



Florida National College

2009-2010

CATALOG

www.fnc.edu

FNC Main Campus & Executive Offices
4425 W. 20th Ave.
Hialeah FL, 33012
(305) 821 – 3333, ext. 3
Fax (305) 362-0595

FNC South Campus
11865 S.W. 26 St. Unit #H-3
Miami, FL 33175
(305) 226 – 9999, ext. 3
Fax (305) 226-4439

FNC Training Center
4206 West 12th Ave
Hialeah FL, 33012
(305) 231-3326, ext. 3
Fax: (305) 819-9616

Volume XVI
Last Revised:
December, 2009

**Inquiries, applications, and student credentials
should be addressed to:**

Office of Admissions

FNC Main Campus & Executive Offices

4425 W. 20th Avenue
Hialeah, Fl. 33012
(305) 821 - 3333
Fax (305) 362-0595

FNC South Campus

11865 S. W. 26 Street, Suite H-3
Miami, FL 33175
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FNC Training Center

4206 W 12 Avenue
Hialeah, FL 33012-4108
(305) 231 - 3326
Fax (305) 819 - 9616

Web Page: <http://www.fnc.edu>

Notice

The provisions of this publication are not to be regarded as a contract or an offer to contract. The Board of Governors, administrative officers, and their agents, through appropriate action, reserve the right to change any provision as appropriate.

Admission to, employment and promotion in Florida National College shall be based on merit, and there shall be no discrimination based on ethnic background, sex, religion, national origin, age, or physical handicap.

FOREWORD

This is the Florida National College *Catalog*.

This catalog presents the sum of those administrative and academic policies and procedures that are needed for the efficient and effective operation of the campuses and for achievement of the quality of education to which the college has pledged its resources and its services. It presents the college degree programs at the bachelor, associate of arts and science degree levels as well as the career education programs.

The programs undergo revision from year to year. The college will continue to exercise the revision of its educational programs to implement change when change is in the best interests of the institution and of its students.

FNC looks to the future with a renovated will to contribute to the promotion of all those who will come to us with demanding goals, determined to work bravely for them, and demonstrating a feeling of solidarity toward their fellowman for the good of all.

We welcome students coming from every land; proudly recognize our graduates; and honor our splendid faculty, staff, and administration for what has been accomplished to this day and for what will be accomplished as the third millennium unfolds.

Sincerely,

Dr. Jose Regueiro

Dr. Jose Regueiro,
President Emeritus

ACCREDITATION, LICENSES, APPROVALS

Florida National College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404 - 679-4500 for questions about the status of Florida National College. <http://www.sacscoc.org/>

Florida National College is licensed by the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399, (850) 245-3200. <http://www.fldoe.org/cie>

In accordance with appropriate regulations, Florida National College is approved for Veterans Training by the State of Florida, Department of Veterans Affairs, St. Petersburg, Florida 33731, (727) 319-7402. <http://www.floridavets.org/>

Florida National College is authorized by Federal Law to enroll non-immigrant alien students.

Florida National College is listed in the Classification of Colleges and Universities of the Carnegie Foundation. <http://www.carnegiefoundation.org/Classifications>

PROFESSIONAL ORGANIZATIONS AND MEMBERSHIPS

American Association of Collegiate Registrars and Admissions Officers (AACRAO)

American Association of Hispanics in Higher Education, Inc. (AAHHE)

American Library Association

Association of Practical Nurse Educator of Florida

Center for Computer-Assisted Legal Instruction (CALI)

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

Committee on Accreditation for Respiratory Care (CoARC)

Coral Gables Chamber of Commerce

Council of College and Military Educators

Council for Higher Education Accreditation

Council for Opportunity in Education

Florida Association of Postsecondary Schools and Colleges (FAPSC)

Florida Association of Student Financial Aid Administration (FASFAA)

Florida Library Association

Greater Miami Chamber of Commerce

Hialeah Chamber of Commerce and Industries

Higher Education Partnership of Southeast Florida (HEPSEF)

Instructional Technology Council

Library and Information Resources Network (LIRN)

Medical Library Association

Miami Beach Chamber of Commerce

National Association of College and University Business Officers (NACUBO)

National Academic Advising Association (NACADA)

NAFSA: Association of International Educators

National Association of Student Financial Aid Administrators (NASFA)

National Paralegal Association (NALA)

Navy College Program Distance Learning Partnership Schools (NCPDLP)

Nursing Consortium of South Florida, Inc.

Southern Association of Colleges and Schools/Commission on Colleges (SACS/COC)
Servicemembers Opportunity Colleges (SOC)
Servicemembers Opportunity Colleges Navy Degrees - 2 (SOCNAV2)
Society of Diagnostic Medical Sonography (SDMS)
The Association of Private Colleges and Schools of Dade County
The Greater Miami Convention and Visitors Bureau
The Minority Chamber of Commerce
US Army Concurrent Program (ConAP)
US Army Service Members Opportunity Colleges (SOCAD)

TRANSFER AND ARTICULATION AGREEMENTS

FNC has signed articulation agreements with the following institutions:

1. American Intercontinental University of South Florida
2. Barry University
3. Carlos Albizu University (formerly Miami Institute of Psychology)
4. Florida International University – School of Hospitality
5. Florida Memorial University
6. Lesley College School of Management
7. Nova Southeastern University
8. Polytechnic University of the Americas
9. St. Thomas University
10. Union Institute University
11. University of Phoenix
12. Hebei University of Technology, Tianjin, China
13. Hebei College of Industry and Technology
14. Hebei University of Science Technology
15. Shijiazhuang Information Engineering Vocational College

ACADEMIC CALENDAR 2009 - 2010

WINTER Semester 2009 (16 weeks)

Term A (8 weeks)

Jan. 05, 2009 Start of Winter Semester Term I
Jan. 09, 2009 Last day for add-drop courses
Jan. 19, 2009 Martin Luther King, Jr. – Faculty Workday
Feb. 16, 2009 Presidents' Day – Faculty Workday
Feb. 23, 2009 Mid-Semester Week
Feb. 26, 2009 End of Term I

Term B (8 weeks)

Mar. 02, 2009 Start of Term II
Mar. 06, 2009 Last day for add-drop courses
Apr. 09, 2009 Holy Thursday – Faculty Workday
Apr. 10, 2009 Good Friday – College Closed
Apr. 23, 2009 End of Winter Semester
Apr. 27, 2009 Planning and Evaluation Week - No Classes Spring Recess

SUMMER Semester 2009 (16 weeks)

Term A (8 weeks)

May 04, 2009 Start of Summer Semester Term I
May 08, 2009 Last day for add-drop courses
May 25, 2009 Memorial Day – College Closed
June 22, 2009 Mid-Semester Week
June 25, 2009 End of Term I

Term B (8 weeks)

June 29, 2009 Start of Term II
July 02, 2009 Last day for add-drop courses
July 03, 2009 Independence Day (Observed) College Closed
Aug. 20, 2009 End of Summer Semester
Aug. 24, 2009 No Classes Summer Recess

FALL Semester 2009 (16 weeks)

Term A (8 weeks)

Aug. 31, 2009 Start of Fall Semester Term I
Sept. 04, 2009 Last day for add-drop courses
Sept. 07, 2009 Labor Day – College Closed
Oct. 12, 2009 Columbus Day – (Faculty Workday)
Oct. 22, 2009 End of Term I

Term B (8 weeks)

Oct. 26, 2009 Start of Term II
Oct. 30, 2009 Last day for add-drop courses
Nov. 11, 2009 Veteran's Day (Faculty Work Day)
Nov. 26, 2009 Thanksgiving Day – College Closed
Dec. 17, 2009 End of Fall Semester
Dec. 21 – 31 Winter Recess – No Classes

WINTER Semester 2010 (16 weeks)

Term A (8 weeks)

Jan. 04, 2010 Start of Winter Semester Term I
Jan. 08, 2010 Last day for add-drop courses
Jan. 18, 2010 Martin Luther King, Jr. – Faculty Workday
Feb. 15, 2010 Presidents' Day – Faculty Workday
Feb. 25, 2010 End of Term I

Term B (8 weeks)

Mar. 01, 2010 Start of Term II
Mar. 05, 2010 Last day for add-drop courses
Apr. 01, 2010 Holy Thursday – Faculty Workday
Apr. 02, 2010 Good Friday – College Closed
Apr. 22, 2010 End of Winter Semester
Apr. 26, 2010 Planning and Evaluation Week - No Classes Spring Recess

SUMMER Semester 2010 (16 weeks)

Term A (8 weeks)

May 03, 2010 Start of Summer Semester Term I
May 07, 2010 Last day for add-drop courses
May 31, 2010 Memorial Day – College Closed
June 24, 2010 End of Term I

Term B (8 weeks)

June 28, 2010 Start of Term II
July 02, 2010 Last day for add-drop courses
July 05, 2010 Independence Day (Observed) College Closed
Aug. 19, 2010 End of Summer Semester
Aug. 19, 2010 No Classes Summer Recess

FALL Semester 2010 (16 weeks)

Term A (8 weeks)

Aug. 30, 2010 Start of Fall Semester Term I
Sept. 03, 2010 Last day for add-drop courses
Sept. 06, 2010 Labor Day – College Closed
Oct. 11, 2010 Columbus Day – (Faculty Workday)
Oct. 21, 2010 End of Term I

Term B (8 weeks)

Oct. 25, 2010 Start of Term II
Oct. 29, 2010 Last day for add-drop courses
Nov. 11, 2010 Veteran's Day (Faculty Work Day)
Nov. 25, 2010 Thanksgiving Day – College Closed
Dec. 16, 2010 End of Fall Semester
Dec. 20 – 31 Winter Recess – No Classes

FLORIDA NATIONAL COLLEGE

Florida National College in South Florida is privately owned by Florida National College, Inc., which is jointly owned by José Regueiro, Corporate President & Founder; Omar Sánchez, Corporate VP & Founder; María Cristina Regueiro, Secretary-Treasurer & Founder; Lourdes Nieves, Controller and Frank Andreu, VP of Operations.

BOARD OF GOVERNORS

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Omar Sánchez, Permanent Member
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COLLEGE ADMINISTRATION

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Barbara J. Rodriguez, M.S. Accreditation Liaison
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César Reyes, B.B.A., Assistant Controller
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Rodrigo Loaiza, A.S., Director of Assessment and Research
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Loreto Almonte, M.D., Allied Health Division Head
Lidia Morales, M.S., ESL Division Head
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James Bullen, D.B.A., Interim Business and Economics Division Head
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Ana Martinez, A.A., Student Records Custodian Assistant
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María Eugenia García, A.A., Nursing Clinical Rotation Manager
Guillermo Araya, Admissions Coordinator
Julia Sánchez, International Student Advisor and Veterans Certifying Official*

HIALEAH CAMPUS ADMINISTRATION

Jorge Alfonso, M.B.A., M.S., Campus Dean
Olga Rodriguez, MIBA, Assistant Dean
Karina Cabrera, M.S., Campus Registrar
Naylin Rizo, B.A., Registrar
Mayelin Cintra, Assistant Registrar
Maureen Weil-Turner, M.S., Library Director
Giralda Vergara, M.L.S., Associate Librarian
Maria Elena De La Cruz, M.S., Associate Librarian
Hilda L. Lopez, B.A., Library Assistant
Zoymar Quevedo, A.S., Financial Aid Officer
Olga Carrazana, B.A., Financial Aid Assistant
Marilu Pereda, Financial Aid Assistant
Zulma Rodriguez, Financial Aid Assistant
Marlen Blanco, Financial Aid Assistant
Julia Garcon, Financial Aid Assistant
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Linda Rojas, Bursar
Yamani Lopez, A.S., Bookstore Coordinator/Bursar's Assistant
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Celianny Concepcion, Placement Officer
Vanessa Perez, Placement Officer
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Ricardo Gervais, Admissions Representative
Eric Valdes, A.A., Admissions Representative
Alberto Chevalier, Admissions Representative
Eduardo Mojena, Admissions Representative
Jose A. Cabrera, Admissions Representative

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Carmen Suarez, Associate Registrar
Heidy Cuadro, Registrar's Assistant
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Martha Rodríguez, A.S., Library Assistant
Erick Garcia, Library Assistant
Carlos Alegría, B.A., Financial Aid Officer
Rosa M. Alegría, Financial Aid Assistant
Violeta Velasquez, Financial Aid Assistant
Ivette Bonilla, Financial Aid Assistant
Yolanda Garcia, Financial Aid Assistant
Irma Patino, Bursar/College Bookstore Coordinator
Zenia Luna, Bursar's Assistant
Haydee Cuervo, A.A., Placement Officer
Liliana Vázquez, Admissions Representative
Nelfa Chevalier, Admissions Representative
Nelida Soto, Admissions Representative
Xavier Rivera, Admissions Representative
Martha Romero, Admissions
Academic Advisor
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Manuel Concepcion, M.S., Campus Registrar
Maria B. Martin, Financial Aid Officer
Genobeba Delgado, B.S., Admissions Representative*

DISTANCE LEARNING ADMINISTRATION

*Nestor Castellanos, M.S., Distance Learning Director
Sandra Lomena, M.S., Blackboard Administrator
Juan Jose de Noriega, Student Support
, Distance Learning Admissions Supervisor
Gloria de Paul, Distance Learning Admissions Representative
Yolanda Navarro, Distance Learning Admissions Representative*

MILITARY AFFAIRS DEPARTMENT

*Jorge L. Alfonso, M.B.A., M.S., Director of Military Affairs
Jelenny Hernandez, M.S. MPA, Education Specialist
Manuel A. Mares, M.A., C.S.S., Military Academic Advisor
Victor Varon, M.A., PhD., Field Representative*

COLLEGE SUPPORT STAFF

*Liana Hernandez, Payroll
Maite Pérez-Menéndez, A.S., Default Management Officer
Dayme Garcia, Default Management Officer
Michael Andreu, A.S., System Administrator
Abdiel Vera, Assistant System Administrator
Berta Redondo, College Supply Assistant
Hilda Sampedro, Accounts Payable
Gladys Lorenzo, Accounts Payable
Anisleydis Polo, Accounting Clerk
Lissett Cardenas, Administrative Assistant (H)
Jeanne Meliz, Administrative Assistant (H)*

CAMPUS SUPPORT STAFF

*Maria Elena Carrera, Student Services (H)
Gerardo Quintana, College Head of Maintenance
Ana Grullon, Student Services (H)
Idalys Ramos, Receptionist (H)
Laura Perez, Receptionist(H)
Leysana Alcantara, Receptionist (H)
Ana Rodriguez, Receptionist (S)
Monique Abbadie, Receptionist (S)
Raquel Crombet, Lab Supervisor (H)
Maribel Miguel, Receptionist(TC)
Laiyen Chiong, Receptionist (TC)
Jose de los Reyes, Maintenance Assistant (TC)
Raul Maytin, Maintenance Assistant (H)
Antolin Sordo, Maintenance Assistant (H)
Antonio Echeverría, Maintenance Assistant (S)
Guillermo Yzquierdo, Maintenance Assistant (S)*

COLLEGE CONSULTANTS

*Financial Aid Management for Education, Inc. (FAME)
McKenzie Financial Services, Inc.*

CERTIFIED PUBLIC ACCOUNTANTS

Knutte & Associates, P.C., CPA

Florida National College is a four-year, proprietary, urban commuter senior college offering the Bachelor Degrees in Business Administration, Criminal Justice, and Legal Studies as well as associate degrees, diplomas, and certificate programs in the following fields: accounting, business, computer technology, criminal justice, dental technology, education, English as a Second Language, nursing, medical technology, paralegal, radiology, travel/tourism, and ultrasound.

MISSION STATEMENT OF THE COLLEGE

The purpose of Florida National College is to contribute to the education of a population of diverse, presently predominantly Hispanic, cultures. The college realizes this mission through the employment and development of a faculty of scholars who are proficient in the art of teaching. The College strives to prepare the students for employment in their chosen career or advanced studies through the acquisition of the required skills and knowledge needed for the successful completion of the program of studies.

Florida National College strives to provide the educational facilities and resources that support intensive sessions of study in small classes, in order to foster in the student the attainment of a quality college education according to the students' personal goals, and the advancement of modern technology.

Furthermore, Florida National College provides educational and cultural programs intended to enrich the community it serves.

PHILOSOPHY OF EDUCATION OF THE COLLEGE

Florida National College devotes itself to the cause of education, aware that: (1) preparing individuals for personal and professional success is laying the basis for stable and prosperous societies; (2) there is much to gain from the impetus, creativity, and sheer desire to belong found in the many who are a part of the rapid growth of Southern Florida. Florida National College would like to be a part in this process of incorporation of so many diverse elements into the many occupational and professional opportunities this prosperous nation has to offer, and thus, help maintain this nation's unique position as champion of human enterprise, human power, and human solidarity.

HISTORY OF THE COLLEGE

Florida National College opened its first class on January 4th, 1988, in the city of Hialeah, Florida, as Florida International Institute under the administration of Mr. José Regueiro, Mrs. María C. Regueiro and Mr. Omar Sánchez. It offered business, computer, dental, electronics (now discontinued), medical, paralegal, and travel programs. The institution soon became Florida International College and finally in September 1989, Florida National College. A second campus was initiated in Miami (Flagler Campus) on March 3, 1989; a third campus was opened in Miami (Bird Road Campus) on March 5, 1990. At the present time, FNC offers three Baccalaureate Degree Programs, twenty-two Associate Degree programs, ten Diploma Programs, and ten Certificate Programs.

PHYSICAL FACILITIES

Florida National College, Hialeah Campus, is located in the northwest area of Miami-Dade County. The campus occupies approximately 56,000 sq. ft. It includes a media center; dental, medical, language, X-ray, and computer Labs; reception area; cafeteria; child care facility, and administrative offices. There is adequate lighted parking, and the building is equipped with elevators—two of the three campuses are located on second floors of shopping centers— and wide aisles for accessibility by physically challenged

persons. The main campus occupies its own 4 story building. FNC student records are housed at this campus.

Florida National College, South Campus, is located in the west area of Miami-Dade County. The campus occupies approximately 24,900 sq. ft. and it includes a media resource room, medical and computer Labs, student lounge, reception area, and administrative offices. The campus is situated in a large shopping mall with ample lighted parking and surrounding services. There is an elevator and wide aisles for accessibility by physically challenged persons.

Florida National College, Training Center, is located in the northwest area of Miami-Dade County. The campus occupies approximately 5,600 sq. ft. and it includes computer and medical Labs, reception area, and an administrative office. There is lighted parking and the building is equipped with elevators and wide aisles for accessibility by physically challenged persons.

LIBRARY/RESOURCE ROOM

The Florida National College Library exists chiefly to support the curricula offered by FNC. Its responsibilities include assisting faculty and students in locating research materials, as well as instructing them in the effective use of library resources, which include multimedia resources and Internet access, full text online periodicals, and access to full text online books.

The 29,268 item library collection is housed at the Hialeah Campus Library and at the South Campus Resource Room. Internet access passwords to the full text online periodicals databases and online books are given out at orientations and Library research training seminars. The library website is available at www.fnc.edu (Click on Library) and includes access to the online catalog, a library research tutorial, links to local libraries, and the research databases. Library hours are scheduled to service day and evening students. A librarian or an assistant librarian is always available to assist students, faculty and staff in the use of the Hialeah Campus Library and South Campus Resource Room during scheduled hours.

COLLEGE COMMUNITY SERVICE

FNC offers several services free of charge to the community as a contribution to the development of each community where the campus is located. Campus-based community services may include, but are not limited to literacy programs, GED classes, library services, health fairs, two Upward Bound programs, and other seminars.



Admission Policies and Procedures

Florida National College has an open door admissions policy and welcomes all qualified applicants without regard to ethnic background, sex, religion, national origin, age, or physical handicap.

ADMISSION PROCEDURES

Applications for admission are processed under a policy of continuous admissions. They are initiated at the Admissions Office. An admissions representative, the registrar, and the financial aid officer interview the applicant to discuss student career goals, program schedules, costs, required documents, placement or diagnostic tests as applicable, and eligibility for financial assistance. These interviews conclude with the signing of the Enrollment Application, a contract that covers all obligations between FNC and the student.

OFFICIAL TRANSCRIPTS

Applicants must request official academic transcripts from their high school, and these transcripts are to be mailed directly to the Registrar's Office. Each applicant is responsible for initiating the request(s) for transcripts, and for verifying that they are received at the Registrar's Office within the student's first semester. (**International students**, refer to page 15).

Applicants holding a high school diploma or GED diploma must bring the original documents to the Registrar's Office. They will be copied and returned to the applicant.

For military personnel, FNC will accept official SMART transcripts.

TYPES OF INSTITUTIONAL EXAMS

1. Diagnostic Examination

Students with an SAT score of 850 or above, or an ACT score of 16 or above are exempt from this exam to the degree program. Students who are unable to present this information shall take a diagnostic exam, the Test of Adult Basic Education (TABE). Students scoring below the 10th grade level will be required to take Basic Skills courses to improve their readiness for successful college work in a degree program. The language section of the TABE test will also be given to students enrolling in a career education diploma program that will include ENC 1101. Students will be informed in writing of their scores by the Registrar's Office. Basic Skills courses do not earn college credit.

2. Ability to Benefit Exam

Florida National College has chosen the Wonderlic Basic Skills Test (WBST) for proof of ability to benefit from college certificate or diploma programs. Please see the description for each career certificate program and diploma program for score variations. Students with their high school diploma are exempt from the exam.

3. ESL Placement Test

Students enrolling for the English as a Second Language (ESL) program shall take an ESL placement test in order to join the program at the proper level.

4. Myers-Briggs Type Indicator Exam (MBTI)

Students enrolling in the Education program shall take the MBTI exam which is used to guide individuals in their choice of career.

5. Test of Essential Academic Skills (TEAS)

Students interested in enrolling in the nursing program shall take the Test of Essential Academic Skills (TEAS). The TEAS compares the critical reading ability against the mastery required for success in Nursing Programs. The TEAS evaluates knowledge of basic mathematics necessary for academic courses and clinical practice, determines the speed of reading, and identifies those study skills and learning styles most effective to the student.



DUAL ENROLLMENT

The Dual Enrollment Admission Program is designed to provide the exceptional high school student a chance to accelerate his/her collegiate studies. Students who are recommended by their high school counselor for outstanding achievement may be considered for admission upon the completion of the tenth grade, but may not be admitted to college courses before completing the tenth grade. Dual enrollment students are not eligible for financial aid.

DUAL ENROLLMENT ADMISSION REQUIREMENTS ARE:

1. The student must hold a cumulative grade point average of at least 3.0 for the first two years of high school.
2. The student must complete an interview with the campus dean.
3. The student must present a letter of parental approval for enrollment.
4. The student must present a letter of recommendation from the student's high school counselor or teacher.
5. The student must submit an early admission application with a non-refundable application fee of \$50.00

OTHER CONSIDERATIONS ARE:

- ❖ The maximum number of courses to be taken is two per academic year.
- ❖ The cost per credit is \$225.00.
- ❖ Dual enrollment students will be assigned an academic advisor who must approve all course selection.
- ❖ Dual enrollment students are subject to all rules and regulations applying to a student of Florida National College.
- ❖ Dual enrollment students enjoy all the rights and privileges applying to all students of Florida National College.

ADVANCED PLACEMENT POLICY

Florida National College participates in the Advanced Placement Program agreement administered by high schools through the College Board. After applying for admission to FNC, applicants who have taken the AP examination should request that the Educational Testing Service send the examination grade report directly to the Registrar's Office. Examination scores of 5, 4, and 3 are acceptable for credit. A maximum of 15 general education credits will be transferred.

ADMISSION OF INTERNATIONAL STUDENTS

Florida National College is authorized under United States Federal Law, Immigration and Naturalization Act, Sections (101) (a) (15) (F) (I), and (101) (a) (15) (M) (I) to enroll non-immigrant alien students. Registration of students on an I-20 Visa must be for at least a period of four (4) months the equal of one semester or 12 credits; this applies equally to the bachelor degree, associate of science and associate of arts degree programs, the career education diploma program, or the certificate program. In order to process an I-20 Visa the applicants are required to fulfill the following admissions procedures:

1. Application for admission, including all admissions credentials, must be received at least 30 days prior to the semester in which the applicant plans to enroll.
2. High school academic transcript(s) must be official.
3. Transcript(s) in languages other than English must include an official certified English translation.
4. Foreign schools attended must have proper accreditation by the Ministry of Education of their country or a USA accrediting commission.

5. Documented evidence of means of financial support must be provided to FNC for admission purposes and for issuance of the Certificate of Eligibility (I-20-M-N) form. This evidence is also required by the American Embassy or Consulate when applying for a student visa to enter the United States.
6. International students must have funds available for paying fees when they register for their classes each semester. Financial aid in the form of grants or loans from federal or state sources is not available to international students.
7. Students must arrive in the USA a week prior to the start date.

NOTE: International Students applying for admission without a copy of their high school diploma or certificate of completion, but they have transcripts from a foreign university, can be admitted as long as the foreign documentation provided is original and valid. Students that are exiles from Cuba or any other country under political repression, in most instances are not allowed to obtain copies of their educational credentials as the government prohibits such a practice of releasing records much less sending them to another country. If students come with documentation from a foreign university, the above guidelines apply to them since that indicates that they have had to complete high school prior to entering their programs of study.

In the case that a student cannot provide a high school diploma, and he/she states that it was completed in his/her country, we recommend that an equivalency test be taken.

FINANCIAL REQUIREMENTS OF AN I-20 VISA

All international students must have sufficient personal resources to pay full FNC registration and tuition fees, textbooks, living expenses, transportation expenses, and other incidental expenses while attending college in the United States. Documented evidence of means of financial support must be provided to Florida National College for admission purposes and issuance of the Certificate of Eligibility (I-20-M-N) form. This evidence is also required by the American Embassy or Consulate when applying for a student visa to enter the United States.

Non-Florida residents, upon their registration at FNC, will be required to submit the non-refundable registration fee of one hundred and fifty dollars (\$150.00).

SATISFACTORY PROGRESS REQUIREMENT FOR I-20 STUDENTS

All FNC students must be able to maintain a level of satisfactory progress (an average of "C" or 2.0) throughout their time at the institution. Florida National College is required by law to report to immigration students who:

1. Do not report to FNC at the scheduled time;
2. Do not attend classes to the minimum extent required;
3. Terminate their attendance at FNC.

TRANSFERABILITY TO FNC / RESIDENCY REQUIREMENT

Students who wish to continue their studies at FNC may transfer up to 50% of the total number of credits required for completion of a program. That is:

- ❖ A maximum of 60 credits towards a 120-credit program.
- ❖ A maximum of 40 credits towards a 80-credit program.
- ❖ A maximum of 37 credits towards a 75-credit program.
- ❖ A maximum of 30 credits towards a 60-credit program.
- ❖ A maximum of 22 credits towards a 45-credit program.
- ❖ A maximum of 15 credits towards a 30-credit program.

The procedure for transferability of credits to FNC is as follows:

1. The applicant submits an original transcript of his/her courses from the previous institution(s) at the time of registration or within the first term of enrollment (two months).
2. The College Registrar and/or the Vice-President of Academics will render an evaluation of submitted transcripts.
3. This evaluation is filed in the student's Academic file. A copy of this document is submitted to the Office of Financial Aid for computation.

Grades and grade point averages are not transferred; courses transferred will appear on the Student Progress Report as "TC" credits.

Transfer credits are granted only for those courses in which a grade of "C" or better was earned. Criteria for transferring credits from an A.A. or A.S. degree program awarded at FNC to a baccalaureate program is shown on page 44. For internal transferability from one program to another program, the student must satisfactorily pass at least 25% of the credits corresponding with the new career to graduate.

FNC will accept credits from regionally accredited institutions that are applicable to the applicant's program of study. FNC will accept credits from non-regionally accredited institutions for courses which are substantially equivalent in content to FNC's courses and applicable to the applicant's program and evaluated on a course by course basis. The acceptance of classes from non-regionally accredited institutions is contingent upon appropriate faculty credentials and applicable course content to the degree program.

Credits from international institutions will be evaluated and granted on course equivalency basis. The transcript must be translated into English and evaluated by an authorized educational evaluations and translations agency.

FNC reserves the right to choose the credentialing institutions it recognizes.

Re-Enrollment / Readmission

Typically, a Re-Enrollment is a student who withdrew and requests enrollment in another program and Readmission is for students who withdrew and desire to return to the same program within five years. In both cases students must satisfy the **readmission** procedures as follows:

1. The student who withdrew with a **CGPA of 2.0 or better** and a clear balance will resume his/her studies following regular admission procedures.
2. The student **who was terminated because of academic probation or lack of attendance and has two consecutive semesters with a GPA under 2.0** can't be considered for Re-Enrollment or Readmission unless the student requests a waiver of the Satisfactory Academic Progress Policy. The following process will apply:
 - a) A student who has been dropped or suspended because of inability to maintain a CGPA of 2.0 may reapply to Florida National College after being out of school for a minimum of one term. At that time, the student's academic records will be evaluated to determine if it is possible for a 2.0 cumulative grade point average to be achieved and if the program can be completed within the maximum time frame of 1.5 times of the normal time frame for completion. If it is not possible for the student to meet both standards, the student will no longer be eligible for Title IV funds.
 - b) Additionally, Florida National College may use its discretion in waiving its Satisfactory Academic Progress Policy in cases where students have mitigating circumstances. Students requesting an appeal must submit a written request, with appropriate

documentation, to the Vice President of Academic Affairs and the Vice President/Director of Financial Aid. If the appeal is approved, the student will be allowed one additional semester to meet the required standards and will be eligible for Title IV funds.

3. The student who was terminated because of inability to fulfill costs will have to pay the complete balance before classes start.
4. The student who was terminated because of serious violations of FNC rules may not reapply at FNC for admission.

Additionally, Florida National College reserves the right to reject the application request of any student who comes from any other institution where the student has lost — “Good Standing” status.

Students that decide to continue onto a different program once a program has been completed, are not considered re-entry nor re-enrollments.

Academic Divisions

Florida National College offers three Bachelor degree programs, seven Associate of Arts degree programs, fifteen Associate of Science degree programs, ten Diploma programs, and ten Certificate programs in various fields. These programs are grouped under six Divisions: **the Allied Health Sciences Division, the Business and Economics Division, the Computer Science Division, the English as a Second Language Division, the Humanities/Fine Arts Division, and the Nursing Division.** Each Division is composed of a number of departments. Each department has a department head.

Division Programs and Organization

I. Allied Health Sciences Division Head: Dr. Loreto Almonte, Doctor of Medicine

Medical Dept. Head: Dr. Carlos Cuevo

Associate of Science Degree Programs:	Dental Hygiene, Diagnostic Medical Sonographer; Medical Assisting Technology; Medical Laboratory Technology; Radiologic Technology; Respiratory Therapy
Career Education Diploma Programs:	Basic X-Ray Technician; Medical Assistant; Medical Secretary; Medical Coding & Billing Specialist
Certificate Program:	Nursing Assistant/Home Health Aide; Patient Care Technician Certificate
Continuing Education:	Phlebotomy; Clinical Electrocardiography; ARRT Certification Preparation

Dental Dept. Head: Mauricio Restrepo, A.S., CDT

Associate of Science Degree Programs:	Dental Technology
Career Education Diploma Programs:	Dental Laboratory Technician; Dental Laboratory Technician: Full and Partial Dentures; Dental Laboratory Technician: Crown and Bridge and Porcelain
Certificate Program:	Dental Assistant

II. Business and Economics Division Head: Dr. James Bullen D.B.A. (interim)

Business Dept. Head: James Bullen, Ph.D., D.B.A. (abd)

Criminal Justice Dept. Head: Elizabeth C. Barcena, J.D., L.L.M.

Bachelor Programs:	Business Administration,
Associate of Arts Degree Programs:	Business Administration; Criminal Justice; Health Services Administration, Hospitality Management,
Associate of Science Degree Programs:	Accounting; Business Administration

Paralegal / Legal Dept. Head: Elizabeth C. Barcena, J.D., L.L.M.

Bachelor Programs:	Criminal Justice, Legal Studies
Associate of Arts Degree Programs:	Paralegal
Associate of Science Degree Programs:	Paralegal/Legal Assistant
Career Education Diploma Program:	Legal Secretary

III. Computer Science Division Head:

Computer Science Dept. Head:	Sonia Martinez, M.S.
Associate of Science Degree Programs:	Computer Developer, Computer Information Technology; Computer Programming; Networking System Administrator; Web Page Developer
Career Education Diploma Programs:	Computer Office Specialist
Certificate Programs:	AutoCAD

IV. ESL Division Head: Lidia Morales, M.S.

ESL Dept. Heads:	Oscar Perez, M.A. (H); Jesus Diaz, B.A. (S);
Certificate Program:	English as a Second Language Proficiency Program: -Basic -Intermediate -High Intermediate

V. Humanities and Fine Arts Division Head: Barbara J. Rodriguez, M.S.

Education Dept. Head:	Cary Sanchez, M.S.
Associate of Arts Degree Program:	Education
Liberal Arts Dept. Head:	Barbara J. Rodriguez, M.S.
English Dept. Head:	Barbara J. Rodriguez, M.S.
Mathematics Dept. Head:	Jose Garcia, Ph.D.
Hispanic Studies Dept. Head:	Elena Valdes Wilenchik, Ed.D.

VI. Nursing Division Program Director: Jesusa Alfonso, R.N., B.S.N.



Admission Requirements

ADMISSION REQUIREMENTS FOR THE BACHELOR OF SCIENCE DEGREE PROGRAM

The admission requirements for the Bachelor of Science Degree program will be as follows:

1. High school diploma, GED, or equivalent.
2. Complete an interview with an FNC admissions representative.
3. Submit a completed and signed Enrollment Application.
4. Official transcripts from high schools to be mailed directly to the Registrar's Office.
5. Take the Test of Adult Basic Education (TABE). Students with an SAT score of 835 or above are exempt from this exam. Students scoring below the 10th grade level on the TABE will be required to take Basic Skills courses to improve their readiness for successful college work.

NOTE: International students, on an I-20 Visa, applying to Florida National College's Bachelor of Science in Business Administration program, and whose native language is not English, must demonstrate fluency in English by providing an official report from either the Test of English as a Foreign Language (TOEFL) or the Michigan English Language Battery (MELAB). Satisfactory completion of college level English courses from an accredited institution will also serve to demonstrate fluency.

The graduates of the Bachelor of Science in Business Administration will complete a minimum of 120 credit hours divided as follows:

▪ General Education Requirements	39 credits
▪ Lower Level Courses	25 credits
▪ Upper Level Courses	27 credits
▪ Electives	29 credits

120 credit hours

ADMISSION REQUIREMENTS FOR THE ASSOCIATE OF ARTS AND SCIENCE DEGREE PROGRAMS

The Associate of Arts and Science Degree programs are collegiate degrees, which include components of a minimum of 30 credits in the Associate of Arts degree programs and 15 credits in the Associate of Science degree programs in general education/liberal arts courses in addition to specific professionally oriented curriculums. The Associate of Arts and Science Degree are designed to lead the graduates directly into an entry-level position in a specific field, continue to an upper level institution, as well as to aid in the education of a better-rounded individual.

THE REQUIREMENTS FOR ADMISSION ARE:

1. High school diploma, GED, or equivalent.
2. Complete an interview with an FNC admissions representative.
3. Submit a completed and signed Enrollment Application.
4. Make a commitment to abide by the directives and regulations as established by the College Board of Governors.
5. International students on an I-20 Visa will demonstrate fluency in an English Entrance Exam. Otherwise, the student will have to acquire an adequate level of proficiency.
6. Take a diagnostic test (see page 13).

7. Specific programs such as Education, Ultrasound, Radiology Technology, and Respiratory Therapy programs have specific other requirements that must be met before admission to the program.

Education - Must complete steps 1- 6, take the Myers-Briggs Type Indicator exam, and complete a career aptitude interview.

PN, RT, and Ultrasound - Must complete steps 1-6, take the HOBET and complete a career aptitude interview. PN majors must also take the TEAS.

ADMISSION REQUIREMENTS FOR CAREER EDUCATION DIPLOMA PROGRAMS AND CERTIFICATE PROGRAMS

These programs are vocational and technical programs and they do not require a High School/GED diploma. However, FNC requires completion of high school or the GED diploma for admission to the Basic X-Ray program.

THE REQUIREMENTS FOR ADMISSION TO ALL CAREER EDUCATION DIPLOMA PROGRAMS ARE:

1. Being beyond the age of compulsory education, which is 16 years of age in the State of Florida.
2. Demonstrate the ability to benefit on the Wonderlic Basic Skills Test: 200 Verbal, 210 Quantitative; this exam will be waived in case the applicant holds a high school diploma or the equivalent; or in case the student is not using Title IV Funds.
3. Complete an interview with an FNC admissions representative.
4. Submit a completed and signed Enrollment Application.
5. Make a commitment to abide by the directives and regulations as established by the College Board of Governors.
6. Demonstrate fluency in English on an English Placement Exam. Otherwise, the student will have to acquire an adequate level of proficiency.
7. Take a diagnostic test when enrolling in a program that includes ENC 1101 and/or MAC 1105 as a requirement.

Nos. 1, 3, 4, 5, are admission requirements for certificate programs as well.

Campus Life

NEW STUDENT ORIENTATION

A day for orientation of new students is conducted for each academic start. New students will learn about procedures from FNC officers, receive their program schedules, and parking information; fulfill entrance test requirements; get acquainted with the use of the FNC Library.

PLACEMENT ASSISTANCE

FNC offers employability training, job referrals, and participation in annual job fairs. This is a lifetime service available to active, withdrawals, and graduate students in good standing. Students are strongly urged to maintain contact with FNC when they obtain employment, change jobs, need further assistance, or relocate to another area. There is a Placement Office at each FNC campus. NOTE: Florida National College cannot guarantee placement following graduation.

BOOKSTORE

All students are required to have their textbooks and other materials by the first week of class. Textbooks, workbooks, supplies and materials for all courses are available from the bookstore at each campus during the first ten days of each start. Students are not, however, required to buy their books and supplies at the Florida National College bookstore as this is only a service we provide to the students.

LOUNGE AREA

Soft drinks and snacks are available in vending machines in the lounge area.

HOUSING

FNC does not have residence halls. Assistance with local housing information will be provided on request. The three campuses can be reached using city transportation services.

STUDENT IDENTIFICATION CARD

Students will be issued a picture identification card. This identification card must be worn at all times. The student will not be allowed on the premises without an identification card or a pass. In the event that a student is expelled or suspended from FNC, the student must immediately surrender his/her FNC identification card to the Campus Dean.



STUDENT GOVERNMENT ASSOCIATION

Florida National College Student Government Association (FNCSGA) is the self-governing student entity serving as a liaison between the student body, the faculty, and the administration. It seeks to foster professional development in an atmosphere of friendship and participation. The SGA is responsible for assisting the Student Services office in organizing student activities such as dances, sports, parties, picnics, fund-raisers, and other.

CHILD CARE SERVICES

Little Angels Children Development Center provides child care services and after school programs.

Registration is \$55.00 (academic year). **The registration fee is non-refundable.** The Center accepts children from 0 to 5 years old. *A 10% discount for all members of FNC (college students and staff) is offered.*

STUDENT GRIEVANCES

Student grievances will be handled according to the student grievance policies and procedures; these procedures are explained in the *Student Handbook*. The handbook is available on the website.

GRADUATION REQUIREMENTS

Graduation is not automatic. To be awarded a baccalaureate degree, associate's degree, diploma or certificate from Florida National College the student must fulfill the following requisites:

1. Successful completion of one of the programs of study as it appears in the *Catalog*.
2. Achievement of a cumulative grade point average (CGPA) of at least 2.0 ("C" average).
3. Complete an Exit Interview with each of the following offices. Clearance from each of these offices is required previous to the release of any official document by FNC.

These offices and their role in the graduation procedure are shown in **Table 1** below.

Table 1

Exit Interviews of the Graduation Candidate with Campus Offices	
Office	Purpose
1. Registrar	a. To verify that the student is completing the academic requirements of his/her program (number of credits and nature of credits; GPA; honors) b. To apply for Graduation status c. To submit request of student's copy of transcripts d. To order diploma.
2. Financial Aid	To close financial aid folder; to receive information on rights and responsibilities relating to loans and types of repayment plans.
3. Bursar	To fulfill all financial obligations to FNC before graduation.
4. Library	To be sure that there are no outstanding books or fines.
5. Placement	To update all personal information relating to placement and attend workshop.
6. Student Services	To receive information on graduation exercises, cap and gown, ring, pictures, guests, practice time; alumni association; to file for commencement exercises.

COMMENCEMENT CEREMONY

The Office of Student Services coordinates the graduation ceremony which consists of the commencement act and the reception. All students are encouraged to participate. Graduating students must apply in writing for graduation status in order to receive their credentials, whether they participate or not in the commencement exercises.

All student data (address, phone numbers, and e-mail address) must be current in order to receive the ceremony itinerary in the mail.

ALUMNI ASSOCIATION

The Florida National College Alumni Association has been established and all graduates are encouraged to join. Please inquire at the Student Services Office.

***** STUDENT'S RIGHTS *****

IT IS THE RIGHT OF THE STUDENT TO:

1. Know what services Florida National College offers to all students.
2. Have access, upon written request directed to the proper FNC officials, to a list of the types of records and student-related reports maintained on him or her by the respective offices and departments at FNC.
3. Know the policies and procedures in regard to financial aid, enrollment, registration, and of any changes in his or her program, classes, and grades.
4. Privacy of all records.
5. Challenge record contents through Florida National College's established appeal processes.
6. Have access to all FNC student service offices and their benefits.
7. Have a safe, healthy and pleasant atmosphere for learning, studying, and research.
8. Participate in any student activities.
9. Know the criteria used in the selection of recipients of financial aid and the method used for calculating need.
10. Be fully informed of FNC refund and repayment policies.

***** STUDENT'S RESPONSIBILITIES *****

IT IS THE RESPONSIBILITY OF EVERY STUDENT TO:

1. Adopt a professional manner in attire, speech, inquiry, research, and personal values that will contribute to the goal of preparing the student for a successful, professional future.
2. Acquire his/her own textbooks and other class materials within the first five days of the term.
3. Study, learn, and fulfill in a timely manner the requirements of the courses of study.
4. Maintain awareness of grades, course completions and grade point averages with an eye toward fulfillment of graduation requirements.
5. Know FNC's transfer of credit policies as delineated in the *FNC Catalog*.
6. Be knowledgeable with respect to the contents of the *FNC Catalog* and *FNC Student Handbook*.
7. Perform the timely and proper completion of all financial forms by the established deadlines and guarantee the accuracy of any information provided in the financial aid application.
8. Notify the Financial Aid Office of any scholarship, grant, or other resources made available from non-college sources while the student is receiving financial aid.
9. Fulfill all financial obligations by the established deadlines.
10. Notify the Registrar's Office of any change in address or phone numbers in order to ensure proper communication between the College and the student.

When a student enrolls at Florida National College, the student seeks training and education that will enable him or her to enter, advance, and grow in the career or professional world that lies ahead. FNC encourages each student to show good judgment and base all human interaction on a code of natural ethics, in the belief that choosing the finest ways of communicating and dealing with others is as much a part of an individual's success in the professional world as knowledge and skills are.

The following campus rules are meant to help make this ideal a reality and make our facilities healthy, safe, and pleasant learning environments.

