal Justice Weapons	2.67
CJK	0050C	Criminal Justice Defensive Tactics	2.67
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
CJD	0095	Criminal Justice Special Topics	.66

	Voc. Crs.
TOTAL	17.73

	Contact Hrs.
TOTAL	532

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

CORRECTIONAL PROBATION OFFICER ACADEMY (LIMITED ACCESS PROGRAM)

Vocational Credit Certificate - Code 1031

Criminal Justice Training Center • (386) 506-3450

Sheila Ellison, Assistant Chair • (386) 506-3882 • ellisos@dbcc.edu

Louie Mercer, Director • (386) 506-3171 • 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.

This program is certified by the Criminal Justice Standards and Training Commission, Florida Department of Law Enforcement.

Please Note: The length of this program makes it ineligible for federal and state financial aid.

APPROXIMATE ADDITIONAL COSTS

- Lab Fees – $154
- Physical Exam – $150 to $200
- Textbooks – $75
- State Exam – $100

ADDITIONAL ADMISSION REQUIREMENTS

- Complete a Criminal Justice Training Center Application.
- Completion of the Basic Abilities Test (BAT) and score a minimum of 70%.
- Must attend the Criminal Justice Training Center Orientation.
- Satisfactory results of a Florida Department of Law Enforcement background check.
- Must be able to meet minimum standards for the Florida Department of Law Enforcement as set forth in Florida Statute 943.
    - Be at least 19 years of age prior to graduation of program.
    - Be a citizen of the United States.
    - High school diploma or GED.
    - Not have been convicted of any felony, domestic violence or of a misdemeanor involving perjury or false statement. Any person who after July 1, 1981, pleads guilty or nolo-contendere to, or is found guilty of a felony or of a misdemeanor involving perjury or false statement shall not be eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication.
    - Never have received a dishonorable discharge from any of the Armed Forces of the United States.
    - Be of good moral character.
    - **Currentl**y possess a **valid** Driver's License.
- Must be able to pass a physical examination by a licensed physician to include an EKG and drug screen.
- For **Correctional Probation Only:** Must possess a Bachelor's Degree or be in the final semester.
- Students will be held accountable for the policy and procedures of the Criminal Justice Training Center program as outlined in the CJTC student policy/rule book, as well as the college student handbook.
- Students will be required to wear uniforms.

PROGRAM SPECIFIC COURSES

			Voc. Crs.
CJK	0031C	Criminal Justice Officer CPR and First Aid	1.33
CJK	0050C	Criminal Justice Defensive Tactics	2.67
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	0095	Criminal Justice Special Topics	.66

SAMPLE PROGRAM OF STUDY

			Voc. Crs.
CJK	0031C	Criminal Justice Officer CPR and First Aid	1.33
CJK	0050C	Criminal Justice Defensive Tactics	2.67
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	0095	Criminal Justice Special Topics	.66

	Voc. Crs.
TOTAL	14.13

	Contact Hrs.
TOTAL	424

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

COSMETOLOGY & NAILS SPECIALTY

Vocational Credit Certificate - Code 1084

Louise King, Assistant Chair • (386) 506-4452 • kingl@dbcc.edu

Stanley Sidor, Dean • (386) 506-3612 • sidors@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.

Please Note: This program is eligible for federal financial aid and state bright futures.

Approximate Additional Costs

- Cosmetology Kit – Approximately $570 plus tax
- Textbooks – $210 plus tax
- Lab Fee - $85.50

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:

- 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.
COS	0080/0080L	Cosmetology I and Lab	8.0
COS	0081/0081L	Cosmetology II and Lab	8.0
COS	0082/0082L	Cosmetology III and Lab	8.0
COS	0083/0083L	Cosmetology IV and Lab	8.0
COS	0084/0084L	Cosmetology V and Lab	8.0

SAMPLE PROGRAM OF STUDY

1st Semester			Voc. Crs.
COS	0080/0080L	Cosmetology I and Lab	8.0
COS	0081/0081L	Cosmetology II and Lab	8.0

2nd Semester			Voc. Crs.
COS	0082/0082L	Cosmetology III and Lab	8.0
COS	0083/0083L	Cosmetology IV and Lab	8.0

Summer Semester	Voc. Crs.		
COS	0084/0084L	Cosmetology V and Lab	8.0

	Voc. Crs.
TOTAL.	40.0

	Contact Hrs.
TOTAL.	1200

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@ DBCC.edu** or login to DBCC's Career Connection at **www.myinterface.com/dbcc/student** and create your personal career development account.

CC2007-08

NAILS SPECIALTY

Vocational Credit Certificate -Code 1044

Louise King, Assistant Chair • (386) 506-4452 • kingl@dbcc.edu

Cosmetology Department • (386) 506-3319

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 Specialty Kit – Approximately $495 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	0010/0010L	Nail Care Specialty – Cosmetology and Lab	8.0

	Credit Hrs.
TOTAL.	8.0

	Contact Hrs.
TOTAL.	240

CRIMINAL JUSTICE TECHNOLOGY BRIDGE

Associate of Science Degree - Code 2039

Criminal Justice Training Center

Robert Doyle, Assistant Chair • (386) 506-3089 • doyler@dbcc.edu

Louie Mercer, Director • (386) 506-3171 • 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.

Please Note: This program is eligible for federal and state financial aid.

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 and Composition	3
SPC	2600 ≠	Oral Communication/Research/Presentation Skills	3
MAC	1105 ≠	College Algebra **OR**	
MGF	2106 ≠	College Mathematics **OR**	
MGF	2107 ≠	Mathematics for Liberal Arts	3
....	.... ≠	Behavioral & Human Sciences Core - **CHOOSE ONE:**	3
PSY	1012	General Psychology	
SYG	2000	Introduction to Sociology	
....	....	Humanities, Cultural & Aesthetic Core - **CHOOSE ONE:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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.)

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	2500	Juvenile Delinquency	3
CCJ	2949	Cooperative Education Experience in Criminal Justice	3
CCJ	2949	Cooperative Education Experience in Criminal Justice	3

*CJC 1000 meets the graduation requirement for the basic use of computers for this program.

SAMPLE PROGRAM OF STUDY

Advanced Standing
(Credit awarded based on successful completion of Corrections or Law Enforcement Recruit Training programs).

CJD	2990	Criminal Justice Bridge Transition	28

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
....	....	Behavioral & Human Sciences Core	3
CCJ	1010	Introduction to Criminology	3
CJC	1000	Introduction to Corrections	3

2nd Semester

			Sem. Hrs.
ENC	1102	Literature and Composition	3
....	....	Humanities, Cultural & Aesthetic Core	3
CCJ	2949	Cooperative Education Experience in Criminal Justice	3
CCJ	1020	Introduction to Criminal Justice	3

3rd Semester

			Sem. Hrs.
SPC	2600	Oral Communication/Research Presentation Skills	3
CCJ	2949	Cooperative Education Experience in Criminal Justice	3
CCJ	2500	Juvenile Delinquency	3
		TOTAL	64

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

CULINARY MANAGEMENT

Associate of Applied Science Degree - Code 3504

Jeff Conklin, Assistant Chair • (386) 506-3735 • conklij@dbcc.edu

G. Michael Harris, Chairperson • (386) 506-3006 • harrism@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.

Graduates of this program are eligible to be enrolled in DBCC's Bachelor of Applied Science in Supervision and Management Program. Call (386) 506-4BAS or email BASinfo@dbcc.edu for details.

Please Note: This program is eligible for federal and state financial aid.

APPROXIMATE ADDITIONAL COSTS

- Lab Fees per Food Production Course for food costs – approx. $50
- Uniforms – $200
- Professional Cutlery – $185

Additional Admission Requirements

- Students must see the assistant chair before registration.

GENERAL EDUCATION COURSES

			Sem. Hrs.
ENC	1101	College Composition	3
SPC	2600 ≠	Oral Communication/Research/Presentation Skills	3
MAT	1033*	Intermediate Algebra	4
PSY	1012 ≠	General Psychology	3
HUM	2210 ≠	Humanities I	3

* MAT 1033 fulfills general education requirements for AAS degree programs only.

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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.
FSS	1063C/1063L	Baking and Lab	3
FOS	1201	Sanitation and Safety	3
FSS	1202C/1202L	Food Production I and Lab	3
FSS	1222C/1222L	Food Production II and Lab	3
FSS	1240C/1240L	Contemporary American Cuisine and Lab	3
FSS	1242C/1242L	International Cuisine and Lab	3
FSS	2284C/2284L	Catering and Buffet Management and Lab	3
FSS	2229C*	Advanced Culinary	3
HFT	1000	Introduction to Hospitality Industry	3
HFT	1820*	Purchasing for Hospitality	3
HFT	1940/1940L*	Hospitality Practicum I and Lan	3
HFT	1941/1941L*	Hospitality Practucm II and Lab	3
HFT	2282	Culinary Supervision	3
HFT	2454**	Food and Beverage Cost Control	3
HFT	2942/2942L*	Hospitality Practicum III and Lab	3
HUN	1203	Hospitality Nutrition	3

* Pending assigned course number.

** HFT 2454 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/1202L	Food Production I and Lab	3
FSS	1222C/1222L	Food Production II and Lab	3
HFT	1000	Introduction to the Hospitality Industry	3

2nd Semester — Sem. Hrs.

SPC	2600	Oral Communication/Research/Presentation Skills	3
FSS	1063C/1063L	Baking and Lab	3
FSS	1240C/1240L	Contemporary American Cuisine and Lab	3
FSS	1242C/1242L	International Cuisine and Lab	3
HUN	1203	Hospitality Nutrition	3

Second Year

1st Semester — Sem. Hrs.

HUM	2210	Humanities I	3
MAT	1033	Intermediate Algebra	4
FSS	2229C*	Advanced Culinary	3
HFT	1820*	Purchasing for Hospitality	3
HFT	1940/1940L*	Hospitality Practcum I and Lab	3

2nd Semester — Sem. Hrs.

PSY	1012	General Psychology	3
HFT	2282	Hospitality Supervision	3
HFT	2454	Food and Beverage Cost Control	3
FSS	2284C/2284L	Catering nd Buffet Management and Lab	3
HFT	1941/1941L	Hospitality Practicum Ii and Lab	3

Summer Semester — Sem. Hrs.

HFT	2942/2942L*	Hospitality Practicum III and Lab	3

TOTAL ... 64

* Pending assigned course number.

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

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CC2007-08

DENTAL ASSISTING (LIMITED ACCESS PROGRAM)

Vocational Credit Certificate - Code 1048
Mary Ann Pietras, Assistant Chair • (386) 506-3758 • pietram@dbcc.edu
Pamela Ridilla, Chairperson • (386) 785-2093 • ridillp@dbcc.edu

PROGRAM DESCRIPTION

This program teaches students to pass and receive dental 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, a specialized accrediting body recognized by the United States Department of Education. The Commission can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. **Job titles: Dental Assistant, Dental Receptionist.**

Please Note: This program is eligible for federal financial aid and state bright futures.

Approximate Additional Costs

Textbooks, uniforms, graduation fee and Dental Assisting National Board Examination – $1,800.

Additional Admission Requirements

- Score on the placement test for vocational certificate programs (TABE) indicating reading, language, and math skills at a 10th grade level or higher.
- Recommend taking a course in basic computer skills as well as general biology or anatomy and physiology before entering the program (if these courses were not taken previously in high school).
- Submit completed application to the Academic Advisor in the School of Health, Human, and Public Services.
- Completion of health screening to include: recent physical examination; verification of immunization against tetanus-diphtheria, measles, mumps, rubella and Hepatitis B; and negative test for tuberculosis.
- Basic Life Support (BLS) certification for the Health Care Provider through the American Heart Association or the American Red Cross.
- All program general education and dental assisting courses must be completed with a grade of "C" or better.
- OST 1330 Business English is an acceptable prerequisite course for SPC 2600 Oral Communication/Research/Presentation Skills for this program.
- Students will be held accountable for the policy and procedures of the dental assisting program as outlined in the dental assisting student policy handbook, as well as the college student handbook.

GENERAL EDUCATION COURSE

			Sem. Hrs.
SPC	2600≠	Oral Communication/Research/Presentation Skills	3

≠ Course requires a pre or corequisite. See course description in the current college catalog.

PROGRAM SPECIFIC COURSES

			Sem. Hrs.
OST	1330	Business English	3
HSC	1000	Introduction to Health Care	3
INP	1390	Human Relations in the Workplace	3

			Voc. Crs.
DEA	0000	Introduction to Dental Assisting	1.0
DEA	0020C/0020L	Chairside Assisting I and Lab	3.5
DEA	0130	Biomedical Science	2.0
DEA	0801C/ 0801L	Chairside Assisting II and Lab	3.5
DEA	0850L	Externship I	8.0
DEA	0851L	Externship II	8.0
DES	0000C	Dental Anatomy and Physiology	1.0
DES	0100C/ 0100L	Dental Materials and Laboratory Procedures	3.0
DES	0210C/ 0210L	Dental Radiology and Lab	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.
OST	1330	Business English	3

			Voc. Crs.
DEA	0000	Introduction to Dental Assisting	1.0
DEA	0020C/ 0020L	Chairside Assisting I and Lab	3.5
DEA	0130	Biomedical Science	2.0
DES	0000C	Dental Anatomy and Physiology	1.0
DES	0100C/ 0100L	Dental Materials and Laboratory Procedures	3.0
DES	0210C/ 0210L	Dental Radiology and Lab	3.0

2nd Semester (Spring)

			Sem. Hrs.
INP	1390	Human Relations in the Workplace	3
SPC	2600	Oral Communication/Research/Presentation Skills	3

			Voc. Crs.
DEA	0801C/ 0801L	Chairside Assisting II and Lab	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

		Sem. Hrs.
TOTAL		12

		Voc. Crs.
TOTAL		35.0

		Contact Hrs.
TOTAL		1230

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

DENTAL HYGIENE (LIMITED ACCESS PROGRAM)

Associate of Science Degree - Code 2036

Pamela Ridilla, Chairperson • (386) 785-2093 • ridillp@dbcc.edu
Claire Peterson, Assistant Chair • (386) 785-2068 • petersc@dbcc.edu

PROGRAM DESCRIPTION

Students are taught to remove deposits from tooth surfaces; provide methods of oral physiotherapy; expose, process, mount and interpret radiographs; provide oral health education 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, a specialized accrediting body recognized by the United States Department of Education. The Commission can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. Students are eligible to sit for the National Board Dental Hygiene Examination and upon graduation they are eligible to sit for state/regional licensure examinations.

Please Note: This program is eligible for federal and state financial aid.

Approximate Additional Costs

Textbooks, instruments, uniforms, graduation fee, National Board Dental Hygiene Examination and state licensing examination – $5,500.

Additional Admission Requirements

- Completion of prerequisites courses with a grade of "C" or better before submitting an application to the program: ENC 1101 (College Composition); MAC 1105 (College Algebra); BSC 1085C/1085L (Human Anatomy and Physiology I and Lab); BSC 1086C/1086L (Human Anatomy and Physiology II and Lab); and CHM 1025/1025L (Introduction to Chemistry and Lab).
- Applicants who have graduated from a dental assisting program, accredited by the American Dental Association's Commission on Dental Accreditation, within a three-year time frame, may receive credit for: DEH 1133 (Orofacial Anatomy and Physiology); DES 1200C/1200L (Dental Radiography and Lab); DES 1841 (Preventive Dentistry); DES 2830L (Expanded Functions for the Dental Hygienist); and DES 1120C/1120L (Elements of Dental Materials and Lab). Transfer of credit for these courses will be at the discretion of the department chairperson.
- Applicants who have graduated from an accredited dental assisting program and have current clinical practice experience for five consecutive years or more may receive credit for DES 2830L (Expanded Functions for the Dental Hygienist). Transfer of credit for this course will be at the discretion of the department chairperson.
- Submit completed application to the Academic Advisor in the School of Health, Human, and Public Services between May 1 and May 31.
- Completion of health screening to include: recent physical examination; verification of immunization against tetanus-diphtheria, measles, mumps, rubella and Hepatitis B; and negative test for tuberculosis.
- Basic Life Support (BLS) certification for the Health Care Provider through the American Heart Association or the American Red Cross before entering the program.
- All program prerequisite, general education, and dental hygiene courses must be completed with a grade of "C" or better.
- Students will be held accountable for the policy and procedures of the dental hygiene program as outlined in the dental hygiene student policy handbook, as well as the college student handbook.

GENERAL EDUCATION COURSES

			Sem. Hrs.
HUN	1201	Human Nutrition	3
MCB	1010C/1010L*≠	Microbiology and Lab.	4
PSY	1012 ≠	General Psychology	3
SPC	2600 ≠	Oral Communication/Research/Presentation Skills	3
SYG	2000 ≠	Introduction to Sociology	3
. . . .	. . . . . ≠	Humanities, Cultural & Aesthetic Core - **CHOOSE ONE**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

* MCB 1010C/1010L fulfills general education requirements for AS degree programs only.

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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/1003L	Preclinical Dental Hygiene and Lab	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	2702/2702L	Community Dental Health and Lab	3
DEH	2804	Clinical Dental Hygiene III	2
DEH	2804L	Dental Hygiene Clinic III	4
DEH	2806	Clinical Dental Hygiene IV	2
DEH	2806L	Dental Hygiene Clinic IV	4
DES	1120C/1120L	Elements of Dental Materials and Lab.	3
DES	1200C/1200L	Dental Radiography and Lab	4
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	2

*DEH 2602 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/1085L ≠	Human Anatomy and Physiology I and Lab	4
BSC	1086C/1086L	Human Anatomy and Physiology II and Lab	4
CHM	1025/1025L ≠	Introduction to Chemistry and Lab	4

First Year

1st Semester (Fall)

			Sem. Hrs.
MCB	1010C/1010L	Microbiology and Lab.	4
DEH	1003C/1003L	Preclinical Dental Hygiene and Lab	4
DEH	1133	Orofacial Anatomy and Physiology	2
DEH	1133L	Orofacial Anatomy and Physiology Lab	1
DES	1200C/1200L	Dental Radiography and Lab	4
DES	1841	Preventive Dentistry	2

2nd Semester (Spring)

			Sem. Hrs.
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	2

Summer Semester – Term A (Six Weeks)

			Sem. Hrs.
DEH	1802	Clinical Dental Hygiene II	2
DEH	1802L	Dental Hygiene Clinic II	2
DES	1120C/1120L	Elements of Dental Materials and Lab.	3

Summer Semester – Term B (Six Weeks)

			Sem. Hrs.
SPC	2600	Oral Communication/Research/Presentation Skills	3

Second Year

1st Semester (Fall)

			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	4
DES	2600	Medical and Dental Emergencies	1

2nd Semester (Spring)

			Sem. Hrs.
PSY	1012	General Psychology	3
....	....	Humanities, Cultural & Aesthetic Core	3
DEH	2702/2702L	Community Dental Health and Lab	3
DEH	2806	Clinical Dental Hygiene IV	2
DEH	2806L	Dental Hygiene Clinic IV	4
		TOTAL	88

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

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CC2007-08

DIGITAL MEDIA - INTERNET DESIGN AND PRODUCTION OPTION

Associate of Science Degree - Code 2203

Dawn Sealy, Chairperson • (386) 506-3777 • sealyd@dbcc.edu

Michael Vitale, Dean • (386) 506-3079 • vitalem@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.

Please Note: This program is eligible for federal and state financial aid.

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/Presentation Skills	3
MAC	1105 ≠	College Algebra **OR**	
MGF	2106 ≠	College Mathematics **OR**	
MGF	2107 ≠	Mathematics for Liberal Arts	3
ARH	1000 ≠	Art Appreciation **OR**	
ARH	2051 *	Introduction to the History and Criticism of Art II	3
....	.... ≠	Behavioral & Human Sciences Core –**CHOOSE ONE:**	3
PSY	1012	General Psychology	
SYG	2000	Introduction to Sociology	

* ARH 2051 fulfills general education requirements for AS/AAS degree programs only.

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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	1555	Internet Web Foundations	3
CGS	1002	Introduction to Microcomputer Applications **OR**	
CGS	1570	Introduction to Computer Applications	1
CGS	2820	Web Programming	3
CGS	2821	Advanced Web Programming	3
COP	1000	Principles of Computer Programming	3
COP	2800	Computer Programming "Java"	3
DIG	1109	Digital Imaging Fundamentals	3
DIG	2100	Web Design I	3
DIG	2101	Web Design II	3
DIG	2115	Digital Imaging Fundamentals II	3
DIG	2300	2D Animation	3
DIG	2500	Multimedia Authoring I	3
DIG	2501	Multimedia Authoring II	3
GRA	1158	Digital Graphics Fundamentals	3
GRA	1202	Typography	3
GRA	1741	Principles of Design and Color	3
GRA	2184	Portfolio Development	3

SAMPLE PROGRAM OF STUDY

First Year

1st Semester

			Sem. Hrs.
ENC	1101	College Composition	3
CGS	1555	Internet Web Foundations	3
DIG	1109	Digital Imaging Fundamentals	3
GRA	1158	Digital Graphics Fundamentals	3
GRA	1741	Principles of Design and Color	3

2nd Semester

			Sem. Hrs.
MAC	1105	College Algebra **OR**	
MGF	2106	College Mathematics **OR**	
MGF	2107	Mathematics for Liberal Arts	3
CGS	1002	Introduction to Microcomputer Applications **OR**	
CGS	1570	Introduction to Computer Applications	1
CGS	2820	Web Programming	3
DIG	2115	Digital Imaging Fundamentals II	3
DIG	2100	Web Design I	3
GRA	1202	Typography	3

Second Year

1st Semester

			Sem. Hrs.
RTV	2300	Broadcast Research/Newswriting/Presentation Skills	3
ARH	1000	Art Appreciation **OR**	
ARH	2051	Introduction to the History and Criticism of Art II	3
....	....	Behavioral & Human Sciences Core	3
COP	1000	Principles of Computer Programming	3
DIG	2300	2D Animation	3
DIG	2500	Multimedia Authoring I	3

2nd Semester

			Sem. Hrs.
CGS	2821	Advanced Web Programming	3
COP	2800	Computer Programming "Java"	3
DIG	2101	Web Design II	3
DIG	2501	Multimedia Authoring II	3
GRA	2184	Portfolio Development	3
		TOTAL	64

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@ DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

DIGITAL MEDIA - DESIGN OPTION

Associate of Science Degree - Code 2004

Dawn Sealy, Chairperson • (386) 506-3777 • sealyd@dbcc.edu

Michael Vitale, Dean • (386) 506-3079 • vitalem@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.

Please Note: This program is eligible for federal and state financial aid.

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/Presentation Skills	3
MAC	1105 ≠	College Algebra **OR**	
MGF	2106 ≠	College Mathematics **OR**	
MGF	2107 ≠	Mathematics for Liberal Arts	3
ARH	1000 ≠	Art Appreciation **OR**	
ARH	2051 *	Introduction to the History and Criticism of Art II	3
....	.... ≠	Behavioral & Human Sciences Core-**CHOOSE ONE:**	3
PSY	1012	General Psychology	
SYG	2000	Introduction to Sociology	

*MAT 1033 fulfills general education requirement for AAS degree programs only **and** ARH 2051 fulfills general education requirements for AS/AAS degree programs only.

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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
DIG	1109	Digital Imaging Fundamentals	3
DIG	2101	Web Design II	3
DIG	2100	Web Design I	3
DIG	2115	Digital Imaging Fundamentals II	3
DIG	2280	Digital Video and Sound	3
DIG	2300	2D Animation	3
DIG	2302	Introduction to 3D Animation	3
DIG	2500	Multimedia Authoring I	3
DIG	2501	Multimedia Authoring II	3
GRA	1158	Digital Graphics Fundamentals	3
GRA	1202	Typography	3
GRA	1543	Graphic Design Studio I	3
GRA	1741	Principles of Design and Color	3
GRA	2114	Graphic Design Studio II	3
GRA	2109	History and Aesthetics of Design	3
GRA	2184	Portfolio Development	3

SAMPLE PROGRAM OF STUDY

First Year

1st Semester

			Sem. Hrs.
ENC	1101	College Composition	3
DIG	1109	Digital Imaging Fundamentals	3
GRA	1543	Graphic Design Studio I	3
GRA	1158	Digital Graphics Fundamentals	3
GRA	1741	Principles of Design and Color	3

2nd Semester

			Sem. Hrs.
ARH	1000	Art Appreciation **OR**	
ARH	2051	Introduction to the History and Criticism of Art II	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
DIG	2100	Web Design I	3
GRA	1202	Typography	3
GRA	2114	Graphic Design Studio II	3

Summer Semester

			Sem. Hrs.
RTV	2300	Broadcast Research/Newswriting/Presentation Skills	3
DIG	2115	Digital Imaging Fundamentals II	3

Second Year

1st Semester

			Sem. Hrs.
....	....	Behavioral & Human Sciences Core	3
DIG	2280	Digital Video and Sound	3
DIG	2300	2D Animation	3
DIG	2500	Multimedia Authoring I	3
GRA	2109	History and Aesthetics of Design	3

2nd Semester

			Sem. Hrs.
DIG	2101	Web Design II	3
DIG	2302	Introduction to 3D Animation	3
DIG	2501	Multimedia Authoring II	3
GRA	2184	Portfolio Development	3
		TOTAL	64

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

DIGITAL MEDIA - DESIGN OPTION

Associate of Applied Science Degree - Code 3517
Dawn Sealy, Chairperson • (386) 506-3777 • sealyd@dbcc.edu
Michael Vitale, Dean • (386) 506-3079 • vitalem@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.

Please Note: This program is eligible for federal and state financial aid.

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/NewswritingPresentation Skills	3
MAT	1033 *	Intermediate Algebra	4
ARH	1000 ≠	Art Appreciation **OR**	
ARH	2051 *	Introduction to the History and Criticism of Art II	3
....	.... ≠	Behavioral & Human Sciences Core - **CHOOSE ONE:**	3
PSY	1012	General Psychology	
SYG	2000	Introduction to Sociology	

*MAT 1033 fulfills general education requirement for AAS degree programs only **and** ARH 2051 fulfills general education requirements for AS/AAS degree programs only.

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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.
DIG	1109	Digital Imaging Fundamentals	3
DIG	2100	Web Design I	3
DIG	2101	Web Design II	3
DIG	2115	Digital Imaging Fundamentals II	3
DIG	2280	Digital Video and Sound	3
DIG	2300	2D Animation	3
DIG	2500	Multimedia Authoring I	3
DIG	2501	Multimedia Authoring II	3
GRA	1158	Digital Graphics Fundamentals	3
GRA	1202	Typography	3
GRA	1543	Graphic Design Studio I	3
GRA	1741	Principles of Design and Color	3
GRA	2109	History and Aesthetics of Design	3
GRA	2114	Graphic Design Studio II	3
GRA	2184	Portfolio Development	3
GRA	2302	Introduction to 3D Animation	3

SAMPLE PROGRAM OF STUDY

First Year

1st Semester

			Sem. Hrs.
ENC	1101	College Composition	3
DIG	1109	Digital Imaging Fundamentals	3
GRA	1158	Digital Graphics Fundamentals	3
GRA	1543	Graphic Design Studio I	3
GRA	1741	Principles of Design and Color	3

2nd Semester

			Sem. Hrs.
ARH	1000	Art Appreciation **OR**	
ARH	2051	Introduction to the History and Criticism of Art II	3
MAT	1033	Intermediate Algebra	4
DIG	2100	Web Design I	3
GRA	1202	Typography	3
GRA	2114	Graphic Design Studio II	3

Summer Semester

			Sem. Hrs.
RTV	2300	Broadcast Research/Newswriting/Presentation Skills	3
DIG	2115	Digital Imaging Fundamentals II	3

Second Year

1st Semester

			Sem. Hrs.
....	....	Behavioral & Human Sciences Core	3
DIG	2300	2D Animation	3
DIG	2280	Digital Video and Sound	3
DIG	2500	Multimedia Authoring I	3
GRA	2109	History and Aesthetics of Design	3

2nd Semester

			Sem. Hrs.
DIG	2101	Web Design II	3
DIG	2302	Introduction to 3D Animation	3
DIG	2501	Multimedia Authoring II	3
GRA	2184	Portfolio Development	3
		TOTAL	64

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterface.com/dbcc/student** and create your personal career development account.

CC2007-08

DIGITAL TELEVISION AND MEDIA PRODUCTION

Associate of Science Degree - Code 2201

Dawn Sealy, Chairperson • (386) 506-3777 • sealyd@dbcc.edu

Michael Vitale, Dean • (386) 506-3079 • vitale@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.

Please Note: This program is eligible for federal and state financial aid.

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/Presentation Skills	3
MAC	1105 ≠	College Algebra **OR**	
MGF	2106 ≠	College Mathematics **OR**	
MGF	2107 ≠	Mathematics for Liberal Arts	3
ARH	1000 ≠	Art Appreciation **OR**	
ARH	2051 *	Introduction to the History and Criticism of Art II	3
....	.... ≠	Behavioral & Human Sciences Core-**CHOOSE ONE:**	3
PSY	1012	General Psychology	
SYG	2000	Introduction to Sociology	

* ARH 2051 fulfills general education requirements for AS/AAS degree programs only.

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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
DIG	1109	Digital Imaging Fundamentals	3
DIG	2100	Web Design I	3
DIG	2101	Web Design II	3
DIG	2115	Digital Imaging Fundamentals II	3
DIG	2280	Digital Video and Sound	3
DIG	2284	Advanced Digital Video and Sound	3
DIG	2500	Multimedia Authoring I	3
DIG	2501	Multimedia Authoring II	3
GRA	1158	Digital Graphics Fundamentals	3
GRA	1741	Principles of Design and Color	3
GRA	2184	Portfolio Development	3
RTV	1940	Broadcast Technology Practicum I	3
RTV	1941	Broadcast Technology Practicum II	3
RTV	2804	Broadcast Technology and Management Practicum IV	3
RTV	2942	Broadcast Technology Practicum III	3
TPA	2200	Stagecraft	3

SAMPLE PROGRAM OF STUDY

First Year

1st Semester

			Sem. Hrs.
ENC	1101	College Composition	3
DIG	1109	Digital Imaging Fundamentals	3
GRA	1158	Digital Graphics Fundamentals	3
GRA	1741	Principles of Design and Color	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
DIG	2100	Web Design I	3
DIG	2280	Digital Video and Sound	3
RTV	1941	Broadcast Technology Practicum II	3

Summer Semester

			Sem. Hrs.
RTV	2300	Broadcast Research/Newswriting/Presentation Skills	3
DIG	2115	Digital Imaging Fundamentals II	3

Second Year

1st Semester

			Sem. Hrs.
ARH	2051	Introduction to the History and Criticism of Art II **OR**	
ARH	1000	Art Appreciation	3
....	....	Behavioral & Human Sciences Core	3
DIG	2284	Advanced Digital Video and Sound	3
DIG	2500	Multimedia Authoring I	3
RTV	2942	Broadcast Technology Practicum III	3

2nd Semester

			Sem. Hrs.
DIG	2101	Web Design II	3
DIG	2501	Multimedia Authoring II	3
GRA	2184	Portfolio Development	3
RTV	2804	Broadcast Technology and Management Practicum IV	3
		TOTAL	64

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

DIGITAL TELEVISION AND MEDIA PRODUCTION

Associate of Applied Science Degree - Code 3532
Dawn Sealy, Chairperson • (386) 506-3777 • sealyd@dbcc.edu
Michael Vitale, Dean • (386) 506-3079 • vitalem@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.

Please Note: This program is eligible for federal and state financial aid.

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/Presentation Skills	3
MAT	1033 *	Intermediate Algebra	4
ARH	1000 ≠	Art Appreciation **OR**	
ARH	2051 *	Introduction to the History and Criticism of Art II	3
....	.... ≠	Behavioral & Human Sciences Core-**CHOOSE ONE:**	3
PSY	1012	General Psychology	
SYG	2000	Introduction to Sociology	

* MAT 1033 fulfills general education requirement for AAS degree programs only **and** ARH 2051 fulfills general education requirements for AS/AAS degree programs only.

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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.
DIG	1109	Digital Imaging Fundamentals	3
DIG	2100	Web Design I	3
DIG	2101	Web Design II	3
DIG	2115	Digital Imaging Fundamentals II	3
DIG	2280	Digital Video and Sound	3
DIG	2284	Advanced Digital Video and Sound	3
DIG	2500	Multimedia Authoring I	3
DIG	2501	Multimedia Authoring II	3
GRA	1158	Digital Graphics Fundamentals	3
GRA	1741	Principles of Design and Color	3
GRA	2184	Portfolio Development	3
RTV	1940	Broadcast Technology Practicum I	3
RTV	1941	Broadcast Technology Practicum II	3
RTV	2804	Broadcast Technology and Management Practicum IV	3
RTV	2942	Broadcast Technology Practicum III	3
TPA	2200	Stagecraft	3

SAMPLE PROGRAM OF STUDY

First Year

1st Semester

			Sem. Hrs.
ENC	1101	College Composition	3
DIG	1109	Digital Imaging Fundamentals	3
GRA	1158	Digital Graphics Fundamentals	3
GRA	1741	Principles of Design and Color	3
RTV	1940	Broadcast Technology Practicum I	3

2nd Semester

			Sem. Hrs.
MAT	1033	Intermediate Algebra	4
DIG	2100	Web Design I	3
DIG	2280	Digital Video and Sound	3
RTV	1941	Broadcast Technology Practicum II	3
TPA	2200	Stagecraft	3

Summer Semester

			Sem. Hrs.
RTV	2300	Broadcast Research/Newswriting/PresentationSkills	3
DIG	2115	Digital Imaging Fundamentals II	3

Second Year

1st Semester

			Sem. Hrs.
ARH	1000	Art Appreciation **OR**	
ARH	2051	Introduction to the History and Criticism of Art II	3
....	....	Behavioral & Human Sciences Core	3
DIG	2284	Advanced Digital Video and Sound	3
DIG	2500	Multimedia Authoring I	3
RTV	2942	Broadcast Technology Practicum III	3

2nd Semester

			Sem. Hrs.
DIG	2101	Web Design II	3
DIG	2501	Multimedia Authoring II	3
GRA	2184	Portfolio Development	3
RTV	2804	Broadcast Technology and Management Practicum IV	3
		TOTAL	64

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

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CC2007-08

DRAFTING AND DESIGN TECHNOLOGY (CAD)

Associate of Applied Science Degree Code 3505

Gerald Baron, Assistant Chair (386) 506-3603 • barong@dbcc.edu

Stanley Sidor, Dean • (386) 506-3612 • sidors@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.

Please Note: This program is eligible for federal and state financial aid.

GENERAL EDUCATION COURSES

			Sem. Hrs.
ENC	1101	College Composition	3
SPC	2600 ≠	Oral Communication/Research/Presentation Skills	3
PSC	1121 ≠	Physical Science	3
....	.... ≠	Behavioral & Human Sciences Core - **CHOOSE ONE:**	3
DEP	2004	Developmental Psychology	
PSY	1012	General Psychology	
SYG	2000	Introduction to Sociology	
....	.... ≠	Humanities, Cultural & Aesthetic Core - **CHOOSE ONE:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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	3
CGS	2100	Microcomputer Applications	3
EGS	1110C/1110L	Engineering Drawing and Lab	3
EGS	2650	Technical Ethics	1
ETD	2218/2218L	Geometric Tolerancing and Lab	3
ETD	2320C/2320L	Computer Aided Drafting I (AutoCAD) and Lab	3
ETD	2350/ 350L	Computer Aided Design Applications (AutoCAD) and Lab	3
ETD	2350C/2350CL	Computer Aided Drafting II (AutoCAD) and Lab	3
ETD	2355/2355L	Inventor Solid Modeling and Lab	3
ETD	2377C/2377L	3D Computer Animation (3D Design) and Lab	3
ETD	2465/2465L	Tool Design and Lab	3
ETD	2801C/ 801L	Technical Illustration and Lab	3
ETD	2359C/2395L	SolidWorks Solid Modeling and Lab	3
ETG	2520	Statics and Strength of Materials	3
ETG	2949	Cooperative Education Exp. in Engineering	1
PMT	1250C/1250L	Introduction to Computer Numerical Control and Lab	3
....	....	Manufacturing Elective	3

Manufacturing Elective - **CHOOSE ONE:**

PMT	1212C/1212L	Machine Tool Technology I and Lab	3
PMT	2261C/2261L	Introduction to Computer Aided Manufacturing (Mastercam) and Lab	3

SAMPLE PROGRAM OF STUDY

First Year

1st Semester — Sem. Hrs.

ENC	1101	College Composition	3
MTB	1348	Applied Technical Math	3
CGS	2100	Microcomputer Applications	3
EGS	1110C/1110L	Engineering Drawing and Lab	3
ETD	2320C/2320L	Computer Aided Drafting I (AutoCAD) and Lab	3

2nd Semester — Sem. Hrs.

EGS	2650	Technical Ethics	1
ETD	2350C/2350CL	Computer Aided Drafting II (AutoCAD) and Lab	3
ETD	2801C/2801L	Technical Illustration and Lab	3
PMT	1250C/1250L	Intro. to Computer Numerical Control and Lab	3
....	....	Manufacturing Elective	3

Summer Semester — Sem. Hrs.

....	....	Behavioral & Human Sciences Core	3
....	....	Humanities, Cultural & Aesthetic Core	3

Second Year

1st Semester — Sem. Hrs.

PSC	1121	Physical Science	3
ETD	2350/2350L	Computer Aided Design Applications (AutoCAD) and Lab	3
ETD	2355/2355L	Inventor Solid Modeling and Lab	3
ETG	2520	Statics and Strength of Materials	3
ETG	2949	Cooperative Education Exp. in Engineering	1

2nd Semester — Sem. Hrs.

SPC	2600	Oral Communication/Research/Presentation Skills	3
ETD	2218/2218L	Geometric Tolerancing and Lab	3
ETD	2377C/2377L	3D Computer Animation (3D Design) and Lab	3
ETD	2465/2465L	Tool Design and Lab	3
ETD	2359C/2395L	SolidWorks Solid Modeling and Lab	3
		TOTAL	62

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

DRAFTING AND DESIGN TECHNOLOGY

College Credit Certificate – Code 0929

Gerald Baron, Assistant Chair • (386) 506-3603 • barong@dbcc.edu
Stanley Sidor, Dean • (386) 506-3612 • sidors@dbcc.edu

PROGRAM DESCRIPTION

The program provides entry-level skills in Drafting and Design Technology for engineering, manufacturing and related disciplines. Instruction covers the various aspects of engineering drawing with specific instruction in 2D and 3D computer aided drafting. Solid modeling is also included to provide specific design and drawing techniques for manufacturing. With the inclusion of general education courses, this certificate can be directly applied towards the Associate of Applied Science degree in Drafting and Design Technology (CAD).

Please Note: This program is eligible for federal financial aid and state bright futures.

GENERAL EDUCATION ELECTIVES – CHOOSE TWO*

			Sem. Hrs.
ENC	1101	College Composition	3
PSC	1121 ≠	Physical Science	3
....	.... ≠	Behavioral and Human Science Core - Choose One:	3
PSY	1012	General Psychology	
SYG	2000	Introduction to Sociology	
....	.... ≠	Humanities, Cultural and Aesthetic Core - **Choose One:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

≠ Course requires a pre or corequisite. See course description in the current college catalog.

Note: It may be necessary for the student to enroll in a college preparatory English, math or reading course depending on College Placement Test scores.

PROGRAM SPECIFIC COURSES*

			Sem. Hrs.
EGS	1110C/1110L	Engineering Drawing and Lab	3
ETD	2320C/2320L	Computer Aided Drafting I (AutoCAD) and Lab	3
ETD	2350C/2350CL	Computer Aided Drafting II (AutoCAD) and Lab	3
ETD	2350/2350L	Computer Aided Design Applications (AutoCAD) and Lab	3
ETD	2359C/ 2395L	SolidWorks Solid Modeling and Lab **OR**	
ETD	2355/ 2355L	Inventor Solid Modeling and Lab	3
MTB	1348	Applied Technical Math	3

*Select courses count towards either the AAS degree in Architectural and Building Technology, Manufacturing Technology, or Interior Design Technology (AS & AAS).

SAMPLE PROGRAM OF STUDY

1st Semester			Sem. Hrs.
....	....	General Education Elective	3
MTB	1348	Applied Technical Math	3
EGS	1110C/1110L	Engineering Drawing and Lab	3
ETD	2320C/2320L	Computer Aided Drafting I (AutoCAD) and Lab	3

2nd Semester			Sem. Hrs.
....	....	General Education Elective	3
ETD	2350C/2350CL	Computer Aided Drafting II (AutoCAD) and Lab	3
ETD	2350/2350L	Computer Aided Design Applications (AutoCAD) and Lab	3
ETD	2359C/2395L	SolidWorks Solid Modeling and Lab **OR**	
ETD	2355/2355L	Inventor Solid Modeling and Lab	3
		TOTAL	24

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

EARLY CHILDHOOD EDUCATION ASSOCIATE DEGREE

Associate of Science Degree – Code 2044
Mary Ann Rodgers, Assistant Chair • (386) 506-3113 • rodgerm@dbcc.edu
Allied Health Department • (386) 506-3189

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.

Please Note: This program is eligible for federal and state financial aid

Approximate Additional Costs
FDLE Background Screening $23

GENERAL EDUCATION COURSES

			Sem. Hrs.
ENC	1101	College Composition	3
SPC	2600 ≠	Oral Communication/Research/Presentation Skills	3
MAC	1105 ≠	College Algebra	3
SYG	2000 ≠	Introduction to Sociology	3
....	.... ≠	Behavioral & Human Sciences Core - **CHOOSE FROM:**	3
DEP	2004	Developmental Psychology	
PSY	1012	General Psychology	
....	.... ≠	Humanities, Cultural & Aesthetic Core - **CHOOSE FROM:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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 Education 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 Education II	3
CHD	1820L	Introduction to Early Childhood Education II Lab	1
CHD	2320	Curriculum Planning for Early Childhood	3
CHD	2333/2333L	Creative Activities for the Young Child and Lab	3
CHD	2334	Language Arts for the Young Child and Lab	3
CHD	2334L	Language Arts for the Young Child Lab	1
CHD	2335/2335L	Music and Motor Activities for the Young Child and Lab	3
CHD	2338	Math and Science for the Young Child	3
CHD	2338L	Math and Science Activities Lab	1
CHD	2440	Child Development Practicum	6
EEX	1600	Classroom Management for Early Childhood	2
EEX	2080	Teaching the Exceptional Learner	3
HSC	1421	Health, Safety, and Nutrition for the Young Child	3

* CHD 1220 meets the graduation requirement for the basic use of computers for this program.

(SPECIALIZATIONS)
Students MUST select second (2nd) year courses based on their area of specialization.

• PRESCHOOL SPECIALIZATION
All Program Specific Courses

• INFANT/TODDLER SPECIALIZALTION
Sem. Hrs.
Substitute CHD 1820 and CHD 1820L with:
CHD	2110	Infant Toddler Development	4

• SCHOOL AGE SPECIALIZALTION
Sem. Hrs.
Substitute CHD 1820 with:
CHD	2336	Introduction to School-Age Children	3

Substitute CHD 2320 with:
CHD	2382	Planning Curriculum for School-Age Care Programs	3

• CHILD DEVELOPMENT CENTER MANAGEMENT CREDENTIAL *
Sem. Hrs.
CHD	2801	Child Development Management	3
EEC	2523	Leadership and Management of Child Care Programs	3
EEC	2527	Child Care Center Financial and Legal Issues	3

• CHILD DEVELOPMENT ASSOCIATE (CDA) CREDENTIAL*
Sem. Hrs.
CHD	1220	Child Growth and Development	3
CHD	2320	Curriculum Planning for Early Childhood	3
CHD	2930	Special Topics in Early Childhood	3
EEC	2401	Home, School, and Community	1

• FLORIDA DIRECTOR'S CREDENTIAL *
Sem. Hrs.
CHD	2801	Child Development Management	3
EEC	2523	Leadership and Management of Child Care Program	3
EEC	2527	Child Care Center Financial and Legal Issues	3

	TOTAL	63

* 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.

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

ELECTRONICS ENGINEERING TECHNOLOGY

Associate of Science Degree - Code 2003

Larry Pivec, Assistant Chair • (386) 506-4134• pivecl@dbcc.edu

Anindya Paul, Chairperson • (386) 506-3324 • paula@dbcc.edu • http://go.dbcc.edu/computerscience

PROGRAM DESCRIPTION

The Electronics Engineering Technology program offers opportunities for students desiring to learn about the field of electronics in such areas as analog and digital circuits, computers, instrumentation, communications, microprocessors and fiber optics systems.

Please Note: This program is eligible for federal and state financial aid.

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 Communication/Research/Presentation Skills	3
MAC	1105 ≠	College Algebra	3
MAC	1114 ≠	College Trigonometry	3
PHY	1053C/1053L ≠	College Physics I and Lab	4
PHY	1054C/1054L≠	College Physics II and Lab (Required for transfer students)	4
		OR	
EET	2949	Cooperative Education Experience in Electronics	4
....	.... ≠	Behavioral & Human Sciences Core - **CHOOSE ONE:**	3
DEP	2004	Developmental Psychology	
PSY	1012	General Psychology	
SYG	2000	Introduction to Sociology	
....	....	Humanities, Cultural & Aesthetic Core - **CHOOSE ONE:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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/1114L	Digital Fundamentals and Lab	4
CGS	2100	Microcomputer Applications	3
CET	2123C/2123L	Microcomputer and Basic Digital Communications and Lab	4
COP	2220	Computer Programming I "C"	3
EET	1011C/1011L	Introduction to Electrical Circuits and Lab	3
EET	1141C/1141L	Analog Devices and Circuits and Lab	4
EET	1607C/1607L	Electronics Assembly and Cabling and Lab	3
EET	2142C/2142L	Analog Circuits and Basic AnalogCommunications and Lab	4
EET	2326C/2326L	Wireless Communications and Lab	4
EET	1021C/1021L	Advanced Electrical Circuits and Lab	3
....	....	Technical Elective - **CHOOSE ONE:**	4
BOT	1010C/1010L	General Botany and Lab	
MCB	1010C/1010L	Microbiology and Lab	
OCB	2000C/2000L	Introduction to Marine Biology and Lab	

SAMPLE PROGRAM OF STUDY

First Year

1st Semester

			Sem. Hrs.
CET	1114C/1114L	Digital Fundamentals and Lab	4
MAC	1105	College Algebra	3
CGS	2100	Microcomputer Applications	3
EET	1011C/1011L	Introduction to Electrical Circuits and Lab	3
EET	1607C/1607L	Electronics Assembly and Cabling and Lab	3

2nd Semester

			Sem. Hrs.
MAC	1114	College Trigonometry	3
ENC	1101	College Composition	3
EET	1021C/1021L	Advanced Electrical Circuits and Lab	3
EET	1141C/1141L	Analog Devices and Circuits and Lab	4
....	....	Technical Elective*	4

Second Year

3rd Semester

			Sem. Hrs.
ENC	1102	Literature and Composition	3
PHY	1053C/1053L	College Physics I	4
CET	2123C/2123L	Microcomputer and Basic Digital Communications and Lab	4
EET	2142C/2142L	Analog Circuits and Basic Analog Communications and Lab	4
COP	2220	Computer Programming I "C"	3

4th Semester

			Sem. Hrs.
SPC	2600	Oral Communication/Research Presentation Skills	3
....	....	Behavioral & Human Sciences Core	3
....	....	Humanities, Cultural & Aesthetic Core	3
EET	2326C/2326L	Wireless Communications and Lab	4
PHY	1054C/1054L≠	College Physics II and Lab (Required for transfer students) **OR**	
EET	2949	Cooperative Education Experience in Electronics	4
		TOTAL	68

**This course is required for transfer students.

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

EMERGENCY MEDICAL SERVICES (LIMITED ACCESS PROGRAM)

Associate of Applied Science Degree - Code 3506

Emergency Medical Services Department • (386) 506-3249

Louie Mercer, Director • (386) 506-3171 • mercerlo@dbcc.edu

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.

The Emergency Medical Services program is certified through the Florida Department of Health, Bureau of Emergency Medical Services, and accredited through the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Please Note: This program is eligible for federal and state financial aid.

Approximate Additional Costs

- Lab Fees – Approximately $125 (per semester)

Additional Admission Requirements

- Acceptable score on the TABE or CPT examinations.
- Attendance at EMS Department Orientation Session. Session dates are announced by the EMS Department.
- Submit completed application to the EMS Department prior to the designated deadline.
- 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.
- 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 date and time completed applications were received by the EMS Department.
- Students will be held accountable for the policy and procedures of the EMS program as outlined in the EMS student policy handbook.
- Program corequsites must be completed successfully prior to enrolling in subsequent paramedic program sections.

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
PSY	1012 ≠	General Psychology	3
....	.... ≠	Humanities, Cultural & Aesthetic Core - **CHOOSE ONE:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

* ENC 2210 and MAT 1033 fulfills general education requirements for AAS degree programs only.

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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	2603 *	Paramedic I	9
EMS	2603L *	Paramedic I Lab	4
EMS	2604	Paramedic II	9
EMS	2604L	Paramedic II Lab	3
EMS	2605	Paramedic III	8
EMS	2605L	Paramedic III Lab	3
EMS	2659	Paramedic Field Internship	3
EMS	2666 *	Paramedic Clinical I	1
EMS	2667	Paramedic Clinical II	2
HSC	1531	Medical Terminology	4

* EMS 2603, 2603L and 2666 meets the graduation requirement for the basic use of computers and Oral Communications for this program.

SAMPLE PROGRAM OF STUDY

First Year

1st Semester

			Sem. Hrs.
ENC	1101	College Composition	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	1102	Literature and Composition **OR**	
ENC	2210*	Report Writing	3
MAT	1033	Intermediate Algebra	4
PSY	1012	General Psychology	3
HSC	1531	Medical Terminology	4

Summer Semester

			Sem. Hrs.
EMS	2603	Paramedic I	9
EMS	2603L	Paramedic I Lab	4
EMS	2666	Paramedic Clinical I	1

Second Year

1st Semester

			Sem. Hrs.
EMS	2604	Paramedic II	9
EMS	2604L	Paramedic II Lab	3
EMS	2667	Paramedic Clinical II	2

2nd Semester

			Sem. Hrs.
....	....	Humanities, Cultural & Aesthetic Core	3
EMS	2605	Paramedic III	8
EMS	2605L	Paramedic III Lab	3
EMS	2659	Paramedic Field Internship	3
		TOTAL	73

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

EMERGENCY MEDICAL TECHNICIAN (LIMITED ACCESS PROGRAM)

College Credit Certificate - Code 0960

Emergency Medical Services Department • (386) 506-3249

Louie Mercer, Director • (386) 506-3450 • mercerlo@dbcc.edu

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 60 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.

