

# HILLSBOROUGH COMMUNITY COLLEGE

## ACADEMIC ADVISING GUIDE ♦ ADVANCED TECHNICAL CERTIFICATE 2008/2009

Degree/Program Code ATC.FIRE.OFR - EXECUTIVE FIRE OFFICER

**PROGRAM PREREQUISITES:**

	YES	NO
1. Possess current certification of compliance from FL St. Bureau/Fire Standards	_____	_____
2. Hold AS degree in Fire Sci. Tech <b>or</b> Hold AS degree in EMS <b>and</b> have completed the following courses: FFP 1710, FFP 1810, FFP 2700, FFP 2740, FFP 2811, FFP 2401	_____	_____

**PROGRAM REQUIREMENTS ( 30 CREDIT HOURS – Select 10 courses )**

				IP	C
FFP	2118	Interpersonal Mgmt. Fire Science	3		
FFP	2280	Management EMS for Fire Science	3		
FFP	2590	Management Fire Prevention Programs	3		
FFP	2701	Organization/Command Fire Science Operations	3		
FFP	2720	Executive Fire Officer Leadership/Pers Mgmt	3		
FFP	2741	Fire Service Course Development	3		
FFP	2750	Financial Management / Fire Service	3		
FFP	2790	Analysis Fire Department Operations	3		
FFP	2801	Incident Command / Disaster Management	3		
FFP	2830	Incident Command / Major Fire Dept. Oper	3		

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

IP - In Progress C - Completed Course
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# HILLSBOROUGH COMMUNITY COLLEGE

## ACADEMIC ADVISING GUIDE ♦ ADVANCED TECHNICAL CERTIFICATE 2008/2009

Degree/Program Code ATC.PLA - PARALEGAL/LEGAL ASSISTING  
ADVANCED TECHNICAL CERTIFICATE

The Paralegal/Legal Assisting Advanced Technical Certificate is designed to enable students who already hold a Bachelor's degree or higher to take paralegal courses at Hillsborough Community College and qualify to take the Certified Legal Assistant exam sponsored by the National Associate for Legal Assistants. It further prepares those students for work of a legal nature in law offices, corporations or governmental agencies.

**PROGRAM REQUIREMENTS (21 CREDIT HOURS)**

**IP      C**

**Required Courses**

*PLA	1003	Introduction to Paralegal Profession	3		
*PLA	1104	Writing and Research I	3		
*PLA	1271	Tort Law	3		
*PLA	2114	Writing and Research II	3		

**Select 9 credits from the following list:**

*PLA	1203	Litigation Procedures I	3		
PLA	1433	Business Organizations	3		
PLA	1600	Administration of Wills/Trusts/Probate	3		
PLA	1611	Real Estate Law/Property Transactions	3		
*PLA	1700	Legal Ethics & Professional Responsibility	3		
*PLA	2303	Criminal Litigation	3		
PLA	2421	Contract Law	3		
PLA	2460	Bankruptcy Law	3		
PLA	2800	Family Law	3		

**Note:** A grade of "C" or better must be attained for each course taken for this certificate.

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

IP - In Progress  
C - Completed Course

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# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

OFFICE ADMINISTRATION  
Degree/Program Code ATD.OSS.MEDT - OPTION 6  
MEDICAL RECORDS TRANSCRIPTION

Prepares the student for entry level positions as a medical transcriber. The coursework is directly applicable to the Office Administration A.S. Degree program should the student decide, at a later date, to continue his/her education.