***** CODE OF BEHAVIOR *****

- Students will come to class on time, wearing their student ID card, and must remain in their classroom for the entire class session.
- All students will bring textbooks and other materials to class every day.
- Breaks will be kept within the designated time frame of twenty minutes.
- The student should follow all safety rules. All female and male students with long hair must wear hair bands in the dental Lab.
- Students are expected to be generally in proper attire while they are on FNC grounds; tank tops, shorts or halters are not acceptable attire.
- Guests and visitors, generally, will not sit in the classrooms while instruction is going on, and under no circumstances will children be allowed in the classrooms.
- Eating and drinking are permitted only in the lounge. Smoking is permitted outdoors only.
- No alcohol or drugs are permitted on school grounds. Failure to comply may result in expulsion.
- Allied Health students are required to wear the FNC medical uniform at all times.
- Serious disturbances of order on campus will lead to suspension or possible expulsion.
- Respect for personal and college property, and a sense of responsibility about their own security and the security of others, is expected of all students at all times. Serious violations will be presented to the College Honor Court for adjudication.
- We expect all students to be of good moral character and to abide by all laws of our city, county, state, and nation.

CONTROLLED SUBSTANCES

FNC has established a drug-and-alcohol-free awareness program. Possession, use, or being under the influence of a controlled substance while on campus property is strictly forbidden and is illegal by State and Federal Law. Violation of this policy will be met with disciplinary action up to and including termination.

TUITION AND FEES

Tuition is subject to change without prior notification. Tuition charges do not include other fees such as textbooks and supplies, registration fee, Laboratory fee, etc. All one time fees are charged at the beginning of the program.

REGISTRATION FEE

All registration charges must be paid prior to the signing of the Enrollment Application. **The registration fee is non-refundable.**

PAYMENT OF INSTITUTIONAL CHARGES

Tuition payment is due upon admission to Florida National College. The student who qualifies for financial aid assistance might meet a maximum of 90% of his/her obligations through the checks issued by one of the Title IV fund sources. The remaining 10% (minimum) not covered by financial aid assistance will be equally distributed throughout the length of his/her career and is due during the first five days of each month extended to ten (10) days without penalty. The first monthly payment is due upon enrollment. A late fee of 5% will be added to each monthly tuition payment from the eleventh (11) day of the month. Failing to meet any one-month payment may result in an administrative termination. Any pending balance must be paid off before graduation from any program. It is the student's responsibility to provide all required documentation on time and to verify that his financial account is being correctly processed. An advanced payment for the first semester will be required from international students who enroll with an I-20 visa.

A student who is delinquent in meeting her or his financial obligations will not be issued an academic transcript, degree, diploma, or certificate.

REFUND POLICY

Should a student be terminated or cancel for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation after the third (3rd) business day, but before the first day of class, will result in a refund of all monies paid **with the exception of the registration fee.**
2. Cancellation of the application by the student must be made by certified mail or in person and in writing.

The college will refund:

3. 100% of tuition charges if the student withdraws on or before the first week of class (Add-Drop period).
4. There is no refund due if the student withdraws on or after the Add-Drop period.
5. If the college does not accept the enrollment, all monies paid by the student to the college shall be refunded and the student and college shall be released from further obligation.
6. If a student is withdrawn from a class due to a class cancellation, the student is entitled to a full refund.
7. The date for refund computation purposes is the Mid-Point of the semester.
8. Refunds will be made within 30 days of termination or receipt of cancellation notice.

Any refund due to the Federal Pell Grant, Federal Perkins Loan, or FSEOG programs will be made within 30 days of the date the school determines the student is no longer in attendance. Any other refunds including the Federal Family Education/Direct Loan Programs will be made within 30 days of the date the school determines the student is no longer in attendance.

In the event a student fails to return from a Leave of Absence, all refunds due will be made within 30 days of the date the student failed to return from the leave of absence.

REFUND POLICY FOR VA STUDENTS

The refund of the unused portion of tuition, fees and other charges, with the exception of the registration fee if cancellation takes place after the third (3rd) business day after signing an Enrollment Application, for veterans students who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The proration will be determined on the ratio of the number of weeks completed by the student to the total number of weeks to the semester.

PROCESSING REFUNDS

Refunds will be distributed as follows:

- | | |
|-----------------------------------|--|
| 1. Federal Family Education Loan. | 5. Federal Supplemental Educational Opportunity Grant. |
| 2. Federal Direct Loan. | 6. Other Title IV Student Assistance. |
| 3. Federal Perkins Loan. | 7. ITA (Individual Training Account) |
| 4. Federal Pell Grant. | 8. Student |

FINANCIAL ASSISTANCE

Florida National College is committed to assisting its students in meeting college expenses through federal aid, if the student qualifies, and/or other methods such as loans or deferred payment plans.

Florida National College assists its qualified students in obtaining funds in the form of grants, loans, and work-study opportunities. FNC participates in six student financial aid programs supported by the United States Department of Education and Florida Department of Education.

APPLICATION REQUIREMENTS FOR FINANCIAL ASSISTANCE

1. Submit financial aid applications.
2. Present appropriate tax return (student or parent) for previous year.
3. Present proof of citizenship or eligible non-citizen status.

FINANCIAL AID ELIGIBILITY

THE STUDENT MUST:

1. Have a high school diploma, GED diploma, or must pass an independently administered test.
2. Be enrolled at least half time (3 credit hours) as a regular student in an eligible program of study.
3. Be a U.S. citizen or eligible non-citizen. Eligible non-citizens are permanent residents who have an I-151 or I-551 (Alien Registration Receipt Card) or students with a Departure Record (I-94) with one of the following designations: Refugee, Asylum Granted, Indefinite Parole, Humanitarian Parole, Cuban-Haitian Entrant Status, and Conditional Entrant (issued before April 1, 1980). Students are also eligible if they have a suspension of deportation case pending before Congress 212(c).

4. Make satisfactory academic progress toward completion of the program (maintain a minimum 2.0 GPA)
5. Not to be in default or owe a refund to any Title IV program.
6. Have the applicable financial aid forms filled and signed.
7. Demonstrate financial need.

FINANCIAL AID PROGRAMS

These programs can be from federal, state or private sources. They are called loans, grants, and scholarships. Grants and scholarships are gift aid that does not require repayment. Loans must be repaid.

LOANS, GRANTS AND SCHOLARSHIPS

FEDERAL DIRECT LOAN PROGRAM

This program, established by the Student Federal Loan Reform Act of 1993, provides a new way for students to borrow money for their college education. As a participant in the Direct Loan program, FNC will receive loan funds directly from the United States Department of Education and disburse them to eligible student borrowers. There are three kinds of direct loans: **The Federal Direct Loan**, the **Federal Direct Unsubsidized Loan**, and the **Federal Direct PLUS Loan**.

The student must complete the Free Application for Federal Student Aid (FAFSA). (PLUS-only applicants do not need to complete the FAFSA).

The **Federal Direct Loan** is a need-based loan; income and asset information may be requested from the applicant's family.

The **Federal Direct Unsubsidized Loan** provides eligibility to students who demonstrate little or no financial need.

The student is responsible for payment of the interest from the date the loan is disbursed. The student must be enrolled for a minimum of six credit hours per semester to be covered by the loan and be making satisfactory academic progress as defined by FNC.

Undergraduate students may borrow up to \$2,625 per year for the first year, \$3,500 for the second year and \$5,500 for the third and succeeding undergraduate years, up to an aggregate maximum of \$23,000.

Repayment provisions for a Direct Loan are contained in the promissory note. The note should be read carefully since provisions may differ.

First-time borrowers pay a variable rate of the 91-day Treasury bill rate plus 3.1 percentage points, with a cap of 8.25 percent adjusted annually. Repayment begins six months after date of graduation or date when the student ceases to be enrolled at least halftime.

Federal Direct PLUS Loan: Parents of dependent students may borrow any amount up to the full cost of education less any other financial aid. Repayment begins within 60 days after disbursement of the loan proceeds.

FFEL and Direct Loan Interest Rates Effective July 1, 2009

Fixed Rates for Loans First Disbursed on or After July 1, 2006

Loan Type	Grade Level	First Disbursed Between July 1, 2008 and June 30, 2009	First Disbursed Between July 1, 2009 and June 30, 2010
Subsidized Loans	Undergraduate	6.00	5.60
	Graduate	6.80	6.80
Unsubsidized Loans	Undergraduate	6.80	6.80
	Graduate	6.80	6.80
PLUS Loans	Parent and Grad Student	7.90 for Direct Loans and 8.50 for FFEL	7.90 for Direct Loans and 8.50 for FFEL

Variable Rates for Loans First Disbursed Between July 1, 1998 and June 30, 2006

These rates were calculated based upon statutory formulas and equal the bond equivalent rate of the 91-day Treasury bills auctioned on May 26, 2009, plus certain statutory percentage add-ons. The 91-day Treasury bills were auctioned at 0.178 percent, rounded to 0.18 percent.

Loan Type	Loan Status	For the Period July 1, 2008 to June 30, 2009	For the Period July 1, 2009 to June 30, 2010
Subsidized Loans	Repayment or Forbearance	4.21	2.48
	In-School, Grace, or Deferment	3.61	1.88
Unsubsidized Loans	Repayment or Forbearance	4.21	2.48
	In-School, Grace, or Deferment	3.61	1.88
PLUS Loans – Parent and Grad Student	All Statuses	5.01	3.28

Notes:

- Interest rates on Stafford and PLUS loans disbursed before July 1, 1998, are calculated using different statutory formulas, percentage add-ons, or both.
- Generally, interest rates on Consolidation Loans are fixed rates calculated based on the weighted average of the loans being consolidated rounded up to the next higher 1/8 percent, not to exceed 8.25 percent.

BORROWER COUNSELING

First-time borrowers are required to participate in entrance counseling prior to receiving the first disbursement of their loan. The purpose of this counseling is to emphasize the student's rights and responsibilities as a first-time borrower.

Prior to leaving FNC (either by graduation or withdrawal) borrowers are required to participate in exit counseling to receive important information about repayment, consolidation, deferment, and other matters and to have the opportunity to ask questions about their specific situation. Examples of typical beginning payments for direct loan repayment plans are as on *Table 2* below.

Table 2

4.75% Interest Rate in Repayment						
	12-Year		15-Year		25-Year	
Amount Owed	Monthly Payment	Total Interest	Monthly Payment	Total Interest	Monthly Payment	Total Interest
\$5,250	\$50	\$1,549	\$50	\$1,549	\$50	\$1,549
\$6,000	\$55	\$1,883	\$50	\$2,155	\$50	\$2,155
\$6,500	\$59	\$2,040	\$51	\$2,600	\$50	\$2,647
\$7,500	\$68	\$2,353	\$58	\$3,000	\$50	\$3,899
\$9,000	\$82	\$2,824	\$70	\$3,600	\$51	\$6,392
\$10,000	\$91	\$3,138	\$78	\$4,000	\$57	\$7,102
\$12,500	\$114	\$3,922	\$97	\$5,000	\$71	8,877

FEDERAL STAFFORD LOANS

The Federal Stafford Loan Program is a loan to help the student pay for postsecondary education. There are three types of FFESP loans: **Stafford Subsidized Loan**, **Stafford Unsubsidized Loan**, and **Parent Loan for Undergraduate Students (PLUS)**.

The Subsidized Federal Stafford Loan is based on financial need using a federal formula. Repayment begins six months after graduation or when enrollment drops below half time. Repayment may run up to 10 years.

The Unsubsidized Federal Stafford Loan is not based on need and is available to students regardless of family income. However, because the government does not subsidize the loan, the student is responsible for all interest, which accrues during in-school, grace and deferment periods.

The interest rate on the Subsidized and Unsubsidized Federal Stafford Loans varies annually and is based on the 91-day T-Bill rate plus 2.5% capped at 8.25%. There is an origination fee of 3% and an insurance fee of 1%. For dependent students the annual loan limits for combined subsidized and unsubsidized loans are \$2,625.00 for freshmen and \$3,500.00 for sophomores. For independent undergraduate students, those amounts may be exceeded by an additional \$4,000.00 for freshmen and sophomores.

Federal Parent Loan for Undergraduate Students (PLUS). Parents of dependent students may borrow up to the difference between the costs of education minus other financial aid. The borrower must have a good credit history. The interest rate is variable, tied to the 52-week T-Bill plus 3.10%, capped at 9%. There is an origination fee of 3% and an insurance fee of 1%. Repayment begins immediately following disbursement. Parents have up to 10 years to repay. **See Table 3 below.**

Table 3

	Interest Rate of 4.86%	48 Month Interest Only Repayment Options at 4.86% Interest Rate		Maximum Interest Rate of 9.00%
Loan Balance at Repayment	Estimated Monthly Payment	Estimated Monthly Payment		Estimated Monthly Payment
		Interest Only Monthly Payment Amount for 48 Months	Monthly Payment Amount for Remainder of Term	
\$2,625	\$50.00	\$50.00	\$50.00	\$50.00
\$3,500	\$50.00	\$50.00	\$50.00	\$50.00
\$5,500	\$57.96	\$50.00	\$55.87	\$69.67
\$6,625	\$69.82	\$50.00	\$88.43	\$83.92
\$7,500	\$79.04	\$50.00	\$105.19	\$95.01
\$8,500	\$89.58	\$50.00	\$124.35	\$107.67
\$10,000	\$105.38	\$50.00	\$153.09	\$126.68
\$15,000	\$158.07	\$60.00	\$240.60	\$190.01
\$18,500	\$194.96	\$74.93	\$296.93	\$234.35
\$22,625	\$238.43	\$91.63	\$362.91	\$286.60

FEDERAL PERKINS LOAN PROGRAM

A Federal Perkins Loan is a low-interest (5 percent) loan to help students pay for their education after high school. Federal Perkins loan funds are awarded only to A.S. students with exceptional needs who also receive Federal Pell Grants and have good credit. The amount of the loan for which a student may qualify depends on the student’s needs and the availability of Federal Perkins loan funds.

Loan amounts cannot exceed \$4,000 for the first two years of study and \$20,000 for all years of undergraduate study. (The loan amount cannot exceed \$6,000 per year of graduate work). Florida National College will credit the student’s account and give the student a receipt. The loan disbursement will be received in at least two payments per college year.

Repayment of the Federal Perkins loan will begin nine months after the student graduates, leaves FNC, or drops below half-time (6 credit) status.

The Perkins loan can be paid in up to 10 years. The amount of payment depends upon the size of the debt, but usually, students must pay at least \$40 per month or may extend the repayment period.

In the event that the student fails to repay the loan, Florida National College can require immediate repayment of the full amount, including all interest and penalty charges. FNC also reserves the right to file a lawsuit against the student in order to collect that amount, and it can ask the Federal Government for help in collecting the amount due. The College or the federal government can also notify credit bureaus of the payment default, and this will affect the student’s future credit rating.

FLORIDA NATIONAL EDUCATIONAL LOAN

The FNEL is for students who cannot afford to pay tuition in full and/or do not qualify either for Financial Assistance or the deferred payment plan. Contact the Financial Aid Department for more information.

FEDERAL PELL GRANT PROGRAM

A Pell Grant is an entitlement program designed to assist undergraduates in paying for their education.

1. The U.S. Department of Education evaluates applications.
2. The Department of Education uses a standard formula in their evaluation, which guarantees equal treatment for all applicants, but it also means that, except for a few specific cases, there are no exceptions made for unique financial circumstances of students or their families. The formula used to determine the Estimated Family Contribution (EFC) is too long to be included in this catalog. However, a pamphlet that describes the formula in detail can be obtained by writing to Federal Student Aid, P.O. Box 84, Washington, DC, 20044.
3. Demonstrate financial need. The Department of Education mails an Institutional Student Information Record (ISIR) directly to the student, which the student submits to FNC, even if there is no award.
4. Be a high school graduate or hold a GED diploma. The amount of the award is determined by the Estimated Family Contribution (EFC), which is reported in the ISIR.

FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (FSEOG)

Federal Supplemental Education Opportunity Grants are awarded to undergraduate students with exceptional financial need who will also receive Federal Pell Grants during the award year. FSEOG funds are limited and students should apply at the time of admission to FNC for these funds.

In order to serve the best interests of our students, FNC allocates a percentage of these funds for each starting class. First priority for receiving an FSEOG award will be an applicant with the lowest expected family contribution (EFC) who is also Pell eligible.

If all Pell eligible students receive an FSEOG award, the next priority would be students with the lowest expected family contribution (EFC) who are not Pell eligible.

FLORIDA STUDENT ASSISTANCE GRANT (FSAG)

The Florida Student Assistance Grant is a State of Florida grant awarded on the basis of student financial need and availability of funds. The awards may vary in amount from \$200 to \$1500 per academic year. The FSAG is available for associate of arts or science degree program students only.

REQUIREMENTS FOR THE FSAG:

1. Be a Florida resident for at least two consecutive years.
2. Be a citizen or permanent resident of the United States.
3. Demonstrate financial need.
4. Be a high school graduate or equivalent (GED).
5. Be enrolled in a B.S., A.A. or A.S. program.

FEDERAL WORK-STUDY PROGRAM

Under Title I-C of the Economic Opportunity Act of 1964, Florida National College participates in the Federal Work - Study Program, which creates part-time job opportunities for students from low-income families. These jobs range from five to twenty-five hours per week.

STUDENTS QUALIFY FOR PARTICIPATION IN THE FEDERAL WORK STUDY PROGRAM IF THEY ARE:

- “ In need of financial aid as shown by the “Financial Aid Form” or the “Family Financial Statement”.
- “ Capable of good academic work in college.

- “ Able to meet job qualifications
- “ Accepted for admission as full time students (12 credits) in good standing.

Students with required skills and experiences may qualify for jobs in the following fields: clerical assistant, library assistant, typist, instructional assistant, and several off-campus positions.

JOSÉ REGUEIRO SCHOLARSHIP

The José Regueiro Scholarship, in honor of the President of the institution, is a Florida National College scholarship. The scholarship is to be awarded every year to the winner of an essay contest, open to high school candidates, on the subject of **“The Importance of a College Degree.”**

Deadline: June 1

Basis for Selection: The content of the essay and the writing skills exhibited in the essay.

Sum Awarded: The complete tuition cost of the program of his/her choice from the Associate of Arts or Science Degree programs offered by FNC.

APPLICATION PROCEDURE FOR THE J. REGUEIRO SCHOLARSHIP

The applicant must:

1. Be a graduating senior of a Dade County public or private high school.
2. Be a U.S. citizen or permanent resident.
3. Provide two testimonials from school, business, church and/or leaders in the community testifying to good moral character and reputation.
4. Submit an essay on “The Importance of a College Degree.”
5. Demonstrate financial need.
6. Submit official high school transcript with the application.

DIAZ-BALART SCHOLARSHIP

The Díaz-Balart Scholarship has been established by Florida National College to honor the Díaz-Balart family. Political immigrants from Cuba, the Díaz-Balart family has continued in the United States its long history of public service, which began many years ago in their homeland. The scholarship is awarded to a student who is an immigrant to the United States of America.

The scholarship is to be awarded every year to the winner of an essay contest, written by high school candidates on the subject of **“Educational Opportunities within the American Democracy”**.

Deadline: June 1

Basis for Selection: Must be an immigrant to the United States of America. The content of the essay and the writing skills exhibited in the essay.

Source of the Díaz-Balart Scholarship: College revenue.

Sum Awarded: The complete tuition cost of the program for baccalaureate and associate degree programs offered by FNC.

APPLICATION PROCEDURE FOR THE DIAZ-BALART SCHOLARSHIP

THE APPLICANT MUST:

1. Be a graduating senior of a Dade County public or private high school.
2. Be a U.S. citizen or permanent resident.
3. Provide two testimonials from school, business, church and/or leaders in the community testifying to good moral character and reputation.
4. Demonstrate financial need.
5. Submit official high school transcript with the application.

FNC / GOVERNMENT SCHOLARSHIP

The FNC/Government Scholarship is a Florida National College scholarship. The scholarship is to be awarded every year to government employees.

Basis for Selection: Must be a government employee; referral must be from a government agency.

Source of the Scholarship: College revenue.

Sum Awarded: The scholarship covers 15% of the tuition cost for baccalaureate and associate degree programs offered by FNC.

UPWARD BOUND SCHOLARSHIP

The Upward Bound Scholarship is a Florida National College scholarship. The scholarship is to be awarded every year to students graduating from the Upward Bound Program sponsored by FNC.

THE APPLICANT MUST:

1. Be a student who has participated in the program for at least two years.
2. Have a 2.5 GPA at the time of graduation.
3. Be a first generation or low income student.
4. Graduate from Florida National College's Upward Bound Program.
5. Maintain a 2.5 GPA at Florida National College.

DR. MANUEL VIAMONTE SCHOLARSHIP

The Dr. Manuel Viamonte Scholarship is a Florida National College scholarship to be awarded to a Radiology Technology student. The scholarship will be awarded every year to the winner of an essay contest, open to high school candidates, on the subject of "**The Importance of studies in Radiology.**"

Deadline: June 1

Basis for Selection: The content of the essay and the writing skills exhibited in the essay.

Source: College revenue.

Sum Awarded: The complete tuition cost of the Radiology Technology program.

APPLICATION PROCEDURE FOR THE DR. VIAMONTE SCHOLARSHIP

The applicant must:

1. Be a graduating senior of a Dade County public or private high school.
2. Be a U.S. citizen or permanent resident.
3. Provide two testimonials from school, business, church and/or leaders in the community testifying to good moral character and reputation.
4. Submit an essay on "The Importance of studies in Radiology."
5. Demonstrate financial need.
6. Submit official high school transcript with the application.

FINANCIAL AID VERIFICATION

Florida National College has developed the following Policies and Procedures regarding verification of information provided by applicants for Federal Aid under the Title IV Program

1. Only those students who are selected for verification by the Department of Education will be required to submit supporting documentation.
2. No Pell or Campus Based Funds will be disbursed prior to the completion of verification.
3. The institution prior to the completion of verification will certify a Federal Family Education Student Loan application. However, the student has but 45 days from the time the check

- arrives to the institution to provide the necessary documentation. If not completed by that time the check will be returned to the lender.
4. For the Federal Pell Grant the student will have until 120 days after his/her last day of attendance or the end of the academic year, whichever is earlier, to complete verification. However, in the interim the student must have made arrangements with FNC for payment of all tuition and fees. After the passage of the aforementioned period, all Financial Aid that might have been due is forfeited.
 5. All students will be notified on a timely basis if they have been selected for verification, and the supporting documentation that is required. The institution will use as its reference, the most recent verification guide supplied by the Department of Education. At that time the student will be informed of the time parameters and the consequences of not completing the verification cycle. The institution will notify the student of the result of verification and any other documentation needed. The institution will assist the student in correcting any information that is inaccurate.
 6. If the student supplies inaccurate information on any application and refuses to correct it, after being counseled by the institution, FNC must refer this case to the Department of Education for resolution. Unless required by the Department of Education, no financial aid will be disbursed to the student.

TRANSFERRING FINANCIAL AID

Financial Aid does not transfer automatically when a student transfers from one college to another. To continue receiving aid at the new college, the student must check with a Financial Aid officer at the new college to find out what programs are available and what steps are necessary. Students who decide to transfer must have the former college send a financial aid transcript to the new college. If the new college does not receive this transcript, the student will have difficulty receiving financial aid.

Transfer students who have a Federal Pell Grant must get a duplicate copy of their Student Aid Report and submit it to the new college's financial aid office.

Transfer students who have a Federal Perkins Loan or a Federal Supplemental Educational Opportunity Grant should check with the Financial Aid Office at the new school to find out if funds from these programs are available.

NOTIFICATION OF FINANCIAL AID AWARDS

The student is notified of his or her awards in an award letter. If the student feels the awards do not cover his or her needs, the student should consult with FNC's Financial Aid Officer.

REESTABLISHING ELIGIBILITY FOR FINANCIAL AID

Students who have been terminated for lack of satisfactory academic progress (2.0) and seek to reestablish their eligibility for financial aid must first successfully complete courses without benefit of financial aid in order to reestablish good academic standing.

DISBURSEMENT PROCEDURES

Awards will be made in accordance with the award letters issued by the Office of Financial Aid. Federal Pell Grant or campus base checks will be made payable directly to FNC in a separate check for each student's account. Financial Aid awards will be disbursed electronically and will be applied to each student's account.

WORKFORCE INVESTMENT ACT (WIA)

The WIA program provides tuition assistance for students who meet the eligibility requirements of the programs. To determine if you are eligible, you should apply directly to the WIA office. The WIA coordinator for FNC has an office at the Hialeah Campus.

Academic Policies and Procedures

ACADEMIC YEAR

The FNC academic year is defined as two semesters. The length of an academic semester is four months. Each semester has two terms of two months each. The FNC rolling admission schedule makes it possible to have six different start dates and six different completion dates in one calendar year. There is a one-week break in April, a one-week break in August, and a two-week break at the Christmas/New Year season.

ACADEMIC ADVISEMENT

Upon entering FNC, each freshman is advised to see their program academic advisor or academic advisor. In addition, each of the offices listed below provides advisement in its field of responsibility to all students as appropriate. These offices are:

The Admissions Office
The Campus Dean
The Registrar's Office

The Financial Aid Office
The Student Services Office
The Advising Center

The Academic Advising Center

- Advising new and current students who are in a career/program.
- Explain and review academic requirements.
- Once student has completed successfully their first 4 terms they are transferred to a faculty advisor of their chosen career.

What is the purpose of Academic Advising?

The primary purpose of academic advising is to assist students in the development of meaningful educational plans that are compatible with their life goals.

Based on their program of studies, students should contact their Division Head for advisor's name and contact information. The instructors advise their student's concerning academic progress as well as academic matters. The Office of Student Services has information on other colleges, universities, and scholarship

The ultimate responsibility for making decisions about life goals and educational plans rests with the individual student. The academic advisor assists by helping to identify and evaluate the alternatives and the consequences of decisions. The academic advisor will be able to direct the student in the right direction depending on his/her life goals and offer recommendations in the following areas:

1. Career options
2. Program Choice
3. Course Scheduling

To find out whom your **Program Academic Advisor** is and to set up an appointment as soon as possible, contact a Division or Department Head. Here is the list of Department or Division Heads by their respective division:

Business and Economics Division: Dr. James Bullen, (D.B.A) jbullen@mm.fnc.edu
Humanities and Fine Arts Division: Barbara Rodriguez, M.S., bjrodriguez@mm.fnc.edu
Allied Health Division: Dr. Loreto Almonte, lalmonte@mm.fnc.edu
Computer Science Division Dept. Head: Sonia Martinez, M.S., smartinez@mm.fnc.edu
English as a Second Language Division: Lidia Morales, M.S., lmorales@mm.fnc.edu
Nursing Division Program Director: Jesusa Alfonso, R.N., B.S.N., alfonsoj@mm.fnc.edu

CLASS SCHEDULES

Most courses are scheduled as either three or four-hour sessions, Monday through Friday, 8:30am - 10:00pm. Weekend courses are offered from time to time. FNC offers distance-learning courses on the Web. Please visit the FNC Web Page at <http://www.fnc.edu>.

If a student is active beyond the mid-point of a semester, the institution will automatically assign classes for the following semester. It is the student's responsibility to withdraw, cancel, or change any courses assigned to him/her during the ADD/DROP period. After this point, the student must adhere to the College Refund Policy on page 26.

CLASSIFICATION OF STUDENTS OR STATUS

STUDENTS ARE CLASSIFIED IN VARIOUS WAYS:

A. By class load:

1. Full time (12 credit hours minimum per semester)*
2. Three Quarter time (9 credit hours minimum per semester)
3. Half time (6 credit hours minimum per semester)
4. Less than halftime (less than 5 credit hours per semester)

B. By credits earned:

1. Freshman (1 to 30 credits)
2. Sophomore (31 and above)
3. Junior (61 and above)
4. Senior (91 and above)

C. By program of study:

1. Baccalaureate or Associate Degree students
2. Diploma students
3. Certificate students
4. Early Admission
5. Transient students (courses for transference to other institutions)
6. Non-degree seeking students

D. By legal status:

1. Florida residents
2. Non-Florida residents
3. International students

E. By sponsorship

1. Personal resources
2. Grant
3. Loan
4. Scholarship
5. VA
6. Employee Scholarship
7. ITA
8. Vocational Rehab.

* Students receiving full financial aid cannot carry less than six credit hours per semester. Students carrying less than the required minimum number of credits may receive financial aid proportionally.

TRANSIENT AND NON-DEGREE-SEEKING STUDENT ADMISSION

A student who is in good standing at another college or university may be admitted to Florida National College as a transient student. Transient students should consult the appropriate Dean or Registrar at the

college to which they wish their credits transferred to determine the acceptability of outside credits at their home institution.

Applicants who are taking a course, but without enrolling in a program, are classified as non-degree seeking students. At Florida National College these students are limited to thirty credits in this classification, and they are not eligible for financial aid.

CLASS LOAD, CREDIT HOUR AND CLOCK HOUR EQUIVALENCY

Class load refers to the number of credits a student carries in a semester. For degree and career programs a student may carry a load of 16 credit hours maximum per semester. One credit hour equals 15 hours of lecture, 30 hours of Lab., or 45 hours of externship. One clock hour is equivalent to 50 minutes of lecture and a 10 - minute break.

Certificate Programs: Since courses within a certificate program are not acceptable for credit toward a degree program within the institution, the conversion formula for certificate programs is as follows: one credit hour equals 30 clock hours of lecture, 30 clock hours of Lab., or 30 clock hours of externship.

GRADE POINT AVERAGE AND SATISFACTORY ACADEMIC PROGRESS

SATISFACTORY PROGRESS

Students must meet certain minimum standards for satisfactory progress while enrolled at Florida National College.

The satisfactory progress is computed on the basis of the quality points earned by the grades received in a semester (**grade point average** or **GPA**) The **GPA** is calculated as follows: the number of the course credit hours multiplies the quality point value for each grade earned. The sum of these points divided by the number of credit hours attempted (hours from courses with grades A through F) equals the GPA.

The **cumulative grade point average**, or **CGPA** ratio, is obtained by calculating the GPA for all courses attempted at Florida National College. Course grades of S, U, I, W, AU, and TC, do not count in the overall GPA since they carry no quality points, but count as credits attempted. See the Grading System section for more information (page 41).

Satisfactory Progress is a requirement for graduation; it is also necessary in order to maintain eligibility for Title IV financial assistance. Florida National College evaluates Satisfactory Academic Progress every **semester**. Satisfactory progress requires meeting the following criteria:

1. Any student whose cumulative grade point average falls below 2.0 will be placed on academic probation for the next semester. While on academic probation, the student remains eligible for financial aid funds. Any student on academic probation who brings his/her cumulative grade point average to 2.0 at the end of a semester will be removed from academic probation.

Any student who falls below the 2.0 CGPA at the end of the probation period will be ineligible for financial aid from federal and state funds. Students will re-establish eligibility for financial aid when the cumulative grade point average rises to 2.00 CGPA and they are within the maximum time frame.

2. Satisfactory completion of the program in a period no greater than 1.5 times the normal time frame for completion. Therefore, a student must pass 67% of the credit hours attempted in each academic year. The college defines its academic year as 32 weeks / 24 semester credits. A semester is 16 weeks long and consists of two terms of 8 weeks.
3. A Cumulative Grade Point Average of 2.0 ("C") or above, at graduation.

A student will be considered for academic termination when the student fails to maintain the required academic standing of 2.0 CGPA at the end of the probation period.

A student who has been suspended may reapply to Florida National College after being out of school for **one term**. At that time, the student's academic records will be evaluated to determine if it is possible for a 2.0 cumulative grade point average to be achieved and if the program can be completed within the maximum time frame of 1.5 time of the normal time frame for completion. If it is not possible for the student to meet both standards, the student will no longer be eligible for Title IV funds. Therefore, should funding still be required, alternative financing must be arranged for re-enrollment.

Florida National College may use its discretion in waiving its Satisfactory Academic Progress Policy in cases where students have mitigating circumstances. These include serious illness or injury of the student or serious illness, injury, or death of the students' immediate family. Student requesting an appeal must submit a written request, with appropriate documentation, to the Vice President of Academic Affairs and Vice President/Director of Financial Aid. If the appeal is approved, the student will be allowed one additional semester to meet the required standards and will be eligible for Title IV funds.

ATTENDANCE POLICY

The policy on attendance for college classes will be the responsibility of the professor, and the professor will fully inform students of such policy at the beginning of the semester.

The faculty and staff at Florida National College want you to succeed. Since studies indicate a positive relationship between good attendance and better grades, you are strongly encouraged to attend all classes and arrive on time.

* Individual instructors establish their own class attendance policies. Each instructor's policy is included in the course syllabus and distributed at the beginning of each semester.

* It is your responsibility to understand and follow these policies and, if possible, to notify instructors in advance when it is necessary to miss a class.

* Any anticipated prolonged absences should be reported to instructors as soon as possible.

* If you stop attending class(es) for any reason, you must consult with your instructor(s) and registrar about possible withdrawal from the class(es).

ATTENDANCE POLICY FOR VA STUDENTS

Instructors will submit VA students' daily attendance records to the Veterans Affairs Coordinator at least once a month. VA students are required to attend all classes. Excused absences will be granted only for extenuating circumstances, which must be substantiated by entries in the student's file. Early departures, tardiness, etc., for any portion of an hour will be counted as a full hour of absence.

Educational benefits of VA students who accumulate three days of unexcused absences in any calendar month will be terminated for unsatisfactory attendance.

LEAVE OF ABSENCE

Any student requesting a leave of absence from the institution must submit a written request to the registrar's office. The request must be signed and dated by the student and must contain the dates student expects to return to school. The campus registrar must approve all leave of absence requests and the office of financial aid must be notified of the leave of absence.

Federal regulations allow an approved leave of absence (LOA) of no more than 180 days. There are no exceptions. Multiple leave of absences can be granted not exceeding 180 days.

A student on leave of absence will incur no additional charges by the school. However, monthly payments must continue during this period. If the student does not report back to FNC by the add/drop period of the following semester, the student is considered to have withdrawn from school as of the first day of the new semester. The College has thirty days after the last day of an approved leave of absence to process financial assistance refunds to grantors.

By official regulation, international students may use a leave of absence (LOA) after completion of one academic year (8 months).

STANDARD PERIOD OF NON-ENROLLMENT

Students planning to be out of the college for one term (two months) must submit a written request for a Standard Period of Non-Enrollment to the Registrar's Office. A Standard Period of Non-Enrollment must be requested during the first week of classes of the term the student is planning to leave. It is approved for one term (two months) per semester only, except for the summer for which students can be approved for four months. The request must be authorized by the Campus Registrar and the Financial Aid office.

Classes corresponding to the current term will be dropped with a W grade. Students with one term in Standard Period of Non-Enrollment will maintain their class scheduled for the rest of the Semester. Students must report to the Registrar's Office by the date indicated on the Standard Period of Non-Enrollment form. Students who fail to return to the College by their expected date will be considered to have withdrawn from the school. Therefore, the student will be responsible for any balance due.

License Practical Nurse students are not eligible for a Standard Period of Non-Enrollment.

TUTORIALS

Free tutorials are offered in the various subjects offered at Florida National College. At the Hialeah Campus, tutorial information is provided by Program Division on each window case of each floor. The South Campus tutorials information is located in the hallway by the teachers' office. You may also contact your individual instructor for additional help with the subject area you are having difficulty with.

DISTANCE LEARNING

Online classes can help you make a balance between your busy life and personal goals. FNC's Distance Learning Department offers exciting courses for your convenience. It doesn't need to be at a specific date or time. Online classes include exercises, interesting project, and assignments. You do not need to travel to the campus. Courses can be accessed from home, the office, or while traveling. Learners will enjoy the simplicity, interaction, and flexibility to be offered with online courses.

STUDENT USAGE OF COLLEGE COMPUTERS AT ALL CAMPUSES

The use of college computers is available outside class hours in the computer Lab and the campus libraries. Hours of operation for the computer Lab. are visibly posted and a Lab. assistant will be on site to assist students with basic information. Please be sure to bring your own diskettes to save your projects. Open Computer Lab hours are from Monday-Thursday 1:00pm-5:00pm and Friday 9:00am-9:00pm.

If you have suggestions regarding the convenience of the hours or the equipment, contact the Office of Student Services.

BUS PASSES

Students who do not own a vehicle and use public transportation should consider purchasing a monthly Metro Transit Bus Pass. This pass allows unlimited use for an entire month of the Metrorail and Metro Dade Bus System. For prices and payment deadlines, contact the Office of Student Services.

ACADEMIC GRADING SYSTEM AND TRANSCRIPT CODE KEY

Official grades and their quality points equivalency at FNC are as shown on the next page. The final grade of a course shall be based on various criteria; however, the individual instructor establishes the weight of each assignment for determining the final grade and this information is given in the course syllabus of which every student shall receive a copy.

ACADEMIC GRADING SYSTEM and TRANSCRIPT CODE KEY			
	Letter Grade	Numerical Value	Quality Points
Superior Achievement	A	(90-100)	4.00
Very Good	B+	(85-89)	3.50
Good	B	(80-84)	3.00
Above Average	C+	(75-79)	2.50
Average	C	(70-74)	2.00
Passing	D	(60-69)	1.00 Passed but not transferable.
Failure	F	(0-59)	0.00
Satisfactory	S	-----	Passing grade for remedial courses.
Unsatisfactory	U	-----	Failure grade for remedial courses.
Incomplete	I	Student did not complete the required class work for reasons accepted by the instructor.	
Withdrawal	W	Withdraws from course during the add-drop period or takes a leave of absence.	
Withdrawal with Penalty	WP	Withdraws after the add-drop period.	
Audit	AU	No grades, no points.	
Transferred Credit	TC	Credit is granted for equivalent course; external or internal transferability.	
Withdrawal with Failure	WF	Student did not complete the required class work.	
Unsatisfactory Withdrawal	WU	Student did not complete the required class work for remedial courses.	
TRANSCRIPT CODES			
Credit by Examination	CE	Subject to Registrar's authorization.	
Guided Studies	GS	Subject to Registrar's authorization.	
Placement by Testing	PT	For the ESL programs.	

FAILURE (F)

An "F" is a grade; it counts for the GPA. It alters the completion date of the program; it also increases the student's financial burden. An "F" may not be erased, but the course can be repeated to improve the GPA. The latest grade for the course prevails. A student may continue to receive federal financial aid for any course failed as long as the student is otherwise eligible.

In the Practical Nursing Program, the lowest acceptable grade is a 75% (C). Anything below is considered failure.

INCOMPLETE (I)

Use of this grade is very restricted and only on the basis of extenuating circumstances in the judgment of the instructor. When a student is not able to complete the course requirements within the length of the course for reasons acceptable to the instructor, the instructor may assign an "Incomplete" on terms

specified by the instructor. After discussing these terms with the student, the instructor will fill out duplicates of the “Incomplete Form” —one copy for the student, one copy for the Registrar. An “I” is valid for only one **semester**; after this it becomes an “F.” During the waiting period, an “I” is listed as credit hours attempted, but not completed.

The instructor will prepare a modified final exam or an appropriate assignment and leave it in a sealed envelope with the department head or division head. The department head or division head or an instructor designated by them will proctor and score the exam in accordance with FNC policy. The same will apply to written papers waiting to be graded as part of a final grade.

If the student leaves without having contacted his instructor or campus registrar by the day of course completion, the instructor may calculate the course average by using “0” for each of the components of the final grade that has not been satisfied. (The course syllabus will list the components of the final grade for that course, or the instructor will otherwise stipulate these.)

WITHDRAWALS (W, WP, WF, WU)

Students desiring to withdraw formally from a class may do so within the add-drop period without penalty. A reduction in course load may keep the student from meeting minimum standards for satisfactory progress (see page 39). Course withdrawals may also jeopardize the student’s financial aid eligibility, VA benefits, and program completion date.

- **Add-Drop Period:** Students have until the end of the first week of classes to change courses. Withdrawals within this period will receive a “W” on the transcript.
- **Late Withdrawal:** Any withdrawal after the Add-drop period incurs full financial obligation. The student will receive a “WP” if the withdrawal is made between the second week of classes up to the mid-term. “WP” does not affect GPA. “WF” is assigned after the midterm, when the student does not complete the course requirements. “WF affects GPA. “WU” is assigned after the midterm, when the student does not complete the course requirements for remedial courses. “WU” does not affect GPA.

AUDIT (AU)

The student who audits attends a course without expecting credit or formal recognition. The campus dean and the instructor must grant permission and regular tuition must be paid.

TRANSFERRED CREDIT (TC)

Credit for external or internal transferability is granted for grades of “C” or better. College courses completed more than five years prior to the date of enrollment at FNC will require validation. A student who wishes to change from one program to another should consult with (a) the Division Head, faculty advisor, or Campus Dean, (b) the registrar, (c) the financial aid advisor in order to become fully aware of the best possible use of credits earned, of allocated monies, of necessary changes in the contract, and of any other possible implication. All courses that can be transferred to the new program, as either part of the required block or as electives, will be reflected in the student’s ledger, in the Student Progress Report, and in the Summary Sheet in the Academic File.

The grade of “D” shall transfer and count toward the baccalaureate in the same as D’s obtained by students from FNC, provided that the student has earned and been awarded an A.A. or A.S. degree. Whether courses with “D” grades in the major satisfy requirements in the major field may be decided by the department or division.

Transferring credits from another institution will be recorded as “credits earned” toward graduation, but not as “credits attempted” since they are not earned on the basis of regular attendance or regular tuition cost.

All transfer of credit must be effected at the time of registration or within the student's first term of enrollment (two months).

CREDIT BY EXAMINATION (CE)

Students may receive credit by examination. The Campus Dean will evaluate each case, and the appropriate academic department will proctor and score the exams. The student will be graded "S" if scoring 70% or better, otherwise "U". The result of this exam cannot be challenged again. Application forms are available from the Registrar.

Institutional credit by examination will become a part of the student's permanent record at the conclusion of the semester in which it is awarded; grades will count toward graduation requirements and they will be entered with a CE on the student progress report.

A fee per credit hour will be charged for each examination administered. The maximum number of credits earned by examination will be nine (9). Please be advised that the Federal Pell Grant does not cover credit by examination, just credits earned on the basis of regular class attendance. This process will be documented in the Academic Summary Sheet inside the student's academic file.

Credit by examination may not be used to eliminate an "F" or "I" grade.

SPECIAL INDIVIDUALIZED STUDIES (SIS)

Degree-seeking students are allowed to take a maximum of six credits in special individualized studies, supported by a cumulative grade point average of 3.0 GPA. Please be advised that the Federal Pell Grant only covers credits earned on the basis of regular class attendance. The campus Dean will give approval for such studies. After this, SIS students are under the supervision of the Department Head or Division Head. The student will maintain weekly contact with this person from whom the student will receive guidelines, instruction, scoring and correction of assignments, and the final grade. Students may register for no more than one special individualized study course each semester. Regular tuition charges are applied to special individualized studies.

ESL PLACEMENT BY TESTING

Upon enrollment, the ESL program uses a placement test for new students, and they are placed in the corresponding level according to their performance (score) on this test. There is no fee for the placement test.

REPEATING COURSES

Students may repeat courses taken at Florida National College in order to improve the cumulative grade point average. The credit is given for the last grade earned when repeating a course. Repeated courses will appear on the student's transcript. The first attempt will also be shown, but the cumulative grade point average will be computed on the basis of the last attempt only. In the case of repeating a course to improve the GPA, tuition fees will be entirely the student's responsibility.

In the evaluation of satisfactory progress, in addition to the minimum credits earned and grade point average each time they are taken, repeated courses will be counted as credits attempted. When successfully completed, they will count as credits earned.

A student failing a course (see page 41, "Failure") may still be eligible for financial aid upon repeating it. The student will seek advice at the Financial Aid office.

CHANGING A MAJOR OR PROGRAM

A student who wishes to change from one program to another will be thoroughly advised by (a) the registrar (b) the financial aid officer (c) the campus dean, and (d) the departmental faculties involved for the purpose of making the student fully aware of the best possible use of credits earned, of allocated monies, of necessary changes in the contract, and any other possible implication. All courses taken that can be transferred to the new program, as either required courses or as electives, will be reflected in the student's ledger, in the Student Progress Report, and in the Summary Sheet in the student's academic file.