The Emergency Medical Technician program is certified through the Florida Department of Health, Bureau of Emergency Medical Services, and accredited through the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

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.

Please Note: The length of this program makes it ineligible for federal and state financial aid.

Approximate Additional Costs

- Lab Fees – Approximately $125
- Textbooks/Equipment – $125
- Uniforms – $125

Additional Admission Requirements

- Acceptable score on the TABE or CPT examinations.
- Attendance at EMS Department Orientation Session. Session dates are announced by the EMS Department.
- Submit completed application to the EMS Department prior to the designated deadline.
- 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.
- 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 date and time completed applications were received by the EMS Department.
- Students will be held accountable for the policy and procedures of the EMT program as outlined in the EMS student policy handbook.
- Students will be required to wear uniforms during the duration of training.

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

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

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

FIRE APPARATUS OPERATOR (LIMITED ACCESS PROGRAM)

Vocational Credit Certificate - Code 1057

Christopher Loomis, Assistant Chair • (386) 506-3213 • loomisc@dbcc.edu
Louie Mercer, Director • (386) 506-3171 • mercerlo@dbcc.edu

PROGRAM DESCRIPTION

The program prepares firefighters 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.

The Fire Apparatus Operator program is certified through the Florida Fire College.

Note: A continuing education course is available for firefighters who have successfully completed the Apparatus Operator option and who require additional training in Aerial Apparatus operation. Students should contact the Fire Science Department for additional information on this course.

Please Note: The length of this program makes it ineligible for federal and state financial aid.

Approximate Additional Costs

• Lab Fee – $25

Additional Admission Requirements

• Must apply for admission to DBCC.
• Must take TABE – students need one attempt of test to enter program and must have a 10.0 in each of the three sections before completion of the program.
• Must have a current valid Class "D" Florida driver's license with an "E" endorsement.
• Must be able to operate vehicles with a standard transmission.
• Must have completed a state-approved Firefighter I program (as a minimum) or possess a valid Florida Firefighter Certificate of Compliance.
• Must be a member of an organized fire department.
• Must register for the courses and pay the tuition and lab fees.
• Must purchase textbooks and a calculator with a square root function key.
• Must follow the rules and regulations as outlined in the college student handbook.

PROGRAM SPECIFIC COURSES

			Voc. Crs.
FFP	0361	Hydraulics and Water Distribution Systems	1.33
FFP	0360	Fire Apparatus Operations	1.34

SAMPLE PROGRAM OF STUDY

Prerequisite Course

			Voc. Crs.
FFP	0010	Firefighter I	7.5

1st Semester

			Voc. Crs.
FFP	0361	Hydraulics and Water Distribution Systems	1.33
FFP	0360	Fire Apparatus Operations	1.34

Note: FFP 0360 is a corequisite to FFP 0361. Both courses must be taken together (Hydraulics first, followed by Apparatus Operations) in order to successfully complete the Apparatus Operator Option and to apply for the state certification examination.

	Voc. Crs.
TOTAL	10.17

	Contact Hrs.
TOTAL	305

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

FIRE FIGHTER II (LIMITED ACCESS PROGRAM)

Vocational Credit Certificate - Code 1056

Christopher Loomis, Assistant Chair • (386) 506-3213 • loomisc@dbcc.edu
Louie Mercer, Director • (386) 506-3171 • mercerlo@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 Statute 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.

The Fire Fighter II program is certified through the Florida Fire College.

Please Note: The length of this program makes it ineligible for federal and state financial aid.

Approximate Additional Costs

- Lab Fees – $150 per course
- Uniforms, books and supplies – $300
- Personal Protective Equipment – $500
- State Fee – $94

Additional Admission Requirements

- Must apply for admission to DBCC.
- Must take TABE – students need one attempt of test to enter fire academy and must have 10.0 in each of the three sections before completion of the fire academy.
- Must complete fire academy application.
  - Includes physical exam and 12-lead EKG.
- Must be at 18 years of age before completion of the fire academy.
- Must have a high school diploma or GED.
- Must not currently be on probation.
- Must have no felony convictions.
- Must successfully complete a state-required criminal background check.
- Must meet state requirements for vision and hearing.
- Must complete a physical skills assessment (Agility Test) prior to acceptance into the fire academy.
- Must complete a Fire Academy Orientation.
- Must order classroom uniforms.
- Must rent firefighter bunker gear.
- Must purchase textbooks and classroom supplies/materials.
- Must register for the fire academy and pay tuition and lab fees.
- Must follow the rules and regulations of the fire academy as outlined in the Student Handbook, as well as the college student handbook.
- Must not have used tobacco products (cigarettes, snuff, chewing tobacco, etc.) for one year prior to employment at a fire service agency.

PROGRAM SPECIFIC COURSES

			Voc. Crs.
FFP	0010	Firefighter I	7.5
FFP	0020	Firefighter II	7.5

SAMPLE PROGRAM OF STUDY

			Voc. Crs.
FFP	0010	Firefighter I	7.5
FFP	0020	Firefighter II	7.5

FFP 0010 is a corequisite to FFP 0020. Both courses must be taken together to become eligible for the state certification examination.

	Voc. Crs.
TOTAL	15.0

	Contact Hrs.
TOTAL	450

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterface.com/dbcc/student** and create your personal career development account.

CC2007-08

FIRE SCIENCE TECHNOLOGY

Associate of Science Degree - Code 2056

Christopher Loomis, Assistant Chair • (386) 506-3213 • loomisc@dbcc.edu
Louie Mercer, Director • (386) 506-3171 • mercerlo@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.

The Fire Science Technology program is certified through the Florida Fire College.

Note: Those desiring Inspector Certification must be able to comply with the requirements of 4A-39 Florida administrative codes.

Please Note: This program is eligible for federal and state financial aid.

GENERAL EDUCATION COURSES

			Sem. Hrs.
ENC	1101	College Composition	3
SPC	2600 ≠	Oral Communication/Research/Presentation Skills	3
MAC	1105 ≠	College Algebra	3
CHM	1025/1025L ≠	Introduction to Chemistry and Lab	4
PSY	1012 ≠	General Psychology	3
....	.... ≠	Humanities, Cultural & Aesthetic Core - **CHOOSE ONE:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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	2949	Cooperative Education Experience in Fire Science	3
FFP	....	Fire Science Elective	3
FFP	....	Fire Science Elective	3
FFP	....	Fire Science Elective	3
FFP	....	Fire Science Elective	3

PROGRAM SPECIFIC COURSES - CHOOSE FOUR:

			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 Communication/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	1025/1025L	Introduction to Chemistry and Lab	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 for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

FIRE SCIENCE TECHNOLOGY

Associate of Applied Science Degree - Code 3507

Christopher Loomis, Assistant Chair • (386) 506-3213 • loomisc@dbcc.edu
Louie Mercer, Director • (386) 506-3171 • mercerlo@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.

The Fire Science Technology program is certified through the Florida Fire College.

Note: Those desiring Inspector Certification must be able to comply with the requirements of 4A-39 Florida administrative codes.

Please Note: This program is eligible for federal and state financial aid.

GENERAL EDUCATION COURSES

			Sem. Hrs.
ENC	1101	College Composition	3
SPC	2600 ≠	Oral Communication/Research/Presentation Skills	3
MAT	1033 *	Intermediate Algebra	4
CHM	1025/1025L ≠	Introduction to Chemistry and Lab	4
PSY	1012 ≠	General Psychology	3
....	.... ≠	Humanities, Cultural & Aesthetic Core - **CHOOSE ONE:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

*MAT 1033 fulfills general education requirements for AAS degree programs only.

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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

PROGRAM SPECIFIC COURSES - CHOOSE FOUR:

			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 Communication/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	10251025L	Introduction to Chemistry and Lab	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 for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account..

CC2007-08

GRAPHICS TECHNOLOGY – DESIGN OPTION

Associate of Science Degree - Code 2046
Dawn Sealy, Chairperson • (386) 506-3777 • sealyd@dbcc.edu
Michael Vitale, DEAN • (386) 506-3079 • vitalem@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.

Please Note: This program is eligible for federal and state financial aid

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.
EENC	1101	College Composition	3
SPC	2600 ≠	Oral Communication/Research/Presentation Skills	3
MAC	1105 ≠	College Algebra **OR**	
MGF	2106 ≠	College Mathematics **OR**	
MGF	2107 ≠	Mathematics for Liberal Arts	3
ARH	2051 *	Introduction to the History and Criticism of Art II **OR**	
ARH	1000	Art Appreciation	3
. . . .	. . . .	Behavioral & Human Sciences Core - **CHOOSE ONE:**	3
PSY	1012	General Psychology	
SYG	2000	Introduction to Sociology	

* ARH 2051 fulfills general education requirements for AS/AAS degree programs only.

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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
DIG	1109	Digital Imaging Fundamentals	3
DIG	2100	Web Design I	3
DIG	2115	Digital Imaging Fundamentals II	3
GRA	1158	Digital Graphics Fundamentals	3
GRA	1171	Advertising Design	3
GRA	1202	Typography	3
GRA	1204	Digital Publishing Fundamentals	3
GRA	1543	Graphic Design Studio I	3
GRA	1741	Principles of Design & Color	3
GRA	2109	History and Aesthetics of Design	3
GRA	2114	Graphic Design Studio II	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

SAMPLE PROGRAM OF STUDY

First Year

1st Semester			Sem. Hrs.
ENC	1101	College Composition	3
DIG	1109	Digital Imaging Fundamentals	3
GRA	1158	Digital Graphics Fundamentals	3
GRA	1543	Graphic Design Studio I	3
GRA	1741	Principles of Design & Color	3

2nd Semester			Sem. Hrs
ARH	1000	Art Appreciation **OR**	
ARH	2051	Introduction to the History and Criticism of Art II	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 Publishing Fundamentals	3
GRA	2114	Graphic Design Studio II	3

Summer Semester			Sem. Hrs.
SPC	2600	Oral Communication/Research/Presentation Skills	3
DIG	2115	Digital Imaging Fundamentals II	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
GRA	2746	Illustration	3

2nd Semester			Sem. Hrs.
CGS	1570	Introduction to Computer Applications	1
DIG	2100	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 for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@ DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

GRAPHICS TECHNOLOGY – DESIGN OPTION

Associate of Applied Science Degree - Code 3508

Dawn Sealy, Chairperson • (386) 506-3777 • sealyd@dbcc.edu
Michael Vitale • (386) 506-3079 • vitalem@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.

Please Note: This program is eligible for federal and state financial aid.

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 Communication./Research/Presentation Skills	3
MAT	1033 *	Intermediate Algebra	4
ARH	1000 ≠	Art Appreciation **OR**	
ARH	2051 *	Introduction to the History and Criticism of Art II	3
....	.... ≠	Behavioral & Human Sciences Core - **CHOOSE ONE:**	3
PSY	1012	General Psychology	
SYG	2000	Introduction to Sociology	

* MAT 1033 general education requirement for AAS degree programs only **and** ARH 2051 meets the general education requirements for AS/AAS degree programs only.

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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.
DIG	1109	Digital Imaging Fundamentals	3
DIG	2100	Web Design I	3
GRA	1171	Advertising Design	3
GRA	1202	Typography	3
GRA	1204	Digital Publishing Fundamentals	3
DIG	2115	Digital Imaging Fundamentals II	3
GRA	1543	Graphic Design Studio I	3
GRA	1741	Principles of Design and Color	3
GRA	2109	History and Aesthetics of Design	3
GRA	2114	Graphic Design Studio II	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

SAMPLE PROGRAM OF STUDY

First Year

1st Semester

			Sem. Hrs.
ENC	1101	College Composition	3
DIG	1109	Digital Imaging Fundamentals	3
GRA	1158	Digital Graphics Fundamentals	3
GRA	1543	Graphic Design Studio I	3
GRA	1741	Principles of Design and Color	3

2nd Semester

			Sem. Hrs.
ARH	1000	Art Appreciation **OR**	
ARH	2051	Introduction to the History and Criticism of Art II	3
MAT	1033	Intermediate Algebra	4
GRA	1202	Typography	3
GRA	1204	Digital Publishing Fundamentals	3
GRA	2114	Graphic Design Studio II	3

Summer Semester

			Sem. Hrs.
SPC	2600	Oral Comm./Research/Presentation Skills	3
DIG	2115	Digital Imaging Fundamentals II	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
GRA	2746	Illustration	3

2nd Semester

			Sem. Hrs.
DIG	2100	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 for requisite requirements.

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CC2007-08

HEALTH INFORMATION MANAGEMENT (LIMITED ACCESS PROGRAM)

Associate of Applied Science Degree - Code 3509
Nancy Thomas, Assistant Chair • (386) 506-3748 • thomasn@dbcc.edu
Allied Health Department • (386) 506-3189

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 coding assembling, analyzing, abstracting and maintaining health information. The Health Information Management program is accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM).

Please Note: This program is eligible for federal and state financial aid.

Approximate Additional Costs
- Textbooks – $300
- FDLE Background Screening – $23

Additional Admission Requirements
- To be eligible for program admission, the student must qualify for ENC 1101 (College Composition I) and MAT 1033 (Intermediate Algebra). This eligibility can be met through assessment results or course work.
- Program Prerequisites (courses must be completed with a grade of "C" or better): HSC 1531 (Medical Terminology) and HSC 1000 (Introduction to Health Care) before you will be accepted into the program.
- Submit completed application to the Allied Health Department.
- Applications accepted anytime during the year.
- Selection is made once per year based on the date of the Allied Health Department application. This is based on first come, first served.
- Florida Department of Law Enforcement (FDLE) Background screening must be completed prior to the first day of class. Final program acceptance contingent upon satisfactory results of the FDLE screening.
- A pre-admission consultation with the assistant chair is recommended.

GENERAL EDUCATION COURSES
			Sem. Hrs.
ENC	1101	College Composition	3
MAT	1033 *	Intermediate Algebra	4
BSC	1085C/1085L ≠	Human Anatomy and Physiology I and Lab	4
BSC	1086C/1086L	Human Anatomy and Physiology II and Lab	4
PSY	1012 ≠	General Psychology	3
....	.... ≠	Humanities, Cultural & Aesthetic Core - **CHOOSE ONE:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

* MAT 1033 fulfills general education requirements for AAS degree programs only.

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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	1000/1000L	Health Information Management I and Lab	3
HIM	1222/1222L	Basic Coding and Lab	4
HIM	2012	Legal Aspects of Health Records	3
HIM	2110/2110L*	Health Information Management II and Lab	3
HIM	2234C/2234L	Advanced Coding and Lab	4
HIM	2253/2253L	CPT Coding and Lab	3
HIM	2430	Concepts of Disease	4
HIM	2440	Pharmacology and Laboratory	1
HIM	2510/2510L	Health Information Management III and Lab	2
HIM	2512	Health Information Systems Management	2
HIM	2800	Professional Practice Experience I	2
HIM	2810	Professional Practice Experience II	2
HIM	2820	Professional Practice Experience III	3

*HIM 2110 /2110L 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 (Fall)
			Sem. Hrs.
ENC	1101	College Composition	3
BSC	1085C/1085L≠	Human Anatomy and Physiology I and Lab	4
CGS	2100	Microcomputer Applications	3
HIM	1000/1000L	Health Information Management I and Lab	3

2nd Semester (Spring)
			Sem. Hrs.
MAT	1033	Intermediate Algebra	4
BSC	1086C/1086L	Human Anatomy and Physiology II and Lab	4
HIM	1222/1222L	Basic Coding and Lab	4
HIM	2110/2110L*	Health Information Management II and Lab	3

Second Year
1st Semester (Fall)
			Sem. Hrs.
HIM	2012	Legal Aspects of Health Records	3
HIM	2234C/2234L	Advanced Coding and Lab	4
HIM	2430	Concepts of Disease	4
HIM	2440	Pharmacology and Laboratory	1
HIM	2800	Professional Practice Experience I	2

2nd Semester (Spring)
			Sem. Hrs.
....	....	Humanities, Cultural & Aesthetic Core	3
PSY	1012	General Psychology	3
HIM	2253 /2253L	CPT Coding and Lab	3
HIM	2510/2510L	Health Information Management III and Lab	2
HIM	2512	Health Information Systems Management	2
HIM	2810	Professional Practice Experience II	2

Summer Semester (Six Weeks)
			Sem. Hrs.
HIM	2820	Professional Practice Experience III	3
		TOTAL	67

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

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CC2007-08

HOSPITALITY MANAGEMENT

Associate of Science Degree - Code 2012

G. Michael Harris, Chairperson • (386) 506-3006 • harrism@dbcc.edu

Jeff Conklin, Assistant Chair • (386) 506-3735 • conklij@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.

Graduates of this program are eligible to be enrolled in DBCC's Bachelor of Applied Science in Supervision and Management Program. Call (386) 506-4BAS or email BASinfo@dbcc.edu for details.

Please Note: This program is eligible for federal and state financial aid.

GENERAL EDUCATION COURSES

			Sem. Hrs.
ENC	1101	College Composition	3
ENC	1102 ≠	Literature and Composition	3
SPC	2600 ≠	Oral Communication/Research/Presentation Skills	3
MAC	1105 ≠	College Algebra	3
PSC	1121 ≠	Physical Science	3
BSC	1005 ≠	Survey of Biological Science	3
EUH	2000 ≠	History of Western Civilization to 1648	3
LIT	2110 ≠	Masterpieces of World Literature	3
PSY	1012 ≠	General Psychology	3
LIS	2004	Introduction to Internet Research	1

≠ Course requires a pre or corequisite. See course description in the current college catalog.

PROGRAM SPECIFIC COURSES

			Sem. Hrs.
FOS	1201	Sanitation and Safety	3
FSS	1202C/1202L	Food Production I and Lab	3
FSS	1222C/1222L	Food Production II and Lab	3
HFT	1000	Introduction to Hospitality Industry	3
HFT	1820*	Purchasing for Hospitality	3
HFT	1940/1940L*	Hospitality Practicum I and Lab	3
HFT	1941/1941L*	Hospitality Practicum II and Lab	3
HFT	2282	Hospitality Supervision	3
HFT	2462*	Hospitality Managerial Finance	3
HFT	2600	Hospitality Law	3
HUN	1203	Hospitality Nutrition	3
HFT	2750	Hospitality Marketing	3

SAMPLE PROGRAM OF STUDY

First Year

1st Semester

			Sem. Hrs.
ENC	1101	College Composition	3
MAC	1105	College Algebra	3
FOS	1201	Sanitation and Safety	3
HFT	1000	Introduction to Hospitality Industry	3
HUN	1203	Hospitality Nutrition	3

2nd Semester

			Sem. Hrs.
ENC	1102	Literature and Composition	3
PSY	1012	General Psychology	3
HFT	1820*	Purchasing for Hospitality	3
BSC	1005	Survey of Biological Science	3
HFT	2600	Hospitality Law	3
FSS	1202C/1202L	Food Production I and Lab	3

Summer Semester

			Sem. Hrs.
FSS	1222C/1222L	Food Production II and Lab	3

Second Year

1st Semester

			Sem. Hrs.
SPC	2600	Oral Communication/Research/Presentation Skills	3
HFT	2750	Hospitality Marketing	3
EUH	2000	History of Western Civilization to 1648	3
HFT	1940/1940L*	Hospitality Practicum I and Lab	3

2nd Semester

			Sem. Hrs.
HFT	1941/1941L*	Hospitality Practicum II and Lab	3
HFT	2462*	Hospitality Managerial Finance	3
LIT	2110	Masterpieces of World Literature	3
LIS	2004	Introduction to Internet Research	1
PSC	1121	Physical Science	3
HFT	2282	Hospitality Supervision	3
		TOTAL	64

* Pending assigned course number.

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

HOSPITALITY MANAGEMENT - FOOD AND BEVERAGE MANAGEMENT SPECIALIZATION

Associate of Applied Science Degree – Code 3510

G. Michael Harris, Chairperson • (386) 506-3006 • harrism@dbcc.edu
Jeff Conklin, Assistant Chair • (386) 506-3735 • conklij@dbcc.edu

PROGRAM DESCRIPTION

This program is designed for those who plan careers in Hospitality Management in the area of Food and Beverage Management. The program contains a blend of general education courses, hospitality core classes and classes that specialize in the field of Food and Beverage Management. The program is designed to prepare the student for a specific career path.

Graduates of this program are eligible to be enrolled in DBCC's Bachelor of Applied Science in Supervision and Management Program. Call (386) 506-4BAS or email BASinfo@dbcc.edu for details.

Please Note: This program is eligible for federal and state financial aid.

Approximate Additional Costs

- Lab Fees per Food Production Course for food costs – approximately $50
- Uniforms – $200
- Professional Cutlery – $185

Additional Admission Requirements

- Students must see the assistant chair before registration.

GENERAL EDUCATION COURSES

			Sem. Hrs.
ENC	1101	College Composition	3
SPC	2600 ≠	Oral Communication/Research/Presentation Skills	3
MAT	1033 *	Intermediate Algebra	4
HUM	2210 ≠	Humanities I	3
PSY	1012 ≠	General Psychology	3

* MAT 1033 fulfills general education requirements for AAS degree programs only.

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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.
FSS	1063C/1063L	Baking and Lab	3
FOS	1201	Sanitation and Safety	3
FSS	1202C/1202L	Food Production I and Lab	3
FSS	1222C/1222L	Food Production II and Lab	3
HFT	2750	Hospitality Marketing	3
HFT	1261/1261L	Hospitality Service and Lab	3
HFT	2600	Hospitality Law	3
FSS	2284C/2284L	Catering and Buffet Management and Lab	3
HFT	2804*	Hospitality Contract Management	3
HFT	1000	Introduction to Hospitality Industry	3
HFT	1820*	Purchasing for Hospitality	3
HFT	2282	Hospitality Supervision	3
HFT	2454**	Food and Beverage Cost Control	3
HFT	1940/1940L*	Hospitality Practicum I and Lab	3
HUN	1203	Hospitality Nutrition	3
HFT	1941/1941L*	Hospitality Practicum II and Lab	3

* Pending assigned course number

** HFT 2454 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/1202L	Food Production I and Lab	3
FSS	1222C/1222L	Food Production II and Lab	3
HFT	1000	Introduction to the Hospitality Industry	3

2nd Semester

			Sem. Hrs.
SPC	2600	Oral Communication/Research/Presentation Skills	3
FSS	1063C/1063L	Baking and Lab	3
HFT	1261/1261L	Hospitality Service and Lab	3
HFT	2750	Hospitality Marketing	3
HUN	1203	Hospitality Nutrition	3

Second Year

1st Semester

			Sem. Hrs.
HUM	2210	Humanities I	3
MAT	1033	Intermediate Algebra	4
HFT	2600	Hospitality Law	3
HFT	1820*	Purchasing for Hospitality	3
HFT	1940/1940L*	Hospitality Practicum I and Lab	3

2nd Semester

			Sem. Hrs.
PSY	1012	General Psychology	3
HFT	2282	Hospitality Supervision	3
HFT	2454	Food and Beverage Cost Control	3
FSS	2284C/2284L	Catering and Buffet Management and Lab	3
HFT	2804*	Hospitality Contract Management	3

Summer Semester

			Sem. Hrs.
HFT	1941/1941L*	Hospitality Practicum II and Lab	3
		TOTAL	64

* Pending assigned course number.

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

HOSPITALITY MANAGEMENT - LODGING AND MANAGEMENT SPECIALIZATION

Associate of Applied Science Degree – Code 3510

G. Michael Harris, Chairperson • (386) 506-3006 • harrism@dbcc.edu

Jeff Conklin, Assistant Chair • (386) 506-3735 • conklij@dbcc.edu

PROGRAM DESCRIPTION

This program is designed for those who plan careers in Hospitality Management in the area of Lodging Management. The program contains a blend of general education courses, hospitality core classes and classes that specialize in the field of Lodging Management. The program is designed to prepare the student for a specific career path.

Graduates of this program are eligible to be enrolled in DBCC's Bachelor of Applied Science in Supervision and Management Program. Call (386) 506-4BAS or email BASinfo@dbcc.edu for details.

Please Note: This program is eligible for federal and state financial aid.

Approximate Additional Costs

• Lab Fees per Food Production Course for food costs – approximately $50
• Uniforms – $200
• Professional Cutlery – $185

Additional Admission Requirements

• Students must see the assistant chair before registration.

GENERAL EDUCATION COURSES

			Sem. Hrs.
ENC	1101	College Composition	3
SPC	2600 ≠	Oral Communication/Research/Presentation Skills	3
MAT	1033 *	Intermediate Algebra	4
PSY	1012 ≠	General Psychology	3
HUM	2210 ≠	Humanities I	3

* MAT 1033 fulfills general education requirements for AAS degree programs only.

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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.
HFT	2804*	Hospitality Contract Management	3
FOS	1201	Sanitation and Safety	3
HFT	1410	Lodging Operations I	3
HFT	2313	Lodging Operations II	3
HFT	1261/1261L	Hospitality Service and Lab	3
HFT	2750	Hospitality Marketing	3
HFT	2462*	Hospitality Management Finance	3
FSS	2284C/2284L	Catering and Buffet Management and Lab	3
HFT	2600	Hospitality Law	3
HFT	1000	Introduction to Hospitality Industry	3
HFT	1820*	Purchasing for Hospitality	3
HFT	2282	Hospitality Supervision	3
HFT	2454**	Food and Beverage Cost Control	3
HFT	1940/1940L*	Hospitality Practicum I and Lab	3
HUN	1203	Hospitality Nutrition	3
HFT	1941/1941L	Hospitality Practicum II and Lab	3

* Pending assigned course number

** HFT 2454 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
HFT	1410	Lodging Operations	3
HFT	2313	Lodging Operations II	3
HFT	1000	Introduction to the Hospitality Industry	3

2nd Semester

			Sem. Hrs.
SPC	2600	Oral Communication/Research/Presentation Skills	3
HFT	1261/1261L	Hospitality Service and Lab	3
HFT	2750	Hospitality Marketing	3
HFT	2462*	Hospitality Managerial Finance	3
HUN	1203	Hospitality Nutrition	3

Second Year

1st Semester

			Sem. Hrs.
HUM	2210	Humanities I	3
MAT	1033	Intermediate Algebra	4
HFT	2600	Hospitality Law	3
HFT	1820*	Purchasing for Hospitality	3
HFT	1940/1940L*	Hospitality Practicum I and Lab	3

2nd Semester

			Sem. Hrs.
PSY	1012	General Psychology	3
HFT	2282	Hospitality Supervision	3
HFT	2454	Food and Beverage Cost Control	3
FSS	2284C/2284L	Catering and Buffet Management and Lab	3
HFT	2804*	Hospitality Contract Management	3

Summer Semester

			Sem. Hrs.
HFT	1941/1941L*	Hospitality Practicum II and Lab	3
		TOTAL	64

* Pending assigned course number.

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

HUMAN SERVICES (ADDICTIONS SPECIALIZATION)

Associate of Science Degree - Code 2007

Patti Hall-Pennell, Assistant Chair • (386) 506-3713 • hallp@dbcc.edu
Allied Health Department • (386) 506-3189

PROGRAM DESCRIPTION

The Human Services program with an Addiction Specialization prepares students for employment in the field of addiction specific human services. The A.S. degree assists students to acquire additional skills that lead to a bachelor's degree, in contrast to the A.A. S. degree. Human Services is designed as an interdisciplinary program, including the fields of psychology, mental health, addictions, social work, sociology and health care. The interdisciplinary approach — also called "Transdisciplinary Foundations"— is key to the development of skills related to an array of helping services in a variety of agencies that focus on addiction, prevention/treatment. Transdisciplinary Foundations include understanding and treating addictions, with an additional emphasis on application to practice and professional readiness. Helping skills included in the "Professional Practice Dimensions" areas include: Interviewing, screening, and assessment; treatment planning, counseling and intervention techniques, knowledge of adaptive and maladaptive behavior patterns and various treatment referrals; communication and documentation skills; knowledge of social and diversity issue; and client/family/community education and professional responsibilities. Legal and ethical and practice issues relating to general human services and addictions work are emphasized. The Human Services program requires students to integrate knowledge and practice skills through community and college service work, and 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 associate level addictions professionals. The internship hours count as work experience if the assignments are completed in an agency that serves clients with addictions. Codes of Ethics, including that of the Board and the professional organizations for Human Services are a guiding principle to the program, its students, and faculty. Students have a unique opportunity to practice professional responsibilities through the Human Services Program, its Club, and the regional and national organizations for Human Services.

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. Orientation is mandatory.

Please Note: This program is eligible for federal and state financial aid.

GENERAL EDUCATION COURSES

Sem. Hrs.

ENC	1101	College Composition	3
SPC	2600 ≠	Oral Communication/Research/Presentation Skills	3
MAC	1105 ≠	College Algebra **OR**	
MGF	2106 ≠	College Mathematics **OR**	
STA	2023 ≠	Elementary Statistics	3
CLP	2001	Psychology of Adjustment **OR**	
PSY	1012 ≠	General Psychology	3
DEP	2004≠	Developmental Psychology	3
....	....≠	Humanities, Cultural & Aesthetic Core - **CHOOSE ONE**:	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

* MAT 1033 fulfills general education requirements for AAS degree programs only.

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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	1332	Advanced Counseling/Interview Skills	3
HUS	1850/1850L	Human Services Externship I and Lab	4
HUS	2200	Group Dynamics	3
HUS	2441	Addictions, Families, and Communities	3
HUS	2500	Issues and Ethics in Human Services	3
HUS	2442	Addictions and Treatment	3
HUS	2801/2801L	Human Services Practicum and Lab	6
HUS	2851/2851L	Human Services Externship II and Lab	4
HUS	2852/2852L	Human Services Externship III and Lab	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 – **Choose From:**	3
CCJ	1020	Introduction to Criminal Justice	
CCJ	2500	Juvenile Delinquency	
REL	2300	World Religion	

*PCO 2202 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
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 1332	Advanced Counseling/Interview Skills	3
HUS 1850/1850L	Human Services Externship I and Lab	4
PPE 2001	Survey of Personality	3
PSB 2442	Addictions I – Psychology of Addictions.	3

Summer Semester		Sem. Hrs.
HUS 2801/2801L	Human Services Practicum and Lab	6

Second Year

1st Semester		Sem. Hrs
MAC 1105	College Algebra **OR**	
MGF 2106	College Mathematics **OR**	
STA 2023	Elementary Statistics	3
DEP 2004	Developmental Psychology	3
SOP 2772	Psychology of Human Sexuality	3
HUS 2200	Group Dynamics	3
HUS 2424	Addictions and Treatment	3
HUS 2851/2851L	Human Services Externship II and Lab	4

2nd Semester		Sem. Hrs.
SPC 2600	Oral Communication/Research/Presentation Skills	3
CLP 2140	Abnormal Psychology.	3
HUS 2441	Addictions, Families and Communities	3
HUS 2500	Issues and Ethics in Human Services	3
HUS 2852/2852L	Human Services Externship III and Lab	4
	TOTAL	73

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@ DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

HUMAN SERVICES (ADDICTIONS SPECIALIZATION)

Associate of Applied Science Degree - Code 3512

Patti Hall-Pennell, Assistant Chair • (386) 506-3713 • hallp@dbcc.edu
Allied Health Department • (386) 506-3189

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 designed as an interdisciplinary program, including the fields of psychology, mental health, addictions, social work, sociology and health care. The interdisciplinary approach — also called "Transdisciplinary Foundations" — is key to the development of skills related to an array of helping services in a variety of agencies that focus on addiction, prevention/treatment. Transdisciplinary Foundations include understanding and treating addictions, with an additional emphasis on application to practice and professional readiness. Helping skills included in the "Professional Practice Dimensions" areas include: Interviewing, screening, and assessment; treatment planning, counseling and intervention techniques, knowledge of adaptive and maladaptive behavior patterns and various treatment referrals; communication and documentation skills; knowledge of social and diversity issues; and client/family/community education and professional responsibilities. Legal and ethical and practice issues relating to general human services and addictions work are emphasized. The Human Services program requires students to integrate knowledge and practice skills through community and college service work, and 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 associate level addictions professionals. The internship hours count as work experience if the assignments are completed in an agency that serves clients with addictions. Codes of Ethics, including that of the Board and the professional organizations for Human Services are a guiding principle to the program, its students, and faculty. Students have a unique opportunity to practice professional responsibilities through the Human Services Program, its Club, and the regional and national organizations for Human Services.

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. Orientation is mandatory.

Please Note: This program is eligible for federal and state financial aid.

ADDITIONAL ADMISSION REQUIREMENTS

- Basic Cardiac Life Support for Health Care Provider and AED through American Heart Association or American Red Cross.

GENERAL EDUCATION COURSES

			Sem. Hrs.
ENC	1101	College Composition	3
SPC	2600 ≠	Oral Communication/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 - **CHOOSE ONE:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

* MAT 1033 fulfills general education requirements for AAS degree programs only.

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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	1332	Advanced Counseling/Interview Skills	3
HUS	1850/1850L	Human Services Externship I and Lab	4
HUS	2200	Group Dynamics	3
HUS	2441	Addictions, Families, and Communities	3
HUS	2500	Issues and Ethics in Human Services	3
HUS	2442	Addictions and Treatment	3
HUS	2801/2801L	Human Services Practicum and Lab	6
HUS	2851/2851L	Human Services Externship II and Lab	4
HUS	2852/2852L	Human Services Externship III and Lab	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 – **CHOOSE FROM:**	3
CCJ	1020	Introduction to Criminal Justice	
CCJ	2500	Juvenile Delinquency	
REL	2300	World Religion	

*PCO 2202 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
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

2nd Semester			Sem. Hrs.
....	....	Humanities, Cultural & Aesthetic Core	3
HUS	1332	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	2801/2801L	Human Services Practicum and Lab	6

Second Year

3rd 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	2424	Addictions and Treatment	3
HUS	2851/2851L	Human Services Externship II and Lab	4

4th Semester			Sem. Hrs.
SPC	2600	Oral Communication/Research/Presentation Skills	3
CLP	2140	Abnormal Psychology	3
HUS	2441	Addictions, Families and Communities	3
HUS	2500	Issues and Ethics in Human Services	3
HUS	2852/2852L	Human Services Externship III and Lab	4
		TOTAL	73

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

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CC2007-08

HUMAN SERVICES (GENERAL)

Associate of Science Degree - Code 2026

Patti Hall-Pennell, Assistant Chair • (386) 506-3713 • hallp@dbcc.edu

Allied Health Department • (386) 506-3189

PROGRAM DESCRIPTION

The Human Services program prepares students for employment in the fields of human services. The A.S. degree assists students to acquire additional skills that lead to a bachelor's degree, in contrast to the A.A.S. degree. Human services is 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. Some jobs may be social service related, others may be behavioral (or mental health), child and family, or addictions. Helping skills included in what organizations are calling the "Professional Practice Dimensions" areas include: Interviewing, screening, and assessment; treatment planning, counseling and intervention techniques, knowledge of adaptive and maladaptive behavior patterns and various treatment referrals; communication and documentation skills; knowledge of social and diversity issue; and client/family/community education and professional responsibilities. Legal and ethical and practice issues relating to general human services work are emphasized. The Human Services program requires students to integrate knowledge and practice skills through community and college service work, and 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 associate level professionals in behavioral health. The internship hours count as work experience if the assignments are completed in an agency that serves clients with identified needs. Codes of Ethics, including that of the Board and the professional organizations for Human Services are a guiding principle to the program, its students, and faculty. Students have a unique opportunity to practice professional responsibilities through the Human Services Program, its Club, and the regional and national organizations for Human Services.

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. Orientation is mandatory.

Please Note: This program is eligible for federal and state financial aid.

GENERAL EDUCATION COURSES

			Sem. Hrs.
ENC	1101	College Composition	3
SPC	2600 ≠	Oral Communication/Research/Presentation Skills	3
MAC	1105 ≠	College Algebra **OR**	
MGF	2106 ≠	College Mathematics **OR**	
STA	2023 ≠	Elementary Statistics	3
CLP	2001	Psychology of Adjustment **OR**	
PSY	1012 ≠	General Psychology	3
DEP	2004	Developmental Psychology	3
. . . .	. . . . ≠	Humanities, Cultural & Aesthetic Core - **CHOOSE ONE:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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	1332	Advanced Counseling/Interview Skills	3
HUS	1850/1850L	Human Services Externship I	4
HUS	2200	Group Dynamics	3
HUS	2500	Issues and Ethics in Human Services	3
HUS	2801/2801L	Human Services Practicum and Lab	6
HUS	2851/2851L	Human Services Externship II and Lab	4
HUS	2852/2852L	Human Services Externship III and Lab	4
HUS	2933	Human Services Seminar	1
PCO	2202*	Counseling Techniques	3
PPE	2001	Survey of Personality	3
SLS	2304	Career Exploration	1
PSB	2442	Addictions I – Psychology of Addictions	3
. . . .	. . . .	Elective – **CHOOSE ONE:**	3
CCJ	1020	Introduction to Criminal Justice	
CCJ	2500	Juvenile Delinquency	
REL	2300	World Religion	
SOP	2772	Psychology of Human Sexuality	

*PCO 2202 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
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	1332	Advanced Counseling/Interview Skills	3
HUS	1850/1850L	Human Services Externship I and Lab	4
PPE	2001	Survey of Personality	3
PSB	2442	Addictions I – Psychology of Addictions	3

Summer Semester

			Sem. Hrs.
HUS	2801/2801L	Human Services Practicum and Lab	6

Second Year

1st Semester

			Sem. Hrs.
MAC	1105	College Algebra **OR**	
MGF	2106	College Mathematics **OR**	
STA	2023	Elementary Statistics	3
DEP	2004	Developmental Psychology	3
HUS	2200	Group Dynamics	3
HUS	2851/2851L	Human Services Externship II and Lab	4
. . . .	. . . .	Elective	3

2nd Semester

			Sem. Hrs.
SPC	2600	Oral Communication/Research/Presentation Skills	3
CLP	2140	Abnormal Psychology	3
SLS	2304	Carer Exploration	1
HUS	2500	Issues and Ethics in Human Services	3
HUS	2852/2852L	Human Services Externship III and Lab	4
		TOTAL	65

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

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CC2007-08

HUMAN SERVICES (GENERAL)

Associate of Applied Science Degree - Code 3513

Patti Hall-Pennell, Assistant Chair • (386) 506-3713 • hallp@dbcc.edu
Allied Health Department • (386) 506-3189

PROGRAM DESCRIPTION

The Human Services program prepares students for employment in the fields of human services. Human services is 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. Some jobs may be social service related, others may be behavioral (or mental health), child and family, or addictions. Helping skills included in what organizations are calling the "Professional Practice Dimensions" areas include: Interviewing, screening, and assessment; treatment planning, counseling and intervention techniques, knowledge of adaptive and maladaptive behavior patterns and various treatment referrals; communication and documentation skills; knowledge of social and diversity issue; and client/family/community education and professional responsibilities. Legal and ethical and practice issues relating to general human services work are emphasized. The Human Services program requires students to integrate knowledge and practice skills through community and college service work, and 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 associate level professionals in behavioral health. The internship hours count as work experience if the assignments are completed in an agency that serves clients with identified needs. Codes of Ethics, including that of the Board and the professional organizations for Human Services are a guiding principle to the program, its students, and faculty. Students have a unique opportunity to practice professional responsibilities through the Human Services Program, its Club, and the regional and national organizations for Human Services.

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. Orientation is mandatory.

Please Note: This program is eligible for federal and state financial aid.

GENERAL EDUCATION COURSES

			Sem. Hrs.
ENC	1101	College Composition	3
SPC	2600 ≠	Oral Communication/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 - **CHOOSE ONE:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

*MAT 1033 fulfills general education requirements for AAS degree programs only.

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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	1332	Advanced Counseling/Interview Skills	3
HUS	1850/1850L	Human Services Externship I and Lab	4
HUS	2200	Group Dynamics	3
HUS	2500	Issues and Ethics in Human Services	3
HUS	2801/2801L	Human Services Practicum and Lab	6
HUS	2851/2851L	Human Services Externship II and Lab	4
HUS	2852/2852L	Human Services Externship III and Lab	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 – **CHOOSE ONE:**	3
CCJ 1020		Introduction to Criminal Justice	
CCJ 2500		Juvenile Delinquency	
REL 2300		World Religion	
SOP 2772		Psychology of Human Sexuality	

*PCO 2202 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
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	1332	Advanced Counseling/Interview Skills	3
HUS	1850/1850L	Human Services Externship I and Lab	4
PPE	2001	Survey of Personality	3
PSB	2442	Addictions I – Psychology of Addictions	3

Summer Semester

			Sem. Hrs.
HUS	2801/2801L	Human Services Practicum and Lab	6

Second Year

1st Semester

			Sem. Hrs.
MAT	1033	Intermediate Algebra	4
DEP	2004	Developmental Psychology	3
HUS	2200	Group Dynamics	3
HUS	2851/2851L	Human Services Externship II and Lab	4
....		Elective	3

2nd Semester

			Sem. Hrs.
SPC	2600	Oral Communication/Research/Presentation Skills	3
CLP	2140	Abnormal Psychology	3
HUS	2500	Issues and Ethics in Human Services	3
HUS	2852/2852L	Human Services Externship III and Lab	4
		TOTAL	65

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

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CC2007-08

INDUSTRIAL MANAGEMENT TECHNOLOGY

Associate of Applied Science Degree - Code 3514

Stanley Sidor, Dean • School of Technology and Occupational Programs • (386) 506-3612 • sidors@dbcc.edu

Technology and Occupational Programs Department • (386) 506-3182

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.

Please Note: This program is eligible for federal and state financial aid.

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. Demonstrated work experience with supporting documentation equivalent to an apprenticeship or certificate may be acceptable. 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 Occupational and Technology Programs 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 - **CHOOSE ONE:**	3
DEP	2004	Developmental Psychology	
PSY	1012	General Psychology	
SYG	2000	Introduction to Sociology	
....	.... ≠	Humanities, Cultural & Aesthetic Sciences Core - **CHOOSE ONE:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

* MAT 1033 fulfills general education requirements for AAS degree programs only.

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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
CGS	2100	Microcomputer Applications	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
CGS	2100	Microcomputer Applications	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 for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@ DBCC.edu** or login to DBCC's Career Connection at **www.myinterface.com/dbcc/student** and create your personal career development account.

CC2007-08

INFORMATION TECHNOLOGY ADMINISTRATION

College Credit Certificate - Code 0902

Timothy Rock, Assistant Chair   (386) 246-4831 • rockt@dbcc.edu

Anindya Paul, Chairperson (386) 506-3324 • paula@dbcc.edu • http://go.dbcc.edu/computerscience

PROGRAM DESCRIPTION

The certificate program in Information Technology Administration provides the student a solid understanding of web based technology. The student develops proficiency with hardware and software installation, networked environment, development and use software tools and web programming language in building, maintaining and optimizing websites for personal and business use. The content prepares students to work in Internet, Intranet, and Extranet environments; installing and configuring Intranet and web based resources.

Please Note: This program is eligible for federal financial aid and state bright futures.

APPROXIMATE ADDITIONAL COSTS

May vary from $15-$50 for each program specific CGS, COP, CET and CEN courses.

PROGRAM SPECIFIC COURSES

			Sem. Hrs.
CEN	2304	Microsoft Windows Professional **OR**	
CET	1600	Network Plus	4
CGS	1555	Internet Web Foundations	3
CGS	2820	Web Programming	3
CGS	2821	Advanced Web Programming	3
COP	1000	Principles of Computer Programming	3
CIS	2949	Cooperative Education Experience in Computer and Information Systems	2

* Most of these courses count towards the AS degree in Internet Services Technology, and some courses could be applied towards AS degrees in Computer Information Administrator, Network Administrator, and Computer Programming and Analysis.

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.

SAMPLE PROGRAM OF STUDY

1st Semester			Sem. Hrs.
CEN	2304	Microsoft Windows Professional **OR**	
CET	1600	Network Plus	4
CGS	1555	Internet Web Foundations	3
COP	1000	Principles of Computer Programming	3

2nd Semester			Sem. Hrs.
CGS	2820	Web Programming	3
CGS	2821	Advanced Web Programming	3
CIS	2949	Cooperative Education Experience in Computer and Information Systems	2
		TOTAL	18

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterface.com/dbcc/student** and create your personal career development account.

CC2007-08

INFORMATION TECHNOLOGY ANALYSIS

College Credit Certificate - Code 0903

Timothy Rock, Assistant Chair   (386) 246-4831 • rockt@dbcc.edu

Anindya Paul, Chairperson (386) 506-3324 • paula@dbcc.edu • http://go.dbcc.edu/computerscience

PROGRAM DESCRIPTION

The certificate program in Information Technology Analysis prepares the student to review microcomputer oriented operating procedures, software applications packages, and hardware in order to select the appropriate information technology equipment for a particular microcomputer based environment; install information technology equipment, troubleshoot information technology equipment, support technology users.

Please Note: This program is eligible for federal financial aid and state bright futures.

APPROXIMATE ADDITIONAL COSTS

May vary from $15-$50 for each program specific courses.

PROGRAM SPECIFIC COURSES

			Sem. Hrs.
CEN	2304	Microsoft Windows Professional	4
CET	1114C/1114L	Digital Fundamentals and Lab	4
CET	1173C/1173L	A+: Computer Hardware and Lab	3
CET	2154C	A+: Computer Operating Systems	4
CGS	1060/1060L	Bq Basic Computer Concepts and LabLab	3
CGS	1555	Internet Web Foundations	3
CGS	2100	Microcomputer Applications	3
COP	1000	Principles of Computer Programming	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.

* Most of these courses count towards the AS degree in Network Administrator, and some courses could be applied towards AS degrees in Computer Programming and Analysis, Computer Information Administrator, Internet Services Technology, and Computer Engineering Technology.

SAMPLE PROGRAM OF STUDY

1st Semester			Sem. Hrs.
CET	1173C/1173L	A+: Computer Hardware and Lab	3
CGS	1060/1060L	Bq Basic Computer Concepts and Lab	3
COP	1000	Principles of Computer Programming	3

2nd Semester			Sem. Hrs.
CET	1114C/1114L	Digital Fundamentals and Lab	4
CET	2154C	A+: Computer Operating Systems	4
CGS	2100	Microcomputer Applications	3

3rd Semester			Sem. Hrs.
CEN	2304	Microsoft Windows Professional	4
CGS	1555	Internet Web Foundations	3
		TOTAL	27

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

INFORMATION TECHNOLOGY MANAGEMENT

College Credit Certificate - Code 0904

Timothy Pintello, Assistant Chair   (386) 789-7318 • pintelt@dbcc.edu

Anindya Paul, Chairperson (386) 506-3324 • paula@dbcc.edu • http://go.dbcc.edu/computerscience

PROGRAM DESCRIPTION

The certificate program in Information Technology Management prepares the students to plan, install, configure, and monitor computer networks in a LAN/WAN environment. Students will be able to understand, plan, manage and implement security in a networked environment. Students will be prepared to apply conceptual and theoretical knowledge to the workplace utilizing technical skills learned during the program.

Please Note: This program is eligible for federal financial aid and state bright futures.

APPROXIMATE ADDITIONAL COSTS

May vary from $15-$50 for each program specific courses.

PROGRAM SPECIFIC COURSES

			Sem. Hrs.
CEN	2304	Microsoft Windows Professional	4
CET	1173C/1173L	A+: Computer Hardware and Lab	3
CET	1600	Network Plus	4
CET	2154C	A+: Computer Operating Systems	4
CET	2615	Advanced Cisco Router Configuration	4
CET	2660	Fundamentals of Network Security	4
CTS	2810	Managing and Maintaining a Windows Network Environment	4
EET	1607C/1607L	Electronics Assembly and Cabling and Lab	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.

* Most of these courses count towards the AS degree in Network Administrator, and some courses could be applied towards AS degrees in Computer Information Administrator, Computer Engineering Technology and Electronics Engineering Technology.

SAMPLE PROGRAM OF STUDY

1st Semester			Sem. Hrs.
CEN	2304	Microsoft Windows Professional	4
CET	1173C/1173L	A+: Computer Hardware and Lab	3
CET	1600	Network Plus	4

2nd Semester			Sem. Hrs.
CET	2154C	A+: Computer Operating Systems	4
CET	2615	Advanced Cisco Router Configuration	4
CTS	2810	Managing and Maintaining a Windows Network Environment	4

3rd Semester			Sem. Hrs.
CET	2660	Fundamentals of Network Security	4
EET	1607C/1607L	Electronics Assembly and Cabling and Lab	3
		TOTAL	30

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@ DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

INFORMATION TECHNOLOGY SUPPORT SPECIALIST

College Credit Certificate - Code 0905

Timothy Rock, Assistant Chair (386) 246-4831 • rockt@dbcc.edu

Anindya Paul, Chairperson (386) 506-3324 • paula@dbcc.edu • http://go.dbcc.edu/computerscience

PROGRAM DESCRIPTION

The certificate program in Information Technology Support Specialist provides the student with a solid understanding of the computer hardware and software and its interaction in a networked environment. The certificate program also provides soft skills and technical skills for providing customer support in a networked office and business environment. The course content prepares students to install, troubleshoot information technology equipment and support its users.

Please Note: This program is eligible for federal financial aid and state bright futures.

APPROXIMATE ADDITIONAL COSTS

May vary from $15-$50 for each program specific courses.

PROGRAM SPECIFIC COURSES

			Sem. Hrs.
CEN	2304	Microsoft Windows Professional	4
CET	1173C/1173L	A+: Computer Hardware and Lab	3
CET	2154C	A+: Computer Operating Systems	4
CGS	1570	Introduction to Computer Applications	1
CGS	2100	Microcomputer Applications	3
EGS	1000	Professional Performance for Technicians	3

*Most of these courses count towards the AS degree in Network Administrator, and some courses could be applied towards AS degrees in Computer Programming and Analysis and Computer Information Administrator.

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.

SAMPLE PROGRAM OF STUDY

1st Semester			Sem. Hrs.
CET	1173C/1173L	A+: Computer Hardware and Lab	3
CGS	1570	Introduction to Computer Applications	1
CGS	2100	Microcomputer Applications	3

2nd Semester			Sem. Hrs.
CEN	2304	Microsoft Windows Professional	4
CET	2154C	A+: Computer Operating Systems	4
EGS	1000	Professional Performance for Technicians	3
		TOTAL	18

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

INFORMATION TECHNOLOGY TECHNICIAN

College Credit Certificate - Code 0906

Timothy Pintello, Assistant Chair (386) 789-7318 • pintelt@dbcc.edu

Anindya Paul, Chairperson (386) 506-3324 • paula@dbcc.edu • http://go.dbcc.edu/computerscience

PROGRAM DESCRIPTION

The certificate program in Information Technology Technician prepares the students to plan, install, configure, and monitor computer networks in a LAN/WAN environment. Students will be prepared to apply conceptual and theoretical knowledge to the workplace utilizing technical skills learned during the program.