<b>PROGRAM REQUIREMENTS (33 HOURS)</b>				<b>IP</b>	<b>C</b>
*BSC	1085	Human Anatomy and Physiology I			
		<b>and</b>			
*BSC	1085L	Human Anatomy and Physiology I Lab	4		
		<b>or</b>			
HIM	1430	Principles of Disease with Anatomy	4		
CIS	1931	Microcomputer Concepts	3		
*HIM	1436	Principles of Disease with Anatomy II	4		
HIM	1440	Pharmacology	2		
HSC	1531	Medical Terminology	3		
HSC	1641	Legal & Ethical Aspects in Health Care	1		
OST	1110	Intermediate PC Typing	3		
OST	1330	Skills for Transcription	3		
# *OST	1741	Word Processing I	1		
* OST	2135	Medical Document Production on the PC	3		
*OST	2611	Medical Transcription I	3		
*OST	2612	Medical Transcription II	3		

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

# can be waived if 55 wpm, 3 minutes, 3 or fewer errors. Credit can be awarded. Student may enroll an unlimited number of times in these courses; however, only one credit hour per course is applicable to program requirements.

IP - In Progress  
C - Completed Course

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# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

### Degree/Program Code ATD.PCO - PEST CONTROL OPERATIONS

Courses in this program will apply to students who wish to continue their education toward the Associate's Degree Horticulture.

An ATD in Pest Control Operations may be earned by completing 24 credit hours in the following courses:

<b>PROGRAM REQUIREMENTS (24HOURS)</b>				<b>IP</b>	<b>C</b>
HOS	1010	Horticulture Science	3		
*IPM	1011	Plant Pests	3		
IPM	1301	Application of Pesticides and Fertilizer	3		
*IPM	2253	Management of Insects and Nematodes	3		
IPM	2302	Applied Material: Chemistry and Calculations	3		
*IPM	2551	Regulatory Environment of Pest Management	3		
IPM	2634	Management of Diseases and Weeds	3		
SOS	1102	Soils and Fertilizers	3		

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

IP - In Progress  
C - Completed Course

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# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ 2008-2009

### Degree/Program Code CDA.E - CHILD DEVELOPMENT ASSOCIATE (CDA)

A Competency Achievement Award from the Office of the Director for Technical Programs in Child Development Associate may be earned by completing 15 hours in the following courses:

PROGRAM REQUIREMENTS (15)				IP	C
EEC	1300	Planning the Ea	3		
EEC	1308	Enhancing Intel	3		
EEC	1521	Operation of the	3		
# *EEC	1941	Child Care Prac	3		
		<b>and</b>			
# *EEC	1943	Child Care Prac	3		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

# This course will require 240 clock hours of work with children in a child care setting. Successful completion of these courses will fulfill the CDA equivalency requirement of 480 clock hours.

- Once the Competency Achievement Award has been earned, the student may then make apply for CDA certification.

# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

### Degree/Program Code CCC.ACG.APPS. - ACCOUNTING APPLICATIONS

A College Credit Certificate in Accounting Applications may be earned by completing 30 credit hours in the following courses:

PROGRAM REQUIREMENTS (30)				IP	C
*ACG	2021	Financial Accounting	3		
*ACG	2071	Managerial Accounting	3		
*ACG	2100	Intermediate Accounting I	3		
*ACG	2110	Intermediate Accounting II	3		
*ACG	2340	Cost Accounting I	3		
*ACG	2350	Cost Accounting II	3		
CGS	1000	Introduction to Computers & Technology	3		
*COP	1000	Programming Logic	3		
*TAX	2000	Federal Tax Accounting I	3		
*TAX	2010	Federal Tax Accounting II	3		

IP - In Progress  
 C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

Degree/Program Code CCC.AQUA - AQUACULTURE TECHNOLOGY

A College Credit Certificate in Aquaculture Technology will prepare you for employment in the field of Aquaculture Technology and transfers into the Associate in Science degree program titled Aquaculture.