OFF-CAMPUS ENROLLMENT AND TRANSFER OF CREDITS

Florida National College students who wish to take courses at another college for the purpose of transferring the credits to FNC must obtain prior written approval from the division head. Students who have attained a sophomore status (31 credit hours and up) may not transfer credits from any other institution. Students enrolled in one of the bachelor programs may transfer up to 60 credits.

Once a student is enrolled as a degree-seeking student at FNC, no more than six credits may be transferred.

STANDARDS OF PROGRESS FOR VA STUDENTS

Each student receiving VA educational benefits is expected to complete his program within the number of training hours (semester credit hours) approved by the Bureau of State Approving for Veterans Training, Florida Department of Veterans Affairs. The student also must attain and maintain a minimum grade point average (GPA) of not less than a 2.0 ("C", 70-79%) each semester.

In addition, the student must meet any skill or technical requirements of his/her particular program. If at any point in time it is determined that a VA student cannot successfully complete the program within the approved number of hours, the student's VA educational benefits will be terminated for unsatisfactory progress.

A VA student who has not attained and maintained satisfactory progress (2.0 GPA or better) at the end of any semester will be placed on academic probation for the next semester. If the student does not attain and maintain satisfactory progress by the end of the probationary semester, the student's VA educational benefits will be terminated for unsatisfactory progress.

The VA student may petition FNC to be re-certified for VA educational benefits after one semester has elapsed since termination. FNC then may re-certify the student only if there is a reasonable likelihood the student will be able to attain and maintain satisfactory progress for the remainder of the program.

SYLLABUS

Instructors will write their own syllabi, modeled after the institutional syllabi. The syllabus will present information on class schedule, number of sessions, holidays, course description (quoted from the FNC *Catalog*), textbook, course requirements, objectives, course outline, required assignments, class policies, grading system, and exit competencies. Instructors are encouraged to bring in guest lecturers, arrange for field trips, and promote library skills by means of library assignments. The instructor will distribute and discuss the syllabus on the first day of class. Students should make sure they understand all policies and provisions on the course syllabus.

ACADEMIC HONORS AND AWARDS

1. **DEAN'S LIST FOR ALL HONOR STUDENTS:** In recognition of academic excellence, selected students are named to the Dean's List each semester. Students from all baccalaureate and associate degree programs with a GPA of 3.50 to 4.00 in a semester, with a minimum of 9 GPA earning credit hours, are eligible for the Dean's List. A notation will be made in the Student Progress Report Chart and it will be a permanent part of the student's transcript. The Dean's List will be posted upon completion of each semester. Students can pick up their certificate at the Office of Student Services.

2. **PRESIDENT'S LIST- FOR HONOR STUDENTS IN CAREER DIPLOMA AND CERTIFICATE PROGRAMS:** Students who achieve a maximum GPA of 4.0 in all semesters in a Diploma or Certificate Program are eligible for the President's List. A notation will be made in the Student Progress Report Chart and it will be a permanent part of the student's transcript. The President's List will be read at the commencement ceremony.

3. **GRADUATING WITH HONORS- FOR HONOR STUDENTS IN THE BACCALAUREATE OR ASSOCIATE DEGREE PROGRAMS:** Graduating with Honors applies to degree students with outstanding academic achievement. The honors are based on a minimum of 60 credits (associate degrees) or 120 credits (for baccalaureate degrees) at Florida National College and a GPA of no less than 3.50. Students receiving honors will be acknowledged during the commencement ceremony. There will be a corresponding notation in their transcripts. These honors are as follows:

HONOR	REQUIRED CGPA
Summa Cum Laude	3.90 – 4.00
Magna Cum Laude	3.70 – 3.89
Cum Laude	3.50 – 3.69

TRANSCRIPT

FNC maintains academic records permanently. A certified copy of the complete academic history of the student is available upon written request by the student at the Office of the Registrar. The registrar's office will furnish the transcript within fifteen days (15) after receipt of the written request. There will be no charge for the first request; any request thereafter will carry a charge of \$6.00 per request. The student may request a transcript on an expedited basis, prepared within three (3) working days, at a total fee of \$15.00 per transcript.

TRANSFERABILITY OF FNC CREDITS

Florida National College is accredited by the Southern Association of Colleges and Schools / Commission on Colleges to award associate and baccalaureate degrees. However, students entering Florida National College and intending to continue their studies at a senior college or university shall note that the accepting institution has full discretion as to which credits it will accept for transfer.

FNC cannot assure full transferability of credits, nor anticipate which courses other institutions of higher learning will accept. Please discuss your plans with your advisor.

ARTICULATION AGREEMENTS

Florida National College has articulation agreements with several colleges and universities. Please direct your questions to the Campus Dean.

ACADEMIC COMPLAINTS AND APPEALS

Students who have academic complaints are to follow the procedures as established by Florida National College, which are:

1. The student should address his complaint to the faculty member, staff member, or administrator involved.
2. If the Student is not satisfied, he or she is to address the individual's superior:
Faculty member > Department Head > Division Head
Staff member > Administrative Supervisor
3. If the student follows through the chain of command and is not satisfied, he or she can file a written complaint with the Office of Student Services. The written complaint will be investigated by the Director of Student Services and pursued to conclusion.
4. If the complaint has not been resolved to the student's satisfaction, he or she is to address the Campus Dean.

THE HONOR COURT

In cases of flagrant violation of FNC rules, the campus deans may refer the matter to the Honor Court. The Honor Court will be made up of three members of the student government of the Campus involved and two faculty members, one chosen by the student. The decision of the Court will be by majority of the panel members. The decision of the Court may be appealed to the Campus Dean. The campus dean's decision is final.

STUDENT CODE OF ETHICS

Cheating or plagiarism is dishonest, undermines the necessary trust upon which relations between students and faculty are based, and is unacceptable conduct. Students who engage in cheating or plagiarism will be subject to academic sanctions, including a lowered or failing grade in a course; and the possibility of an additional administrative sanction, including probation, suspension, or expulsion.

Cheating is the act of obtaining or attempting to obtain credit for academic work by using dishonest means. Cheating at FNC includes but is not limited to: Copying, in part or whole from another's examination, paper, mathematical analysis, research or creative project, or the like; Submitting as one's own work an examination, paper, mathematical analysis, research or creative project, or the like which has been purchased, borrowed, or stolen; or fabricating data; Consulting notes, sources, or materials not specifically authorized by the instructor during an examination; Employing a surrogate to take an examination, write a paper, do mathematical analysis, or complete, in part or wholly, an evaluation instrument; Aiding or abetting any act that a reasonable person would conclude, when informed of the evidence, to be a dishonest means of obtaining or attempting to obtain credit for academic work; and committing any act that a reasonable person would conclude, when informed of the evidence, to be a dishonest means of obtaining or attempting to obtain credit for academic work.

Plagiarism is the act of obtaining or attempting to obtain credit for academic work by representing the work of another as one's own without the necessary and appropriate acknowledgment. More specifically, plagiarism is: The act of incorporating the ideas, words of sentences, paragraphs, or parts thereof without appropriate acknowledgment and representing the product as one's own work; and The act of representing another's intellectual work such as musical composition, computer program, photographs, painting, drawing, sculpture, or research or the like as one's own. If a student is in doubt about the nature of plagiarism, he/she should discuss the matter with the course instructor.

Theft - Copying computer programs owned, leased, or rented by the College for use by the student in his or her course of studies is considered theft and will be dealt with according to the laws covering such actions and to the College norms for disciplinary actions. In cases like these, the Campus Dean will convene a Hearing Committee which will hear, investigate and render a report to the Campus Dean. This Committee will be composed of three members from the faculty or staff. According to the findings, the Campus Dean has the choice to make a decision. If this decision is not acceptable to those involved, a

petition to the Dean to appoint an Honor Court must be signed by at least three people. The Honor Court procedure is explained in the Student Handbook.

ALCOHOL BEVERAGE AND DRUG POLICY

Florida National College, in accordance with state laws, has adopted the following policy on alcohol consumption. Possession, use, or distribution of alcohol or drugs of any kind while on College premises are strictly prohibited. Any student caught under the influence of any such substance will be subject to severe penalties up to and including dismissal from the College.

ANTI-HAZING POLICY

Florida National College strictly prohibits hazing of any kind.

According to Florida Statute 240.36 hazing is defined as:

1. Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, or which willfully destroys or removes public or private property for the purpose of initiation or admission into or in affiliation with , or as a condition for continued membership in any organization operating under the sanction of the College.
2. Such actions include but are not limited to: any physical brutality such as paddling, forced calisthenics, exposure to the elements; forced consumption of any food, liquor, drug, or any other substance; creation of excessive fatigue; psychological stress; engaging in public stunts; morally degrading or humiliating games or activities; and any other activity that is not consistent with the College's rules and regulations.

Hazing is illegal and dangerous. Students who engage in hazing activities are subject to penalties up to dismissal from the College. Organizations that authorize hazing activities are subject to penalties that may include recession of permission to operate at Florida National College.

DANGEROUS ITEMS POLICY (FIREARMS, FIREWORKS, BOMBS AND WEAPONS)

Firearms, fireworks, bombs of any kind, and other weapons are illegal and prohibited on College premises. Weapons include any item defined as a weapon under city, state, or federal law and include but are not limited to: guns of any kind, slingshots, bows and arrows, spears, switchblades, knives, martial arts weapons, brass knuckles, or any instrument that ejects projectiles. The College reserves the right to determine whether an item could be classified as dangerous and confiscate said item.

EMERGENCY PROCEDURES AND EQUIPMENT POLICY

Students will have readily available information regarding fire safety and prevention, emergency procedures, and evacuation procedures outlined in the Safety Manual.

Designated fire equipment including fire doors, extinguishers, and fire alarms are to be used only in emergencies. Blocking, tampering, or any misuse of equipment is strictly prohibited and may result in criminal prosecution and/or disciplinary action by the College.

IDENTIFICATION CARDS POLICY

All persons entering the College premises must display an identification card issued by Florida National College. The identification card is needed for the use of College facilities and services and for voting in Student Government elections. College ID may be worn only by the person whose name appears on the ID. Intentional misuse or alteration of the ID is prohibited.

SEXUAL HARASSMENT POLICY

Florida National College is committed to providing an environment that is free of sexual harassment. Such behavior is illegal under both state and federal law and will not be tolerated. Sexual harassment includes but is not limited to written, verbal, or physical abuse including commentaries of sexual nature, degrading remarks used to describe an individual's body, unwelcome propositions, or any physical contact of a sexual nature. Sexual harassment also includes the threat that sexual compliance or lack thereof will be used as a basis for educational or employment decisions. Sexual harassment of or by any faculty member, administrator, employee, or student is expressly prohibited. Any person found to violate this policy shall be subject to appropriate disciplinary action up to suspension or discharge from the College.

This policy provides the following procedure for reporting complaints of sexual harassment. Any person that feels that they have been sexually harassed shall be directed to the Director of Student Services or any member of Administration in writing and in person. All complaints will be handled as confidentially as possible. Every harassment complaint will be promptly investigated and resolved and a recommendation made as to the appropriate sanctions to be imposed against violators.

ACCESSIBILITY TO STUDENT RECORDS AND THE PRIVACY ACT

Florida National College does not release student record information, except as permitted under the Family Educational Rights and Privacy Act of 1974. The students' educational records are confidential.

A student who is eighteen years old or any student enrolled in a post-secondary program must provide one of the following: (a) written consent to release information to his/her parents, or (b) parental evidence that said student is a dependent of the parents as defined in Section 152 of the Internal Revenue Code, 1954. The parents no longer have any rights under the Code unless these requirements are met. Other parties will not be able to receive information without the written consent of the student.

The student has a right to be informed of any request for information concerning his/her files, according to Statute 20, United States Code, section 123g and regulations adopted pursuant thereto (and thereafter referred to as Code). A copy of the entire Code can be obtained in the Office of the Director of Student Services or at any Campus Dean's office.

Under the Code, FNC has established a classification of student information referred to as "directory information." This "directory information" will be made available to persons on request based on availability of access. Florida National College has established the following data as "directory information."

- | | |
|------------------------|---|
| 1. Student's full name | 4. Participation in student organizations |
| 2. Sex | 5. Dates of attendance (start and withdrawal dates) |
| 3. Career major | 6. Degree and awards received |

Other information will only be available to the student and certain staff members of FNC who need it for completing their work in regards to the student, and otherwise only to parents or guardian. Such data includes:

- | | |
|--------------------------------|---|
| 1. Health and medical records | 4. Student or family financial income |
| 2. Disciplinary records | 5. Student placement records |
| 3. Personal counseling records | 6. Other personal, identifiable information |

The Records Custodian of Florida National College may release information from these records only upon authorization in writing from the student or in case of subpoena by the court or when needed by the President of FNC in completing his official responsibilities within the limits of the law when mandated by state board regulations, or board policies. The student has the right, upon informing the Office of the Registrar in writing, to withhold personal directory information from publication or release.

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 (SCNS). This numbering system is used by all public postsecondary institutions in Florida and 23 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online Statewide Course Numbering System to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at <http://scns.fldoe.org>.

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 "statewide course profiles."

Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
ENC	1	1	0	1	
English Composition	Lower (Freshman) Level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	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 freshman composition skills course is offered by 55 different postsecondary institutions. Each institution uses "ENC_101" to identify its freshman composition skills 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, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain 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 participating 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, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at the community college is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. 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 possesses 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

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include varying topics courses that must be evaluated individually, or applied courses in which the student must be evaluated for mastery of skill and technique. 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. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
- C. Courses in the 900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Practicals, Study Abroad, Thesis and Dissertations.
- D. College preparatory and vocational preparatory courses.
- E. Graduate courses.
- F. Internships, practical, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.
- G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice are not guaranteed as transferable.

Courses at Nonregionally Accredited Institutions

The Statewide Course Numbering System makes available on its home page (<http://scns.fldoe.org>) a report entitled "Courses at Nonregionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to [Barbara J. Rodriguez](#) 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 or via the internet at <http://scns.fldoe.org>.

Tuition, Fees and Costs

If you have any questions regarding tuition, fees, and costs, please call and ask to speak to an Admission's Representative. He/She will be more than happy to assist you and answer any questions you may have.

You may reach an Admission's Representative by calling
305-821-3333.

ACADEMIC PROGRAMS

BACHELOR DEGREE PROGRAMS ASSOCIATE DEGREE PROGRAMS DIPLOMA PROGRAMS CERTIFICATE PROGRAMS

§ For admission requirements please see page 20. All programs may require attending courses at more than one campus.

§ Florida National College reserves the right to make any changes that are considered in the best interest of the college and the students in light of changing trends in business, industry and related professions. Such changes will be effective as of the date of their implementation. The campus dean and registrar can advise the student of any updates in the curriculum.



Xavier Caballero, Open Doors to the Future, 1989, Flagler Campus

BACHELOR DEGREE PROGRAMS

(BA) Business Administration, B.S.

(CJ) Criminal Justice, B.S.

(HAS) Health Services Administration, B.S.

(LS) Legal Studies, B.A.



Business Administration (BA), Bachelor of Science Degree

The purpose of this program is to contribute to the education of its students with a general knowledge of business and the skills necessary for employment to be effective leaders in today's business world. The program also provides a foundation for successful admission into graduate programs. Florida National College awards a Bachelor of Science Degree in Business Administration upon completion of the program.

GRADUATION REQUIREMENTS (A MINIMUM OF 120 CREDITS)

REQUIRED COURSES

General Education Requirements (39 Credits)

COMMUNICATIONS (9 CREDITS)

	Credit Hours
ENC 1101 English Composition I **	3
ENC 1102 English Composition II **	3
SPC 1017 Fundamentals of Oral Communication	3

HUMANITIES (6 CREDITS)

Credit Hours
6

BEHAVIORAL/ SOCIAL SCIENCE (6 CREDITS)

Credit Hours
6

NATURAL SCIENCE (7 CREDITS includes 1 Lab. hour)

Credit Hours

MATHEMATICS (7 CREDITS)

	Credit Hours
MAC 1105 College Algebra I **	3
STA 2014 Introduction to Statistics**	4

COMPUTERS (4 CREDITS)

	Credit Hours
CGS 1030 Introduction to Information Technology	4
SLS 1501 College Study Skills	0

CORE REQUIREMENTS (52 CREDITS)

Lower Level Courses (25 CREDITS)

	Credit Hours
ACG 2003 Principles of Accounting I	3
ACG 2003L Principles of Accounting Lab.	1
ACG 2071 Managerial Accounting**	3
BUL 2131 Business Law	3
ECO 2013 Principles of Macroeconomics	3
ECO 2023 Principles of Microeconomics	3
GEB 2430 Ethics & Social Responsibility	3
MAN 2021 Principles of Business Management	3
MAR 1011 Principles of Marketing	3

Upper Level Courses (27 CREDITS)

	Credit Hours
FIN 3403 Corporate Finance	3
GEB 4890 Business Strategy & Policy	3
GEB 4912 Business Research Methods	3
ISM 3011 Management Information Systems	3
MAN 3504 Operations Management	3
MAN 3605 Cross-Cultural Management	3

MAN 4151	Organizational Behavior	3
MAN 4301	Human Resource Management	3
MAN 4720	Strategic Mgt (Capstone)**	3

ELECTIVES (29 CREDITS)

Suggested Electives

		Credit Hours
ACG 2004	Principles of Accounting II **	3
ACG 2004L	Principles of Accounting II Lab. **	1
CGS 1510	Spreadsheet Applications**	3
ENT 4412	Entrepreneurial Finance	3
GEB 3213	Business Communications	3
GEB 3373	International Business	3
FIN 4634	International Banking and Finance**	3
MAN 3342	Supervisory Skills	3
MAN 4441	Negotiation & Conflict Resolution	3
MAN 4802	Entrepreneurship	3
MAR 3156	International Marketing	3
MAR 3334	Sales, Advertising, and Promotions	3
TAX 2000	Income Tax Accounting	3

All College Credit Courses from within this division or any other division can be used as Suggested Electives.

NOTE: A total of up to 60 credits may be transferred from the General Education and/or Elective courses taken during a degree program. FNC reserves the right to transfer the appropriate courses.

*General Education Component (see page 117)

**This course has prerequisites; check course descriptions.

Criminal Justice (CJ), Bachelor of Science Degree

The purpose of the Bachelor of Science Criminal Justice (CJBS) Program is to expand students' critical and analytical thinking skills, advance students' ability to communicate complex data, both verbally and written, and prepare students for higher-level positions within the criminal justice sector, or gain admission to graduate-level programs.

GRADUATION REQUIREMENTS (A MINIMUM OF 120 CREDITS)

REQUIRED COURSES

General Education Requirements (39 Credits)

COMMUNICATIONS (9 CREDITS)

		Credit Hours
ENC 1101	English Composition I **	3
ENC 1102	English Composition II **	3
SPC 1040	Fundamentals of Oral Communication	3

HUMANITIES (6 CREDITS)

Credit Hours
6

BEHAVIORAL/ SOCIAL SCIENCE (6 CREDITS)

Credit Hours
6

NATURAL SCIENCE (7 CREDITS includes 1 Lab. hour)

Credit Hours
7

MATHEMATICS (7 CREDITS)

		Credit Hours
MAC 1105	College Algebra I **	3
STA 2014	Introduction to Statistics**	4

COMPUTERS (4 CREDITS)

		Credit Hours
CGS 1030	Introduction to Information Technology	4
SLS 1501	College Study Skills	0

CORE REQUIREMENTS (48 CREDITS)

Lower Level Courses (18 CREDITS)

		Credit Hours
CCJ 2001	Criminology	3
CCJ 2210	Introduction to Criminal Law	3
CJC 2000	Introduction to Corrections	3
CJE 2000	Introduction to Security and Law Enforcement	3
CJL 2400	Introduction to Criminal Procedures	3
CJE 2600	Fundamentals of Criminal Investigation	3

Upper Level Courses (30 CREDITS)		Credit Hours
PENDING	Constitutional Law (cross-reference: PENDING)	3
PENDING	Evidence Law (cross-reference: PENDING)	3
CCJ 4351	Correctional Operations	3
CCJ 4700	Research Methods for CJ	3
CJL 4412	Criminal Law (cross-reference: PLA 3304)	3
CJE 4310	Police Administration	3
CJL 3410	Criminal Procedure (cross-reference: PLA 3308)	3
CCJ 3461	Communication Skills for the CJ Professional	3
CCJ 4487	Ethics in the CJ System	3
CJE 4710	CJ Integrated Capstone Project	3

ELECTIVES (33 CREDITS)

Suggested Electives		Credit Hours
CCJ 4940	Criminal Justice Internship	3
PENDING	CJ Independent Study	3
CJL 4044	Tort Law (cross-reference: PLA 3274)	3
CCJ 4662	Minorities and Crime	3
CCJ 3011	Juvenile Justice	3
CCJ 4661	Terrorism	3
CJE 4144	Private Security	3
CJC 4163	Community-Based Corrections	3
CCJ 4644	White Collar Crime	3
CCJ 4074	Correctional Law	3

All College Credit Courses from within this division or any other division can be used as Suggested Electives.

NOTE: A total of up to 60 credits may be transferred from the General Education and/or Elective courses taken during a degree program. FNC reserves the right to transfer the appropriate courses.

*General Education Component (see page 117)

**This course has prerequisites; check course descriptions.

Health Services Administration (HSA), Bachelor of Science Degree

The Bachelor of Science in Health Services Administration program provides students with a broad view of today's Health Care System. The program provides the professional skills needed for administrative positions throughout the Health Care Industry. In addition, the program prepares its graduates for admissions into graduate level studies in the Health Care system. Florida National College awards a Bachelor of Science in Health Services Administration upon graduation from this program

GRADUATION REQUIREMENTS (A MINIMUM OF 121 CREDITS)

REQUIRED COURSES

General Education Requirements (39 Credits)

COMMUNICATIONS (9 CREDITS)

	Credit Hours
ENC 1101 English Composition I **	3
ENC 1102 English Composition II **	3
SPC 1017 Fundamentals of Oral Communication	3

HUMANITIES (6 CREDITS)

Credit Hours
6

BEHAVIORAL/ SOCIAL SCIENCE (6 CREDITS)

Credit Hours
6

NATURAL SCIENCE (7 CREDITS includes 1 Lab. hour)

	Credit Hours
BSC 1020 Human Biology	4
BSC 1081 Basic Human Anatomy	3

MATHEMATICS (7 CREDITS)

	Credit Hours
MAC 1105 College Algebra I **	3
STA 2014 Introduction to Statistics**	4

COMPUTERS (4 CREDITS)

	Credit Hours
CGS 1030 Introduction to Information Technology	4
SLS 1501 College Study Skills	0

CORE REQUIREMENTS (67 CREDITS)

Lower Level Courses (25 CREDITS)

	Credit Hours
MAN 2200 Principles of Business Management	3
ACG 2003 Principles of Accounting I	3
ACG 2003L Principles of Accounting I Lab	1
HSC 1000C Introduction to Health Care	3
HSC 1531C Medical Terminology	3
MEA 2304C Medical Office Management	3
MEA 2305C Medical Office Procedures	3
MEA 2335C Medical Insurance Coding & Billing	3
ACG 2071 Managerial Accounting	3

Upper Level Courses (42 CREDITS)		Credit Hours
HSA 3111	Introduction to Health Services Administration	3
HSA 3190	Introduction to Medical Informatics	3
HSA 3170	Financial Issues in Health Care	3
HSA 3551	Ethics in Health Care	3
HSC 3201	Community Health and Epidemiology	3
MAR 3712	Health Care Marketing	3
GEB 3213	Business Communication	3
HSA 3412	Cultural Diversity in Health Care	3
HSA 4502	Risk Management	3
MAN 4151	Organizational Behavior	3
MAN 4301	Human Resource Management	3
PLA 4522	Health Care Law	3
HSA 4222	Long Term Care Administration	3
HSA 4922	Health Services Administration Capstone	3

ELECTIVES (15 CREDITS)		Credit Hours
Suggested Electives		
HSA 3191	Health Information Systems	3
HSA 3650	Ethics of Caring for the Elderly	3
MAN 3342	Supervisory Skills	3
MAN 4802	Entrepreneurship	3
MAN 4441	Negotiation & Conflict Resolution	3
HSA 4421	Legal Aspect & Legislation in Healthcare	3

All College Credit Courses from within this division or any other division can be used as Suggested Electives.

NOTE: A total of up to 60 credits may be transferred from the General Education and/or Elective courses taken during a degree program. FNC reserves the right to transfer the appropriate courses.

*General Education Component (see page 117)

**This course has prerequisites; check course descriptions.

Legal Studies (LS), Bachelor of Arts Degree

The purpose of the Bachelor of Arts in Legal Studies (LSBA) Program is to expand students' critical and analytical thinking skills, advance students' ability to communicate complex data, both verbally and written, and prepare students for higher-level positions within the legal profession, or gain admission to law school.

GRADUATION REQUIREMENTS (A MINIMUM OF 120 CREDITS)

REQUIRED COURSES

General Education Requirements (39 Credits)

COMMUNICATIONS (9 CREDITS)

		Credit Hours
ENC 1101	English Composition I **	3
ENC 1102	English Composition II **	3
SPC 1040	Fundamentals of Oral Communication	3

HUMANITIES (6 CREDITS)

Credit Hours
6

BEHAVIORAL/ SOCIAL SCIENCE (6 CREDITS)

Credit Hours
6

NATURAL SCIENCE (7 CREDITS includes 1 Lab. hour)

Credit Hours
7

MATHEMATICS (7 CREDITS)

		Credit Hours
MAC 1105	College Algebra I **	3
STA 2014	Introduction to Statistics**	4

COMPUTERS (4 CREDITS)

		Credit Hours
CGS 1030	Introduction to Information Technology	4
SLS 1501	College Study Skills	0

CORE REQUIREMENTS (48 CREDITS)

Lower Level Courses (18 CREDITS)

		Credit Hours
PLA 1426	Contracts and Business Entities	3
PLA 2104	Legal Research & Writing I	3
PLA 2114	Legal Research & Writing II	3
PLA 2201	Introduction to Civil Procedure	3
PLA 2303	Criminal Law & Procedure	3
PLA 2700	Ethics and Professional Responsibility	3

Upper Level Courses (30 CREDITS)		Credit Hours
PLA 3304	Criminal Law	3
PLA 3115	Legal Research & Writing III (**)	3
PLA 3223	Civil Litigation	3
PLA 3308	Criminal Procedure	3
PLA 3274	Tort Law	3
PLA 4880	Constitutional Law	3
PENDING	Logic and the Law	3
PENDING	The Law of Contracts	3
PENDING	Property Law	3
PLA 4950	Legal Studies Capstone	3

ELECTIVES (33 CREDITS)

Suggested Electives		Credit Hours
PLA 4116	Legal Research & Writing IV (**)	3
CCJ 3011	Juvenile Justice	3
PLA 3570	International Law	3
PLA 4410	Intellectual Property	3
PLA 4844	Immigration Law	3
PENDING	Bankruptcy Law	3
PENDING	Health Law & Ethics	3
PENDING	Evidence Law	3
PLA 3434	Business Organizations	3
PLA 3803	Domestic Relations Law	3

All College Credit Courses from within this division or any other division can be used as Suggested Electives.

NOTE: A total of up to 60 credits may be transferred from the General Education and/or Elective courses taken during a degree program. FNC reserves the right to transfer the appropriate courses.

*General Education Component (see page 117)

**This course has prerequisites; check course descriptions.

ASSOCIATE OF ARTS DEGREE PROGRAMS

(BA) Business Administration, A.A.

(CJ) Criminal Justice, A.A.

(EA) Education, A.A.

(HSA) Health Services Administration, A.A.

(HM) Hospitality Management, A.A.

(PA) Public Administration, A.A.

(PLS) Paralegal Studies, A.A.



Business Administration (BA), Associate of Arts Degree

This program is designed for students planning to pursue a higher-level degree in business administration. It offers key introductory courses within the field of business management. The program includes a thirty-nine credit-hour component of general education/liberal arts courses. FNC awards an Associate of Arts Degree in Business Administration upon graduation.

GRADUATION REQUIREMENTS (A MINIMUM OF 61 CREDITS)

REQUIRED COURSES

General Education Requirements (39 Credits)

COMMUNICATIONS (9 CREDITS)		Credit Hours
ENC 1101	English Composition I **	3
ENC 1102	English Composition II **	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (6 CREDITS)		Credit Hours 6
BEHAVIORAL/ SOCIAL SCIENCE (6 CREDITS)		Credit Hours 6
NATURAL SCIENCE (7 CREDITS)		Credit Hours
BSC 1020 C	Human Biology	4
MATHEMATICS (7 CREDITS)		Credit Hours
MAC 1105	College Algebra I **	3
STA 2014	Introduction to Statistics**	4
COMPUTERS (4 CREDITS)		Credit Hours
CGS 1030	Introduction to Information Technology	4
SLS 1501	College Study Skills	0
CORE REQUIREMENTS (22 CREDITS)		
MAN 2021	Principles of Business Management	3
ECO 2023	Principles of Microeconomics	3
ECO 2013	Principles of Macroeconomics	3
BUL 2131	Business Law	3
ACG 2003	Principles of Accounting 1	3
ACG 2003L	Principles of Accounting Lab.	1
MAR 1011	Principles of Marketing	3
GEB 2430	Ethics & Social Responsibility	3

*General Education Component (see page 117)

**This course has prerequisites; check course descriptions.

An Associate of Arts (A.A.) program is a two-year course of study that covers the core materials needed to complete the first two years of a four-year bachelor's degree.

Criminal Justice (CJ), Associate of Arts Degree

This program has been designed for those students seeking an education in the field of Law and Law Enforcement among other careers of great demand. It will offer students a broad background in the Criminal Justice System, and includes courses in communication, humanities, behavioral science, mathematics, natural science, and computers. Florida National College will award an Associate of Arts in Criminal Justice upon graduation to those students who complete the necessary requirements. These students may continue their education at the bachelor's level to other accredited universities, or begin careers in the field including law enforcement*, court system, and private industry.

***Note:** Employment with certain law enforcement agencies may require separate certification in basic police training (academy).

GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)

REQUIRED COURSES

General Education Requirements (39 Credits)

COMMUNICATIONS (9 CREDITS)

		Credit Hours
ENC 1101	English Composition I **	3
ENC 1102	English Composition II **	3
SPC 1017	Fundamentals of Oral Communication	3

HUMANITIES (6 CREDITS)

Credit Hours
6

BEHAVIORAL/ SOCIAL SCIENCE (6 CREDITS)

Credit Hours
6

NATURAL SCIENCE (7 CREDITS – includes 1 required Lab.. hour)

		Credit Hours
BSC 1020 C	Human Biology	4

MATHEMATICS (7 CREDITS)

		Credit Hours
MAC 1105	College Algebra I **	3
STA 2014	Introduction to Statistics**	4

COMPUTERS (4 CREDITS)

		Credit Hours
CGS 1030	Introduction to Information Technology	4
SLS 1501	College Study Skills	0

CORE REQUIREMENTS (15 CREDITS)

CCJ 2001	Criminology	3
CJL 2100	Introduction to Criminal Law	3
CJC 2000	Introduction to Corrections	3
CJE 2000	Introduction to Security and Law Enforcement	3
CJE 2600	Fundamentals of Criminal Investigation	3

SUGGESTED ELECTIVES (6 CREDITS)

CJJ 2002	Juvenile Delinquency I	3
CCJ 2940	Criminal Justice Internship	3
CJE 2005	Introduction to Criminal Justice	3
CJL 2400	Introduction to Criminal Procedures	3

All College Credit Courses from within this division or any other division can be used as Suggested Electives.

*General Education Component (see page 117)

**This course has prerequisites; check course descriptions.

An Associate of Arts (A.A.) program is a two-year course of study that covers the core materials needed to complete the first two years of a four-year bachelor's degree.

Education (EA), Associate of Arts Degree

This program is designed for students planning to pursue a four-year bachelor's degree in education. A component of forty-two credit-hour in general education requirements is required. The program provides a general background in the field of education and expands the student's theoretical knowledge using practical, hands-on teaching experiences. FNC awards an Associate of Arts degree upon graduation.

GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)

REQUIRED COURSES

General Education Requirements (42 Credits)

COMMUNICATIONS (9 CREDITS)		Credit Hours
ENC 1101	English Composition I **	3
ENC 1102	English Composition II **	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (6 CREDITS)		Credit Hours
PHI 1010	Introduction to Philosophy	3
LIT 2330	Children's Literature	3
BEHAVIORAL/ SOCIAL SCIENCE (6 CREDITS)		Credit Hours
DEP 2004	Human Growth and Development	3
NATURAL SCIENCE (7 CREDITS)		Credit Hours
BSC 1020 C	Human Biology	4
ESC 1000	General Education Earth Science	3
MATHEMATICS (10 CREDITS)		Credit Hours
MAC 1105	College Algebra I **	3
MTG 2204	Geometry**	3
STA 2014	Introduction to Statistics**	4
COMPUTERS (4 CREDITS)		Credit Hours
CGS 1030	Introduction to Information Technology	4
DIVERSITY (6 CREDITS)		
ECO 2013	Principles of Macroeconomics	3
AML 1631	Hispanic American Literature	3
SLS 1501	College Study Skills	0
CORE REQUIREMENTS (12 CREDITS)		
EDF 1005	Introduction to Education****	3
EDF 1030	Classroom Management****	3
EDF 2085	Teaching Diverse Populations****	3
CGS 1013	Technology in Education****	3

Note: A total of 40 hours of field experience is required for graduation.

Four year institutions might require the student to pass all the components of the CLAST in order to be admitted into their upper level courses.

*General Education Component (see page 117)

**This course has prerequisites; check course descriptions.

****Course is required as part of the program.

An Associate of Arts (A.A.) program is a two-year course of study that covers the core materials needed to complete the first two years of a four-year bachelor's degree.

Health Services Administration (HSA), Associate of Arts Degree

This program is designed for students planning to pursue a higher-level degree in health services administration as well as to equip students with skills needed in entry-level supervisory positions in the health services field. It offers key introductory courses in health services administration and also includes a thirty-nine credit-hour component of general education/liberal arts courses. FNC awards an Associate of Arts Degree in Health Services Administration upon graduation from this program.

GRADUATION REQUIREMENTS (A MINIMUM OF 61 CREDITS)

REQUIRED COURSES

General Education Requirements (39 Credits)

COMMUNICATIONS (9 CREDITS)	Credit Hours
ENC 1101 English Composition I **	3
ENC 1102 English Composition II **	3
SPC 1017 Fundamentals of Oral Communication	3

HUMANITIES (6 CREDITS)	Credit Hours
	6

BEHAVIORAL/ SOCIAL SCIENCE (6 CREDITS)	Credit Hours
	6

NATURAL SCIENCE (7 CREDITS)	Credit Hours
BSC 1020 C Human Biology*	4
BSC 1081 Basic Anatomy & Physiology*	3

MATHEMATICS (7 CREDITS)	Credit Hours
MAC 1105 College Algebra I **	3
STA 2014 Introduction to Statistics**	4

COMPUTERS (4 CREDITS)	Credit Hours
CGS 1030 Introduction to Information Technology	4
SLS 1501 College Study Skills	0

CORE REQUIREMENTS (22 CREDITS)	
MAN 2021 Principles of Business Management	3
ACG 2003 Principles of Accounting I	3
ACG 2003L Principles of Accounting Lab.	1
HSC 1531C Medical Terminology	3
HSC 1000C Introduction to Health Care	3
MEA 2304C Medical Office Management	3
MEA 2305C Medical Office Procedures	3
MEA 2235C Medical Insurance Coding & Billing	3

*General Education Component (see page 117)

**This course has prerequisites; check course descriptions.

An Associate of Arts (A.A.) program is a two-year course of study that covers the core materials needed to complete the first two years of a four-year bachelor's degree.

Hospitality Management (HM), Associate of Arts Degree

This program is designed for students planning to pursue a higher-level degree in Hospitality Management. It offers key introductory courses within the field of Hospitality Management as well as a thirty-nine credit-hour component of general education/liberal arts courses. FNC awards an Associate of Arts Degree in Hospitality Management upon graduation from this program.

GRADUATION REQUIREMENTS (A MINIMUM OF 63 CREDITS)

REQUIRED COURSES

General Education Requirements (39 Credits)

COMMUNICATIONS (9 CREDITS)		Credit Hours
ENC 1101	English Composition I **	3
ENC 1102	English Composition II **	3
SPC 1017	Fundamentals of Oral Communication	3

HUMANITIES (6 CREDITS)		Credit Hours
		6

BEHAVIORAL/ SOCIAL SCIENCE (6 CREDITS)		Credit Hours
		6

NATURAL SCIENCE (7 CREDITS)		Credit Hours
BSC 1020 C	Human Biology	4
HUN 2201	Essentials of Nutrition	3

MATHEMATICS (7 CREDITS)		Credit Hours
MAC 1105	College Algebra I **	3
STA 2014	Introduction to Statistics**	4

COMPUTERS (4 CREDITS)		Credit Hours
CGS 1030	Introduction to Information Technology	4
SLS 1501	College Study Skills	0

CORE REQUIREMENTS (24 CREDITS)		
HFT 1000	Introduction to the Hospitality and Tourism Industry	3
HFT 1008	Introduction to Customer Service	3
HFT 1210	Management in the Hospitality Industry	3
HFT 1421	Accounting for the Hospitality Industry	3
HFT 2410	Front Office Operation / Housekeeping	3
HFT 2500	Hospitality and Tourism Marketing	3
HFT 2600	Law for the Hospitality Industry	3
HFT 2800	Food and Beverage Management	3

*General Education Component (see page 117)

**This course has prerequisites; check course descriptions.

An Associate of Arts (A.A.) program is a two-year course of study that covers the core materials needed to complete the first two years of a four-year bachelor's degree.

Public Administration (PA), Associate of Arts Degree

This program is designed for students planning to pursue a higher-level degree in public administration, as well as to equip students with skills needed in entry level clerical/ support positions in the Public Administration field. It offers key introductory courses in public administration business management, as well as a thirty-nine credit-hour component of general education/liberal arts courses required for an Associate of Arts degree. FNC awards an Associate of Arts Degree in Public Administration upon graduation from this program.

GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)

REQUIRED COURSES

General Education Requirements (39 Credits)

COMMUNICATIONS (9 CREDITS)		Credit Hours
ENC 1101	English Composition I **	3
ENC 1102	English Composition II **	3
SPC 1017	Fundamentals of Oral Communication	3

HUMANITIES (6 CREDITS)		Credit Hours
		6

BEHAVIORAL/ SOCIAL SCIENCE (6 CREDITS)		Credit Hours
AMH 2020	History of US from 1865 to Present	3
SYG 2000	Principles of Sociology	3

NATURAL SCIENCE (7 CREDITS)		Credit Hours
BSC 1020C	Human Biology	4
ESC 1000	General Education Earth Science	3

MATHEMATICS (7 CREDITS)		Credit Hours
MAC 1105	College Algebra I **	3
STA 2014	Introduction to Statistics**	4

COMPUTERS (4 CREDITS)		Credit Hours
CGS 1030	Introduction to Information Technology	4
SLS 1501	College Study Skills	0

CORE REQUIREMENTS (21 CREDITS)		
ECO 2013	Principles of Macroeconomics	3
ECO 2023	Principles of Microeconomics	3
GEB 2430	Ethics & Social Responsibility	3
MAN 2021	Principles of Business Management	3
PAD 2002	Introduction to Public Administration	3
POS 2041	American Government and Politics	3
POS 2112	State and Local Government	3

*General Education Component (see page 117)

**This course has prerequisites; check course descriptions.

An Associate of Arts (A.A.) program is a two-year course of study that covers the core materials needed to complete the first two years of a four-year bachelor's degree.

Paralegal Studies (PLS), Associate of Arts Degree

This program has been designed for those students seeking a career in law. Students will take courses that survey the American legal system, as well as courses in communication, humanities, behavioral science, mathematics, natural science, and computers. Florida National College will award an Associate of Arts in Paralegal upon graduation to those students who complete the necessary requirements. Upon graduating, students may pursue upper-level studies, or commence a career within the legal profession*. ***Note:** Employment within the legal profession may require the successful completion of a criminal background check, and character fitness (including credit-worthiness).

GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)

REQUIRED COURSES

General Education Requirements (39 Credits)

COMMUNICATIONS (9 CREDITS)

	Credit Hours
ENC 1101 English Composition I **	3
ENC 1102 English Composition II **	3
SPC 1017 Fundamentals of Oral Communication	3

HUMANITIES (6 CREDITS)

Credit Hours
6

BEHAVIORAL/ SOCIAL SCIENCE (6 CREDITS)

Credit Hours
6

NATURAL SCIENCE (7 CREDITS)

Credit Hours
7

MATHEMATICS (7 CREDITS)

	Credit Hours
MAC 1105 College Algebra I **	3
STA 2014 Introduction to Statistics**	4

COMPUTERS (4 CREDITS)

	Credit Hours
CGS 1030 Introduction to Information Technology	4

CORE REQUIREMENTS (18 CREDITS)

PLA 2104 Legal Research and Writing I	3
PLA 2114 Legal Research and Writing II	3
PLA 2700 Professional Ethics and Liability	3
PLA 2303 Criminal Law and Procedure	3
PLA 2273 Introduction to Torts	3
PLA 2201 Introduction to Civil Procedure	3

SUGGESTED ELECTIVES (3 CREDITS)

PLA 1426 Contracts and Business Entities	3
BUL 2131 Business Law	3
BUL 2241 Business Law I	3
BUL 2242 Business Law II	3

*General Education Component (see page 117)

**This course has prerequisites; check course descriptions.

An Associate of Arts (A.A.) program is a two-year course of study that covers the core materials needed to complete the first two years of a four-year bachelor's degree.

ASSOCIATE OF SCIENCE DEGREE PROGRAMS

(AC) Accounting, A.S.

(BA) Business Administration, A.S.

(CD) Computer Developer, A.S.

(CIT) Computer Information Technology, A.S.

(CP) Computer Programming, A.S.

(DH) Dental Hygiene, A.S.

(DT) Dental Laboratory Technology, A.S.

(DMST) Diagnostic Medical Sonographer Technology, A.S.

(LA) Paralegal / Legal Assistant, A.S.

(MAT) Medical Assisting Technology, A.S.

(MLT) Medical Laboratory Technology, A.S.

(NSA) Networking System Administrator, A.S.

(RT) Radiologic Technology, A.S.

(RET) Respiratory Therapy, A.S.

(WD) Web Page Developer, A. S.

Accounting (AC), Associate of Science Degree

The objective of this program is to prepare the student for employment as an entry-level accountant, bookkeeper or general accounting clerk. The program is designed to provide the student with an intensive background in general accounting procedures and principles, business principles and automated accounting procedures. The program includes a twenty-three credit-hour component of general education/liberal arts courses. FNC awards an Associate of Science Degree upon graduation.

GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)

REQUIRED COURSES

General Education Requirements (23 credits) Credit Hours

COMMUNICATIONS (6 CREDITS)

ENC 1101	English Composition I **	3
SPC 1017	Fundamentals of Oral Communication	3

HUMANITIES (3 CREDITS) Credit Hours
3

BEHAVIORAL / SOCIAL SCIENCE (3 CREDITS) Credit Hours
3

MATHEMATICS (7 CREDITS) Credit Hours

MAC 1105	College Algebra I **	3
STA 2014	Introduction to Statistics**	4

COMPUTERS (4 CREDITS) Credit Hours

CGS 1030	Introduction to Information Technology	4
SLS 1501	College Study Skills	0

CORE REQUIREMENTS (20 credits)

ACG 2003	Principles of Accounting I	3
ACG 2003L	Principles of Accounting I Lab.	1
ACG 2004	Principles of Accounting II **	3
ACG 2004L	Principles of Accounting II Lab.**	1
CGS 1510C	Spreadsheet Application**	3
ECO 2023	Principles of Microeconomics	3
GEB 2430	Ethics & Social Responsibility	3
MAN 2021	Principles of Business Management	3

SUGGESTED ELECTIVES (17 credits)

ACG 1949	Accounting Internship I	3
ACG 2071	Managerial Accounting**	3
APA 2144	Computerized Accounting**	3
BUL 2131	Business Law	3
ECO 2013	Principles of Macroeconomics	3
GEB 2350	Introduction to International Business	3
MAR 2141	Introduction to International Marketing	3
MAR 1011	Principles of Marketing	3
MKA 2021	Salesmanship	3
TAX 2000	Income Tax Accounting	3

All College Credit Courses from within this division or any other division can be used as Suggested Electives.