Please Note: This program is eligible for federal financial aid and state bright futures

APPROXIMATE ADDITIONAL COSTS

May vary from $15-$50 for each program specific courses.

PROGRAM SPECIFIC COURSES

			Sem. Hrs.
CEN	2304	Microsoft Windows Professional	4
CET	1173C/1173L	A+: Computer Hardware and Lab	3
CET	1600	Network Plus	4
CET	2154C	A+: Computer Operating Systems	4
CGS	2100	Microcomputer Applications	3
EET	1607C/1607L	Electronics Assembly and Cabling and Lab	3

* Most of these courses count towards the AS degree in Network Administrator, and some courses could be applied towards AS degrees in Computer Information Administrator, Computer Engineering Technology and Electronics Engineering Technology.

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.

SAMPLE PROGRAM OF STUDY

1st Semester			Sem. Hrs.
CEN	2304	Microsoft Windows Professional	4
CET	1173C/1173L	A+: Computer Hardware and Lab	3
EET	1607C/1607L	Electronics Assembly and Cabling and Lab	3

2nd Semester			Sem. Hrs.
CET	2154C	A+: Computer Operating Systems	4
CET	1600	Network Plus	4
CGS	2100	Microcomputer Applications	3
		TOTAL	21

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterface.com/dbcc/student** and create your personal career development account.

CC2007-08

INTERIOR DESIGN TECHNOLOGY

Associate of Science Degree - Code 2070

Bethany L. Creamer, ASID, Assistant Chair • (386) 506-3756 • creamerb@dbcc.edu
Stanley Sidor, Dean • (386) 506-3612 • sidors@dbcc.edu

PROGRAM DESCRIPTION

The program provides a solid foundation in the principles and elements of design with an emphasis on interior 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. The program also emphasizes building and barrier free design and commercial and residential space planning.

If an interior design student desires the advantages of licensure, the student must first complete the AS degree program in Interior Design Technology. Upon graduation, the student must work under a licensed architect or interior designer for four years to become eligible to sit for the NCIDQ (National Council for Interior Design Qualification) exam. Upon successful completion of this exam, the student is eligible to apply for licensure in the state of Florida as an interior designer. (Only licensed designers in the state of Florida may practice commercial interior design).

Please Note: This program is eligible for federal and state financial aid.

Approximate Additional Costs

- Individual Art and Presentation Supplies - approx. $500.
- 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 Communication/Research/Presentation Skills	3
MAC	1105 ≠	College Algebra	3
....	.... ≠	Behavioral & Human Sciences Core - **CHOOSE ONE:**	3
DEP	2004	Developmental Psychology	
PSY	1012	General Psychology	
SYG	2000	Introduction to Sociology	
....	.... ≠	Humanities, Cultural & Aesthetic Core - **CHOOSE ONE:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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/1251L	Architectural Drawing I and Lab	3
BCN	1253C/1253L	Architectural Drawing II and Lab	3
CGS	2100	Microcomputer Applications	3
EGS	2650	Technical Ethics	1
ETD	2320C/2320L	Computer Aided Drafting I (AutoCAD) and Lab	3
ETD	2350C/2350L	Computer Aided Drafting II (AutoCAD) and Lab	3
HHD	1321	Introduction to Interior Design	3
HHD	1361	Practical Interior Applications	3
IND	1001	History of Architecture and Interiors II	3
IND	1021	Interior Design Studio I	3
IND	1211	History of Architecture and 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/1251L	Architectural Drawing I and Lab	3
CGS	2100	Microcomputer Applications	3
HHD	1321	Introduction to Interior Design	3
IND	1211	History of Architecture and Interiors I	3
IND	1300	Graphics of Interior Design I	3

2nd Semester — Sem. Hrs.

ENC	1101	College Composition	3
BCN	1253C/1253L	Architectural Drawing II and Lab	3
IND	1001	History of Architecture and 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.

....	....	Behavioral & Human Sciences Core	3
ETD	2320C/2320L	Computer Aided Drafting I (AutoCAD) and Lab	3

Summer Semester
Term B-Six Weeks — Sem. Hrs.

MAC	1105	College Algebra	3

Second Year
1st Semester — Sem. Hrs.

SPC	2600	Oral Communication/Research/Presentation Skills	3
....	....	Humanities, Cultural & Aesthetic Core	3
ETD	2350C/2350L	Computer Aided Drafting II (AutoCAD) and Lab	3
HHD	1361	Practical Interior Applications	3
IND	2220	Commercial Interior Design	3

2nd Semester — Sem. Hrs.

BCN	1210	Materials & Processes	3
EGS	2650	Technical Ethics	1
IND	2210	Interior Design Studio II	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 for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC 2007-08

INTERIOR DESIGN TECHNOLOGY

Associate of Applied Science Degree - Code 3515

Bethany L. Creamer, ASID, Assistant Chair • (386) 506-3756 • creamerb@dbcc.edu

Stanley Sidor, Dean • (386) 506-3612 • sidors@dbcc.edu

PROGRAM DESCRIPTION

The program provides a solid foundation in the principles and elements of design with an emphasis on interior 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. The program also emphasizes building and barrier free design and commercial and residential space planning.

Please Note: This program is eligible for federal and state financial aid.

Approximate Additional Costs

- Individual Art and Presentation Supplies – approx. $500.
- 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 Communication/Research/Presentation Skills	3
MAT	1033 *	Intermediate Algebra	4
....	.... ≠	Behavioral & Human Sciences Core - **CHOOSE ONE:**	3
DEP	2004	Developmental Psychology	
PSY	1012	General Psychology	
SYG	2000	Introduction to Sociology	
....	.... ≠	Humanities, Cultural & Aesthetic Core - **CHOOSE ONE:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	

* MAT 1033 fulfills general education requirements for AAS degree programs only.

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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 and Processes	3
BCN	1251C/1251L	Architectural Drawing I and Lab	3
BCN	1253C/1253L	Architectural Drawing II and Lab	3
CGS	2100	Microcomputer Applications	3
EGS	2650	Technical Ethics	1
ETD	2320C/2320L	Computer Aided Drafting I (AutoCAD) and Lab	3
ETD	2350C/2350L	Computer Aided Drafting II (AutoCAD) and Lab	3
HHD	1321	Introduction to Interior Design	3
HHD	1361	Practical Interior Applications	3
IND	1001	History of Architecture and Interiors II	3
IND	1021	Interior Design Studio I	3
IND	1211	History of Architecture and 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/1251L	Architectural Drawing I and Lab	3
CGS	2100	Microcomputer Applications	3
HHD	1321	Introduction to Interior Design	3
IND	1211	History of Architecture and Interiors I	3
IND	1300	Graphics of Interior Design I	3

2nd Semester — Sem. Hrs.

ENC	1101	College Composition	3
BCN	1253C/1253L	Architectural Drawing II and Lab	3
IND	1001	History of Architecture and 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.

....	....	Behavioral & Human Sciences Core	3
ETD	2320C/2320L	Computer Aided Drafting I (AutoCAD) and Lab	3

Summer Semester

(Term A-10 Weeks) — Sem. Hrs.

MAT	1033	Intermediate Algebra	4

Second Year

1st Semester — Sem. Hrs.

SPC	2600	Oral Communication/Research/Presentation Skills	3
....	....	Humanities, Cultural & Aesthetic Core	3
ETD	2350C/2350L	Computer Aided Drafting II (AutoCAD) and Lab	3
HHD	1361	Practical Interior Applications	3
IND	2220	Commercial Interior Design	3

2nd Semester — Sem. Hrs.

BCN	1210	Materials and Processes	3
EGS	2650	Technical Ethics	1
IND	2210	Interior Design Studio II	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 for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC 2007-08

INTERNET SERVICES TECHNOLOGY

Associate of Science Degree - Code 2005

Anindya Paul, Chairperson • (386) 506-3324 • paula@dbcc.edu

Timothy Rock, Assistant Chair • (386) 246-4831 • rockt@dbcc.edu • http://go.dbcc.edu/computerscience

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. 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 of Web pages and sites. Finally, this program helps students learn the knowledge that is essential for the management of Web servers.

Please Note: This program is eligible for federal and state financial aid.

APPROXIMATE ADDITIONAL COSTS

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
....	.... ≠	Behavioral & Human Sciences Core - **CHOOSE ONE:**	3
DEP	2004	Developmental Psychology	
PSY	1012	General Psychology	
SYG	2000	Introduction to Sociology	
....	.... ≠	Humanities, Cultural and Aesthetic Core - **CHOOSE ONE:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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	1555	Internet Web Foundations	3
CGS	2820	Web Programming	3
CGS	2821	Advanced Web Programming	3
CIS	2949	Cooperative Education Experience in Computer and Information Systems	2
COP	1000	Principles of Computer Programming	3
COP	2010	Visual Basic Programming	3
COP	2700	Introduction to Database Management	3
COP	2800	Computer Programming "Java"	3
COP	2833	Web Application Development- Action Scripting	3
COP	2831	Web Scripting	3
DIG	1109	Digital Imaging Fundamentals	3
DIG	2100	Web Design I	3
....	....	Computer Elective	3
....	....	Computer Elective	3
....	....	Computer Elective	3
		Computer Elective – **CHOOSE FROM:**	
CAP	2023	Introduction to Game Programming	3

CGS	2100	Microcomputer Applications	3
CET	1173C/1173L	A+: Computer Hardware and Lab	3
CET	2154C	A+: Computer Operating Systems	4
CIS	2110	Data Organization & Management	3
CET	1600	Network Plus	4
CET	2660	Network Security	4
COP	2001/2001L	Computer Programming "C++" and Lab	3
COP	2220	Computer Programming "C"	3
COP	2337	Advanced C++ & DirectX	3
COP	2905	Directed Study in Computer Programming	1-4
EGS	1000	Professional Performance for Technicians	3

SAMPLE PROGRAM OF STUDY

First Year

1st Semester

			Sem. Hrs.
ENC	1101	College Composition	3
MAC	1105	College Algebra	3
CGS	1555	Internet Web Foundations	3
COP	1000	Principles of Computer Programming	3
DIG	1109	Digital Imaging Fundamentals	3

2nd Semester

			Sem. Hrs
....	....	Behavioral & Human Sciences Core	3
COP	2700	Introduction to Database Management	3
CGS	2820	Web Programming	3
COP	2010	Visual Basic Programming	3
DIG	2100	Web Design I	3

Summer Semester

			Sem. Hrs.
SPC 2600		Oral Communication/Research Presentation Skills	3

Second Year

1st Semester

			Sem. Hrs.
....	....	Humanities, Cultural & Aesthetic Core	3
CGS	2821	Advanced Web Programming	3
CEN	2304	Microsoft Windows Professional	4
COP	2800	Computer Programming "Java"	3
COP	2831	Web Scripting	3

2nd Semester

			Sem. Hrs.
COP	2833	Web Application Development Action Scripting	3
....	....	Computer Elective	3
....	....	Computer Elective	3
....	....	Computer Elective	3
CIS 2949		Cooperative Education Experience in Computer and Information Systems	2
		TOTAL	63

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

LAW ENFORCEMENT RECRUIT TRAINING (LIMITED ACCESS PROGRAM)

Vocational Credit Certificate - Code 1051

Criminal Justice Training Center • (386) 506-3450

Sheila Ellison, Assistant Chair • (386) 506-3882 • ellisos@dbcc.edu

Louie Mercer, Director • (386) 506-3171 • 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**.

This program is certified by the Criminal Justice Standards and Training Commission, Florida Department of Law Enforcement.

Graduates of the program are eligible to take the Florida Department of Law Enforcement examination for police officer certification/employment.

Please Note: This program is eligible for federal financial aid and state bright futures.

Approximate Additional Costs

- Lab Fees – $410
- Physical Exam – $150 to $250
- Equipment/Uniforms – $1200
- State Exam – $100

Additional Admission Requirements

- Complete a Criminal Justice Training Center Application.
- Completion of the Basic Abilities Test (BAT) and score a minimum of 70%.
- Completion of the Test for Adult Basic Education (TABE) and score a minimum of 10.0 on each section (this does not apply to Correctional Probation).
- Must attend the Criminal Justice Training Center Orientation.
- Satisfactory results of a Florida Department of Law Enforcement background check.
- Must be able to meet minimum standards for the Florida Department of Law Enforcement as set forth in Florida Statute 943.
    - Be at least 19 years of age prior to graduation of program.
    - Be a citizen of the United States.
    - High school diploma or GED.
    - Not have been convicted of any felony, domestic violence or of a misdemeanor involving perjury or false statement. Any person who after July 1, 1981, pleads guilty or nolo-contendere to, or is found guilty of a felony or of a misdemeanor involving perjury or false statement shall not be eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication.
    - Never have received a dishonorable discharge from any of the Armed Forces of the United States.
    - Be of good moral character.
    - Currently possess a valid Driver's License.
- Must be able to pass a physical examination by a licensed physician to include an EKG and drug screen.
- Students will be required to wear uniforms.
- Students will be held accountable for the policy and procedures of the Criminal Justice Training Center program as outlined in the CJTC student policy/rule book, as well as the college student handbook.

PROGRAM SPECIFIC COURSES

			Voc. Crs.
CJK	0006	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	0031C	Criminal Justice CPR and First Aid	1.33
CJK	0040C	Criminal Justice Weapons	2.67
CJK	0421	Dart Stun Gun Firing Course	0.2
CJK	0050C	Criminal Justice Defensive Tactics	2.67
CJK	0060	Law Enforcement Patrol	1.90
CJK	0070	Law Enforcement Investigations	1.90
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
CJK	0095	Criminal Justice Special Topics	.66

SAMPLE PROGRAM OF STUDY

			Voc. Crs.
CJK	0006	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	0031C	Criminal Justice CPR and First Aid	1.33
CJK	0040C	Criminal Justice Weapons	2.67
CJK	0421	Dart Stun Gun Firing Course	0.2
CJK	0050C	Criminal Justice Defensive Tactics	2.67
CJK	0060	Law Enforcement Patrol	1.90
CJK	0070	Law Enforcement Investigations	1.90
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
CJK	0095	Criminal Justice Special Topics	.66

	Voc. Crs.
TOTAL	25.64

	Contact Hrs.
TOTAL	760

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

PARALEGAL STUDIES (LEGAL ASSISTING) - TRANSFER OPTION

Associate of Science Degree – Code 2062

Linda Cupick, Assistant Chair • (386) 506-3511 • cupickl@dbcc.edu

School of Business • (386) 506-3012

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 prepares the student to take the Certified Legal Assistant /Certified Paralegal Examination offered by the National Association of Legal Assistants.

Graduates of this program are eligible to be enrolled in DBCC's Bachelor of Applied Science in Supervision and Management Program. Call (386) 506-4BAS or email BASinfo@dbcc.edu for details.

Please Note: This program is eligible for federal and state financial aid.

GENERAL EDUCATION COURSES

			Sem. Hrs.
ENC	1101	College Composition	3
ENC	1102 ≠	Literature and Composition	3
SPC	2600 ≠	Oral Communication/Research/Presentation Skills	3
GEB	2430	Business Ethics	3
MGF	2106 ≠	College Mathematics **OR**	
MAC	1105	College Algebra	3
STA	2023 ≠	Elementary Statistics	3
PSY	1012 ≠	General Psychology **OR**	
SYG	2000	Introduction to Sociology	3
....	.... ≠	Humanities, Cultural & Aesthetic Core - **CHOOSE ONE:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	
....	.... ≠	Biological Sciences Core	3
BSC	1005	Survey of Biological Science (For Non-Science Majors)	
....	.... ≠	Historical and Global Core - **CHOOSE ONE:**	3
AMH	2010	United States History to 1877	
AMH	2020	United States History 1865 to Present	
AMH	2042	American Social History 1860 to Present	
AMH	2045	American Maritime History	
AMH	2091	Survey of African American History	
EUH	2000	History of Western Civilization to 1648	
EUH	2001	History of Western Civilization to 1648 to Present	
GEO	2000	Introduction to Geography	
INR	2002	International Relations	
PHI	2001	Introduction to Philosophy	
PHI	2600	Introduction to Ethics	
REL	2300	World Religion	
WHO	1001	Introduction to World Civilization	
....	.... ≠	Physical Sciences Core - **CHOOSE ONE:**	3
AST	1002	Astronomy	
MET	2010	Meteorology	
PSC	1121	Physical Science	

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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
LIS	2004	Introduction to Internet Information Research Resources	1
OST	1435	Legal Terminology	3
PLA	1003	Introduction to Paralegal	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	2880	Constitutional Law	3

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.
ENC	1102	Literature and Composition	3
MGF	2106	College Mathematics **OR**	
MAC	1105	College Algebra	3
BUL	2242	Business Law II	3
PLA	1800	Law of Domestic Relations	3
PLA	2114	Legal Writing and Research II	3

Summer Semester

CGS	2100	Microcomputer Applications	3
LIS	2004	Introduction to Internet Information Research Resources	1

Second Year
1st Semester

			Sem. Hrs.
SPC	2600	Oral Communication/Research/Presentation Skills	3
STA	2023	Elementary Statistics	3
....	....	Historical and Global 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
....	....	Biological Sciences Core	3
....	....	Humanities, Cultural & Aesthetic Core	3
GEB	2430	Business Ethics	3
PLA	2880	Constitutional Law	3
		TOTAL	64

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

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CC2007-08

PARALEGAL STUDIES (LEGAL ASSISTING) - CAREER OPTION

Associate of Applied Science Degree – Code 3528

Linda Cupick, Assistant Chair • (386) 506-3511 • cupickl@dbcc.edu
School of Business • (386) 506-3012

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 prepares the student to take the Certified Legal Assistant/Certified Paralegal Examination offered by the National Association of Legal Assistants.

Graduates of this program are eligible to be enrolled in DBCC's Bachelor of Applied Science in Supervision and Management Program. Call (386) 506-4BAS or email BASinfo@dbcc.edu for details.

Please Note: This program is eligible for federal and state financial aid.

GENERAL EDUCATION COURSES

			Sem. Hrs.
ENC	1101	College Composition	3
SPC	2600 ≠	Oral Communication/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 - **CHOOSE ONE:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

≠ Course requires a pre or corequisite. See course description in the current college catalog.

* MAT 1033 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 Experience in General Law	3
PLA	2880	Constitutional Law	3

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 Communication/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 2	460	Bankruptcy Law	3

2nd Semester

			Sem. Hrs.
....	....	Humanities, Cultural & Aesthetic Core	3
PSY	1012	General Psychology **OR**	
SYG	2000	Introduction to Sociology	3
PLA	2600	Probate Administration	3
PLA	2763	Law Office and Management **OR**	
PLA	2949	Cooperative Experience in General Law	3
PLA	2880	Constitutional Law	3
		TOTAL	64

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

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CC2007-08

MANUFACTURING TECHNOLOGY

Associate of Applied Science Degree - Code 3529

Roger Rowan, Assistant Chair • (386) 506-4171• rowanr@dbcc.edu

Stanley Sidor, Dean • (386) 506-3612 • sidors@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.

Students who have completed an appropriate apprenticeship or vocational certificate program (700 contact hours or equivalent, with a GPA of 2.0 or better) can be awarded credit towards this degree. See the assistant chair for details.

Please Note: This program is eligible for federal and state financial aid.

GENERAL EDUCATION COURSES

			Sem. Hrs.
ENC	1101	College Composition	3
SPC	2600 ≠	Oral Communication/Research/Presentation Skills	3
MAT	1033 *	Intermediate Algebra	4
PSC	1121 ≠	Physical Science	3
....	.... ≠	Behavioral & Human Sciences Core - **CHOOSE ONE:**	3
DEP	2004	Developmental Psychology	
PSY	1012	General Psychology	
SYG	2000	Introduction to Sociology	
....	.... ≠	Humanities, Cultural & Aesthetic Core - **CHOOSE ONE:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

* MAT 1033 fulfills general education requirements for AAS degree programs only.

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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
EGS	1110C/1110L	Engineering Drawing and Lab	3
ETD	2218/2218L	Geometric Tolerancing and Lab	3
ETD	2320C/2320L	Computer Aided Drafting I (AutoCAD) and Lab	3
ETD	2350C/2350CL	Computer Aided Drafting II (AutoCAD) and Lab	3
ETD	2465/2465L	Tool Design and Lab	3
PMT	1212C/1212L	Machine Tool Technology I and Lab	3
PMT	1223C/1223L	Machine Tool Technology II and Lab	3
PMT	1250C/1250L	Introduction to Computer Numerical Control and Lab.	3
PMT	2225C/ 2250L	Machine Tool Technology III and Lab	3
PMT	2254C/ 2245L	CNC Programming II and Lab	3
PMT	2261C/ 2261L	Introduction to Computer Aided Manufacturing (Mastercam) and Lab	3
PMT	2262C/ 2262L	CAD/CAM II (Mastercam) and Lab	3
PMT	2720C/ 2720L	EDM Machining Processes and Lab	3

SAMPLE PROGRAM OF STUDY

First Year

1st Semester

			Sem. Hrs.
ENC	1101	College Composition	3
CGS	2100	Microcomputer Applications	3
EGS	1110C/ 1110L	Engineering Drawing and Lab	3
PMT	1212C/ 1212L	Machine Tool Technology I and Lab	3

2nd Semester

			Sem. Hrs.
SPC	2600	Oral Communication/Research/ Presentation Skills	3
MAT	1033	Intermediate Algebra	4
ETD	2320C/ 2320L	Computer Aided Drafting I (AutoCAD) and Lab	3
PMT	1223C/ 1223L	Machine Tool Technology II and Lab	3
PMT	1250C/ 1250L	Introduction to Computer Numerical Control and Lab	3

Summer Semester

			Sem. Hrs.
....	....	Behavioral & Human Sciences Core	3
....	....	Humanities, Cultural & Aesthetic Core	3

Second Year

1st Semester

			Sem. Hrs.
PSC	1121	Physical Science	3
ETD	2465/ 2465L	Tool Design and Lab	3
PMT	2254C/ 2245L	CNC Programming II and Lab	3
PMT	2720C/ 2720L	EDM Machining Processes and Lab.	3

2nd Semester

			Sem. Hrs.
ETD	2218/ 2218L	Geometric Tolerancing and Lab	3
ETD	2350C/ 2350L	Computer Aided Drafting II (AutoCAD) and Lab	3
PMT	2225C/ 2250L	Machine Tool Technology III and Lab	3
PMT	2261C/ 2261L	Introduction to Computer Aided Manufacturing (Mastercam) and Lab	3
PMT	2262C/ 2262L	CAD/CAM II (Mastercam) and Lab	3
		TOTAL	64

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

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CC 2007-08

MASSAGE THERAPY (LIMITED ACCESS PROGRAM) (DAY AND EVENING PROGRAM)

Vocational Credit Certificate - Code 1024

Tassa Simmons, Assistant Chair (386) 506-3185, simmonl@dbcc.edu
Allied Health Department • (386) 506-3189

PROGRAM DESCRIPTION

This 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.

Please Note: This program is eligible for federal financial aid and state bright futures

Additional Admission Requirements

- High school diploma or equivalent (GED).
- Must be 18 years of age or older.
- Scores on the DBCC placement test for vocational programs which indicate language, reading, and arithmetic ability at the 10th grade level or above.
- Submit completed application to the Allied Health Department.
- Applications are only accepted May 1-31.
- Selection is made once per year based on the date of the Allied Health Department application. **This is based on first come, first served.**

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	.33
MSS	0274	Pathology Related to Massage Therapy	1.5
MSS	0283	Allied Modalities I	1.7
MSS	0284	Allied Modalities II	1.7
MSS	0315	Theory and Practice of Hydrotherapy	.67
MSS	0601	Personal and Professional Development	.5
MSS	0803/0803L	Massage Theory and Clinical Practicum I and Lab	5.3
MSS	0804/0804L	Massage Theory and Clinical Practicum II and Lab	5.3

SAMPLE PROGRAM OF STUDY

1st Semester (Fall) 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	0215	Statutes/Rules and Ethics	.33
MSS	0315	Theory and Practice of Hydrotherapy	.67
MSS	0803/0803L	Massage Theory and Clinical Practicum I and Lab	5.3

2nd Semester (Spring) Voc. Crs.

MSS	0157	Anatomy and Physiology for Massage Therapist II	2.5
MSS	0601	Personal and Professional Development	.5
MSS	0274	Pathology Related to Massage Therapy	1.5
MSS	0284	Allied Modalities II	1.7
MSS	0804/0804L	Massage Theory and Clinical Practicum II and Lab	5.3

	Voc. Crs.
TOTAL	25.0

	Contact Hrs.
TOTAL	750

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

MEDICAL ASSISTING (LIMITED ACCESS PROGRAM)

Vocational Credit Certificate - Code 1023

Suzanne Fielding, Assistant Chair • (386) 506-3215 • fieldis@dbcc.edu
Allied Health Department • (386) 506-3189

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.

The Medical Assisting program is accredited by the Committee on Accreditation of Allied Health Medical Programs (CAAHEP).

Please Note: This program is eligible for federal financial aid and state bright futures.

Approximate Additional Costs

- Lab Fees – $32.50
- Textbooks – $175
- Uniforms – $125
- Laboratory Supplies – $60
- Graduation Fee – $25
- FDLE Background Screening – $23
- Certification Exam Fee – $95

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.
- Submit completed application to the Allied Health Department.
- Applications are accepted anytime during the year.
- Selection is made once per year based on the date of the Allied Health Department application. **This is based on first come, first served.**
- Florida Department of Law Enforcement (FDLE) Background check must be completed prior to the first day of class. Final program acceptance contingent upon satisfactory results of the FDLE screening.
- Basic Cardiac Life Support for Health Care Provider and AED through American Heart Association or American Red Cross.

PROGRAM SPECIFIC COURSES

			Voc. Crs.
MEA	0005	Introduction to Medical Assisting Fundamentals	4.03
MEA	0230/0230L	Medical Terminology for Medical Assisting and Lab	4.0
MEA	0253/0253L	Anatomy and Physiology for Medical Assisting and Lab	6.0
MEA	0242/0242L	Pharmacology for Medical Assisting and Lab	4.0
MEA	0254/0254L	Clinical Procedures for Medical Assisting and Lab	5.0
MEA	0256C/0265L	Laboratory Procedures for Medical Assisting and Lab	6.3
MEA	0258/0258	Radiology for Medical Assisting and Lab	2.0
MEA	0270/0270L	Clerical Procedures for Medical Assisting and Lab	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	0230/0230L	Medical Terminology for Medical Assisting and Lab	4.0
MEA	0253/0253L	Anatomy and Physiology for Medical Assisting and Lab	6.0
MEA	0270/0270L	Clerical Procedures for Medical Assisting and Lab	4.0

2nd Semester (Spring)			Voc. Crs.
MEA	0242/0242L	Pharmacology for Medical Assisting and Lab	4.0
MEA	0254/0254L	Clinical Procedures for Medical Assisting and Lab	5.0
MEA	0256C/0265L	Laboratory Procedures for Medical Assisting and Lab	6.3
MEA	0258/0258	Radiology for Medical Assisting and Lab	2.0

SUMMER SEMESTER			Voc. Crs.
MEA 0801		Externship for Medical Assisting	8.0

	Voc. Crs.
TOTAL	43.33

	Contact Hrs.
TOTAL	1300

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

MEDICAL CODER / BILLER FOR THE PHYSICIAN OFFICE (LIMITED ACCESS PROGRAM)

Vocational Credit Certificate - Code 1053

Michael McCumber, Department Chairperson • (386) 506-3758 • mccumberm@dbcc.edu
Nancy Thomas, Assistant Chair • (386) 506-3748 • thomasn@dbcc.edu

PROGRAM DESCRIPTION

This certificate program prepares the students for entry-level employment as a medical coder/biller in ambulatory, physician office, and hospital outpatient settings. The Medical Information Coder/Biller is responsible for translating diagnostic and procedural narrative from the medical record into numeric codes. Graduates are eligible to take applicable credentialing examinations.

Please Note: This program is pending approval for federal financial aid and state bright futures.

APPROXIMATE ADDITIONAL COSTS

• Lab fees vary per course – see catalog descriptions.

ADDITIONAL ADMISSION REQUIREMENTS

• Florida Department of Law Enforcement (FDLE) background check must be completed prior to the first day of class.
• High School Diploma or equivalent GED.
• Scores on the DBCC placement test for vocational programs that indicate language, reading and arithmetic ability at the 9th grade level or better.
• Submit completed application to the Allied Health Department. Applications are accepted anytime during the year. Selections are made once a year on a first-come, first served basis for qualified applicants.
• A physical examination is required prior to entering the clinical setting.

PROGRAM SPECIFIC COURSES

			Sem. Hrs.
OST	1141	Keyboarding.	1
QMB	1001	Quantitative Methods in Business.	3

			Voc. Crs.
HIM	0450	Anatomy and Physiology for the Coder/Biller	1.5
HIM	0001	Introduction to Health Information Management for the Coder/Biller	1.0
HIM	0220C/0220L	International Classification of Diseases and Lab	5.0
HIM	0253C/0253L	Current Procedural Terminology I and Lab	5.0
HIM	0272C/0272L	Billing and Reimbursement and Lab	2.33
HIM	0433	Pathophysiology and Pharmacology for the Coder/Biller	1.5
HIM	0471	Medical Terminology for the Coder/Biller	1.5
HIM	0817	Coder/Biller Externship	5.0
HIM	0819	Coder/Biller Seminar	2.0
HIM	0011	Ethical and Legal Issue for the Coder/Biller	1.5
HIM	0255C/0255L	Current Procedural Terminology II and Lab	5.0

SAMPLE PROGRAM OF STUDY

1st Semester			Sem. Hrs.
OST	1141	Keyboarding.	1

			Voc.Crs.
HIM	0450	Anatomy and Physiology for the Coder/Biller	1.5
HIM	0001	Introduction to Health Information Management for the Coder/Biller	1.0
HIM	0433	Pathophysiology and Pharmacology for the Coder/Biller.	1.5
HIM	0471	Medical Terminology for the Coder /Biller	1.5
HIM	0220C/0220L	International Classification of Diseases and Lab	5.0
HIM	0011	Ethical and Legal Issue for the Coder/Biller	1.5

2nd Semester			Sem. Hrs.
QMB	1001	Quantitative Methods in Business.	3

3rd Semester			Voc. Crs.
HIM	0817	Coder/Biller Externship	5.0
HIM	0819	Coder/Biller Seminar	2.0

		Sem. Hrs.
	TOTAL.	4.0

		Voc. Crs.
	TOTAL.	31.33

		Contact Hrs.
	TOTAL	1000

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

MEDICAL LABORATORY TECHNOLOGY (LIMITED ACCESS PROGRAM)

Associate of Science Degree - Code 2206

Geraldine Rimstidt, Assistant Chair • (386) 506-3737

Allied Health Department • (386) 506-3189

PROGRAM DESCRIPTION

The Medical Laboratory Technology program prepares students to work in a highly advanced clinical or research laboratory, performing complex medical tests and interpreting results that can aid physicians in the diagnosis and treatment of disease. Trained MLT's assist in solving medical mysteries by searching for clues for disease states using laboratory techniques and also help to determine appropriate medical treatments. The successful MLT student enjoys the challenging medical and science fields of study, working with complex medical equipment, and has the ability to work independently with a high degree of quality. NAACLS accreditation in process.

Please Note: This program is eligible for federal and state financial aid.

APPROXIMATE ADDITIONAL COSTS

- FDLE Background screening – $23
- State of Florida - MLT Training License – $45
- Lab Fees – Refer to individual MLT course descriptions
- Textbooks – approx. $1,500
- State and National Certification Exams – $355
- Graduation Fee – $25

ADDITIONAL ADMISSION REQUIREMENTS

- Completion of the following prerequisite courses with a grade of "C" or better before submitting an application to the program: MAC 1105 (College Algebra); BSC 1085C/1085L (Human Anatomy and Physiology I and Lab); and CHM 1045C/1045L (General College Chemistry I and Lab).
- Submit completed application to the Academic Advisor in the School of Health, Human, and Public Services. Entrance to program is in the Fall of each year.
- All program prerequisites, general education, and medical laboratory technology courses must be completed with a grade of "C" or better.

GENERAL EDUCATION COURSES

			Sem. Hrs.
ENC	1101	College Composition	3
MAC	1105 ≠	College Algebra	3
BSC	1085C/1085L≠	Human Anatomy and Physiology I and Lab	4
BSC	1086C/1086L≠	Human Anatomy and Physiology II and Lab	4
CHM	1045C/1045L≠	General College Chemistry I and Lab	4
MCB	1010C/1010L* ≠	Microbiology and Lab	4
....	.... ≠	Behavioral & Human Sciences Core - **CHOOSE ONE:**	3
DEP	2004	Developmental Psychology	
PSY	1012	General Psychology	
SYG	2000	Introduction to Sociology	
....	.... ≠	Humanities, Cultural & Aesthetic Core - **CHOOSE ONE:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

* MCB 1010C/1010L fulfills general education requirements for AAS degree programs only.

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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.
HSC1000*	Introduction to Health Care	3
MLT 1000	Introduction to Medical Laboratory Technology	3
MLT 1040C/1040L	Microscopy and Lab	2
MLT 1362C/1362L	Hematology and Lab	4
MLT 1500	Immunology	3
MLT 1530C/1530L	Immunohematology and Lab	4
MLT 1611C/1611L	Clinical Chemistry and Lab	4
MLT 1811	Microbiology Practicum	6
MLT 2807	Immunohematology Practicum	6
MLT 2809	Hematology Practicum	6
MLT 2810	Chemistry Practicum	6
MLT 2931	Medical Laboratory Seminar	1

*HSC 1000 meets the graduation requirement for the basic use of computers and Oral Communications for this program.

SAMPLE PROGRAM OF STUDY

Prerequisite Courses

			Sem. Hrs.
MAC	1105	College Algebra	3
BSC	1085C/1085L	Human Anatomy and Physiology I and Lab	4
CHM	1045C/1045L	General College Chemistry and Lab I	4

First Year
Fall Semester

			Sem. Hrs.
BSC	1086C/1086L	Human Anatomy and Physiology II and Lab	4
HSC	1000	Introduction to Health Care	3
MLT	1000	Introduction to Medical Laboratory Technology	3
MLT	1362C/1362L	Hematology and Lab	4
MLT	1500	Immunology	3

Spring Semester

			Sem. Hrs.
ENC	1101	College Composition	3
MLT	1530C/1530L	Immunohematology and Lab	4
MLT	1611C/MLT 1611L	Clinical Chemistry and Lab	4
MLT	1040C/1040L	Microscopy and Lab	2

Summer Semester

			Sem. Hrs.
MCB	1010C/1010L	Microbiology and Lab	4
....	....	Behavioral & Human Sciences Core	3
....	....	Humanities, Cultural & Aesthetic Core	3

Second Year
Fall Semester

			Sem. Hrs.
MLT	1811	Microbiology Practicum	6
MLT	2807	Immunohematology Practicum	6

Spring Semester

			Sem. Hrs.
MLT	2809	Hematology Practicum	6
MLT	2810	Chemistry Practicum	6
MLT	2931	Medical Laboratory Seminar	1
		TOTAL	76

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

MEDICAL RECORD TRANSCRIBING

Applied Technology Diploma – Code 0920

Nancy Thomas, Assistant Chair • (386) 506-3748 • thomasn@dbcc.edu
Michael McCumber, Chairperson • (386) 506-3759 • mccumbm@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. This certificate will articulate into the Office Administration (Medical Transcription Option) associate of applied science (AAS) degree. See the department chairperson for more information.

Please Note: This program is eligible for federal financial aid and state bright futures.

PROGRAM SPECIFIC COURSES

			Sem. Hrs.
ENC	1101	College Composition	3
BSC	1085C/1085L≠	Human Anatomy and Physiology I and Lab	4
BSC	1086C/1086L≠	Human Anatomy and Physiology II and Lab	4
HIM	1031/1031L	Medical Record Transcription I and Lab	3
HIM	1032/1032L	Medical Record Transcription II and Lab	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	2461/2461L	Medical Keyboarding and Office Procedures and Lab	4

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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.

SAMPLE PROGRAM OF STUDY

Summer Semester			Sem. Hrs.
ENC	1101	College Composition	3
HSC	1531	Medical Terminology	4

1st Semester			Sem. Hrs.
BSC	1085C/1085L	Human Anatomy and Physiology I and Lab	4
HIM	1031/1031L	Medical Record Transcription I and Lab	3
HIM	2430	Concepts of Disease	4
HIM	2440	Pharmacology and Laboratory	1

2nd Semester			Sem. Hrs.
BSC	1086C/1086L	Human Anatomy and Physiology II and Lab	4
HIM	1032/1032L	Medical Record Transcription II and Lab	3
OST	1711	Word Processing I	3
OST	2461/2461L	Medical Keyboarding and Office Procedures and Lab	4
		TOTAL	33

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@ DBCC.edu** or login to DBCC's Career Connection at **www.myinterface.com/dbcc/student** and create your personal career development account.

CC2007-08

MICROCOMPUTER REPAIRER/INSTALLER

College Credit Certificate – Code 0907

Larry Pivec, Assistant Chair (386) 506-4134 • pivecl@dbcc.edu

Anindya Paul, Chairperson (386) 506-3324 • paula@dbcc.edu • http://go.dbcc.edu/computerscience

PROGRAM DESCRIPTION

The certificate program in Microcomputer Repair/Installer provides the student a thorough understanding of the computer hardware and software and its interaction in a networked environment. The program provides a general electronics background, prepares student to pass A+ certification exams and user support skills.

Please Note: The length of this program makes it ineligible for federal and state financial aid.

APPROXIMATE ADDITIONAL COSTS

May vary from $15-$50 for each program specific courses.

PROGRAM SPECIFIC COURSES

			Sem. Hrs.
CEN	2304	Microsoft Windows Professional	4
CET	1114C/1114L	Digital Fundamentals and Lab	4
CET	1173C/1173L	A+: Computer Hardware and Lab	3
CET	2154C	A+: Computer Operating Systems	4

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.

* Most of these courses count towards the AS degree in Computer Engineering Technology, and some courses could be applied towards AS degrees in Computer Information Administrator, Electronics Engineering Technology and Network Administrator.

SAMPLE PROGRAM OF STUDY

1st Semester			Sem. Hrs.
CET	1114C/1114L	Digital Fundamentals and Lab	4
CET	1173C/1173L	A+: Computer Hardware and Lab	3

2nd Semester			Sem. Hrs.
CEN	2304	Microsoft Windows Professional	4
CET	2154C	A+: Computer Operating Systems	4
		TOTAL	15

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterface.com/dbcc/student** and create your personal career development account.

CC2007-08

NETWORK ADMINISTRATOR

Associate of Science Degree - Code 2002

Timothy Pintello, Assistant Chair • (386) 789-7318 • pintelt@dbcc.edu

Anindya Paul, Chairperson • (386) 506-3324 • paula@dbcc.edu • http://go.dbcc.edu/computerscience

PROGRAM DESCRIPTION

The Network Administrator 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. It shows students how to install, configure, maintain, troubleshoot and repair computers and networks. Students 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 System Administration; Security+; Project+; and Wireless networking.

Please Note: This program is eligible for federal and state financial aid

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 Communication/Research/Presentation Skills	3
MAC	1105 ≠	College Algebra	3
....	.... ≠	Behavioral & Human Sciences Core - **CHOOSE ONE:**	3
DEP	2004	Developmental Psychology	
PSY	1012	General Psychology	
SYG	2000	Introduction to Sociology	
....	.... ≠	Humanities, Cultural & Aesthetic Core - **CHOOSE ONE:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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/1173L	A+: Computer Hardware and Lab	3
CET	2154C	A+: Computer Operating Systems	4
CET	1600	Network Plus	4
CET	2615	Advanced Cisco Router Configuration	4
CET	2660	Fundamentals of Network Security	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
....	....	Computer Elective	4
....	....	Computer Elective	4
....	....	Computer Elective	4

CIS	2949	Cooperative Education Experience in Computer and Information Systems	1
		Computer Elective – **CHOOSE FROM:**	Sem. Hrs.
CET	2620	Cisco Wide Area Network	4
CET	2625	Building Scalable Cisco Internetworks	4
CET	2626	Building Cisco Remote Access Networks	4
CET	2628	Cisco Internetwork Troubleshooting Support	4
CET	2850	Wireless Networking	4
CTS	2180	Designing Windows Active Directory Services	4
CTS	2181	Microsoft Windows Active Directory Services	4
CTS	2300	Designing Windows Networks	4
CTS	2310	Designing Windows Network Security	4
CTS	2311	Linux Networking and Security	4
CTS	2850	Microsoft Exchange Server Implementation and Administration	4
COP	1000	Principles of Computer Programming	3
EET	1607C/1607L	Electronics Assembly and Cabling and Lab	4
EGS	1000	Professional Performance for Technicians	3

SAMPLE PROGRAM OF STUDY

First Year

1st Semester

			Sem. Hrs.
CEN	2304	Microsoft Windows Professional	4
CET	1173C/1173L	A+: Computer Hardware and Lab	3
CET	1600	Network Plus	4
CET	2154C	A+: Computer Operating Systems	4

2nd Semester

			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 & Human Sciences Core	3
MAC	1105	College Algebra	3

Second Year

1st Semester

			Sem. Hrs.
SPC	2600	Oral Communication/Research Presentation Skills	3
CET	2615	Cisco Advanced Router Configuration	4
CET	2660	Fundamentals of Network Security	4
....	....	Computer Elective	4

2nd Semester

			Sem. Hrs.
....	....	Humanities, Cultural & Aesthetic Core	3
....	....	Computer Elective	4
....	....	Computer Elective	4
CIS	2949	Cooperative Education Experience in Computer and Information Systems	1
		TOTAL	63

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

NETWORK COMMUNICATIONS (LAN)

College Credit Certificate - Code 0923

Timothy Pintello, Assistant Chair • (386) 789-7318 • pintelt@dbcc.edu

Anindya Paul, Chairperson • (386) 506-3324 • paula@dbcc.edu • http://go.dbcc.edu/computerscience

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.

Please Note: This program is eligible for federal financial aid and state bright futures.

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	2100	Microcomputer Applications	3
CET	1600	Network Plus	4
CET	2615	Advanced Cisco Router Configuration	4
CET	2620	Cisco Wide Area Network (WAN)	4
EET	1607C/1607L	Electronics Assembly and Cabling and Lab	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.

*All of these courses count towards either the AS degree in Computer Engineering Technology, Computer Information Administrator, Computer Programming and Analysis, Electronics Engineering Technology, and Network Administrator.

SAMPLE PROGRAM OF STUDY

1st Semester			Sem. Hrs.
CGS	2100	Microcomputer Applications	3
CET	1600	Network Plus	4
EET	1607C/1607L	Electronics Assembly and Cabling and Lab	3

2nd Semester			Sem. Hrs
CET	2615	Advanced Cisco Router Configuration	4
CET	2620	Cisco Wide Area Network (WAN)	4
		TOTAL	18

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC 2007-08

NETWORK COMMUNICATIONS (WAN)

College Credit Certificate - Code 0924

Timothy Pintello, Assistant Chair• (386) 789-7318 • pintelt@dbcc.edu

Anindya Paul, Assistant Chair • (386) 506-3324 • paula@dbcc.edu • http://go.dbcc.edu/computerscience

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.

Please Note: This program is eligible for federal financial aid and state bright futures.

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	2629	Cisco Network Design	3
EET	1607C/1607L	Electronics Assembly and Cabling and Lab	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.

* All of these courses count toward either the AS degree in Computer Engineering Technology, Computer Information Administrator, Computer Programming & Analysis, Electronics Engineering Technology, and Network Administrator.

SAMPLE PROGRAM OF STUDY

1st Semester			Sem. Hrs.
CET	1600	Network Plus	4
EET	1607C/1607L	Electronics Assembly and Cabling and Lab	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	2629	Cisco Network Design	3
		TOTAL	18

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC 2007-08

NETWORK SYSTEM DEVELOPER

College Credit Certificate - Code 0908

Larry Pivec, Assistant Chair • (386) 506-4134 • pivecl@dbcc.edu
Anindya Paul, Chairperson • (386) 506-3324 • paula@dbcc.edu • http://go.dbcc.edu/computerscience

PROGRAM DESCRIPTION

The certificate program in Network System Developer is designed to provide a strong background of computer electronics and architecture along with a strong overview of computer networking. Students plan, install, configure, and monitor computer networks in a LAN/WAN environment. Students will be prepared to apply conceptual and theoretical knowledge to the workplace utilizing technical skills learned during the program.

Please Note: This program is eligible for federal financial aid and state bright futures.

APPROXIMATE ADDITIONAL COSTS

May vary from $15-$50 for each program specific courses.

PROGRAM SPECIFIC COURSES

			Sem. Hrs.
CEN	2304	Microsoft Windows Professional	4
CET	1173C/1173L	A+: Computer Hardware and Lab	3
CET	1600	Network Plus	4
CET	2123C/2123L	Microcomputer and Basic Digital Communications and Lab	4
CET	2154C	A+: Computer Operating Systems	4
COP	1000	Principles of Computer Programming	3
COP	2220	Computer Programming I "C"	3
COP	2341	Introduction to Unix **OR**	
CET	2949	Cooperative Education Experience in Computer Engineering Technology	3
EET	1607C/1607L	Electronics Assembly and Lab	3
EET	1021C/1021L	Introduction to AC Circuits and Lab	3
EET	1141C/1141L	Analog Devices and Circuits and Lab	4
EET	1607C/1607L	Electronics Assembly and Lab	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.

* Most of these courses count towards the AS degree in Computer Engineering Technology, and some courses could be applied towards AS degrees in Computer Information Administrator, Electronics Engineering Technology, Network Administrator and Computer Programming and Analysis.

SAMPLE PROGRAM OF STUDY

1st Semester			Sem. Hrs.
CEN	2304	Microsoft Windows Professional	4
CET	1173C/1173L	A+: Computer Hardware and Lab	3
COP	1000	Principles of Computer Programming	3
EET	1607C/1607L	Electronics Assembly and Lab	3

2nd Semester			Sem. Hrs
CET	2154C	A+: Computer Operating Systems	4
COP	2220	Computer Programming I "C"	3
EET	1607C/1607L	Electronics Assembly and Lab	3

3rd Semester			Sem. Hrs
CET	1600	Network Plus	4
COP	2341	Introduction to Unix **OR**	
CET	2949	Cooperative Education Experience in Computer Engineering Technology	3
EET	1021C/1021L	Introduction to AC Circuits and Lab	3

4th Semester			Sem. Hrs
CET	2123C/2123L	Microcomputer and Basic Digital Communications and Lab	4
EET	1141C/1141L	Analog Devices and Circuits and Lab	4
		TOTAL	41

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterface.com/dbcc/student** and create your personal career development account.

CC 2007-08

NURSE AIDE AND ORDERLY

Vocational Credit Certificate - Code 1027

Sheryl Gray, Assistant Chair • (386) 506-3726 •grays@dbcc.edu

Dr. Mary Goetteman, Chairperson • (386) 506-3720 • goettem@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.

Please Note: The length of this program makes it ineligible for federal and state financial aid

Approximate Additional Costs

- Tuition – $316.91
- Lab Fees (including liability insurance) – $22
- Textbook/Workbook Combo and Syllabus – $68.20
- Uniform – $35
- Laboratory Supplies – $33.33
- NACEP Exam – $115 for resident residing in Florida longer than 5 years; $135 for those living in Fl less than 5 years.

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 (BLS) certification for healthcare providers to include adults, infant, children, and automatic external defibrillator (AED) affiliated with the American Heart Association or the American Red Cross.

PROGRAM SPECIFIC COURSES

			Voc. Crs.
HCP	0100/0100L	Nurse Aide and Orderly	5.5

PROGRAM SPECIFIC COURSES

1st Semester

			Voc. Crs.
HCP	0100/0100L	Nurse Aide and Orderly	5.5

	Voc. Crs.
TOTAL	5.5

	Contact Hrs.
TOTAL	165

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with Career Planning, contact your DBCC Career Advisor through **careerservices@dbcc.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

NURSING (ASSOCIATE DEGREE) (LIMITED ACCESS PROGRAM)

Associate of Science Degree - Code 2071

Karen Reilly, Assistant Chair • (386) 506-3742 • reillyk@dbcc.edu

Dr. Mary Goetteman, Chairperson • (386) 506-3720 • goettem@dbcc.edu

PROGRAM DESCRIPTION

The National League for Nursing Accrediting Commission 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. Job title: Registered Nurse. Graduates are eligible to take the National Council Licensing Examination for Registered Nurses. Classes admitted in January and August. Registered nurses with associate of science degrees are eligible for admission to UCF's bachelor of science in nursing (BSN) degree program.

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 Accrediting Commission, 61 Broadway, 33rd Floor, New York, NY 10006; 800-669-1656.

Please Note: This program is eligible for federal and state financial aid.

APPROXIMATE ADDITIONAL COSTS

- Lab Fees (including liability insurance) – average of $70 per semester
- Textbooks – $1232.00
- 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); MCB 1010C/1010L (Microbiology and Lab); and BSC 1085C/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.
- Applications submitted May and September. Students will be accepted based on specific admission criteria. There will no longer be a waiting list. Students must apply each application cycle until accepted based on the selection process.
- Completion of the Nurse Entrance Test at the 50th percentile or better in each category (mathematics, reading, and overall composite).
- 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 (BLS) certification for healthcare providers to include adults, infant, children, and automatic external defibrillator (AED) affiliated with the American Heart Association or the American Red Cross.
- 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 policies and procedures of the nursing program as outlined in the nursing student policy handbook, as well as the college student handbook.
- Readmission and transfer nursing courses must have been taken within one year and evaluated by the nursing readmission and transfer committee. Limited space is available for transfer nursing students.

GENERAL EDUCATION COURSES

Sem. Hrs.

ENC	1102 ≠	Literature and Composition	3
SPC	2600 ≠	Oral Communication/Research/ Presentation Skills	3
BSC	1086C/1086L ≠	Human Anatomy and Physiology II and Lab	4
PSY	1012 ≠	General Psychology	3
. . . . ≠		Humanities, Cultural & Aesthetic Core - **CHOOSE ONE:**	3
AML	2010	Early American Literature	
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2012	Early English Literature	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of Word Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the History of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

*MCB 1010C/MCB 1010L fulfills general education requirements for AS degree programs only.

≠ Course requires a pre or corequisite. See course descriptions in the current college catalog.