### PROGRAM REQUIREMENTS (26)

				IP	C
*FAS	1012C	Aquaculture Organisms	3		
*FAS	1401L	Aquaculture Lab Techniques	3		
*FAS	1404C	Aquaculture Field Techniques	3		
*FAS	2240C	Aquaculture Nutritional Techniques	3		
*FAS	2253	Aquaculture Disease Processes	3		
*FAS	2253L	Aquaculture Disease Processes Lab	1		
*FAS	2263C	Aquacultural Reproductive Techniques	3		
*FAS	2353C	Aquacultural Management Practices	3		
*ZOO	1450	Ichthyology	3		
*ZOO	1450L	Ichthyology Lab	1		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

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# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

Degree/Program Code CCC.ADCT.CAD - AUTOCAD FOUNDATIONS

A College Credit Certificate in AutoCAD Foundations may be earned by completing 15 credit hours in the following courses:

PROGRAM REQUIREMENTS (15)				IP	C
ARC	2461	Materials and Methods I	3		
BCN	1250	Introduction to Graphic Technology	3		
BCN	2272	Blueprint Reading	3		
TAR	2053	Introduction to Computer Aided Design and Drafting	3		
*TAR	2054	Intermediate Computer Aided Design & Drafting	3		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

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# HILLSBOROUGH COMMUNITY COLLEGE

◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆  
2008/2009

Degree/Program Code CCC.RTV -BROADCAST PRODUCTION

PROGRAM REQUIREMENTS (24)			Clock Hours	IP	C
RTV	1245	Electronic Field Production	3		
RTV	2201	Broadcast Techniques	3		
RTV	2246	Advanced Electronic Field Production	3		
RTV	2242	Advanced TV Studio Production	3		
RTV	2000	Introduction to Broadcasting	3		
RTV	2270	Radio Production and Programming	3		
RTV	2300	Broadcast News	3		
RTV	1941	Radio/TV Internship	3		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

Last saved by trodriguez 7/17/07

# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

### Degree/Program Code CCC.BUS.MAN - Business Management

A College Credit Certificate in Business Management may be earned by completing 24 credit hours in the following courses:

#### PROGRAM REQUIREMENTS (24)

				IP	C
*ACG	2021	Financial Accounting	3		
*ACG	2071	Managerial Accounting	3		
BUL	2241	Business Law I	3		
GEB	1011	Intro to Business	3		
MAN	1021	Principles of Management	3		
MAR	1011	Principles of Marketing	3		
*SPC	1600	Public Speaking	3		

#### Select one (1) course form the following list of courses:

*BUL	2242	Business Law II	3		
CGS	1000	Introduction to Computers & Technology	3		
*ECO	2013	Principles of Macroeconomics	3		
STA	2014	Descriptive and Inferential Statistics	3		
*STA	2023	Elementary Statistics	3		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

**Note:** Coursework may be applied to the two-year AS or AAS degree Business Administration program.

# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

Degree/Program Code CCC.BUS.OPER - Business Operations

A College Credit Certificate in Business Operations may be earned by completing 18 credit hours in the following courses:

### PROGRAM REQUIREMENTS (18)

				IP	C
*ACG	2021	Financial Accounting	3		
BUL	2241	Business Law I	3		
GEB	1011	Intro to Business	3		
MAN	1021	Principles of Management	3		
MAR	1011	Principles of Marketing	3		
*SPC	1600	Public Speaking	3		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

**Note:** Coursework may be applied to the two-year AS or AAS degree Business Administration program.

Last saved by trodriguez 04/15/08

# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

Degree/Program Code CCC.BUS.SPEC - Business Specialist

A College Credit Certificate in Business Specialist may be earned by completing 12 credit hours in the following courses:

### PROGRAM REQUIREMENTS (12)

				IP	C
*ACG	2021	Financial Accounting	3		
GEB	1011	Intro to Business	3		
MAN	1021	Principles of Management	3		
*SPC	1600	Public Speaking	3		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

**Note:** Coursework may be applied to the two-year AS or AAS degree Business Administration program.

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# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

Degree/Program Code CCC.CET.CABLE - CABLE INSTALLATION

A College Credit Certificate in Cable Installation may be earned by completing 12 credit hours in the following courses:

### PROGRAM REQUIREMENTS (12)

PROGRAM REQUIREMENTS (12)				IP	C
*CET	1556C	Structured Cabling	3		
CGS	1550	Introduction to Networking	3		
EET	1036C	Basic AC and DC	3		
EET	1083C	Electronics Orientation	3		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