*General Education Component (see page 117)

**This course has prerequisites; check course descriptions.

Business Administration (BA), Associate of Science Degree

This program is designed to prepare the student for entry-level employment as a business executive. The program offers an introduction to the fields of management, finance, economics, accounting, communications, business law and ethics. Training and practical instructions are provided to meet the challenges of this rewarding position. The program includes a nineteen credit-hour component of general education/liberal arts courses. FNC awards an Associate of Science Degree upon graduation.

GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)

REQUIRED COURSES

General Education Requirements (19 credits) Credit Hours

COMMUNICATIONS (6 CREDITS)

ENC 1101	English Composition I **	3
SPC 1017	Fundamentals of Oral Communication	3

HUMANITIES (3 CREDITS) Credit Hours
3

BEHAVIORAL / SOCIAL SCIENCE (3 CREDITS) Credit Hours
3

MATHEMATICS (3 CREDITS) Credit Hours
MAC 1105 College Algebra I ** 3

COMPUTERS (4 CREDITS) Credit Hours
CGS 1030 Introduction to Information Technology 4

SLS 1501 College Study Skills 0

CORE REQUIREMENTS (22 credits) Credit Hours

ACG 2003	Principles of Accounting I	3
ACG 2003L	Principles of Accounting I Lab.	1
BUL 2131	Business Law	3
ECO 2013	Principles of Macroeconomics	3
ECO 2023	Principles of Microeconomics	3
GEB 2430	Ethics & Social Responsibility**	3
MAN 2021	Principles of Business Management	3
MAR 1011	Principles of Marketing	3

SUGGESTED ELECTIVES (19 credits)

ACG 2004	Principles of Accounting II **	3
ACG 2004L	Principles of Accounting II Lab. **	1
ACG 2071	Managerial Accounting**	3
MAR 2141	Introduction to International Marketing	3
MKA 2021	Salesmanship	3
GEB 2350	Introduction to International Business	3
TAX 2000	Income Tax Accounting	3

All College Credit Courses from within this division or any other division can be used as Suggested Electives.

*General Education Component (see page 117)

**This course has prerequisites; check course descriptions.

Computer Developer (CD), Associate of Science Degree

This program is designed to provide the students with an integrated background in the fields of Web Design, Programming and Information Technologies. Our graduates are prepared to gain entry-level positions in web development studios, internet service providers, computer programming companies, and work as user support and application system specialists.

GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)

REQUIRED COURSES

General Education Requirements Credit Hours

COMMUNICATIONS (6 CREDITS)

ENC 1101	English Composition I **	3
SPC 1017	Fundamentals of Oral Communication	3

HUMANITIES (3 CREDITS)	Credit Hours
	3

BEHAVIORAL / SOCIAL SCIENCE (3 CREDITS)	Credit Hours
	3

MATHEMATICS (3 CREDITS)	Credit Hours	
MAC 1105	College Algebra I **	3

COMPUTERS (4 CREDITS)	Credit Hours	
CGS 1030	Introduction to Information Technology	4

SLS 1501	College Study Skills	0
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CORE REQUIREMENTS (29 CREDITS)

CNT 2000c	Networking Essentials	3
CTS 2433c	SQL Server	4
COP 2010c	Programming I	4
COP 2011c	Programming II	4
COP 2333c	Advanced Programming	4
CGS 1820c	Web Programming I **	3
CGS 2821c	Web Programming II **	3
CGS 2786c	Web Page Authoring Software **	4

SUGGESTED ELECTIVES (12 credits)

CGS 1788c	Graphics Design I	3
CGS 2787c	Animation for the web	3
COP 1220c	C Programming I	4
COP 2222c	C Programming II	4
CGS 2505c	Database Management Systems	4

All College Credit Courses from within this division or any other division can be used as Suggested Electives.

*General Education Component (see page 117)

**This course has prerequisites; check course descriptions.

***In order to satisfy the programming language credit, one of the two mentioned courses (COP 1200 or 2010) must be taken.

Computer Information Technology (CIT), Associate of Science Degree

This program offers to the students a technical training and a basic foundation in the most demanded computer software applications as well as a general background in many computer concepts and techniques. Our graduates are ready to get positions as entry-level in application system specialist, user support specialist, and computer information managers. The program also includes a fifteen-credit-hour component of General Education/Liberal Arts courses. FNC awards an Associate of Science Degree upon graduation.

GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)

REQUIRED COURSES

General Education Requirements Credit Hours

COMMUNICATIONS (6 CREDITS)

ENC 1101	English Composition I **	3
SPC 1017	Fundamentals of Oral Communication	3

HUMANITIES (3 CREDITS) Credit Hours
3

BEHAVIORAL / SOCIAL SCIENCE (3 CREDITS) Credit Hours
3

MATHEMATICS (3 CREDITS) Credit Hours
MAC 1105 College Algebra I ** 3

COMPUTERS (4 CREDITS) Credit Hours
CGS 1030 Introduction to Information Technology 4

SLS 1501 College Study Skills 0

CORE REQUIREMENTS (24 CREDITS)

CGS 1500C	Word Processing**	3
CGS 1510C	Spreadsheet Application **	3
CGS 2104C	Computer for Business **	4
CGS 1580C	Desktop Publishing **	3
CGS 2540C	Database Management System **	4
CDA 2005C	Networking Essentials **	3
	Computer Programming Language (I) ***	4

Must take one of the following courses to satisfy the Programming Language Component:

COP 2010	Visual Basic Programming (1) ** Java	
COP 1200	C++ Programming (1) **	

SUGGESTED ELECTIVES (17 credits) 17

All College Credit Courses from within this division or any other division can be used as Suggested Electives.

*General Education Component (see page 117)

**This course has prerequisites; check course descriptions.

***In order to satisfy the programming language credit, one of the two mentioned courses (COP 1200 or 2010) must be taken.

Computer Programming (CP), Associate of Science Degree

This program offers technical training beginning at the fundamental levels of data processing and progressing to advanced programming techniques. It is designed to provide the student with a highly integrated background in computer programming. This program prepares the students for entry-level computer programmers, programmer specialist, application programmer, and database manager. The program also includes a fifteen-credit-hour component of General Education/Liberal Arts courses. FNC awards an Associate of Science Degree upon graduation.

GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)

REQUIRED COURSES

General Education Requirements Credit Hours

COMMUNICATIONS (6 CREDITS)

ENC 1101	English Composition I **	3
SPC 1017	Fundamentals of Oral Communication	3

HUMANITIES (3 CREDITS) Credit Hours
3

BEHAVIORAL / SOCIAL SCIENCE (3 CREDITS) Credit Hours
3

MATHEMATICS (3 CREDITS) Credit Hours
MAC 1105 College Algebra I ** 3

COMPUTERS (4 CREDITS) Credit Hours
CGS 1030 Introduction to Information Technology 4

SLS 1501 College Study Skills 0

CORE REQUIREMENTS (24 CREDITS)

CGS 2540	Database Management System **	4
CTS 2433C	SQL Server **	4
COP 1200	C ++ Programming (I) **	4
COP 2222	C ++ Programming (II) **	4
COP 2010	Visual Basic Programming (I) **	4
COP 2011	Visual Basic Programming (II) **	4

SUGGESTED ELECTIVES (17 credits) 17

All College Credit Courses from within this division or any other division can be used as Suggested Electives.

* General Education Component (see page 117)
**This course has prerequisites; check course descriptions.

Dental Hygiene (DH), Associate of Science Degree

This program is focused in preparing the students to be part of the Dental Health team as Dental Hygienist based on the standards determined by the American Dental Association (ADA). The program will offer the students the required theoretical, ethical and clinical skills through the different courses in the curriculum in order to apply the appropriate techniques determined by the Dental Hygiene National Board necessary to improve the dental health of the community. FNC's Dental Hygiene program will prepare the students to pass the National Board for Dental Hygiene and the State Board examination.

GRADUATION REQUIREMENTS (A MINIMUM OF 88 CREDITS)

REQUIRED COURSES

General Education Requirements	Credit Hours
COMMUNICATIONS (6 CREDITS)	
ENC 1101 English Composition I **	3
SPC 1040 Fundamentals of Oral Communication	3
HUMANITIES (3 CREDITS)	Credit Hours 3
BEHAVIORAL / SOCIAL SCIENCE (3 CREDITS)	Credit Hours 3
COMPUTERS (4 CREDITS)	Credit Hours
CGS 1030 Introduction to Information Technology	4
NATURAL SCIENCE (18 CREDITS)	
BSC 1085C Anatomy and Physiology I	4
BSC 1086C Anatomy and Physiology II	4
CHM 1025 Introduction to Chemistry	3
CHM 1025L Introduction to Chemistry Lab.	1
MBC 2000C Microbiology	3
HSC 2577 Principles of Nutrition for Health Care	3
CORE REQUIREMENTS (54 CREDITS)	
DES 1020C Dental Anatomy	3
DEH 2130 Oral Histology and Embryology	2
DES 2100 Dental Materials	2
DES 2100L Dental materials Lab.	1
DES 2200 Dental Radiology	2
DES 2200L Dental Radiology Lab.	1
DES 2830C Expanded Functions I	2
DES 2831C Expanded Functions II	2
DES 2840 Preventive Dentistry	2
DEH 2300 Dental Pharmacology	2
DES 2050 Pain Control and Dental Anesthesia	1
DEH 2002 Preclinical Dental Hygiene I	2
DEH 2002L Preclinical Dental Hygiene I Lab	2

DEH 2800	Clinical Dental Hygiene I	2
DEH 2800L	Clinical Dental Hygiene I Clinic	3
DEH 2802	Clinical Dental Hygiene II	3
DEH 2802L	Clinical Dental Hygiene II Clinic	3
DEH 2602	Periontology	2
DEH 2602L	Periontology Lab.	2
DEH 2400	General and Oral Pathology	2
DEH 2701	Community Dental Health	2
DEH 2701L	Community Dental Health Lab.	1
DEH 2804L	Clinical Dental Hygiene III Clinic	4
DEH 2806	Clinical Dental Hygiene IV	2
DEH 2806L	Clinical Dental Hygiene IV Clinic	4

All College Credit Courses from within this division or any other division can be used as Suggested Electives.

* General Education Component (see page 117)

**This course has prerequisites; check course descriptions.

Dental Laboratory Technology (DT), Associate of Science Degree

This program offers technical training and theory in the areas of Full and Partial Dentures and Crown & Bridge and Porcelain. The Dental Technologist is a highly skilled craftsman who designs and constructs the attachments and replacements for our natural teeth. The program includes a fifteen-credit-hour component of general education/liberal arts courses. Computer literacy must be demonstrated prior to graduation; otherwise, the student will be required to take a computer course. FNC awards an Associate of Science Degree upon graduation.

GRADUATION REQUIREMENTS (A MINIMUM OF 79 CREDITS)

REQUIRED COURSES

General Education Requirements Credit Hours

COMMUNICATIONS (6 CREDITS)

ENC 1101	English Composition I **	3
SPC 1017	Fundamentals of Oral Communication	3

HUMANITIES (3 CREDITS)	Credit Hours
	3

BEHAVIORAL / SOCIAL SCIENCE (3 CREDITS)	Credit Hours
	3

MATHEMATICS (3 CREDITS)	Credit Hours	
MAC 1105	College Algebra I **	3

COMPUTERS (4 CREDITS)	Credit Hours	
CGS 1030	Introduction to Information Technology	4

SLS 1501	College Study Skills	0
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CORE REQUIREMENTS (60 CREDITS)

DLT 101	Introduction to Prosthodontic Techniques	1
DLT 125	Dental Anatomy I	1
DLT 130	Full Dentures Materials**	1
DLT 111	Introduction to Full Dentures**	1
DLT 112	Full Dentures Clinic**	6
DLT 140	Full Dentures Clinic Second Part**	2
DLT 145	Special Prosthesis**	3
DLT 115	Introduction to Partial Dentures**	1
DLT 117	Partial Dentures Materials**	1
DLT 150	Partial Dentures Design and Survey**	5
DLT 120	Partial Dentures Clinic**	6
DLT 155	Partial Dentures Clinic**	2
DLT 225	Dental Anatomy II**	1
DLT 230	PKT Waxing and Carving System**	4
DLT 205	Introduction to Crown and Bridge	1
DLT 235	Crown and Bridge Materials**	1
DLT 240	Construction and Design of Working Casts and Dies**	2
DLT 245	Introduction to Marginal Design**	1

Dental Laboratory Technology (DT), Associate of Science Degree, Continued

DLT 250	Crown and Bridge Clinic**	5
DLT 215	Introduction to Porcelain**	1
DLT 255	Porcelain Crown & Bridge Materials**	2
DLT 217	Vacuum Porcelain Procedures**	1
DLT 218	Full Porcelain Crown and Bridge Clinic	7
DLT 260	Glazing, Staining, and Characterization Techniques	2
DLT 265	Special C/B and Porcelain Prosthesis**	2

This program is not designed for transfer to a senior institution.

Dental Technician students are required to wear a Laboratory jacket. Students must furnish their own Laboratory jackets and dental supplies.

Classes are offered simultaneously in English and in Spanish.

*General Education Component (see page 117)

**This course has prerequisites; check course descriptions.

Diagnostic Medical Sonographer Technology (DMST), Associate of Science Degree Program

This program is designed to prepare the student for performing ultrasound procedures. The student will be trained to develop his (her) skills on the knowledge of interpretation of sonographic images. The student will be able to conduct ultrasound procedures in abdomen, pelvis and small parts. Training will cover organs of abdomen and pelvis, and obstetrical and fetal evaluations. The program prepares the students to pass the national certification exam.

GRADUATION REQUIREMENTS (A MINIMUM OF 80 CREDITS)

REQUIRED COURSES

General Education Requirements

COMMUNICATIONS (6 CREDITS)

		Credit Hours
ENC 1101	English Composition I **	3
SPC 1017	Fundamentals of Oral Communication	3

HUMANITIES (3 CREDITS)

3

MATHEMATICS (3 CREDITS)

Credit Hours

MAC 1105	College Algebra I **	3
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NATURAL SCIENCE (7 CREDITS)

PHY 1100C	General Physics	3
BSC 1020C	Human Biology	4

COMPUTERS (4 CREDITS)

Credit Hours

CGS 1030	Introduction to Information Technology	4
SLS 1501	College Study Skills	0

CORE REQUIREMENTS (62 CREDITS)

HSC1000C	Introduction to Health Care	3
HSC1531C	Medical Terminology	3
BSC 1085C	Anatomy & Physiology I	4
BSC 1086C	Anatomy & Physiology II	4
HSC 1230L	Patient Care Procedures	2
SON 2140C	Axial Anatomy I	3
SON 2146C	Axial Anatomy II	3
SON 2614C	Physics in Ultrasound	2
SON 2616C	Sonography Equipment Operation	3
SON 2110C	Image Production in Ultrasound	3
SON 2111C	Abdominal Ultrasound	3
SON 2116C	Abdominal Pathology	3
SON 2117C	Artifacts in Ultrasound	1
SON 2121C	Obstetric/Gynecology Ultrasound I	3
SON 2122C	Obstetric/Gynecology Ultrasound II	3
SON 2125C	Gynecology Pathology	2
SON 2126C	Obstetric Pathology	3

Diagnostic Medical Sonographer Technology (DMST), Associate of Science Degree Program, Continued

SON 2141C	Small Parts Ultrasound	3
SON 2804C	Clinical Practicum in Ultrasound I	3
SON 2814C	Clinical Practicum in Ultrasound II	3
SON 2955	Journal in Ultrasound Practice	0

Medical students are required to wear medical attire at all times. Students must furnish their own uniforms.

All students must have liability insurance in order to participate in the clinical rotations.

All students must provide BLS, OSHA, HIV, and HIPPA seminar completion forms in order to participate in the clinical rotations.

Students must complete 800 hours of clinical practice.

*General Education Component (see page 117)

**This course has prerequisites; check course descriptions.

Medical Assisting Technology (MAT), Associate of Science Degree

This program prepares the student for entry level employment as a medical assisting technologist in administrative and clinical settings such as hospitals, clinics, medical Labs, diagnostic centers, and medical offices. The program includes a fifteen-credit-hour component of general education/ liberal arts courses. The student is prepared for challenging the CMA (Certified Medical Assistant) and the RMA (Registered Medical Assistant) certification examinations, and the National Certification exam of Phlebotomy. FNC awards an Associate of Science Degree upon completion of the program.

GRADUATION REQUIREMENTS (A MINIMUM OF 75 CREDITS)

REQUIRED COURSES	Credits Hours
General Education Requirements	
COMMUNICATIONS (6 CREDITS)	
ENC 1101 English Composition I **	3
SPC 1017 Fundamentals of Oral Communication	3
HUMANITIES (3 CREDITS)	3
BEHAVIORAL / SOCIAL SCIENCE (3 CREDITS)	3
MATHEMATICS (3 CREDITS)	
MAC 1105 College Algebra I **	3
COMPUTERS (4 CREDITS)	
CGS 1030 Introduction to Information Technology	4
SLS 1501 College Study Skills	0
CORE REQUIREMENTS (20 CREDITS)	
BSC 1020C Human Biology	4
HSC 1000C Introduction to Health Care	3
HSC 1531C Medical Terminology	3
BSC 1085C Anatomy & Physiology I	4
BSC 1086C Anatomy & Physiology II	4
HSC 1230L Patient Care Procedures	2
AREAS OF CONCENTRATION: Front Office	
MEA 2304C Medical Office Management	3
MEA 2305C Medical Office Procedures	3
MEA 2315C Medical Transcription	3
MEA 2335C Medical Insurance, Coding and Billing	3
Back Office	
MEA 2226C Examining Room Procedures	3
MEA 2265C Lab. Procedures I	3
MEA 2266C Lab. Procedures II	3
MEA 2206C Clinical Procedures	3
MEA 2258 Radiology for Medical Assisting	4
HSC 2149C General Pharmacology for Health Professions	3
MEA 2803 Clinical Externship	3

RECOMMENDED ELECTIVES

MEA 2321C	Medical Filling	3
HSC 2577	Principles of Nutrition for Healthcare.	3
ENC 2200	Business Communication.	3
CGS 1500C	Word processing	3
MEA 2226C	Examining Room Procedures	3
MEA 2265C	Lab. Procedures I	3
MEA 2266C	Lab. Procedures II	3
MEA 2206C	Clinical Procedures	3
MEA 2258	Radiology for Medical Assisting	4
HSC 2149C	General Pharmacology for Health Professions	3
MEA 2304C	Medical Office Management	3
MEA 2305C	Medical Office Procedures	3
MEA 2315C	Medical Transcription	3
MEA 2335C	Medical Insurance, Coding and Billing	3

To complete the program credit hours, the students may take the courses in one of the areas of concentration. The rest of the credit hours could be taken from the other recommended electives.

Medical students are required to wear medical attire at all times. Students must furnish their own uniforms.

All students must have liability insurance in order to participate in the clinical rotations.

All students must provide BLS, OSHA, HIV, and HIPPA seminar completion forms in order to participate in the clinical rotations.

Students must complete 135 hours of clinical practice.

*General Education Component (see page 117)

**This course has prerequisites; check course descriptions.

Medical Laboratory Technology (MLT), Associate of Science Degree Program

This program will prepare students for an entry level position in the health care delivery system in hospitals, private clinical Laboratories, or research Laboratories. Students will have knowledge of chemistry, microbiology, and serology. They will also have skills that include blood collection and Laboratory testing of body fluids in hematology, urinalysis, serology, and blood bank practices. Upon completion of the program, students will receive an AS Degree and be eligible to take the examination for the national certification and the state license as required by the Florida Clinical Laboratory Law.

GRADUATION REQUIREMENTS (A MINIMUM OF 79 CREDITS)

REQUIRED COURSES	Credits Hours
General Education Requirements	
COMMUNICATIONS (3 CREDITS)	
ENC 1101 English Composition I **	3
HUMANITIES (3 CREDITS)	3
MATHEMATICS (3 CREDITS)	
MAC 1105 College Algebra I **	3
NATURAL SCIENCE (4 CREDITS)	
CHM 1025 Introduction to Chemistry**	3
CHM 1025L Introduction to Chemistry Lab.**	1
COMPUTERS (4 CREDITS)	
CGS 1030 Introduction to Information Technology	4
SLS 1501 College Study Skills	0
CORE REQUIREMENTS (62 CREDITS)	
HSC 1000C Introduction to Health Care	3
MEA 2266C Lab. Procedures II	3
BSC 1081 Fundamentals of Anatomy and Physiology	3
BSC 1020C Human Biology	4
HSC 1230L Patient Care Procedures	2
MLT 1000 Introduction to MLT	2
MLT 1040L Laboratory Specimens and Microscopy Lab.	1
MLT 1255C Urinalysis and Body Fluids	2
MLT 1362C Hematology and Coagulation	6
MLT 1401C Microbiology	5
MLT 1440C Parasitology and Mycology	2
MLT 2500C Immunology/Serology	3
MLT 2525C Immunohematology	4
MLT 2625C Clinical Chemistry	7
MLT 2807L Blood Bank Practicum	3
MLT 2808L Urinalysis Practicum	3
MLT Practicum	3
MLT Practicum	3
MLT 2811L Microbiology Practicum	3

Medical students are required to wear medical attire at all times. Students must furnish their own uniforms.

All students must have liability insurance in order to participate in the clinical rotations.

All students must provide BLS, OSHA, HIV, and HIPPA seminar completion forms in order to participate in the clinical rotations.

Students must complete 800 hours of clinical practice.

*General Education Component (see page 117)

**This course has prerequisites; check course descriptions.

Networking System Administrator (NSA), Associate of Science Degree

This program offers to the students a technical training and a basic foundation designing, installing, configuring and supporting a computer network. Our graduates are ready to get positions as entry-level in System Administrator, Network Administrator, LAN Administrator, and Help Desk Support. The College awards an Associate of Science Degree upon graduation.

GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)

REQUIRED COURSES

General Education Requirements		Credit Hours
COMMUNICATIONS (6 CREDITS)		
ENC 1101	English Composition I **	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (3 CREDITS)		Credit Hours 3
BEHAVIORAL / SOCIAL SCIENCE (3 CREDITS)		Credit Hours 3
MATHEMATICS (3 CREDITS)		Credit Hours
MAC 1105	College Algebra I **	3
COMPUTERS (4 CREDITS)		Credit Hours
CGS 1030	Introduction to Information Technology	4
SLS 1501	College Study Skills	0
CORE REQUIREMENTS (23 CREDITS)		
CNT 2000C	Networking Essentials **	3
CTS 2330C	Client Operating System **	4
CTS 2328C	Server installation, configuration & administration	4
CTS 2334C	Networking Infrastructure **	4
CTS 2302C	Active Directory Services **	4
CNT 2401C	Network Security	4
SUGGESTED ELECTIVES (18 credits)		18

All College Credit Courses from within this division or any other division can be used as Suggested Electives.

*General Education Component (see page 117)

**This course has prerequisites; check course descriptions.

Paralegal/Legal Assistant (LA), Associate of Science Degree

This program is designed for students who wish to seek immediate employment in the legal or criminal justice field as semi-professionals. This program will also assist individuals already employed in the legal profession desiring advancement. Graduates will possess the skills needed for employment as a legal assistant. The program includes a fifteen-credit-hour component of general education/liberal arts courses. FNC awards an Associate of Science degree upon graduation.

GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)

REQUIRED COURSES

General Education Requirements (22 credits)		Credit Hours
COMMUNICATIONS (6 CREDITS)		
ENC 1101	English Composition I **	3
ENC 1102	English Composition II **	3
SPC 1017	Fundamentals of Oral Communication	3
HUMANITIES (3 CREDITS)		Credit Hours 3
BEHAVIORAL / SOCIAL SCIENCE (3 CREDITS)		Credit Hours 3
MATHEMATICS (3 CREDITS)		Credit Hours
MAC 1105	College Algebra I **	3
COMPUTERS (4 CREDITS)		Credit Hours
CGS 1030	Introduction to Information Technology	4
SLS 1501	College Study Skills	0
CORE REQUIREMENTS (17 credits)		
PLA 1426	Contracts & Business Entities	3
PLA 2104	Legal Research & Writing I	3
PLA 2114	Legal Research & Writing II	3
PLA 2201	Introduction to Civil Procedure	3
PLA 2303	Criminal Law & Procedure	3
PLA 2700	Ethics and Professional Responsibility	2
SUGGESTED ELECTIVES (21 credits)		
CGS 1500	Word Processing **	3
CGS 1510	Spreadsheet Application	3
PLA 1426	Contracts & Business Entities	3
PLA 2273	Introduction to Torts	3
PLA 2460	Bankruptcy Law	3
PLA 2600	Fundamentals of Wills Trusts, & Estates	3
PLA 2610	Real Estate Principles, Practices, & Law	4
PLA 2611	Real Property	3
PLA 2763	Law Office Management	3
PLA 2800	Family Law & Practice	3
PLA 2941	Internship in Legal Assisting	3

All College Credit Courses from within this division or any other division can be used as Suggested Electives

*General Education Component (see page 117)

**This course has prerequisites; check course descriptions.

Radiologic Technology (RT), Associate of Science Degree

The field of Radiography is one of the most rapidly expanding specialties in the medical profession. The program prepares the student, upon successful completion of the Certifying Examination, for a position as a member of a health care team in a hospital, clinic or physician's office. The degree can also be used in industry; in the manufacture and supply of medical equipment or management. This program is designed to prepare the student for the National Certifying Examination by the American Registry of Radiologic Technologists, as well as for the State of Florida Dept. of Health and Rehabilitative Service General License Examination. The program also includes a fifteen-credit-hour component of general education/liberal arts courses. FNC awards an Associate of Science Degree upon graduation.

GRADUATION REQUIREMENTS (A MINIMUM OF 80 CREDITS)

REQUIRED COURSES	Credits Hours
General Education Requirements	
COMMUNICATIONS (6 CREDITS)	
ENC 1101 English Composition I **	3
SPC 1017 Fundamentals of Oral Communication	3
HUMANITIES (3 CREDITS)	3
BEHAVIORAL / SOCIAL SCIENCE (3 CREDITS)	3
MATHEMATICS (3 CREDITS)	
MAC 1105 College Algebra I **	3
NATURAL SCIENCES (4 CREDITS)	
BSC 1020C Human Biology	4
COMPUTERS (4 CREDITS)	
CGS 1030 Introduction to Information Technology	4
SLS 1501 College Study Skills	0
CORE REQUIREMENTS (57 CREDITS)	
HSC 1000C Introduction to Health Care	3
HSC 1531C Medical Terminology	3
BSC 1085C Anatomy & Physiology I	4
BSC 1086C Anatomy & Physiology II	4
HSC 1230L Patient Care Procedures	2
RTE 2385C Radiation Protection and Radiobiology	6
RTE 2418C Image Production and Evaluation	7
RTE 2458C Equip. Op., Radiographic Related Physics & Quality Assurance	3
RTE 1503C Radio. Proc., Radiographic Positioning & Related Anatomy I	6
RTE 1513C Radio. Proc., Radiographic Positioning & Related Anatomy II	4
RTE 2523C Radio. Proc., Radiographic Positioning & Related Anatomy III	4
RTE 2782C Radiographic Pathology	3
RTE 2804C Radiographic Clinic I	4
RTE 2814C Radiographic Clinic II	4

Medical students are required to wear medical attire at all times. Students must furnish their own uniforms.

All students must have liability insurance in order to participate in the clinical rotations.

All students must provide BLS, OSHA, HIV, and HIPPA seminar completion forms in order to participate in the clinical rotations. Students must complete 800 hours of clinical practice.

*General Education Component (see page 117)

**This course has prerequisites; check course description.

This program is not designed for transfer to a senior institution

Respiratory Therapy, (RET) Associate of Science Degree Program

The field of respiratory care is a rapidly expanding specialty in the medical profession. This program prepares the students to pass the Entry and Advance Level Exam National Board for Respiratory Care. The program offers the knowledge and skills necessary for a position as a member of a health care team in a hospital, respiratory care departments, anesthesiology or pulmonary rehab, pulmonary diagnostics, nursing homes, and home health agencies. The program also includes credit-hour components of general education/liberal arts courses. FNC awards an Associate of Science Degree upon graduation.

GRADUATION REQUIREMENTS (A MINIMUM OF 80 CREDITS)

REQUIRED COURSES

General Education Requirements

Credit Hours

COMMUNICATIONS (6 CREDITS)

ENC 1101	English Composition I **	3
SPC 1017	Fundamentals of Oral Communication	3

HUMANITIES (3 CREDITS)

Credit Hours

PHI 1600	Ethics	3
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BEHAVIORAL / SOCIAL SCIENCE (3 CREDITS)

Credit Hours

DEP 2004	Human Growth and Development	3
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MATHEMATICS (3 CREDITS)

Credit Hours

MAC 1105	College Algebra I **	3
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COMPUTERS (4 CREDITS)

Credit Hours

CGS 1030	Introduction to Information Technology	4
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SLS 1501	College Study Skills	0
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CHM 1025	Introduction to Chemistry**	3
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CHM 1025L	Introduction to Chemistry Laboratory**	1
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MCB 2000C	Microbiology	3
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BSC 1085C	Anatomy & Physiology I	4
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BSC 1086C	Anatomy & Physiology II	4
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CORE REQUIREMENTS (43 CREDITS)

RET 1026C	Respiratory Care Equipment	4
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RET 1486	Respiratory Anatomy and Physiology	2
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RET 2286	Management of the Intensive care Patient	2
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RET 2264C	Mechanical Ventilation	4
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RET 2414C	Cardiopulmonary Function	3
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RET 2350	Respiratory Therapy Pharmacology	3
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RET 2418	Cardiopulmonary Diagnostics	3
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RET 2484	Cardiopulmonary Pathophysiology	3
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RET 2503L	Advances in Cardiopulmonary Function	3
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RET 2714	Pediatrics/Neonatal Respiratory Care	3
RET 1832L	Respiratory Therapy Clinical I	3
RET 2833L	Respiratory Therapy Clinical II	3
RET 2834L	Respiratory Therapy Practicum III	3
RET 2835L	Respiratory Therapy Practicum IV	3
RET 2836L	Respiratory Therapy Practicum V	3
RET 2934	Selected Topics in Respiratory Care	1

Medical students are required to wear medical attire at all times. Students must furnish their own uniforms. All students must have liability insurance, BLS, OSHA, HIV, and HIPPA seminar completion forms, and dosimeters in order to participate in clinical rotations.

*General Education Component (see page 117)

**This course has prerequisites; check course descriptions.

*** ACLS, PALS, and NRP certifications should be acquired prior to Respiratory Clinical III.

Respiratory Therapy Program Accreditation

Florida National College is seeking accreditation from the Committee on Accreditation for Respiratory Care (CoARC) 1248 Harwood Rd Bedford, Texas 76021-4244 telephone number (817) 283-2835, a component of the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The program holds a Letter of Review from the CoARC; this enables program graduates to take the credentialing examinations of the National Board for Respiratory Care (NBRC).

Admissions Policies and Practices

Thank you for your interest in the Respiratory Therapy Program at Florida National College. The Respiratory Therapy Department will admit students through a selective admissions process for candidates who meet the academic and set clinical requirements. The program is designed to be completed by a full-time student for a period of 26 months.

It is the policy of the respiratory care program to ensure equitable consideration of all applicants, to assist the applicant in determining if a suitable career choice has been made, and to ensure the best possible chance of success for each student selected to enter the program.

- All applicants begin by completing an application of enrollment and receiving an orientation interview by an Admission Representative.
- All applicants must request official academic transcripts, showing date of graduation, from their high school, or a GED certificate; and those transcripts are to be mailed directly to the Registrar's Office of the Florida National College (FNC).
- All applicants, prior to final acceptance interview are required to have a Level II FDLE/FBI Criminal Background check on file.¹
- All applicants are required to take two entrance exams: one is the TABE (Test of Adult Basic Education), and the other exam is the HOBET (Health Occupation Basic Entrance Test).

The satisfactory scores of the above-mentioned entrance exams are explained as follows:

1. Diagnostic Examination:

1.0 Test of Adult Basic Education (TABE): acceptable score is **(10 or above)**

1.1 Health Occupations Basic Entrance Test (HOBET): Students interested in enrolling in the Respiratory Therapy program must take and achieve a satisfactory score **(58 or above)** on the HOBET exam before being admitted to the program. The HOBET is a secured basic skills examination that identifies student's expertise in math and science-based reading comprehension. The HOBET also determines learning styles, stress levels, and test taking skills for counseling purposes. The basic purpose of the exam is to evaluate both academic and social skills of new applicants in order to assess the potential for success in their desired program of studies.

2. Two units of high school or college math courses: Algebra I and/or higher with a "C" or better.
3. Two lab sciences in high school, one of which must be chemistry, with a "C" or better. Other lab sciences preferred: biology or physics.
4. Submission of a completed physical examination form is required prior to start classes.
 - 4.1 Evidence of rubella and varicella immunizations or immunity, tetanus vaccination, negative tuberculosis test, and evidence of successful Hepatitis B Vaccination or evidence that the immunization series has begun prior to the program start.
5. Applicants are required to provide two letters of recommendation.
6. Applicants need to submit an essay to the Program Director explaining his/her career goals and objectives.
7. Applicants must meet with the Admission Committee for a final interview.
8. Full-time registration is required, and all courses must be taken in sequence.

Refer to the FNC catalog for college admission requirements additional information. (*Refer to College Catalog page 13*)

¹ Information and forms will be provided by the Office _____; the cost is paid by the student.

**Policies and Processes by which Students May Perform Clinical Work while Enrolled in the Program:
Essential Functions / Core Performance Standards**

There is specific health, physical and technical requirements for advancement into all portions of the Respiratory Therapy program more specifically into the clinical practicum. **The Respiratory Therapy Program at Florida National College complies with the American with Disabilities Act (ADA), and consistent with the ADA, the attached Essential Functions/Core Performance Standards Worksheet provides the framework to relate functional ability categories and representative activities/attributes to any limitations/deficits in functional abilities.** These standards shall be used by the Respiratory Therapy Program in combination with the professional scope of practice, job analysis, and expert consultation to make decisions related to the ability of the respiratory therapy student to perform the essential functions of respiratory care.

Please carefully review the following descriptions; sign and complete the page following the descriptions:

PHYSICAL STANDARDS FOR RESPIRATORY CARE PROFESSIONALS

ACTIVITY	FREQUENCY *
CROUCH: to locate and plug in electrical equipment	F
FEEL: to palpate pulses, arteries for puncture, skin temperature	C
GRASP: syringes, laryngoscope, endotracheal tube	C
HANDLE: small and large equipment for storing, retrieving, moving	C
HEAR: verbal directions / gas flow through equipment / alarms / through a stethoscope for breath and heart sounds	C
KNEEL: to perform CPR	O
LIFT: up to 50 pounds to assist moving patients / shapes and forms associated with radiographs	F
MANIPULATE: knobs, dials associated with diagnostic/therapeutic devices	C
PUSH / PULL: large, wheeled equipment, e.g., mechanical ventilators	C
REACH: 5' above the floor to attach oxygen devices to wall outlets	C
READ: typed, handwritten and computer information in English	C
SEE: patient conditions such as skin color, work of breathing / mist flowing through tubing	F
STAND: for prolonged periods of time (e.g., deliver therapy, check equipment, working shift)	C
STOOP: to adjust equipment	F
TALK: to communicate in English goals / procedures to patients	C
WALK: for extended periods of time to all areas of a hospital	C
WRITE: to communicate in English pertinent information (e.g., patient evaluation data, therapy outcomes)	C

MENTAL / ATTITUDINAL STANDARDS FOR RESPIRATORY CARE PROFESSIONALS

Display attitudes/ actions consistent with the ethical standards of the profession.	C
Exhibit social skills necessary to interact effectively with patients, families, supervisors, and co-workers of the same or different cultures such as respect, politeness, tact, collaboration, teamwork, discretion.	C
Function safely, effectively, and calmly under stressful situations.	C
Maintain composure while managing multiple tasks simultaneously.	C
Maintain personal hygiene consistent with close personal contact associated with patient care.	C
Prioritize multiple tasks.	C

***FREQUENCY KEY:**

O=Occasionally 1-33% of the time; F=Frequently 34-66% of the time; C=Constantly 67-100% of the time

Web Page Developer (WPD), Associate of Science Degree

This program is designed to provide the students with a highly integrated background in Web Design and Developer techniques. The students will learn how to create dynamic and interactive web sites using a variety of tools, graphics techniques and will also learn how to register sites to create visually pleasing and fast-loading web pages. Our graduates are ready to get positions as entry-level in web developer studios, internet service providers, web master, and many communications organizations. The College awards an Associate of Science Degree upon graduation.

GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)

REQUIRED COURSES

General Education Requirements Credit Hours

COMMUNICATIONS (6 CREDITS)

ENC 1101	English Composition I **	3
SPC 1017	Fundamentals of Oral Communication	3

HUMANITIES (3 CREDITS)	Credit Hours
	3

BEHAVIORAL / SOCIAL SCIENCE (3 CREDITS)	Credit Hours
	3

MATHEMATICS (3 CREDITS)	Credit Hours	
MAC 1105	College Algebra I **	3

COMPUTERS (4 CREDITS)	Credit Hours	
CGS 1030	Introduction to Information Technology	4
SLS 1501	College Study Skills	0

CORE REQUIREMENTS (22 CREDITS)		
DIG 1100	Introduction to Web Page Design **	4
CGS 1788	Graphics Design for www (I) **	3
CGS 1789	Graphics Design for www (II) **	3
CGS 2787	Animation for www **	3
CGS 2786	Web Page Authoring Software **	3
CGS 1820	Web Programming (I) **	3
CGS 2821	Web Programming (II) **	3

SUGGESTED ELECTIVES (19 credits)	19
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All College Credit Courses from within this division or any other division can be used as Suggested Electives.

*General Education Component (see page 117)

**This course has prerequisites; check course descriptions.

CAREER EDUCATION DIPLOMA PROGRAMS

(X-Ray) Basic X-Ray Technician, D

(CN) Computer Network Administrator, D

(COS) Computer Office Specialist, D

(DT) Dental Laboratory Technician, D

(DT-FPD) Dental Laboratory Technician-Full and Partial Dentures, D

(DT-CBP) Dental Laboratory Technician-Crown and Bridge and Porcelain, D

(LS) Legal Secretary, D

(MA) Medical Assistant, D

(MCBS) Medical Coding and Billing Specialist, D

(MS) Medical Secretary, D

Basic X-Ray (X-Ray), Diploma

The purpose of the Basic X-Ray Technician program is to prepare the student for the position of basic X-Ray machine operator. The program offers the knowledge and skills necessary for doing radiologic work on extremities and chest. The student will be trained to a high level of professionalism in communicating, caring, and protecting the patient during the taking of X-rays, and will have good knowledge of medical terms. The program prepares the student for the Basic X-Ray State of Florida Licensure Examination, and includes all the required courses for the first year toward the Radiologic Technology A.S. program at FNC. Entrance requirement: High School Diploma or GED*. FNC awards a diploma upon completion of the program.

GRADUATION REQUIREMENTS (A MINIMUM OF 45 CREDITS)

General Education Requirements

COMMUNICATIONS (3 CREDITS)		Credit Hours
ENC 1101	English Composition I **	3
 COMPUTERS (4 CREDITS)		
CGS 1030	Introduction to Information Technology	4
 CORE REQUIREMENTS		
HSC 1000C	Introduction to Health Care	3
HSC 1531C	Medical Terminology	3
BSC 1085C	Anatomy & Physiology I	4
BSC 1086C	Anatomy & Physiology II	4
HSC 1230L	Patient Care Procedures	2
RTE 2385C	Radiation Protection and Radiobiology	6
RTE 2418C	Image Production and Evaluation	7
RTE 2458C	Equipment Operation, Radiographic Related Physics and Quality Assurance	3
RTE 1503C	Radiographic Procedures, Radiographic Positioning and Related Anatomy I	6
CPR XXX	CPR Seminar	0
HIV XXX	HIV Seminar	0
PDT XXX	OSHA Seminar	0

All Credit College courses taken at the diploma level can be used as suggested electives for the completion of the Associate of Arts or Science degrees.

Medical students are required to wear medical attire at all times. Students must furnish their own uniforms.

All students must have liability insurance in order to participate in the clinical rotations.

All students must provide BLS, OSHA, HIV, and HIPPA seminar completion forms in order to participate in the clinical rotations.

Students must complete 90 hours of clinical practice.

**This course has prerequisites; check course descriptions.

* In addition, the student has to be currently employed in the medical field and present a letter from the employer justifying the need of the Basic X-ray license in the performance of his/her job; or, alternatively, a letter of agreement assuring employment in field upon graduation. International students (I-20) do not need to satisfy this requirement.

Computer Network Administrator (CNA), Diploma

This program prepares the student to successfully enter and advance in the field of network computing. Graduates are prepared to operate Microsoft Windows network operating systems. Course work includes installation, configuration, designs and implementation in real-world environments which meet the criteria for entry level positions. Minimum ATB Score 200 Verbal, 210 Quantitative in the Wonderlic Basic Skills Test. FNC awards a diploma upon completion of program.

GRADUATION REQUIREMENTS (A MINIMUM OF 30 CREDITS)

General Education Requirements

COMMUNICATIONS (3 CREDITS)

	Credit Hours
ENC 1101 English Composition I **	3

COMPUTERS (4 CREDITS)

CGS 1030 Introduction to Information Technology	4
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CORE REQUIREMENTS (23 CREDITS)

CDA 2005 Networking Essentials **	3
CTS 2328C Server installation, configuration & Administration	4
CNT 2401C Network Security	4
CTS 2171 Client Operating System **	4
CTS 2302C Active Directory Services **	4
CTS 2334C Networking Infrastructure **	4

All Credit College courses taken at the diploma level can be used as suggested electives for the completion of the Associate of Arts or Science degrees.

All College Credit Courses from within this division or any other division can be used as Suggested Electives.

*General Education Component (see page 117)

**This course has prerequisites; check course descriptions.



Computer Office Specialist (COS), Diploma

This program offers to the students a technical training in computer software application prepare the student for entry-level position in a variety of office settings. Our graduates will possess the skills necessary for employment as a receptionist, Clerk-typist, filing clerk or bookkeeper and also in any automated office. FNC awards a diploma upon completion of the program. FNC awards a diploma upon completion of the program.

GRADUATION REQUIREMENTS (A MINIMUM OF 30 CREDITS)

General Education Requirements

COMMUNICATIONS (3 CREDITS)

	Credit Hours
ENC 1101 English Composition I **	3

COMPUTERS (4 CREDITS)

CGS 1030 Introduction to Information Technology	4
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CORE REQUIREMENTS (16 CREDITS)

CGS 1500C Word Processing **	3
CGS 1510C Spreadsheet Application **	3
CGS 1580C Desktop Publishing **	3
CGS 2104C Computer for Business **	4
OST 1100 Typing Keyboarding	3

SUGGESTED ELECTIVES (7 credits)	7
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All Credit College courses taken at the diploma level can be used as suggested electives for the completion of the Associate of Arts or Science degrees.

All College Credit Courses from within this division or any other division can be used as Suggested Electives.