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	1021C/1021L	Introduction to Nursing Process and Lab	10
NUR	1260C/1260L	Nursing Process II and Lab	10
NUR	2310C/2310L	Nursing Process III: Child Health and Lab	4
NUR	2420C/2420L*	Nursing Process III: Maternal Health and Lab	4
NUR	2512C/2512L	Nursing Process IV: Psychiatric and Mental Health Nursing and Lab	4
NUR	2744C/2744L	Nursing Process V: Advanced Medical-Surgical Nursing and Lab	10

* NUR 2420C/2420L 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
MCB	1010C/1010L*≠	Microbiology and Lab. 4
BSC	1085C/1086L≠	Human Anatomy and Physiology I and Lab 4

First Year

1st Semester		Sem. Hrs.
BSC	1086C/1086L	Human Anatomy and Physiology II and Lab 4
PSY	1012	General Psychology 3
NUR	1021C/1021L	Introduction to Nursing Process and Lab. 10

2nd Semester		Sem. Hrs.
ENC	1102	Literature and Composition 3
NUR	1260C/1260L	Nursing Process II and Lab 10

Second Year

1st Semester		Sem. Hrs.
SPC	2600	Oral Communication/Research/Presentation Skills 3
NUR	2310C/2310L	Nursing Process III: Child Health and Lab 4
NUR	2420C/ 2420L	Nursing Process III: Maternal Health and Lab 4

Summer Semester		Sem. Hrs.
NUR	2512C/2512L	Nursing Process IV:
		Psychiatric and Mental Health Nursing and Lab 4

2nd Semester		Sem. Hrs.
. . . .	. . . .	Humanities, Cultural & Aesthetic Core 3
NUR	2744C/2744L	Nursing Process V: Advanced Medical-Surgical Nursing
		and Lab 10
		TOTAL 72

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@ DBCC.edu** or login to DBCC's Career Connection at **www.myinterface.com/dbcc/student** and create your personal career development account.

CC 2007-08

TRANSITION INTO PROFESSIONAL NURSING (ACCELERATED ASSOCIATE DEGREE)

(LIMITED ACCESS PROGRAM)

Associate of Science Degree - Code 2071

Karen Reilly, Assistant Chair • (386) 506-3742 • reillyk@dbcc.edu
Dr. Mary Goetteman, Chairperson • (386) 506-3720 • goettem@dbcc.edu

PROGRAM DESCRIPTION

The National League for Nursing Accrediting Commission accredited program is designed for Licensed Practical Nurses (LPN), Paramedic, or Registered Respiratory Therapists (RRT) 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. Classes admitted every January and August. Registered nurses with associate of science degrees are eligible for admission to UCF's bachelor of science in nursing (BSN) degree program.

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 Accrediting Commission, 61 Broadway, 33rd Floor, New York, NY 10006; 800-669-1656.

Approximate Additional Costs

- Lab Fees (including liability insurance) – average $70 per semester
- Textbooks – $982.33
- Uniforms – $150
- Laboratory Supplies – $180.50
- Graduation Fee – $25
- NCLEX Exam – $390

Additional Admission Requirements

- Have completed LPN, Paramedic, or RRT program and have one year working experience within the last three years. Students will be given 8 semester hours of Advanced Standing for licensure.**
- LPNs must provide evidence of a current Florida license as a practical nurse. Paramedic and RRTs must provide evidence of Florida certification. Must be in good standing with the Board that regulates profession.
- Paramedics and RRTs must complete a Certified Nursing Assistant course or provide evidence of a current Certified Nursing Assistant license in Florida.
- Paramedics and RRTs will be required to attend a medication skills laboratory and prove competency in critical skills.
- Program Prerequisites (courses must be completed with a grade of "C" or better): BSC 1085C/1085L (Human Anatomy and Physiology I and Lab); BSC 1086C/1086L (Human Anatomy and Physiology II and Lab); MCB 1010C/1010L (Microbiology 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.
- Applications submitted May and September. Students will be accepted based on specific admission criteria. There will no longer be a waiting list. Students must apply each application cycle until accepted based on the selection process.
- Completion of the Nurse Entrance Test at the 50th percentile or better in each category (mathematics, reading, and overall composite).
- 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 (BLS) certification for healthcare providers to include adults, infant, children, and automatic external defibrillator (AED) affiliated with the American Heart Association or the American Red Cross.
- 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 policies and procedures of the nursing program as outlined in the nursing student policy handbook, as well as the college student handbook.
- Readmission and transfer nursing courses must have been taken within one year and evaluated by the nursing readmission and transfer committee. Limited space is available for transfer nursing students.

GENERAL EDUCATION COURSES

			Sem. Hrs.
SPC	2600 ≠	Oral Communication/Research/Presentation Skills	3
.... ≠		Humanities, Cultural & Aesthetic Core - **CHOOSE ONE**:	3
AML	2010	Early American Literature	
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2012	Early English Literature	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of Word Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the History of the World's Peoples	
MUL	1010	Music Appreciation	

* MCB 1010C fulfills general education requirements for AS degree programs only.

≠ Course requires a pre or corequisite. See course descriptions in the current college catalog.

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	1003C/1003L	Transition into Professional Nursing and Lab	12
NUR	2310C/2310L	Nursing Process III: Child Health and Lab	4
NUR	2420C/2420L*	Nursing Process III: Maternal Health and Lab	4
NUR	2512C/2512L	Nursing Process III: Maternal Health and Psychiatric Nursing and Lab	4
NUR	2744C/2744L	Nursing Process V: Advanced Medical Surgical Nursing and Lab	10

* NUR 2420C/2420L meets the graduation requirement for the basic use of computers for this program.

SAMPLE PROGRAM OF STUDY

Advanced Standing		Sem. Hrs.
NUR 2990	Advanced Standing **	8

Prerequisite Courses		Sem. Hrs.
EENC 1101	College Composition	3
ENC 1102 ≠	Literature and Composition	3
MAC 1105 ≠	College Algebra	3
BSC 1085C/1085 L≠	Human Anatomy & Physiology I and Lab	4
BSC 1086C/1086L≠	Human Anatomy and Physiology II and Lab.	4
MCB 1010C/1010L* ≠	Microbiology and Lab.	4
PSY 1012 ≠	General Psychology.	3

1st Semester		Sem. Hrs.
NUR 1003C/1003L	Transition into Professional Nursing and Lab	12

2nd Semester		Sem. Hrs.
SPC 2600	Oral Communication/Research/Presentation Skills	3
NUR 2310C/2310L	Nursing Process III: Child Health and Lab	4
NUR 2420C/2420L	Nursing Process III: Maternal Health and Lab	4

Summer Semester		Sem. Hrs.
NUR 2512C/2512L	Nursing Process IV: Mental Health and Psychiatric Nursing and Lab	4

3rd Semester		Sem. Hrs.
. . . .	Humanities, Cultural & Aesthetic Core	3
NUR 2744C/2744L	Nursing Process V: Advanced Medical-Surgical Nursing and Lab	10
	TOTAL.	72

Note: Sequence of courses may vary. Check course descriptions.

** Florida license as a practical nurse, or certification as a paramedic, or registered respiratory therapist. Students will be given eight semester hour of Advanced Standing for this licensure.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

OCCUPATIONAL THERAPY ASSISTANT (LIMITED ACCESS PROGRAM)

Associate of Applied Science Degree - Code 3518

Mary Craig-Oatley, Assistant Chair • (386) 506-3624 • craigom@dbcc.edu
Allied Health Department • (386) 506-3189

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 31220, Bethesda, MD 20824-1220. AOTA's phone number is (301) 652-AOTA and Web address is **http://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.

Please Note: This program is eligible for federal and state financial aid.

A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

Approximate Additional Costs

- Lab Fees (Including liability insurance) – $25 per semester
- Textbooks – $800
- Licensure Fees – $650
- FDLE Background Screening – $23

Additional Admission Requirements

- Program Prerequisites (courses must be completed with a grade of "C" or better): BSC 1085C/1085L (Human Anatomy & Physiology I and Lab), ENC 1101 (College Composition I), PSY 1012 (General Psychology), and HSC 1000 (Introduction to Health Care).
- Complete 10 hours observation with a licensed occupational therapist or C.O.T.A. (Certified Occupational Therapist Assistant). (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.)
- Submit completed application to the Allied Health Department.
- Applications are accepted anytime during the year.
- Selection is made once per year based on the date of the Allied Health Department application.
- Florida Department of Law Enforcement (FDLE) Background check must be completed prior to the first day of class. Final program acceptance contingent upon satisfactory results of the FDLE screening.
- Basic Cardiac Life Support for Health Care Provider and AED through American Heart Association or American Red Cross.
- A pre-admission consultation with the assistant chair is recommended.

GENERAL EDUCATION COURSES

			Sem. Hrs.
ENC	1101	College Composition	3
MAT	1033*	Intermediate Algebra	4
BSC	1086C/1086L≠	Human Anatomy and Physiology II and Lab	4
PSY	1012 ≠	General Psychology	3
. . . . ≠		Humanities, Cultural & Aesthetic Core - **CHOOSE FROM:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

* MAT 1033 fulfills general education requirements for AAS degree programs only.

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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.
OTH	1001	Introduction to Occupational Therapy	3
OTH	1003	Human Occupation Across the Lifespan	3
OTH	1006/1006L	Occupational Therapy Documentation and Lab	2
OTH	1114C/1114L	Occupational Therapy Skills and Techniques I and Lab	2
OTH	1014C/1014L	Analysis of Human Movement and Lab	3
OTH	1800	Occupational Therapy Practicum I	1
OTH	1802	Occupational Therapy Practicum II	2
OTH	2261C/2261L	Occupational Therapy Skills and Techniques II and Lab	2
OTH	2264C/2264L	Occupational Therapy Skills and Techniques III and Lab	3
OTH	2300C	Psychosocial Occupational Therapy	4
OTH	2410*	Conditions in Occupational Therapy	3
OTH	2420/2420L	Occupational Therapy for Physical Dysfunction and Lab	4
OTH	2520/2520L	Developmental Issues and Lab	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

*OTH 2410 meets the graduation requirement for Oral Communications and the basic use of computers for this program.

SAMPLE PROGRAM OF STUDY

Prerequisite Courses		Sem. Hrs.
ENC 1101	College Composition	3
BSC 1085C/1085L≠	Human Anatomy and Physiology I and Lab	4
HSC 1000	Introduction to Health Care	3
PSY 1012 ≠	General Psychology	3

First Year

1st Semester (Fall)		Sem. Hrs.
BSC 1086C/1086L	Human Anatomy and Physiology II and Lab	4
OTH 1001	Introduction to Occupational Therapy	3
OTH 1003	Human Occupation Across the Lifespan	3
OTH 1114C/1114L	Occupational Therapy Skills and Techniques I and Lab	2
OTH 2410	Conditions in Occupational Therapy	3

2nd Semester (Spring)		Sem. Hrs.
MAT 1033	Intermediate Algebra	4
OTH 1006/1006L	Occupational Therapy Documentation and Lab	2
OTH 1014C/1014L	Analysis of Human Movement and Lab	3
OTH 1800	Occupational Therapy Practicum I	1
OTH 2300C	Psychosocial Occupational Therapy	4
OTH 2261C/2261L	Occupational Therapy Skills and Techniques II and Lab	2

Second Year

1st Semester (Fall)		Sem. Hrs.
OTH 2264C/2264L	Occupational Therapy Skills and Techniques III and Lab	3
OTH 2520/2520L	Developmental Issues and Lab	3
OTH 2420/2420L	Occupational Therapy for Physical Dysfunction and Lab	4
OTH 1802	Occupational Therapy Practicum II	2

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 for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC 2007-08

OFFICE ADMINISTRATION (ADMINISTRATIVE ASSISTANT OPTION)

Associate of Applied Science Degree - Code 3522

Linda Cupick, Assistant Chair • (386) 506-3511 • cupickl@dbcc.edu
School of Business • (386) 506-3012

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.

Graduates of this program are eligible to be enrolled in DBCC's Bachelor of Applied Science in Supervision and Management Program. Call (386) 506-4BAS or email BASinfo@dbcc.edu for details.

Please Note: This program is eligible for federal and state financial aid.

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 - **CHOOSE ONE:**	3
DEP	2004	Developmental Psychology	
PSY	1012	General Psychology	
SYG	2000	Introduction to Sociology	
....	.... ≠	Humanities, Cultural & Aesthetic Core - **CHOOSE ONE:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

* CGS 2100 fulfills general education requirements for AAS degree programs only.

≠ Course requires a pre or corequisite. See course description in current college catalog.

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.
OST	1330	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	1100/1100L	Keyboarding & Formatting I and Lab	4
OST	1110/1110L	Keyboarding & Formatting II and Lab	4
OST	1711	Word Processing I	3
OST	1760	Word Processing II	4
OST	2336*	Business Communications	3
OST	2401/2401L	Basic Office Procedures and Lab	4
OST	2501	Office Management	3
OST	2713/2713L	Advanced Computer Software Applications and Lab	4
....	....	Elective	4

		Elective - **CHOOSE ONE:**	
APA	1111	Computerized Accounting / Bookkeeping I	4
FIN	1121	Personal Financial Planning	2
LIS	2004	Introduction to Internet Information Research Resources	1
OST	2949	Cooperative Education Experience in Office Systems Management	1-4

OST 2336 meets the graduation requirement for Oral Communications for this program.

SAMPLE PROGRAM OF STUDY

First Year

1st Semester

			Sem. Hrs.
ENC	1101	College Composition	3
OST	1330	Business English	3
BSC	1005	Survey of Biological Science	3
GEB	1011	Introduction to Business	3
OST	1100/1100L	Keyboarding & Formatting I and Lab	4

2nd Semester

			Sem. Hrs.
....	....	Behavioral & Human Sciences Core	3
QMB	1001	Business Math	3
OST	1110/1110L	Keyboarding & Formatting II and Lab	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	2401/2401L	Basic Office Procedures and Lab	4

2nd Semester

			Sem. Hrs.
BUL	2241	Business Law I	3
MNA	2161	Quality Service Management	3
OST	2501	Office Management	3
OST	2713/2713L	Advanced Computer Software Applications and Lab	4
....	....	Elective	4
		TOTAL	63

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

OFFICE ADMINISTRATION (MEDICAL TRANSCRIPTION OPTION)

Associate of Applied Science Degree - Code 3521

Linda Cupick, Assistant Chair • (386) 506-3012 • cupickl@dbcc.edu

School of Business • (386) 506-3012

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.

Graduates of this program are eligible to be enrolled in DBCC's Bachelor of Applied Science in Supervision and Management Program. Call (386) 506-4BAS or email BASinfo@ dbcc.edu for details.

Please Note: This program is eligible for federal and state financial aid.

GENERAL EDUCATION COURSES

			Sem. Hrs.
ENC	1101	College Composition	3
BSC	1085C/1085L	Human Anatomy & Physiology I and Lab	4
BSC	1086C/1086L≠	Human Anatomy & Physiology II and Lab	4
....	.... ≠	Behavioral & Human Sciences Core - **CHOOSE ONE:**	3
DEP	2004	Developmental Psychology	
PSY	1012	General Psychology	
SYG	2000	Introduction to Sociology	
....	.... ≠	Humanities, Cultural & Aesthetic Core - **CHOOSE ONE:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

* CGS 2100 fulfills general education requirements for AAS degree programs only.

≠ Course requires a pre or corequisite. See course description in current college catalog.

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
HIM	1031/1031L	Medical Record Transcription I and Lab	3
HIM	1032/1032L	Medical Record Transcription II and Lab	3
HIM	2430	Concepts of Disease	4
HIM	2440	Pharmacology and Laboratory	1
HSC	1531	Medical Terminology	4
OST	1100/1100L	Keyboarding & Formatting I and Lab	4
OST	1110/1110L	Keyboarding & Formatting II and Lab	4
OST	1330	Business English	3
OST	1711	Word Processing I	3
OST	2336 *	Business Communications	3
OST	2461/2461L	Medical Typewriting and Office Procedures and Lab	4
OST	2501	Office Management	3
QMB	1001	Business Math	3
....	....	Elective	3
....	....	Elective - **CHOOSE ONE:**	
OST	2949	Cooperative Education Experience in Office Systems Management	1-3

*OST 2336 meets the graduation requirement for Oral Communications for this program.

SAMPLE PROGRAM OF STUDY

First Year

1st Semester

			Sem. Hrs.
ENC	1101	College Composition	3
HSC	1531	Medical Terminology	4
OST	1100/1100L	Keyboarding & Formatting I and Lab	4
....	....	Behavioral & Human Sciences Core	3

2nd Semester

			Sem. Hrs.
HIM	1031/1031L	Medical Record Transcription I and Lab	3
BSC	1085C/1085L	Human Anatomy & Physiology I and Lab	4
OST	1330	Business English	3
OST	1110/1110L	Keyboarding & Formatting II and Lab	4

Summer Semester

			Sem. Hrs.
BSC	1086C/1086L	Human Anatomy & Physiology II and Lab	4

Second Year

1st Semester

			Sem. Hrs.
HIM	1032/1032L	Medical Record Transcription II and Lab	3
HIM	2430	Concepts of Disease	4
OST	1711	Word Processing I	3
APA	1111	Computerized Accounting Bookkeeping I	4
HIM	2440	Pharmacology and Laboratory	1

2nd Semester

			Sem. Hrs.
OST	2461/2461L	Medical Typewriting and Office Procedures and Lab	4
QMB	1001	Business Math	3
OST	2336	Business Communication	3
OST	2501	Office Management	3
....	....	Humanities, Cultural & Aesthetic Core	3
		TOTAL	63

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@ DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC 2007-08

OFFICE MANAGEMENT

College Credit Certificate – Code 0914

Linda Cupick, Assistant Chair • (386) 506-3511 • cupickl@dbcc.edu
School of Business • (386) 506-3012

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.

Please Note: This program is eligible for federal financial aid and state bright futures.

PROGRAM SPECIFIC COURSES

			Sem. Hrs.
OST	1330	Business English	3
OST	1100/1100L	Keyboarding and Formatting I and Lab	4
OST	1110/1110L	Keyboarding and Formatting II and Lab	4
OST	1711	Word Processing I	3
OST	2336	Business Communications	3
OST	2401/2401L	Basic Office Procedures and Lab	4
OST	2713/2713L	Advanced Computer Software Applications and Lab	4
....	....	Elective	2

....	....	Elective - **CHOOSE FROM:**	
FIN 1121		Personal Financial Planning	2
LIS 2004		Introduction to Internet Information Research Resource	1
OST 2949		Cooperative Education Exprience in Office Systems Management	1 or 2

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.

SAMPLE PROGRAM OF STUDY

1st Semester			Sem. Hrs.
OST	1330	Business English	3
OST	1100/1100L	Keyboarding and Formatting I and Lab	4
OST	2401/2401L	Basic Office Procedures and Lab	4
....	....	Elective	2

2nd Semester			Sem. Hrs.
OST	1110/1110L	Keyboarding and Formatting II and Lab	4
OST	1711	Word Processing I	3
OST	2336	Business Communications	3
OST	2713/2713L	Advanced Computer Software Applications and Lab	4
		TOTAL	27

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC 2007-08

OFFICE MANAGEMENT - LEGAL OPTION

College Credit Certificate – Code 0918

Linda Cupick, Assistant Chair • (386) 506-3511• cupickl@dbcc.edu
School of Business • (386) 506-3012

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 Administration.

Please Note: This program is eligible for federal financial aid and state bright futures.

PROGRAM SPECIFIC COURSES

			Sem. Hrs.
BUL	2241	Business Law I	3
OST	1100/1100L	Keyboarding and Formatting I and Lab	4
OST	1110/1110L	Keyboarding and Formatting II and Lab	4
OST	1330	Business English	3
OST	1711	Word Processing I	3
OST	2336	Business Communications	3
OST	2431/2431L	Legal Keyboarding and Office Procedures and Lab	4
PLA	2763	Law Office Management **OR**	
OST	2501	Office Management	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.

SAMPLE PROGRAM OF STUDY

1st Semester

			Sem. Hrs.
BUL	2241	Business Law I	3
OST	1330	Business English	3
OST	1100/1100L	Keyboarding and Formatting I and Lab	4
OST	2431/2431L	Legal Keyboarding and Office Procedures and Lab	4

2nd Semester

			Sem. Hrs.
OST	1110/1110L	Keyboarding and Formatting II and Lab	4
OST	1711	Word Processing I	3
OST	2336	Business Communications	3
PLA	2763	Law Office Management **OR**	
OST	2501	Office Management	3
		TOTAL	27

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@ DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

OFFICE MANAGEMENT - MEDICAL OPTION

College Credit Certificate - Code 0919

Linda Cupick, Assistant Chair • (386) 506-3511 • cupickl@dbcc.edu

School of Business • (386) 506-3012

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.

Please Note: This program is eligible for federal financial aid and state bright futures.

PROGRAM SPECIFIC COURSES

			Sem. Hrs.
CGS	2100	Microcomputer Operations	3
HIM	1031	Medical Record Transcription I	3
HIM	1032	Medical Record Transcription II	3
HSC	1531	Medical Terminology	4
OST	1100/1100L	Keyboarding & Formatting I and Lab	4
OST	1110/1110L	Keyboarding & Formatting II and Lab	4
OST	1330	Business English	3
OST	2336	Business Communications	3
OST	2461/2461L	Medical Keyboarding and Office Procedures and L:ab	4
....	....	Elective	3

Elective - CHOOSE FROM:

FIN	1121	Personal Financial Planning	2
LIS	2004	Introduction to Internet Information Research Resources	1
MNA	2161	Quality Service Management	3
OST	2949	Cooperative Education Experience in Office Systems Management	1-3

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.

Sample Program of Study

1st Semester

			Sem. Hrs.
OST	1330	Business English	3
HIM	1031	Medical Record Transcription I	3
HSC	1531	Medical Terminology	4
OST	1100/1100L	Keyboarding & Formatting I and Lab	4

2nd Semester

			Sem. Hrs.
CGS	2100	Microcomputer Operations	3
HIM	1032	Medical Record Transcription II	3

3rd Semester

			Sem. Hrs
OST	1110/1110L	Keyboarding & Formatting II and Lab	4
OST	2336	Business Communications	3
OST	2461/2461L	Medical Keyboarding and Office Procedures and L:ab	4
....	....	Elective	3
		TOTAL	34

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

OFFICE SUPPORT (TECHNICAL CERTIFICATE)

College Credit Certificate - Code 0926

Linda Cupick, Assistant Chair • (386) 506-2511 • cupickl@dbcc.edu
School of Business • (386) 506-3012

PROGRAM DESCRIPTION

Office Support (Technical Certificate) is a 12 hour college credit certificate in the Office Systems program. It is the first step toward the A.A.S. degree in Office Administration. Basic information is taught in high quality entry office skills and is especially useful for One Stop and Fresh Start programs. Job titles: Entry-level support positions such as office clerk, office assistant, staff assistant, Office and Administrative Support Worker, Information Clerk.

Credits earned in this certificate may be applied toward the College Credit Certificate in Office Management and the AAS Degree in Office Administration.

Please Note: This program is eligible for federal financial aid and state bright futures.

APPROXIMATE ADDITIONAL COSTS

• Lab Fees - $18

ADDITIONAL ADMISSION REQUIREMENTS

Students must meet with the chair or assistant chair prior to enrolling in this program.

PROGRAM SPECIFIC COURSES

			Sem. Hrs.
OST	1100/1100L	Keyboarding and Formatting I and Lab	4
OST	1110/1110L	Keyboarding and Formatting II and Lab	4
OST	2401/2401L	Basic Office Procedures and Lab	4

SAMPLE PROGRAM OF STUDY

OST	1100/1100L	Keyboarding and Formatting I and Lab	4
OST	1110/1110L	Keyboarding and Formatting II and Lab	4
OST	2401/2401L	Basic Office Procedures and Lab	4
		TOTAL	12

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@ DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC 2007-08

PARAMEDIC (LIMITED ACCESS PROGRAM)

College Credit Certificate - Code 0957

Emergency Medical Services Department • (386) 506-3249
Louie Mercer, Director • (386) 506-3450 • mercerlo@dbcc.edu

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 in good standing**. Credits earned in this program may be counted in the Emergency Medical Services degree.

The Paramedic program is certified through the Florida Department of Health, Bureau of Emergency Medical Services, and accredited through the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Please Note: This program is eligible for federal financial aid and state bright futures.

Approximate Additional Costs

- Lab Fees – approximately $125 (each semester)
- Textbooks/Equipment – $250
- Uniforms – $100

Additional Admission Requirements

- Must provide proof of current State of Florida certification as an Emergency Medical Technician in good standing.
- Acceptable score on the TABE or CPT examinations.
- Attendance at EMS Department Orientation Session. Session dates are announced by the EMS Department.
- Submit completed application to the EMS Department prior to the designated deadline
- 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.
- 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 the date and time completed applications were received by the EMS Department. Applicants who have sponsorship by their employing public safety agency will be given priority.
- Students will be held accountable for the policy and procedures of the EMS program as outlined in the EMS student policy handbook.
- Program corequsites must be completed successfully prior to enrolling in subsequent paramedic program sections.

PROGRAM SPECIFIC COURSES

			Sem. Hrs.
EMS	2603	Paramedic I	9
EMS	2603L	Paramedic I Lab	4
EMS	2604	Paramedic II	9
EMS	2604L	Paramedic II Lab	3
EMS	2605	Paramedic III	8
EMS	2605L	Paramedic III Lab	3
EMS	2666	Paramedic Clinical I	1
EMS	2667	Paramedic Clinical II	2
EMS	2659	Paramedic Field Internship	3

SAMPLE PROGRAM OF STUDY

1st Semester			Sem. Hrs.
EMS	2603	Paramedic I	9
EMS	2603L	Paramedic I Lab	4
EMS	2666	Paramedic Clinical I	1

2nd Semester			Sem. Hrs.
EMS	2604	Paramedic II	9
EMS	2604L	Paramedic II Lab	3
EMS	2667	Paramedic Clinical II	2

Summer Semester			Sem. Hrs
EMS	2605	Paramedic III	8
EMS	2605L	Paramedic III Lab	3
EMS	2659	Paramedic Field Internship	3
		TOTAL	42

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@ DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

PATIENT CARE ASSISTANT

Vocational Credit Certificate - Code 1076

Sheryl Gray, Assistant Chair • (386) 506- 3726 •grays@dbcc.edu

Dr. Mary Goetteman, Chairperson • (386) 506-3720 • goettem@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.

Please Note: The length of this program makes it ineligible for federal and state financial aid.

Approximate Additional Costs

- Tuition – $558.91
- Lab Fees (including liability insurance) – $22
- Textbook/Workbook Combo and Syllabus – $68.20
- Uniform – $35
- Laboratory Supplies – $33.33
- NACEP Exam – $115 for resident residing in Florida longer than 5 years; $135 for those living in Florida less than 5 years.

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 (BLS) certification for healthcare providers to include adults, infant, children, and automatic external defibrillator (AED) affiliated with the American Heart Association or the American Red Cross.

PROGRAM SPECIFIC COURSES

			Voc. Crs
HCP	0600/0600L	Patient Care Assistant and Lab	9.67

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.

SAMPLE PROGRAM OF STUDY

1st Semester			Voc. Crs
HCP	0600/0600L	Patient Care Assistant and Lab	9.67
			Voc. Crs.
		TOTAL	9.67
			Contact Hrs.
		TOTAL	290

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@ DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

PHOTOGRAPHIC TECHNOLOGY

Associate of Science Degree - Code 2075

Daniel Biferie, Chairperson • (386) 506-3581 • biferid@dbcc.edu

Michael Vitale, Dean • (386) 506-3079 • vitalem@dbcc.edu

Program Description

The program provides students with comprehensive aesthetic, technical and theoretical training within a wide range of photographic practices and imaging technologies. Students develop entry-level skills for the editorial, advertising, fine art and photo technology fields.

Successful completion of the A.S. degree in Photographic Technology ensures a seamless transfer to the University of Central Florida Photography B.S. Degree program. The Photography B.S. program is a joint program between the University of Central Florida and Daytona Beach Community College.

Please Note: This program is eligible for federal and state financial aid.

Approximate Additional Costs

- Lab Fees – $45 to $115 per semester (varies with individual schedule)
- Equipment – estimated $3,000 over entire program (See the Photography department chair for start-up equipment needs.)
- Individual film/paper and other supplies – $700 to $850 per semester
- Textbooks – $200 per semester

Additional Admission Requirements

- All new and transfer students are required to meet with the department chair prior to registration.

GENERAL EDUCATION COURSES

			Sem. Hrs.
ENC	1101	College Composition	3
SPC	2600 ≠	Oral Communication/Research/Presentation Skills	3
MAC	1105 ≠	College Algebra **OR**	
MGF	2106 ≠	College Mathematics **OR**	
MGF	2107 ≠	Mathematics for Liberal Arts	3
PSY	1012 ≠	General Psychology **OR**	
SYG	2000 ≠	Introduction to Sociology	3
ARH	1000 ≠	Art Appreciation **OR**	
ARH	2051 ≠*	Introduction to the History and Criticism of Art II	3

* ARH 2051 fulfills general education requirements for AS/AAS degree programs only.

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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.
PGY	1115	Color Materials and Processes	7
PGY	1201	Introduction to Studio and Location Photography	4
PGY	1403	Fundamentals of Photography	4
PGY	1800	Photography and the Digital Image	4
PGY	1806	Digital Imaging	4
PGY	2000	History and Aesthetics of Photography	3
PGY	2107	Large Format Photography	4
PGY	2215	Professional Studio Portraiture	4
PGY	2216	Location Portraiture	4
PGY	2300	Field Survey of Professional Photography	3
PGY	2650	Editorial Photography	4
PGY	2470	Advanced Photo Workshop **OR**	
PGY	2935	Portfolio Workshop	4

SAMPLE PROGRAM OF STUDY

First Year

1st Semester Sem. Hrs.

ENC	1101	College Composition	3
PSY	1012	General Psychology **OR**	
SYG	2000	Introduction to Sociology	3
PGY	1403	Fundamentals of Photography	4
PGY	1800	Photography and Digital Image	4

2nd Semester Sem. Hrs.

MAC	1105	College Algebra **OR**	
MGF	2106	College Mathematics **OR**	
MGF	2107	Mathematics for Liberal Arts	
PGY	1201	Introduction to Studio and Location Photography	4
PGY	1806	Digital Imaging	4
PGY	2000	History and Aesthetics of Photography	3

Summer Semester Sem. Hrs

PGY	1115	Color Materials and Processes	7
PGY	2300	Field Survey of Professional Photography	3

Second Year

1st Semester Sem. Hrs.

SPC	2600	Oral Communication/Research/Presentation Skills	3
ARH	1000	Art Appreciation **OR**	
ARH	2051	Introduction to the History and Criticism of Art II	3
PGY	2215	Professional Studio Portraiture	4
PGY	2216	Location Portraiture	4

2nd Semester Sem. Hrs.

PGY	2107	Large Format Photography	4
PGY	2650	Editorial Photography	4
PGY	2470	Advanced Photo Workshop **OR**	
PGY	2935	Portfolio Workshop	4
		TOTAL	64

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterface.com/dbcc/student** and create your personal career development account.

CC 2007-08

PHOTOGRAPHIC TECHNOLOGY

Associate of Applied Science Degree - Code 3523

Daniel Biferie, Chairperson • (386) 506-3581 • biferid@dbcc.edu

Michael Vitale, Dean • (386) 506-3079 • vitalem@dbcc.edu

PROGRAM DESCRIPTION

The program provides students with comprehensive aesthetic, technical and theoretical training within a wide range of photographic practices and imaging technologies. Students develop entry-level skills for the editorial, advertising, fine art and photo technology fields.

Please Note: This program is eligible for federal and state financial aid.

Approximate Additional Costs

- Lab Fees – $45 to $115 per semester (varies with individual schedule)
- Equipment – estimated $3,000 over entire program (See the photography department chair for start-up equipment needs.)
- Individual film/paper and other supplies – $700 to $850 per semester
- Textbooks – $200 per semester

Additional Admission Requirements

- All new and transfer students are required to meet with the department chair prior to registration.

GENERAL EDUCATION COURSES

			Sem. Hrs.
ENC	1101	College Composition	3
SPC	2600 ≠	Oral Communication/Research/Presentation Skills	3
MAT	1033 *	Intermediate Algebra	4
PSY	1012 ≠	General Psychology **OR**	
SYG	2000 ≠	Introduction to Sociology	3
ARH	1000 ≠	Art Appreciation **OR**	
ARH	2051 ≠	Introduction to the History and Criticism Art II	3

* MAT 1033 fulfills general education requirements for AAS degree programs only. Students wishing to transfer must also take a college level math course that meets the General Education requirements. See department chair for options.

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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
PGY	1115	Color Materials and Processes	7
PGY	1201	Introduction to Studio and Location Photography	4
PGY	1403	Fundamentals of Photography	4
PGY	1800	Photography and the Digital Image	4
PGY	1806	Digital Imaging	4
PGY	2000	History and Aesthetics of Photography	3
PGY	2107	Large Format Photography	4
PGY	2215	Professional Studio Portraiture	4
PGY	2216	Location Portraiture	4
PGY	2300	Field Survey of Professional Photography	3
PGY	2321	Professional Photographic Business Practices	3
PGY	2650	Editorial Photography	4

SAMPLE PROGRAM OF STUDY

First Year

1st Semester

			Sem. Hrs.
ENC	1101	College Composition	3
PSY	1012	General Psychology **OR**	
SYG	2000	Introduction to Sociology	3
PGY	1403	Fundamentals of Photography	4
PGY	1800	Photography and the Digital Image	4

2nd Semester

			Sem. Hrs.
MAT	1033	Intermediate Algebra	4
PGY	1806	Digital Imaging	4
PGY	2000	History and Aesthetics of Photography	3
PGY	1201	Introduction to Studio and Location Photography	4

Summer Semester

			Sem. Hrs.
PGY	1115	Color Materials and Processes	7
PGY	2300	Field Survey of Professional Photography	3

Second Year

1st Semester

			Sem. Hrs.
ARH	1000	Art Appreciation **OR**	
ARH	2051	Introduction to the History and Criticism of Art II	3
PGY	2215	Professional Studio Portraiture	4
PGY	2216	Location Portraiture	4

2nd Semester

			Sem. Hrs.
SPC	2600	Oral Communication/Research /Presentation Skills	3
PGY	2107	Large Format Photography	4
PGY	2321	Professional Photographic Business Practices	3
PGY	2650	Editorial Photography	4
		TOTAL	64

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC 2007-08

PHYSICAL THERAPIST ASSISTANT (LIMITED ACCESS PROGRAM)

Associate of Applied Science Degree - Code 3524

Dr. Robert Wagner, Assistant Chair • (386) 506-3752 • wagnerr@dbcc.edu
Allied Health Department • (386) 506-3189

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.

Note: This program was placed on probationary accreditation by the Commission on the Accreditation of Physical Therapy Education (CAPTE) on April 25, 2007.

Please Note: This program is eligible for federal and state financial aid.

Approximate Additional Costs

- Lab Fees (including liability insurance) – average $22.50 per semester
- Textbooks – $700
- Uniforms – $100
- Laboratory Supplies – $25
- Licensure Fees –$850
- FDLE Background Screening – $23

Additional Admission Requirements

- Program Prerequisite (courses must be completed with a grade of "C" or better): BSC1085C/1085L (Human Anatomy & Physiology I and Lab), ENC 1101 (College Composition I), HSC 1000 (Introduction to Health Care), and MAT 1033 (Intermediate Algebra).
- Complete a minimum of 20 hours of observation with a licensed Physical Therapist or P.T.A. (Physical Therapist Assistant).
- Submit the completed application to the Allied Health Department.
- Applications are accepted anytime during the year.
- Selection is made once per year based on the date of the Allied Health Department application.
- Florida Department of Law Enforcement (FDLE) Background check must be completed prior to the first day of class. Final program acceptance contingent upon satisfactory results of the FDLE screening.
- A pre-admission consultation with the assistant chair is recommended.
- Basic Cardiac Life Support for Health Care Provider and AED through American Heart Association or American Red Cross.

GENERAL EDUCATION COURSES

			Sem. Hrs.
ENC	1101	College Composition	3
MAT	1033*	Intermediate Algebra	4
BSC	1085C/1085L	Human Anatomy and Physiology I and Lab	4
BSC	1086C/1096L≠	Human Anatomy and Physiology II and Lab	4
PSY	1012 ≠	General Psychology	3
.... ≠		Humanities, Cultural & Aesthetic Core - **CHOOSE ONE:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

* MAT 1033 fulfills general education requirements for AAS degree programs only.

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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

* PHT 1006 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/1085L	Human Anatomy and Physiology I and Lab	4
HSC	1000	Introduction to Health Care	3

** Students are required to complete the prerequisite courses prior to entering the Physical Therapist Assistant program.

First Year

1st Semester (Professional Phase - Fall)			Sem. Hrs.
BSC	1086C/1086L	Human Anatomy and Physiology II and Lab	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 for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterface.com/dbcc/student** and create your personal career development account.

CC2007-08

PRACTICAL NURSING - FULL TIME (LIMITED ACCESS PROGRAM)

Vocational Credit Certificate - Code 1095

Dr. Patrica Murphy, Assistant Chair • (386) 506-3712 • murphyp@dbcc.edu
Dr. Mary Goetteman, Chairperson • (386) 506-3720 • goettem@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.

Please Note: This program is eligible for federal financial aid and state bright futures.

Approximate Additional Costs

- Lab Fees (including liability insurance and testing) – $305
- Textbooks – $488.55
- Uniforms – $150
- 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) and BSC 0070 (Basic Anatomy and Physiology). Courses must be completed with a grade of "C" or better.
- Completion of the Nurse Entrance Test-PN at the 41st percentile or better in each category (mathematics, reading, and overall composite).
- Applications submitted May and September. Students will be accepted based on specific admission criteria. There will no longer be a waiting list. Students must apply each application cycle until accepted based on the selection process.
- 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 (BLS) certification for healthcare providers to include adults, infant, children, and automatic external defibrillator (AED) affiliated with the American Heart Association or the American Red Cross.
- 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 college student handbook.
- Readmission and transfer nursing courses must have been taken within one year and evaluated by the nursing readmission and transfer committee. Limited space is available for transfer nursing students.

PROGRAM SPECIFIC COURSES

			Sem. Hrs.
PRN	0000/0000L	Introduction to Nursing and Lab	15.25
PRN	0120C/0120L	Maternal/Child Health Nursing and Lab	5.8
PRN	0200/0200L	Medical-Surgical Nursing and Lab	15.18
PRN	0042C/0042L	Home Health and Rehabilitation Nursing and Lab	5.8

SAMPLE PROGRAM OF STUDY

Prerequisite Course			Sem. Hrs.
HSC	1000	Introduction to Health Care	3
BSC	0070	Basic Anatomy and Physiology	1.5

August Class
Year I (Fall) — Voc. Crs.
PRN 0000/0000L Introduction to Nursing and Lab 15.25

Year I (Spring) — Voc. Crs.
PRN 0200/0200L Medical-Surgical Nursing and Lab 15.18

Year I (Summer) Term A-Six Weeks — Voc. Crs.
PRN 0042C/ 0042L Home Health and Rehabilitation Nursing and Lab 5.8

Year I (Summer) Term B-Six Weeks — Voc. Crs.
PRN 0120C/0120L Maternal/Child Health Nursing and Lab 5.8

January Class
Year II (Spring) — Voc. Crs.
PRN 0000/0000L Introduction to Nursing and Lab 15.25

Year II (Summer) Term A-Six Weeks — Voc. Crs.
PRN 0042C/0042L Home Health and Rehabilitation Nursing and Lab 5.8

Year II (Summer) Term B-Six Weeks — Voc. Crs.
PRN 0120C/0120L Maternal/Child Health Nursing and Lab 5.8

Year II (Fall) — Voc. Crs.
PRN 0200/0200L Medical-Surgical Nursing and Lab 15.18

	Sem. Hrs.
TOTAL	3

	Voc. Crs.
TOTAL	43.53

	Contact Hrs.
TOTAL	1350

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterface.com/dbcc/student** and create your personal career development account.

CC2007-08

PRACTICAL NURSING - PART TIME (LIMITED ACCESS PROGRAM)

Vocational Credit Certificate - Code 1095

Dr. Patricia Murphy, Assistant Chair • (386) 506-3712 • murphyp@dbcc.edu

Dr. Mary Geotteman, Chairperson • (386) 506-3720 • goettem@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.

Please Note: This program is eligible for federal financial aid and state bright futures.

Approximate Additional Costs

- Lab Fees (including liability insurance and testing) – $305
- Textbooks – $488.55
- Uniforms – $150
- 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) and BSC 0070 (Basic Anatomy and Physiology).Courses must be completed with a grade of "C" or better.
- Completion of the Nurse Entrance Test-PN at the 41st percentile or better in each category (mathematics, reading, and overall composite).
- Applications submitted May and September. Students will be accepted based on specific admission criteria. There will no longer be a waiting list. Students must apply each application cycle until accepted based on the selection process.
- 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 (BLS) certification for healthcare providers to include adults, infant, children, and automatic external defibrillator (AED) affiliated with the American Heart Association or the American Red Cross.
- 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 policies and procedures of the nursing program as outlined in the nursing student policy handbook, as well as the college student handbook.
- Readmission and transfer nursing courses must have been taken within one year and evaluated by the nursing readmission and transfer committee. Limited space is available for transfer nursing students.

PROGRAM SPECIFIC COURSES

		Sem. Hrs.
PRN	0000P/0000L Introduction to Nursing and Lab	7.62
PRN	0120CP/0120L Maternal/Child Health Nursing and Lab	2.9
PRN	0200P/0200L Medical-Surgical Nursing and Lab	7.59
PRN	0042CP/0042L Home Health and Rehabilitation Nursing and Lab	2.9

SAMPLE PROGRAM OF STUDY

Prerequisite Course   Sem. Hrs.

HSC	1000	Introduction to Health Care	3
BSC	0070	Basic Anatomy and Physiology	1.5

August Class
Year I (Fall)   Voc. Crs.
PRN 0000P/0000L Introduction to Nursing and Lab 7.62

January Class
Year I (Spring)   Voc. Crs.
PRN 0000P/0000L Introduction to Nursing and Lab 7.62

Year I (Summer) Term A-Six Weeks   Voc. Crs.
PRN 0042CP/0042L Home Health and Rehabilitation Nursing and Lab. . . . 2.9

Year I (Summer) Term B-Six Weeks   Voc. Crs.
PRN 0042CP/0042L Home Health and Rehabilitation Nursing and Lab. . . . 2.9

August Class
Year II (Fall)   Voc. Crs.
PRN 0200P/0200L Medical-Surgical Nursing and Lab 7.59

January Class
Year II (Spring)   Voc. Crs.
PRN 0200P/0200L Medical-Surgical Nursing and Lab 7.59

Year II (Summer) Term A-Six Weeks   Voc. Crs.
PRN 0120CP/0120L Maternal/Child Health Nursing and Lab. . . . 2.9

Year II (Summer) Term B-Six Weeks   Voc. Crs.
PRN 0120CP/0120L Maternal/Child Health Nursing and Lab. . . . 2.9

     Sem. Hrs.
TOTAL. 3

     Voc. Crs.
TOTAL. 43.53

     Contact Hrs.
TOTAL. 1350

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

PUBLIC SAFETY TELECOMMUNICATION (LIMITED ACCESS PROGRAM)

Vocational Credit Certificate - Code 1038

Louie Mercer, Director • (386) 506-3171 • mercerlo@dbcc.edu
Criminal Justice Training Center • (386) 506-3450

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.

Please Note: The length of this program makes it ineligible for federal and state financial aid.

Approximate Additional Costs

• National Academies of Emergency Dispatch Examination: $150.

Additional Admission Requirements

• Must be 18 years of age or older.
• Must have a high school diploma or GED.
• Must pass a basic skills exam (TABE) mathematics 10.0, language 10.0, and reading 10.0.
• Must have Basic keyboard skills.
• Must attend all scheduled classes. An absence must be approved by the Criminal Justice Coordinator and make up work will be completed.
• Must wear an academy approved blue polo shirt with ESI emblem.
• Dual enrollment students must have a 2.5 GPA to take the class and pass the basic skills exam.
• Must complete the department application process.

PROGRAM SPECIFIC COURSES

			Voc. Crs.
EMS	0068	Dispatcher, Police, Fire and Ambulance	6.93
EMS	0069	Emergency Medical Dispatcher	.80

SAMPLE PROGRAM OF STUDY

			Voc. Crs.
EMS	0068	Dispatcher, Police, Fire and Ambulance	6.93
EMS	0069	Emergency Medical Dispatcher	.80

	Voc.Crs.
TOTAL.	7.73

	Contact Hrs.
TOTAL.	232

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

RADIOGRAPHY (LIMITED ACCESS PROGRAM)

Associate of Science Degree - Code 2037

Darcie Nethery, Assistant Chair • Halifax Medical Center • (386) 254-4075 • darcie.nethery@halifax.org
Allied Health Department • (386) 506-3189

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 program is accredited by the Joint Review Committee on Education in Radiologic Technology.

Please Note: This program is eligible for federal and state financial aid.

APPROXIMATE ADDITIONAL COSTS

• Students will be responsible for applicable Halifax Medical Center fees.

Additional Admission Requirements

• Program Prerequisites (courses must be completed with a grade of "C" or better): BSC 1085C/BSC 1085L (Human Anatomy & Physiology I and Lab), ENC 1101 (College Composition I), MAC 1105 (College Algebra).

• A minimum of 2.0 GPA is required.

• 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.

• Prospective students must be of good physical and mental health.

• A pre-admission consultation with the assistant chair is strongly recommended.

GENERAL EDUCATION COURSES

			Sem. Hrs.
ENC	1101	College Composition	3
MAC	1105≠	College Algebra	3
BSC	1085C/1085L≠	Human Anatomy and Physiology I and Lab	4
PSY	1012≠	General Psychology	3
....	....≠	Humanities, Cultural & Aesthetic Core - **CHOOSE ONE:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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 I	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

*RTE 2782 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/1085L≠	Human Anatomy and Physiology I and Lab	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 1804	Radiographic Clinical Education I	3

Summer Semester (12 Weeks)		Sem. Hrs.
RTE 1457	Radiographic Exposure I	2
RTE 1513	Radiographic Procedures II	2
RTE 1513L	Radiographic Procedures Lab II	1
RTE 1503	Radiographic Procedures I	2
RTE 1503L	Radiographic Procedures Lab I	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 for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.
CC 2006-07

RESPIRATORY CARE (LIMITED ACCESS PROGRAM)

Associate of Applied Science Degree - Code 3525

Michael McCumber, Assistant Chair • (386) 506-3759 • mccumbm@dbcc.edu
Allied Health Department • (386) 506-3189

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.

Please Note: This program is eligible for federal and state financial aid.

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

- Applicants must achieve minimum scores on the College Level Placement Test (CPT).
- Program Prerequisites (courses must be completed with a grade of "C" or better): BSC 1085C/1085L (Human Anatomy and Physiology I and Lab) and ENC 1101 (College Composition I).
- 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.
- Basic Cardiac Life Support for Health Care Provider and AED through American Heart Association or American Red Cross.
- Submit completed application to the Allied Health Department.
- Applications are accepted anytime during the year.
- Selection is made once per year based on the date of the Allied Health Department application. This is based on first come, first served.
- Florida Department of Law Enforcement (FDLE) Background check must be completed prior to the first day of class. Final program acceptance is contingent upon satisfactory results of the FDLE screening.
- A pre-admission consultation with the assistant chair is recommended.

GENERAL EDUCATION COURSES

			Sem. Hrs.
ENC	1101	College Composition	3
MAT	1033 *	Intermediate Algebra	4
BSC	1086C/1086L≠	Human Anatomy and Physiology II and Lab	4
CLP	2001 ≠	Psychology of Adjustment **OR**	
PSY	1012	General Psychology	3
CHM	1025/1025L *≠	Introduction to Chemistry and Lab **OR**	
MCB	1010C/1010L* ≠	Microbiology	4
	≠	Humanities, Cultural & Aesthetic Core - **CHOOSE ONE:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

* MAT 1033 and MCB 1010C fulfills general education requirements for AS degree programs only.

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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.
RET	1024C/1024L	Introduction to Respiratory Care and Lab	2
RET	1026C/1026L	Fundamentals of Respiratory Care I and Lab	4
RET	1264C/1264L	Fundamentals of Respiratory Care II and Lab	4
RET	1265	Mechanical Ventilation	4
RET	1293	Cardiopulmonary Medicine	3
RET	1414	Cardiopulmonary Diagnostics	3
RET	1485	Cardiopulmonary Anatomy and Physiology	3
RET	1534	Special Topics in Respiratory Care I	3
RET	1832	Clinical Respiratory Care I	4
RET	1833	Clinical Respiratory Care II	2
RET	2280	Fundamentals of Respiratory Care III	3
RET	2483/2483L	Patient Assessment and Interaction and Lab	2
RET	2714	Special Topics in Respiratory Care II	3
RET	2876	Clinical Respiratory Care III	4
RET	2877	Clinical Respiratory Care IV	4
RET	2934	Respiratory Care Seminar	3

SAMPLE PROGRAM OF STUDY

Prerequisite Courses			Sem. Hrs.
ENC	1101	College Composition	3
BSC	1085C/1085L≠	Human Anatomy and Physiology I and Lab	4

First Year
1st Semester (Fall)   Sem. Hrs.

BSC	1086C/1096L	Human Anatomy and Physiology II and Lab	4
RET	1024C/1024L	Introduction to Respiratory Care and Lab	2
RET	1026C/1026L	Fundamentals of Respiratory Care I and Lab	4
RET	1485	Cardiopulmonary Anatomy and Physiology	3
RET	2483/2483L	Patient Assessment and Interaction and Lab	2

2nd Semester (Spring)   Sem. Hrs.

CLP	2001	Psychology of Adjustment **OR**	
PSY	1012	General Psychology	3
RET	1264C/1264L	Fundamentals of Respiratory Care II and Lab	4
RET	1265	Mechanical Ventilation	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	Special Topics in Respiratory Care I	3
RET	1833	Clinical Respiratory Care II	2

Second Year
1st Semester (Fall)   Sem. Hrs.

MAT	1033	Intermediate Algebra	4
RET	2280	Fundamentals of Respiratory Care III	3
RET	2714	Special Topics in Respiratory Care II	3
RET	2876	Clinical Respiratory Care III	4

2nd Semester (Spring)   Sem. Hrs.

. . . .	. . . .	Humanities, Cultural & Aesthetic Core	3
CHM	1025/1025L*	Introduction to Chemistry and Lab **OR**	
MCB	1010C/1010L*	Microbiology and Lab	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 for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@ DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

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)
Allied Health Department • (386) 506-3189

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.
Please Note: This program is eligible for federal and state financial aid.