**Note:** Coursework may be applied to the two-year AS or AAS degree Business Administration program.

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# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

Degree/Program Code CCC.NST.CCNA - CISCO CCNA

A College Credit Certificate in Cisco CCNA (Cisco Certified Network Associate) may be earned by completing 12 credit hours in the following courses:

### PROGRAM REQUIREMENTS (12)

				IP	C
CET	1600	Cisco Network Fundamentals	3		
CET	1610	Cisco Router Technology	3		
CET	2615	Cisco Advanced Router Technology	3		
CET	2620	Cisco Wide Area Networking Technologies	3		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

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# HILLSBOROUGH COMMUNITY COLLEGE

◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆  
2008/2009

Degree/Program Code CCC.COP.OPT1 - COMPUTER PROGRAMMING

This program prepares students for employment in computer programming in microcomputer and mid-range computer environments and transfers into the Associate in Science degree program titled Computer Programming and Applications.

**PROGRAM REQUIREMENTS (33)**

				IP	C
CGS	1000	Introduction to Computers & Technology	3		
*CGS	2301	Management Information Systems	3		
*CIS	2321	Systems Analysis	3		
*COP	1000	Programming Logic	3		

**Select 21 credit hours from the following:**

*COP	1120	COBOL, Beginning	3		
*COP	1220	Programming in "C"	3		
*COP	1820	Visual BASIC, Beginning	3		
*COP	1821	Visual BASIC, Advanced	3		
COP	2224	Programming in C++	3		
*COP	2360	Programming in C#	3		
*COP	2800	JAVA Programming	3		
COP	2805	JAVA, Advanced	3		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

Last saved by nhamilton 05/29/09

# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

Degree/Program Code CCC.PROG.SPEC - COMPUTER PROGRAMMING SPECIALIST

A College Credit Certificate in Computer Programming Specialist may be earned by completing 18 credit hours in the following courses:

### PROGRAM REQUIREMENTS (18)

				IP	C
CGS	1000	Introduction to Computers & Technology	3		
COP	1000	Programming Logic	3		
CIS	2321	Systems Analysis	3		

Select 9 credits from the following list of courses:

COP	1120	COBOL, Beginning	3		
COP	1220	Programming in "C"	3		
COP	1820	Visual Basic, Beginning	3		
COP	2360	Programming in C#	X		
COP	2800	JAVA Programming	3		

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

IP - In Progress C - Completed Course
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# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

Degree/Program Code CCC.FS.CU.MAN - CREDIT UNION MANAGEMENT

A College Credit Certificate in Credit Union Management may be earned by completing 24 credit hours in the following courses:

### PROGRAM REQUIREMENTS (24)

				IP	C
ACG	2021	Introduction to Financial Accounting	3		
ACG	2071	Managerial Accounting	3		
BRC	1301	Introduction to Credit Unions	3		
BRC	1321	Principles of Credit and Collections	3		
BUL	2241	Business Law I	3		
MAN	1021	Principles of Management	3		
MAN	2761	Strategic Business Management and Leadership	3		
MAR	1011	Principles of Marketing	3		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

Degree/Program Code CCC.FS.CU.OPER - CREDIT UNION OPERATIONS

A College Credit Certificate in Credit Union Operations may be earned by completing 18 credit hours in the following courses:

### PROGRAM REQUIREMENTS (18)

				IP	C
ACG	2021	Introduction to Financial Accounting	3		
BRC	1301	Introduction to Credit Unions	3		
BRC	1321	Principles of Credit and Collections	3		
BUL	2241	Business Law I	3		
MAN	1021	Principles of Management	3		
MAR	1011	Principles of Marketing	3		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

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# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

Degree/Program Code CCC.FS.CU.SPEC - CREDIT UNION SPECIALIST

A College Credit Certificate in Credit Union Specialist may be earned by completing 12 credit hours in the following courses:

### PROGRAM REQUIREMENTS (12)

				IP	C
BRC	1301	Introduction to Credit Unions	3		
BRC	1321	Principles of Credit and Collections	3		
MAN	1021	Principles of Management	3		
MAR	1011	Principles of Marketing	3		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

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# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

### Degree/Program Code CCC.CS - CRIME SCENE TECHNOLOGY

A College Credit Certificate in Crime Scene Technology is designed to prepare graduates for work in crime scene fields and forensics. Crime Scene Technicians specialize in locating, identifying, processing and preserving evidence at scenes; identifying fingerprints; crime scene photography; and testifying in court as to their findings.