*General Education Component (see page 117)

**This course has prerequisites; check course descriptions.



Dental Laboratory Technician (DT), Diploma

The Dental Technician continues to be in demand; he is the highly skilled craftsman who designs and constructs the attachments and replacements for our natural teeth. Highly competent men and women are needed to meet the exacting requirements in all types of dental offices. Upon receiving his/her instructions from the dentist, the Dental Technician with skilled hands, carefully fashions plastic and metal into a precise product. This program offers technical training and theory in the areas of Full and Partial Dentures and Crown & Bridge and Porcelain. ATB entrance required scores: 200 Verbal, 210 Quantitative in the Wonderlic Basic Skills Test. FNC awards a diploma upon completion of the program.

GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)

REQUIRED COURSES

Course No.	Course Name	Credit Hours
DLT 101	Introduction to Prosthodontic Techniques	1
DLT 125	Dental Anatomy Part I	1
DLT 130	Full Dental Materials**	1
DLT 111	Introduction to Full Dentures**	1
DLT 112	Full Dentures Clinic**	6
DLT 140	Full Dentures Clinic II **	2
DLT 145	Special Prosthesis**	3
DLT 115	Introduction to Partial Dentures **	1
DLT 117	Partials Dentures Materials**	1
DLT 150	Partial Dentures Design and Survey**	5
DLT 120	Partial Dentures Clinic**	6
DLT 155	Partial Dentures Clinic II**	2
DLT 225	Dental Anatomy II**	1
DLT 230	PKT Waxing and Carving System**	4
DLT 205	Introduction to Crown and Bridge**	1
DLT 235	Crown and Bridge Materials**	1
DLT 240	Construction and Design of Working Cast and Dies**	2
DLT 245	Introduction to Marginal Design**	1
DLT 250	Crown and Bridge Clinic**	5
DLT 215	Introduction to Porcelain**	1
DLT 255	Porcelain Crown & Bridge Materials**	2
DLT 217	Vacuum Porcelain Procedures**	1
DLT 218	Full Porcelain Crown and Bridge Clinic**	7
DLT 260	Glazing, Staining and Characterization Techniques	2
DLT 265	Special C/B and Porcelain Prosthesis**	2
TOTAL		60

DENTAL CLASSES ARE OFFERED SIMULTANEOUSLY IN ENGLISH AND SPANISH.

Completing a course or program in a language other than English may reduce employability where English is required.
**DENTAL TECHNICIAN STUDENTS ARE REQUIRED TO WEAR A WHITE LABORATORY JACKET.
 STUDENTS MUST FURNISH THEIR OWN LABORATORY JACKETS, AND DENTAL SUPPLIES.**

All College Credit Courses from within this division or any other division can be used as Suggested Electives.

*General Education Component (see page 117)

**This course has prerequisites; check course descriptions.

NOTE: This program transfers completely to the Dental Laboratory Technology, A.S. program.

**Dental Laboratory Technician (DT-FPD), Diploma
Full and Partial Dentures**

This program offers technical training and theory in the areas of Full and Partial Dentures. ATB entrance required scores: 200 Verbal, 210 Quantitative in the Wonderlic Basic Skills Test. FNC awards a diploma upon completion of the program.

GRADUATION REQUIREMENTS (A MINIMUM OF 30 CREDITS)

REQUIRED COURSES

Course No.	Course Name	Credit Hours
DLT 101	Introduction to Prosthodontic Techniques	1
DLT 125	Dental Anatomy Part I	1
DLT 130	Full Dentures Materials**	1
DLT 111	Introduction to Full Dentures**	1
DLT 112	Full Dentures Clinic**	6
DLT 140	Full Dentures Clinic II**	2
DLT 145	Special Prosthesis**	3
DLT 115	Introduction to Partial Dentures**	1
DLT 117	Partial Dentures Material**	1
DLT 150	Partial Dentures Design and Survey**	5
DLT 120	Partial Dentures Clinic**	6
DLT 155	Partial Dentures Clinic II**	2
TOTAL		30

DENTAL CLASSES ARE OFFERED SIMULTANEOUSLY IN ENGLISH AND SPANISH.

Completing a course or program in a language other than English may reduce employability where English is required.
**DENTAL TECHNICIAN STUDENTS ARE REQUIRED TO WEAR A WHITE LABORATORY JACKET.
 STUDENTS MUST FURNISH THEIR OWN LABORATORY JACKETS, AND DENTAL SUPPLIES.**

All College Credit Courses from within this division or any other division can be used as Suggested Electives.

*General Education Component (see page 117)

**This course has prerequisites; check course descriptions.

Dental Laboratory Technician (DT-CBP), Diploma Crown and Bridge and Porcelain

This program offers technical training and theory in the areas of Crown and Bridge, and Porcelain. Prerequisite: to be a graduate of D/T-FPD or have proven empirical or practical knowledge in Full or Partial Dentures Techniques. ATB entrance required scores: 200 Verbal, 210 Quantitative in the Wonderlic Basic Skills Test. FNC awards a diploma upon completion of the program.

GRADUATION REQUIREMENTS (A MINIMUM OF 30 CREDITS)

REQUIRED COURSES

Course No.	Course Name	Credit Hours
DLT 225	Dental Anatomy II**	1
DLT 230	PKT Waxing and Carving System**	4
DLT 205	Introduction to Crown and Bridge**	1
DLT 235	Crown and Bridge Materials**	1
DLT 240	Construction and Design of Working Casts and Dies**	2
DLT 245	Introduction to Marginal Design**	1
DLT 250	Crown and Bridge Clinic**	5
DLT 215	Introduction to Porcelain**	1
DLT 255	Porcelain Crown & Bridge Materials**	2
DLT 217	Vacuum Porcelain Procedures**	1
DLT 218	Full Porcelain Crown and Bridge Clinic**	7
DLT 260	Glazing, Staining and Characterization Techniques	2
DLT 265	Special C/B and Porcelain Prosthesis**	2
TOTAL		30

DENTAL CLASSES ARE OFFERED SIMULTANEOUSLY IN ENGLISH AND SPANISH.

Completing a course or program in a language other than English may reduce employability where English is required.
DENTAL TECHNICIAN STUDENTS ARE REQUIRED TO WEAR A WHITE LABORATORY JACKET.
STUDENTS MUST FURNISH THEIR OWN LABORATORY JACKETS, AND DENTAL SUPPLIES.

All College Credit Courses from within this division or any other division can be used as Suggested Electives.

*General Education Component (see page 117)

**This course has prerequisites; check course descriptions.

Legal Secretary (LS), Diploma

This program is designed to provide the students with the basic skills and knowledge necessary in the legal secretarial field. Students are taught legal terminology, legal records, and secretarial skills. FNC awards a diploma upon completion of the program.

GRADUATION REQUIREMENTS (A MINIMUM OF 31 CREDITS)

General Education Requirements (10 credits)

COMMUNICATIONS (6 CREDITS)		Credit Hours
ENC 1101	English Composition I **	3
ENC 1102	English Composition II **	3

COMPUTERS (4 CREDITS)

CGS 1030	Introduction to Information Technology	4
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CORE REQUIREMENTS (18 CREDITS)

PLA 1426	Contracts & Business Entities	3
PLA 2104	Legal Research & Writing I	3
PLA 2114	Legal Research & Writing II	3
PLA 2201	Introduction to Civil Procedure	3
PLA 2303	Criminal Law & Procedures	3
PLA 2700	Ethics and Professional Responsibility	3

SUGGESTED ELECTIVES (3 CREDITS) Selection may also be from General Education/Liberal Arts Courses or Computer courses.

CGS 1500	Word Processing **	3
CGS 1510	Spreadsheet Applications	3
CGS 2104	Computers for Business	4
PLA 1426	Contracts & Business Entities	3
PLA 2273	Introduction to Torts	3
PLA 2460	Bankruptcy Law	3
PLA 2600	Fundamentals of Wills Trusts, & Estates	3
PLA 2610	Real Estate Principles, Practices, & Law	4
PLA 2763	Law Office Management	3
PLA 2800	Family Law & Practice	3
PLA 2941	Internship in Paralegal Assisting	3

All College Credit Courses from within this division or any other division can be used as Suggested Electives.

*General Education Component (see page 117)

**This course has prerequisites; check course descriptions.

Medical Assistant (MA), Diploma

The purpose of this program is to prepare the student as a multi-skilled medical assistant. This is done through the acquisition of the knowledge and skills that are necessary to work in clinical and administrative settings at hospitals, clinics, medical Labs, diagnostic centers, and doctor's offices. In addition, the program offers options for entry-level positions such as front office procedures, back office procedures, and back office procedures. The National Certification Exam of Phlebotomy, or the Certified and Registered Medical Assistant certification examination. ATB entrance required scores: 200 Verbal and 210 Quantitative in the Wonderlic Basic Skills Test. FNC awards a diploma upon completion of the program.

GRADUATION REQUIREMENTS (A MINIMUM OF 45 CREDITS)

General Education Requirements

COMMUNICATIONS (3 CREDITS)

		Credit	Hours
ENC 1101	English Composition I **	3	

COMPUTERS (4 CREDITS)

CGS 1030	Introduction to Information Technology	4	
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HSC 1000C	Introduction to Health Care	3	
HSC 1531C	Medical Terminology	3	
BSC 1085C	Anatomy & Physiology I	4	
BSC 1086C	Anatomy & Physiology II	4	
HSC 1230L	Patient Care Procedures	2	

Front Office

MEA 2304C	Medical Office Management	3	
MEA 2305C	Medical Office Procedures	3	
MEA 2315C	Medical Transcription	3	
MEA 2335C	Medical Insurance, Coding and Billing	3	

Back Office

MEA 2226C	Examining Room Procedures	3	
MEA 2265C	Lab. Procedures I	3	
MEA 2266C	Lab. Procedures II	3	
MEA 2206C	Clinical Procedures	3	
MEA 2258	Radiology for Medical Assisting	4	
HSC 2149	General Pharmacology for Health Professions	3	

SUGGESTED ELECTIVE

MEA 2321C	Medical Filing	3	
ENG 2200	Business Communication	3	
MEA 2226C	Examining Room Procedures	3	
MEA 2265C	Lab. Procedures I	3	
MEA 2206C	Clinical Procedures	3	
MEA 2258	Radiology for Medical Assisting	4	
HSC 2149C	General Pharmacology for Health Professions	3	
MEA 2304C	Medical Office Management	3	
MEA 2335C	Medical Insurance, Coding and Billing	3	

Medical students are required to wear medical attire at all times. Students must furnish their own uniforms.

All students must provide BLS, OSHA, HIV, and HIPPA seminar completion forms in order to participate in the clinical rotations.

*General Education Component (see page 117)

**This course has prerequisites; check course descriptions.

Medical Coding and Billing Specialist (MCBS), Diploma

This program was designed to prepare students for entry-level employment in a variety of Health Care facilities as Medical Record Coder, Coding Technician, or Coding Clerk. The students will learn to translate diagnoses and procedures into numerical codes, using the International Classification of Disease (ICD-9-CM) and the Current Procedural Terminology (CPT-4). The students will be trained to prepare and file insurance claim forms for reimbursement.

GRADUATION REQUIREMENTS (A MINIMUM OF 30 CREDITS)

REQUIRED COURSES

Course No	Course Name	Credit Hours
CGS 1030	Introduction to Information Technology	4
ENC 1101	English Composition I	3
HSC 1513	Medical Terminology	3
BSC 1081C	Basic Anatomy	3
MED 173	Ethics and Law	2
MED 174	Medical Office Fundamentals	2
MED 176	Intro. to Health Information Mngmnt.	2
MED 177C	Coding ICD-9-CM	2
MED 178C	Coding CPT-4/HCPCS	2
MED 179	Health Insurance Billing	2
HSC 2149	General Pharmacology for Health Care Prof.	3
EXTERNSHIP	(80 hours)	2
Seminars		
HIPPA		0
HIV-OSHA-CPR		0
Total Credits		30

All College Credit Courses from within this division or any other division can be used as Suggested Electives.

Medical students are required to wear medical attire at all times. Students must furnish their own uniforms.

*General Education Component (see page 117)

**This course has prerequisites; check course descriptions.

Medical Secretary (MS), Diploma

This program will prepare the graduate for work in a doctor's office, hospitals, clinics, Laboratories, diagnostic centers, or pharmaceutical firms as a medical secretary. It will provide the student with knowledge of medical terminology and medical office procedures. The program offers the options for entry-level positions in coding and billing and/or medical transcription skills. Entrance Requirement: ATB entrance required scores: 200 Verbal 210 Math Quantitative in the Wonderlic Basic Skills Test. FNC awards a diploma upon completion of the program.

GRADUATION REQUIREMENTS (A MINIMUM OF 45 CREDITS)

General Education Requirements

COMMUNICATIONS (3 CREDITS)

	Credit Hours
ENC 1101 English Composition I **	3

COMPUTERS (4 CREDITS)

CGS 1030 Introduction to Information Technology	4
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CORE REQUIREMENTS (28 CREDITS)

BSC 1085C Anatomy & Physiology I	4
BSC 1086C Anatomy & Physiology II	4
HSC 1000C Introduction to Health Care	3
HSC 1230L Patient Care Procedures	2
HSC 1531C Medical Terminology	3
MEA 2304C Medical Office Management	3
MEA 2305C Medical Office Procedures	3
MEA 2315C Medical Transcription	3
MEA 2335C Medical Insurance, Coding and Billing	3

SUGGESTED ELECTIVES (10 CREDITS)

ENC 2200 Business Communication.	3
CGS 1500C Word processing	3
ENC 1102 English Composition II	3
SPC 1017 Fundamentals of Oral Communication	3
GEB 2430 Ethics & Social Responsibility	3

All College Credit Courses from within this division or any other division can be used as Suggested Electives.

Medical students are required to wear medical attire at all times. Students must furnish their own uniforms.

All students must provide BLS, OSHA, HIV, and HIPPA seminar completion forms in order to participate in the clinical rotations.

Students must complete 90 hours of clinical practice.

*General Education Component (see page 117)

**This course has prerequisites; check course descriptions.

CERTIFICATE PROGRAMS

- (AC) AutoCAD, C**
- (CSS) Call Center / Customer Services, C**
- (CE) Clinical Echocardiography, C**
- (DA) Dental Assistant, C**
- (ESL) English as a Second Language, C**
 - Basic Level**
 - Intermediate Level**
 - High Intermediate Level**
- (NA) Nursing Assisting/Home Health Aide, C**
- (PCT) Patient Care Technician, C**
- (PN) Practical Nursing, C**



AutoCAD, Certificate

The students will use the AutoCAD software to take an idea from concept to product in various engineering disciplines including mechanical, architectural, civil, pipe and electronics. Topics covered include: AutoCAD tools, 2D commands, and introduction to 3D modeling, isometric drawing, and creating slideshows. Extensive coverage of dimensioning and GD&T will also be covered. FNC awards a certificate upon completion of the program.

GRADUATION REQUIREMENTS (A MINIMUM OF 16 CREDITS)

General Education Requirements

COMMUNICATIONS (3 CREDITS)

		Credit Hours
TDR 0302	Technical English For AutoCAD	2

COMPUTERS (16 CREDITS)

TDR 0000	Basic Computer Skills for AutoCAD	2
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CORE REQUIREMENTS (12 CREDITS)

TDR 1100	Introduction to Technical Drawing	2
TDR 0351	Introduction to AutoCAD	2
TDR 0108	Precision and Efficiency with AutoCAD	2
TDR 0353	Dimensioning and Plotting with AutoCAD	2
TDR 0109	Advanced Drafting	2
TDR 0355	Three Dimensional Design	2



Call Center / Customer Services (CSS), Certificate

This program provides a basic knowledge and hands-on practice in the skills required in a customer service/call center environment. The CSS Certificate prepares students for immediate employment in a customer service/call center environment. Florida National College awards a Certificate upon completion of the program.

GRADUATION REQUIREMENTS (A MINIMUM OF 14 CREDITS)

CGS 1030	Introduction to Information Technology	4
MGT 101	Call Center Operations	2
MGT 102	Customer Service Communications	4
MGT 103	Sales & Marketing In A Call Center	1
MGT 104	Professional Development	1
SPA 101	Spanish for Spanish Speakers I	2
	Total	14

Offered at Training Center



Dental Assistant (DA), Certificate

The purpose of this program is to prepare students for entry-level employment as dental assistants and dental auxiliaries. Graduates of this program may apply to take the Certified Dental Assistant Examination given by the Dental Assisting National Board. Graduates are eligible for employment as dental assistants with expanded functions and radiography skills. The college awards a certificate upon completion of the program.

GRADUATION REQUIREMENTS (A MINIMUM OF 18 CREDITS)

Required Courses

Course No.	Course Name	CREDIT HOURS
DEA 101	Introduction to Dental Assisting	1
DEA 104	Dental Materials	1
DEA 106	Dental Anatomy	2
DEA 108	Diet, Nutrition, and Oral Hygiene	1
DEA 110	Dental X-Ray	1
DEA 112	Front Office Procedures	1
DEA 114	Dental Office Emergencies	1
DEA 120	Preclinical Dental Assisting Procedures	2
DEA 122	Expanded Functions for Dental Assistant I	2
DEA 124	Expanded Functions for Dental Assistant II**	2
DEA 126	Clinical Externship**	4
CPR 001	CPR Seminar	0
HIV 004	HIV Seminar	0
PDT 005	PDT Seminar	0
Total		18

DENTAL CLASSES ARE OFFERED SIMULTANEOUSLY IN ENGLISH AND SPANISH.

Completing a course or program in a language other than English may reduce employability where English is required.
**DENTAL TECHNICIAN STUDENTS ARE REQUIRED TO WEAR A WHITE LABORATORY JACKET.
 STUDENTS MUST FURNISH THEIR OWN LABORATORY JACKETS, AND DENTAL SUPPLIES.**

All students must have liability insurance and dosimeters in order to participate in the clinical rotations.

**This course has prerequisites; check course description.



English as a Second Language (ESL), Certificate

Basic Level

This program is designed primarily to help students acquire conversational ability and basic functional skills in English. The program provides training in all four language areas: listening, speaking, reading, and writing. Before the student starts the program, an English Placement Test is given. FNC awards a certificate upon completion of the program. This program does not earn college credit.

GRADUATION REQUIREMENTS (A MINIMUM OF 18 CREDITS)

Required Courses

Course No.	Course Name	Credit Hours
ESL 001	Basic Speaking, Reading, & Writing Skills I-II	4.5
ESL 002	Basic Speaking, Reading, & Writing Skills III-IV	4.5
ESL 003	English Structural Patterns I - II	4.5
ESL 004	English Structural Patterns III-IV	4.5

Notes:

1. The ESL student is assigned into a program on the basis of a placement test. At the completion of an eight month program the student will be awarded a certificate of proficiency according to the level achieved, Basic, Intermediate, or High Intermediate.
2. Students who score beyond the Fourth (4th) Level are placed in the Intermediate Level.



English as a Second Language (ESL), Certificate

Intermediate Level

This program is designed for students who have achieved basic functional skills in ESL and have language as well as individual goals. The program provides training in the following language areas: listening, speaking, reading and writing. The courses offered in this program have no assigned sequence; therefore, they can be taken in any order. Prerequisite: ESL 004 or have scored beyond the Level 004 in the placement test.

GRADUATION REQUIREMENTS (A MINIMUM OF 18 CREDITS)

Required Courses

Course No.	Course Name	Credit Hours
ESL 005	English Structural Patterns	4.5
ESL 008	Reading and Writing about Relevant Everyday Topics I	4.5
ESL 009	Listening and Discussion for Advanced Students	4.5
ESL 011	Composition for Social Use	4.5
ESL 014	Authentic English in Context for Conversation	4.5
ESL 015	Conversation for Everyday Living	4.5

Notes:

1. The ESL student is assigned into a program on the basis of a placement test. At the completion of an eight month program the student will be awarded a certificate of proficiency according to the level achieved, Basic, Intermediate, or High Intermediate.
2. Students who complete the Intermediate Level may be encouraged to take the TABE diagnostic test for entry into a career program.



English as a Second Language (ESL), Certificate

High Intermediate Level

This program is designed for students who have already acquired an intermediate ESL command. Its purpose is to provide students with opportunities to enlarge their vocabulary and manage more complex grammatical structures, as well as develop strategies for communication useful in more formal linguistic contexts which demand higher and more efficient language management. The program provides training in the four language skills: listening, speaking, reading and writing. The courses offered in this program have no assigned sequence; therefore, they can be taken in any order.

Prerequisite: ESL Intermediate.

GRADUATION REQUIREMENTS (A MINIMUM OF 18 CREDITS)

Required Courses

Course No.	Course Name	Credit Hours
ESL 021	English Structural Patterns - Part II	4.5
ESL 022	Public Speaking Techniques	4.5
ESL 023	Listening and Discussion for Advanced Students II	4.5
ESL 024	Composition for Social Use II	4.5
ESL 025	Idioms in Context	4.5
ESL 026	Reading and Speaking about Real - Life Stories	4.5

Notes:

1. The ESL student is assigned into a program on the basis of a placement test. At the completion of an eight month program the student will be awarded a certificate of proficiency according to the level achieved, Basic, Intermediate, or High Intermediate.
2. Students who complete the High Intermediate Level may be encouraged to take the TABE diagnostic test for entry into a career program.



Nursing Assistant / Home Health Aide (NA) Certificate

This program is designed to provide the student with the basic skills and knowledge necessary for an entry-level position as a nursing assistant. The program gives: (a) competency in basic home health and patient care, and (b) proper training on how to function effectively as part of the nursing team. Program graduates, after successfully passing the State of Florida License examination, will be qualified for employment at hospitals, nursing homes, clinics or at any health care institution under the supervision of a licensed practical or registered nurse. FNC awards a certificate upon graduation.

GRADUATION REQUIREMENTS (A MINIMUM OF 15 CREDITS)

REQUIRED COURSES

Course No.	Course Name	Credit Hours
NUA 101	Introduction to Nursing Assisting	0.5
NUA 102	Medical Terminology	1.0
NUA 103	Anatomy and Physiology	1.0
NUA 105	Patient Care and Treatment**	2.0
NUA 106	Medical Emergencies**	1.5
NUA 115	Hospital Procedures	1.0
NUA 120	Home Health Care	2.5
NUA 125	Nursing Clinical Practice**	2.5
NUA 130	Externship	3.0
CPR 001	CPR Seminar	0.0
HIV 004	HIV Seminar	0.0
PDT 005	PDT Seminar	0.0
	TOTAL	15.0

Medical students are required to wear medical attire at all times. Students must furnish their own uniforms.

All students must have liability insurance in order to participate in the clinical rotations.

All students must provide BLS, OSHA, HIV, and HIPPA seminar completion forms in order to participate in the clinical rotations.

Students must complete 90 hours of clinical practice.

** This course has prerequisites; check course descriptions.

Patient Care Technician (PCT), Certificate

The purpose of this program is to prepare the student for an entry level position as patient care assistant. The program provides competency in the fundamentals of patient care and basic nursing skills, imparting the knowledge and skills required of home health aides, in addition to training in basic EKG and venipuncture. Graduates will be qualified for employment in hospitals, nursing homes, home health agencies, and other health services families. The college award a certificate upon completion of this program.

GRADUATION REQUIREMENTS (A MINIMUM OF 20 CREDITS)

Required Courses			Credit Hours
PCT	105	Fundamentals of Patient Care and Treatment	2
PCT	110	Medical Terminology	2
PCT	115	Anatomy and Physiology	2
PCT	120	Introduction to EKG	1
PCT	125	Phlebotomy and Injections	3
PCT	130	Hospital Procedures	2
PCT	145	Nursing Clinical Practices	2
PCT	150	Adult/Geriatric Care	2
PCT	200	Externship	4
Total			20
 SEMINARS			
CPR	001	Cardiopulmonary Resuscitation	0
HIV	004	HIV/AIDS	0
PDT	005	PDT Seminar	0

Medical students are required to wear medical attire at all times. Students must furnish their own uniforms.

All students must have liability insurance in order to participate in the clinical rotations.

All students must provide BLS, OSHA, HIV, and HIPPA seminar completion forms in order to participate in the clinical rotations.

Students must complete 120 hours of clinical practice.



Practical Nursing (PN), Certificate Program

The purpose of this program is to prepare the student for employment as a practical nurse by providing the theoretical knowledge and clinical competence to obtain licensure and the standard of professionalism necessary for the successful practice of nursing. The college awards a certificate upon the successful completion of the program.

GRADUATION REQUIREMENTS (A MINIMUM OF 45 CREDITS)

REQUIRED COURSES

Course	Course Name	Credits
PRN 0000C	Fundamentals of Practical Nursing	8
PRN 0020	Human Growth And Development	1
PRN 0022	Anatomy And Physiology And Medical Terminology	2
PRN 0030C	Pharmacology	2
PRN 0040	Community Health	1
PRN 0070	Nutrition And Diet	1
PRN 0100C	Maternity And Newborn Nursing	3
PRN 0110C	Pediatric Nursing	3
PRN 0380C	Medical-Surgical Nursing	8
PRN 0400	Practical Nursing Communications	1
PRN 0500	Gerontologic Nursing	1
PRN 0940C	Transition to Graduate	14
	Total	45

Nursing students are required to wear white medical attire and white shoes at all times. Students must furnish their own uniforms.

Program requirements are found on the next page.



PRACTICAL NURSING PROGRAM ADMISSION AND ACADEMIC REQUIREMENTS

I. Entrance Requirements:

1. Attend one of the general orientations scheduled.
2. Take the **TEAS** (Test of Essential Academic Skills) entrance exam.
Registration for the exam is completed directly with the school.
A picture ID is required to take the exam.
Cost: \$50 (non-refundable; payment can be made by cash, credit card or personal checks at the Bursar's Office). **Study guide:** "TEAS Pre-Test Study Manual (Reading, Mathematics, Science and English)" is available for purchase at the school's bookstore. **Length of the test:** Approximately 3 hours.
Retake: Maximum number of times the exam may be taken is 2 (\$50.00 each time). If the applicant obtained low scores for both tests, he/she can retake after six months.
3. **Transfer of transcript:** If a student took the TEAS from a different school, he/she must go online to "ati testing.com", click **online purchase**, then select **request TEAS transcript**, and then select **send transcript to FNC (Florida National College)**.
FNC will **not accept** printed test results handed by applicants.
FNC will only accept TEAS test results that were **taken within the last 6 months**.
4. The selected applicant will complete a program application form, submit 2 letters of reference and obtain a local police background check. One of the references should be academic or employment related. Family members **may not** complete a reference letter.
5. Successful candidates will be notified and will continue with the enrollment procedures.
6. The student nurse must provide FNC with the following documents:
 - a) Evidence of health records (immunization, health clearance).
 - b) Medical and liability insurance.

A FDLE (FLORIDA DEPARTMENT OF LAW ENFORCEMENT) criminal background check and drug test is performed on all Practical Nursing students. Clinical facilities may have other specific requirements for its use as a clinical site, and those requisites would be additional for the students assigned to that facility. Information and forms will be provided.

THERE IS NO TRANSFERABILITY OF CREDITS IN THIS PROGRAM

II. Scholastic standards to be met by the students in the nursing program

Practical Nursing is an intensive, full time program, which requires 1350 clock hours a year. Classes (lectures/clinical) can be held any day from Monday to Friday 4:00p.m.-10:00p.m. During weekends clinical hours are from 7:00 a.m.-7:00 p.m. Additionally, the student will need to dedicate at least 2-3 hours a day to study.

Students are required to meet the following standards in every course:

- Successfully meet all course objectives.
- Complete the theory portion of the course with a grade of 77% or better (C).
- Complete all exams and final exam in the theory portion of the course with 77% and above.
- Complete all required assignments.
- Complete all required clinical hours and obtain a satisfactory evaluation.
- Complete all skills test with a satisfactory evaluation.
- Pass all ATI evaluations.
- Pass all skills checks.
- Meets attendance standards of the Program.

A student receiving a failing unit exam grade or failing to meet clinical experience requirements will meet with the Program Director for advisement. Students must bring their performance to a satisfactory level within a specific time frame (determined by the Program Director) to remain in the program. At the end of the course, **a student receiving a failing grade must repeat the course**. He/She **may not continue** the program and will have to wait until the course is offered again. In addition, students must meet the College's standards of satisfactory academic progress as listed in the catalog.

III. Requirements for graduation

Students must:

- Successfully pass all courses with a minimum cumulative grade point average of 2.0 (C).
- Successfully meet all clinical hours required.
- Satisfy all financial obligations to the school.
- After graduation the student will qualify to take the NCLEX-PN exam. FNC will provide assistance to complete the application and to review for this exam.

IV. Diploma awarded

After completion of the program, the students will be awarded a Diploma in Practical Nursing.

V. Health Program for students

FNC does not provide health insurance for students. The college maintains an accident and injury policy to cover school related injuries or accidents not covered by the student's own insurance. The students need to provide their own liability insurance to cover clinical practice. A list of local health departments, clinics and insurance providers is available upon request.

Gordon Rule Requirements

The Gordon Rule requirement, State Board of Education Rule 6A-10.030, is comprised of two parts: communication and computation. The communication component requires that the student complete course work that involves substantial writing. The writing in such courses will be evaluated on effectiveness, organization, clarity, and coherence, as well as the grammar, punctuation, and usage of standard written English. The student must be provided feedback on the written work submitted.

In order to comply with the Gordon Rule, all students are required to demonstrate college-level writing skills in their required composition courses and any other courses designated as carrying writing credit. In all writing-credit courses, students should expect essay tests, in-class writing, and/or formal written presentation of material relevant to the content of the course. The word count has been eliminated.

The computation component requires that the student complete credits in certain mathematics or mathematics-related courses at or above the level of college algebra. Credits must be earned in courses with a mathematics prefix (typically courses offered by the mathematics department). Other credits may also be earned in certain mathematics or statistics courses.

The following courses satisfy the Gordon Rule requirements:

AMH	1010	American History to 1865	3
AMH	1020	American History 1865 - present	3
AML	1010	Survey of American Literature	3
AML	1631	Hispanic American Literature	3
ENC	1101	English Composition I	3
ENC	1102	English Composition II	3
HUM	1020	Humanities	3
HUM	1030	The Origins of Western Civilization	3
HUM	1510	Understanding Art	3
LIT	2330	Children's Literature	3
MAC	1105	College Algebra I	3
MAC	1107	College Algebra II	3
MTG	2204	Geometry	3
MUH	2011	Music Appreciation	3
PHI	1100	Logic	3
PHI	1600	Ethics	3
PHI	1010	Introduction to Philosophy	3
SPC	1017	Fundamentals of Oral Comm.	3
STA	2014	Intro. to Statistics	4

General Education/Liberal Arts Courses

The State of Florida requires every student earning a degree to complete what are called "general education" courses, providing a solid foundation for the academic program and for life-long learning.

Florida National College students, while pursuing a highly focused program, are required to satisfy the general education requirement. FNC believes that the general education courses help students acquire a base of academic skills and knowledge that is essential to developing the student as a whole person, and as a member of the greater community.

Requirements and options for the general education component are detailed in the FNC college catalog. A student must take general education courses every semester until the requirements are met.

ENGLISH / HUMANITIES / FINE ARTS		Credit Hours
AML 1010	Survey of American Literature	3
AML 1631	Hispanic American Literature	3
ENC 1101	English Composition I	3
ENC 1102	English Composition II	3
ENC 1133	Research Writing	1
ENC 2135	Research Writing II	2
ENC 2200	Business Communication	3
HUM 1020	Humanities	3
HUM 1030	Origins of Western Civilization	3
HUM 1510	Understanding Art	3
LIT 2330	Children's Literature	3
MUH 2011	Music Appreciation	3
PHI 1010	Introduction to Philosophy	3
PHI 1100	Logic	3
PHI 1600	Ethics	3
SPC 1017	Fundamentals of Oral Comm.	3



SOCIAL / BEHAVIORAL SCIENCES		Credit Hours
AMH 1010	American History to 1865	3
AMH 1020	History of U.S. from 1865 to present	3
CJJ 2002	Juvenile Delinquency I	3
DEP 2004	Human Growth and Development	3
ECO 2013	Principles of Macroeconomics	3
POS 2041	American Government and Politics	3
POS 2112	State & Local Government	3
PSY 1012	General Psychology	3
SYG 2000	Principles of Sociology	3
SYG 2430	Marriage and the Family	3

NATURAL SCIENCES / MATHEMATICS		Credit Hours
AST 1003C	Astronomy of the Solar System	3
BSC 1020 C	Human Biology	4
BSC 1081	Basic Anatomy & Physiology	3
BSC 1085C	Anatomy and Physiology I	4
BSC 1086C	Anatomy and Physiology II	4
CHM 1025	Introduction to Chemistry	3
CHM 1025L	Introduction to Chemistry Lab	1
ESC 1000	General Earth Science	3
MAC 1105	College Algebra I	3
MAC 1107	College Algebra II	3
MAC 1300	Calculus	3
MCB 2000C	Microbiology	3
MLT 1401C	Microbiology	5
MTG 2204	Geometry	3
PHY 1100 C	General Physics	3
STA 2014	Introduction to Statistics	4

Course Codes

Courses are designated according to the department in which they are offered. The following list of prefixes indicates the corresponding department:

ACG	Accounting
AMH	History
AML	American Literature
BSC	Biological Sciences
CEN, CDA, CGS, COP, CTS, DIG	Computer Sciences
CCJ, CJE, CJT	Criminal Justice
CHM	Chemistry
DEA	Dental Assistant
DEP	Human Growth & Development
DLT	Dental Laboratory Technician
ECO	Economics
EDF	Education
ENC	English
ESC	General Earth Science
ESL	English as a Second Language
GEB	General Business
HFT	Hospitality Management
HSC	Health Services
HUM	Humanities
LIT	Literature
MAC, MAT, MTG	Mathematics
MAN	Management
MAR	Marketing
MEA	Medical Assistant
MGT	Call Center Management
MLT	Medical Lab... Tech
MUH	Music Appreciation
NUA	Nursing Assistant/Home Health Aide
PAD	Public Administration
PCT	Patient Care Technician
PHI	Philosophy
PHY	Physics
PLA	Paralegal / Legal
POS	Political Science
PRN	Practical Nursing
PSY	Psychology
RET	Respiratory Therapy
RTE	Radiology
SON	Sonography
SPC	Speech Communications
SPN	Spanish
STA	Statistics
SYG	Sociology
TDR	AutoCAD
XRT	X-Ray

SCNS Course Conversion

The table below shows the conversion of the old course numbers and names to the new course numbers and names according to the Statewide Course Numbering System.

Old Course #	Old Course Name	Cr	New Course #	New Course Name	Cr
ACC 201	Principles of Accounting I	4	ACG 2003	Principles of Accounting I	3
			ACG 2003L	Principles of Accounting I Lab.	1
ACC 202	Principles of Accounting II	4	ACG 2004	Principles of Accounting II	3
			ACG 2004L	Principles of Accounting II Lab.	1
ACC 205	Computerized Accounting I	4	APA 2144	Computerized Accounting	3
ACC 210	Payroll Accounting	4	Deleted		
ACC 220	Income Tax Accounting	4	TAX 2000	Income Tax Accounting	3
ATC 101	Basic Computer Skills for AutoCAD	2	TDR 000C	Basic Computer Skills for AutoCAD	2
ATC 102	Introduction to Technical Drawing	2	TDR 1100C	Introduction to Technical Drawing	2
ATC 103	Introduction to AutoCAD	2	TDR 0351	Introduction to AutoCAD	2
ATC 104	Precision and Efficiency with AutoCAD	2	TDR 0108C	Precision and Efficiency with AutoCAD	2
ATC 105	Dimensioning and Plotting with AutoCAD	2	TDR 0353	Dimensioning and Plotting with AutoCAD	2
ATC 106	Advanced Drafting	2	TDR 0109	Advanced Drafting	2
ATC 107	Three Dimensional Design	2	TDR 0355	Three Dimensional Design	2
ATC 108	Technical English For AutoCAD	2	TDR 0302	Technical English For AutoCAD	2
BIO 101	Human Biology	3	BSC 1020 C	Human Biology	4
BIO 101 L	Human Biology Lab.	1			
BUS 200	International Business	3	GEB 2350	Introduction to Int'l Business	3
BUS 201	Principles of Business Mgt	3	MAN 2021	Principles of Business Mgt	3
BUS 221	Business Law	4	BUL 2131	Business Law	3
BUS 292	Business Ethics	3	GEB 2430	Bus. Ethics & Social Responsibility	3
CAP 106	Spreadsheet Application	3	CGS 1510C	Spreadsheet Application	3
CAP 107	Word Processing	3	CGS 1500C	Word Processing	3
CAP 109	Desktop Publishing	3	CGS 1580C	Desktop Publishing	3
CHM 101	Introductory of Chemistry	3	CHM 1025	Intro. To Chem.	3
CHM 101L	Introductory Chemistry Lab.	1	CHM 1025L	Intro. To Chem.	1
CCJ 101	Introduction to Criminal Justice	3	CJE 2005	Introduction to Criminal Justice	3
CCJ 102	Security and Law Enforcement	3	CJE 2000	Intro. to Sec. & Law Enforcement	3
CCJ 103	Intro. to the Court Sys. & Corrections	3	CJC 2000	Introductions to Corrections	3
CCJ 201	Criminology	3	CCJ 2001	Criminology	3
CCJ 202	Criminal Law	3	CJL 2100	Criminal Law	3
CCJ 203	Criminal Investigation	3	CJE 2600	Fund. of Criminal Investigation	3
CCJ 204	Juvenile Delinquency	3	CJJ 2002	Juvenile Delinquency I	3
CIS 102	Intro. to Information Tech.	4	CGS1030	Intro. to Information Tech.	4
CIS 110	SQL Server	4	CTS 2433C	SQL Server	4
CIS 260	Database Management System	4	CGS 2540C	Database Management System	4
CIS 265	Networking Infrastructure	4	CTS 2334C	Networking Infrastructure	4
CIS 266	Active Directory Service	4	CTS 2302C	Active Directory Service	4
CIS 270	Networking Essentials	3	CDA 2005C	Networking Essentials	3
CIS 275	Operating Systems	4	CGS 1560C	Operating Systems	4
CIS 276	Computer Repair I	4	CTS 2151C	Computer Repair I	4
CIS 277	Computer Repair II	3	CTS 2152C	Computer Repair II	3
CIS 278	Client Operating System	4	CTS 2300C	Client Operating System	4
CIS 288	Computer for Business	4	CGS 2104C	Computer for Business	4
CIS 295	Server installation, configuration & administration	4	CTS 2328C	Server installation, configuration & administration	4
COP 260	Visual Basic Programming (I)	4	COP 2010C	Visual Basic Programming (I)	4

COP 265	Visual Basic Programming (II)	4	COP 2011C	Visual Basic Programming (II)	4
COP 274	C++ Programming (I)	4	COP 1220C	C++ Programming (I)	4
COP 275	C++ Programming (II)	4	COP 2222C	C++ Programming (II)	4
CSA 104	NETWORK SECURITY	3	CIS 2354C	NETWORK SECURITY	3
CWD 107	Animation for www	3	CGS 2787C	Animation for www	3
CWD 120	Introduction to Web page Design	4	DIG 1100C	Introduction to Web page Design	4
CWD 121	Graphics Design for www (I)	3	CGS 1788C	Graphics Design for www (I)	3
CWD 122	Graphics Design for www (II)	3	CGS 1789C	Graphics Design for www (II)	3
CWD 123	Web Programming (I)	3	CGS 1820C	Web Programming (I)	3
CWD 124	Web Programming (II)	3	CGS 2821C	Web Programming (II)	3
CWD 201	Java Programming I	3	COP 1250C	Java Programming I	3
CWD 202	Java Programming II	3	COP 2805C	Java Programming II	3
CWD 205	Web Page Authoring Software	3	CGS 2786C	Web Page Authoring Software	3
DEP 200	Human Growth & Develop.	3	DEP 2004	Human Growth & Development	3
ECO 203	Principles of Microeconomics	3	ECO 2023	Principles of Microeconomics	3
ECO 204	Principles of Macroeconomics	3	ECO 2013	Principles of Macroeconomics	3
EDU 100	Introduction to Education	3	EDF 1005	Introduction to Education	3
EDU 102	Teaching Diverse Populations	3	EDF 2085	Teaching Diverse Populations	3
EDU 103	Technology in Education	3	CGS 1013	Technology in Education	3
EDU 104	Classroom Management	4	EDF 1030	Classroom Management	3
ENG 010	Basic Writing Skills	3	ENC 0010	Basic Writing Skills	3
ENG 012	College Reading Skills	3	REA 0010	College Reading Skills	3
ENG 100	Basic Grammar and Comp.	2	TDR 0302	Technical English for AutoCAD	3
ENG 101	English Composition I	3	ENC 1101	English Composition I	3
ENG 102	English Composition II	3	ENC 1102	English Composition II	3
ENG 105	Oral English Skills	3	SPC 1017	Fundamentals of Oral Comm.	3
ENG 150	Survey of American Lit.	3	AML 1010	Survey of Am. Lit I	3
ENG 154	Hispanic American Literature	3	AML 1631	Hispanic American Literature	3
ENG 210	Business Communications	3	ENC 2200	Business Communications	3
ENG 215	Children's Literature	3	LIT 2330	Children's Literature	3
GLY 100	General Earth Science	3	ESC 1000	General Ed. Earth Science	3
HIS 201	Am. His. To 1865	3	AMH 1010	Am. His. To 1865	3
HIS 202	Am. His. From 1865	3	AMH 1020	His. of the US from 1865-Pres.	3
HMT 150	Intro. to the Hosp. Industry	3	HFT 1000	Intro. to the Hosp. & Tourism Industry	3
HMT 175	Hotel/Motel Operation	3	HFT 1201	Mgt. in the Hospitality Industry	3
HMT 200	Front Office Oprtn/Housekeeping	3	HFT 2410	Front Office Oprtn/Housekeeping	3
HMT 220	Hospitality Food Management	3	HFT 2800	Food & Beverage Mgt	3
HUM 105	Humanities	3	HUM 1020	Humanities	3
HUM 106	The Origins of Western Civ.	3	HUM 1030	Origins of Western Civ.	3
HUM 108	Understanding Art	3	HUM 1510	Understanding Art	3
HUM 166	Music Appreciation	3	MUH 2011	Music Appreciation	3
LEA 100	Ethics & Professional Resp.	4		Need Course name & number	3
LEA 102	Introduction to Legal Writing	4	PLA 2104	Legal Research & Writing I	3
LEA 103	Legal Research	4	PLA 2114	Legal Research & Writing II	3
LEA 104	Civil Procedure	4	PLA 2201	Introduction to Civil Procedure	3
LEA 202	Introduction to Real Property	4	PLA 2610	Real Est. Principles, Practices, & Law	4
LEA 203	Wills, Trusts, & Estates	4	PLA 2600	Fund. of Wills, Trusts & Estates	3
LEA 204	Family Law	4	PLA 2800	Family Law & Practice	3
LEA 209	Torts	4	PLA 2273	Introduction to Torts	3
LEA 215	Criminal Procedure	4	PLA 2303	Criminal Law & Procedures	3
LEA 216	Creditor/Debtor Law Seminar	4	PLA 2460	Bankruptcy Law	3
LEA 221	Business Law	4		Contracts & Business Entities	3
MAR 201	Principles of Marketing	3	MAR 1011	Principles of Marketing	3
MAR 206	Salesmanship	3	MKA 2021	Salesmanship	3
MAR 202	International Marketing	3	MAR 2141	Introduction to International Marketing	3
MAT 097	Preparatory Algebra	3	MAT 0020	Preparatory Mathematics	3
MAT 098	Intermediate Algebra	3			
MAT 103	College Algebra	3	MAC 1105	College Algebra I	3
MAT 104	College Algebra II	3	MAC 1107	College Algebra II	3