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 Communication/Research/Presentation Skills	3
MAT	1033 *	Intermediate Algebra	4
CLP	2001 ≠	Psychology of Adjustment	3
CGS	2100*	Microcomputer Applications	3
....	.... ≠	Humanities, Cultural & Aesthetic Core - **CHOOSE ONE:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

* MAT 1033 and CGS 2100 fulfill general education requirements for AAS degree programs only.

≠ Course requires a pre or corequisite. See course description in the current college catalog.

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	2612/2612L	American Sign Language I and Lab	4
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 Communication 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 Communication/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 for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

SIMULATION AND ROBOTICS TECHNOLOGY

Associate of Science Degree - Code 2204

Larry Pivec, Assistant Chair • (386) 506-4134 • pivecl@dbcc.edu

Anindya Paul, Chairperson • (386) 506-3324 • paula@dbcc.edu • http://faculty.dbcc.edu/computer

PROGRAM DESCRIPTION

The Simulation and Robotics 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.

Please Note: This program is eligible for federal and state financial aid.

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 Communication/Research/Presentation Skills	3
MAC	1105 ≠	College Algebra	3
....	.... ≠	Behavioral & Human Sciences Core - **CHOOSE ONE:**	3
DEP	2004	Developmental Psychology	
PSY	1012	General Psychology	
SYG	2000	Introduction to Sociology	
....	.... ≠	Humanities, Cultural & Aesthetic Core - **CHOOSE ONE:**	3
AML	2023	Contemporary American Literature	
AML	2052	Modern American Literature	
AML	2600	Introduction to African American Literature	
ARH	1000	Art Appreciation	
ENL	2022	Nineteenth Century English Literature	
ENL	2280	Contemporary English Literature	
HUM	2210	Humanities I	
HUM	2230	Humanities II	
LIT	2110	Masterpieces of World Literature I	
LIT	2120	Masterpieces of World Literature II	
LIT	2602	Literature of the Sea	
MUH	2051	Introduction to the Music of the World's Peoples	
MUL	1010	Music Appreciation	
THE	1000	Dramatic Appreciation	

≠ Course requires a pre or corequisite. See course description in current college catalog.

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	2802/2802L	Simulation System Testing and Lab **OR**	
CAP	2023	Introduction to Game Programming	3
CAP	2803/2803L	Simulation System Troubleshooting and Lab	3
CAP	2804/2804L	Advanced Simulation Systems and Lab	4
CAP	2949	Cooperative Education Experience in Simulation Industry	3
CET	1114C/1114L	Digital Fundamentals and Lab	4
CET	1173C/1173L	A+: Computer Hardware and Lab	3
CET	1600	Network Plus	4
CET	2154C	A+: Computer Operating Systems	4
CGS	2100	Microcomputer Applications	3
EET	1011C/1011L	Introduction to Electrical Circuits and Lab	3
EET	1021C/1021L	Advanced Electrical Circuits and Lab	3
EET	1141C/1141L	Electronic Devices and Circuits and Lab	4
EET	1607C/1607L	Electronics Assembly and Cabling and Lab	3
EGS	1000	Professional Performance for Technicians	3
ETM	2315/2315L	Simulation Fluid Power Systems and Lab	3

Sample Program of Study

First Year

1st Semester

			Sem. Hrs.
ENC	1101	College Composition	3
MAC	1105	College Algebra	3
CAP	1801	Simulation Fundamentals	3
CET	1173C/1173L	A+: Computer Hardware and Lab	3
EET	1011C/1011L	Introduction to Electrical Circuits and Lab	3

2nd Semester

			Sem. Hrs.
CGS	2100	Microcomputer Applications	3
CET	2154C	A+: Computer Operating Systems	4
EET	1021C/1021L	Advanced Electrical Circuits and Lab	3
EET	1607C/1607L	Electronics Assembly and Cabling and Lab	3
ETM	2315C/2315L	Simulation Fluid Power Systems and Lab	3

Summer A

			Sem. Hrs.
CET	1600	Network Plus	4

Summer B

			Sem. Hrs.
....	....	Behavioral & Human Sciences Core	3

Second Year

1st Semester

			Sem. Hrs.
SPC	2600	Oral Communication/Research/Presentation Skills	3
CAP	2802/2802L	Simulation System Testing and Lab	3
CET	1114C/1114L	Digital Fundamentals and Lab	4
EET	1141C/1141L	Electronic Devices and Circuits and Lab	4

2nd Semester

			Sem. Hrs.
....	....	Humanities, Cultural & Aesthetic Core	3
CAP	2803/2803L	Simulation System Troubleshooting and Lab	3
CAP	2804/2804L	Advanced Simulation Systems and Lab	4
CAP	2949	Cooperative Education Experience in Simulation Industry	3
EGS	1000	Professional Performance for Technicians	3
		TOTAL	68

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

SURGICAL TECHNOLOGY (LIMITED ACCESS PROGRAM)

Vocational Credit Certificate - Code 1092

Dana Earnest, Assistant Chair • (386) 506-3747 • earnestd@dbcc.edu
Allied Health Department • (386) 506-3189

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.

Please Note: This program is eligible for federal financial aid and state bright futures.

Approximate Additional Costs

- Uniforms/Lab Coats (Required) – $175
- Textbooks – $750
- Lab Fees – $107
- Graduation – $10
- FDLE Background Screening – $23

Additional Admission Requirements

- Completion of Prerequisites (courses must be completed with a grade of "C" or better before submitting an application to the program): BSC 0070 (Basic Anatomy & Physiology), HSC 1531 (Medical Terminology), INP 1390 (Human Relations in the Workplace).
- Attend mandatory program orientation.
- Submit the completed application to the Allied Health Department.
- Applications are only accepted between May 1 - 31.
- Selection is made once per year based on the date of the Allied Health Department application. This is based on first come, first served.
- Basic Cardiac Life Support for Health Care Provider and AED through American Heart Association or American Red Cross.
- Health Insurance mandatory.
- A physical examination is required prior the first day of class.
- Florida Department of Law Enforcement (FDLE) Background check must be completed prior to the first day of class. Final program acceptance is contingent upon satisfactory results of the FDLE screening.
- A pre-admission consultation with the assistant chair is required prior to application admission.

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/0155L	Surgical Techniques and Procedures and Lab	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.
HSC	1531	Medical Terminology	4
INP	1390	Human Relations in the Workplace	3

			Voc. Crs.
BSC	0070	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/0155L	Surgical Techniques and Procedures and Lab	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

		Sem. Hrs.
	TOTAL	7

		Voc. Crs.
	TOTAL	39.93

		Contact Hrs.
	TOTAL	1300

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

DISTANCE EDUCATION PROGRAM IN
VETERINARY TECHNOLOGY (In Cooperation with St. Petersburg College)

Associate of Science Degree – Code 2205

Gerald Frisby, Chairperson • (386) 506-4555 • frisbyg@dbcc.edu

Office of Academic Affairs • (386) 506 -506-3320

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.

Please Note: This program is eligible for federal and state financial aid.

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

GENERAL EDUCATION COURSES

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.

Please Note: This program is eligible for federal and state financial aid.

			Sem. Hrs.
ENC	1101	College Composition	3
PHI	2600 ≠	Introduction to Ethics	3
SPC	2600 ≠	Oral Communication/Research/Presentation Skills	3
HUM	2210 ≠	Humanities I **OR**	
HUM	2220 ≠	Humanities II	3
MAC	1105 ≠	College Algebra **OR**	
MGF	2107 ≠	Mathematics for Liberal Arts **OR**	
STA	2023 ≠	Elementary Statistics	3
PGY	1012 ≠	General Psychology **OR**	
SYG	2000	Introduction to Sociology	3
BSC	1010C/1010L≠	General Biology I and Lab **OR**	
BSC	1005 ≠	Survey of Biological Science **AND**	
BSC	1005L ≠	Survey of Biological Science Lab	4

≠ Course requires a pre- or corequisite. See course descriptions in the current college catalog.

* 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 a minimum of 20 hours a week with a licensed veterinarian.

CC 2007-08

WEB DEVELOPMENT SPECIALIST

College Credit Certificate - Code 0909

Timothy Rock, Assistant Chair • (386) 246-4831 • rockt@dbcc.edu

Anindya Paul, Chairperson • (386) 506-3324 • paula@dbcc.edu • http://go.dbcc.edu/computerscience

PROGRAM DESCRIPTION

The certificate program in Web development specialist provides the student a solid understanding of the web based technology. The student develops the technical skills to design and build websites using web programming languages for personal and business use, maintain, trouble shoot and implement web based technology on the website for optimization and analysis purposes. The content prepares students to work in Internet, Intranet, and Extranet environments; installing and configuring Intranet and web based resources.

Please Note: This program is eligible for federal financial aid and state bright futures.

APPROXIMATE ADDITIONAL COSTS

May vary from $15-$50 for each program specific courses.

PROGRAM SPECIFIC COURSES

			Sem. Hrs.
CEN	2304	Microsoft Windows Professional	4
CET	1173C/ 1173L	A+: Computer Hardware and Lab	3
CET	1600	Network Plus	4
CET	2154C	A+: Computer Operating Systems	4
CGS	1555	Internet Web Foundations	3
CGS	2820	Web Programming	3
CGS	2821	Advanced Web Programming	3
CIS	2949	Cooperative Education Experience in Computer and Information Systems	2
COP	1000	Principles of Computer Programming	3
COP	2831	Web Scripting	3
COP	2833	Web Application Development - Action Scripting	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.

* Most of these courses count towards the AS degrees in Internet Services Technology, and some courses could be applied towards AS degrees in Computer Information Administrator, Computer Programming and Analysis, and Computer Engineering Technology.

SAMPLE PROGRAM OF STUDY

1st Semester			Sem. Hrs.
CET	1173C/1173L	A+: Computer Hardware and Lab	3
CGS	1555	Internet Web Foundations	3
COP	1000	Principles of Computer Programming	3

2nd Semester			Sem. Hrs.
CET	2154C	A+: Computer Operating Systems	4
CET	1600	Network Plus	4
CGS	2820	Web Programming	3

3rd Semester			Sem. Hrs.
CEN	2304	Microsoft Windows Professional	4
CGS	2821	Advanced Web Programming	3
COP	2833	Web Application Development - Action Scripting	3

4th Semester			Sem. Hrs.
COP	2831	Web Scripting	3
CIS	2949	Cooperative Education Experience in Computer and Information Systems	2
		TOTAL	35

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

WELDING TECHNOLOGY (APPLIED)

Vocational Credit Certificate - Code 1033

Stan Sidor, Dean • (386) 506-3612 • sidors@dbcc.edu

Technology and Occupational Programs Department • (386) 506-3182

PROGRAM DESCRIPTION

The Welding Technology program is a 22.0 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.

Please Note: This program is eligible for federal financial aid and state bright futures.

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	0101/0101L	Welding and Mechanical Blueprint Reading and Lab	2.0
PMT	0102/0102L	Welding I and Lab	4.0
PMT	0121/0121L	Shield Metal Arc Welding (SMAW) and Lab	4.0
PMT	0124/0124L	Welding II and Lab	4.0
PMT	0131/0131L	Gas Tungsten Arc Welding (GTAW or TIG) and Lab	4.0
PMT	0134/0134L	Gas Metal Arc Welding (GMAW or MIG) and Lab	4.0

SAMPLE PROGRAM OF STUDY

First Year

1st Semester

			Voc. Crs.
PMT	0101/0101L	Welding and Mechanical Blueprint Reading and Lab	2.0
PMT	0102/0102L	Welding I and Lab	4.0

2nd Semester

			Voc. Crs.
PMT	0124/0124L	Welding II and Lab	4.0
PMT	0121/0121L	Sheilded Metal Arc Weelding	4.0

Second Year

1st Semester

			Voc. Crs.
PMT	0134/0134L	Gas Metal Arc Welding (GMAW or MIG) and Lab	4.0
PMT	0131/0131L	Gas Tungsten Arc Welding (GTA or TIG) and Lab	4.0

	Voc. Crs.
TOTAL	22.0
	Contact Hrs.
TOTAL	660

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@ DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

WIRELESS COMMUNICATIONS

College Credit Certificate - Code 0925

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Anindya Paul, Chairperson • (386) 506-3324 • paula@dbcc.edu • http://go.dbcc.edu/computerscience

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.

Please Note: This program is eligible for federal financial aid and state bright futures.

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	1011C/1011L	Introduction to Electrical Circuits and Lab	3
EET	1021C/1021L	Advanced Electrical Circuits and Lab	3
EET	1141C/1141L	Analog Devices and Circuits I and Lab	4
EET	1607C/1607L	Electronics Assembly and Cabling and Lab	3
EET	2326C/2326L	Wireless Communications and Lab	4

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.

* All of these courses count towards either the AS degree in Computer Engineering Technology, Computer Information Administrator, Computer Programming & Analysis, Electronics Engineering Technology, and Network Administrator.

SAMPLE PROGRAM OF STUDY

1st Semester — Sem. Hrs.

CGS	1570	Introduction to Computer Applications	1
EET	1011C/1011L	Introduction to Electrical Circuits and Lab	3
EET	1607C/1607L	Electronics Assembly and Cabling and Lab	3

2nd Semester — Sem. Hrs.

EET	1021C/1021L	Advanced Electrical Circuits and Lab	3
EET	1141C/1141L	Analog Devices and Circuits I and Lab	4
EET	2326C/2326L	Wireless Communications and Lab	4

TOTAL 18

Note: Sequence of courses may vary. Check course descriptions for requisite requirements.

For assistance with career planning, contact your DBCC Career Advisor through **CareerServices@DBCC.edu** or login to DBCC's Career Connection at **www.myinterfase.com/dbcc/student** and create your personal career development account.

CC2007-08

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 numbering system is used by all public postsecondary institutions in Florida and 33 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 courses 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 numbers 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 (FIRST DIGIT)	CENTURY DIGIT (SECOND DIGIT)	DECADE DIGIT (THIRD DIGIT)	UNIT DIGIT (FOURTH DIGIT)	LAB CODE
SYG	1	0	1	0	
Sociology, General	Freshman Level at this institution	Entry-level General Sociology	Survey Course	Social Problems	No Laboratory component in this course

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 35 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 the 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 complete 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 institution, however, to offer transfer credit for courses successfully completed that 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 to identify the course.

AUTHORITY FOR ACCEPTANCE OF EQUIVALENT COURSES

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions 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 Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

EXCEPTIONS TO THE GENERAL RULE FOR EQUIVALENCY

The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution

A. Courses not offered by the receiving institution

B. Courses with the last three digits ranging from 900-999 (e.g., ART 2905)

C. College preparatory and vocational preparatory courses

D. Internships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999

E. Applied performance or studio courses in Art, Dance, Interior Design, Music and Theatre

F. Skills courses in Criminal Justice

G. Graduate courses

H. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to (Angela S. Kennerly) in the (Office of Academic Affairs) or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427, SunCom 205-0427 or via the internet at http://scns.fldoe.org.

Office of Articulation   06/06/07
Florida Department of Education

COURSE CROSS REFERENCE GUIDE

Course Prefixes to Discipline/Department Areas

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 DESCRIPTIONS

HOW TO FIND A COURSE AND ITS DESCRIPTION

Daytona 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 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.

Note: Letters after each listing indicate semesters each course is offered:
FA = Fall   SP = Spring   SU= Summer

ACG 2022   Principles of Financial Accounting   4 sem. hrs
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   Principles of Managerial Accounting   4 sem. hrs.
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   Directed Study in Accounting   1-4 sem. hrs.
FA,SP, SU

**ACG 2949   Cooperative Education Experience
in Accounting   1-4 sem. hrs.**
FA, SP, SU

ACR 0001C/0001L   Physical Principles I and Lab   3.0 voc. crs.
Scientific principles and calculations as they relate to compression refrigeration. Tools and test equipment used to construct, charge, operate and troubleshoot a refrigeration system. (Corequisite: ACR0001L.) Lab fee: $12.50. FA, SP

ACR 0002C/0002L   Physical Principles II and Lab   3.0 voc. crs.
Continuation of the study of scientific principles as they relate to compression refrigeration. Tools and test equipment used to construct, charge, operate and troubleshoot a refrigeration system. (Prerequisite: ACR 0001C/0001L. Corequisite: ACR0002L. Lab fee: $12.50. FA, SP

ACR 0022/0022L   Domestic Refrigeration and Lab   1.5 voc. crs.
Practical study of domestic refrigerators, freezers and window air conditioners. Installation and service including defrost and multiple temperatures of capillary tube systems. (Prerequisites: ACR 0001C/0001L and ACR 0002C/0002L. Corequisite: ACR0022L.) Lab fee: $10. FA, SP

ACR 0061/0061L   Psychrometrics and Lab   2.0 voc. crs.
A study of air, humidity, heat and movement as it relates to comfort air conditioning. Psychrometric processes will be charted, measured, and applied. (Prerequisites: ACR 0001C/0001L and ACR 0002C/0002L. Corequisite: ACR0061L.) Lab fee: $10. SU

ACR 0062/0062L   Heat Load Calculations and Lab   2.0 voc. crs.
A study of heat and heat flow. Calculate heat gain and loss, duct and register sizing for comfort in refrigeration and air conditioning. (Prerequisites: ACR 0001C/0001L and ACR 0002C/0002L. Corequisite: ACR0062L.) Lab fee: $10. SU

ACR 0100C/0100L   Basic Electricity I and Lab   3.0 voc. crs.
Physical principles of electricity and practices in air conditioning and refrigeration systems. Laws of energy, energy equivalents, electrical components and circuits. (Corequisite: ACR0100L.) Lab fee: $12.50. FA, SP

ACR 0102C/0102L   Basic Electricity II and Lab   3.0 voc. crs.
Continuation of the study of physical principles of electricity and practices in air conditioning and refrigeration systems. Laws of energy, energy equivalents, electrical components and circuits. (Corequisite: ACR0102L.) Lab fee: $12.50. FA, SP

ACR 0150/0150L   A/C Motors and Controls and Lab   3.0 voc. crs.
Study of single phase motors and related components. Disassembly, assembly, application and testing with appropriate instrumentation. (Prerequisites: ACR 0100C/0100L and ACR 0102C/0102L. Corequisite: ACR0150L.) Lab fee: $10. FA, SP

ACR 0205/0205L   Refrigerants I and Lab   3.0 voc. crs.
A study of the internal chemistry and physics of a refrigeration system. Refrigerants, oil, contaminants, dehydration and burnouts in detail. (Prerequisites: ACR 0001C/0001L and ACR 0002C/0002L. Corequisite: ACR0205L.) Lab fee: $10. SU

ACR 0206/0206L   Refrigerants II and Lab   1.5 voc. crs.
Study and application of physical principles. Temperature, pressure, volume, enthalpy, state and condition. Pipe sizing and application for air conditioning and refrigeration. (Prerequisites: ACR 0001C/0001L and ACR 0002C/0002L. Corequisite: ACR0206L.) Lab fee: $10. SU

ACR 0600/0600L   Fossil Fuel Heating and Lab   3.0 voc. crs.
Oil and gas fired heating systems. Combustion, mechanical and electrical components. (Prerequisites: ACR 0850/0850L and ACR 0150/0150L. Corequisite: ACR0600L.) Lab fee: $10. FA, SP

ACR 0601/0601L   Heat Pumps and Lab   3.0 voc. crs.
An advanced study of the refrigerant cycle and the electrical circuitry necessary to provide year-round air conditioning. Includes electric furnaces. (Prerequisites: ACR 0850/0850L and ACR 0150/0150L. Corequisite: ACR0601L.) Lab fee: $15. FA, SP

**ACR 0700/0700L   Central Residential Air Conditioning
and Lab   2.0 voc. crs.**
Study of application, installation, and servicing of central residential equipment. Integrates electrical, psychrometric and mechanical operation. (Prerequisites: ACR 0001C/0001L, ACR 0002C/0002L, ACR 0100C/0100L and ACR 0102C/0102L. Corequisite: ACR0700L. Lab fee: $10. FA, SP

ACR 0741/0741L   Commercial Refrigeration I and Lab   3.0 voc. crs.
Comprehensive study of standard and special mechanical components. Component characteristics, operation and application. Design, construction and analysis of commercial systems. (Prerequisites: ACR 0001C/0001L, ACR 0002C/0002L, ACR 0100C/0100L and ACR 0102C/0102L. Corequisite: ACR0741L.) Lab fee: $10. FA, SP

ACR 0742/0742L Commercial Refrigeration II and Lab 3.0 voc. crs.
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 0741/0741L and ACR 0150/0150L. Corequisite: ACR0742L.) Lab fee: $15. FA, SP

ACR 0815/0815L Advanced Service Practices and Lab 3.0 voc. crs.
Conglomerate of previous courses, diagnostic procedures of job entry competencies in commercial refrigeration and central residential air conditioning. (Prerequisites: ACR 0850/0850L and ACR 0150/0150L. Corequisite: ACR 0815L.) Lab fee: $15. FA, SP

ACR 0850/0850L Air Conditioning Wiring and Lab 3.0 voc. crs.
The student will study principles of controls and interaction of components associated with residential and light commercial air conditioning systems. The student will design, construct and troubleshoot electrical circuits as used in residential and commercial A/C systems. (Prerequisite: ACR 0100C/0100L and ACR 0102C/0102L. Corequisite: ACR0850L.) Lab fee: $10. FA, SP

ACR 0905 Directed Study in Air Conditioning/Refrigeration 1-4 voc. crs.
FA, SP, SU

ACR 0949 Cooperative Education Experience in Air Conditioning/Refrigeration 1-4 voc. crs.
FA, SP, SU

AER 1101/1101L Electricity/Electronics Fundamentals and Lab 4 sem. hrs.
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. (Corequisite: AER1101L.) Lab fee: $12. FA

AER 1112/1112L Engine Mechanical Service and Repairs and Lab 4 sem. hrs.
Prepares the student to diagnose and repair four, six and eight cylinder engines. Components include lecture/discussion, written assignments and hands-on experience. (Corequisite: AER1112L.) Lab fee: $13. FA

AER 1114/1114L Basic Concepts and Service Procedures and Lab 4 sem. hrs.
Introduces the student to automotive industry practices and procedures. The vehicle basic engine service and maintenance. The student will learn how to interpret service information, both electronic and paper-based. Components include lecture/discussion, written assignments and hands-on experience. (Corequisite: AER 1114L.) Lab fee: $15. FA

AER 1272/1272L Automotive Transaxles and Differentials and Lab 4 sem. hrs.
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. (Corequisite: AER 1272L.) Lab fee: $12.50. FA

AER 1413/1413L Automotive Brake Systems and Lab 4 sem. hrs.
Prepares the student to test, diagnose and repair late model automobile Disc and Drum braking systems and controls, including Anti-lock Braking Systems, TCS, and vehicle safety. Components include lecture/discussion, written assignments and hands-on experience. (Corequisite: AER 1413L.) Lab fee: $20. SP

AER 1451/1451L Automotive Steering, Suspension and Alignment and Lab 4 sem. hrs.
Prepares the student to diagnose and repair automobile steering and suspension systems, including electronic suspensions. The latest 4-wheel alignment techniques are taught. Components include lecture/discussion, written assignments and hands-on experience. (Corequisite: AER 1451L.) Lab fee: $15. FA

AER 1611/1611L Automotive Heating and Air Conditioning Systems and Lab 4 sem. hrs.
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. (Corequisite: AER1611L.) Lab fee: $36. SP

AER 2251/2251L Automotive Automatic Transaxles and Drive Systems and Lab 4 sem. hrs.
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. (Corequisite: AER 2251L.) Lab fee: $20. SP

AER 2524/2524L Automotive Computer Systems and Supercharging and Lab 4 sem. hrs.
Familiarizes the student with the theory of operation of automotive computer systems. Prepares the student to perform lab labscope analysis of electronic control unit circuitry. Familiarizes the student with the theory of supercharging, and the diagnosis of turbochargers. Components include lecture/discussion, written assignments and hands-on experience. (Corequisite: AER 2524L.) Lab fee: $15. FA

AER 2526/2526L Automotive Ignition and Emissions Control and Lab 4 sem. hrs.
Prepares the student to test, diagnose and repair automobile electronic ignition and emissions control systems. Five-gas theory and labscope diagnosis are introduced. Components include lecture/discussion, written assignments and hands-on experience. (Corequisite: AER 2526L) Lab fee: $15. SP

AER 2527/2527L Drivability and Dynamometer Analysis and Lab 4 sem. hrs.
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 five-gas emissions analysis. Components include lecture/discussion, written assignments, hands-on experience and selected student troubleshooting skills testing. (Corequisite: AER 2527L.)Lab fee: $15. SP

AER 2528/2528L Automotive Fuel Systems and Lab 4 sem. hrs.
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. (Corequisite: AER 2528L.) Lab fee: $15. SP

AER 2905 Directed Study in Automotive Technology 1-4 sem. hrs.
FA, SP, SU

AER 2949 Cooperative Education Experience in Automotive Technology 2 sem. hrs.
FA, SP, SU

AFR 1101 The Air Force Today I (General Military Course) 1 sem. hr.
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 The Air Force Today II (General Military Course) 1 sem. hr.
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   The Development of Air Power I
(General Military Course)   1 sem. hr.
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   The Development of Air Power II
(General Military Course)   1 sem. hr.
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   United States History to 1877   3 sem. hrs.
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   United States History 1865 to Present   3 sem. hrs.
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   American Social History 1860 to Present   3 sem. hrs.
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   American Maritime History   3 sem. hrs.
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   Survey of African American History   3 sem. hrs.
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   Directed Study in History   1-4 sem. hrs.
(Prerequisite: Appropriate placement scores or successful completion of college prep courses.) FA, SP, SU

AMH 2949   Cooperative Education Experience in History 1-4 sem. hrs.
FA, SP, SU

AML 2010   Early American Literature   3 sem. hrs.
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 2023   Contemporary American Literature   3 sem. hrs.
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 2052   Modern American Literature   3 sem. hrs.
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 2260   Southern Literature   3 sem. hrs.
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 2600   Introduction to African American Literature   3 sem. hrs.
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   Introduction to Anthropology   3 sem. hrs.
A survey course including the subfields of linguistics, archaeology, cultural and physical anthropology. (Prerequisite or Corequisite: ENC 1101.) FA, SP, SU

ANT 2905   Directed Study in Anthropology   1-4 sem. hrs.
(Prerequisite or Co-requisite: ENC 1101.) FA, SP, SU

ANT 2949   Cooperative Education Experience in
Anthropology   1-4 sem. hrs.
FA, SP, SU

APA 1111   Computerized Accounting/Bookkeeping I   4 sem. hrs.
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   Computerized Accounting/Bookkeeping II   4 sem. hrs.
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   Computer Spreadsheet   3 sem. hrs.
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   Directed Study in Accounting   1-4 sem. hrs.
Practical applications of the techniques and practices of the accountant at work. (Prerequisite: ACG 2071.) Lab fee: $10. FA,SP, SU

APA 2949   Cooperative Education Experience in
Accounting/ Bookkeeping   1-4 sem. hrs.
FA,SP, SU

ARH 1000   Art Appreciation   3 sem. hrs.
A foundation for understanding the visual arts. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite: ENC 1101.) FA, SP, SU

ARH 2050   Introduction to the History and
Criticism of Art I   3 sem. hrs.
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   Introduction to the History and
Criticism of Art II   3 sem. hrs.
Relation of artistic styles to cultural context. Survey and criticism of Renaissance, Baroque and contemporary art and architecture. (Prerequisite: ENC 1101.) FA, SP

ARR 0121C/0121L   Introduction to Refinishing and Lab   4.0 voc. crs.
Students will be introduced to the theory of operating today's high tech refinish equipment. Students will learn the proper application of today's refinish materials, while adhering to personal and refinish safety techniques. (Corequisite: ARR0121L.) Lab fee: $27. FA

ARR 0122C/0122L   Auto Refinishing II and Lab   4.0 voc.crs.
Students are Introduced to finish identification, masking, and surface preparation. Develop proper spray gun techniques and application of corrosion protective materials. (Prerequisite: ARR 0121C. Corequisite: ARR0122L.) Lab fee: $20. SP

ARR 0123C/0123L   Auto Refinishing III and Lab   4.0 voc.crs.
Students will be demonstrating advanced refinish techniques, color theory and perform tinting and blending procedures. Students will also develop skills in refinish defect removal and final detailing techniques. (Prerequisites: ARR 0121C/0121L and ARR 0122C/0122L. Corequisite: ARR0123L.) Lab fee: $20. FA

ARR 0241C/0241L   Introduction to Collision Repair and Lab   4.0 voc.crs.
Students will learn vehicle construction, terminology and collision energy management of today's high tech vehicles. Students will develop understanding of repair vs. replacement techniques, and the basics of collision estimating. Students will also learn basic industry welding techniques. (Corequisite: ARR0241L.) Lab fee: $25. FA

ARR 0242C/0242L   Collision Repair II and Lab   4.0 voc.crs.
Covering frontal impact analysis, students learn vital repair / replacement decisions. Developing repair plans and proper removal / replacement procedures. This class also covers function and fit of exterior panels. (Prerequisite: ARR 0241C/0241L. Corequisite: ARR0242L.) Lab fee: $20. SP

ARR 0243C/0243L   Collision Repair III and Lab   4.0 voc.crs.
Students develop skills in vehicle mechanical system analysis, effects of side and rear impacts, restraint systems and cosmetic straightening of steel. (Prerequisites: ARR 0241C/0241L and ARR 0242C/0242L. Corequisite: ARR0243L.) Lab fee: $15. FA

ARR 0294C/0294L   Electrical, Glass and Trim and Lab   4.0 voc. crs
Students will develop basic skills in electrical analysis, and proper glass adjustment and installation. Also, learn interior and exterior trim and molding removal and replacement techniques. (Corequisite: ARR0294L.) Lab fee: $15. FA

ARR 0381C/0381L   Introduction to Unibody and Frame and Lab   4.0 voc. crs.
Introductory instruction in the diagnosis and measurement of damaged unibody and frame-type vehicles. Training in frame straightening techniques and related tasks. (Corequisite: ARR0381L.) Lab fee: $10. FA

ARR 0382C/0382L   Unibody and Frame II and Lab   4.0 voc. crs.
Students will learn advanced skill development in replacement of structural components. This course takes students through the theory to hands-on unibody and frame set-up and pulls to return vehicle dimensions to manufacturer specifications. Instruction also includes structural welding techniques. (Prerequisite: ARR 0381C/0381L. Corequisite: ARR0381L.) Lab fee: $45. SP

ARR 0383C/0383L   Unibody and Frame III and Lab   4.0 voc. crs.
This course takes students into full frame sectioning and replacement through to structural aluminum design and repair. Highlights are actually setting up and measuring unibody and full frame vehicles, and developing advanced skills to be utilized in the industry. (Prerequisites: ARR 0381C/0381L and ARR 0382C/0382L. Corequisite: ARR 0383L.) Lab fee: $41. SP

ARR 0949   Cooperative Education Experience in Automotive Body Repair and Refinishing   4.0 voc. crs.
FA, SP, SU

ART 1201C/1201L   Design I and Lab   3 sem. hrs.
Studio assignments concerned with basic art fundamentals: line, color, shape, value and texture in organization of two-dimensional surface. Four studio hours. (Corequisite: ART 1201L.) FA, SP

ART 1203C/1203L   Design II and Lab   3 sem. hrs.
Studio problems relating basic art fundamentals of three-dimensional forms. Four studio hours per week. (Prerequisite: ART 1201C/1201L or permission of chairperson. Corequisite: ART 1203L.) FA, SP

ART 1300C/1300L   Drawing I and Lab   3 sem. hrs.
ART 1300C/1300L 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. (Corequisite: ART 1300L.) FA, SP, SU

ART 1301C/1301L   Drawing II and Lab   3 sem. hrs.
Drawing II is a continuation of the skill development begun in ART 1300C/1300L. New materials, idea development and composition are stressed in the production of a portfolio. Four studio hours. (Prerequisite: ART 1300C/1300L or permission of chairperson. Corequisite: ART1301L.) FA, SP, SU

ART 1331C/1331L   Drawing III and Lab   3 sem. hrs.
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/1300L and ART 1301C/1301L or permission of chairperson. Corequisite: ART 1331L.) Lab fee: $30. FA, SP

ART 1500C/1500L   Painting I and Lab   3 sem. hrs.
An introduction to opaque painting. Emphasis on the fundamentals of technique, color and equipment. Four studio hours. (Corequisite: ART 1500L.) FA, SP, SU

ART 1501C/1501L   Painting II and Lab   3 sem. hrs.
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/1500L or permission of chairperson. Corequisite: ART 1501L.) FA, SP, SU

ART 1754C/1754L   Pottery Handbuilding I and Lab   3 sem. hrs.
Introduction to ceramic design. Emphasizing basic hand building, glazing and firing techniques. Four studio hours. (Corequisite: ART 1754L.) Studio fee required: $27. FA, SP

ART 1772C/1772L   Raku Pottery I and Lab   3 sem. hrs.
Introduction to ceramic design using the low fire raku pottery process. Basic hand building, glazing and firing techniques will be taught. (Corequisite: ART 1772L.) Lab fee: $27. SP

ART 2400C/2400L   Printmaking I and Lab   3 sem. hrs.
A survey of relief, intaglio and monotype printmaking techniques, including linocut, woodcut, collagraph and etching. May be repeated one time for credit. Four studio hours. (Corequisite: ART 2400L.) Lab fee: $15. FA, SP

ART 2540C/2540L   Watercolor I and Lab   3 sem. hrs.
An introduction to transparent watercolor painting. Emphasis on use of color, technique and equipment. Four studio hours. (Corequisiste: ART 2540L.) FA, SP

ART 2551C/2551L   Airbrush Techniques and Lab   3 sem. hrs.
The art, history and techniques of the airbrush. Four studio hours. (Corequisite: ART 2551L.) FA, SP

ART 2701C/2701L   Sculpture I and Lab   3 sem. hrs.
Introduction to three dimensional space and mass using wood, clay, plaster and other materials. Four studio hours. (Corequisite: ART 2701L.) Studio fee required: $10. FA, SP

ART 2702C/2702L Sculpture II and Lab   3 sem. hrs.
Continuation and refinement of Sculpture I processes. May be repeated
one time for credit. Four studio hours. (Prerequisite: ART 2701C/2701L or
permission of chairperson. Corequisite: ART 2702L.) Studio fee required:
$10. SP

ART 2710/2710L   Stone Carving and Lab   3 sem. hrs.
This is an introductory course in subtractive sculpture which builds foun-
dation skills in stone carving and other processes. NOTE: This course may
be accepted for transfer credit at the discretion of the receiving institution.
Four studio hours. (Corequisiste: ART 2710L.) Lab fee: $10. FA, SP

ART 2752C/2752L Pottery Wheelthrowing I and Lab   3 sem. hrs.
Introduction to wheel-thrown pottery. Basic principles and development of
skills on the potter's wheel. Simple forming, glazing and firing techniques.
Four studio hours. (Corequisite: ART 2752L.) Lab fee: $27. FA, SP

ART 2759C Ceramic Studio I   1 sem. hr.
An advanced course in ceramics for art majors specializing in ceramics.
(Prerequisite: ART 1754C/1754L, ART 2752C/2752L and permission of
chairperson.) May be repeated one time for credit. Lab fee: $10. FA, SP

ART 2834 Museum and Gallery Practices   3 sem. hrs.
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 in-
terpretation, marketing and conservation. Students undertake production
role duties in a variety of museum operational areas. Formal instruction is
supplemented by demonstration 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   Directed Study in Art   1-4 sem. hrs.
FA, SP, SU

ART 2949   Cooperative Education Experience in Art   1-4 sem. hrs.
FA, SP, SU

AST 1002   Astronomy   3 sem. hrs.
A survey of planetary, stellar and galactic astronomy; history of astronomy;
and theories of the universe. Optional observing sessions may be held if the
weather permits. (Prerequisites or corequisites: ENC 1101 and MAT 1033.)
FA, SP, SU

AST 2905   Directed Study in Astronomy   1-4 sem. hrs.
FA, SP, SU

BCN 1210   Materials and Processes   3 sem. hrs.
Applications and characteristics, both physical and chemical, of materials
commonly used in construction and mechanical processes by which mate-
rials may be shaped or formed. FA, SP

BCN 1251C/1251L Architectural Drawing I and Lab   3 sem. hrs.
Fundamentals of construction drafting, includeng basic components of
construction. Development of working drawings including plans, elevations
and sections using wood and construction in accordance with building
code requirements. (Corequisite: BCN1251L.) FA, SP, SU

BCN 1253C/1253L Architectural Drawing II and Lab   3 sem. hrs.
Intermediate principles of architectural drawing, space utilization, visual
design and perspective. (Prerequisite: BCN 1251C/1251L. Corequisite:
BCN1253L.) SP, SU

BCN 1272   Blueprint Reading   3 sem. hrs.
This class is a survey of the various types of drawings and other documents
commonly used in the construction industry. It includes topics such as:
terminology, abbreviations, symbols, notations, scales, dimensions, mean-
ings of lines, drawing history, technical and orthographic projections, types
of construction, and trade information. This class reinforces the skills of
reading, writing and mathematics.

BCN 2257C/2257L Architectural Detailing and Lab   3 sem. hrs.
Architectural detailing of steel, wood and concrete systems used in light
construction. (Prerequisite: EGS 1110C/1110L or BCN 1251C/1251L or per-
mission of assistant chair. Corequisite: BCN2257L.) SP

BCN 2560   Mechanical and Electrical Equipment   3 sem. hrs.
The study of heating, air conditioning, water supply, sanitation and electri-
cal service and their installation. Design methods along with the operation
of equipment and controls is also included. (Prerequisite: PSC 1121.) SP

BCN 2905   Directed Study in Construction   1-4 sem. hrs.
FA, SP, SU

BCN 2949   Cooperative Education Experience
**   in Construction   1-4 sem. hrs.**
FA, SP, SU

BCT 2990   Technical Training   23 sem. hrs.
Students must have completed an appropriate apprenticeship or certificate
program of 700 contact hours or equivalent with a GPA of 2.0 or better.
Demonstrated work experience with supporting documentation equiva-
lent to an apprenticeship or certificate may be acceptable. The certificate
or apprenticeship program will be evaluated. If accepted, credit will be
awarded.

BCV 0020C/0020L   Tools, Safety and Pre-Construction Skills
**   and Lab   3.0 voc. crs.**
Topics include the safe use of all hand and power tools, construction of
saw horses, saw vises and tool box. The course also includes the uses of
the framing square and a review of working drawings. (Corequisite: BCV
0020L.) Lab fee: $30. FA

BCV 0050C/0050L   Trade Career Path Introduction
**   and Lab   3.0 voc. crs.**
Course designed for students to apply knowledge of basic electricity, its
uses and installation methods, first aid and safety, and DC theory. Stu-
dents gain knowledge of fundamentals of basic safety of construction
tools, basic introduction to the construction plumbing industry, math skills,
blueprint reading, and basic principles skills as they relate to compression
refrigeration. Tools and test equipment used to construct, charge, operate
and trouble-shoot a refrigerating machine will also be covered. (Corequi-
site: BCV 0050L.) Lab fee: $30. FA, SP

BCV 0103C/0103L   Wood Products, Substitutes, Lumber
**   and Building Materials and Lab   3.0 voc. crs.**
Learn about the basic science, handling, and code issues of topics includ-
ing wood, wood substitutes, different kinds of construction lumber, its
growth and how wood finally becomes lumber. This course also includes
building adhesives, their types and their applications. (Corequisite: BCV
0103L.) Lab fee: $30 FA

BCV 0110C/0110L   Leveling Instruments, Site Preparation
**   and Layout and Lab   3.0 voc. crs.**
Topics include the importance of accurate work in laying out buildings
with the use of different leveling instruments and the many aspects of site
preparation and layout of buildings and houses. (Corequisite: BCV 0110L.)
Lab fee: $30. SP

BCV 0134C/0134L   Foundation Formwork, Wall and Floor Framing
**   and Lab   3.0 voc. crs.**
Topics include procedures necessary to make buildings and houses strong.
The course also includes framing and bracing of floors and walls. (Corequi-
site: BCV 0134L.) Lab fee: $30. FA

BCV 0140C/0140L   Roof Framing I and Lab   3.0 voc. crs.
Topics include basic styles of roofs and construction and framing of a ga-
ble, hip and combination roof. (Corequisite: BCV 0140L.) Lab fee: $30. SP

BCV 0141C/0141L   Roof Framing II and Timber Construction
**   and Lab   3.0 voc. crs.**
This course is a continuation of Roof Framing I. Topics include layout and
construction of a combination roof. (Corequisite: BCV 0141L.) Lab fee: $30.
FA

BCV 0171C/0171L   Interior Trim and Lab   3.0 voc. crs.
Topics include the fundamentals of wall covering, door hanging, windows, stairs and cabinets. (Corequisite: BCV 0171L.) Lab fee: $30. SP

**BCV 0173C/0173L   Exterior Trim and Hardware Finishes
                    and Lab   3.0 voc. crs.**
Topics include the different types of exterior finishing material and their application. The course also includes the different finish and rough hardware methods of installation, intended uses and appearances. (Corequisite: BCV 0173L.) Lab fee: $30. SP

BCV 0921   Carpentry Co-op Work Experience I   4.0 voc. crs.
This is a third semester course for Co-op Work Experience. It introduces the on-the-job work experience and hands on training in basic carpentry skills. Students will work in the construction field to receive credit for this class. FA, SP

BCV 0922   Carpentry Co-op Work Experience II   4.0 voc. crs.
This is the fourth semester course for Carpentry Co-op Work Experience. It introduces the on-the-job work experience and hands on training in basic carpentry skills. This course will expand on the students job skills and work experience. FA, SP

BOT 1010C/1010L   General Botany and Lab   4 sem. hrs.
General principles of the structural organization 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 0070   Basic Anatomy & Physiology   1.5 voc. crs.
Surveys the structure and function 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   Survey of Biological Science
            (For Non-Science Majors)   3 sem. hrs.**
A survey of topics in biology designed to meet the informational needs of the non-scientist. Coverage of topics in molecular, cellular, 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   Survey of Biological Science Laboratory
             (For Non-Science Majors)   1 sem. hr.**
The laboratory consists of observation, demonstration and experiments which correlate with the lecture. (Prerequisite or corequisite: ENC1101. Corequisite: BSC 1005.) Lab fee: $15.   FA, SP, SU

**BSC 1010C/1010L   General Biology I (For Science Majors)
                   and Lab   4 sem. hrs.**
Basic principles, which apply to the nature of plant and animal cells, including metabolism, reproduction, protein synthesis and genetics. (Prerequisites or corequisites: ENC1101 and MAT1033. Corequisite: BSC 1010L.) Lab fee: $35.   FA, SP, SU

**BSC 1011C/BSC1011L   General Biology II (For Science Majors)
                      and Lab   4 sem. hrs.**
A survey of the evolution, morphology, physiology and ecology of the five kingdoms of living organisms. (Prerequisite: BSC 1010C/1010L. Corequisite: BSC 1011L.) Lab fee: $30.   FA, SP, SU

**BSC 1085C/1085L   Human Anatomy & Physiology I
                   and Lab   4 sem. hrs.**
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/1086L   Human Anatomy & Physiology II
                   and Lab   4 sem. hrs.**
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/1085L. Corequisite: BSC 1086L.) Lab fee: $35. FA, SP, SU

BSC 2905   Directed Study in Biological Science   1-4 sem. hrs.
(Prerequisite: Appropriate placement scores or successful completion of college prep courses.) FA, SP, SU

BUL 2241   Business Law I   3 sem. hrs.
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   Business Law II   3 sem. hrs.
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   Simulation Fundamentals   3 sem. hrs.
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

CAP 2023   Introduction to Game Programming   3 sem. hrs.
During this course student will complete a ready-to-play, 3D animated game. This is a fast-paced, hands-on class to introduce the student to programming essentials, scripting, networking, GUI, textures, skins and 3D math. Students program clients and server modules; users interface; model and animate 3D characters, vehicles, terrains, and environments; program sound and music; and finally play test the finished game. Lab fee: $20. FA, SP, SU

CAP 2802/2802L   Simulation System Testing and Lab   3 sem. hrs.
Introduction to testing procedures, equipment and documentation at system, sub-system, and component level, with close attention to customer specifications. (Corequisite: CAP 2802L.) Lab fee: $50. FA

**CAP 2803/2803L   Simulation System Trouble Shooting
                  and Lab   3 sem. hrs.**
Troubleshooting techniques and replacing of defective components including visuals, communications, navigation, motion controls, avionics, power, and safety sub-systems are covered. (Corequisite: CAP2803L.) Lab fee: $50. SP

CAP 2804   Advanced Simulation Systems   4 sem. hrs.
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. Lab fee: $50. SP

CCJ 1010   Introduction to Criminology   3 sem. hrs.
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   Introduction to Criminal Justice   3 sem. hrs.
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   Juvenile Delinquency   3 sem. hrs.
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   Directed Study in Criminal Justice   1-4 sem. hrs.
(Prerequisite: Appropriate placement scores or successful completion of college prep courses.) FA, SP, SU

**CCJ 2949   Cooperative Education Experience
                      in Criminal Justice   1-4 sem. hrs.**
(Prerequisite: Appropriate placement scores or successful completion of college prep courses.) FA, SP, SU

CEN 2304   Microsoft Windows Professional   4 sem. hrs.
Installing, configuring and supporting Microsoft Windows Professional in a workgroup or domain to prepare for MCP Exam 70-270, a core requirement for MCSA and MCSE certifications. Lab fee: $50. FA, SP

CET 1114C/1114L   Digital Fundamentals and Lab   4 sem. hrs.
First course in digital theory covers number systems, including binary, octal, hexadecimal and decimal. Also includes logic gates, Boolean algebra, decoders, flip-flops, counters and programmable logic devices. (Corequisite: CET 1114L.) Lab fee: $20. FA, SP

CET 1173C/1173L   A+: Computer Hardware and Lab   3 sem. hrs.
Designed to teach the fundamentals needed to perform board-level servicing of desktop computers systems. Also covers how the hardware used in the computer works and interacts with other hardware. Introduces how printers work and basic troubleshooting procedures used with printers. Also introduces to other computing devices such as Notebook Computers and PDAs. This course prepares students for the core A+ Exam. (Corequisite: CET 1173L.) Lab fee: $20. FA, SP

CET 1600   Network Plus   4 sem. hrs.
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. Lab fee: $50. FA, SP

**CET 2123C/2123L   Microcomputer and Basic Digital Communications
                      and Lab   4 sem. hrs.**
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/1114L and EET 1141C/1141L. Corequisite: CET 2123L.) Lab fee: $20. FA, SP

CET 2154C A+: Computer Operating Systems and Lab   4 sem. hrs.
This course is designed to present proper preventative and corrective maintenance procedures for computers for computer systems. Also covers the basic installation and function of Windows operating systems as well a brief introduction to the Linux operating system. The installation use of basic applications such as Spyware removers, Anti-Virus software, and software firewalls are also covered. This course prepares students for the A+ Software Exam. Lab fee: $20. FA, SP

CET 2615   Advanced Cisco Router Configuration   4 sem. hrs.
Advanced techniques in configuration of Cisco routers in Internet works, including utilization of configuration files downloaded from a TFTP server, employing advanced Cisco IOS EXEC commands. Lab fee: $50. FA, SP

CET 2620   Cisco Wide Area Network (WAN)   4 sem. hrs.
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 or corequisite: CET 2615.) Lab fee: $50. FA, SP

CET 2625   Building Scalable Cisco Internetworks   4 sem. hrs.
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 2615.) Lab fee: $50. FA

CET 2626   Building Cisco Remote Access Networks   4 sem hrs.
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 2615.) Lab fee: $50. SP

CET 2660   Fundamentals of Network Security   4 sem. hrs.
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-crime culture, viruses, types of attack, communications security, cryptology, 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. (Prerequisite: CET 1600 or CEN 2304) FA, SP

CET 2850   Wireless Networking   4 sem hrs.
Site survey, installation, configuration, and troubleshooting of Wireless Local Area Networks.   Basic RF and antenna theory. (Prerequisite: CET 1600.) Lab fee: $50. FA, SP

**CET 2949   Cooperative Education Experience
                      in Computer Engineering Technology   1- 4 sem. hrs.**
(Prerequisite: 12 semester hours of approved Computer Science courses and permission of Computer Science chairperson.) FA, SP, SU

CGS 1002   Introduction to Microcomputer Operations   1 sem. hr.
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. SP

CGS 1060/1060L   Basic Computer Concepts and Lab   3 sem. hrs.
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, presentation and other application programs. The course will be composed of classroom lectures together with hands-on computer exercises. (Corequisite: CGS 1060L.) Lab fee: $20. FA, SP, SU

CGS 1555   Internet Web Foundations   3 sem. hrs.
An introductory course designed to teach the basic hands-on skills and knowledge that today's business and Internet professionals are expected to understand and use. The three major topics are: the Internet and its fundamental uses, webpage development and development using html, and various fundamental networking skills. Students will perform a variety of practical tasks and assignments. Lab fee: $20. FA, SP

CGS 1570   Introduction to Computer Applications   1 sem. hr.
This is a short introductory course, which introduces students to word processing, spreadsheets, database and presentation software. Students participate in hands-on activities using these software applications. Lab fee: $10. FA, SP

CGS 2100   Microcomputer Applications   3 sem. hrs.
An introduction to computer operations including Windows operating system, e-mail, internet, and the use of software packages, including word processing, spreadsheets, data base management and presentation software. Lab fee: $20. FA, SP, SU

CGS 2512   Advanced Computer Spreadsheets and
**   Graphics Presentations   3 sem. hrs.**
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   Web Programming   3 sem. hrs.
This project-based course deals with a variety of web design tools used to access, design, and develop web sites. This course includes a review of Internet concepts and HTML coding. The students will also be trained in techniques for creation and implementation of well-designed Web sites using a design tool and a client side scripting language (JavaScript). (Prerequisite: CGS 1555 or permission from the Computer Science chairperson.) Lab fee: $20. FA, SP

CGS 2821 Advanced Web Programming   3 sem. hrs.
This course continues the participants' development of skills using advanced web design techniques. Students will gain hands-on experience in creating and applying XML documents to web pages; understand XML mechanics and applications; use XML to document to format single data for enabling and facilitating wide reuse of data. (Prerequisite: CGS 1555 or permission from the Computer Science chairperson.) Lab fee: $20. FA

CGS 2905   Directed Study
**   in Computer Software Applications   1-4 sem. hrs.**
FA, SP, SU

CHD 1104   Introduction to Early Childhood Education I   3 sem. hrs.
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 Introduction to Early Childhood Education I Lab   1 sem. hr.
Designed to provide the student with a supervised observation experience in a child care setting. (Corequisite: CHD 1104.) Lab fee: $6. FA

CHD 1220   Child Growth and Development   3 sem. hrs.
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   Observation, Recording and Assessment   3 sem. hrs.
This course covers techniques for observing, recording and assessing the behavior of young children. FA

CHD 1820   Introduction to Early Childhood Education II   3 sem. hrs.
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 Introduction to Early Childhood Education II Lab 1 sem. hr.
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   Infant/Toddler Development   4 sem. hrs.
A study of the physical, social, emotional and mental development of infants and toddlers. FA

CHD 2236   Introduction to School-Age Child Care   3 sem. hrs.
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   Curriculum Planning for Early Childhood   3 sem. hrs.
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 2333/2333L   Creative Activities for the Young Child
**   and Lab   3 sem. hrs.**
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. (Corequisite: CHD 2333L.) Lab fee: $23. FA

CHD 2334   Language Arts for the Young Child   3 sem. hrs.
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 Language Arts Activities Lab   1 sem. hr.
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 2335/2335L   Music and Motor Activities
**   for the Young Child   3 sem. hrs.**
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. (Corequisite: CHD 2335L.) SU

CHD 2338   Math and Science for the Young Child   3 sem. hrs.
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   1 sem. hr.
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   Planning Curriculum for
**   School-Age Care Programs   3 sem. hrs.**
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   Child Development Practicum   6 sem. hrs.
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   Child Development Management   3 sem. hrs.
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   Special Topics in Early Childhood   1 sem. hr.
This course provides an overview of the roles and requirements of various children care professionals. SP

**CHD 2949   Cooperative Education Experience
in Child Development   1-4 sem. hrs.**
FA, SP, SU

CHM 1025/1025L   Introduction to Chemistry and Lab   4 sem. hrs.
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/1045L. Three-hour lecture, one-hour recitation/ laboratory. (Prerequisites or corequisites: ENC 1101 and MAT 1033. Corequisite CHM 1025L.) Lab fee: $20.   FA, SP, SU

CHM 1045C/1045L   General College Chemistry I and Lab   4 sem. hrs.
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: ENC 1101 and MAC 1105 and satisfactory completion of CHM 1025/1025L or evidence of satisfactory achievement in high school chemistry. Corequisite: CHM 1045L.) Lab fee: $30. FA, SP, SU

CHM 1046C/1046L   General College Chemistry II and Lab   4 sem. hrs.
Continuation of CHM 1045C/1045L. Three-hour lecture, three-hour laboratory. (Prerequisite: CHM 1045C/1045L or permission of chairperson. Corequisite: CHM 1046L.) Lab fee: $35. FA, SP, SU

**CHM 2120C/2120L   Introduction to Analytical Chemistry
and Lab   4 sem. hrs.**
The principles and laboratory techniques of quantitative analytical methods, with emphasis on problem solving and choice of analytical methods. (Prerequisite: CHM 1046C/1046L. Corequisite: CHM 2120L.) Lab fee: $25. SU

**CHM 2205C/2205L   Introduction to Organic and Biochemistry
and Lab   4 sem. hrs.**
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 1025/1025L or CHM 1045C/1045L. Corequisite: CHM 2205L.) Lab fee: $40.   SP

CHM 2210C/2210L   Organic Chemistry I and Lab   4 sem. hrs.
The first semester of the CHM 2210C/2210L - 2211C/2211L sequence. A study of the structure, synthesis and reactions of organic compounds. Three-hour lecture, three-hour laboratory. (Prerequisite: CHM 1046C/1046L. Corequisite: CHM 2210L.) Lab fee: $30.   FA, SP

CHM 2211C/2211L   Organic Chemistry II and Lab   4 sem. hrs.
Continuation of CHM 2210C/2210L. (Prerequisites: Appropriate placement scores or successful completion of college prep courses; and CHM 2210C/2210L. Corequisite: CHM 2211L.) Lab fee: $35. SP, SU

CHM 2905   Directed Study in Chemistry   1-4 sem. hrs.
(Prerequisite: Appropriate placement scores or successful completion of college prep courses.) FA, SP, SU

**CIS 2110/2110L   Data Organization and Management
and Lab   3 sem. hrs.**
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. Corequisite: CIS 2110L.) Lab fee: $20. FA, SP

CIS 2325   Project Management w/Microsoft Project   3 sem. hrs.
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 Specialist (MOS) "core" certificate. (Prerequisite: CGS 2100.) Lab fee: $20. FA, SP

**CIS 2905   Directed Study in Computer
and Information Systems   1-4 sem. hrs.**
Independent individual or team studies, projects and practical 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, SU

CIS 2935   Computer Science Seminar   1 sem. hr.
Discussion of computer programming work experience and special topics in computer science. (Prerequisite: permission of chairperson.) FA, SP, SU

**CIS 2949   Cooperative Education Experience in Computer
and Information Systems   1-4 sem. hrs.**
(Prerequisite: 12 semester hours of approved Computer Science courses and permission of Computer Science chairperson.) FA, SP, SU

CJC 1000   Introduction to Corrections   3 sem. hrs.
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

CJD 0741   Emergency Preparedness   .87 voc. crs.
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

CJD 0750   Corrections Interpersonal Skills II   1.67 voc. crs.
Human adjustment to imprisonment as well as basic characteristics of inmate societies are explored. Emphasis on officer interpersonal skills. FA, SP, SU

CJD 0752   Correctional Operations   2.13 voc. crs.
The general operation of correctional facilities is studied, including inmate intake, daily care, institutional procedures and officer tasks. FA, SP, SU

CJD 0770   Corrections Legal I   1.53 voc. crs.
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

CJD 0771   Corrections Legal II   .73 voc. crs.
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

CJD 0772   Corrections Communications   1.40 voc. crs.
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   Corrections Interpersonal Skills I   2.07 voc. crs.
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   Correctional Probation Legal   2.0 voc. crs.
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   Correctional Probation Operations   .53 voc. crs.
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   Correctional Probation Interpersonal Skills   2.26 voc. crs.
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   Correctional Probation Communication Skills 2.34 voc. crs.
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   Correctional Probation Supervision   1.8 voc. crs.
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   Correctional Probation Firearms   .55 voc. crs.
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 0006   Law Enforcement - Introduction and Law   2.23 voc. crs.
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. Lab fee: $56. FA, SP, SU

CJK 0010   Human Issues in Law Enforcement   1.66 voc. crs.
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   Law Enforcement Communications   2.56 voc. crs.
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   Law Enforcement Vehicle Operations   1.60 voc. crs.
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 0031C   Criminal Justice CPR and First Aid   1.33 voc. crs.
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. FA, SP, SU

CJK 0040C   Criminal Justice Weapons   2.67 voc. crs.
Handgun and shotgun use, safety procedures and ammunition use are covered in lecture. Introduction includes weapons qualifications. Lab fee: $157. FA, SP, SU

CJK 0421   Dart Stun Gun Firing Course   0.2 voc. crs.
This course familiarizes the student with the function and effects of a dart firing stun gun. This course is required by the State of Florida. Lab fee $17.50. FA, SP, SU

CJK 0050C   Criminal Justice Defensive Tactics   2.67 voc. crs.
Unarmed defense, restraining and apprehending techniques are taught. Special emphasis on the "use of force" continuum. Restraining devices, impact weapons, pressure points, chemical agents, and use of aerosol subject resistance, and officer fitness are also covered. Lab fee: $55 FA, SP, SU

CJK 0060   Law Enforcement Patrol   1.90 voc. crs.
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   Law Enforcement Investigations   1.90 voc. crs.
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   Law Enforcement Investigating Offenses   1.33 voc. crs.
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   Law Enforcement Traffic Stops   2.06 voc. crs.
This course introduces the student to the basic rules for conducting safe, effective traffic stops, handling unattended vehicles and determining the impairment of a driver. FA, SP, SU

**CJK 0085   Law Enforcement Traffic
Crash Investigations   1.07 voc. crs.**
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   Tactical Applications in Law Enforcement   1.80 voc. crs.
This course teaches students skills that will enable them to effectively resolve situations involving rescues, bombs, explosives and crowd control. FA, SP, SU

CJK 0095   Criminal Justice Special Topics   .66 voc. crs.
This course is designed to prepare students for the State of Florida Law Enforcement Officer Certification Examination. The major learning outcomes for all of the courses in the Basic Law Enforcement Recruit Training program will be reviewed. Test taking strategies will also be taught. FA, SP, SU

CLP 2001   Psychology of Adjustment   3 sem. hrs.
An exploration of the process of personal and social growth. Emphasis is placed on increasing self-understanding and personal effectiveness. (Prerequisite or Corequisite; ENC 1101.) FA, SP, SU

CLP 2140   Abnormal Psychology   3 sem. hrs.
A study of terminology, diagnostic categories and treatment methods of major types of psychological disturbances. (Prerequisite or Corequisite: ENC 1101.) FA, SP, SU

COP 1000   Principles of Computer Programming   3 sem. hrs.
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, documentation, pseudocode, and a high-level language are introduced. Lab fee: $20. FA, SP

COP 1126/1126L   COBOL Programming I and Lab   3 sem. hrs.
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. Corequisite: COP 1126L.) Lab fee: $20. FA, SP

**COP 2001/2001L   Computer Programming "C++"
and Lab   3 sem. hrs.**
A continuation of Computer Programming I using "C." Object-oriented programming concepts and fourth generation languages will be introduced and applied. (Prerequisite: COP 1000 course or permission of Computer Science chairperson. Corequisite: COP 2001L.) Lab fee: $20. SP

COP 2010   Visual Basic Programming   3 sem. hrs.
A first course in object-oriented programming using Microsoft Visual BASIC.NET 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. An introduction to ASP.NET and database access will be covered. (Prerequisite: COP 1000 or permission of Computer Science chairperson.) Lab fee: $20. FA, SP

COP 2011   Advanced Visual Basic Programming   3 sem. hrs.
The student applies the Visual Basic programming language to more advanced problems including accessing SQL Server databases, creating Web forms, and creating custom controls. The student designs, implements and documents computer programs using Microsoft's Visual Basic.NET development environment. This course covers competencies of the developing and implementing Windows-based Applications with Microsoft Visual Basic.NET and Visual Studio.NET exam (70-306) of the Microsoft Certified Application Developer (MCAD) certification. (Prerequisite: COP 2010 or permission of Computer Science chairperson.)Lab fee: $20. FA

COP 2128/2128L   COBOL Programming II and Lab   3 sem. hrs.
Computer programming for file manipulation, interactive online processing, table processing and report preparation using sequential, relative and indexed files. (Prerequisite: COP 1126/1126L and COP 2220 or permission of Computer Science chairperson. Prerequisite or Corequisite: COP 1000. Corequisite: COP 2128L.) Lab fee: $20. SP

COP 2220   Computer Programming "C"   3 sem. hrs.
Hands-on, introductory study of C Programming language as applied to business applications. The course includes arrays, pointers, functions, I/O operations, data structures, and operating system interaction. Students write and compile their program in multiple platforms and compilers. Students also learn debugging techniques in existing malfunctioning programs and customize programs according to specifications. (Prerequisite: COP 1000 or MAC 1105.) Lab fee: $20. FA, SP

COP 2337   Advanced C++ and DirectX Programming   3 sem. hrs.
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, Web services and server-side coding. The student designs, implements and documents programs using Microsoft's Visual Studio development environment. (Prerequisite: COP 2001/2001L or permission of Computer Science chairperson.) Lab fee: $20. FA

COP 2510   Software Design and Development   3 sem. hrs.
This course deals with the techniques used in analysis, design, and development of computer system software through data flow analysis and system development life cycle including traditional (and object) analysis, requirements analysis, specification, systems design, implementation, and maintenance. (Prerequisite: COP 2001/2001L or COP 2010 or COP 2220 or COP 2800 or permission of Computer Science chairperson.) Lab fee: $20. SP

COP 2700   Introduction to Database Management   3 sem. hrs.
This class covers the concepts of relational databases and the industry standard SQL language. Students are taught the relational model to create and maintain database objects. Data analysis, logical and physical structure will be covered. Students will learn data definition language and data manipulation language syntax in SQL. CASE tools will be used to analyze data structure. Lab fee: $20. FA

COP 2800   Computer Programming "Java"   3 sem. hrs.
The high-level computer language "java" is used to solve business problems. Course includes basics, object-oriented programming, graphical user interfaces with event-driven programming and applets used in web pages. (Prerequisite: COP 1000 or permission of Computer Science chairperson.) Lab fee: $20. FA, SP

COP 2831   Web Scripting   3 sem. hrs.
This course prepares student to understand the syntax and semantics of scripting programming 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 uses and applications of scripts in Web sites and/or other multimedia projects. (Prerequisite: CGS 2820.) Lab fee: $20. SP

COP 2881   Advanced Java Programming   3 sem. hrs.
This course expands on the Java programming basics to explore advanced Java topics such as inner classes, object serialization, and multithreading. Many of the objectives for Sun Java Certification are covered. (Prerequisite: COP 2800.) Lab fee: $20. SP

**COP 2833   Web Application Development -
Action Scripting   3 sem. hrs.**
This course introduces the student to Macromedia Flash, with an emphasis on ActionScript. Students will learn about Object Composition, Inheritance, Interfaces and Components. They will learn to write object-oriented ActionScript code, integrate it into Web pages, and identify different uses and applications on the scripts in Web sites and/or other multimedia projects. (Prerequisite: COP 1000.) Lab fee: $20. SP

COP 2905 Directed Study in Computer Programming   1- 4 sem. hrs.
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 chairperson.) FA, SP, SU

COP 2940   Computer Science Internship   2 sem. hrs.
Six hours per week of practical computer programming experience in a computer installation. FA, SP, SU

**COP 2949   Cooperative Educational Experience
in Computer Programming   1-4 sem. hrs.**
(Prerequisite: 12 semester hours of approved Computer Science courses and permission of Computer Science chairperson.) FA, SP, SU

COS 0080/0080L   Cosmetology I and Lab   8.0 voc. crs.
Orientation to the field of cosmetology. The student will use classroom and laboratory facilities to develop basic skills and techniques. (Corequisite: COS 0080L.) Lab fee: $85.50. FA, SP, SU

COS 0081/0081L   Cosmetology II and Lab   8.0 voc. crs.
A continuation of basic skills and concept development. Introduction to principles and concepts of cosmetology. (Prerequisite: COS 0080/0080L. Corequisite: COS 0081L.) Lab fee: $85.50. FA, SP, SU

COS 0082/0082L   Cosmetology III and Lab   8.0 voc. crs.
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/ 0080L and COS 0081/0081L. Corequisite: COS 0082L.)Lab fee: $85.50. FA, SP, SU

COS 0083/0083L   Cosmetology IV and Lab   8.0 voc. crs.
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 0080/0080L, COS 0081/0081L and COS 0082/0082L. Corequisite: COS 0083L,) Lab fee: $85.50. FA, SP, SU

COS 0084/0084L   Cosmetology V and Lab   8.0 voc. crs.
State Board preparation is emphasized. Theoretical knowledge and skills will be perfected to employment competency level. (Prerequisites: COS 0080/0080L, COS 0081/0081L, COS 0082/0082L and COS 0083/0083L. Corequisite: COS 0084L.) Lab fee: $85.50. FA, SP, SU

COS 0905   Directed Study in Cosmetology   1-4 voc. crs.
FA, SP, SU

CPO 2001   Comparative Government   3 sem. hrs.
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   Fiction Writing   3 sem. hrs.
An introduction to the techniques of writing fiction. (Prerequisite: ENC 1102 or permission of chairperson.) FA, SP

CSP 0905   Directed Study in Nail Care Specialty   1-4 voc. crs.
FA, SP

CSP 0010/0010L   Nail Care Specialty and Lab –
**   Cosmetology   8.0 voc. crs.**
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. (Corequisite: CSP 0010L.) Lab fee: $30. FA, SP, SU

CTS 2180   Designing Windows Active Directory Services   4 sem. hrs.
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   Microsoft Windows Active Directory Services   4 sem. hrs.
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. SP

CTS 2300   Designing Windows Networks   4 sem. hrs.
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. SP

CTS 2310   Designing Windows Network Security   4 sem. hrs.
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   Linux Networking and Security   4 sem hrs.
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. SP

CTS 2320   Implementing, Managing and Maintaining
**   a Windows Network Infrastructure   4 sem. hrs.**
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: CEN 2304 or permission of Computer Science chairperson.) Class materials fee: $50. FA, SP

CTS 2321   Linux System Administration   4 sem. hrs.
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. Class Materials Fee: $50. FA, SP

CTS 2810   Managing and Maintaining
**   a Windows Network Environment   4 sem. hrs.**
Manage a network infrastructure, services and resources to prepare for MCP Exam 70-290, a core requirement for MCSA certification and an elec-

tive for MCSE certification. (Prerequisite: CEN 2304 or permission of Computer Science chairperson.) Class materials fee: $50. FA, SP

CTS 2850   Microsoft Exchange Server Implementation
**   and Administration   4 sem. hrs.**
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. SP

DAA 1100   Modern Dance I   3 sem. hrs.
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   Classical Ballet I   3 sem. hrs.
Provides a beginning level technique in the discipline of classical ballet. FA, SP

DAA 1500   Beginning Jazz Dance   3 sem. hrs.
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   Beginning Tap Dance   3 sem. hrs.
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   Modern Dance II   3 sem. hrs.
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   Classical Ballet II   3 sem. hrs.
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   Intermediate Jazz Dance   3 sem. hrs.
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   Musical Theater Dance   3 sem. hrs.
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   Dance Composition   3 sem. hrs.
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 2640/2640L   Choreography and Dance Ensemble
**   and Lab   3 sem. hrs.**
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. (Corequisite: DAA 2640L.) FA, SP

DAN 1100   Introduction to Dance   3 sem. hrs.
Lecture-based dance appreciation class. Extensive use of audio/visual materials which highlight the development of contemporary dance in America. FA, SP

DAN 2740   Stretch and Placement   3 sem. hrs.
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   Directed Study in Dance   1-4 sem. hrs.
FA, SP, SU

DAN 2949   Cooperative Education Experience in Dance   1-4 sem. hrs.
FA, SP, SU

DEA 0000   Introduction to Dental Assisting   1.0 voc. cr.
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. (Corequisites: DEA 0020C/0020L.) FA

DEA 0020C/0020L   Chairside Assisting I and Lab   3.5 voc. crs.
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, DES 0000C and DEA 0020L.) Lab fee: $40. FA

DEA 0130   Biomedical Science   2.0 voc. crs.
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/0020L and DES 0000C.) FA

DEA 0801C/0801L   Chairside Assisting II and Lab   3.5 voc. crs.
This course is a continuation of DEA 0020C Chairside Assisting I. 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/0020L and DES 0000C. Corequisite: DEA 0801L.) Lab fee: $46. SP

DEA 0850L   Externship I   8.0 voc. crs.
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/0020L and DES 0210C/0210L.) Lab fee: $6. SP

DEA 0851L   Externship II   8.0 voc. crs.
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/0801L and DEA 0850L.) Lab fee: $6. SU

DEH 1003C/1003L   Preclinical Dental Hygiene and Lab   4 sem. hrs.
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/1085L and BSC 1086C/1086L. Corequisite: DEH 1003L.) Lab fee: $35. FA

DEH 1133   Orofacial Anatomy & Physiology   2 sem. hrs.
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/1085L and BSC 1086C/1086L.) FA

DEH 1133L   Orofacial Anatomy & Physiology Laboratory   1 sem. hr.
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/1085L and BSC 1086C/1086L.) FA

DEH 1800   Clinical Dental Hygiene I   2 sem. hrs.
This course is a continuation of DEH 1003C/1003L Preclinical Dental Hygiene and Lab. Emphasis is on treatment planning, nonsurgical periodontal therapy and dentinal hypersensitivity. (Prerequisites: DEH 1003C/1003L and DES 1841. Corequisite: DEH 1800L.) SP

DEH 1800L   Dental Hygiene Clinic I   2 sem. hrs.
This course focuses on the utilization of periodontal debridement, coronal polishing, patient assessment and treatment planning during clinical sessions. (Prerequisites: DEH 1003C/1003L and DES 1200C/1200L. Corequisite: DEH 1800.) Lab fee: $70. SP

DEH 1802   Clinical Dental Hygiene II   2 sem. hrs.
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   Dental Hygiene Clinic II   2 sem. hrs.
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   harmacology and Pain Control   2 sem. hrs.
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 1025/1025L and BSC 1086C/1086L.) FA

DEH 2400   General and Oral Pathology   2 sem. hrs.
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/1086L and DEH 2602.) FA

DEH 2602   Periodontology   3 sem. hrs.
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/1003L and DES 1841.) SP

DEH 2702/2702L   Community Dental Health and Lab   3 sem. hrs.
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. Corequisite: DEH 2702L.) SP

DEH 2804   Clinical Dental Hygiene III   2 sem. hrs.
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   Dental Hygiene Clinic III   4 sem. hrs.
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   Clinical Dental Hygiene IV   2 sem. hrs.
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 Dental Hygiene Clinic IV   **4 sem. hrs.**
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 Developmental Psychology   **3 sem. hrs.**
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 Death & Dying: Life & Living   **3 sem. hrs.**
An exploration of the meanings, human experiences and dilemmas associated with life and death in the twentieth century. Lecture/discussion method. (Prerequisite or Corequisite: ENC 1101.) FA, SP, SU

DEP 2949 Cooperative Education Experience
          in Developmental Psychology   **1-4 sem. hrs.**
FA, SP, SU

DES 0000C Dental Anatomy & Physiology   **1.0 voc. cr.**
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/0020L and DEA 0130.) FA

DES 0100C/0100L Dental Materials
          and Laboratory Procedures   **3.0 voc. crs.**
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/0020L, DES 0000C and DES 0100L.) Lab fee: $50. FA

DES 0210C/0210L Dental Radiology and Lab   **3.0 voc. crs.**
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/0020L, DES 0000C and DES 0210L.) Lab fee: $50. FA

DES 0502 Practice Management   **1.0 voc. cr.**
This course instructs the student in the methods of maintaining dental office records. Other areas of study include bookkeeping systems, dental insurance, telephone communication, patient management, recall systems, appointment control, written and oral communications, inventory systems and supply ordering. (Prerequisites: DEA 0020C/0020L and DEA 0000.) SP

DES 0840 Preventive Dentistry and Nutrition   **1.0 voc. cr.**
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/0020L and DES 0000C.) SP

DES 1120C/1120L Elements of Dental Materials and Lab   **3 sem. hrs.**
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 1025/1025L and DES 2830L. Corequisite: DES 1120L.) Lab fee: $50. SU

DES 1200C/1200L Dental Radiography and Lab   **4 sem. hrs.**
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 1025/1025L and BSC 1086C/1086L. Corequisite: DES 1200L.) Lab fee: $50. FA

DES 1841 Preventive Dentistry   **2 sem. hrs.**
This course is designed to introduce the student to the practice and philosophy of preventive dentistry. Methods of dental biofilm control, tooth deposits and stains, dental caries, fluorides, oral physiotherapy, interdental care and oral health care products are emphasized. (Prerequisites: BSC 1085C/1085L and BSC 1086C/1086L.) FA

DES 2010 Head and Neck Anatomy   **2 sem. hrs.**
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 Medical and Dental Emergencies   **1 sem. hr.**
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/1086L.) FA

DES 2830L Expanded Functions for the Dental Hygienist   **2 sem. hr.**
This course provides students with didactic information and the laboratory experience to perform expanded functions that are permitted by the Florida State Dental Practice Act. (Prerequisites: DEH 1003C/1003L and DEH 1133.) Lab fee: $36. SP

DIG 1109 Digital Imaging Fundamentals   **3 sem. hrs.**
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

DIG 2100 Web Design I   **3 sem. hrs.**
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. This course is repeatable one time for credit. (Prerequisite: DIG 1109.) Class materials fee: $20. FA,SP

DIG 2101 Web Design II   **3 sem. hrs.**
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: DIG 2100.) Class materials fee: $20. SP

DIG 2115 Digital Imaging Fundamentals II   **3 sem. hrs.**
A continuation of DIG1109, this course combines digital technology processes with fundamental photography skills. Emphasis is on tools, techniques, and aesthetics in a range of visual communication applications. (Prerequisite: DIG 1109.) Class materials fee: $25. SP, SU

DIG 2132 Digital Art & Design   **3 sem. hrs.**
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. FA, SP

DIG 2280 Digital Video and Sound   **3 sem. hrs.**
This course introduces students to non-broadcast video production and concepts including camera operation, image control, aesthetics, and editing. Covers digital editing and digital audio post-production. (Prerequisite: GRA 1158.) Class materials fee: $20. FA, SP

DIG 2284 Advanced Digital Video and Sound   **3 sem. hrs.**
This course in digital video production techniques covers advanced skills with production planning and execution, camera operation, editing and post-production effects. (Prerequisite: DIG 2280.) Class materials fee: $20. FA, SP

DIG 2300   2D Animation   3 sem. hrs.
An introduction to two-dimensional animation concepts and techniques using traditional methods and computer software applications. Stresses the basics of moving imagery and covers storyboarding, scripting, backgrounds, surfaces, and lines of action. (Prerequisites: GRA 1158 and DIG 2100. Corequisite: DIG 2500.) Class materials fee: $20. FA

DIG 2302   Introduction to 3D Animation   3 sem. hrs.
An introduction to using computer software applications for three-dimensional modeling, mapping and rendering. Covers techniques to create moving images and simulations. (Prerequisite: DIG 2300. Corequisites: DIG 2501and DIG 2101.) Class materials fee: $20. SP

DIG 2500   Multimedia Authoring I   3 sem. hrs.
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, graphics, typographic, and photographic sources to create effective informational, navigational, and interactive syntax. (Prerequisites: DIG 2100 and GRA 1158.) Class materials fee: $20. FA

DIG 2501   Multimedia Authoring II   3 sem. hrs.
This course covers advanced concepts and techniques for multimedia authoring and production. Basic scripting concepts for animation elements and designing for interactivity are explored in a range of professional applications. (Prerequisite: DIG 2500.) Class materials fee: $20. SP

EAP 0300   Speech/Listening - Level III   4 college prep. crs.
A 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.) FA, SP, SU

EAP 0320   Reading - Level III   4 college prep. crs.
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.) FA, SP, SU

EAP 0340   Writing - Level III   4 college prep. crs.
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.) FA, SP, SU

EAP 0360   Grammar - Level III   4 college prep. crs.
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.) FA, SP, SU

EAP 0400   Speech/Listening - Level IV   4 college prep. crs.
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.) FA, SP, SU

EAP 0420   Reading - Level IV   4 college prep. crs.
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.)   FA, SP, SU

EAP 0440   Writing - Level IV   4 college prep. crs.
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.) FA, SP, SU

EAP 0460   Grammar - Level IV   4 college prep. crs.
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.) FA, SP, SU

EAP 1500   Speech/Listening - Level V   4 college prep. crs.
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.) FA, SP, SU

EAP 1501   Accent Reduction   3 college prep. crs.
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 1520   Reading - Level V 4   4 college prep. crs.
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.) FA, SP, SU

EAP 1540   Writing - Level V   4 college prep. crs.
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.) FA, SP, SU

EAP 1560   Grammar - Level V   4 college prep. crs.
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.) FA, SP, SU

EAP 1580   Combined Skills Class - Level V   4 college prep. crs.
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, speaking, structure, written expression, and reading comprehension. (Prerequisite: Permission of chairperson.) FA, SP, SU

EAP 1930   Essential Writing Skills
**   for Effective Communication   3 college prep. crs.**
This course introduces high-intermediate and advanced non-native English speakers to business practices, decorum and terminology used in United States businesses. (Prerequisite: Permission of chairperson.) FA, SP

ECO 2013   Principles of Macro Economics   3 sem. hrs.
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   Principles of Micro Economics   3 sem. hrs.
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   Directed Study in Economics   1-4 sem. hrs.
(Prerequisite: Appropriate placement scores or successful completion of college prep courses.) FA, SP, SU

ECO 2949   Cooperative Education Experience
**   in Economics   1-4 sem. hrs.**
(Prerequisite: Appropriate placement scores or successful completion of college prep courses.) FA, SP, SU

EDF 1005   Introduction to Education   3 sem. hrs.
 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: $10.   FA, SP, SU

EDF 2030   Effective Classroom Management   3 sem. hrs.
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 2060   History of Education in the USA   3 sem. hrs.
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   Cooperative Education Experience
**   in Education   1-4 sem. hrs.**
FA, SP, SU

EDG 2701   Teaching Diverse Populations   3 sem. hrs.
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   Directed Study in Education   1-4 sem. hrs.
(Prerequisite: Appropriate placement scores or successful completion of college prep courses.) FA, SP, SU

EDG 2949   Cooperative Education Experience in Education   1-4 sem. hrs. FA, SP, SU

EDP 2002   Educational Psychology   3 sem. hrs.
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   Home, School and Community   2 sem. hrs.
Designed for students to become acquainted with the dynamics of the relationships of home, school and community in early childhood education. SP

EEC 2523   Leadership and Management
**   of Child Care Programs   3 sem. hrs.**
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, SP

EEC 2527   Child Care Center Financial and Legal Issues   3 sem. hrs.
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. FA, SP

EET 1011C/1011L   Introduction to Electrical Circuits
**   and Lab   3 sem. hrs.**
An introduction to the basic concepts of electricity and magnetism. Emphasis is placed on resistance, capacitance and inductance as basic circuit components. (Prerequisite: MAT 0024/0024L or equivalent. Corequisite: EET 1011L.) Lab fee: $15. FA, SP

EET 1021C/1021L   Advanced Electrical Circuits and Lab   3 sem. hrs.
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/1011L. Corequisite MAC1105. Corequisite: EER 1021L.) Lab fee: $15.   FA, SP

EET 1141C/1141L   Analog Devices and Circuits and Lab   4 sem. hrs.
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 1011C/1011L and EET 1021C/1021L, or CET 1114C/1114L. Corequisite: EET 1141L.) Lab fee: $20. SP

EET 1607C/1607L   Electronics Assembly and Cabling
**   and Lab   3 sem. hrs.**
This course involves lab environment training in communications cabling and electronics assembly techniques. Topics covered include computer network cable fabrication, installation, and management, safety, testing and troubleshooting, cabling industry standards, component recognition, soldering and desoldering methods, and reading and drawing of schematics. (Corequisite: EET 1607L.) Lab fee: $20. FA, SP

EET 2142C/2142L   Analog Circuits and Basic Analog Communications
**   and Lab   4 sem. hrs.**
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/1141L. Corequisite: EET 2142L.) Lab fee: $20. FA

EET 2326C/2326L   Wireless Communications and Lab   4 sem. hrs.
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/2142L.) Corequisite: EET 2326L.) Lab fee: $20. SP

EET 2905   Directed Study in Electronics   1-4 sem. hrs.
FA, SP, SU

EET 2949   Cooperative Education Experience
**   in Electronics   1-4 sem. hrs.**
FA, SP, SU

EEV 0532C/0532L   Computer Assembly and Set-Up
**   and Lab   4.0 voc. crs.**
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. (Corequisite: EEV 0532L.) FA

EEV 0539C   Computer Repair Training and Lab   5.0 voc. crs.
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. SP

EEV 0552C/0552L   Networking for Technicians and Lab   4.0 voc. crs.
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: CGS 2100 and EEV 0532C/0532L. Corequisite: EEV 0552L.) Lab fee: $20. SP

**EEV 0565C/0565L   Hardware/Software Troubleshooting
                         and Lab   4.0 voc. crs.**
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: CGS 2100, EEV 0532C/0532L and EEV 0612C/0612L. Corequisite: EEV 0565L.) Lab fee: $20. SP

EEV 0612C/0612L   Digital/Analog and Lab   4.0 voc. crs.
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. (Corequisite: EEV 0612L.) Lab fee: $20. FA

EEX 1600   Classroom Management (Early Childhood)   2 sem. hrs.
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   Introduction to Exceptional Education   3 sem. hrs.
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: $10. FA, SP, SU

EEX 2080   Teaching the Exceptional Learner   3 sem. hrs.
This course provides students with strategies and methods to teach learners with special needs. SU

EGS 1000   Professional Performance for Technicians   3 sem. hrs.
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/1110L   Engineering Drawing and Lab   3 sem. hrs.
Drawing, lettering, dimensioning and geometric constructions; orthographic, isometric and oblique projections and drawings; sketching and working and assembly drawings. (Corequisite: EGS1110L). FA

EGS 2650   Technical Ethics   1 sem. hr.
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   Directed Study in Engineering   1-4 sem. hrs.
FA, SP, SU

EHD 1400   Introduction to Interpreting   3 sem. hrs.
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   Educational Interpreting   3 sem. hrs.
Introduces the intermediate level interpreter training student to the sign systems and processes used in secondary and postsecondary educational settings. (Prerequisites: EHD 1400. Corequisite: EHD 1930.) SP, SU

EHD 1404   Introduction to Transliterating   3 sem. hrs.
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   Ethics and Application of Interpreting   3 sem. hrs.
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   Externship Practicum I   3 sem. hrs.
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. (Corequisites: EHD 1402 and EHD 1930.) Lab fee: $12. FA, SP

EHD 2000   Orientation to Deafness   3 sem. hrs.
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   Beginning Receptive Voicing   3 sem. hrs.
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   Receptive Voicing   3 sem. hrs.
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   Advanced Receptive Voicing   3 sem. hrs.
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   Receptive Signing   3 sem. hrs.
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   Advanced Receptive Signing   3 sem. hrs.
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   Introduction to Educational Technology   3 sem. hrs.
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: $10. FA, SP, SU

EMS 0068C Dispatcher, Police, Fire and Ambulance   6.93 voc. crs.
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   Emergency Medical Dispatcher   .80 voc. crs.
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   Emergency Medical Technician I   7 sem. hrs.
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. (Corequisites: EMS 1401L and EMS 1431.) FA, SP, SU

EMS 1401L   Emergency Medical Technician I Lab   2 sem. hrs.
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   Emergency Medical Technician
**   Clinical/Field Experience   2 sem. hrs.**
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 2603   Paramedic I   9 sem. hrs.
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. Corequisites: EMS 2603L and EMS 2666.) FA, SP, SU

EMS 2603L   Paramedic I Lab   4 sem. hrs.
Practical application of the didactic and laboratory instruction received in EMS 2603 to include advanced patient assessment, airway management, clinical decisions, communications and documentation. Corequisites: EMS 2603 and EMS 2666.) Lab fee: $150. FA, SP, SU

EMS 2604   Paramedic II   9 sem. hrs.
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,SU

EMS 2604L   Paramedic II Lab   3 sem. hrs.
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. FA, SP, SU

EMS 2605   Paramedic III   8 sem. hrs.
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.) FA, SP, SU

EMS 2605L   Paramedic III Lab   3 sem. hrs.
 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. FA, SP, SU

EMS 2659   Paramedic Field Internship   3 sem. hrs.
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) Lab fee: $100. FA, SP, SU

EMS 2666   Paramedic Clinical I   1 sem. hr.
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. (Corequisites: EMS 2603 and EMS 2603L.) FA, SP, SU

EMS 2667   Paramedic Clinical II   2 sem. hrs.
Rotation through various departments of local hospitals, health department and Advanced Life Support EMS providers performing invasive and non-invasive 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. (Prerequisite: EMS 2603 and EMS 2603L. Corequisites: EMS 2604 and EMS 2604L.) FA, SP, SU

EMS 2905   Directed Study
**   in Emergency Medical Services   1-4 sem. hrs.**
FA SP SU

EMS 2949   Cooperative Education Experience
**   in Emergency Medical Services   1-4 sem. hrs.**
FA SP SU

ENC 0001/0001L   Writing I and Lab   4 college prep. crs.
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. FA, SP, SU

ENC 1101   College Composition   3 sem. hrs.
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. FA, SP, SU

ENC 1102   Literature and Composition   3 sem. hrs.
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. FA, SP, SU

ENC 2210   Report Writing   3 sem. hrs.
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.) FA, SP, SU

ENC 2341   Article Writing   3 sem. hrs.
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   CLAST English Review   0 sem. hrs.
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   Latin American Literature in Film   3 sem. hrs.
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   Directed Study in English   1-4 sem. hrs.
(Prerequisite: Appropriate placement scores or successful completion of college prep courses.) FA, SP, SU

ENL 2012   Early English Literature   3 sem. hrs.
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   Nineteenth Century English Literature   3 sem. hrs.
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   Contemporary English Literature   3 sem. hrs.
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   Selected Topics in Shakespeare   3 sem. hrs.
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 2207C/2207L   Construction Planning and Estimating
**   and Lab   3 sem. hrs.**
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 assistant chair. Corequisite: ETC 2207L.) Lab fee: $9. FA

ETC 2245   Construction Methods   3 sem. hrs.
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. Lab fee: $3. SP

ETD 0949   Cooperative Education Experience
**   in Architectural Drafting   1-4 sem. hrs.**
 FA, SP, SU

ETD 2218/2218L   Geometric Tolerancing and Lab   3 sem. hrs.
An introductory course in dimensioning and tolerancing using the Geo-Metric method nationally accepted as per ANSI Y14.5. (Prerequisite: EGS 1110C/1110L. (Corequisite: ETD2218L.) SP

ETD 2320C/2320L   Computer Aided Drafting I (AutoCAD)
**   and Lab   3 sem. hrs.**
A first course in computer aided drafting covering equipment, drawing setup, creating geometry, use of text, dimensioning, plotting and file management. (Corequisite: ETD2320L.) Lab fee: $10. FA, SP, SU

ETD 2350/2350L   Computer Aided Design Applications (AutoCAD)
**   and Lab   3 sem. hrs.**
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 2320C/2320L. Corequisite: ETD2350L.) Lab fee: $10. FA

ETD 2350C/2350CL Computer Aided Drafting II (AutoCAD)
**   and Lab   3 sem. hrs.**
An intermediate course in computer aided drafting covering hatching, external references, blocks, attributes and 3-D modeling. (Prerequisite: ETD 2320C/2320L or permission of assistant chair. Corequisite: ETD2350CL). Lab fee: $10. FA, SP, SU

ETD 2355/2355L   Inventor Solid Modeling and Lab   3 sem. hrs.
Advanced course in drafting using Inventor software for 3D modeling and surface generation.(Corequisite: ETD2355L.) Lab fee: $10. FA, SP

ETD 2359C/2359L   SolidWorks Solid Modeling and Lab   3 sem. hrs.
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. (Corequisite: ETD2359L.) Lab fee: $10. SP

ETD 2395C/2395L   Architectural CAD (Architectural Desktop)
**   and Lab   3 sem. hrs.**
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/2350L or permission of assistant chair. Corequisite: ETD2395L.) Lab fee: $10. SP

ETD 2377C/2377L   3D Computer Animation (3D Studio)
**   and Lab   3 sem. hrs.**
An introductory course in 3D animation for technical graphics that includes object creation, editing, lighting, materials, keyframing and rendering. (Corequisite: ETD 2377L.) Lab fee: $10. SP

ETD 2465/2465L   Tool Design and Lab   3 sem. hrs.
An entry-level course covering theory, principles and techniques for the modern design of tools, jigs, fixtures and related tooling. (Prerequisite: ETD 2320C/2320L. Corequisite: ETD2465L.)SP

ETD 2547C/2547L   Civil Drafting and Surveying (CAD)
**   and Lab   3 sem. hrs.**
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/2320L. Corequisite: ETD 2547L.) Lab fee: $10. FA

ETD 2801C/2801L   Technical Illustration and Lab   3 sem. hrs.
Methods and techniques of pictorial drawing as related to mechanical and industrial graphics using AutoCAD. (Prerequisite: ETD 2320C. Corequisite: ETD2801L.) FA

ETG 2520   Statics and Strength of Materials   3 sem. hrs.
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 1105.) FA, SP

ETG 2906   Directed Study in Engineering   1-4 sem. hrs.
FA, SP, SU

ETG 2907   Directed Study in Engineering Technology
**   or Construction Technology   1-4 sem. hrs.**
FA, SP, SU

ETG 2949   Cooperative Education Experience
**   in Engineering   1-4 sem. hrs.**
FA, SP, SU

ETM 2315/2315L   Simulation Fluid Power Systems
**   and Lab   3 sem. hrs.**
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. (CorequisiteL ETM 2315L.) Lab fee: $50. FA

EUH 2000   History of Western Civilization to 1648   3 sem. hrs.
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   History of Western Civilization
1648 to Present   3 sem. hrs.**
A n 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

EXP 2420   Animal Behavior and Training   3 sem. hrs.
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

FFP 0010   Firefighter I   7.5 voc. crs.
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. Lab fee: $150. FA, SP

FFP 0020   Firefighter II   7.5 voc. crs.
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. Lab fee: $150. FA, SP

FFP 0360   Fire Apparatus Operations   1.34 voc. crs.
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 various 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   Hydraulics and Water Distribution Systems   1.33 voc. crs.
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   Introduction to Fire Protection Hazards   3 sem. hrs.
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   Construction Codes and Material Rating   3 sem. hrs.
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   Fire Prevention Programs   3 sem. hrs.
Principles and applications of fire prevention for community and industrial plants including development and maintenance of fire prevention programs, educational programs and inspect ion programs, and specific applications to fire prevention problems. Lab fee: $5. FA, SP

FFP 1700   Management of Municipal Fire Protection   3 sem. hrs.
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   Time Management for Fire Service   1 sem. hr.
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   Firefighting Strategy and Tactics I   3 sem. hrs.
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   Building Construction   3 sem. hrs.
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   Hazardous Materials I   3 sem. hrs.
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   Hazardous Materials II   3 sem. hrs.
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   Blueprint Reading and Plans Evaluation   3 sem. hrs.
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   Private Fire Protection Systems   3 sem. hrs.
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   Fire Detection and Investigation   3 sem. hrs.
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   Fire Department Leadership   3 sem. hrs.
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   Fire Service Instructor   3 sem. hrs.
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   Fire Service Course Design   3 sem. hrs.
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   Firefighting Strategy and Tactics II   3 sem. hrs.
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   Directed Study in Fire Science   1-4 sem. hrs.
FA, SP, SU

**FFP 2949   Cooperative Education Experience
in Fire Science   1-4 sem. hrs.**
FA, SP, SU

FIN 1121   Personal Financial Planning   2 sem. hrs.
Study of the fundamental principles and practices used in the formation structure and monitoring of personal financial planning. Lab fee: $5. SP

FIN 2000   Principles of Finance   3 sem. hrs.
Investment characteristics of stocks and bonds, securities market, commercial banks and the Federal Reserve System; and inflation, deflation and money supply. SP

FOS 1201   Sanitation and Safety   3 sem. hrs.
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 1120/1120L   French I and Lab   4 sem. hrs.
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. Corequisite: FRE 1120L.) Lab fee: $5. FA,SP,SU

FRE 1121/1121L   French II and Lab   4 sem. hrs.
Continuation of FRE 1120/1120L. Concentration on all tenses and grammar fundamentals. Three-hour class instruction and two-hour language laboratory. (Prerequisite: FRE 1120/1120L. Corequisite: FRE 1121L.) Lab fee: $5. FA,SP, SU

FRE 2220/2220L   French III and Lab   4 sem. hrs.
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 1121/1121L. Corequisite: FRE 2220L.) Lab fee: $5. FA

FRE 2221/2221L   French IV and Lab   4 sem. hrs.
Continuation of FRE 2220/2220L. 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 2220/2220L. Corequisite: FRE 2221L.) Lab fee: $5. SP

FRE 2905   Directed Study in French   1-4 sem. hrs.
(Prerequisite: Appropriate placement scores or successful completion of college prep courses.) FA, SP, SU

**FRE 2949   Cooperative Education Experience
in French   1-4 sem. hrs.**
FA, SP, SU

FSS 1063C/1063L   Baking and Lab   3 sem. hrs.
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. FA, SP, SU

FSS 1202C/1202L   Food Production I and Lab   3 sem. hrs.
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. Corequisite: FOS 1201.) Lab fee: $50. FA, SP, SU

FSS 1222C/1222L   Food Production II and Lab   3 sem. hrs.
Study will focus on the preparation of meats, poultry, seafood and game. Students will use a variety of cooking and preparation methods. Lab fee: $50. FA, SP

**FSS 1240C/1240L   Contemporary American Cuisine
and Lab   3 sem. hrs.**
Preparing modern American cuisine with emphasis on regional influences and contemporary presentation techniques. Lab fee: $50. FA, SP

FSS 1242C/1242L   International Cuisine and Lab   3 sem. hrs.
In this course students will study and practice classical/international menus of Europe and Asia. Special attention on flavor principles of various cuisines. Lab fee: $50. FA, SP

FSS 2229C*   Advanced Cuisine   3 sem. hrs.
Study to focus on the art of advanced food preparation. Students will acquire skills in producing a variety of food items including garde manger,

charcuterie, entrees and desserts. Students will execute planned meals using learned food preparation and presentation techniques. *Pending assigned course number.*

**FSS 2284/2284L   Catering and Buffet Management
and Lab   3 sem. hrs.**
This course will introduce the student to effective practices and principles of effective buffet and catering/event management. From pre-planning to service and staffing to breakdown and clean up. FA, SP

FSS 2905   Directed Study in Food Service   1-4 sem. hrs.
FA, SP, SU

FSS 2906   Directed Study in Culinary   1-4 sem. hrs.
FA, SP, SU

GEB 1011   Introduction to Business   3 sem. hrs.
Business in the modern political, social and economic environment. Forms of business enterprise, management problems, tools in decision making and business vocabulary. FA, SP, SU

GEB 2351   International Business Practice Firm   3 sem. hrs.
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. SP

GEB 2430   Business Ethics   3 sem. hrs.
The purpose of this course is to direct the student toward a professional level of ethical awareness and decision-making in business. A review of the historical origins of ethics and value systems and their influence on various cultures is included. Different ethical values are compared and reviewed in relation to current ethics issues and cases. This course meets the 3000 word minimum Gordon Rule requirement. (Prerequisite or corequisite: ENC 1101.) FA, SP

GEB 2905   Directed Study in Business   1-4 sem. hrs.
FA, SP, SU

**GEB 2949   Cooperative Education Experience
in Business   1-4 sem. hrs.**
FA, SP, SU

GEO 2000   World Geography   3 sem. hrs.
A study of the Earth in spatial terms, place names of major countries and world regions, 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

GEO 2420   Cultural Geography   3 sem. hrs.
A descriptive study of the location and distribution of people in the world and their cultural characteristics, including: language, religion, and how people use resources and earn their livings. This course meets the 3,000 word minimum Gordon rule requirement. (Prerequisite or Corequisite: ENC 1101.) FA, SP, SU

GER 1120/1120L   German I and Lab   4 sem. hrs.
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. Corequisite: GER 1120L.) Lab fee: $5. FA

GER 1121/1121L   German II and Lab   4 sem. hrs.
Continuation of GER 1120/1120L. Three-hour class instruction and two-hour language laboratory. (Prerequisite: GER 1120/1120L. Corequisite: GER 1121L.) Lab fee: $5. SP

GER 2220/2220L   German III and Lab   4 sem. hrs.
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 1121/1121L. Corequisite: GER 2220L.) Lab fee: $5. FA

GER 2221/2221L   German IV and Lab   4 sem. hrs.
Continuation of GER 2220/2220L. 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 2220/2220L. Corequisite: GER 2221L.) Lab fee: $5. SP

GER 2905   Directed Study in German   1-4 sem. hrs.
(Prerequisite: Appropriate placement scores or successful completion of college prep courses.) FA, SP, SU

GRA 1158   Digital Graphics Fundamentals   3 sem. hrs.
This course covers vector illustration graphics software for graphic design and digital media applications. (Prerequisite: Permission of assistant chair. Corequisites: DIG 1109 and GRA 1741.) Class materials fee: $20. FA, SP

GRA 1171   Advertising Design   3 sem. hrs.
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   Typography   3 sem. hrs.
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 1158 and GRA 1543. Corequisite: GRA 2114.) Class materials fee: $20. FA, SP

GRA 1204   Digital Publishing Fundamentals   3 sem. hrs.
This course covers page layout and electronic publishing software for graphic design and digital media applications. (Prerequisite: DIG 1109. Corequisite: GRA 1202 and GRA 2114.) Class materials fee: $20. FA, SP

GRA 1543   Graphic Design Studio I   3 sem. hrs.
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 1158 and DIG 1109.) Class materials fee: $20. FA, SP

GRA 1741   Principles of Design and Color   3 sem. hrs.
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   History and Aesthetics of Design   3 sem. hrs.
The course traces the development of graphic design and cites the major contributions to the development of contemporary graphic design practice and aesthetics. (Prerequisite: ENC 1100.) Class materials fee: $25. FA

GRA 2114   Graphic Design Studio II   3 sem. Hrs.
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 2184   Portfolio Development   3 sem. hrs.
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   Digital Pre-Publishing   3 sem. hrs.
Advanced study of digital workflow, print production methods and materials, digital makeready, and electronic publishing. Covers color management, image and file preparation, and pre-flighting for print and electronic media. (Prerequisite: GRA 1204. Corequisite: GRA 2511.) Class materials fee: $20. FA

GRA 2511   Corporate Design   3 sem. hrs.
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 2114. Corequisite: GRA 2201.) Class materials fee: $20. FA

GRA 2545   Publication Design   3 sem. hrs.
An advanced study of specific conceptual, aesthetic and production problems in graphic design for publication. (Prerequisites: GRA 1204 and GRA 2114. Corequisite: GRA 1171.) Class materials fee: $20. SP

GRA 2746   Illustration   3 sem. hrs.
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: DIG 1109, GRA 1543, GRA 1741 and GRA 1158.) Class materials fee: $20. FA

GRA 2905   Directed Study in Graphic Design   1-4 sem. hrs.
Arranged with individual instructor to explore special areas of interest. FA, SP, SU

**GRA 2949   Cooperative Education Experience
in Graphic Design   1-4 sem. hrs.**
FA, SP, SU

HCP 0100/0100L   Nurse Aide and Orderly and Lab   5.5 voc. crs.
Prepares individuals to perform selected tasks related to patient care in a long-term care facility or an adult living facility 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 0600/0600L   Patient Care Assistant and Lab   9.67 voc. crs.
Prepares individuals to perform selected tasks related to patient care in a hospital, long-term care facility, or home health agency 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 Electrocardiograph Aide   2.5 voc. crs.
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   Introduction to Hospitality Industry   3 sem. hrs.
An introduction to the hospitality industry. Current business trends, employment opportunities, management responsibilities and computer applications are stressed. FA, SP, SU

HFT 1261/1261L   Hospitality Service and Lab   3 sem. hrs.
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. Students will practice service technique in College run restaurant, banquet and quick service operation. FA, SP

HFT 1410   Lodging Operations I   3 sem. hrs.
Introduction to the functions of the lodging front desk operations, reservations while stressing its mechanics and routines, with developmental training in interpersonal skills, communications and computer applications. SP

HFT 1820*   Purchasing for Hospitality   3 sem. hrs.
This course is designed to prepare the student to plan, prepare, bid, order, receive, store, issue, inventory, and forecast the purchasing requirements of an organization in the Hospitality industry. The areas covered will include: equipment, food, beverages, furniture, fixtures, paper products, and POS and MIS systems. *Pending assigned course number.*

HFT 1940/1940L*   Hospitality Practicum I and Lab   3 sem. hrs.
Students will participate in work related experience in basic food service and table service in the College operated Hospitality facility. Students will rotate through work positions in the restaurant kitchen, dining room, lodging and quick service operation and banquet operation, applying basic skills learned in the classroom and lab to a work situation. *Pending assigned course number.*

HFT 1941/1941L*   Hospitality Practicum II and Lab   3 sem. hrs
Students will participate in work related experience in intermediate food service and table service in the College operated Hospitality facility. Students will rotate through work positions and supervisory positions in the restaurant kitchen, dining room, quick service operation, lodging and banquet operation, applying intermediate skills learned in the classroom and lab to a work situation. *Pending assigned course number.*

HFT 2282   Hospitality Supervision   3 sem. hrs.
This course covers the principles of supervision of employees in a hospitality management environment. Topics include recruitment, screening, hiring, training and evaluating personnel. FA, SP, SU

HFT 2313   Lodging Operations II   3 sem. hrs.
The broad scope of property management stresses training, record keeping and executive responsibilities, concerning the use of land, buildings, furnishing, equipment, materials, people and funds in achieving a desired goal. Housekeeping is covered from a dual focus of hands on functional duties paired with the supervisory and management of that department. FA

HFT 2454   Food and Beverage Cost Control   3 sem. hrs.
Covers food and beverage operation, purchasing, receiving, storage, preparation, and service. Emphasis is on controlling, analyzing costs, and using financial management techniques. FA

HFT 2462*   Hospitality Managerial Finance   3 sem. hrs.
This course is designed to prepare students to read and understand financial documents produced in the hospitality industry. The fundamental concepts and analytical techniques that are essential to take control of a real-world asset management in a hospitality industry environment. Financial Statements, Asset Ratios, Cash Flow, Budgeting and Feasibility Studies are covered. The principles of finance, asset and money management are defined, explored and analyzed from the perspective of the professional hospitality manager, owner and decision maker. *Pending assigned course number.*

HFT 2600   Hospitality Law   3 sem. hrs.
Informs and educates hoteliers with the applicable law that is pertinent to their overall operations. Formulation of preventive tactics to avoid lawsuits. FA

HFT 2750   Hospitality Marketing   3 sem. hrs.
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 2804*   Hospitality Contract Management   3 sem. hrs.
This course will expose the student to Contract Management, the multi-billion dollar segment of the hospitality industry. Study will focus on health care, K-12, college and university, business and industry, correctional facilities, transportation, recreation and leisure. *Pending assigned course number.*

HFT 2905   Directed Study in Hospitality Management   1-4 sem. hrs.
FA, SP, SU

HFT 2942/2942L*   Hospitality Practicum III and Lab   3 sem. hrs.
Capstone course designed to apply a students learned techniques in a food service setting. Students will apply advanced food service culinary and service skills in the College operated Hospitality facility. Students will plan, prepare and serve advanced modern cuisine in the restaurant kitchen, dining room and banquet operation, applying advanced skills learned in the classroom and lab to a work situation. *Pending assigned course number.*

HFT 2949   Cooperative Education Experience
**   in Hospitality Management   1-4 sem. hrs.**
FA, SP, SU

HHD 1321   Introduction to Interior Design   3 sem. hrs.
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. Lab fee: $15. FA, SP

HHD 1361   Practical Interior Applications   3 sem. hrs.
Working knowledge of window treatments, floor coverings and wall coverings. Cost estimations, re-upholstery estimations and installation techniques, calculations and schedules. Students learn appropriate applications for various surface treatments. Lab fee: $15. SP

HIM 0001   Introduction to Health Information Management
**   for the Coder/Biller   1 voc. crs.**
This 30 hour course introduces the student in the Coder/Biller program to the proper identification of patients or other clients, verification of addresses for communication and understanding the basic components of the patient medical record and the forms used in the proper maintenance of this record. (Corequisites: HIM 0450, HIM 0433, HIM 0471, HIM 0220C/0220L and HIM0011.)