MAT 150	Calculus	3	MAC 1300	Calculus	3
MAT 200	Geometry	3	MTG 2204	Geometry	3
MAT 230	Introduction to Statistics	4	STA 2014	Introduction to Statistics	4
MED 115	Medical Terminology	3	HSC 1531C	Medical Terminology	3
MED 116	Allied Health Fundamentals	3	HSC 1000C	Introduction to Health Care	3
MED 121	Anatomy And Physiology I	3	BCS 1085C	Anatomy And Physiology I	4
MED 123	Fund. of Anatomy & Physiology	3	BSC 1081	Basic Anatomy & Physiology	3
MED 125	Anatomy And Physiology II	3	BSC 1086C	Anatomy And Physiology II	4
MED 130	Medical Office Management	6	MEA 2304C	Medical Office Management	3
			MEA 2305C	Medical Office Procedures	3
MED 138	Medical Care	4	HSC 1230L	Patient Care Procedures	2
MED 150	Medical Examination Procedures	3	MEA 2226C	Examining room Procedures	3
MED 155	Medical Office Laboratory	2	MEA 2265C	Lab. Procedures	3
MED 168	Medical Coding And Insurance	3	MEA 2335C	Medical Insurance Coding and Billing	3
MED 175	Medical Billing And Collection	3			
MED 183	Medical Transcription	4	MEA 2315C	Medical Transcription	3
MED 220	Medications	2	HSC2149C	General Pharmacology for Health Professionals	3
MED 225	Phlebotomy and Injection	3	MEA 2266C	Lab. Procedures II	3
MED 230	Electrocardiography Clinic	4	MEA 2206C	Clinical Procedures	3
MED 257	Principles of Nutrition and Health Care	3	HSC 2577	Principles of Nutrition and Health Care	3
MED 260	Radiology for Medical Assisting	4	MEA 2258	Radiology for Medical Assisting	4
MED 250	Externship (90 Hrs)	0	MEA 2803	Clinical Externship	3
	NEW		HSC 2554C	Basic Principles of Disease	3
MLT 101	Introduction to Medical Laboratory Techniques	2	MLT 1000	Introduction To MLT	2
MLT 101L	Introduction to MLT Laboratory	1	MLT 1040L	Laboratory Specimens and Microscopy Labs	1
MLT 104	Urinalysis and Body Fluids	2	MLT 1255C	Urinalysis and Body Fluids	2
MLT 102	Hematology and Coagulation	3	MLT 1362C	Hematology and Coagulation	6
MLT 102L	Hematology and Coagulation Laboratory	2			
MLT 105	Clinical Microbiology	4	MLT 1401C	Microbiology	5
MLT 105L	Clinical Microbiology Laboratory	2			
MLT 103	Parasitology and Mycology	2	MLT 1440C	Parasitology and Mycology	2
MLT 103L	Parasitology and Mycology Laboratory	1			
MLT 107	Clinical Serology and Immunology	2	MLT 2500C	Immunology/Serology	3
MLT 107L	Clinical Serology and Immunology Laboratory	1			
MLT 109	Immunohematology	2	MLT 2525C	Immunohematology	4
MLT 109L	Immunohematology Laboratory	1			
MLT 108	Clinical Chemistry	4	MLT 2625C	Clinical Chemistry	7
MLT 108L	Clinical Chemistry Laboratory	2			
MLT 106	Clinical Practicum I	3	MLT 2808L	Urinalysis Practicum	3
MLT 110	Practicum II	3	Pending		3
MLT 111	Practicum III	3	MLT 2811L	Microbiology Practicum	3
MLT 113	Practicum V	3	MLT 2807L	Blood Bank Practicum	3
MST 110	Sonography Equipment Operation	3	SON 2616C	Sonography Equipment Operation	3
MST 120	Axial Anatomy I	3	SON 2140C	Axial Anatomy I	3
MST 121	Ethics and Law in Diagnostic Imaging	3	HSC 1642	Ethics and Law in Diagnostic Imaging	3
MST 130	Axial Anatomy II	3	SON 2141C	Small Parts Ultrasound	3
MST 150	Physics in Ultrasound	3	SON 2614C	Physics in Ultrasound	2
MST 155	Image Production in Ultrasound	3	SON 2110C	Image Production in Ultrasound	3
MST 180	Artifacts in Abdominal Ultrasound	1	SON 2117C	Artifacts in Ultrasound	1
MST 240	Abdominal Ultrasound	3	SON 2111C	Abdominal Ultrasound	3

MST 245	Abdominal Pathology	3	SON 2116C	Abdominal Pathology	3
MST 250	Gynecologic Ultrasound	3	SON 2121C	Obstetrics/Gynecology Ultrasound I	3
MST 255	Gynecologic Pathology	2	SON 2125C	Gynecology Pathology	2
MST 260	Obstetric Ultrasound	3	SON 2122C	Obstetrics/Gynecology Ultrasound II	3
MST 265	Obstetrics Pathology	3	SON 2126C	Obstetrics Pathology	3
MST 271	Small Parts Sonography	3	SON 2146C	Axial Anatomy II	3
MST 280	Externship (300 hours. Practice)	3	SON 2804C	Clinical Practicum in Ultrasound I	3
MST 281	Externship (300 hours. Practice)	3	SON 2814C	Clinical Practicum in Ultrasound II	3
MST 285	Clinical Practicum Journal (1080 Hrs. Practice)	0	SON 2955	Journal in Ultrasound Practice	0
PHI 101	Introduction to Philosophy	3	PHI 1010	Introduction to Philosophy	3
PHI 105	Logic	3	PHI 1100	Logic	3
PHI 120	Ethics	3	PHI 1600	Ethics	3
PHY 100	General Physics I	3	PHY 1100 C	General Physics I	3
PHY 101	General Physics II	3			
POL 210	American Government & Politics	3	POS 2041	Am. Government & Politics	3
POL 211	State and Local Government	3	POS 2112	State and Local Government	3
PSY 201	General Psychology	3	PSY 1012	General Psychology	3
PUB 201	Intro. to Public Administration	3	PAD 2002	Intro. to Public Administration	3
RES 100	Essentials of Research	1	ENC 1133	Research Writing	1
RES 200	Essentials of Research II	2	ENC 2135	Research Writing II	2
SOC 200	Principles of Sociology	3	SYG 2000	Principles of Sociology	3
SOC 201	Marriage and the Family	3	SYG 2430	Marriage and the Family	3
SPA 105	Introductory Spanish I	3	SPN 1340	Int. Spanish I for Span. Speakers	3
SPA 110	Introductory Spanish II	3	SPN 1341	Int. Spanish II	3
XRT 102	Radiation Protection	6	RTE2385C	Radiation Protection and Radiobiology	6
XRT 104	Equipment Operation	2	RTE2458C	Equipment Operation, Radiographic Related Physics and Quality Assurance	3
XRT 204	Image Production and Evaluation	7	RTE2418C	Image Production and Evaluation	7
XRT 205	Radiographic Procedures & Positioning	7	RTE1503C	Radiographic Procedures, Radiographic Positioning and Related Anatomy I	6
XRT 208	Radiation Physics and Radiobiology	2			
XRT 210	Radiographic Pathology	4	RTE2782C	Radiographic Pathology	3
XRT 212	Image Quality Assurance Laboratory	1			
XRT 217	Image Evaluation	2	RTE1513C	Radiographic Procedures, Radiographic Positioning and Related Anatomy II	4
XRT 219	Radiographic Positioning I	3			
XRT 223	Radiographic Positioning II	3	RTE2523C	Radiographic Procedures, Radiographic Positioning and Related Anatomy 3	4
XRT 230	Radiographic Clinical Practicum I	4	RTE2804C	Radiographic Clinic I	4
XRT 235	Radiographic Clinical Practicum II	4	RTE2814C	Radiographic Clinic II	4

Course Descriptions

Clock Hour to Credit Hour Equivalency

Course descriptions are shown in alphabetical order by course prefix. The total credit hours value of a course is figured by adding the number of lecture credit hours with half the Lab. credit hours. For example, 2 hrs. Lect., plus 4 hrs. Lab. comes to (2+[4:2]); that is, 4 credits for the course. (For credit hour and clock hour equivalency,

Note: 1000 course codes are freshman courses; 2000 course codes are sophomore courses; 3000 course codes are junior courses; and 4000 course codes are senior courses.

ACCOUNTING

ACG - 2003 PRINCIPLES OF ACCOUNTING 1 (3 credits)

An introduction to the basic principles of financial accounting with emphasis on basic accounting procedures such as the recording of transactions and the preparation of financial statements. Other topics include inventories, receivables, and cash. (3 hrs. Lect.) Co requisites: ACG-2003L

ACG - 2003 PRINCIPLES OF ACCOUNTING 1 Lab. (1 credit)

Provides the accounting student with support to achieve the objectives of ACG-2003. (2 hrs. Lab.) Co requisites: ACG-2003.

ACG - 2004 PRINCIPLES OF ACCOUNTING 2 (3 credits)

Accounting for owner's equity with emphasis on corporate financial statements. Other topics include plant assets, intangible assets, current and long-term liabilities. (3 hrs. Lect.) Prerequisite: ACG-2003. Co requisites: ACG-2004L

ACG - 2004L PRINCIPLES OF ACCOUNTING 2 Lab. (1 credit)

Provides the accounting student with support to achieve the objectives of ACG-2004. (2 hrs. Lab.) Co requisites: ACG-2004.

ACG-2071 MANAGERIAL ACCOUNTING (3 credits)

This course provides the student with the accounting education and training necessary to collect, prepare and analyze the objective data and subjective estimates used by management to conduct daily operations, plan future operations and develop overall business strategies. (3hrs. Lect.) Prerequisite: ACG -2003.

APA - 2144 COMPUTERIZED ACCOUNTING (3 credits)

Accounting application of electronic data processing including the preparation, interpretation and use of computer information in financial decision making. (3 hrs. Lect.) Prerequisites: ACG-2003 or ACG 2004

TAX - 2000 INCOME TAX ACCOUNTING (3 credits)

This course introduces students to Federal income tax fundamentals with emphasis on individual returns. Topics considered include gross income, capital gains and losses, deductions and exemptions, and tax credits. (3 hrs. Lect.)

AMERICAN HISTORY

AMH -1010 AMERICAN HISTORY TO 1865 (3 credits)

This course covers developments in American history from old world backgrounds through the civil war. (3 hrs. Lect.) This course serves to meet the Gordon Rule writing requirements.

AMH -1020 HISTORY OF THE U.S. FROM 1865 TO PRESENT (3 credits)

This course will cover the major events in the history of the united states of America since the end of the civil war (1861-1865) and the reconstruction period to the present. Students will examine U.S. history from several perspectives and will become familiar with the major economic, political and social events that led to our nation's growth, expansion and development into the world power that it is today. (3 hrs. Lect.) This course serves to meet the Gordon Rule writing requirements.

AMERICAN LITERATURE

AML - 1010 SURVEY OF AMERICAN LITERATURE I (3 credits)

A survey of major American writers from pre-colonial north America to the united states civil war. (3 hrs. Lect.) This course serves to meet the Gordon Rule writing requirements. (3 hrs. Lect.) Prerequisite: ENC 1101.

AML - 1631 HISPANIC AMERICAN LITERATURE (3 credits)

This course explores the relevance of Hispanic-American literature to contemporary culture. The course presents a wide variety of literature, from the chronicles of early Spanish explorers to contemporary poetry, short stories, novels and memoirs. We will explore the role of race and ethnicity in identity formation as a theme in contemporary Hispanic-American literature. (3 hrs. Lect.) This course serves to meet the Gordon Rule writing requirements. Prerequisite: ENC 1101.

AUTOCAD

TDR - 000 C BASIC COMPUTER SKILLS FOR AUTOCAD (2 credits)

This course provides the students an introduction to computer technology and concepts through instruction on the various uses of the computer, important accessories, networking principles, and covers key applications such as word processing, spreadsheets, and presentation applications.

TDR - 0108 C PRECISION AND EFFICIENCY WITH AUTOCAD (2 credits)

This course is designed to explain and teach the students the basic concepts and commands that allow a precise and efficient drawing in AutoCAD.

TDR - 0109 ADVANCED DRAFTING (2 credits)

This course is designed to explain and teach the students the AutoCAD commands used to draw and edit multilines and splines, as well as how to work with multiple drawings.

TDR - 1100 C INTRODUCTION TO TECHNICAL DRAWING (2 credits)

This course provides complete coverage of the drawing skills and knowledge that the students need for a successful career in drafting. Focusing on the graphic aspects of engineering and industrial technology, the course integrates key coverage of design and visualization for computer modeling with traditional technical drawing techniques.

TDR - 0302 TECHNICAL ENGLISH FOR AUTOCAD (2 credits)

This is an introductory English course for AutoCAD users. The emphasis of the course is basic vocabulary skills and terminology for AutoCAD and all its applications.

TDR - 0351 INTRODUCTION TO AUTOCAD (2 credits)

This course is an introduction to AutoCAD. It includes a quick tour of AutoCAD, the most important cad concepts, how to set up drawings in AutoCAD and starts to work with basic objects.

TDR - 0353 DIMENSIONING AND PLOTTING WITH AUTOCAD (2 credits)

This course is designed to explain and teach the students the basic concepts and commands that allow place and edit dimensions in a drawing as well as to perform calculations on that drawing using the AutoCAD features.

TDR - 0355 THREE DIMENSIONAL DESIGN (2 credits)

This course is designed to teach the students the AutoCAD commands used to manipulate 3d viewpoints, modeling 3d surfaces and create solid models.

BIOLOGICAL SCIENCES

BSC - 1020 C HUMAN BIOLOGY (4 credits)

The study of the structure and function of the cells and tissues, and the human body as a whole. Includes the integumentary, skeletal, muscular, circulatory, and respiratory systems. The Laboratory will be used for the macroscopic and microscopic study of the structures, and practical demonstration of some functions of these systems. (3 hrs. Lect., 2 hrs. Lab.)

BSC - 1081 BASIC ANATOMY AND PHYSIOLOGY (3 credits)

This course provides an introduction to various systems of the body and principles of the human physiology. The course will include the study of the human body as a whole and the study off all body systems. (3 hrs. Lect.)

BSC - 1085 C ANATOMY & PHYSIOLOGY I (4 credits)

An introduction to the study of human biology, including evolution, ecology, physiological regulations, nutrition, genetics, immune response, reproduction, development, aging and cancer. (3 hrs. Lect., 2 hrs. Lab.)

BSC - 1086 C ANATOMY & PHYSIOLOGY II (4 credits)

The study of the structure and function of the cells and tissues, and the human body as a whole. Includes the digestive, nervous, sensory, endocrine, urinary and reproductive systems. The Laboratory will be used for the macroscopic and microscopic study of structures, and practical demonstration of some functions of these systems. (3 hrs. Lect., 2 hrs. Lab.)

MCB - 2000 C MICROBIOLOGY (3 credits)

This course is an introduction to the classification of microorganisms, transmission of infections, culturing techniques, isolation techniques, equipment decontamination, personal hygiene, and their applications to patient care and sterilization and disinfection methods. (2 hrs. Lect., 2 hrs. Lab.)

BUSINESS LAW

BUL - 2131 BUSINESS LAW (3 credits)

This course presents the laws of business transactions. The course will introduce the student to business law through a comprehensive review of the general rules and concepts associated with business transactions, and application of them to factual situations. (3 hrs. Lect.)

CALCULUS

MAC - 1300 CALCULUS (3 credits)

This course introduces the students to some areas of calculus techniques. It will cover the following topics: limits and rates of change, derivatives and its applications, and integrals with its applications. (2 hrs. Lect., 2 hrs. Lab.) Prerequisites: MAC 1105.

CHEMISTRY

CHM - 1025 INTRODUCTION TO CHEMISTRY (3 credits)

This course presents the basic principles of chemistry including the concepts of the structure of atoms and molecules, chemical bonding, and properties of solutions. (3 hrs. Lect.) Prerequisites: MAC 1105.

CHM - 1025 L INTRODUCTION TO CHEMISTRY LABORATORY (1 credit)
Laboratory for CHM 1025. Laboratory fee. (2 hrs. Lab.) Prerequisites: CHM 1025 AND/OR MAC 1105.

COMPUTERS

CNT - 2000 C NETWORKING ESSENTIALS (3 credits)

The course gives an introduction to the field of computer networking, teaching the concepts and vocabulary of computer networking gaining hands-on experience in basic networking technology for local area networks (LANs), wide area networks (WANs) and the Internet. (2 hrs. Lect., 2 hrs. Lab.)
Prerequisite: CGS 1030

CTS - 2328 C SERVER INSTALLATION, CONFIGURATION & ADMINISTRATION (4 credits)

This course provides the students with the necessary skills to plan, install, and manage a server with Microsoft's Windows network operating system as well as how to perform day-to-day administrative tasks. (3 hrs. Lect., 2 hrs. Lab.) Prerequisite: CGS 1030

CGS - 1013 TECHNOLOGY IN EDUCATION (3 credits)

Educators will learn practical, theory-based strategies for incorporating the use of computers and the World Wide Web to enhance their curriculum and enrich their students learning experience. The course also includes the latest educational technologies and computer trends. Prerequisite: CGS 1030.

CGS - 1030 INTRODUCTION TO INFORMATION TECHNOLOGY (4 cr.)

This course is designed to present basic computer terminology and functions to those with no prior computer experience. This subject covers the basic data processing cycle, history of data processing, hardware components and functions, number systems, and files. In addition, the students receive an introduction to the use of the Internet. (4hrs. Lect.)

CGS - 1500 C WORD PROCESSING (3 credits)

This is a comprehensive course in the use of a word processor for microcomputers. The students will be prepared to apply the most widely used concepts, features and commands of a word processor. Programming concepts will be introduced. (2 hrs. Lect.; 2 hrs. Lab.) Prerequisite: CGS 1030

CGS - 1510 C SPREADSHEET APPLICATION (3 credits)

This is a comprehensive course in the use of a spreadsheet for microcomputers. The students will be prepared to apply the concepts, features and commands of a spreadsheet. Programming concepts will be introduced. (2 hrs. Lect.; 2 hrs. Lab.) Prerequisites: CGS 1030

CGS -1560 C OPERATING SYSTEMS (4 credits)

This course introduces the students to the most widely used operating systems including DOS, Microsoft Windows, Mac OS, UNIX, and Linux; making emphasis in Microsoft Windows OS. (3 hr Lect., 2 hrs. Lab.)

CGS - 1580 C DESKTOP PUBLISHING (3 credits)

This is a comprehensive course in the use of desktop publishing for microcomputers. The students will be prepared to apply the concepts, features and commands of desktop publishing. (2 hrs. Lect.; 2 hrs. Lab.) Prerequisites: CGS 1030

CGS - 1788 C GRAPHICS DESIGN FOR WWW (I) (3 credits)

This course is designed to teach students to use a bitmap editing software tool and graphics techniques to create visually attractive graphics and design techniques to create Web Pages. The course also provides the students the easiest way to create, optimize, and export interactive graphics in a single, web-centric environment. (2 hr Lect., 2 hr Lab.) Prerequisite: CGS 1030

CGS - 1789 C GRAPHICS DESIGN FOR WWW (II) (3 credits)

This course is designed to teach students how to use a vector graphics tool to create visually attractive graphics and design techniques to create Web Pages. The course also provides the students with the easiest way to create, optimize, and export interactive graphics in a single, web environment. (2 hr Lect., 2 hr Lab.) Prerequisite: CGS 1030

CGS - 1820 C WEB PROGRAMMING (I) (3 credits)

This course is designed to provide the students with instructions on how to create Web pages using Hyper-Text Markup Language (HTML). The course includes learning, organizing and exploring the power of HTML. (2 hr Lect., 2 hr Lab.) Prerequisite: CGS 1030

CGS - 2104C COMPUTER FOR BUSINESS (4 credits)

This course is designed to provide the students with an exposure to an automated accounting. The students will learn how to load, setup the system for a given Company, enter data, edit data and generate reports. (3 hrs. Lect., 2 hrs. Lab.) Prerequisite: CGS 1030

CGS - 2540 C DATABASE MANAGEMENT SYSTEM (4 credits)

This is a comprehensive course oriented to prepare the students in the use of a database management system to create and maintain databases, including querying databases and creating reports, forms, and combos as well as creating an application system using macros boxes. (3 hrs. Lect.; 2 hrs. Lab.) Prerequisite: CGS 1030

CGS - 2786 C WEB PAGE AUTHORIZING SOFTWARE (3 credits)

This course is designed to teach students how to use a professional Web Page Authoring Software for designing, coding, and developing websites, web pages, and web applications as well as how to work in a visual editing environment with helpful tools to enhance your web creation experience. (2 hr Lect., 2 hr Lab.) Prerequisite: CGS 1030

CGS - 2787 C ANIMATION FOR WWW (3 credits)

This course offers the students practical experience in designing and programming animated, multimedia presentations for the World Wide Web. Subjects covered will include bandwidth issues, scripting, sound, animation techniques and presentation formats. Students will participate in several projects each leading to a higher level of expertise. (2 hr Lect., 2 hr Lab.) Prerequisite: CGS 1030

CGS - 2821 C WEB PROGRAMMING (II) (3 credits)

This course is designed to provide the students with instructions on how to improve Web pages using scripting programming languages such as JavaScript. (2 hr Lect., 2 hr Lab.) Prerequisite: CGS 1820C

CNT - 2401 C NETWORK SECURITY (4 credits)

This course covers industry-wide topics, including communication security, infrastructure security, cryptography, access control, authentication, external attack and operational and organization security. Also prepare the students to pass the CompTIA Security+ Certification. Prerequisite: CGS 1030.

COP - 1220 C C++ PROGRAMMING (I) (4 credits)

This course gives the students the basic skills creating programs using the C++ programming language, and the opportunity to learn the fundamental concepts of software engineering as well as the basic programming control structures (3 hrs Lect., 2 hrs. Lab.) Prerequisite: CGS 1030, CGS 2540C

COP - 1250 C JAVA PROGRAMMING I (3 credits)

An introduction to Java applets, scripts and classes as well as some basic programming concepts. This course is intended for students without a programming background. (2 hr Lect., 2 hr Lab.) Prerequisite: CGS 1030

COP - 2010 C VISUAL BASIC PROGRAMMING (I) (4 credits)

This course will introduce students to the world of the Object-Oriented Programming using the Visual Basic programming language. It presents the Visual Basic environment, as well as an introduction to the methods and events used in programming, the principal interface controls, arithmetic expressions, loops and sequential files. (3 hr Lect., 2 hrs. Lab.) Prerequisite: CGS 1030, CGS 2540C

COP - 2011 C VISUAL BASIC PROGRAMMING (II) (4 credits)

This course offers a continuation of Visual Basic Programming I and completes the cycle of the basic knowledge of programming procedures. (3 hr Lect., 2 hrs. Lab.) Prerequisite: COP 2010C

COP - 2333 C ADVANCED PROGRAMMING (4 credits)

This course offers a continuation of Visual Basic Programming I & II. It is an advanced course in programming skills emphasizing programming with databases. (3 hr Lect., 2 hrs. Lab.) Prerequisite: COP 2010C, COP 2011C

COP - 2222 C C++ PROGRAMMING (II) (4 credits)

This course is a continuation of COP274 and gives the students the opportunity to continue improving his/her knowledge making analysis, design, implementation, testing, and debugging desktop application using visual C++ programming language. (3 hrs Lect., 2 hrs. Lab.) Prerequisite: COP 1220C

CTS - 2433 C SQL SERVER (4 credits)

This course provides the students with the skills necessary to create and manage databases, using the interactive tools provided by SQL Server Personal, Standard, and Enterprise Editions. (3 hrs. Lect., 2hr Lab.) Prerequisite: CGS 1030, CGS 2540C

COP - 2805 C JAVA PROGRAMMING II (3 credits)

Introduces advanced Java Programming Language and the fundamental concepts needed to access databases across the Internet. (2 hr Lect., 2 hr Lab.) Prerequisite: COP 1250C

CTS 2330 C CLIENT OPERATING SYSTEM (4 credits)

Using advanced features of Windows, students install and configure stand-alone stations and network clients. Students acquire experience in managing resources, monitoring usage, troubleshooting errors and optimizing performance. (2 hr Lect., 2 hr Lab.) Prerequisite: CGS 1030

CTS - 2302 C ACTIVE DIRECTORY SERVICE (4 credits)

This course begins with an introduction to AD and provides the students with the necessary skills in installation, deployment and migration, implementation, administration, and disaster recovery. (3 hrs. Lect., 2 hrs. Lab.) Prerequisite: CGS 1030

CTS - 2334 C NETWORKING INFRASTRUCTURE (4 credits)

This course provides the core foundation for installing, configuring and supporting a network infrastructure that uses the Microsoft's Windows Server. This infrastructure includes the DHCP, DNS, WINS, and RAS services. In addition, students will learn how to secure, manage, and troubleshoot a Windows Server network. (3 hrs. Lect., 2 hrs. Lab.) Prerequisite: CGS 1030

CTS - 2151 C COMPUTER REPAIR I (4 credits)

This course teaches installation, configuration, and the upgrading of computers, diagnosis and troubleshooting, safety and preventive maintenance. (3 hr Lect., 2 hrs. Lab.) Prerequisite: CGS 1030.

CTS - 2152 C COMPUTER REPAIR II (3 credits)

In this course the students will learn to install, configure, upgrade and repair an operating system with particular focus on managing the hardware configuration of the system. In addition to hands-on hardware maintenance for workstation, server and portable systems, students are introduced to issues surrounding business continuity and disaster recovery planning and the automation of ongoing maintenance and performance tuning of systems. The function, use and basic configuration of common networking components such as bridges, hubs, routers and firewalls is explained and demonstrated. Prerequisite: CTS 2151C

DIG - 1100 C INTRODUCTION TO WEB PAGE DESIGN (4 credits)

This course will help students plan and develop well-designed Web sites that combine effective navigation with the use of graphics, text, and color. Students enhance Web pages and gain a critical eye for evaluating Web site designs. The course also includes how to scan an image, record a sound and many other basic multimedia techniques. (3 hr Lect., 2 hrs. Lab.) Prerequisites: CGS 1030

CRIMINAL JUSTICE

CCJ - 2001 CRIMINOLOGY (3 credits)

This course presents a comprehensive survey of the world of criminology. (3 hrs. Lect.)

CCJ - 3011 JUVENILE JUSTICE (3 credits)

Examination of the causes and extent of juvenile delinquency. Special emphasis is given to the treatment of juveniles in the criminal justice system. (3 hrs. Lect.)

CCJ - 3461 COMMUNICATION SKILLS FOR THE CJ PROFESSIONAL (3 credits)

The development of interpersonal communication practices that can be effectively utilized, in a helping role and on the job, to improve interaction among employees and between the employees and the public. (3 hrs. Lect.)

CCJ - 4351 CORRECTIONAL OPERATIONS (3 credits)

This course focuses on the challenges correctional staff face in their critical role in the day-to-day operations of a correctional facility. (3 hrs. Lect.)

CCJ - 4487 ETHICS IN THE CJ SYSTEM (3 credits)

This course identifies and analyzes the diverse ethical issues encountered in the criminal justice system. Focus is placed on traditional ethical theories and their application to such topics as: discretion, use of force, misconduct, authority, and responsibilities. (3 hrs. Lect.)

CCJ - 4644 WHITE COLLAR CRIME (3 credits)

An examination of both individual criminality in the course of one's occupation and the crimes of formal organizations and corporations. Attention will be placed on the nature of the societal reaction to these upper-class illegalities. (3 hrs. Lect.)

CCJ - 4661 TERRORISM (3 credits)

Examines the nature and causes of terrorism and the national, regional, and global effects of particular terrorist groups focusing on their collective behavior and objectives. (3 hrs. Lect.)

CCJ - 4662 MINORITIES AND CRIME (3 credits)

Analysis of the demographic state of affairs in the criminal justice system. Designed to elicit discussion regarding the impacts of and on race, gender, sexual orientation, and ethnicity as they apply to the criminal justice field. (3 hrs. Lect.)

CCJ - 4700 RESEARCH METHODS FOR CJ (3 credits)

A study of basic methods used in criminal justice research. Emphasis on research designs, including the structuring of research designs and modes of observation. (3 hrs. Lect.) Prerequisite: STA 2014

CCJ - 4940 CRIMINAL JUSTICE INTERNSHIP (3 credits)

Students will gain field placement experience in a local, state, federal, or private sector public safety agency. Specific learning outcomes to be established in conjunction with placement agency. (3 hrs. Lect.)

CJL - 2100 CRIMINAL LAW (3 credits)

This course presents a comprehensive survey of the world of criminal law. It will allow the student of criminal justice or any field of law, order, and justice systems to have an understanding of the rules, laws, and legal regulations that categorize and gather up a group of conduct and behavior as a crime or label it as a criminal act. The student will have at the end of the course a foundation of the types of crimes and how these are regulated according to its basis for occurrence. (3 hrs. Lect.)

CJL - 3410 CRIMINAL PROCEDURE (cross-reference: PLA3308) (3 credits)

A case-law study of the Fourth through the Eighth Amendments of the Constitution, and their impact on the criminal justice process. (3 hrs. Lect.)

CJL - 4044 TORT LAW (cross-reference: PLA3274) (3 credits)

A case-law and legislative study of civil liability for damages caused by a breach of an imposed duty. Topics include: negligence, absolute liability, intentional torts, defamation, economic torts, products liability, and damages. (3 hrs. Lect.)

CJL - 4074 CORRECTIONAL LAW (3 credits)

An overview of the laws applicable to correctional institutions. (3 hrs. Lect.)

CJL - 4412 CRIMINAL LAW (cross-reference: PLA3304)

A case-law and legislative study of substantive criminal law. Focus will be on the elements of the major crimes, their defenses, and criminal sanctions. (3 hrs. Lect.)

CJJ - 2002 JUVENILE DELINQUENCY I (3 credits)

Examination of the problems, causes, and extent of juvenile delinquency; special emphasis will be given to the treatment of juvenile delinquency. (3 hrs. Lect.)

CCJ - 2940 CRIMINAL JUSTICE INTERNSHIP (3 credits)

This course provides students with the opportunity to survey the practical applications of classroom theories within the criminal justice profession. Students will be required to complete 96 hours of placement during an eight-week term; or two hours for every internship credit earned. Students will be placed in local, state, federal, or private criminal justice organizations, and will work under the immediate supervision the criminal justice department head. (3 hrs. Lect.)

CJC - 2000 INTRODUCTION TO CORRECTIONS (3 credits)

This course presents a comprehensive survey of the world of world of corrections. (3 hrs. Lect.)

CJC - 4163 COMMUNITY-BASED CORRECTIONS (3 credits)

Surveys community correctional programs, including diversion, probation, parole, and other community programs for criminal offenders. (3 hrs. Lect.)

CJE - 2000 INTRO.TO SECURITY AND LAW ENFORCEMENT (3 credits)

This course presents a comprehensive survey of the world of security and law enforcement. (3 hrs. Lect.)

CJE - 2005 INTRODUCTION TO CRIMINAL JUSTICE (3 credits)

This course presents a comprehensive survey of the diverse and rapidly expanding field of criminal justice. Emphasis is placed on understanding the dynamics of the field of criminal justice and critical thinking skills to prepare students to deal with situations and dilemmas encountered in this field. (3 hrs. Lect.)

CJE - 2600 FUNDAMENTALS OF CRIMINAL INVESTIGATION (3 credits)

To provide educational theory in the fundamentals of investigation, techniques of collection, preservation, and transportation of evidence. (3 hrs. Lect.)

CJE - 4144 PRIVATE SECURITY (3 credits)

Examines the role of private security in the prevention of crimes against the assets of formal organizations and their employees. (3 hrs. Lect.)

CJE - 4310 POLICE ADMINISTRATION (3 credits)

The integration of the concepts of supervision, administration, and management into the practical application of police administration. (3 hrs. Lect.)

CJE - 4710 CJ INTEGRATED CAPSTONE PROJECT (3 credits)

Students will demonstrate knowledge of concepts learned throughout program. The final project will include concepts related to: corrections, criminal law, criminal procedure, law enforcement, and plus areas of special interest. Students will conduct extensive research and apply real-world issues. (3 hrs. Lect.)

DENTAL ASSISTANT

DEA - 101 INTRODUCTION TO DENTAL PROFESSION (1 credit)

This course is designed to introduce the role and function of the dental assistant as a member of the health care delivery team. Topics include the history and development of dentistry; legal and ethical responsibilities; communication and interpersonal relationships; and concepts of wellness and disease.

DEA - 104 DENTAL MATERIALS (1 credit)

This course provides knowledge of composition, properties, reactions, clinical significance and application of materials commonly used in dentistry. Hands-on experience with equipment and materials will be provided in the campus Laboratory.

DEA - 106 DENTAL ANATOMY (2 credits)

This course introduces the dental assisting student to basic concepts of human anatomy and physiology, including structures of the oral cavity. Topics include primary and permanent dentition; nomenclature and tooth morphology; embryology and histology of the oral cavity; and an introduction to oral disease.

DEA - 108 DIET, NUTRITION, AND ORAL HYGIENE (1 credit)

This course is designed to introduce the dental assisting student to the theories and mechanisms of preventative dentistry. Content specific to the role of nutrition in oral health, patient education, disease processes and disease prevention is included.

DEA - 110 DENTAL X-RAY (1 credit)

This course covers the fundamentals of x-ray production; components of the x-ray machine; radiation safety; film positioning; darkroom procedures and technical factors. The Laboratory component gives the student an opportunity to develop proficiency in exposing diagnostically acceptable x-ray.

DEA - 112 FRONT OFFICE PROCEDURES (1 credit)

This course includes the elements of efficient office management, scheduling, personnel interactions, recall systems, insurance forms and procedures, resume and letter writing. The uses of computers in the dental office will also be covered.

DEA - 114 DENTAL OFFICE EMERGENCIAS (1 credit)

This course prepares the dental assisting student to recognize and manage medical emergencies in the dental office. The basic pharmacology of drugs commonly used in dentistry will be included.

DEA - 120 PRECLINICAL DENTAL ASSISTING PROCEDURES (2 credits)

This course introduces the dental assisting student to clinical skills and procedures. Topics include an introduction to the chair side assisting; patient assessment and data recording; safety and instrument and equipment used in the dental office. Principles of infection control and sterilization are included.

DEA - 122 EXPANDED FUNCTIONS FOR DENTAL ASSISTANT I (2 credits)

The two expanded function courses are designed to provide the dental assisting student with the knowledge and skills needed to satisfy requirements for certification in expanded functions as defined in the Florida State Dental Practice Act. Topics in the first course include the dental dam, matrix and wedge and coronal polish.

DEA - 124 EXPANDED FUNCTIONS FOR DENTAL ASSISTANT II (2 credits)

This course is a continuation of DEA 110. Topics include cavity liners, cement bases, suture removal, gingival retraction, enamel sealants and bleaching techniques. Prerequisite: DEA 122

DEA - 126 CLINICAL EXTERNSHIP (4 credits)

This course provides the student with practical experience in community dental offices under the supervision of faculty and dentists. Experiences include chair side assisting, dental office reception, radiography, and client instruction. The full range of office assisting duties is experienced. Student achievement is grades as "Pass / Fail." Proof of professional liability insurance is required. Prerequisite: DEA 120

DENTAL HYGEINE

DES - 1020 DENTAL ANATOMY (3 CREDITS)

This course studies the anatomy of the head and neck with emphasis on the maxilla, mandible, and related oral structures. The permanent and deciduous dentitions are discussed including morphology, function, occlusion, eruption, and numbering systems. The bones of the cranium, muscles, blood supply, nerves, lymphatic system, salivary glands, and tongue are identified and described. (2 hr. lab, 2 hr. lecture)

DES - 2100 DENTAL MATERIALS (2 CREDITS)

This course will provide the students knowledge on properties, manipulation, and care of materials used in the prevention and treatment of oral disease, as well as the study of physical, mechanical, chemical, and biological characteristics of materials. Also this course will include clinical application of dental materials and the relationship to the oral environment.

DES - 2100L DENTAL MATERIAL LAB (1 CREDIT)

This course teaches the lab component of elements of dental materials and covers materials used in the laboratory and clinical practice of dentistry.

DES - 2200 DENTAL RADIOLOGY (2 CREDITS)

This course will provide to the student with the fundamentals of radiological science as applied to dentistry will be presented. Special consideration will be given to radiation physics, hazards, biological effects, protection, and control methods. Also proper techniques for exposing, processing and mounting of radiographs are included.

DES - 2200 DENTAL RADIOLOGY LAB (1 CREDIT.)

This course will provide to the student with laboratory experiences in exposing, processing, mounting and evaluating diagnostic radiographs including digital radiographs.

DES - 2830C EXPANDED FUNCTIONS I (2 CREDITS)

This course will teach how to perform expanded functions as permitted by the Florida state board of dentistry. Included are the ethical and legal aspects of dentistry, applying sealants, making impressions for study casts, placing and removing rubber dam and matrices, applying cavity liners, varnishes and bases, and placing or removing temporary restorations. (1 hr. lect 1 Lab).

DES - 2831C EXPANDED FUNCTIONS II (2 CREDITS)

The course is designed to be a continuation of dental auxiliary Expanded Functions I. It will provide the basic knowledge necessary to perform the more complex expanded functions permitted by the rules and regulations of Florida state board of dentistry. (1 hr. lect. 1 Lab).

DES - 2840 PREVENTIVE DENTISTRY (2 CREDITS.)

This course is designed to prepare the dental hygiene student with a background in the etiology and progression of dental diseases. Topics include hard and soft deposits, stains, oral hygiene instructions, plaque indices, fluorides, sealants, tooth brushing techniques, flossing, dentifrices, mouth washes, oral hygiene aids, and the oral hygiene needs of special care patients. Nutrition as it relates to dental care is also included in this course. Emphasis is placed on personal and patient oral hygiene skills development.

DES - 2050 PAIN CONTROL AND DENTAL ANESTHESIA (1 CREDIT.)

This course will provide the students the use and pharmacokinetics of agents used in dentistry for local anesthesia and pain control.

DEH - 2130 ORAL HISTOLOGY AND EMBRYOLOGY (2 CREDITS)

This course will prove the students with the knowledge of the embryonic development of the face and oral cavity and the process of tooth development. Included is a study of the microscopic anatomy of the teeth and supporting structures.

DEH - 2300 DENTAL PHARMACOLOGY (2 CREDITS).

This course provides an understanding of the drugs commonly encountered in the dental office. The student will gain knowledge in the origin, physical and chemical properties, modes of administration and effects upon the body system.

DEH - 2002 PRECLINICAL DENTAL HYGIENE I (2 CREDITS)

This course is designed to instruct the students with the basic principles of dental hygiene practice. Lectures focus on diagnostic collection techniques, instrumentation, and methods of infection control.

DEH - 2002L PRECLINICAL DENTAL HYGIENE LAB. I (2 CREDITS)

This is a competency-based course designed for the practical application of the theory and techniques studied in DEH 2202. Practice is provided in the clinical laboratory on dental mannequins and then on peers.

DEH - 2800 CLINICAL DENTAL HYGIENE I (2 CREDITS).

This course will provide the students theoretical knowledge behind the process of oral risk assessment, dental hygiene diagnosis, treatment planning, and implementation in individualized patient care. The students will be introduced to advanced periodontal assessment and charting, basic root planning, instrument sharpening and the interpretation of radiographic findings. Identification and special management techniques for the anxious, mentally challenged, child, pregnant and victims of abuse are introduced.

DEH - 2800L CLINICAL DENTAL HYGIENE I CLINIC (3 CREDITS).

Students will begin patient care procedures on relatively non-complex patients in a closely monitored clinical environment. They will apply clinic policies, safety practices, assessment procedures, radiographic techniques, instrumentation, stain removal and the application of fluorides learned in pre-clinical courses to create individualized care plans. New skills on advanced techniques will be attained in patient education, treatment planning, root detoxification, periodontal assessment and recording, instrument sharpening, debridement techniques inclusive of cleaning dental prosthesis, stain removal and application of preventive adjunctive products.

DEH - 2802 CLINICAL DENTAL HYGIENE II (3 CREDITS).

This course is a continuation of the practical application of the competencies and skills acquired in DEH 2800 Dental Hygiene Clinical I. in this course will include topics on: ultrasonic instrumentation, air polishing, plaque indices, and scoring methods.

DEH - 2802L CLINICAL DENTAL HYGIENE II CLINIC (3 CREDITS).

This course is the laboratory portion of DEH 2802. This course will require hands on experience with specified numbers of patients and procedures. An emphasis on the development of basic patient care and education techniques is included.

DEH - 2602 PERIOTOLOGY (2 CREDITS)

This course will provide the students the knowledge of the etiology, clinical manifestations, prognosis and treatment of periodontal disease. Periodontal examinations, treatment planning and the Dental Hygienists role in periodontal therapy are emphasized.

DEH - 2602L PERIOTOLOGY LAB (2 CREDIT)

This course will provide the students the knowledge and skills to apply non-surgical periodontal therapies and equipment available in the treatment of periodontal disease, periodontal examination, treatment planning, and the Dental Hygienist's role in periodontal therapy are emphasized through clinical application.

DEH - 2400 GENERAL AND ORAL PATHOLOGY (2 CREDITS).

This course will instruct the students on the general pathology and its relation with the structures locate in the oral cavity, as well as the study and recognition of pathological conditions of the structures of the oral cavity.

DEH - 2701 COMMUNITY DENTAL HEALTH (2 CREDITS).

This course will provide to the students the basic concepts of community dental health. Will describe the methods used to measure dental disease in a population and the process used to plan a community intervention program designed to improve oral health. Effective preventive treatment programs will be discussed and the methods used to evaluate effectiveness will be explained.

DEH - 2701L COMMUNITY DENTAL HEALTH LAB. (1 CREDIT).

In this course the students will apply public health/health education principles by designing and presenting dental health education projects to various audiences. Emphasis is placed on students interacting with a variety of groups which may include public school students (grades k-12), nursing home residents, health fair participants, mentally and physically handicapped children and head start children.

DEH - 2804 L CLINICAL DENTAL HYGIENE III CLINIC (4 CREDITS)

In this course the students will be able to apply more complex dental hygiene prophylactic procedures applied on DEH 2802L, DEH 2802, DEH 2800L, and DEH 2800 . Emphasis on advanced techniques such as root planning, ultrasonic, air abrasive techniques, sub-gingival irrigation, and antimicrobials will be covered in this course. Dental hygiene treatment of advanced periodontal patients will be introduced. Methods for case documentation and nutritional counseling will be presented.

DEH - 2806 CLINICAL DENTAL HYGIENE IV (2 CREDITS)

In this course, lectures focus on ethics, jurisprudence, and legal concerns which are relevant to clinical practice are going to be provide to the students. Review of case studies will be emphasized in this course.

DEH - 2806 L CLINICAL DENTAL HYGIENE IV CLINIC (4 CREDITS)

In this course the students will apply techniques to provide advanced dental health care. The students will develops clinical proficiency and expertise in the exit-level tasks essential for the practice of preventive dental hygiene care in accordance with the Florida state dental practice act. Mastery of advanced clinical skills and efficient time utilization will reinforce the student's confident, competence, and ability to self evaluate.

DENTAL LABORATORY TECHNOLOGY

DLT - 101 INTRODUCTION TO PROSTHODONTIC TECHNIQUES (1 credit)

Definition of prosthesis, dental technology, safety regulations, professional ethics, and professional appearance. Ethics as defined by the American Dental Association code of ethics, code of the National Association of Certified Dental Laboratory, dental laws, illegal practice and the relationship to dental practice. The history of dentistry and the dental Laboratory, professional relations, work authorization and prescriptions. (2 hrs. Lab.)

DLT - 111 INTRODUCTION TO FULL DENTURES (1 credit)

Theory and practical information needed before a full denture can be constructed. Objectives, terminology and classification. (2 hrs. Lab.) Prerequisite: DLT 130.

DLT - 112 FULL DENTURES CLINIC (6 credits)

Construction of full dentures, from the impression to the finalizing procedures preparatory to delivery to the dentist, preliminary impressions and casts, custom impression, master casts, base plates, occlusion rims, articulator movements, mounting casts, central bearing devices, artificial tooth arrangement, festooning, flasking, packing, processing and recovery, selective grinding and milling, polishing, clinical remounts, vacuum and pressure forming machines, refitting complete dentures, repairs, immediate dentures, temporary splint, acrylic jackets, Hanau balance denture, and partial acrylic denture. (5 hrs. lect., 2 hrs. Lab.) Prerequisite: DLT 111.

DLT - 115 INTRODUCTION TO PARTIAL DENTURES (1 credit)

Theory and practical information needed before a removable partial denture can be constructed. Objectives, terminology and classification. (1 hr. lect.) Prerequisite: DLT 112, DLT 140.

DLT - 117 PARTIAL DENTURES MATERIALS (1 credit)

Use of waxes, plastic patterns, plaster, stones, refractory materials, investment, gold and various alloys. (2 hrs. lect.) Prerequisite: DLT 115.

DLT - 120 PARTIAL DENTURES CLINIC (6 credits)

Construction of partial removable dentures with emphasis on surveying and designing production of the refractory cast, pattern construction, spruing and investing, casting. Finishing: Grinding and polishing, artificial tooth arrangement, flasking, processing and finishing, removable partial dentures, removable partial dentures relines, removable partial denture repairs. (5 hrs. lect.; 2 hrs. Lab.) Prerequisite: DLT 150.

DLT - 125 DENTAL ANATOMY I (1 credit)

A study of the dental anatomy including the maxilla, mandible, and temporomandibular joint. This course also includes the relationship of the tooth to its supporting structure, classification of occlusion, and articulation of the teeth. (1 hr. lect.)

DLT - 130 FULL DENTURES MATERIALS (1 credit)

An introduction to dental materials, techniques for handling, preparation and storage and the proper manipulation and application of materials; including gypsum products, impression materials, waxes, denture base resins, tinfoil substitutes, dental porcelain, abrasives and polishing agents, gold alloys non-precious alloys, fluxes, artificial teeth, pontics, baking. (1 hr. lect.) Prerequisite: DLT 101.

DLT - 140 FULL DENTURES CLINIC II (2 credits)

This course is a completion of the DLT 112, to reinforce and complete the manual skills in the construction of full dentures. (4 hrs. Lab.) Prerequisite: DLT 112.

DLT - 145 SPECIAL PROSTHESIS (3 credits)

Repairs, relines and immediate dentures. (3 hr. lect.) Prerequisite: DLT 140.

DLT - 150 PARTIAL DENTURES DESIGN AND SURVEY (5 credits)

Usage and rules of dental surveyor and functional design of all the structures as part of a cast metal partial denture, with emphasis on aesthetics, mastication forces, and practical procedures for the elaboration of RPD. (3 hrs. lect., 4 hrs. Lab.) Prerequisite: DLT 117.

DLT - 155 PARTIAL DENTURES CLINIC II (2 credits)

This course is a completion of the DLT 120, to reinforce the knowledge and manual skills in the construction of partial dentures. (1 hr. lect., 2 hrs. Lab.) Prerequisite: DLT 120.

DLT - 205 INTRODUCTION TO CROWN AND BRIDGE (1 credit)

Procedures required to construct cast metal restoration, which are cemented to teeth. Definitions, types of restorations, terminology, classification, design and planning. (1 hr. lect.) Prerequisite: DLT 230.

DLT - 215 INTRODUCTION TO PORCELAIN (1 credit)

An introduction to porcelain including the fusing of porcelain to precious and non-precious metals. The correct waxing techniques for waxing copings for full coverage porcelain and porcelain veneers. (1 hr. lect.) Prerequisite: DLT 250

DLT - 217 VACUUM PORCELAIN PROCEDURES (1 credit)

Procedures and materials for usage of the vacuum porcelain furnace. (1 hr. lect.) Prerequisite: DLT 255.

DLT - 218 FULL PORCELAIN CROWN AND BRIDGE CLINIC (7 credits)

The construction of veneer crowns and bridges. Porcelain-to-metal techniques. (6 hrs. lect.; 2 hrs. Lab.) Prerequisite: DLT 217.

DLT - 225 DENTAL ANATOMY II (1 credit)

Introduction and knowledge of all anatomical names involved in the field of dental morphology. Diagrams and sketches of shapes and surface of teeth and related areas. (1 hr. lect.) Prerequisite: DLT 125.

DLT - 230 PKT WAXING AND CARVING SYSTEM (4 credits)
Principles of occlusion and specialized terminology. Reconstruction of occlusal surfaces applying waxing and carving techniques on tooth numbers one through thirty-two (1- 32) (2 hrs. lect.; 4 hrs. Lab.) Prerequisite: DLT 225.

DLT - 235 CROWN AND BRIDGE MATERIALS (1 credit)
Use of special and improved plasters or stones, carving waxes, hi-heat gypsum based investments and gold alloys. (1 hr. lect.) Prerequisite: DLT 205.

DLT - 240 CONSTRUCTION AND DESIGN OF WORKING CAST AND DIES (2 credits)
The construction and design of working models; cover, all the possible methods and procedures of model segmentation, from the basic manual pinning pindex and forma-tracks systems. (2 hrs. lect.) Prerequisite: DLT 235.

DLT - 245 INTRODUCTION TO MARGINAL DESIGN (1 credit)
The detection of different types of marginal designs and the proper procedures to ditch and carve the re-designed cervical areas. (1 hr. lect.) Prerequisite: DLT 240.

DLT - 250 CROWN AND BRIDGE CLINIC (5 credits)
The technical procedures required in the construction of fixed bridges. The working cast, dies and articulation, occlusal relationship of teeth, spruing the pattern, investing and burnout, casting, pickling, finishing and polishing, plastic veneer crowns, soldering, suggested prescriptions, and aptitude and comprehension test. (2 hrs. lect.; 6 hrs. Lab.) Prerequisite: DLT 245.

DLT - 255 PORCELAIN CROWN AND BRIDGE MATERIALS (2 credits)
Use of different types of dipping and carving waxes, hi-heat phosphate bonded refractory and investing materials, alloys and ceramic restorative materials. (2 hrs. Lab) Prerequisite: DLT 215.

DLT - 260 GLAZING, STAINING & CHARACTERIZATION TECHNIQUES (2 credits)
Procedures and materials pertaining to the glazing, staining, and characterization of dental ceramic restorations. (2 hrs. Lab)

DLT - 265 SPECIAL C/B AND PORCELAIN PROSTHESIS (2 credits)
The construction of advanced porcelain restorations like metal less crowns and laminates. (2 hrs. lect.) Prerequisite: DLT 260.

DLT - 270 ORGANIZING A COMMERCIAL DENTAL LAB. (1 credit)
Outlines the steps in setting up a dental Lab. Taught by a dental Lab. owner and technician, this course encourages the dental student to develop his own successful business. (1 hr. lect.)

HUMAN DEVELOPMENT

DEP – 2004 HUMAN GROWTH AND DEVELOPMENT (3 credits)
The course focuses on the nature of human behavior as a dynamic developmental phenomenon. While the emphasis is psychological, an understanding of the physical aspects of development and their social implications is included. Observation and written analysis of principles of learning involved in human development are required. The course meets teacher certification requirements in the area of psychological foundations. (3 hrs. Lect.)

EARTH SCIENCE

ESC - 1000 GENERAL EDUCATION EARTH SCIENCE (3 credits)

This course covers selected concepts and principles of earth science taken from the areas of astronomy, geology, meteorology and oceanography. Topics include plate tectonics, formation and structure of rocks, minerals and gemstones, as well as the forces that shape the planet. (3 hrs. Lect.)

ECHOCARDIOGRAPHY

ECH - 101 ANATOMY AND PHYSIOLOGY OF THE HEART (6 credits)

This course is designed to give the student an intense, practical and detailed instruction of the Anatomy and Physiology of the Cardiovascular System, with special emphasis in the Heart and its representation in Electrocardiography and Echocardiography procedures using 2 D, M-Mode and Color Flow Doppler. (3.75 Hr Lecture, 1 Hr Lab.)

ECH - 102 PATHOPHYSIOLOGY OF THE HEART AND RELATED STRUCTURES (6cr)

This course is designed to give the student an intense, practical and detailed instruction of the Anatomical and Physiological changes of the Cardiovascular System, with special emphasis in the Heart on stage of illness, and its representation in Electrocardiography and Echocardiography procedures using 2 D, M-Mode and Color Flow Doppler. (3.75 Hr Lecture, 1 Hr Lab.)

ECONOMICS

ECO - 2013 PRINCIPLES OF MACROECONOMICS (3 credits)

This course presents aggregate supply and aggregate demand, macro equilibrium, fiscal and monetary policies and the impact of both on the public debt and on international trade. (3 hrs. Lect.)

ECO - 2023 PRINCIPLES OF MICROECONOMICS (3 credits)

This course presents the tools for economic analysis, the mechanisms for the determining prices in different market conditions, and the theory of production and distribution. (3 hrs. Lect.)

EDUCATION

EDF - 1005 INTRODUCTION TO EDUCATION (3 credits)

This course will cover the principles of education, placing emphasis on the philosophical, social, and historical essentials shaping the public education system in the United States. Students will explore different educational philosophies and their implications. This class has a 10-hour mandatory field experience component. Students must complete these hours in order to successfully pass the course. (3 hrs. Lect.)

EDF - 1030 CLASSROOM MANAGEMENT (3 credits)

This course provides preservice teachers with the basic skills of classroom discipline designed to equip them with strategies for managing the learners, the environment and academic tasks, so that all pupils' opportunities for psychological and cognitive growth are enhanced. This class has a 10-hour mandatory field experience component. Students must complete these hours in order to successfully pass the course. (3 hrs. Lect.) Prerequisites: EDF 1005

EDF - 2085 TEACHING DIVERSE POPULATIONS (3 credits)

This course will explore the issues of diversity in our student population. It will focus on both theory and practical knowledge. This class has a 10-hour mandatory field experience component. Students must complete these hours in order to successfully pass the course. (3 hrs. Lect.) Prerequisites: EDF 1005

ENGLISH

ENC - 0010 BASIC WRITING SKILLS (3 credits)

This course is designed to improve writing skills through exercises in basic grammar, spelling, mechanics, sentence structure, and paragraph structure. (2 hrs. Lect., 2 hrs. Lab.) Prerequisites: a score of less than 10 on the TABE test. Students taking a remedial course will be unable to complete their program of study in the number of semesters specified in the program section of the catalog. Remedial courses are not creditable.

ENC - 1101 ENGLISH COMPOSITION I (3 credits)

This course is an introduction to college level writing, offering freshmen students training in the techniques and skills required to write unified, coherent paragraphs and essays and in the use of library and electronic formats as a source of reference. Students receive instruction on the principles, practice and skills of argumentation and critical reading and thinking. (3 hrs. Lect.) Prerequisites: Achievement of Level 10 on TABE or ENC 0010 / REA 0010. This course serves to meet the Gordon Rule writing requirements.

ENC - 1102 ENGLISH COMPOSITION II (3 credits)

Students will apply and refine their writing skills in various types of writing such as persuasive writing, argumentative writing, comparison and contrast writing, research papers, expository writing, writing about literature, and creative writing. (3 hrs. Lect.) Prerequisites: ENC 1101. This course serves to meet the Gordon Rule writing requirements.

ENC - 1133 RESEARCH WRITING (1 credit)

This course is concerned with increasing the proficiency in effective methods of library research and in writing the documented essay. (1 hrs. Lect.) Prerequisites: ENC 1101.

ENC - 2135 RESEARCH WRITING II (2 credits)

This course will provide the student with the application of advanced research methods and technologies. It involves heavy use of the library and the electronic resources located therein. The student is expected to produce an extended research project. (2 hrs. Lect.) Prerequisites: ENC 1101.

ENC - 2200 BUSINESS COMMUNICATIONS (3 credits)

This is an English composition course geared toward the needs of students in business-oriented careers. Emphasis will be placed on letter writing in the business environment, using correct and effective language, form, and strategies. (3 hrs. Lect.) Prerequisites: ENC 1101. This course serves to meet the Gordon Rule writing requirements.

ENGLISH AS A SECOND LANGUAGE

ESL - 001 BASIC SPEAKING, READING AND WRITING SKILLS I, II (4.5 credits)

This course is designed to present the fundamentals of the English language to beginners. Simple and complex affirmative, negative, and interrogative statements are presented in this program using present, past, and future tenses. Prerequisite: Placement Test.

ESL - 002 BASIC SPEAKING, READING AND WRITING SKILLS II, III (4.5 credits)

This second part of the basic level reinforces the beginner's elementary knowledge to use new forms of the language to communicate in everyday situations. Prerequisite: ESL 001 or Placement Test

ESL - 003 ENGLISH STRUCTURAL PATTERNS I, II, (4.5 credits)

This course is designed to prepare students to communicate in real life situations and places, such as, restaurants, job interviews, emergencies, and accidents among other communicative functions they will need to use in their everyday lives. More complex grammatical patterns introduced in this course will help students achieve this goal.

Prerequisite: ESL 002 or Placement Test

ESL - 004 ENGLISH STRUCTURAL PATTERNS III, IV, (4.5 credits)

This course will reinforce and expand students' knowledge of previously learned structural patterns. It will enable students to recognize, use, and produce more complex patterns in oral and written contexts.

Prerequisite: ESL 003 or Placement Test

ESL - 005 ENGLISH STRUCTURAL PATTERNS I (4.5 credits)

Abridged biographies, personal experiences, and travel books will provide material for language skills at a higher level. Practice with the compound sentences, the multi-paragraph, the dialogue, and the short essay will enable the student to achieve the goals of this course. Prerequisite: ESL 004 or Placement Test

ESL - 008 READING AND WRITING ABOUT RELEVANT EVERYDAY TOPICS I (4.5 credits)

Readings that deal with real people, places, ideas, and events will provide material for language skills at an intermediate level. Prerequisite: ESL 004

ESL - 009 LISTENING AND DISCUSSION FOR ADVANCED STUDENTS I (4.5 cr.)

This course uses a variety of authentic intermediate recordings from live radio to provide material for extensive practice in listening skills and strategies, while also stimulating and guiding discussion on relevant subjects and issues. It also sets the stage for lively and productive work in class. Prerequisite: ESL 004

ESL - 011 COMPOSITION FOR SOCIAL USE I (4.5 credits)

This course uses a variety of authentic and intermediate recordings to provide materials for extensive practice in reading and writing skills and strategies, while also stimulating and guiding discussion on relevant subjects and issues. Prerequisite: ESL 004

ESL - 014 AUTHENTIC ENGLISH IN CONTEXT FOR CONVERSATION (4.5 cr.)

Listening materials based on recordings of real people in four contexts: in person, on the phone, on the air, and in class, will provide an adequate environment for students to learn to cope with natural spoken English. Prerequisite: ESL 004

ESL - 015 CONVERSATION FOR EVERYDAY LIVING (4.5 credits)

This course deals with conversations on subject matters such as work activities, recreation, shopping, food and health, money, sports, justice, and love with increasing fluency and vocabulary. Prerequisite: ESL 004

ESL - 021 ENGLISH STRUCTURAL PATTERNS – PART II (4.5 credits)

This is a higher communicative course that centers on the acquisition of complex grammar structures through practice in the four language skills. This course is the second part of a course that is taught in the intermediate level. Prerequisite: ESL Intermediate

ESL - 022 PUBLIC SPEAKING TECHNIQUES (4.5 credits)

Students will learn to overcome communication apprehension by engaging in activities that enhance self-confidence in public speaking. The course includes, but is not limited to, presentations and role playing in the fields of news casting, sales demonstrations, giving instructions, exchanging home recipes and creating commercials. Prerequisite: ESL Intermediate

ESL - 023 LISTENING AND DISCUSSION FOR ADVANCED STUDENTS II (4.5 cr.)

This course uses a variety of authentic high intermediate recordings from live radio to provide material for extensive practice in listening skills and strategies, while also stimulating and guiding discussion on relevant subjects and issues. It also sets the stage for lively and productive work in class, helping students enlarge their vocabulary. Prerequisite: ESL Intermediate

ESL - 024 COMPOSITION FOR SOCIAL USE II (4.5 credits)

This course uses a variety of authentic and high intermediate recordings to provide materials for extensive practice in reading and writing skills and strategies, while also stimulating and guiding discussion on relevant subjects and issues. Prerequisite: ESL Intermediate

ESL - 025 IDIOMS IN CONTEXT (4.5 credits)

This course helps students enlarge their vocabulary and develop their communication skills through the acquisition of idioms used in everyday conversation. The course also makes emphasis on pronunciation. Prerequisite: ESL Intermediate

ESL - 026 READING AND SPEAKING ABOUT REAL-LIFE STORIES (4.5 credits)

Authentic true-to-life reading selections will provide the context for students to develop their vocabulary, grammar and speaking skills, through the discussion of highly motivating topics. Prerequisite: ESL Intermediate

FINANCE

ENT – 4412 ENTREPRENEURIAL FINANCE (3 credits)

This course provides the background required by international marketing managers to a) understand and appreciate differing political, legal, economical and cultural environments and, b) analyze and incorporate this knowledge into the preparation and implementation of marketing plans focused on satisfying the needs of consumers internationally. Special emphasis will be given to the special challenges and constraints of the international environment. (3 hrs. Lect.)

FIN - 3403 CORPORATE FINANCE (3 credits)

This course introduces students to the elements of short and long term corporate finance through a combination of functional and theoretical discussions and exercises. This is reinforced through the extensive use of case studies to provide students with the knowledge and analytical skills to understand and apply corporate finance concepts. (3 hrs. Lect.)

GENERAL BUSINESS

GEB - 2350 INTRODUCTION TO INTERNATIONAL BUSINESS (3 credits)

This course will provide an overview of the field of international business by means of comprehensive discussion and analysis of the concepts and of the environment in which international businesses compete today. (3 hrs. Lect.)

GEB - 2430 ETHICS & SOCIAL RESPONSIBILITY (3 credits)

This course will enable students to confront the issues of what is right, proper, and just when making decisions that affect other people in the business world. The focus is on what relationships are and ought to be with employees. (3 hrs. Lect.)

GEB - 4890 BUSINESS STRATEGY AND POLICY (3 credits)

This course provides the student with a survey of the basic concepts in strategic management and, through extensive use of case studies, an understanding of how these concepts are applied in traditional organizations as well as those based on electronic commerce and operating in the global economy. (3 hr. Lect.)

GEB - 4912 BUSINESS RESEARCH METHODS (3 credits)

This course uses real-life examples of essential theories along with their practical applications to provide students with an understanding of, and practice in, the identification of business research needs; the design and preparation of or quantitative and qualitative research projects; the conduct of research projects as well as with the collection, analysis and presentation of research findings. (3 hr. Lect.)

GEOMETRY

MTG - 2204 GEOMETRY (3 credits)

The purpose of this course is to acquaint future teachers with some basic concepts in Euclidean geometry and provide them with ideas and activities easily adaptable to the classroom. (2 hrs. Lect., 2 hrs. Lab.)

Prerequisites: MAC 1105.

HEALTH SCIENCES

HSC - 1000C INTRODUCTION TO HEALTH CARE (3 credits)

This course offers an introduction to the concepts of health and illness, healthcare system in the USA, and Allied Health careers, as well as the ethical and legal issues and the communication techniques in healthcare. An overview of the human body and the language for healthcare is also done. (2 hrs. lecture, 2 hrs. Lab.). Prerequisites: None.

HSC - 1531 MEDICAL TERMINOLOGY (3 credits)

An introduction to the language of Medicine. The roots, prefixes and suffixes meanings, and their combination to build medical vocabulary. (2 hrs. lecture, 2 hrs. Lab.). Prerequisites: HSC 1000 C

HSC - 2149 C GENERAL PHARMACOLOGY FOR HEALTH PROF. (3 credits)

An introduction to the clinical pharmacology; drug classifications, dosage calculations, safe medication administration; drugs mechanisms, interactions, indications, contraindications, and side effects. (2 hrs. lecture, 2 hrs. Lab.). Prerequisites: HSC 1531C, BSC 1085C, BSC 1086C

HSC - 1230 L PATIENT PROCEDURES (2 credits)

An introduction to the principles of infection control, knowledge of blood borne diseases, safety skills in patients transfer and assessment, security in medical facilities, and coping with medical emergencies. (4 hrs. Lab.). Prerequisites: HSC 1000 C

HSC - 2554 C BASIC PRINCIPLES OF DISEASE (3 credits)

A study of diseases by learning signs, symptoms and syndromes, identifying the etiology and pathogenic processes that affect the function and structure of the body organs, and with critical thinking about changes in the human needs derived from the altered functions. (2 hrs. lecture, 2 hrs. Lab.). Prerequisites: HSC 1000C, BSC 1020C, BSC 1085C, BSC 1086C, HSC 1531C

HSC - 2577 PRINCIPLES OF NUTRITION FOR HEALTHCARE (3 credits)

This course introduces the allied health student into the principles of human nutrition and the relatedness of nutrition, health, wellness, and disease. It focuses on the dietary goals, food pyramid, and recommended allowances. Nutritional risk factors and related diseases are examined. The influence of psychosocial and cultural issues is also considered. The interaction of drugs and nutrients, and of nutrition and somatic diseases, is analyzed. (3 hrs. lecture). Prerequisites: None

HOSPITALITY MANAGEMENT

HFT - 1000 INTRO. TO THE HOSPITALITY AND TOURISM INDUSTRY (3 c.)

Serves as an introduction of the lodging and food service industry. Will review the industry, the opportunities present and future trends. (3 hrs. Lect.)

HFT - 1008 INTRODUCTION TO CUSTOMER SERVICE (3 credits)

Reviews the importance of customer service in the hospitality industry and goes over ways for feedback to help maintain the quality of service at its best. (3 hrs. Lect.)

HFT - 1201 FUND. OF MNGMNT. IN THE HOSPITALITY INDUSTRY (3 credits)

Provides the basic managerial knowledge and will examine closely case studies of effective managers within the industry. (3 hrs. Lect.)

HFT - 1421 ACCOUNTING FOR THE HOSPITALITY INDUSTRY (3 credits)

Presents accounting concepts and explains how they apply to specific operations within the hospitality industry. (3 hrs. Lect.)

HFT - 1441 HOSPITALITY INFORMATION TECHNOLOGY (3 credits)

Provides the students with the latest technical computer skills needed to operate successful within the industry. (3 hrs. Lect.)

HFT - 2410 FRONT OFFICE PROCEDURES (3 credits)

An analysis of the various jobs in the hotel/motel front office as well as the fundamentals of housekeeping management. The procedures involved in reservations, registration, and guest check out will be examined. (3 hrs. Lect.)

HFT - 2500 HOSPITALITY AND TOURISM MARKETING (3 credits)

Presents students with the basic knowledge and skills which will allow them to develop strategic marketing plans within the industry. (3 hrs. Lect.)

HFT - 2600 LAW FOR THE HOSPITALITY INDUSTRY (3 credits)

Provides the basic legal knowledge for the student to be prepared when dealing with legal issues within the industry. (3 hrs. Lect.)

HFT - 2800 FOOD AND BEVERAGE MANAGEMENT (3 credits)

Provides the knowledge and skills for effective management of food and beverage service in places such as cafeterias, coffee shops, restaurants, room service, and banquet halls. The basic service principles will be introduced with a focus on the individual needs of the guests. (3 hrs. Lect.)

HEALTH SERVICES

HSA - 3111 INTRODUCTION TO HEALTH SERVICES ADMINISTRATION (3 credits)

This course was designed to provide the students an overview of the diverse health care facilities and health delivering systems that operate in the United States, also an outline of the role of the personnel in the health care system, current legislation and the effectiveness of the health delivering to the customer.

HAS - 3170 FINANCIAL ISSUES IN HEALTH CARE (3 credits)

This course will provide students with a general knowledge of principle of financial mechanisms in the US. Healthcare industry and the critical issues the industry currently faces. Additionally, provides students with a foundation in using financial tools which will enable them to better understand health care finances and analysis within the healthcare system.

HSA - 3190 INTRODUCTION TO MEDICAL INFORMATICS (3 credits)

This course will provide the students an overview of computers application into the Health Care System. This course will cover the Basic Computer applications used in any Health Care setting. These applications include: processing patients' information, data classification, and coding, as well as, the related legal and ethical issues.

HSA - 3191 HEALTH INFORMATION SYSTEMS (3 credits)

This course was designed to provide the students with an overview on the advances in information technology and how is applied to manage patient's data base used in the Health care system, Such as patient-care, clinical decision-support, disease and demographic surveillance, imaging and simulation, and

safety and environmental assessment. Fundamentals of proposing, reporting, and refereeing evaluation studies will be covered, as well as the legal and ethical issues related to training, security, confidentiality, and the use of informed consent will be also addressed.

HSA - 3412 CULTURAL DIVERSITY IN HEALTH CARE (3 credits)

This class was designed to instruct the students on how culture, values and belief of clients, influence the delivery of health care.

HSA - 3551 ETHICS IN HEALTH CARE (3 credits)

This course was designed to instruct the students in medical jurisprudence, medical ethical issues, and legal aspect of office procedures in actual medical environment.

HSA - 3650 ETHICS OF CARING FOR THE ELDERLY (3 credits)

This course was designed to provide students an overview of the issues related to ethical dilemmas and decision making in assisted living facilities relating to the elderly, their families and the staff.

HSA - 4421 LEGAL ASPECTS & LEGISLATION IN HEALTH CARE (3 credits)

This course was designed to explore and analyze the legislative process; to examine health system issues at the federal, state and local levels; and to differentiate the components of the policy analysis process. This course will prepare the students to identify healthcare issues, develop evidence-based policy recommendations, and create a proposal to influence change in a healthcare policy.

HSA - 4222 LONG TERM CARE ADMINISTRATION (3 credits)

In this course will instruct the students in the organization and functioning of Long-Term Care providers setting. An analyze of the different services available: Hospitals, Nursing Homes, Home Health, and Hospice, as well as the integration of these different organization into the Health Care System of the United States.

HSA - 4502 RISK MANAGEMENT (3 credits)

This course was designed to provide the students with the knowledge and skills necessary to develop and maintain risk management programs in health care settings. Also, the students will receive the knowledge on how public and private organizations identify, assess, and reduce risk to patients, visitors, and staff.

HSA - 4922 HEALTH SERVICES ADMINISTRATION CAPSTONE (3 credits)

In this course, the students will integrate the knowledge and skills gained along the program. Through case analysis, class discussion, and supervised field experience, students will synthesize and demonstrate their understanding of core healthcare-management concepts via completion of a capstone project approved by the instructor.

HSC - 3201 COMMUNITY HEALTH AND EPIDEMIOLOGY (3 credits)

This course was designed to instruct the students in recognizing and analyzing the interrelationships between individuals, population group, and communities in determining their health status. Also the Students will instruct in the diverse factors of health and disease, the impact of economic, social, environmental and cultural concerns on community health status, and community organizations that help shape community health. Course content integrates concepts from behavioral, biological and natural sciences, with emphasis on epidemiology, to examine the history and foundation of community health.

MAR - 3712 HEALTH CARE MARKETING (3 credits)

This course was designed to present the students the principles and functions of marketing in the Health Care System. In this course will be explored the consumers of health care services, the organizations that purchase health care for employees, and the insurance companies that provide health care services, and the ethical issues of marketing Health Care services.

PLA - 4522 HEALTH CARE LAW (3 credits)

The purpose of this course is to provide an overview of regulations and laws that apply to the health care system. The contractual relationship established between patient and provider as well as patient and health insurance company; state and federal regulations regarding licensing, health care facilities, and health care insurance; and state and federal laws governing health care, privacy and bioethics are the topics covered in this course. In addition, the course will give an in-depth look at the governing case law in each of these areas, as well as, addressing issues surrounding liability in the health care profession and medical malpractice.

HUMANITIES

HUM - 1020 HUMANITIES (3 credits)

This course offers a chronological survey of guiding ideas and trends within western culture, as reflected in the philosophy, literature, and fine arts of the ancient, medieval and modern times. The instructor will select a succession of periods that can be covered meaningfully within the term. The student will acquire knowledge of the cultural achievements falling within selected periods in the development of western civilization along with an understanding of how these achievements contribute to the making the west's present cultural inheritance. (3 hrs. Lect.) Prerequisites: ENC 1101. This course serves to meet the Gordon Rule writing requirements.

HUM - 1030 ORIGINS OF WESTERN CIVILIZATION (3 credits)

This course explores the meaning of civilization as a stage in the development of culture and examines some of the considerable cultural achievements of the earliest civilizations that have contributed to the cultural legacy of the west. Of particular interest will be the religious and philosophical ideas concerning the world and the human condition, especially as revealed in its literature, architecture, and other fine arts produced by each civilization. The civilizations examined include those of Mesopotamia, Egypt, Crete, and of the archaic and classical Greece. (3 hrs. Lect.) Prerequisites: ENC 1101. This course serves to meet the Gordon Rule writing requirements.

HUM - 1510 UNDERSTANDING ART (3 credits)

This course is an interdisciplinary course which introduces ideas and examples of art, music, philosophy, drama, literature, and dance with an emphasis on critical appreciation of the influences that shape each genre. The course retains the focus on the arts as an expression of cultural and personal values. (3 hrs. Lect.) Prerequisites: ENC 1101. This course serves to meet the Gordon Rule writing requirements.

LITERATURE

LIT - 2330 CHILDREN'S LITERATURE (3 credits)

This course surveys various aspects of children's literature, with emphasis on fairy tales, folk tales, poetry, and picture books to realistic fiction and fantasy. The overall intent of the course is to enable the student to think, to evaluate, to speak, and to write confidently about this literature. (3 hrs. Lect.) Prerequisites: ENC 1101. This course serves to meet the Gordon Rule writing requirements.

MANAGEMENT

ISM - 3011 MANAGEMENT INFORMATION SYSTEMS (3 credits)

This course teaches students how to use and manage information technologies to revitalize business processes, improve business decision making, and gain competitive advantage. By emphasizing the essential role of Internet technologies in providing a platform for business, commerce, and collaboration process among all business stakeholders, this course equips students with the information necessary to become skilled knowledge workers in today's fast changing and dynamic business world. (3 hr. Lect.)

MAN - 2021 PRINCIPLES OF BUSINESS MANAGEMENT (3 credits)

This course presents the nature and function of management; planning and decision making; organization

structure and culture; leadership and team work; essentials of control; and managing for personal effectiveness essential to the management of a business enterprise. (3 hrs. Lect.)

MAN - 3342 SUPERVISORY SKILLS (3 credits)

This course provides the student with an understanding of the management principles necessary for supervisors and managers, The course uses training in planning, organizational, staffing and people skills as a foundation for understanding the principles of motivation, leadership, change and performance management necessary to success in today's work environment. (3 hr. Lect.)

MAN - 3504 OPERATIONS MANAGEMENT (3 credits)

This course provides the student with a survey of the concepts, tools and applications in the field of operations management as applied to competitive, strategic and productivity issues in both manufacturing and service organizations. (3 hr. Lect.)

MAN - 3605 CROSS-CULTURAL MANAGEMENT (3 credits)

This course challenges the student to understand his or her own behavior culturally as a prerequisite to effective cross-culture relationships. It provides the student with the education and training to develop the cultural competence that is an essential element in personal effectiveness and organizational performance. (3 hr. Lect.)

MAN - 4151 ORGANIZATIONAL BEHAVIOR (3 credits)

This course provides the student with an understanding of the fundamental concepts in the field of organizational behavior with illustrations of how leaders use these concepts to manage their organizations more effectively. It aims to engage the students as active participants in the learning process and assist them in developing their managerial competencies. (3 hr. Lect.)

MAN - 4301 HUMAN RESOURCE MANAGEMENT (3 credits)

This course introduces students to all aspects of the challenges and productive opportunities of human resource management. Extensive use of case studies provide students with a practical as well as functional and theoretical basis for understanding how human resource programs affects all employees, the organization, the community and the larger society. (3 hr. Lect.)

MAN - 4441 NEGOTIATION & CONFLICT RESOLUTION (3 credits)

This course provides the student with the training and skills to understand and apply the major concepts and theories of the psychology of bargaining and negotiation supplemented with an awareness of the dynamics of interpersonal and inter-group conflict and its resolution. (3 hr. Lect.)

MAN - 4720 STRATEGIC MANAGEMENT (SENIOR CAPSTONE COURSE) (3 credits)

This course integrates the student's prior courses with theoretical and practical knowledge based case studies, research and applications in a wide range of organizations. It guides the student through the strategic management process while blending the classic industrial organizational model with the resource-based view of the firm to explain how firms use the strategic management process to build and sustain competitive advantage. Instructors will work closely with students on an individual basis to support the preparation and presentation of their integrated strategic plans. (3 hr. Lect.) Prerequisites: GEB 4890

MGT - 101 CALL CENTER OPERATIONS (2 CREDITS)

An introductory course to the call center environment. Students will learn call center organizational structures, appropriate terminology, screening and routing of calls to customer service representatives, basic telephone functions as well as call flow process. Students will also receive an overview of customer services.

MGT - 102 CUSTOMER SERVICE COMMUNICATIONS (4 CREDITS)

An introductory course to the principles of effective communication. Topics will include, building customer rapport, creating positive impressions, communicating with different types of customer, barriers to the communication process, developing listening skills, telephone etiquette, handling difficult customers and problem solving. The course is designed to include ample "hands-on" practice based on different situations designed to build communication skills.

MGT - 103 SALES AND MARKETING IN A CALL CENTER (1 CREDITS)

An introductory course to sales techniques. Course will include techniques for: asking open-ended questions to determine the customer's needs, presenting product or service solutions, overcoming customer's objections, and closing a sale. A hands on approach is used to allow students to practice each step of the sales process as well as multitasking to sell products and services based on the customer's needs.

MGT - 104 PROFESSIONAL DEVELOPMENT (1 CREDITS)

This course is designed to prepare the student to successfully complete a job interview in a call center environment. Topics include resume writing, interviewing and presentation skills. Upon completion, students will be able to prepare an effective resume and cover letter as well as a thank you letters to prospective employers, answer commonly asked interview questions and complete an interview simulation.

MAN - 4802 ENTREPRENEURSHIP (3 credits)

This course is based on the National Foundation for Teaching Entrepreneurship (NFTE) and is intended to promote entrepreneurial literacy and help students start new business ventures. It provides the students with the essentials of how to start and operate a small business. (3 hr. Lect.)

MARKETING

MAR - 1011 PRINCIPLES OF MARKETING (3 credits)

Survey course in the principles of marketing; movement of goods from producer to consumer, methods, functions, and price policies. (3 hrs. Lect.)

MAR - 2141 INTRODUCTION TO INTERNATIONAL MARKETING (3 credits)

A study of international marketing and planning, international business sales, and export marketing. (3 hrs. Lect.)

MAR - 3156 INTERNATIONAL MARKETING (3 credits)

This course provides the background required by international marketing managers to a) understand and appreciate differing political, legal, economical and cultural environments and, b) analyze and incorporate this knowledge into the preparation and implementation of marketing plans focused on satisfying the needs of consumers internationally. Special emphasis will be given to the special challenges and constraints of the international environment. (3 hrs. Lect.)

MAR - 3334 SALES, ADVERTISING AND PROMOTIONS (3 credits)

This course provides the student the knowledge and skills necessary to develop and implement successful marketing programs through the use of integrated marketing plans that first establishes the foundational basis and then builds using advertising, promotional and integration tools. (3 hr. Lect.)

MKA - 2021 SALESMANSHIP (3 credits)

This course is designed to explain the factors that affect selling techniques in the contemporary environment. Persuading and understanding the customer psychology is the key for any successful salesperson. (3 hrs. Lect.)

MATHEMATICS

MAT - 0020 PREPATORY MATHEMATICS (3 credits)

This course includes a review of arithmetic skills, operations with real numbers, algebraic expressions, first degree equations and inequalities, operations with polynomials including addition, subtraction, multiplication, and division. Factoring techniques and solution of quadratic equations by factoring are also included. Special emphasis is given in mathematics applications and problem solving. (2 hrs. Lect., 2 hrs. Lab.) Prerequisites: a score of less than 10 on the Tabc test level a parts 7 or 8

MAT - 098 INTERMEDIATE ALGEBRA (3 credits)

Through this course, students develop various concepts of Algebra. Topics include first degree equations and inequalities, operations with polynomials including addition, subtraction, multiplication, and division. Factoring techniques and solution of quadratic equations by factoring. Linear, quadratic, rational, and radical equations; graph linear equations in two variables; simplify rational expressions; simplify expressions containing rational exponents; simplify complex numbers; solve related applications. (2 hrs. Lect., 2 hrs. Lab.) Prerequisites: pass MAT 0020 or pass the TABE with a score greater than 8.

MAC - 1105 COLLEGE ALGEBRA I (3 credits)

The following topics are included in this course; functions; domain and range of a function; graphs of functions and relations; algebra of functions; composite and inverse functions; linear, quadratic, and rational functions; absolute value and radical functions and equations; exponential and logarithmic properties, functions and equations; systems of equations and inequalities; mathematical modeling; and applications involving the able listed topics. (2 hrs. Lect., 2 hrs. Lab.) Prerequisites: MAT 0020 - PREPARATORY MATHEMATICS OR LEVEL 10 ON TABE.

MAC - 1107 COLLEGE ALGEBRA II (3 credits)

Topics: quadratic equations and inequalities; complex numbers; functions; linear and quadratic functions; polynomial and rational functions: its graphs; exponential and logarithmic functions; systems of linear equations; matrix approach; counting techniques; probability; binomial theorem. (2 hrs. Lect., 2 hrs. Lab.) Prerequisites: MAC 1105.

MEDICAL ASSISTING TECHNOLOGY

MEA - 2206 C CLINICAL PROCEDURES (3 credits)

This course trains the student in the patient's preparation for medical specialties physical examination and noninvasive procedures, and in the assistance of the medical specialist, including the use of electrocardiography (EKG) and patient preparation for imaging procedures. (2 hrs. lecture, 2 hrs. Lab.). Prerequisites: HSC 1000C, BSC 1020C, BSC 1085C, BSC 1086C, HSC 1531C

MEA - 2226 C EXAMINING ROOM PROCEDURES_(3 credits)

This course trains the student in the assessment of the patient's condition, in the preparation of the patient for the physical examination and diagnostic or therapeutic procedures, and assisting the physician in the performance of these procedures. (2 hrs. lecture, 2 hrs. Lab.). Prerequisites: HSC 1000C, BSC 1020C, BSC 1085C, BSC 1086C, HSC 1531C

MEA - 2265 C LAB. PROCEDURES I (3 credits)

An introduction to the clinical Laboratory, quality assurance and quality control, use of the microscope, special handling of human *specimens*, urinalysis, and microbiology procedures commonly performed in the medical office. (2 hrs. lecture, 2 hrs. Lab.). Prerequisites: HSC 1000C, BSC 1020C, BSC 1085C, BSC 1086C, HSC 1531C

MEA - 2266 C LAB. PROCEDURES II (3 credits)

An introduction to the medical Lab., quality assurance and quality control, special handling of human specimen, preparation of patients for phlebotomy, the drawing and processing of blood, hematology and blood chemistry tests, microhematocrit, CBC and differential blood count, preparation of blood smears, erythro sedimentation rate (ESR), and routine bank procedures. (2 hrs. lecture, 2 hrs. Lab.). Prerequisites: HSC 1000C, BSC 1020C, BSC 1085C, BSC 1086C, HSC 1531C

MEA - 2304 C MEDICAL OFFICE MANAGEMENT (3 credits)

Introductory study of those skills required to perform front office functions in a medical office. Includes accounting systems and financial practices, health and accident insurance, medical coding, and billing and collecting procedures, as well as practice management, and the application of basic computer knowledge in these procedures. (2 hrs. lecture, 2 hrs. Lab.). Prerequisites: HSC 1000C, HSC 1531C.

MEA - 2305 C MEDICAL OFFICE PROCEDURES (3 credits)

This course introduces the student to administrative functions of the medical office or clinic. Emphasis placed on patient reception, communications, appointment scheduling, telephone techniques, transcription techniques, medical records, documentation, filing, and the application of basic computer knowledge in these procedures. (2 hrs. Lect., 2 hrs. Lab.) Prerequisites: HSC 1000C, HSC 1531C.

MEA - 2335 C MEDICAL INSURANCE, CODING AND BILLING (3 credits)

This course presents the nomenclatures and classification systems in medical coding, the basics of health insurance, and applications for automated medical insurance billing. (2 hrs. lecture, 2 hrs. Lab.). Prerequisites: HSC 1531C, HSC 1000C

MEA - 2315 C MEDICAL TRANSCRIPTION (3 credits)

Presents the foundations of medical transcription; the correct use of basic transcription equipment, the legal and ethical responsibilities of the transcriptions, types of medical reports and their components, quality control standards, phraseology of various medical specialties, terminology used primarily in pathology and autopsy procedures. (2 hrs. lecture, 2 hrs. Lab.). Prerequisites: HSC 1000C, HSC 1531C.

MEA - 2803 CLINICAL EXTERNSHIP (3 credits) (150 hours)

After a first aid and CPR instruction, and HIV-OSHA seminar, the student applies knowledge and skills obtained through the program to actual work situations. The student is placed at a medical office or other health care facility for a training experience and on-the-job performance evaluation. (150 hours). Prerequisites: To have completed the program core courses and 75 % of the sophomore courses.

MEDICAL CODING & BILLING

MED - 173 ETHICS AND LAW (2 credits)

This course was designed to instruct students on basic concepts and principles of law and its relation with the health care practice. Also the students will be instructed on principles of Ethics and Moral in the Medical Practice. (2 hrs. lect.)

MED - 174 MEDICAL OFFICE MANAGEMENT (2 credits)

Training the student in specialized medical office routines, this course including the application of basic computer knowledge, data entry and database software programs in office procedures, such as patient reception, appointment scheduling, telephone techniques, medical records management and filing procedures; accounting systems, billing and collecting procedures, health and accident insurance. (2 hrs. lect.)

MED - 176 INTRODUCTION TO HEALTH INFORMATION MANAGEMENT (2 credits)

This course was designed to instruct students on basic concepts and principles of law and its relation with the health care practice. Also the students will be instructed on principles of Ethics and Moral in the Medical Practice. (2 hrs. lect.)

MED – 177 C ICD – 9 - CM (2 credits)

This course was designed to provide the students instructional and hands on knowledge on how to code and classify procedures using CPT-4. (1 hr. lect., 1 hr. Lab.)

MED – 178 C CODING CPT-4 / SCPCS (2 credits)

This course was designed to provide the students instructional and hands on knowledge on how to code and classify procedures using CPT-4. (1 hr. lect., 1 hr. Lab.)

MED – 179 C HEALTH INSURANCE BILLING (3 credits)

Presents the organization and development of nomenclatures and classification systems in medical coding, and the basic of health insurance. The use of the international classification of diseases (ICD-9-CM) and current procedural terminology (CPT-4) coding is emphasized. In this course are pointed out the billing requirements for most of the Insurance companies. The students learn the various type of health insurance and how to process claims. (2 hrs. lect., 2 hrs. Lab.)

MEDICAL LABORATORY TECHNOLOGY

MLT - 1040 L LABORATORY SPECIMENS AND MICROSCOPY LAB. (1 credit)

This course was designed to explore basic procedure for obtaining Laboratory specimens, Laboratory safety, quality control, Laboratory math, basic Lab testing. Microscopy of urine and body fluid specimens will be emphasized. (2 hrs. Lab.).

MLT - 1255 C URINALYSIS AND BODY FLUIDS (2 credits)

This course studies the principles of kidney function, chemical and microscopic examination of urine, and special urinalysis screening tests and included. This class studies cerebro spinal fluid, gastric analysis, fecal analysis and miscellaneous body fluids. (1 hr. lecture, 2 hrs. Lab.).

MLT - 1362 C HEMATOLOGY AND COAGULATION (6 credits)

This course is an introductory study of the classification and function of blood cells and clotting proteins in health and disease. Major topics include cell identification, anemia, leukemia, homeostasis and thrombosis. (4 hrs. lecture, 4 hrs. Lab.).