HIM 0011   Ethical and Legal Issues for the Coder/Biller   1.5 voc. crs.
This course is designed to provide adequate resource in the study of medical law, ethics and bioethics for healthcare employees. A portion of the class is designated to understanding Health Insurance Portability and Accountability Act of 1996 (HIPAA) and how it relates to rules and regulations associated with privacy and security in healthcare settings. (Corequisites: HIM 0001, HIM 0433, HIM 0471, HIM 0220C/0220L and HIM0450.)

HIM 0220C/0220L   International Classifications of Disease
**   for the Coder/Biller and Lab   5 voc. crs.**
This course in an introduction to the mechanics of using the International Classification of Diseases - 9 – Clinical Modification [ICD-9-CM] and review of current and future ICD coding systems. (Corequisites: HIM 0001, HIM 0433, HIM 0471, HIM 0450 and HIM 0011.) Lab fee: $15.

HIM 0253C/0253L   Current Procedural Terminology I
**   and Lab   5 voc. crs.**
This course serves an an introduction to the implementation of Current Procedural Terminology [CPT/HCPCS] coding conventions, rules, methodology and sequencing, and data sets. Also included are documentation requirements, coding resources and a discussion of applicable ethics. (Prerequisites: HIM 0001, HIM 0433, HIM 0471, HIM 0220C/0220L, HIM 0450 and HIM0011. Corequisites: HIM 0272C/0272L.) Lab fee: $15.

HIM 0255C/0255L   Current Procedural Terminology II
**   and Lab   5 voc. crs.**
This course is a continuation of the Introduction to CPT coding principles. It involves the more intricate and complex aspects of the utilization of CPT/HCPCS principles and practices currently used in the physician office setting. Case studies, class projects and simulations are included in this course. (Prerequisites: HIM 0001, HIM 0433, HIM 0471, HIM 0220C, HIM 0450 and HIM 0011. Corequisites: HIM 0272C/0272L.) Lab fee: $10.

HIM 0272C/0272L   Billing and Reimbursement and Lab   2.33 voc. crs.
Study of the principles and practices of insurance and reimbursement processing, to include the assignment and reporting of codes for diagnoses and procedures and services. Also covered are completion of UB-92 and CMS-1500 claims for inpatient, outpatient, emergency department, and physician office encounters. The review of case studies of outpatients is employed to identify possible issues of fraud and abuse. (Prerequisites: HIM 0001, HIM 0433, HIM 0471, HIM 0220C/0220L, HIM 0450 and HIM 0011. Corequisites: HIM 0253C/0253L.) Lab fee: $10.

HIM 0433   Pathophysiology and Pharmacology
for the Coder/Biller   1.5 voc. crs.
This course covers the nature, cause and treatment of a large variety of human diseases affecting all of the body's systems including the diagnostic and therapeutic modalities used for each. Also included are the appropriate pharmacological interventions. (Corequisites: HIM 0001, HIM 0450, HIM 0471, HIM 0220C/0220L and HIM 0011.)

HIM 0450   Anatomy and Physiology for the Coder/Biller   1.5 voc. crs.
This course is designed to give the student in the Coder-Biller program an overview of the Anatomy and Physiology of the Human body and the application of this knowledge to duties and responsibilities as a Medical Coder biller in a physician office setting. (Corequisites: HIM 0001, HIM 0433, HIM 0471, HIM 0220C/0220L and HIM 0011.)

HIM 0471   Medical Terminology for the Coder/Biller   1.5 voc. crs.
This 45 contact hour course introduces the student to the basic root words, prefixes and suffixes used in the construction of medical vocabulary for all of the body's systems. A combination of lecture, discussion, worksheets and videos are employed to deliver this instruction. (Corequisites: HIM 0001, HIM 0433, HIM 0450, HIM 0220C/0220L and HIM 0011.)

HIM 0817   Coder/Biller Externship   5 voc. crs.
This course provides students with actual coding and/or billing experience in a health care setting. The student will participate in a broad range of duties, exposing the student to opportunities to apply knowledge of coding and billing procedures. (Prerequisites: HIM 0255C/0255L and HIM 0272C/0272L. Corequisites: HIM 0819). Lab fee: $15.

HIM 0819   Coder/Biller Seminar   2 voc. crs.
This capstone course serves as a review of the program material, a discussion of the clinical experience, updates in medical coding and billing and exposure and practice to credentialing examinations. (Prerequisites: HIM 0255C/0255L and HIM 0272C/0272L. Corequisites: HIM 0817.)

HIM 1000   Health Information Management I   3 sem. hrs.
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. FA

HIM 1031/1031L   Medical Record Transcription I
and Lab   3 sem. hrs.
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. Corequisite: HIM 1031L.) Lab fee: $20. FA, SP

HIM 1032/1032L   Medical Record Transcription II
and Lab   3 sem. hrs.
Study of advanced medical record terminology and transcription of various medical records and reports. (Prerequisite: HIM 1031. Corequisite: HIM 1032L.) Lab fee: $20. FA, SP

HIM 1222/1222L   Basic Coding and Lab   4 sem. hrs.
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. Corequisite: HIM 1222L.) Lab fee: $5. SP

HIM 2012   Legal Aspects of Health Records   3 sem. hrs.
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 2110/2110L   Health Information Management II
and Lab   3 sem. hrs.
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 1222/1222L and HIM 2110L.) SP

HIM 2234C/2234L   Advanced Coding and Lab   4 sem. hrs.
This course is designed to enhance skills learned in HIM 1222. 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 1222/1222L. Corequisite: HIM 2234L.) FA

HIM 2253/2253L   CPT Coding   3 sem. hrs.
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 1222/1222L or permission of chairperson. Corequisite: HIM 2253L.) SP

HIM 2430   Concepts of Disease   4 sem. hrs.
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   Pharmacology and Laboratory   1 sem. hr.
This course will introduce the student to the most common drugs and laboratory tests utilized in medicine. (Corequisite: HIM 2430.) FA

HIM 2510/2510L   Health Information Management III
and Lab   2 sem. hrs.
Quality assessment, utilization review, risk management, statistical procedures and employability skills. (Prerequisites: HIM 2110/2110L and HIM 2800. Corequisite: HIM 2510L.) SP

HIM 2512   Health Information Systems Management   2 sem. hrs.
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 2800   Professional Practice Experience I   2 sem. hrs.
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   Professional Practice Experience II   2 sem. hrs.
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   Professional Practice Experience III   3 sem. hrs.
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   Cooperative Education Experience
in Health Records   1-4 sem. hrs.
FA, SP, SU

HLP 1081   Fitness Assessment & Improvement   3 sem. hrs.
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   Healthcare Concepts
                   for the Massage Therapist   3.0 voc. crs.**
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   Introduction to Health Care   3 sem. hrs.
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   Health, Safety and Nutrition
                   for the Young Child   3 sem. hrs.**
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 Medical Terminology   4 sem. hrs.
This course prepares students for medically oriented careers. Lab fee: $5. FA, SP, SU

HSC 2400   First Aid, Responding to Emergencies   3 sem. hrs.
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   Directed Study in Health and Fitness   1-4 sem. hrs.
FA, SP, SU

**HSC 2949   Cooperative Education Experience
                   in Health and Fitness   1-4 sem. hrs.**
FA, SP, SU

HUM 2210   Humanities I   3 sem. hrs.
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.) FA, SP, SU

HUM 2230   Humanities II   3 sem. hrs.
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: HUM 2210 is NOT a prerequisite for HUMANITIES 2230 (Prerequisite: ENC 1101.) FA, SP, SU

HUM 2480   Multi-Cultural Humanities   3 sem. hrs.
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   Humanities Overseas Study Program   3 or 6 sem. hrs.
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   Directed Study in Humanities   1-4 sem. hrs.
(Prerequisite: Appropriate placement scores or successful completion of college prep courses.) FA, SP, SU

**HUM 2949   Cooperative Education Experience
                   in Humanities   1-4 sem. hrs.**
FA, SP, SU

HUN 1201   Human Nutrition   3 sem. hrs.
This course relates nutrition to the food service industry by way of menu planning, studying nutrition deficiencies, diseases, retention of nutrients and the basic principles for health conscious cooking. Lab fee: $5. FA, SP, SU

HUN 1203   Hospitality Nutrition   3 sem. hrs.
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 1270   Sports Nutrition   3 sem. hrs.
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 2905   Directed Study in Nutrition   1-4 sem. hrs.
FA, SP, SU

**HUN 2949   Cooperative Education Experience
                   in Nutrition   1-4 sem. hrs.**
FA, SP, SU

HUS 1001   Introduction to Human Services   3 sem. hrs.
Introduces the history and an overview of human services including social work and mental health. Describes roles, responsibilities and goals of the human service worker and values, conflicts and dilemmas that affect the worker and the client relationship. Involvement in college, community, and social service work is emphasized. In addition, the critical involvement of students in professional responsibilities is introduced with involvement in student/faculty clubs and professional organizations. (Prerequisite: Appropriate placement scores or successful completion of college prep courses. Corequisite or prerequisite: PCO 2202.) FA

HUS 1332   Advanced Counseling/Interview Skills   3 sem. hrs.
Advanced skills in assessment, recording, problem solving, developing treatment plans, case presentations, case management and crisis intervention are taught through academic and skill-based work. Practical experience and documentation required for internships and jobs in the field are emphasized. (Prerequisites: PCO 2202 and HUS 1001. Corequisites: PPE 2001 and HUS 1850.) SP

HUS 1850/1850L   Human Services Externship I and Lab   4 sem. hrs.
Experiential learning in human service agencies through the practice of counseling skills and techniques. On and off-campus job training and clinical supervision are required. (Prerequisites: HUS 1001 and PCO 2202. Corequisites: HUS 1332, PPE 2001 and HUS 1850L.) Lab fee: $5. SP

HUS 2200   Group Dynamics   3 sem. hrs.
Introduction to group dynamics; study of structure, organization and function of groups; and survey of different types of groups. (Prerequisites: PPE 2001, HUS 1332 and HUS 2801. Corequisite: HUS 2851.) FA

HUS 2441   Addictions, Families, and Communities   3 sem. hrs.
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. Orientation to evidence-based practice is reviewed and updated. It is part of the Transdisciplinary Foundations required by the certification boards. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) SP

HUS 2500   Issues and Ethics in Human Services   3 sem. hrs.
This course continues the human services emphasis on professional practice and responsibilities. It adds to the student's knowledge and practice of legal and ethical problems and professional codes of ethics in human service fields. In addition, topics explored include sources of burnout and methods of reducing anxiety, stress and tension; current issues; social and multicultural issues, domestic violence; and effective personal and professional skills. (Corequisites: HUS 2852 and CLP 2140.) SP

HUS 2424   Addictions and Treatment   3 sem. hrs.
This course addresses the skills, concepts and issues of addictive processes, treatment, recovery and counseling with diverse populations. National and state practices are taught as part of the field's development. It is part of the Transdisciplinary Foundations requirement of the certification boards. (Prerequisite: Appropriate placement scores or successful completion of college prep courses or permission of assistant chair or chairperson.) FA

HUS 2801/2801L   Human Services Practicum and Lab   6 sem. hrs.
Practicum is designed to provide students with the opportunity to function in a chosen career in an internship/employee role for six or 12 weeks in a selected human service agency. Experiential learning in human service agencies through the practice of counseling and social service skills and techniques. On and off-campus job training and clinical supervision are required. (Prerequisites: PPE 2001, HUS 1332 and HUS 1850. Corequisite: HUS 2801L.) SU

HUS 2851/2851L   Human Services Externship II and Lab   4 sem. hrs.
Students select and interview at approved human service programs; activities will emphasize application of group dynamics and group skills. This course continues the practice skills from earlier externship and practicum experiences. On and off-campus job training and clinical supervision are required. (Prerequisite: HUS 2801/2801L. Corequisite: HUS 2200 and HUS 2851L.) FA

**HUS 2852/2852L   Human Services Externship III
                          and Lab   4 sem. hrs.**
This experience gives the student opportunities to exercise more responsibility and leadership as a member of the Human Services team. This course continues the practice skills from earlier externship and practicum experiences. On and off-campus job training and clinical supervision are required. Leadership and mentoring roles are emphasized, with more sophisticated professional skills. (Prerequisite: HUS 2851/2851L. Corequisites: HUS 2500, CLP 2140 and HUS 2852L.) SP

HUS 2905   Directed Study in Human Services   1-4 sem. hrs.
(Prerequisite: Appropriate placement scores or successful completion of college prep courses.) FA, SP, SU

HUS 2933   Human Services Seminar   1 sem. hr.
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: $10. FA, SP, SU

IDS 1936   Honors Seminar   3 sem. hrs.
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   Directed Study in Interdisciplinary Studies   1-4 sem. hrs.
(Prerequisite: Appropriate placement scores or successful completion of college prep courses.) FA, SP, SU

IND 1001   History of Architecture & Interiors II   3 sem. hrs.
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   Interior Design Studio I   3 sem. hrs.
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. Prerequisite or Corequisite: BCN1251C/1251L or permission of chairperson.) Lab fee: $15. FA, SP

IND 1211   History of Architecture & Interiors I   3 sem. hrs.
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   Graphics of Interior Design I   3 sem. hrs.
Basic presentation techniques with emphasis on materials and presentation boards. Oral and written communication and graphic presentation. Emphasis on marker and pencil rendering techniques. Lab fee: $15. FA, SU

**IND 1429   Textiles for Commercial
                      and Residential Interiors   3 sem. hrs.**
The study of fibers 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 1935   Building and Barrier Free Codes   2 sem. hrs.
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/1251L and IND 2220). Lab fee: $15. FA, SP

IND 2210   Interior Design Studio II   3 sem. hrs.
This course creates a design studio atmosphere with projects and deadlines required throughout the semester. 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   Commercial Interior Design   3 sem. hrs.
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. (Prerequisite: IND 1021 or permission of chairperson.) Lab fee: $15.   FA

IND 2501   Practices of Interior Design   4 sem. hrs.
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   Cooperative Education Training Assignment
                      n Interior Design   1-3 sem. hrs.**
FA, SP, SU

INP 1390   Human Relations in the Workplace   3 sem. hrs.
Designed to enhance effectiveness in the workplace through an emphasis on awareness of self and others communication technique and interpersonal skills. Individualized Instruction. (Prerequisite or Corequisite: ENC 1101.) Lab fee: $25. FA, SP, SU

INR 2002   International Relations   3 sem. hrs.
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   American Political and Economic Issues   3 sem. hrs.
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: $15. FA, SP, SU

ISS 2905   Directed Study in Social Science   1-4 sem. hrs.
(Prerequisite: Appropriate placement scores or successful completion of college prep courses.) FA, SP, SU

ITA 1120/1120L   Italian I and Lab   4 sem. hrs.
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. Corequisite: ITA 1120L.) Lab fee: $5. FA

ITA 1121/1121L   Italian II and Lab   4 sem. hrs.
Continuation of ITA 1120/1120L, with emphasis on basic conversation and grammar in context. Three-hour class instruction and two-hour language laboratory. (Prerequisite: ITA 1120/1120L or permission of chairperson. Corequisite: ITA 1121L.) Lab fee: $5. SP

ITA 2220/2220L   Italian III and Lab   4 sem. hrs.
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 1121/1121L. Corequisite: ITA 2220L.) Lab fee: $5. FA

ITA 2221/2221L   Italian IV and Lab   4 sem. hrs.
Continuation of ITA 2220/2220L, 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 2220/2220L. Corequisite: ITA 2221L.) Lab fee: $5. SP

ITA 2905   Directed Study in Italian   1-4 sem. hrs.
FA, SP, SU

JOU 1100   Introduction to Journalism   3 sem. hrs.
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.) FA, SP

JOU 2905   Directed Study in Journalism   1-4 sem. hrs.
(Prerequisite: Appropriate placement scores or successful completion of college prep courses.) FA, SP, SU

**JOU 2949   Cooperative Education Experience
                in Journalism   1-4 sem. hrs.**
(Prerequisite: Appropriate placement scores or successful completion of college prep courses.) FA, SP, SU

LIS 1002   Finding Information: Skills and Technologies   3 sem. hrs.
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 0001/0001L or equivalent.) Lab fee: $5. FA

**LIS 2004   Introduction to Internet Information
                Research Resources   1 sem. hr.**
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   Cooperative Education Experience
                in Library Work   1-4 sem. hrs.**
(Prerequisite: Appropriate placement scores or successful completion of college prep courses.) FA, SP, SU

LIT 2030   Understanding Poetry   3 sem. hrs.
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   Dramatic Literature   3 sem. hrs.
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   Masterpieces of World Literature I   3 sem. hrs.
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   Masterpieces of World Literature II 3 sem. hrs.
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   Literature by Women   3 sem. hrs.
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   Literature of the Sea   3 sem. hrs.
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   College Algebra   3 sem. hrs.
Topics include: Polynomial and rational equations and inequalities, graphs of functions, rate of change, transformations, extreme values, modeling, combining functions, one-to-one and inverse functions, exponential functions, logarithmic functions, laws of logarithms, exponential and logarithmic equations, modeling, systems of equations, linear systems in three variables, nonlinear systems of equations, and nonlinear systems of inequalities (Prerequisite: Placement through CPT or passed MAT1033 with grade "C" or better or permission of chairperson.) Lab fee: $5. FA, SP, SU

MAC 1114   College Trigonometry   3 sem. hrs.
Topics include: the unit circle, right triangles, oblique triangles, trigonometric functions (their definitions, graphs and inverses), trigonometric identities, trigonometric equations, the trigonometric form of complex numbers, two-dimensional vectors, polar coordinates, and parametric equations. A graphing calculator is required. (Prerequisite: Placement through CPT or passed MAC1105 with grade "C" or better or permission of chairperson.) Lab fee: $5. FA, SP, SU

MAC 1140   Pre-Calculus Algebra   3 sem. hrs.
Exponential and Logarithmic functions: properties and equations ; Sequences including arithmetic and geometric partial sum formulas as well as the sum of infinite geometric sequence; Mathematical Induction; The Binomial Theorem; Solutions to Systems of Linear Equations: Gauss-Jordan elimination, determinants and Cramer's Rule, inverse matrices; partial fraction decomposition; Limits: using graphical, numerical and analytical methods; Conic Sections: Parabolas, Ellipses and Hyperbolas. (Prerequisite: Placement through CPT or passed MAC1105 with grade "C" or better or permission of chairperson.) Lab fee: $5 . FA, SP, SU

**MAC 2233   Calculus for Business
and Nonphysical Sciences I   3 sem. hrs.**
This course is designed for students who plan to major in Business or the Social Sciences. Topics include: limits, continuity, differentiation and integration of algebraic, exponential and logarithmic functions with emphasis placed on applications in business, economics, and social sciences. A graphing calculator is required. (Prerequisite: Placement through CPT or passed MAC1140 with grade "C" or better, or permission of chairperson.) Lab fee: $5. FA, SP, SU

MAC 2311/2311L   Calculus I and Lab   4 sem. hrs.
Topics include: functions and graphs, mathematical models, limits, continuity, slope of a curve, derivatives of algebraic and transcendental functions, techniques of differentiation, applications of derivatives, differentials, optimization, plane areas, antiderivatives, definite integrals, and Fundamental Theorem of Calculus (Prerequisite: Placement through CPT or completion of MAC1140 and MAC1114 with a grade of "C" or better or by permission of chairperson. Corequisite: MAC 2311L.) Lab fee: $5. FA, SP, SU

MAC 2312/2312L   Calculus II and Lab   4 sem. hrs.
A continuation of Calculus I including: techniques of integration, applications of integrations, differentiation and integration in polar form, sequences and series. (Prerequisite: Placement through CPT or passed MAC2311/2311L with grade "C" or better or permission of chairperson. Corequisite: MAC 2312L.) Lab fee: $5. FA, SP, SU

MAC 2313/2313L   Calculus III and Lab   4 sem. hrs.
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 MAC2312/2312L with grade "C" or better or permission of chairperson. Corequisite: MAC 2313L.) Lab fee: $5. FA, SP, SU

MAE 2801   Elementary School Mathematics   3 sem. hrs.
This course contains mathematical material appropriate for students studying to be elementary school teachers. It includes operations on real numbers, problem solving techniques, prime factorizations, numerical systems, simplifying numeric expressions, sets and Venn diagrams, converting base systems, solving geometric problems, identification and classification of two and three dimensional figures, and finding area and perimeter of these figures. (Prerequisite: MAC 1105 or MGF 2106 with a grade of C or better.) Lab fee: $5. FA, SP, SU

MAN 2021   Principles of Management   3 sem. hrs.
Designed to enable the student to understand and apply the following basic functions of management: planning, organizing, staffing, leading and controlling. FA, SP, SU

MAN 2905   Directed Study in Management   1-4 sem. hrs.
FA, SP, SU

MAP 2302/2302L   Differential Equations and Lab   3 sem. hrs.
First order ordinary differential equations, theory of linear ordinary differential equations, solutions of linear and non-linear equations including variation of parameters and Laplace transformation methods along with applications. (Prerequisite: Placement through CPT or passed MAC2312/2312L with grade "C" or better or permission of chairperson. Corequisite: MAP 2302L.) Lab fee: $5. FA, SP, SU

MAR 2011   Principles of Global Marketing   3 sem. hrs.
A global approach to the study of marketing. Domestic, international and multinational consideration of customer, product, price, promotion and place will be explored. Students will complete a marketing plan. FA, SP

MAR 2720   Introduction to E-Commerce   3 sem. hrs.
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. SP

MAR 2905   Directed Study in Marketing   1-4 sem. hrs.
FA, SP, SU

MAR 2949 Cooperative Education Experience in Marketing   1-4 sem. hrs.   FA, SP, SU

**MAT 0002/0002L   Mathematics I (Pre-Algebra)
and Lab   4 college prep. hrs.**
Topics include a review of the basic arithmetic operations of whole numbers, mixed numbers, fractions, decimals and percents, ratio and proportion, basic operations of real numbers, simplifying algebraic expressions and solving linear equations. (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 0024/0024L   Mathematics II (Elementary Algebra)
and Lab   4 college prep. hrs.**
Topics include an introduction to algebra: a review of basic operations of real numbers, solving linear equations containing parentheses, fractions, and decimals, graphing linear equations in two variables, simplifying polynomials, and properties of exponents and factoring. (Prerequisite: Placement through CPT or passed MAT0002/0002L with grade "B" or better or permission of chairperson. Corequisite: MAT 0024L.) Lab fee: $5. FA, SP, SU

MAT 1033   Intermediate Algebra   4 sem. hrs.
Topics included graphing linear functions, quadratic functions, absolute value functions, radical functions and rational functions, with a focus on simplifying, adding, subtracting, multiplying and dividing these expressions as well as methods to solve equations involving these types of functions. Other topics include inequalities, functional equations, factoring polynomials, applied problems, systems of equations, solving quadratic equation using the quadratic formula and completing the square. (Prerequisite: Placement through the DBCC placement test or MAT0024/0024L with grade of "B" or better.) Lab fee: $5. FA, SP, SU

MAT 2905   Directed Study in Mathematics   1-4 sem. hrs.
FA, SP, SU

**MAT 2949   Cooperative Education Experience
in Mathematics   1-4 sem. hrs.**
FA, SP

MCB 1010C/1010L   Microbiology and Lab   4 sem. hrs.
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: $35. FA, SP, SU

MCB 2905   Directed Study in Microbiology   1-4 sem. hrs.
FA, SP, SU

**MEA 0005   Introduction to
Medical Assisting Fundamentals   4.03 voc. crs.**
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 0270/0270L, MEA 0253/0253L and MEA 0230/0230L.) FA

**MEA 0230/0230L   Medical Terminology for Medical Assisting
and Lab   4.0 voc. crs.**
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 0270/0270L, MEA 0253/0253L and MEA 0230L.) FA

MEA 0253/0253L   **Anatomy & Physiology for Medical Assisting and Lab**   **6.0 voc. crs.**

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 0230/0230L, MEA 0270/0270L and MEA 0253L.) FA

MEA 0242/0242L   **Pharmacology for Medical Assisting and Lab**   **4.0 voc. crs.**

This course will prepare students to perform duties relevant to the administration of medications under the supervision of a physician. (Prerequisites: MEA 0005, MEA 0230/0230L, MEA 0253/0253L and MEA 0270/0270L. Corequisites: MEA 0254/0254L, MEA 0258/0258L, MEA 0256C/0256L and MEA 0242L.) Lab fee: $7. SP

MEA 0254/0254L   **Clinical Procedures for Medical Assisting and Lab**   **5.0 voc. crs.**

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 0253/0253L, MEA 0270/0270L and MEA 0230/0230L. Corequisites: MEA 0256C/0256L, MEA 0258/0258L, MEA 0242/0242L and MEA 0254L.) Lab fee: $7. SP

MEA 0256C/0256L   **Laboratory Procedures for Medical Assisting and Lab**   **6.3 voc. crs.**

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 0270/0270L, MEA 0253/0253L, and MEA 0230/0230L. Corequisites: MEA 0254/0254L, MEA 0258/0258L, MEA 0242/0242L and MEA 0256L.) Lab fee: $7. SP

MEA 0258/0258L   **Radiology for Medical Assisting and Lab**   **2.0 voc. crs.**

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 0230/0230L, MEA 0253/0253L and MEA 0270/0270L. Corequisites: MEA 0256C/0256L, MEA 0254/0254L, MEA 0242/0242L and MEA 0258L.) SP

MEA 0270/0270L   **Clerical Procedures for Medical Assisting and Lab**   **4.0 voc. crs.**

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 0253/0253L, MEA 0230/0230L and MEA 0270L.) FA

MEA 0801   **Externship for Medical Assisting**   **8.0 voc. crs.**

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   **Meteorology**   **3 sem. hrs.**

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   **College Mathematics**   **3 sem. hrs.**

This is a college mathematics course, including set theory, logic, geometry, counting methods, probability, 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   **Mathematics for Liberal Arts**   **3 sem. hrs.**

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 of permission of chairperson.) Lab fee: $5. FA, SP, SU

MLT 1000   **Introduction to Medical Laboratory Technology**   **3 sem. hrs.**

A general introduction to the career of medical technology including safety, quality control, professional ethics and regulatory standards. (Prerequisite: Admission to the Medical Laboratory Technology program.)

MLT 1040C/1040L   **Microscopy and Lab**   **2 sem. hrs.**

A basic study on theory and techniques for fluid analysis (non-blood) in the clinical laboratory with an emphasis on disease states and diagnosis. This course also includes an introduction to phlebotomy including techniques and tools. (Prerequisites: MLT 1000, BSC 1085C/1085L, HSC1000 and MLT 1500.) Lab fee: $20.

MLT 1362C/1362L   **Hematology and Lab**   **4 sem. hrs.**

Course will explore clinical hematology (formation, function and degradation of blood cells) and fundamental hemostasis, including anemias, white blood cell disorders, thrombosis and related laboratory processes and procedures. (Prerequisite: BSC 1085C/1085L. Corequisites: MLT 1000, HSC 1000 and MLT 1500.) Lab fee: $20.

MLT 1500   **Immunology**   **3 sem. hrs.**

The study of the immune system, basic immunologic techniques, disease states and serological testing. (Prerequisite: BSC 1085C/1085L. Corequisites: MLT 1000 and HSC 1000.)

MLT 1530C/1530L   **Immunohematology and lab**   **4 sem. hrs.**

An introduction to the study of immunohematology principles and practices including genetic theory, immunology, whole blood collections, management of disease states, transfusion practices, and blood group antigens/antibodies. (Prerequisites: MLT 1000, BSC1085C/1085L, HSC 1000 and MLT 1500.) Lab fee: $20.

MLT 1611C/1611L   **Clinical Chemistry and Lab**   **4 sem. hrs.**

The study and measurement of the chemical composition of blood including practices and procedures; concentrating on analytical principles, techniques and correlation of laboratory results with disease states. (Prerequisites: MLT 1000, BSC 1085C/1085L, HSC 1000, MLT 1500 and CHM 1045C/1045L.) Lab fee: $20.

MLT 1811   **Microbiology Practicum**   **6 sem. hrs.**

A cooperative work experience in the microbiology department of an approved medical facility (permission of program manager required). The practicum is implemented through written training plans, written performance reviews and coordinated supervision. (Prerequisites: MLT 1000, BSC 1085C/1085L, HSC 1000, MLT 1500, MLT 1611C/1611L, MLT 1530C/1530L, MLT 1040C/1040L, MLT 1362C/1362L and MCB 1010C/1010L.)

MLT 2807   **Immunohematology Practicum**   **6 sem. hrs.**

A cooperative work experience in the immunohematology department of an approved medical facility (permission of program manager required). The practicum is implemented through written training plans, written performance reviews and coordinated supervision. (Prerequisites: BSC 1085C/1085L, HSC 1000, MLT 1500, MLT 1611C/1611L, MLT 1530C/1530L, MLT 1040C/1040L, MLT 1362C/1362L and MCB 1010C/1010L.)

MLT 2809   **Hematology Practicum**   **6 sem. hrs.**

A cooperative work experience in the hematology department of an approved medical facility (permission of program manager required). The practicum is implemented through written training plans, written performance reviews and coordinated supervision. (Prerequisites: MLT 1000, BSC 1085C/1085L, HSC 1000, MLT 1500, MLT 1611C/1611L, MLT 1530C/1530L, MLT 1040C/1040L, MLT 1362C/1362L and MCB 1010C/1010L.)

MLT 2810   Chemistry Practicum   6 sem. hrs.
A cooperative work experience in the chemistry department of an approved medical facility (permission of program manager required). The practicum is implemented through written training plans, written performance reviews and coordinated supervision. (Prerequisites: MLT 1000, BSC 1085C/1085L, HSC 1000, MLT 1500, MLT 1611C/1611L, MLT 1530C/1530L, MLT 1040C/1040L, MLT 1362C/1362L and MCB 1010C/1010L.)

MLT 2931   Medical Laboratory Seminar   1 sem. hr.
A capstone class for the medical laboratory student which prepares them for tests for national and state certification. (Corequisites: MLT 2810, MLT 2809, MLT 2807 and MLT 1811.)

MMC 1000   Introduction to Mass Communication 3 sem. hrs.
Introduction to the media of mass communication, covering: media's impact on society; responsibilities and legalities; and careers in broadcasting, newspapers, magazines, book publishing, advertising, the music and movie industries. (Prerequisite or Corequisite: ENC 1101.) FA, SP

MNA 2161   Quality Service Management   3 sem. hrs.
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, SP

MNA 2345   Supervision of Personnel   3 sem. hrs.
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   Cooperative Education Experience
**   in Management   1-4 sem. hrs.** FA, SP, SU

MSL1001C   Foundations of Officership   1 sem. hr.
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   Basic Leadership   1 sem. hr.
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   Individual Leadership   1 sem. hr.
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   Leadership and Teamwork   1 sem. hr.
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   Directed Study in Military Leadership   1-4 sem. hrs.
FA, SP, SU

MSS 0156   Anatomy & Physiology
**   for Massage Therapist I   2.5 voc. crs.**
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   Anatomy & Physiology
**   for Massage Therapist II   2.5 voc. crs.**
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   Statutes/Rules and Ethics   .33 voc. crs.
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   Pathology Related to Massage Therapist   1.5 voc. crs.
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   Allied Modalities I   1.7 voc. crs.
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   Allied Modalities II   1.7 voc. crs.
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   Theory and Practice of Hydrotherapy   .67 voc. crs.
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   Professional and Personal Development   .5 voc. crs.
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 0803/0803L   Massage Theory and Clinical Practicum I
**   and Lab   5.3 voc. crs.**
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. (Corequisite: MSS 0803L.) Lab fee: $5. FA

MSS 0804/0804L   Massage Theory and Clinical Practicum II
**   and Lab   5.3 voc. crs.**
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 0803/0803L. Corequisite: MSS 0804L.) Lab fee: $5. SP

MTB 1348   Applied Technical Math   3 sem. hrs.
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 0024/0024L with grade of "B" or better or permission of Engineering Technologies chairperson.) FA, SP

**MUH 2051   Introduction to the
                     Music of the World's Peoples   3 sem. hrs**
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   Music Appreciation   3 sem. hrs.
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.]   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 1120/1120L   College Band and Lab   3 sem. hrs.
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. (Corequisite: MUN 1120L.) FA, SP

MUN 1210/1210L   Orchestra and Lab   3 sem. hrs
An instrumental ensemble performing works from the symphonic repertory. May be repeated one time for credit. Four hours of class per week. (Corequisite: MUN 1210L.) FA, SP

MUN 1340/1340L   Concert Choir and Lab   3 sem. hrs.
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.) (Corequisite: MUN 1340L.) 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 one time 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 1362/1362L   Madrigal Dinner Rehearsal
                              and Performance and Lab   3 sem. hrs.**
The class will focus on acting, singing (choral, ensemble, and solo), and role playing as they are applied to the annual Yuletide Feast productions. (Corequisite: MUN 1362L.) FA

MUN 1710/1710L   Jazz Ensemble and Lab   2 sem. hrs.
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 assistant chair. (Corequisite: MUN 1710L.) FA, SP

**MUN 1720/1720L   Contemporary Vocal Ensemble
                              and Lab   3 sem. hrs.**
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 1340/1340L and MUN 1720L.) Four hours of class per week. FA, SP

**MUN 2949   Cooperative Education Experience
                     in College Band   1-4 sem. hrs.**

MUT 1121/1121L   Music Theory I and Lab   4 sem. hrs.
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. Corequisite: MUT 1121L.) FA, SP

MUT 1122/1122L   Music Theory II and Lab   4 sem. hrs.
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 1121/1121L. Corequisite: MUT 1122L.) FA, SP

MUT 2126/2126L   Music Theory III and Lab   4 sem. hrs.
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 1122/1122L or equivalent. Corequisite: MUT 2126L.) FA, SP

MUT 2127/2127L   Music Theory IV and Lab   4 sem. hrs.
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 2126/2126L or equivalent. Corequisite: MUT 2127L.) 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   Applied Music-Group (Piano) I and II   1 sem. hr.
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: $30. FA, SP, SU

MVK 2121   Applied Music - Group (Piano) III-IV   1 sem. hr.
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: $30. FA, SP, SU

MVS 1116   Beginning Class Guitar   1 sem. hr
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   Intermediate Class Guitar   1 sem hr
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/1021L   Introduction to Nursing Process
**   and Lab   10 sem. hrs.**
Introduction of the nursing process and various nursing roles focusing on basic needs of the adult. (Prerequisites: BSC 1085C/1085L, ENC 1101, MCB 1010C/1010L, and MAC 1105. Corequisites: NUR 1021L, BSC 1086C/1086L, and PSY 1012.) Lab fee: $88. FA, SP

NUR 1003C/1003L   Transition Into Professional Nursing
**   and Lab   12 sem. hrs.**
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/1085L, BSC 1086C/1086L, MCB 1010C/1010L, and PSY 1012. Corequisite: NUR 1003L.) Lab fee: $85. FA, SP

NUR 1260C/1260L   Nursing Process II and Lab   10 sem. hrs.
Application of the nursing process in various nursing roles focusing on simple needs of the medical-surgical patient. (Prerequisite: NUR 1021C. Corequisites: ENC 1102 and NUR 1260L.) Lab fee: $76. FA, SP

NUR 2310C/2310L   Nursing Process III: Child Health
**   and Lab   4 sem. hrs.**
Application of the nursing process in various nursing roles focusing on child health. (Prerequisites: NUR 1003C/1003L or NUR 1260C/1260L. Corequisites: SPC 2600, NUR 2420C/2420L or NUR 2512C/2512L, and NUR 2310L.) Lab fee: $35. FA, SP, SU

NUR 2420C/2420L   Nursing Process III: Maternal Health
**   and Lab   4 sem. hrs.**
Application of the nursing process in various nursing roles focusing on maternal health. (Prerequisites: NUR 1003C/1003L or NUR 1260C/1260L. Corequisites: SPC 2600, NUR 2310C/2310L or NUR 2512C/2512L, and NUR 2420L.) Lab fee: $36. FA, SP, SU

NUR 2512C/2512L   Nursing Process IV: Psychiatric
**   and Mental Health Nursing and Lab   4 sem. hrs.**
Application of the nursing process in various nursing roles focusing on mental health of all ages. (Prerequisites: NUR 1003C/1003L or NUR 1260C/1260L. Corequisites: SPC 2600, NUR 2420C/2420L or NUR 2310C/2310L, and NUR 2512L.) Lab fee: $35. FA, SP, SU

NUR 2744C/2744L   Nursing Process V: Advanced Medical-Surgical
**   Nursing and Lab   10 sem. hrs.**
Application of the nursing process in various nursing roles focusing on complex needs of the medical-surgical adult patients. (Prerequisites: NUR 2420C/2420L, NUR 2310C/2310L, and NUR 2512C/2512L. Corequisites: Humanities, Cultural and Aesthetic Core and NUR 2744L.) Lab fee: $76. FA, SP

NUR 2905   Directed Study in Nursing   1-4 sem. hrs.
FA, SP, SU

OCB 2000C/2000L   Introduction to Marine Biology
**   and Lab   4 sem. hrs.**
An introduction to the chemical, physical, and biological components of the marine environment. Emphasis is on the study of marine organisms and their ecological roles. Specific topics include Florida coastal and intracoastal systems and issues. Several one-day field trips are scheduled in

addition to the weekly laboratory sessions. (Prerequisites or corequisites: ENC 1101 and MAT 1033. Corequisite: OCB 2000L.) Lab fee: $20.   FA, SP, SU

OCE 1001   Introduction to Oceanography   3 sem. hrs.
An introduction to physical oceanography, including geology and hydrology of the world's ocean basins and oceanic effects on climatology. (Prerequisites or corequisites: ENC 1101 and MAT 1033.)

**OCB 2949   Cooperative Education Experience
              in Marine Biology   1-4 sem. hrs.**
FA, SP, SU

ORI 2000   Fundamentals of Oral Interpretation   3 sem. hrs.
This course will introduce students, both individually and in groups, to an imaginative and skillful oral rendering and analysis of dramatic literature and prose. (Prerequisite: ENC 1101.) FA, SP

OST 1100/1100L   Keyboarding and Formatting I and Lab   4 sem. hrs.
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. (Corequisite: OST 1100L.) Lab fee: $6. FA, SP, SU

OST 1110/1110L   Keyboarding and Formatting II and Lab 4 sem. hrs.
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 1100/1100L or permission of chairperson. Corequisite: OST 1110L.) Lab fee: $6. FA, SP, SU

OST 1141   Keyboarding   1 sem. hr.
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 1330   Business English   3 sem. hrs.
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

OST 1435   Legal Terminology   3 sem. hrs.
An explanation of the common legal vocabulary involved in the broad, general principles of substantive law. Lab fee: $6. FA, SP

OST 1711   Word Processing I   3 sem. hrs.
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 1100/1100L or OST 1141 or permission of chairperson.) Lab fee: $6. FA, SP, SU

OST 1760/1760L   Word Processing II   4 sem. hrs.
A study of information processing and hands-on experience using a word processor. Student must register for lab. (Corequisite: OST 1760L.) Lab fee: $6. FA

OST 2336   Business Communications   3 sem. hrs.
Principles and techniques of correspondence, including specialized letter writing, research reports and oral presentations. (Prerequisite: ENC 1101 or OST1330). FA, SP, SU

OST 2401/2401L   Basic Office Procedures and Lab   4 sem. hrs.
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 1100/1100L or OST 1141 as a Corequisite. Student must register for lab. (Prerequisite: OST 1100/1100L or OST 1711 or knowledge of WordPerfect. Corequisite: OST 2401L.) Lab fee: $6. FA,SP

**OST 2431/2431L   Legal Keyboarding and Office Procedures
                    and Lab   4 sem. hrs.**
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 1100/1100L or OST 1711 or knowledge of Word software. Corequisite: OST 2431L.) Lab fee: $6. FA, SP

**OST 2461/2461L   Medical Keyboarding and Office Procedures
                    and Lab   4 sem. hrs.**
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 1100/1100L or OST 1711 or knowledge of Word software. Corequisite: OST 2461L.) Lab fee: $6. FA, SP

OST 2501   Office Management   3 sem. hrs.
Study of the organization and management of office personnel, electronic office equipment and the development of management skills. Students must register for lab. SP

**OST 2713/2713L   Advanced Computer Software Applications
                    and Lab   4 sem. hrs.**
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. Corequisite: OST 2713L.) Lab fee: $6. FA

**OST 2905   Directed Study
              in Office Systems Management   1-4 sem. hrs.**
Students who desire credit in this area should meet with the chairperson of the Business Department. FA, SP, SU

**OST 2949   Cooperative Education Experience
              in Office Systems Management   1-4 sem. hrs.**
Students desiring credit in this area should meet with the chairperson of the Business Department. FA, SP, SU

OTH 1001   Introduction to Occupational Therapy 3 sem. hrs.
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 1003   Human Occupation Across the Lifespan   3 sem. hrs.
This course provides a study of occupation (activities that have meaning and purpose in a person's life) across the lifespan. Topics include occupational development, roles and performance; meaning and identity; the person-environment-occupation model, client-centered treatment and health and wellness. (Corequisite: OTH 1001.) Lab fee: $5. FA

OTH 1006   Occupational Therapy Documentation   2 sem. hr.
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 1014C/1014L   Analysis of Human Movement and Lab   3 sem. hrs.
This course introduces the phenomenon of human motion and function within the context of occupational performance. Topics include: introduction to movement, survey of skeletal system, articular system, muscular system, and nervous system. Normal movement and posture are also examined. Impact of body structure and function upon client's occupational status and motor performance is integrated via discussion and application projects. (Prerequisite: BSC 1086C/1086L. Corequisite: OTH 1014L.) SP

OTH 1114C/1114L   Occupational Therapy Skills and Techniques I and Lab   2 sem. hrs.
This course focuses on developing basic competencies in occupational therapy treatment techniques and methodologies. Content includes: application of occupational therapy practice framework in areas relating to performance skills, patterns, and contexts; skill building in areas of patient care, safety, and basic mobility; communication/interaction dynamics; cultural diversity; computer literacy and resource development; and basic occupational analysis. (Corequisites: OTH 1001 and OTH 1114L.) Lab fee: $5. FA

OTH 1800   Occupational Therapy Practicum I   1 sem. hr.
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: $15. SP

OTH 1802   Occupational Therapy Practicum II   2 sem. hrs.
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: $3. FA

OTH 2261C/2261L   Occupational Therapy Skills and Techniques II and Lab   2 sem. hrs.
This course provides instruction enabling the OTA student to further develop skills in areas of therapeutic mobility, activity analysis, and dealing with individuals, groups and populations in the context of health care restoration, prevention and promotion. Specific topics include: wheelchair transfers; basic exercises; ADL training and equipment provision; life skills training, occupational analysis, art and craft media; basic treatment strategies; service delivery models, and skill development in basic research methods. (Prerequisite: OTH 1114C/1114L. Corequisites: OTH 1014C/1014L, OTH 2300C, and OTH 2261L.) Lab fee: $15. SP

OTH 2264C/2262L   Occupational Therapy Skills and Techniques III and Lab   3 sem. hrs.
This course provides information, demonstrations, and lab activities that address advanced occupational therapy treatment methods that promote occupational performance and quality of life. Topics include: sensorimotor treatment models, applications of therapeutic adaptation, family training, community programming, basic orthotics and prosthetics, assistive technologies, physical agent modalities, accessibility issues, intervention planning, and healthy lifestyles. (Prerequisite: OTH 2261C/2261L. Corequisites: OTH 2420/2420L, OTH 2520/2520L and OTH 2262L.) Lab fee: $20. FA

OTH 2300C   Psychosocial Occupational Therapy   4 sem. hrs.
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. (Prerequisite: OTH 1001.) Lab fee: $5. SP

OTH 2410   Conditions in Occupational Therapy   3 sem. hrs.
This course will familiarize the student with the etiology, diagnosis, detection, medical management and prognosis of selected disease processes and traumatic injuries. Exploration of how these conditions affect the occupational performance of an individual, family, or community will be examined. This course will also enable the student to develop research and oral presentation skills via a research assignment. (Prerequisites: OTH 1001 and BSC 1085C/1085L.) FA

OTH 2420   Occupational Therapy for Physical Dysfunction 4 sem. hrs.
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/1014L and OTH 2410.) Lab fee: $5. FA

OTH 2520/2520L   Developmental Issues and Lab   3 sem. hrs.
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. Corequisite: OTH 2520L.) Lab fee: $5. FA

OTH 2840   O.T. Supervised Clinical Practice I   5 sem. hrs.
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   O.T. Supervised Clinical Practice II   5 sem. hrs.
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   O.T. Seminar for Clinical Practice   1 sem. hr.
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   Introduction to Public Service Principles   6 sem. hrs.
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/2510L   Human Genetics and Lab   4 sem. hrs.
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. (Prerequisite: BSC 1010C/1010L or MCB 1010C/1010L. Corequisite: PCB 2510L.) Lab fee: $50. SP

PCO 2202   Counseling Techniques   3 sem. hrs.
Emphasis on the counseling helping process and on counseling and communication skills including accurate observation, therapeutic communication, intrapersonal and interpersonal awareness, conflict and goal setting. Personal and professional boundaries are explored as knowledge and skill-based learning. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) FA

PET 2084   Personal Health and Wellness   3 sem. hrs.
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   Principles of Athletic Training   3 sem. hrs.
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. Lab fee: $15. FA

PET 2622/2622L   Care and Prevention of Athletic Injuries and Lab   3 sem. hrs.
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. Corequisite: PET 2622L.) SP

PET 2905   Directed Study in Physical Education   1-4 sem. hrs.
FA, SP, SU

**PET 2949   Cooperative Education Experience
           in Physical Education   1-4 sem. hrs.**
FA, SP, SU

PGY 1100   Photography I   3 sem. hrs.
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   Color Materials and Processes   7 sem. hrs.
An introduction to color photography, including color negative, transparency, and digital color processes. Explores the technical, conceptual and production relationships in color photography. (Prerequisites: PGY 1403 and PGY 1800. Corequisite: PGY 2300.) Class materials fee: $60. SU

PGY 1403   Fundamentals of Photography   4 sem. hrs.
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 1800.) Class materials fee: $45. FA, SP

PGY 1800   Photography and the Digital Image   4 sem. hrs.
An orientation to basic digital photography, including digital cameras, scanning, and printing. (Corequisite: PGY 1403.) Class materials fee: $45. FA, SP