MLT - 1401 C MICROBIOLOGY (5 credits)

In this course students will receive formal lectures on morphology, quality control, cultures characteristics, biomedical reactions, and susceptibility testing as well as the Laboratory procedures for the identification (by morphology and biochemical reactions), culture characteristics, and susceptibility testing. (3 hrs. lecture, 4 hrs. Lab.).

MLT - 1440C PARASITOLOGY AND MYCOLOGY (2 credits)

This course designed to explore the life cycles, mode of transmission and pathophysiology of clinically significant parasites and to explore the clinical importance of medically related fungi, as well as the Laboratory procedures associated with the identification of parasites and fungi. (1 hr. lecture, 2 hrs. Lab.).

MLT - 2500C IMMUNOLOGY / SEROLOGY (3 credits)

This course will give the students knowledge on principles of immunology and serological procedures, including the action of antigens, formation of antibodies, types of immunity, and the methods of immunization involved in the prevention of disease. (2 hrs. lecture, 2 hrs. Lab.).

MLT - 2525C IMMUNOHEMATOLOGY (4 credits)

This course was designed to explore the immune response of the body, hemolytic diseases, and procedures and principles of blood banking Laboratory. (3 hrs. lecture, 2 hrs. Lab.).

MLT - 2625C CLINICAL CHEMISTRY (7 credits)

This course was designed to give the students principles of chemical analysis of blood fluids with emphasis on basic manual procedures, including automated procedures and specialized techniques, and the clinical correlation of the abnormal finding. (5 hrs. lecture, 4 hrs. Lab.).

MLT - 2807 L BLOOD BANK PRACTICUM (3 credits)

Supervised Laboratory rotation in a clinical immunohematology facility. (45 hours clinical site).

MLT - 2808 L URINANALYSIS PRACTICUM (3 credits)

Supervised Laboratory rotation in a clinical urinalysis facility. (45 hours clinical site).

MLT - 2811 L MICROBIOLOGY PRACTICUM (3 credits)

Supervised Laboratory rotation in a clinical microbiology facility. (45 hours clinical site).

MUSIC

MUH - 2011 MUSIC APPRECIATION (3 credits)

This introductory course is designed to teach students how to appreciate music. It uses a listening-centered approach to familiarize students with important musical works and terminology and to develop active listening skills. Using this approach as a spring board, the course provides an overview of western music history and a brief survey of certain American popular music, and delves into cultural context in its discussion of composers, styles, forms, and performance settings. This is a humanities distribution course. (3 hrs. Lect.) This course serves to meet the Gordon Rule writing requirements.

NURSING ASSISTANT / HOME HEALTH AIDE

NUA - 101 INTRODUCTION TO NURSING ASSISTING (0.5 credit)

This course introduces the student to the nursing field and the health care professions, concentrating on the care giver's relationship with the patient, the hospital, and the health care delivering.

NUA - 102 MEDICAL TERMINOLOGY (1 credits)

This course gives the student an understanding of the most common medical terms and medical abbreviations.

NUA - 103 ANATOMY AND PHYSIOLOGY (1 credits)

Basic elements of anatomy and physiology are studied, including study of the cell and levels of organization of matter; body planes and directions, and body systems.

NUA - 105 PATIENT CARE AND TREATMENT (2 credits)

The student is instructed on taking vital signs; transferring the patient; personal care and feeding of patients; monitoring equipment; intake and output, and specimen collection. . Prerequisites: NUA 102, NUA 103

NUA - 106 MEDICAL EMERGENCIES (1.5 credits)

The student is instructed on general rules governing medical emergencies, and on identifying and giving assistance in specific emergencies, such as bleeding, burns, concussion, foreign bodies, poisoning, fainting, and chest pain. Prerequisites: NUA 102, NUA 103.

NUA - 115 HOSPITAL PROCEDURES (1 credits)

The student will be instructed in handling patient admission, patient transfer, patient discharge, and will learn hospital procedures to be fulfilled in each case.

NUA - 120 HOME HEALTH CARE (2.5 credits)

The student is instructed on how to establish a work plan with the patient and family, identification of methods for medication storage, and on performing patient-related cleaning tasks and laundry.

NUA - 125 NURSING CLINICAL PRACTICE (2.5 credits)

The student learns about medical asepsis, bed making, fire prevention, care of patients, care of orthopedic patients, diets, nutrients, fluid balance, care of the diabetic patient, gynecological care, and care of the mentally ill patient. Other topics cover: infusion equipment, binder and elastic bandage, the geriatric patient and the patient in rehabilitation. Prerequisites: NUA 102, NUA 103

NUA - 130 EXTERNSHIP (3 credits)

Students are placed in a medical facility on a sixty -hour schedule where there is an opportunity to observe, assist, learn and perform in an on-the-job setting. Externship is mandatory and must be completed satisfactorily before a certificate is issued. The student's supervisor will confirm attendance and submit evaluations of performance to FNC.

OFFICE SYSTEMS TECHNOLOGY

OST - 1100 C BEGINNING TYPING / KEYBOARDING (3 credits)

This course is designed to introduce basic keyboarding and formatting techniques, basic key stroking speed and accuracy skills of at least 35 wpm minimum and basic mastery of the keyboard by preparing letters, addressing envelopes and cards, etc. (3 hrs. Lect.)

PARALEGAL / LEGAL ASSISTANT

PLA - 1003 INTRODUCTION TO THE LAW (3 credits)

This course is designed to introduce beginning students to the study of the law, the organization of the legal system, and the paralegal's role in the legal system. The course explores such topics as sources of law, classification of the law and steps in the litigation process. Additionally, substantive areas of the law such as contracts, torts, real property, constitution, and criminal law are also discussed. (3 hrs. Lect.)

PLA - 2104 LEGAL RESEARCH AND WRITING I (3 credits)

This course will introduce the student to the techniques of legal research with an emphasis on the research of a case law as it relates to the specific issue. Topics covered include: problem analysis, resource materials, research techniques, presentation of research, writing memoranda, and writing legal briefs. The emphasis of this course will be on research. (3 hrs. Lect.)

PLA - 2114 LEGAL RESEARCH AND WRITING II (3 credits)

This course will introduce the student to legal terminology as well as the specific usage of such terminology in legal documents. Topics covered include: problem analysis, resource materials, research techniques, presentation of research, writing memoranda, and writing legal briefs. The emphasis of this course will be on writing. (3 hrs. Lect.)

PLA - 2201 INTRODUCTION TO CIVIL PROCEDURE (3 credits)

This course includes an overview of a civil lawsuit as well as an introduction to pleading and the most commonly used motions. It will also highlight the interface between civil procedure and substantive law. It will prepare the legal assistant to assist the trial attorney in preparing civil litigation in the Florida and Federal Courts. Topics included are: substantive civil law, the Florida and Federal Rules of Civil Procedure and related matters including drafting of pleadings, and preparing interrogatives and answers. (3 hrs. Lect.)

PLA - 2273 INTRODUCTION TO TORTS (3 credits)

An overview of the laws of negligence, intentional wrongs, slander and libel, product liability, strict liability and other private wrongs. Topics covered include: theories governing tort law, system and procedures used in preparation for tort cases, trial procedures, and appeal procedures. (3 hrs. Lect.)

PLA - 2303 CRIMINAL LAW AND PROCEDURE (3 credits)

The law of criminal procedure governs the procedure whereby the government seeks to convict and punish a

person for a criminal offense. It thus deals with the manner in which the police detect whether a criminal offense has been committed; the manner in which the evidence is presented to and evaluated by the guilt determining body; and if guilt is determined, the manner in which punishment is imposed. Topics covered include: offenses against persons, property, and habitation, statutory provisions, defenses, parties to crime and jurisdiction, Florida Rule of Criminal Procedure, arrest, search warrant and probable cause, exceptions to the search warrant, admissions and confessions, stop and frisk, pretrial identification procedures, preparation of a case for court, discovery procedures, motions, post trial motions and procedures, preparing the record on appeal, and habeas corpus petitions credits. (3 hrs. Lect.)

PLA - 2460 BANKRUPTCY LAW (3 credit)

This course is designed to introduce the student to the federal bankruptcy code, with emphasis on chapters 7, 11, and 13. The student will become familiar with the different forms and procedures for filing in the State of Florida. (3 hrs. Lect.)

PLA - 2610 REAL ESTATE PRINCIPLES, PRACTICES, AND LAW (4 cr.)

This course will examine real property law as it affects the ownership and transfer of land as well as its transfer, and is a preparation for the Florida Real Estate Salesman's License Examination. Topics covered include: fundamentals of real estate and license law under the Florida Statutes, a study of the business and legal aspects of real estate ownership, contracts, deeds, titles, mortgage instruments, property law, and FREC governing policies, and regulations relative to salespersons. Completion of this course and the end-of-course examination meets FREC requirements. (4 hrs. Lect.)

PLA - 2600 FUNDAMENTALS OF WILLS, TRUSTS, AND ESTATES (3 cr.)

This course will discuss the requirements of creating a trust, as well as the duties and responsibilities of both personal trustees and corporate trustees. The students will also be required to draft a simple will. An introductory discussion of intestacy law will be included. Topics covered include: estate planning, wills and the laws of succession, the drafting and executing of wills, trusts, formal and informal probate administration, and tax consequences of wills and trusts. (3 hrs. Lect.)

PLA - 2610 REAL PROPERTY LAW (3 credits)

This course will examine real property law as it affects the ownership of land, as well as its transfer, and is a preparation for the Florida Real Estate Salesman's License Examination. Topics covered include: fundamentals of real estate and license law under the Florida statutes, a study of the business and legal aspects of real estate ownership, contracts, deeds, titles, mortgage instruments, property law, and FREC governing policies, and regulations relative to salespersons. Completion of this course and the end-of-course examination meets FREC requirements. (3 hrs. Lect.)

PLA - 2763 LAW OFFICE MANAGEMENT (3 credits)

This course covers the organization, operation, marketing and management of a typical law office. Students will learn the fundamentals of how a law office functions, and essential office management skills such as time keeping and billing; calendaring, docket control and case management. Students will become familiar with legal assistant ethics and the avoidance of malpractice. (3 hrs. Lect.)

PLA - 2700 PROFESSIONAL ETHICS AND LIABILITY (3 credits)

This course will provide the student with an opportunity to examine and evaluate the ethical obligations and professional responsibilities of a legal assistant. The student who successfully completes this course will have a basic understanding of ethical legal conduct, a thorough comprehension of the importance of ethics to the law, a solid understanding of the major issues in ethics and the rules governing those issues, and the ability to apply that developing ethical sensitivity and knowledge to a variety of hypothetical and real-life situations. (3 hrs. Lect.)

PLA - 2800 FAMILY LAW AND PRACTICE (3 credits)

This course will provide a general introduction to dissolution of marriage, including both the practice and specific procedures. Topics covered include: valid marriage, grounds for divorce, dissolution of marriage and annulment, laws concerning children, parental support, adoption and guardianship, property rights, and

tax laws relating to families.
(3 hrs. Lect.)

PLA - 2941 INTERNSHIP IN LEGAL ASSISTING (3 credits)

As part of the preparation process for a career in legal assisting, the student is permitted to serve an internship in a legal environment acceptable to the college. Arrangements for the internship training provide for assignment of duties, hours of employment and working conditions satisfactory to the student, the instructor and the employer. Students are required to complete a 170 hour field experience. (3 hrs. Lect.)

PLA - 3115 LEGAL RESEARCH & WRITING III (*) (3 credits)

Emphasis is on improving legal research and writing ability through the use of practical writing assignments, including: case briefs and legal memorandums. (3 hrs. Lect.) Pre-Requisites PLA 2104, PLA 2114

PLA - 3223 CIVIL LITIGATION (3 credits)

This course focuses on the procedural rules and filing requirements associated with complex litigation. Emphasis is placed on motion-practice. (3 hrs. Lect.)

PLA - 3274 TORT LAW (cross-reference: CJL4044) (3 credits)

A case-law and legislative study of civil liability for damages caused by a breach of an imposed duty. Topics include: negligence, absolute liability, intentional torts, defamation, economic torts, products liability, and damages. (3 hrs. Lect.)

PLA - 3304 CRIMINAL LAW (cross-reference: CJL4412) (3 credits)

A case-law and legislative study of substantive criminal law. Focus will be on the elements of the major crimes, their defenses, and criminal sanctions. (3 hrs. Lect.)

PLA - 3308 CRIMINAL PROCEDURE (cross-reference: CJL3410) (3 credits)

A case-law study of the Fourth through the Eighth Amendments of the Constitution, and their impact on the criminal justice process. (3 hrs. Lect.)

PLA - 3428 THE LAW OF CONTRACTS (3 credits)

A case-law study on contract law. Topics include contract formation, enforceability, clauses, Statute of Frauds, termination, and remedies. (3 hrs. Lect.)

PLA - 3434 BUSINESS ORGANIZATIONS (3 credits)

A case-law study on the formation, operation, and governance of common business organization, such as corporations, partnerships, and limited liability companies. (3 hrs. Lect.)

PLA - 3570 INTERNATIONAL LAW (3 credits)

A general survey of international law. Topics will include: treaties, sovereignty, jurisdiction, international courts and tribunals, customary international law. (3 hrs. Lect.)

PLA - 3803 DOMESTIC RELATIONS LAW (3 credits)

A case-law study of domestic relations law. Topics include divorce, custody, child support, alimony, adoptions, and domestic partnerships. (3 hrs. Lect.)

PLA - 4116 LEGAL RESEARCH & WRITING IV (*) (3 credits)

Emphasis is on improving legal research and writing ability through the use of practical writing assignments, including: trial briefs and appellate briefs. (3 hrs. Lect.) Pre-Requisites: PLA2104, PLA2114, PLA3115

PLA - 4410 INTELLECTUAL PROPERTY LAW (3 credits)

Case-law and legislative study of copyrights, trademarks, and patents.(3 hrs. Lect.)

PLA - 4844 IMMIGRATION LAW (3 credits)

Provides a general overview of immigration law. Topics include, but are not limited to: Visas, citizenship, removal, and asylum. (3 hrs. Lect.)

PLA - 4880 CONSTITUTIONAL LAW (cross-reference: PENDING) (3 credits)

An overview of the U.S. Constitution and its role in the American Legal system. (3 hrs. Lect.)

PLA - 4950 LEGAL STUDIES CAPSTONE PROJECT (3 credits)

Students will demonstrate knowledge of concepts learned throughout program. The final project will include concepts related to: criminal law, torts, constitutional law, property law, evidence, contracts, and areas of special interest. Students will conduct extensive research, and will apply real-world issues; thus, demonstrative their legal research and writing skills. (3 hrs. Lect.)

PATIENT CARE TECHNICIAN

PCT - 105 FUNDAMENTALS OF PATIENT CARE AND TREATMENT (2 cr.)

The student students will be instructed on taking vital signs, transferring the patient, personal care and feeding of the patients, monitoring of equipment, intake and output, and specimen collection.

PCT - 110 MEDICAL TERMINOLOGY (2 credits)

The purpose of this course is to give the student the necessary knowledge and understanding of the most common medical terms.

PCT - 115 ANATOMY AND PHYSIOLOGY (2 credits)

Course offers introduction to the structure and functions of the human body, which is necessary for the student's success in health care.

PCT - 120 INTRODUCTION TO EKG (1 credit)

The course offers a review of the anatomy and physiology of the heart and the conduction system. It also offers and introduction to the EKG technique, the normal EKG, and how to prepare the patient for an electrocardiogram. The course also includes an overview of the clinical uses of EKG.

PCT - 125 PHLEBOTOMY AND INJECTIONS (3 credits)

The course covers the theory and techniques utilized in modern phlebotomy. The student is taught the preparation of the patients for phlebotomy, drawing and processing of blood, and routine blood bank procedures. Students are prepared to work in clinics, hospitals, and health related facilities or doctors' offices.

PCT - 130 HOSPITAL PROCEDURES (2 credits)

The student will be instructed in handling patient admission, patient transfer, patient discharge, and hospital procedures to be fulfilled in each case.

PCT - 145 NURSING CLINICAL PRACTICE (2 credits)

The student will learn about medical asepsis, bed making, fire prevention, care of patients, care of orthopedic patients, diets, and nutrients, fluid balance care of diabetes, gynecological patient procedures, and care of mentally ill patients. Other topics cover: infusion, equipment, binder, and elastic bandage.

PCT - 150 ADULT GERIATRIC CARE (2 credits)

This course will provide the student with the knowledge of the particular needs and problems with the elderly. The objective of this course is that the student will be able to identify general characteristics of the elderly and identify common alteration in the elderly patient behavior.

PCT - 200 EXTERNSHIP (4 credits)

Students are placed in a medical facility on a one-hundred-twenty hours schedule where there is an opportunity to observe, assist, learn and perform in an on-the-job setting. Externship is mandatory and must be completed satisfactorily before a certificate is issued. The student's supervision will confirm attendance and submit evaluations of performance to FNC.

PHILOSOPHY

PHI -1010 INTRODUCTION TO PHILOSOPHY (3 credits)

This course will familiarize the student with the basic philosophical questions and the different attempts of the great philosophers to offer answers to these questions. The student will learn a philosophical point of view to approach these questions. It will present and overview of the origins of western philosophy, including a study of several pre-Socratic philosophers, the philosophy of Socrates, Plato's theory of forms, and Aristotle's distinction between form and matter. This is a humanities distribution course. (3 hrs. Lect.) This course serves to meet the Gordon Rule requirements.

PHI - 1100 LOGIC (3 credits)

This course is an introduction to the science of reasoning. It will examine such concepts as inference, validity, soundness, deduction, induction, counterexample, and fallacy (formal and informal). The discussion will use arguments in natural language, Aristotelian (categorical) logic and, optionally, propositional logic. Predicate logic will not be covered. This is a humanities distribution course (3 hrs. Lect.) Prerequisites: ENC 1101. This course serves to meet the Gordon Rule requirements.

PHI - 1600 ETHICS (3 credits)

This course is an introduction to philosophical thinking about morals. The course will examine a series of important texts in the history of philosophical ethics, representative of various ethical approaches. The student will be encouraged to employ the various philosophical (utilitarian and deontological) approaches to moral questions. Students are encouraged to apply ethical reasoning to moral dilemmas in various professional and personal areas and to engage in philosophical thinking about morality at least to the extent of comparing their own moral intuitions or beliefs against the major philosophical trends examined in this course. Students are also to gain some understanding of the methods and procedures of philosophy. This is a humanities distribution course (3 hrs. Lect.) Prerequisites: ENC 1101. This course serves to meet the Gordon Rule requirements.

PHYSICS

AST - 1003C ASTRONOMY OF THE SOLAR SYSTEM (3 credits)

Primarily conceptual study of the solar system including the motions and properties of the earth, sun, moon, and planets as well as the formation of the solar systems. (2 Lect., 2 Lab.)

PHY - 1100C GENERAL PHYSICS 1 (3 credits)

This course is designed to give the beginning student a fundamental knowledge of the structure of matter, a description of the motion of objects and its laws, and of heat and radiation. (2 Lect., 2 Lab.) Prerequisites: MAC 1105.

POLITICAL SCIENCE

POS - 2041 AMERICAN GOVERNMENT AND POLITICS (3 credits)

This course examines the constitution, its principles and development, the organization and functions of the federal government, elections, political parties, and interest groups, and relationships between the individual and the federal government. (3 hrs. Lect.)

POS - 2112 STATE AND LOCAL GOVERNMENTS (3 credits)

This course examines the structure of state and local governments, the social and political influences on states and local governments, and the dynamics of administrative processes. (3 hrs. Lect.)

PRACTICAL NURSING

PRN – 0000 C FUNDAMENTALS OF PRACTICAL NURSING (8 credits)

This course introduces the student to the basic nursing core concepts of health care delivery systems and trends, legal and ethic responsibilities in nursing, the uses of the computer in the health care setting, and a review of basic math and science concepts. The student is prepared to provide basic personal patient care and perform patient care procedures in hospitals and long-term care facilities. Safety measures, emergencies and organization of patient care assignments are included as well as cardiopulmonary resuscitation, blood borne diseases including HIV and AIDS, infection control procedures and domestic violence. Health care needs of the geriatric patient are introduced and pre-operative and post-operative nursing care is discussed. Clinical skills are practiced in the nursing Lab. and the student has the opportunity to apply knowledge and skills in clinical setting. (3 hr. lect., 2 hr. Lab., 3 hr. clinical)

PRN - 0020 HUMAN GROWTH AND DEVELOPMENT (1 credit)

This course outlines the characteristics of growth and development from conception to birth, birth through preschool, school age through adolescence, and adult through the human life span. (1 hr. lect.)

PRN - 0022 ANATOMY AND PHYSIOLOGY AND MEDICAL TERMINOLOGY (2 credits)

This course is designed to provide the student with basic knowledge of normal human body structure and function. The student will learn major systems, organs and terminology necessary for the provision of safe and effective nursing care. (2 hr. lect.)

PRN – 0030C PHARMACOLOGY (2 credits)

This course includes an introduction to clinical pharmacology including drug classifications, the study of a large body of medications, drug mechanisms, dosage, safe medication administration, therapeutic uses, characteristics, action, dosage, contraindications, side effects, and the techniques used in administering them. (1 hr. lect., 1 hr. Lab.)

PRN - 0040 COMMUNITY HEALTH (1 credit)

This course explores the concept of health as it relates to the individual, the family and the community, including the wellness-illness continuum. The effects of economic, political, religious, cultural, and growth and developmental experiences upon human behavior are discussed. Principles of microbiology and the spread of disease are discussed as well as immunity and its relationship to disease prevention. (1 hr. lect.)

PRN - 0070 NUTRITION AND DIET (1 credit)

This course focuses on the basic nutritional requirements necessary to support health. Economic practices in purchasing, storing, preparing and serving food for the individual and the family will be discussed. Health care agency dietary service and therapeutic diets as they relate to disease and health will be elaborated upon. (1 hr. lect.)

PRN – 0100C MATERNITY AND NEWBORN NURSING (3 credits)

This course provides information regarding obstetrics, neonatology, and as such reviews and relates to normal growth and development throughout the life cycle. This course will provide information relating to normal pregnancy, Labor and delivery, the puerperium and the normal newborn as well as common deviations from the normal. The specialized nursing skills to manage and care for the maternal and newborn patient throughout the maternity cycle are emphasized. (1 hr. lect., 0.5 hr. Lab., 1.5 hr. clinical)

PRN – 0110C PEDIATRIC NURSING (3 credits)

This course provides information regarding the general characteristics, needs and problems of the pediatric patient to prepare the student to adapt nursing care for that patient. Signs and symptoms of common pediatric disorders and diseases are covered including nutritional requirements and diversion and recreational activities. The nursing skills related to the care of the pediatric patient are emphasized. (1 hr. lect., 0.5 hr. Lab., 1.5 hr. clinical)

PRN – 0380C MEDICAL-SURGICAL NURSING (8 credits)

This course provides the student with information regarding common acute and chronic medical and surgical conditions relating to the body systems including the management, needs and specialized nursing care of patients with these conditions. Signs and symptoms, diagnostic tests, and treatment for each condition are covered. Principles of nutrition, pharmacology and asepsis are reviewed throughout the course. The specialized nursing skills to manage and provide nursing care for patients with these conditions are emphasized. (2.5 hrs. lect., 1 hr. Lab., 4.5 hrs. clinical)

PRN - 0400 PRACTICAL NURSING COMMUNICATIONS (1 credit)

This course prepares the practical nursing student to communicate and use interpersonal skills effectively. Basic listening and observational skills are covered as well as interaction with patient, family and members of the health care team. Concepts of wellness and disease are covered including human needs throughout the life span, psychological reactions to illness, defense mechanisms as well as common alterations in patients with psychological disorders. (1 hr. lect.)

PRN - 0500 GERONTOLOGIC NURSING (1 credit)

This course continues the study of the acute and chronic diseases and disorders of the geriatric patient, concerns of the aging adult and the clinical skills utilized in geriatric nursing care including the management, needs and skills of caring for the geriatric patient. The emotional, mental, physiological and social needs of the aging adult in a variety of settings are discussed. (1 hr. lect.)

PRN – 0940C TRANSITION TO GRADUATE (14 credits)

This course provides comprehensive on-site clinical experience for the nursing student. Providing patient care as a member of the health care team in a health care facility (under the supervision of nursing faculty), the student adds to the experience already acquired in applying knowledge and practicing skills that have been learned throughout the entire program. During this course, the student returns to the campus at regular intervals for a clinical overview and summary, review of competency assessments and NCLEX review. In addition, employability skills are reviewed and the transition from student to graduate nurse is discussed. (2 hrs. lect., 12 hr. clinical)

PSYCHOLOGY

PSY - 1012 GENERAL PSYCHOLOGY (3 credits)

A comprehensive survey of the diverse and rapidly expanding field of human psychological research. Emphasis is placed on understanding the dynamics of the human nervous system and how it affects our day-to-day behavior. (3 hrs. Lect.)

PUBLIC ADMINISTRATION

PAD - 2002 INTRODUCTION TO PUBLIC ADMINISTRATION (3 credit)

Presentation and exploration of the distinct components, structure, philosophy and purposes of administration in the public sector, emphasizing unique features compared to the private and independent sectors within the contemporary United States. Concepts, competencies, ethics and professionalism in a diverse society implementing a variety of public policies through various government agencies at various levels will be studied. (3 hrs. Lect.)

RADIOLOGY

RTE - 1503 C RADIOGRAPHIC PROCEDURES, RADIOGRAPHIC POSITIONING AND RELATED ANATOMY I (6 credits)

The first of three courses, consist in an introductory course to the general radiographic terminology. this course includes the positioning and related anatomy of the chest, abdomen, upper and lower extremities, shoulder girdle, and hip. (5 hrs. lecture, 2 hrs. Lab.).

RTE - 1513 C RADIOGRAPHIC PROCEDURES, RADIOGRAPHIC POSITIONING AND RELATED ANATOMY II (4 credits)

The second of three courses in which the students will learn the procedures, positioning and the related anatomy of the pelvis, bony thorax, spinal column, skull, and facial bones. (2 hrs. lecture, 4 hrs. Lab.).

RTE - 2385 C RADIATION PROTECTION AND RADIOBIOLOGY (6 credits)

A study of the biological effect of the different ionizing radiations on living matter. Especially the effects of x-ray radiation, focusing in the reduction of secondary radiation and the understanding of the ALARA as a basic principle of radiation protection. (5 hrs. lecture, 2 hrs. Lab.).

RTE - 2418 C IMAGE PRODUCTION AND EVALUATION (7 credits)

This course is a deep study of radiographic imaging technical exposure factors, image receptor processing equipments, and film storage in convention and specialized x-ray equipments including conventional x-ray, fluoroscopy, tomography, mammography, and digital radiology equipments operation and their radiation protection measures. The students will also learn the analysis, evaluation and film critique of the radiographs. (6 hrs. lecture, 2 hrs. Lab.).

RTE - 2458 C EQUIPMENT OPERATION, RADIO GRAPHIC RELATED PHYSICS AND QUALITY ASSURANCE (3 credits)

A study of the radiographic related physics principles and the operation of the radiographic equipments including: conventional, fluoroscopic, mammographic, linear tomographic, and digital radiological equipments. Identification of the basic control devices in the radiographic control panel. Fundamental concepts of electricity, magnetism and electromagnetism and the structure and function of the different circuits of the x-ray and the processing equipments. This course also will provide the students with the quality assurance tests commonly done on diagnostic radiographic equipment and the quality assurance program applied to the radiology field. (2 hrs. lecture, 2 hrs. Lab.).

RTE - 2523 C RADIOGRAPHIC PROCEDURES, RADIOGRAPHIC POSITIONING AND RELATED ANATOMY III (4 credits)

The third of three courses where the students will learn the radiographic procedures that utilizes contrast media, sterile techniques, and specialized equipment and accessories; this course includes the phlebotomy techniques, the radiographic positioning and related anatomy of the digestive and urinary systems. Special attention will be given to the study of the characteristic of the contrast media substances and their adverse reactions. (3 hrs. lecture, 2 hrs. Lab.).

RTE - 2782 C RADIOGRAPHIC PATHOLOGY (3 credits)

The students will learn the basic diseases processes, nature and causes of disease and injury, and their related radiographic images. They will learn also how to apply the specific radiographic techniques for the different diseases. (2 hrs. lecture, 2 hrs. Lab.).

RTE - 2804 C RADIOGRAPHIC CLINIC I (4 credits)

The first of two clinical courses. Under the direct supervision of faculty and the x-ray Laboratory staff. The students perform basic diagnostic radiograph procedures for skull, spinal column, upper and lower extremities, chest, and abdomino-pelvic cavities. The students must observe the principles of radiation protection and the ethical and legal issues in diagnostic radiographic procedures. (3 hrs. lecture, 2 hrs. Lab.).

RTE - 2814 C RADIOGRAPHIC CLINIC II (4 credits)

The second of two clinical courses that is a continuation of the radiographic clinic I and includes advanced radiographic techniques such as digestive and urinary systems contrast media studies. the students will learn the professional performances in an x-ray Laboratory and how to handle the most common duties. The study of the adverse reactions to contrast media substances and its management will be objects of special attention. (3 hrs. lecture, 2 hrs. Lab.).

READING

REA - 0010 COLLEGE READING SKILLS (3 credits)

This is a developmental course designed to improve reading skills, spelling, vocabulary and reading comprehension skills as needed for successful college work in English. Its main emphasis throughout is college reading skills, including discerning meaning of new words in context, identifying main idea and supporting details, and making inferences. (2 hrs. Lect., 2 hrs. Lab.) Prerequisites: a score of less than 10 on the TABE. Students taking a remedial course will be unable to complete their program of study in the number of semesters specified in the program section of the catalog. Remedial courses are not creditable.

RESPIRATORY THERAPY

RET – 1026 C RESPIRATORY CARE EQUIPMENT (4 credits)

In this course the use of respiratory therapy equipment is reviewed, except those used for artificial mechanical ventilation or diagnostic procedures. Especially emphasized are methods of manufacturing, storing and administering oxygen; humidity and aerosol therapy, and airway management. (3 hrs. lecture, 2 hrs. Lab.).

RET – 1486 RESPIRATORY ANATOMY AND PHYSIOLOGY (2 credits)

This course is a study of the anatomy of the cardiopulmonary system, and a review of the physiology of respiration including ventilation mechanics and control, internal and external respiration, gas exchange, and acid base balance. (2 hrs. lecture).

RET – 1832 L RESPIRATORY CLINICAL I (3 credits)

This first clinical course orients the students to the care of patients in the non-critical care setting. Tasks included are oxygen and aerosol administration, chest physiotherapy, breathing treatments and airway care. Emphasis is on patient assessment, therapeutic intervention, and communication. (6 hrs. Lab.).

RET – 2264 C MECHANICAL VENTILATION (4 credits)

This course describes the techniques and hazards of artificial ventilation including IPPB, IMV, CPAP, and PEEP. The principles and operation of all commonly used ventilators are emphasized. This course will also allow the student to develop the necessary skill required to manage the ventilators most frequently used for life support, and for therapeutic modalities. (2 hrs. lecture, 4 hrs. Lab.).

RET – 2286 MANAGEMENT OF THE INTENSIVE CARE PATIENT (2 credits)

This course will instruct the students on: nephrology, renal anatomy and physiology, fluid and electrolyte disorders, and therapy. Additional topics are the management of arrest, shock, and airway care of the post-op heart patient. (2 hrs. lecture).

RET – 2350 RESPIRATORY THERAPY PHARMACOLOGY (3 credits)

This program was designed to instruct the students on: the route and methods of drug administration; effects and mechanisms of drugs; absorption and excretion of drugs; classification and description of drugs commonly used in respiratory therapy care; regulatory agencies, and regulations covering the use of drugs. (3 hrs. lecture).

RET – 2414 C CARDIOPULMONARY FUNCTION (3 credits)

This course refines techniques in spirometry gas analysis. Theory of arterial blood gas analysis is also covered. Mass screening and other techniques in diagnosis of respiratory disease are given. The course will also give the student the opportunity to practice the techniques used for spirometric determination of lung volumes and flow rates and the basic principles of cardiopulmonary stress testing. (2 hrs. lecture, 2 hrs. Lab.).

RET – 2418 CARDIOPULMONARY DIAGNOSTIC (3 credits)

This course examines cardiac anatomy, physiology and diseases. Diagnostic procedures include EKG, Cardiac Catheterization, CVP, Swan-Ganz and arterial lines, shunt and cardiac output determination. Drugs and other therapeutic regimens are discussed. (3 hrs. lecture).

RET – 2484 CARDIOPULMONARY PATHOPHYSIOLOGY (3 credits)

This course was designed to introduce the students to the basic concepts of cardiopulmonary disease. Included are mechanisms of altered lung structure airway caliber, neurogenic control and pulmonary vascular function. (3 hrs. lecture).

RET – 2503 L ADVANCES IN CARDIOPULMONARY FUNCTION (3 credits)

This course provides a detailed examination of the most commonly encountered cardiopulmonary diseases from the physician's clinical perspective. Emphasis is placed on pathology, physical examination, diagnosis and clinical management. (6 hrs. Lab.).

RET – 2714 PEDIATRICS / NEONATAL RESPIRATORY CARE (3 credits)

This course emphasizes pediatric and neonatal diseases, their etiology and treatment. It encompasses the newest equipment and latest techniques used in monitoring and maintaining the infant patient. (3 hrs. lecture).

RET – 2833 L RESPIRATORY CLINICAL II (3 credits)

This clinical course represents the continuation of the activities in clinical I. By the end of the term the student must have mastered all non critical care duties normally performed by respiratory therapists and the fundamentals of adult critical care. Emphasis is on ventilatory management, patient assessment, therapeutic intervention, and communication. (4 hrs. Lab.).

RET – 2834 L RESPIRATORY CLINICAL III (3 credits)

This clinical course is designed to introduce the student to all aspects of respiratory therapy critical care. The students will work primarily with patients requiring continuous ventilatory support. (4 hrs. Lab.).

RET – 2835 L RESPIRATORY CLINICAL IV (3 credits)

During this course the students' responsibility will increase as their clinic skills become more sophisticated. By the end of the term the student will assume all of the responsibilities of critical care therapists caring for patients who require ventilatory management or support. (4 hrs. Lab.).

RET – 2836 L RESPIRATORY CLINICAL V (3 credits)

During this course the student's responsibilities will increase. The student will rotate through different sites of respiratory care including but not limited to home care, sub acute care (specialty units), skilled nursing facilities, and health promotion and disease prevention. In addition, the selection of proper equipment according with age and patients condition will be covered. (4 hrs. Lab.).

RET – 2934 SELECTED TOPICS IN RESPIRATORY CARE (1 credit)

This course was designed as a review for respiratory care new technologic and therapeutic advances in the respiratory care management of patients in critical care. (1 hrs. lecture).

SOCIOLOGY

SYG - 2000 PRINCIPLES OF SOCIOLOGY (3 credits)

This course is an introduction to the study of sociology, its methods of research, the relationships between human culture and the individual, deviations from cultural norms, the organization of society, human behavior in groups, and social institutions. (3 hrs. Lect.)

SYG - 2430 MARRIAGE AND FAMILY (3 credits)

A study of the family as the primary social institution in historical and contemporary American society. Special emphasis is given to the interrelationships within the family, to sex education, and to the legal and social factors affection marital adjustment. (3 hrs. Lect.)

SONOGRAPHY

SON - 1642 ETHICS AND LAW IN DIAGNOSTIC IMAGING (3 credits)

This course is designed to introduce the students in the foundation of law and ethics and their related aspects in Sonography. The student will learn the professional aspects related with the Sonographic technicians and the concepts of liability, negligence, and malpractice, as well as the proper communication, human relationship, and other social issues. (3 hrs. lecture).

SON - 2110 C IMAGE PRODUCTION IN ULTRASOUND (3 credits)

This course will teach how to understand the sonographic visualization of the organs and tissues and how to apply this knowledge in the use of sonographic procedures in order to reach the appropriate image under study. (2 hrs. lecture, 2 hrs. Lab.).

SON - 2111 C ABDOMINAL ULTRASOUND I (3 credits)

This course teaches the standard procedures used in abdominal sonography as well as the recognition of the organs and structures, including vascular structures, liver, biliary systems, pancreas, gastrointestinal tract, spleen, urinary system, retroperitoneal organs, peritoneal cavity, and abdominal wall. The student will be trained in the localization, visualization, and the recognition of the organs and structures of the abdominal cavity. The student will learn about the sonographic images and the anatomical variations of the abdominal organs. (2 hrs. lecture, 2 hrs. Lab.).

SON - 2116 C ABDOMINAL PATHOLOGY (3 credits)

This course instructs on the frequent pathologies and diseases that affect the organs of the abdominal cavity including liver, biliary system, pancreas, gastrointestinal tract, spleen, urinary system, retro peritoneum organs, peritoneal cavity and abdominal wall. The students will be trained in the visualization of masses, vascular changes, and abnormalities in organs of the abdominal cavity as well as the pathologic images and their localization in the abdominal organs. (2 hrs. lecture, 2 hrs. Lab.).

SON - 2117 L ARTIFACTS IN ABDOMINAL ULTRASOUND (1 credit)

This course consists in the training of the student in the visualization and recognition of the common and some infrequent artifacts in images of the organs and structures during abdominal sonography. (1 hr. Lab.).

SON - 2121 C OBSTETRIC / GYNECOLOGIC ULTRASOUND I (3 credits)

The first of two courses. This course will teach the standard procedure for the female pelvis sonographic examination, the recognition of the organs and structures such as vascular structure muscles, uterus, ovaries, urethra and urinary bladder. The students will learn the sonographic image, variations, and localization of the female pelvic organs. (2 hrs. lecture, 2 hrs. Lab.).

SON - 2122 C OBSTETRIC / GYNECOLOGIC ULTRASOUND II (3 credits)

The second of two courses. in this course the student will learn the recognition of organs and structures and the sonographic procedures during the pregnancy. The course includes visualization of vascular structures, muscles, uterus characteristics, placenta, ovaries, urethra, and urinary bladder, and the complete evaluation of the embryo and fetus in normal and abnormal development including malformation syndromes and congenital diseases. The students will be trained in the sonographic localization and visualization of the organs and structures in the mother and in the fetus. (2 hrs. lecture, 2 hrs. Lab.).

SON - 2125 C GYNECOLOGIC PATHOLOGY (2 credits)

This course teaches the fundamental clinic aspects and the sonographic images of the different pathologies and diseases that affect the female pelvic cavity. Students will be trained in the visualization and interpretation of masses, vascular changes, and abnormalities in the gynecological organs and structures. (1 hr. lecture, 2 hrs. Lab.).

SON - 2126 C OBSTETRIC PATHOLOGY (3 credits)

This course will cover the axial anatomy of the chest, abdomen, and pelvis including the characteristic of the female pelvis. The student will learn axial anatomy, anatomy variations, and positioning presented in real images produced by the sonographic equipments. The acquired knowledge will be applied the sonographic procedures in order to create the appropriate image for the different diseases of the corresponding region. (2 hrs. lecture, 2 hrs. Lab.).

SON - 2141 C SMALL PARTS ULTRASOUND (3 credits)

This course teaches how to identify superficial organs and glands and their pathologies. The course will be focused on the thyroid, testes, subcutaneous tissue, muscles, and other superficial structures. Students will be trained in the visualization of these structures and learn about the sonographic images, variations, and localizations of the small parts and surrounding tissues. (2 hrs. lecture, 2 hrs. Lab.).

SON - 2140 C AXIAL ANATOMY I (3 credits)

This course will cover the axial anatomy of the chest, abdomen, and pelvis including the characteristic of the female pelvis. The student will learn axial anatomy, anatomy variations, and positioning presented in real images produced by the sonographic equipments. The acquired knowledge will be applied the sonographic procedures in order to create the appropriate image for the different diseases of the corresponding region. (2 hrs. lecture, 2 hrs. Lab.).

SON - 2146 C AXIAL ANATOMY II (3 credits)

This course will cover the axial anatomy of the neurological and endocrine systems, small parts, ophthalmology and joints, including fetal and neonate patients, the student will learn axial anatomy, anatomy variations, and localization presented in real images created on the sonographic equipments. (2 hrs. lecture, 2 hrs. Lab.).

SON - 2614 C PHYSICS IN ULTRASOUND (2 credits)

This course teaches the fundamental physics principles of the sound and the sonographic related physics including the propagation of the ultrasound waves through the tissues, studying the echo and Doppler effects. The students will learn the necessary aspects of physics that explain how the image is formed in sonographic equipments and the most common artifacts produced. The ultrasound biological effects and the American institute of ultrasound biological effects statement will be covered. (1 hr. lecture, 2 hrs. Lab.).

SON - 2616 C SONOGRAPHY EQUIPMENT OPERATION (3 credits)

This course introduces the use of sonographic equipment, including control panel and its components, transducers, monitor display images, storages, and computing programs used to process the image. (2 hrs. lecture, 2 hrs. Lab.).

SON - 2804 C CLINICAL PRACTICUM IN ULTRASOUND I (3 credits)

The student acquires experience through practicing hours in a general ultrasound department of a hospital or clinic, under the supervision of an ARDMS or ARRT qualified technician. The student will be in contact with patients and observes different abdominal, gyneco-obstetric, and small parts pathology cases. The student will learn how to obtain the sonographic images of diseases in different body organs. (1 hr. lecture, 4 hrs. Lab.).

SON - 2814 C CLINICAL PRACTICUM IN ULTRASOUND II (3 credits)

The student will continue acquiring experience through practicing hours in a general ultrasound department of a hospital or clinic, under the supervision of an ARDMS or ARRT qualified technician, in advanced procedures, like assisting in biopsies, paracentesis, and interventional ultrasound guides procedures. The student also will observe other specialized abdominal, gyneco-obstetric, and small part pathology cases. (1 hr. lecture, 4 hrs. Lab.).

SON - 2955 JOURNAL IN ULTRASOUND PRACTICE (0 credits)

The student will visit a hospital or clinical setting to complete the learning of the ultrasound hospital procedures, acquiring enough experience through practicing hours in a general ultrasound department under the supervision of an ARDMS or ARRT qualified technician in basic procedures for abdomen, gynecologic-obstetric and small parts studies.

SPANISH

SPA - 101 SPANISH FOR SPANISH SPEAKERS I (2 CREDITS)

Students will review proper use of Spanish and practice conversational Spanish specifically designed to address questions typically asked of service representatives. Emphasis will be placed in ensuring a broad knowledge of different dialects found in the service area. The course will use extensive hands on practice using customer situations based on the different dialects.

SPEECH

SPC - 1017 FUNDAMENTALS OF ORAL COMMUNICATION (3 credits)

This course provides the students with the oral communication skills necessary for success in personal, professional, and educational settings. Through the study and practice of interpersonal communication, presentational speaking, and group dynamics students will understand the concepts and principles of communication and be able to use them effectively. (3 hrs. Lect.) This course serves to meet the Gordon Rule requirements.

STATISTICS

STA - 2014 INTRODUCTION TO STATISTICS (4 credits)

This course provides an introduction to the summarizing, tabulating, and analyzing of data using various statistical techniques. (4 hrs. Lect.) Prerequisites: MAC 1105.

STUDY SKILLS

SLS - 1501 COLLEGE STUDY SKILLS (0 credits)

This is a mandatory course for all incoming students. This course develops skills for students to be competent in orientation to College, study and survival skills, time management, and life planning skills, critical thinking, and experimental learning.

❧ *FACULTY* ❧

(H) Hialeah Campus

(S) South Campus

(TC) Training Center

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CATALOG PRINTING INFORMATION

The Florida National College Catalog is periodically revised to reflect the changing programs and organizations of this institution and as part of the licensure and accreditation process. The present edition is Catalog Vol. XVI.

This edition was compiled using Microsoft Word and printed on an HP printer.