PGY 1806   Digital Imaging   4 sem. hrs.
This course covers digital photographic systems and aesthetics with a focus on production techniques and creative expression. (Prerequisites: PGY 1403 and PGY 1800. Corequisite: PGY 1201.) Class materials fee: $45. FA, SP

PGY 2000   History and Aesthetics of Photography   3 sem. hrs.
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: ENC 1101.) Class materials fee: $5. FA, SP

PGY 2107   Large Format Photography   4 sem. hrs.
Concepts, techniques and applications for large-format cameras, including technical movements, perspective, composition and viewpoint. Architectural and advertising imaging is introduced. (Prerequisites: PGY 2215 and PGY 2216.) Class materials fee: $45. FA, SP

**PGY 1201   Introduction to Studio and
           Location Photography   4 sem. hrs.**
The students will explore advanced studio and location photography using a variety of camera, lighting, and image processing techniques. (Prerequisites: PGY 1403 and PGY 1800. Corequisite: PGY 1806.) Class materials fee: $45. FA, SP

PGY 2215   Professional Studio Portraiture   4 sem. hrs.
Development of lighting skills and practice in the production of studio portraits. (Prerequisites: PGY 1115, PGY 1806, and PGY 1201. Corequisite: PGY 2216.) Class materials fee: $45. FA, SP

PGY 2216   Location Portraiture   4 sem. hrs.
Development of location lighting skills in editorial, illustrative and interpretive portraits. (Prerequisites: PGY 1115 and PGY 1201. Corequisite: PGY 2215.) Class materials fee: $45. FA, SP

PGY 2300   Field Survey of Professional Photography   3 sem. hrs.
An introduction to the field of professional photography, including but not limited to photojournalism, editorial, advertising, portrait and wedding, corporate/industrial, public relations, and fine art photography. (Prerequisites: PGY 1403 and PGY 1800. Corequisite: PGY 1115.) SU

PGY 2321   Professional Photographic Business Practices   3 sem. hrs.
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. FA, SP

PGY 2470   Advanced Photo Workshop   1-4 sem. hrs.
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. (Prerequisite: PGY 2215 and PGY 2216 or permission of department chair.) Class materials fee: $15. FA, SP, SU

PGY 2650   Editorial Photography   4 sem. hrs.
Intensive development of skills and concepts in the production of photographs for editorial and illustrative contexts. Designed to emulate professional world conditions. Course emphasizes problem solving techniques, the working process and the refinement of photographic style. (Prerequisites: PGY 2215 and PGY 2216. Corequisite: PGY 2107.) Class materials fee: $45. FA, SP

PGY 2905   Directed Study in Photography   1-3 sem. hrs.
Advanced study in any of the following areas: fine art, portrait, commercial and journalistic photography. (Prerequisite: Permission of department chair.) FA, SP, SU

PGY 2935   Portfolio Workshop   1-4 sem. hrs.
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. (Prerequisites: PGY 2215 and PGY 2216 or permission of department chair.) Class materials fee: $30. FA, SP, SU

**PGY 2949   Cooperative Education Experience
           In Photography   4 sem. hrs.**
The course requires the student to research and make arrangements for a 15-25 hour cooperative work experience in the field of professional photography. (Prerequisite: Permission of department chair.) FA, SP, SU

PHI 1100   Practical Logic   3 sem. hrs.
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.) FA, SP

PHI 2001   Introduction of Philosophy I   3 sem. hrs.
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   Introduction of Philosophy II   3 sem. hrs.
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   Introduction to Ethics   3 sem. hrs.
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   Directed Study in Philosophy and Logic   1-3 sem. hrs.
(Prerequisite: Appropriate placement scores or successful completion of college prep courses.) FA, SP, SU

PHT 1006   Introduction to Physical Therapy   3 sem. hrs.
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   Kinesiology for PTA   4 sem. hrs.
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. (Prerequisite: BSC 1085C/1085L.) FA

PHT 1251   Patient Care Skills   2 sem. hrs.
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 Patient Care Skills Lab   2 sem. hrs.
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   Pathology for PTA   3 sem. hrs.
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   Neurological Diagnoses for PTA   5 sem. hrs.
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   Rehabilitation Skills for PTA   3 sem. hrs.
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 Rehabilitation Skills Lab   1 sem. hr.
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.) SP

PHT 2211   Modalities I   2 sem. hrs.
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 Modalities I Lab   1 sem. hr.
Laboratory application of therapeutic modalities for 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 2211) Lab fee: $10. SP

PHT 2212   Modalities II   1 sem. hr.
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 Modalities II Lab   1 sem. hr.
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: $15. FA

PHT 2220   Therapeutic Exercise I   2 sem. hrs.
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. (Corequisites: PHT 1006, PHT 1251 and PHT 2220L.) FA

PHT 2220L Therapeutic Exercise I Lab   2 sem. hrs.
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. (Corequisites: PHT 1006, PHT 1251 and PHT 2220.) Lab fee: $10. FA

PHT 2221   Therapeutic Exercise II   4 sem. hrs.
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.) SP

PHT 2221L Therapeutic Exercise II Lab   2 sem. hrs.
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: $15. SP

PHT 2235   Therapeutic Exercise III   2 sem. hrs.
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 Therapeutic Exercise III Lab   1 sem. hr.
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   PTA Clinical Practicum I   2 sem. hrs.
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.) FA

PHT 2810   PTA Clinical Practicum II   2 sem. hrs.
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   PTA Clinical Practicum III   3 sem. hrs.
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 2804.) SP

PHT 2931   PTA Seminar   2 sem. hrs.
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 organiza-

tions, 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.) SP

PHY 1053C/1053L   College Physics I and Lab   4 sem. hrs.
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/1054L   College Physics II and Lab   4 sem. hrs.
Sound, wave motion, electrostatics, magnetism and physical and geometrical optics. (Prerequisite: PHY 1053C/1053L or permission of chairperson. Corequisite: PHY 1054L.) Lab fee: $10.   SP, SU

PHY 2048C/2048L   University Physics I and Lab   5 sem. hrs.
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 2311/2311L. Corequisite: PHY 2048L.) Lab fee: $10.   FA, SP

PHY 2049C/2049L   University Physics II and Lab   5 sem. hrs.
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 2312/2312L. Corequisite: PHY 2049L.) Lab fee: $10. SP, SU

PHY 2101   Modern Physics   3 sem. hrs.
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/2049L and MAC 2312/2312L. Corequisite: MAC 2313/2313L.) SU

PHY 2905   Directed Study in Physics   1-4 sem. hrs.
(Prerequisite: Appropriate placement scores or successful completion of college prep courses.) FA, SP, SU

PLA 1003   Introduction to Paralegal   3 sem. hrs.
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   Legal Writing and Research I   3 sem. hrs.
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

PLA 1610   Real Estate Law and Property   3 sem. hrs.
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   Law of Domestic Relations   3 sem. hrs.
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

PLA 2114   Legal Writing and Research II   3 sem. hrs.
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   Introduction to Litigation, Torts and Evidence   3 sem. hrs.
A study of the court system and the litigation process, including prelimi-

nary interviews with clients, investigation and marshalling of facts, drafting of all pleadings and motion practice. (Prerequisites: ENC 1101 and BUL 2241.) FA

PLA 2303   Criminal Law and the Paralegal   3 sem. hrs.
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   Bankruptcy Law   3 sem. hrs.
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   Probate Administration   3 sem. hrs.
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.) Lab fee: $5. SP

PLA 2763   Law Office and Management   3 sem. hrs.
This course is designed to familiarize the student with the practical inner workings of a law office, including its equipment, office procedures and management. SP, SU

PLA 2880   Constitutional Law   3 sem. hrs.
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   Directed Study in General Law   1-4 sem. hrs.
FA, SP,SU

**PLA 2949   Cooperative Education Experience
                   in General Law   1-4 sem. hrs.**
FA, SP,SU

**PMT 0101/0101L   Welding and Mechanical Blueprint Reading
                   and Lab   2.0 voc. crs.**
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 0102/0102L. Corequisite: PMT 0101L,) Lab fee: $15. FA, SP

PMT 0102/0102L   Welding I and Lab   4.0 voc. crs.
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. Prerequisite or Corequisite: PMT 0101/0101L. Corequisite: PMT 0102L,) Lab fee: $40. FA, SP

**PMT 0121/0121L   Shield Metal Arc Welding (SMAW)
                   and Lab   4.0 voc. crs.**
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 0102/0102L and PMT 0101/0101L. Corequisite: PMT 0121L.) Lab fee: $40. FA, SP

PMT 0124/0124L   Welding II and Lab   4.0 voc. crs.
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 0102/0102L and PMT 0101/0101L. Corequisite: PMT 0124L.) Lab fee: $40. FA, SP

PMT 0131/0131L   Gas Tungsten Arc Welding
and Lab (GTAW or TIG)   4.0 voc. crs.
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 0102/0102L and PMT 0101/0101L.. Corequisite: PMT 0131L.) Lab fee: $40. FA, SP

PMT 0134/0134L   Gas Metal Arc Welding
and Lab (GMAW or MIG)   4.0 voc. crs.
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 0102/0102L and PMT 0101/0101L. Corequisite: PMT 0134L.) Lab fee: $40. FA, SP

PMT 0905   Directed Study in Applied Welding   1-4 sem. hrs.
FA, SP

PMT 1212C/12121L Machine Tool Technology I and Lab   3 sem. hrs.
An introductory course in basic machining and bench work, use of measuring tools, precision layout and cutting tool principles. (Corequisite: PMT1212L.) Lab fee: $15. FA

PMT 1223C/1223L   Machine Tool Technology II and Lab   3 sem. hrs.
A continuation of Machine Tool Technology I. Machine processes on lathes, mills, grinders, hand and power tools. Heat treating processes and surface grinding. (Corequisite: PMT1223L.) Lab fee: 15. SP

PMT 1250C/1250L   Introduction to Computer Numerical Control
and Lab   3 sem. hrs.
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. (Corequisite: PMT1250L.) Lab fee: $15. FA, SP

PMT 2225C/2225L   Machine Tool Technology III and Lab   3 sem. hrs.
A continuation of Machine Tool Tech. II. Tooling operations, advanced machining, grinding, EDM operation and CMM inspection. Heat testing and cutter grinding. (Corequisite: PMT2225L.)   SU

PMT 2254C/2254L   CNC Programming II and Lab   3 sem. hrs.
A continuation of PMT 1250 Intro to CNC. Lathe and mill CNC programming. Tool and fixture offsets, plus outside programming from CAD/CAM software. (Corequisite: PMT2254L.)   FA

PMT 2261C/2261L Introduction to Computer Aided Manufacturing
(Mastercam) and Lab   3 sem. hrs.
A continuation of CNC programming from M codes and G codes through conversational. (Corequisite: PMT2261L.) Lab fee: $15. FA

PMT 2262C/2262L   CAD/CAM II (Mastercam) and Lab   3 sem. hrs.
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. (Corequisite: PMT2262L.) SP

PMT 2720C/2720L   EDM Machining Processes and Lab   3 sem. hrs.
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. (Corequisite: PMT2720L.) SU

PMT 2949   Cooperative Education Experience
in Machining   3 sem. hrs.
FA, SP, SU

POS 2041   American Federal Government   3 sem. hrs.
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 2112   State and Local Government   3 sem. hrs.
Introduction to the principles and institutions of state and local government with emphasis on Florida. Explores the structures and functions of state governments, including federal-state and state-local relations. This course meets the 3,000 word minimum Gordon Rule requirement. (Prerequisite or Corequisite: ENC 1101.) FA, SP, SU

POS 2901   Directed Study in Political Science   1-4 sem. hrs.
(Prerequisite: Appropriate placement scores or successful completion of college prep courses.) FA, SP, SU

POS 2949   Cooperative Education Experience
in Political Science   1-4 sem. hrs.
FA, SP, SU

PPE 2001   Survey of Personality   3 sem. hrs.
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. In Human Services, taught as corequisite to HUS 1332 and HUS 1850. Lab fee: $5. SP

PRN 0000/0000L   Introduction to Nursing and Lab   15.25 voc. crs.
Foundation course related to the role 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; pharmacology; and mental health wellness. (Prerequisites: HSC 1000 and BSC 0070. Corequisite: PRN 0000L.) Lab fee: $130. FA, SP

PRN 0000P/0000L   Introduction to Nursing and Lab   7.62 voc. crs.
Foundation course related to the role 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; pharmacology; and mental health wellness. May be repeated one time for credit. (Prerequisites: HSC 1000 and BSC 0070. Corequisite: PRN 0000L.) Lab fee: $65. FA, SP

PRN 0042C/0042L   Home Health and Rehabilitation Nursing
and Lab   5.8 voc. crs.
Foundation course related to the role of the practical nurse, relationship with other members of the health team, and common needs of clients in various settings. Includes: rehabilitation nursing, community health concepts, and basic pharmacology. (Prerequisite: PRN 0000/0000L. Corequisites: PRN 0042L and PRN 0120C/0120L.) Lab fee: $88. SU

PRN 0042CP/0042L Home Health and Rehabilitation Nursing
and Lab   2.9 voc. crs.
Founda t ion course related to the role of the practical nurse, relationship 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. (Prerequisite: PRN 0000P/0000L. Corequisite: PRN 0042L.) Lab fee: $45. SU

PRN 0120C/0120L   Maternal/Child Health Nursing
and Lab   5.8 voc. crs.
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 0000/0000L. Corequisites: PRN 0120L and PRN 0042C/0042L.) Lab fee: $88. SU

**PRN 0120CP/0120L Maternal/Child Health Nursing
and Lab** **2.9 voc. crs.**
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/0000L. Corequisite: PRN 0120L.) Lab fee: $45. SU

PRN 0200/0200L Medical-Surgical Nursing and Lab 15.18 voc. crs.
Learning activities will emphasize nursing techniques, communication skills, problem solving, role responsibility, and employability skills in selected areas of nursing practice. Includes disorders of the following systems: (1) musculoskeletal, (2) nervous, (3) sensory, (4) respiratory, (5) circulatory, (6) renal/urinary, (7) reproductive, (8) gastrointestinal, (9) endocrine, and (10) immune. (Prerequisite: PRN 0000/0000L. Corequisite: PRN 0200L.) Lab fee: $95. FA, SP

PRN 0200P/ 0200L Medical-Surgical Nursing and Lab 7.59 voc. crs.
Learning activities will emphasize nursing techniques, communication skills, problem solving, role responsibility, and employability skills in selected areas of nursing practice. Includes disorders of the following systems: (1) musculoskeletal, (2) nervous, (3) sensory, (4) respiratory, (5) circulatory, (6) renal/urinary, (7) reproductive, (8) gastrointestinal, (9) endocrine, and (10) immune. May be repeated one time for credit. (Prerequisite: PRN 0000P/0000L. Corequisite: PRN 0200L.) Lab fee: $47. FA, SP

PRN 0904 Directed Study in Practical Nursing 1-4 voc. crs.
FA, SP, SU

PSB 2442 Addictions I – Psychology of Addictions 3 sem. hrs.
Students acquire a knowledge base about a variety of substances abused; understanding addiction, categories of addiction; current trends and evidence based practice in the field, including education, behavioral health, and social sciences; and addiction services available for referrals. This course can be used towards the Transdisciplinary Foundations requirement of the certification boards. (Prerequisite: Appropriate placement scores or successful completion of college prep courses.) FA, SP, SU

PSC 1121 Physical Science 3 sem. hrs.
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 Directed Study in Physical Science 1-4 sem. hrs.
(Prerequisite: Appropriate placement scores or successful completion of college prep courses.)

PSY 1012 General Psychology 3 sem. hrs.
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: $10. FA, SP, SU

PSY 2905 Directed Study in Psychology 1-4 sem. hrs.
(Prerequisite: Appropriate placement scores or successful completion of college prep courses.) FA, SP, SU

PSY 2930 Special Topics in Psychology 3 sem. hrs.
Special Topics in Psychology is a course that provides students with an opportunity to explore, research, observe, and discuss special topics, problems, current and historical issues, and emerging trends in psychology and society. (Prerequisite: PSY 1012 or permission of chair.) FA, SP
PSY 2949 Cooperative Education Experience in Psychology1-4 sem. hrs. FA, SP, SU

**PSY 2949 Cooperative Education Experience
in Psychology 1-4 sem. hrs.**
FA, SP, SU

QMB 1001 Business Math 3 sem. hrs.
Analytical treatment of practical business financial problems concerning interest, payrolls, financial statement analysis, buying and selling goods, consumer credit, etc. using claculators. FA, SP, SU

REA 0001/0001L Reading I and Lab 4 college prep. crs.
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 2905 Directed Study in Reading 1-4 sem. hrs.
(Prerequisite: Appropriate placement scores or successful completion of college prep courses.) Designed to increase reading skills in the content areas. FA, SP, SU

REL 2300 World Religion 3 sem. hrs.
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 Directed Study in Religion 1-4 sem. hrs.
(Prerequisite: Appropriate placement scores or successful completion of college prep courses.) FA, SP, SU

**RET 1024C/1024L Introduction to Respiratory Care
and Lab 2 sem. hrs.**
An introduction to the scientific basis for respiratory care. Lecture and laboratory experiences. (Prerequisite: Admission to the Respiratory Care program. Corequisite: RET 1024L.) FA

**RET 1026C/1026L Fundamentals of Respiratory Care I
and Lab 4 sem. hrs.**
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/1024L and RET 1026L.) Lab fee: $25. FA

**RET 1264/1264L Fundamentals of Respiratory Care II
and Lab 4 sem. hrs.**
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/1026L. Corequisite: RET 1264L.) Lab fee: $10. SP

RET 1293 Cardiopulmonary Medicine 3 sem. hrs.
A study of diseases and clinical entities commonly encountered in patients needing respiratory care. (Prerequisites: BSC 1085C/1085L and RET 1485.) SP

RET 1414 Cardiopulmonary Diagnostics 3 sem. hrs.
A study of diagnostic techniques and instrumentation, including pulmonary function, blood gas analysis, electrocardiogram, heart-lung stress testing and other procedures. (Prerequisite: RET 1264/1264L. Corequisite: RET 1833.) Lab fee: $5. SU

RET 1485 Cardiopulmonary Anatomy & Physiology 3 sem. hrs.
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.) FA

RET 1534 Special Topics in Respiratory Care I 3 sem. hrs.
This course includes a continuation of Mechanical Ventilation including clinical simulations and use of the Human Patient Simulator laboratory. Respiratory Care in alternate sites, i.e. Pulmonary Rehabilitation and Home Care are also discussed in this 10-week summer course. (Prerequisite: RET 1293.) Lab fee: $10. SU

RET 1832   Clinical Respiratory Care I   4 sem. hrs.
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   Clinical Respiratory Care II   2 sem. hrs.
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 2483/2483L   Patient Assessment and Interaction
**   and Lab   2 sem. hrs.**
An introduction to comprehensive patient assessment. Lecture and laboratory experiences. (Prerequisite: Admission to the Respiratory Care program. (Corequisite: RET 2483L.) Lab fee: $10. FA

RET 2714   Special Topics in Respiratory Care II   3 sem. hrs.
This course discusses Hemodynamic Monitoring including indications, equipment utilized, monitoring, evaluation and recommendations. The second half of this course introduces the evolving field of Pediatric and Neonatal Respiratory Care to include the assessment and treatment of the newborn and pediatric patient. (Prerequisites: RET 1485 and RET 1293.) FA

RET 2876   Clinical Respiratory Care III   4 sem. hrs.
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: $10. FA

RET 2877   Clinical Respiratory Care IV   4 sem. hrs.
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: $10. SP

RET 2934   Respiratory Care Seminar   3 sem. hrs.
This capstone course presents a continuation of Pediatric and Neonatal Respiratory Care with clinical simulations and future implications. Also discussed is Fluid and Electrolyte values used in the treatment of all populations. The seminar course also provides a review of all materials covered throughout the five-semester program. Computerized self-assessment entry-level and advanced practitioner examinations are administered as a conclusion to this course. Employability skills and the licensure and examination process are also covered. Lab fee: $10. SP

RTE 1000   Fundamentals of Radiologic Technology   1 sem. hr.
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   Medical Terminology for Radiographers   1 sem. hr.
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   Radiographic Exposures and Processing I   2 sem. hrs.
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   Radiographic Exposures II   2 sem. hrs.
A continuation of Radiographic Exposures and Processing I, with emphasis on grids, image quality and technical factor selection. (Prerequisite: RTE 1418.) SU

RTE 1503   Radiographic Procedures I   2 sem. hrs.
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. (Corequisite: RTE 1503L.) SP

RTE 1503L   Radiographic Procedures Lab I   1 sem. hr.
Demonstration and student radiographer practice in anatomy and positioning of the chest, abdomen and appendicular skeleton. (Corequisite: RTE 1503.) SP

RTE 1513   Radiographic Procedures II   2 sem. hrs.
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   Radiographic Procedures Lab II   1 sem. hr.
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   Radiographic Procedures III   2 sem. hrs.
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   Radiographic Clinical Education I   3 sem. hrs.
Supervised clinical education in performing radiographic procedures with emphasis on competency evaluation in the respiratory, appendicular and abdominal anatomy. SP

RTE 1814   Radiographic Clinical Education II   3 sem. hrs.
Supervised clinical education in performing radiographic procedures with emphasis on competency evaluation in the appendicular and contrast studies. (Prerequisite: RTE 1804.) SU

RTE 1824   Radiographic Clinical Education III   5 sem. hrs.
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   Radiation Biology and Protection   2 sem. hrs.
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   Quality Management in Radiography   1 sem. hr.
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   Selected Radiographic Special Procedures I   3 sem. hrs.
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   Selected Radiographic Special Procedures II   3 sem. hrs.
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   Radiation Physics I   3 sem. hrs.
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   Radiation Physics II   3 sem. hrs.
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   Radiographic Pathology   1 sem. hr.
This course provides knowledge of pathologic conditions seen radiographically and their effects on technique and positioning. SP, SU

RTE 2834   Radiographic Clinical Education IV   5 sem. hrs.
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   Radiographic Clinical Education V   6 sem. hrs.
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   Radiographic Clinical Education VI   5 sem. hrs.
Supervised clinical education in performance of radiographic procedures with emphasis on Final Competency Evaluation. (Prerequisite: RTE 2844.) SP, SU

RTE 2930   Radiographic Image Critique   1 sem. hr.
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   Broadcast Technology Practicum I   3 sem. hrs.
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 duties in a specified list of television-station roles. (Corequisites: GRA 1741 and DIG 1109 or Permission of assistant chair.) Class materials fee: $20. FA, SP

RTV 1941   Broadcast Technology Practicum II   3 sem. hrs.
This Level II course integrates more advanced practical applications of television production theories, concepts and technical skills in broadcast production setting under supervision of professional personnel. (Prerequisites: RTV 1940, GRA 1741 and DIG 1109.) FA, SP

**RTV 2102   Writing for Radio and Television
              (Broadcast Writing)   3 sem. hrs.**
Students will learn presentation styles of broadcasting.   The course emphasizes practical broadcast reporting skills by putting them into practice and creating programming for WCEU-Channel 15, the PBS affiliate on campus. (Prerequisites: JOU 1100 or RTV 2300 and MMC 1000 or permission of chairperson.) SP

**RTV 2300   Broadcast Research/Newswriting/
              Presentation Skills   3 sem. hrs.**
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   Broadcast Technology
              and Management Practicum IV   3 sem. hrs.**
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. (Prerequisites: RTV 2942, TPA 2200 and PGY 2710.) FA, SP

RTV 2942   Broadcast Technology Practicum III   3 sem. hrs.
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. (Prerequisites: RTV 1941 and DIG 2705. Corequisite: GRA 2140.) FA, SP

SBM 2000   Small Business Management   3 sem. hrs.
A step-by-step presentation of how to manage and operate a small business. The areas covered include developing a business plan, securing financing, site location, and marketing. FA, SP, SU

SLS 1122   Dynamics of Student Success   3 sem. hrs.
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: $10. FA, SP, SU

SLS 1225   Human Potential Seminar   3 sem. hrs.
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: $10. FA, SP, SU

SLS 1261   Dynamics of Student Leadership Development   3 sem. hrs.
The course is designed to introduce students to the dynamics of organizational behavior, with emphasis on the relationship between self and group in the leadership process. The course functions as an interactive "leadership laboratory," in which students explore leadership in relation to individuality, group dynamics, career development and community engagement. Topics include personal and group goal-setting, self-affirmation, conflict resolution, team-building; theories and styles of leadership. (Prerequisite or corequisite: ENC 1101.) FA

SLS 2301   Career Planning   3 sem. hrs.
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   Career Exploration   1 sem. hr.
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   Adults in Transition   1 sem. hr.
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   Introduction to Social Psychology   3 sem. hrs.
The function of individuals in social groups, with emphasis upon communications, persuasion, attitudes and other practical applications. (Prerequisite or Corequisite: ENC 1101.) FA, SP

SOP 2772   Psychology of Human Sexuality   3 sem. hrs.
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   Directed Study in Social Psychology   1-4- sem. hrs.
(Prerequisite: Appropriate placement scores or successful completion of college prep courses.) FA, SP, SU

SPA 1001   Linguistics and Communication Disorders   2 sem. hrs.
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 2615 and SPA 2615L.) SP

SPA 1626   Fingerspelling   2 sem. hrs.
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   American Sign Language I   3 sem. hrs.
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.) This course meets the DBCC foreign language requirement. FA, SP, SU

SPA 2612L   American Sign Language I Lab   1 sem. hr.
(Corequisite: SPA 2612.) This course meets the DBCC foreign language requirement. Lab fee: $10. FA, SP, SU

SPA 2613   American Sign Language II   3 sem. hrs.
(Prerequisites: SPA 2612 and SPA 2612L with a minimum grade of "C" or better or permission of chairperson. Corequisite: SPA 2613L.). This course meets the DBCC foreign language requirement. FA, SP, SU

SPA 2613L   American Sign Language II Lab   1 sem. hr.
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.) This course meets the DBCC foreign language requirement. Lab fee: $10. FA, SP, SU

SPA 2614   American Sign Language III   3 sem. hrs.
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   American Sign Language III Lab   1 sem. hr.
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: $12. FA

SPA 2615   American Sign Language IV   3 sem. hrs.
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   American Sign Language IV Lab   1 sem. hr.
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   Oral Communication/Research/
                 Presentation Skills   3 sem. hrs.**
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 1120/1120L   Spanish I and Lab   4 sem. hrs.
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. Corequisite: SPN 1120L.) Lab fee: $5. FA,SP,SU

SPN 1121/1121L   Spanish II and Lab   4 sem. hrs.
Continuation of SPN 1120/1120L. 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 1120/1120L. Corequisite: SPN 1121L.) Lab fee: $5. FA,SP,SU

SPN 2220/2220L   Spanish III and Lab   4 sem. hrs.
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 1121/1121L. Corequisite: SPN 2220L.) Lab fee: $5. FA,SP

SPN 2221/2221L   Spanish IV and Lab   4 sem. hrs.
Continuation of SPN 2220/2220L. 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 2220/2220L. Corequisite: SPN 2221L.) Lab fee: $5. SP

SPN 2905   Directed Study in Spanish   1-4 sem. hrs.
FA, SP, SU

**SPN 2949   Cooperative Education Experience
                 in Spanish   1-4 sem. hrs.**
FA, SP, SU

STA 2023   Elementary Statistics   3 sem. hrs.
Topics include a survey of descriptive statistics and graphs, probability, random variables, confidence intervals, hypothesis testing, sampling, types of distributions, correlation and regression, and statistical applications. (Prerequisite: Placement through CPT or passed MAC1105 or MGF 2106 with grade "C" or better, or permission of chairperson). $5. FA, SP, SU

STS 0003   Introduction to Surgical Technology   2.03 voc. crs.
An introduction to the medical, 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. Lab fee: $39. FA

STS 0120   Surgical Specialties I   2.03 voc. crs.
Introduction to various surgical specialties and procedures along with specified human anatomy of the area where the surgical procedure is performed. (Prerequisites: BSC 0070, HSC 1531 and INP 1390.) Lab fee: $50. FA

STS 0121   Surgical Specialties II   2.77 voc. crs.
Introduction to additional surgical specialties and specific human anatomy of the area in which the surgical procedure is performed. (Prerequisite: STS 0120.) SP

STS 0122   Surgical Specialties III   1.0 voc. cr.
Introduction to the final group of complex surgical specialties and procedures along with specific anatomy of the area where the surgical procedure is performed. (Prerequisite: STS 0121.) SU

STS 0155C/0155L   Surgical Techniques and Procedures   6.4 voc. crs.
A supervised, well-structured laboratory learning experience in the specialized field of operating room services and patient care. (Corequisite: STS 0003 and STS 0155L.) Lab fee: $50. FA

STS 0255L   Surgical Procedures Clinical I   6.4 voc. crs.
Introduction as a surgical technologist by practicing learned skills and acquiring additional skills in clinical affiliate facility's operating rooms in various surgical specialties and procedures. (Corequisites: STS 0003, STS 0155C and STS 0120.) Lab fee: $4. FA

STS 0256L   Surgical Procedures Clinical II   12.5 voc. crs.
Intermediate participation as a surgical technologist by practicing learned skills and acquiring additional skills in clinical affiliate facility's operating rooms in various surgical specialties and procedures. (Prerequisites: STS 0003, STS 0155C and STS 0255L. Corequisite: STS 0121.) Lab fee: $4. SP

STS 0257L   Surgical Procedures Clinical III   **5.2 voc. crs.**
Advanced participation as a surgical technologist by practicing learned skills and acquiring additional skills in clinical affiliate facility's operating rooms in various surgical specialties and procedures. (Prerequisites: STS 0255L and STS 0256L. Corequisite: STS 0122.) Lab fee: $4. SU

STS 0949   Cooperative Education Training Assignment
in Surgical Technology   **1-4 voc. crs.**
FA, SP, SU

SYG 2000   Introduction to Sociology   **3 sem. hrs.**
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   Social Problems and Deviance   **3 sem. hrs.**
A study of major social problems and deviance in American society emphasizing causes, consequences and means of coping with these conditions. (Prerequisite or Corequisite: ENC 1101.) FA, SP

SYG 2430   The American Family   **3 sem. hrs.**
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 or Corequisite: ENC 1101.) FA, SP

SYG 2905   Directed Study in Sociology   **1-4 sem. hrs.**
(Prerequisite or Corequisite: ENC 1101.) FA, SP, SU

SYG 2949   Cooperative Education Experience
in Sociology   **1-4 sem. hrs.**
(Prerequisite or Corequisite: ENC 1101.) FA, SP, SU

TAX 2000   Personal Income Tax   **3 sem. hrs.**
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

THE 1000   Dramatic Appreciation   **3 sem. hrs.**
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.) FA, SP, SU

THE 1035   Dramatics I (Acting)   **3 sem. hrs.**
An introductory course to the Acting process. General development of Form and Idea in acting and exercises in creating basic dramatic statement. FA

THE 1036   Dramatics II (Acting)   **3 sem. hrs.**
Basic characterization and scene study focusing on Modern American Realism. Orientation to Stanislavski with the emphasis on realism in imaginary circumstances. (Prerequisite: THE 1035.) SP

THE 2037   Dramatics III (Theatre Production)   **3 sem. hrs.**
Scene study in Style and Genre of various historical periods in Theatre. Exercises in Stanislavski character development. (Prerequisite: THE 1036.) FA

THE 2038   Dramatics IV (Theatre Production)   **3 sem. hrs.**
Students will spend semester learning about and working on various aspects of a production and then the class will present the play at the end of the term. (Prerequisite: THE 2037.) SP

THE 2905   Directed Study in Dramatics   **1-4 sem. hrs.**
FA, SP, SU

THE 2949   Cooperative Education Experience
in Dramatics   **1-4 sem. hrs.**
FA, SP, SU

TPA 2200   Stagecraft   **3 sem. hrs.**
A study of the basic principles of set design, stage carpentry and props construction, with emphasis on performance construction/support. SP

TPA 2949   Cooperative Education Experience
in Stagecraft   **1-4 sem. hrs.**
FA, SP, SU

TPP 2190C   Theatre Rehearsal and Performance   **3 sem. hrs.**
The class will focus on stage and acting basics as they are applied to the production of a play or musical play. May be repeated one time for credit. (Prerequisite: Permission of chairperson through audition.) Lab fee: $10. FA, SP

VPI 0100C   Vocational Preparatory Reading   **1 voc. prep. crs.**
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   Vocational Preparatory Mathematics   **1 voc. prep. crs.**
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   Vocational Preparatory Language   **1 voc. prep. crs.**
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   Vocational Preparatory Workforce
Readiness Skills   **1 voc. prep. crs.**
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   Introduction to World Civilization   **3 sem. hrs.**
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.) FA, SP

WST 2010   Women's Studies Seminar   **3 sem. hrs.**
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

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CAMPUS LOCATOR MAPS

CAMPUS LOCATIONS SERVING VOLUSIA AND FLAGLER COUNTIES

Flagler/Palm Coast Campus

Palm Coast

Palm Coast Parkway

Flagler Beach

Bunnell

95

1

Atlantic Ocean

N
W E
S

17

Lake George

Pierson

11

40

Advanced Technology College

Daytona Beach Campus

Daytona Beach

A1A

92

DeLand Campus

Deland

4

Edgewater/
New Smyrna Beach

New Smyrna Beach-
Edgewater Campus

17
92

Debary

Deltona Campus

Deltona

95

Lake Monroe
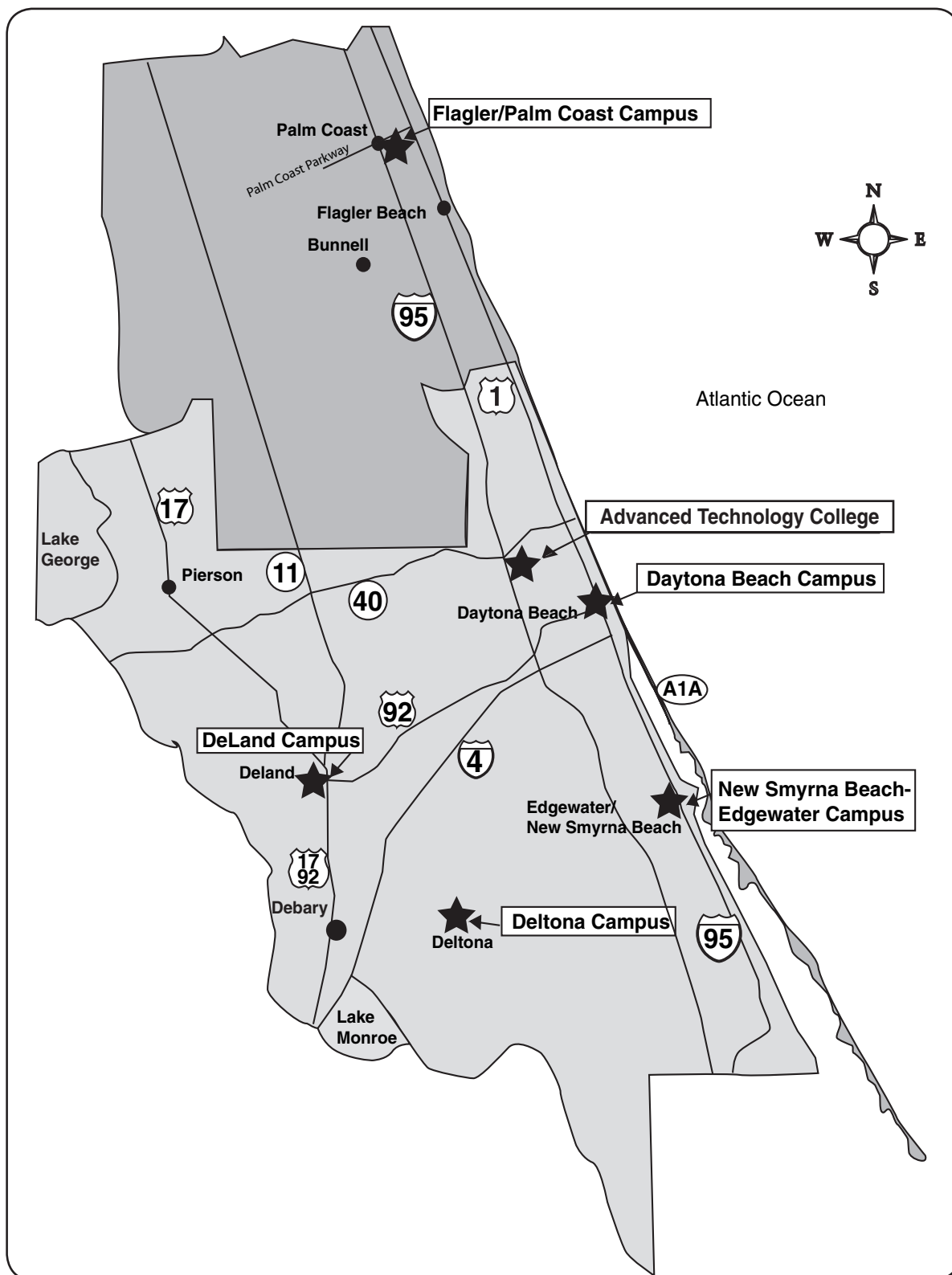
CAMPUS LOCATOR MAPS

DAYTONA BEACH CAMPUS

1200 W. International Speedway Blvd.
Daytona Beach, FL 32114
(386) 506-3000

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.

ADVANCED TECHNOLOGY COLLEGE (ATC)

1770 Technology Blvd.
Daytona Beach, FL 32117
(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.
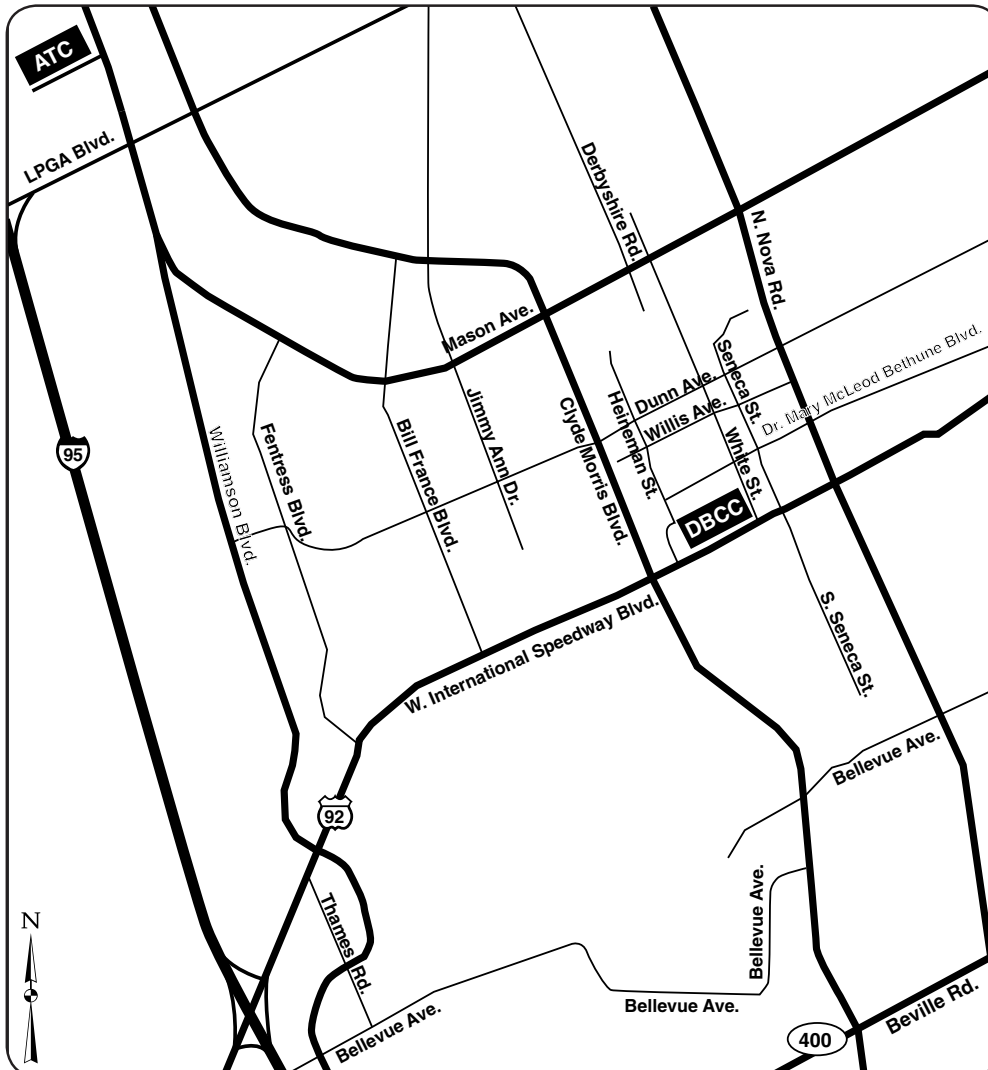
CAMPUS LOCATOR MAPS

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.
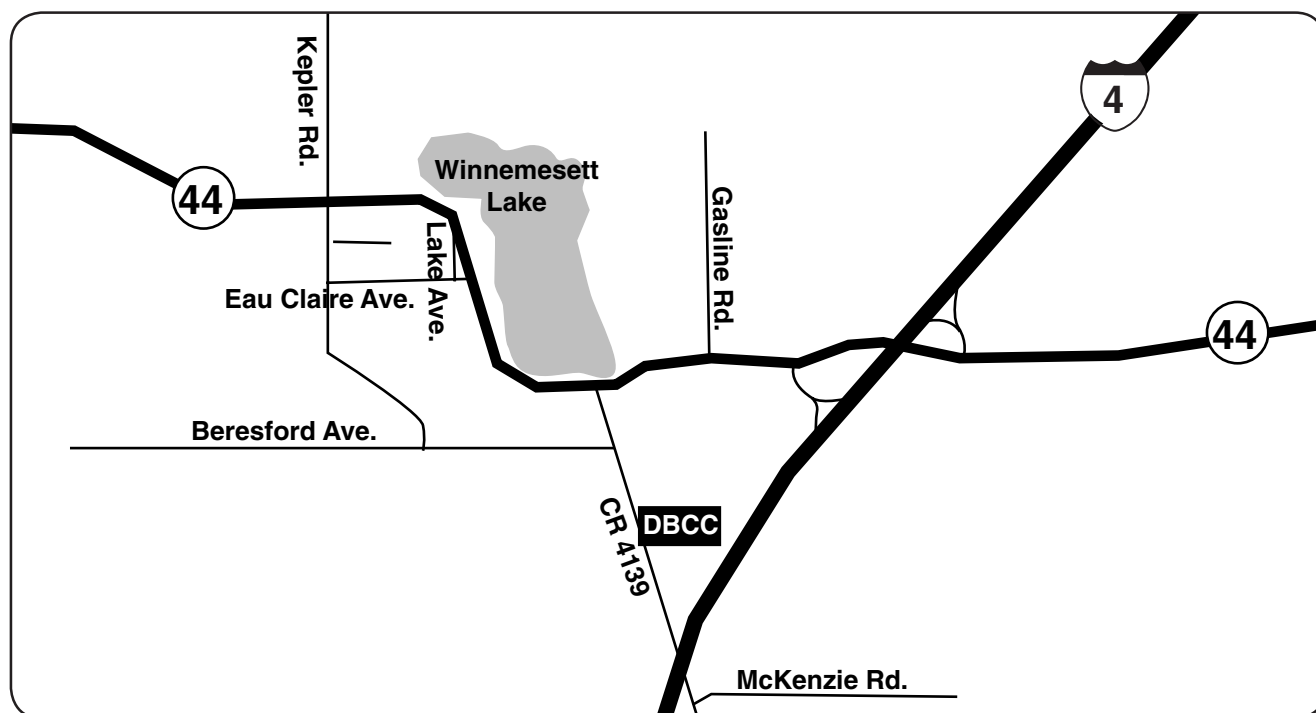
CAMPUS LOCATOR MAPS

DELTONA CAMPUS

2351 Providence Blvd.
Deltona, FL 32725
(386) 789-7300

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 Campus on your left.
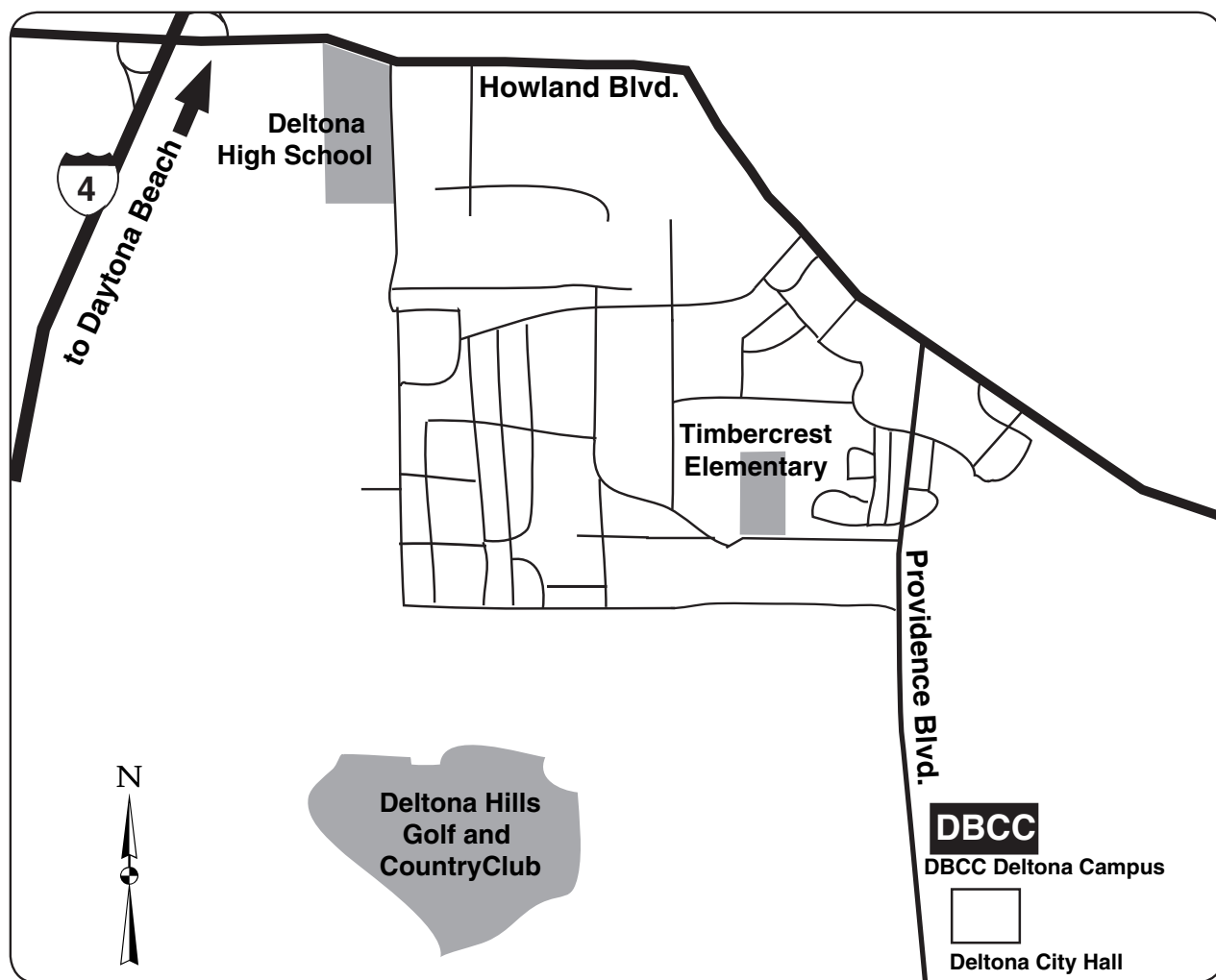
CAMPUS LOCATOR MAPS

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.
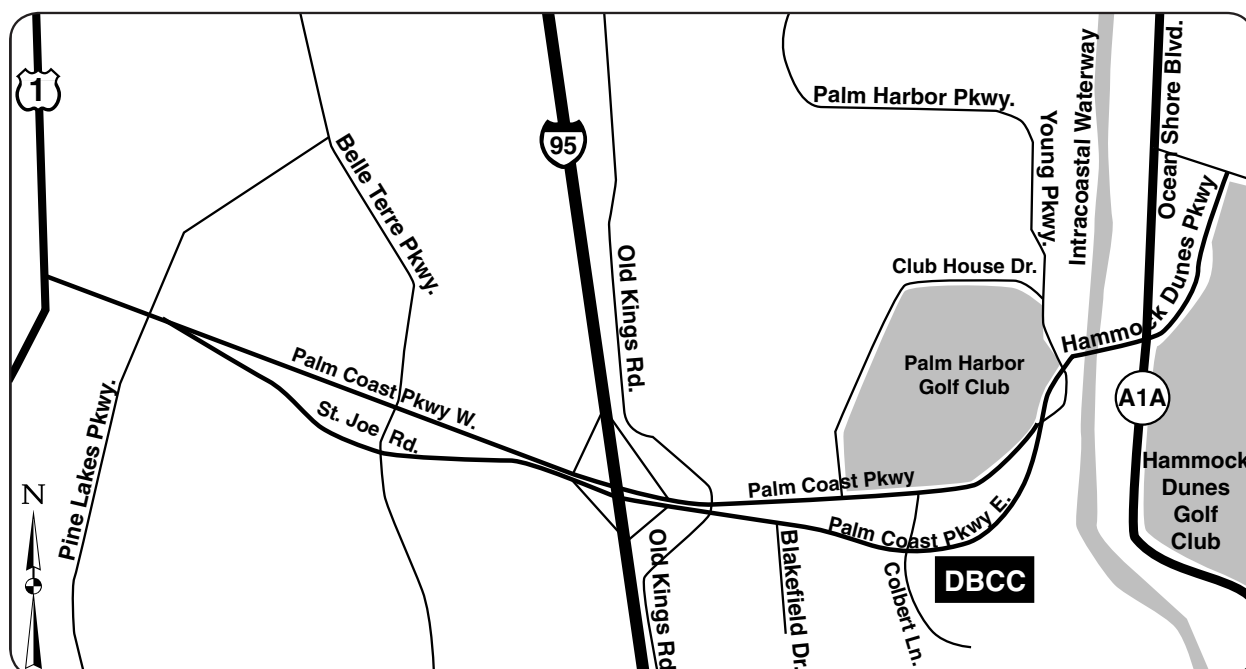
CAMPUS LOCATOR MAPS

NEW SMYRNA BEACH-EDGEWATER CAMPUS

940 Tenth St.
New Smyrna Beach, FL 32168
(386) 423-6300

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.

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