A CCC in Crime Scene Technology may be earned by completing the following 28 credit hours:

#### PROGRAM REQUIREMENTS (28)

PROGRAM REQUIREMENTS (28)				IP	C
CCJ	1020	Introduction to Criminal Justice	3		
CJE	1640	Introduction to Criminalistics	3		
CJE	1642C	Introduction to Crime Scene Technology	3		
CJE	1643C	Advanced Crime Scene Technology	3		
*CJE	2671C	Latent Fingerprint Development	2		
*CJE	2672C	Fingerprint Classification	2		
*CJE	2673C	Forensic Photography	3		
CJL	2130	Criminal Evidence & Procedures	3		
CJL	2610	Courtroom Presentation of Scientific Evidence	3		
CJT	2100	Criminal Investigation	3		

IP - In Progress  
C - Completed Course

\*Courses apply to this CCC only - may not be applied toward an AS or AAS degree.

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# HILLSBOROUGH COMMUNITY COLLEGE

◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆  
2008/2009

Degree/Program Code CCC.MMT.AUTH - DIGITAL MEDIA/MULTIMEDIA: AUTHORING

A College Credit Certificate in Digital Media/Multimedia Authoring may be earned by completing 12 credit hours in the following courses:

**PROGRAM REQUIREMENTS (12)**

			IP	C
CGS	1577	Presentation Systems		
		<b>or</b>	3	
COP	2823	Graphics Design for Multimedia/Internet		
CGS	1871	Multimedia Authoring I	3	
CGS	2874	Multimedia Authoring II	3	
CGS	2877	Digital Animation Design	3	

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

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# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

Degree/Program Code CCC.MMT.IT -DIGITAL MEDIA/MULTIMEDIA: INSTRUCTIONAL TECHNOLOGY

A College Credit Certificate in Digital Media/Multimedia Instructional Technology may be earned by completing 15 credit hours in the following courses:

### PROGRAM REQUIREMENTS (15)

PROGRAM REQUIREMENTS (15)				IP	C
CGS	1000	Introduction to Computers and Technology	3		
CGS	1577	Presentation Systems	3		
CGS	2820	Web Authoring - HTML	3		
CGS	2877	Digital Animation Design	3		
COP	2823	Graphics Design for Multimedia/Internet	3		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

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# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

Degree/Program Code CCC.MMT.PROD - DIGITAL MEDIA/MULTIMEDIA: PRODUCTION

A College Credit Certificate in Digital Media/Multimedia Production may be earned by completing 15 credit hours in the following courses:

### PROGRAM REQUIREMENTS (15)

PROGRAM REQUIREMENTS (15)				IP	C
CGS	1577	Presentation Systems	3		
CGS	1871	Multimedia Authoring I	3		
CGS	2876	Digital Audio/Video Design	3		
CGS	2877	Digital Animation Design	3		
COP	2823	Graphics Design for Multimedia/Internet	3		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

Degree/Program Code CCC.MMT.VIDEO - DIGITAL MEDIA/MULTIMEDIA: VIDEO PRODUCTION

A College Credit Certificate in Digital Media/Multimedia Video Production may be earned by completing 12 credit hours in the following courses:

### PROGRAM REQUIREMENTS (12)

				IP	C
CGS	1000	Introduction to Computers and Technology	3		
CGS	2876	Digital Audio/Video Design	3		
CGS	2877	Digital Animation Design	3		
COP	2823	Graphics Design for Multimedia/Internet	3		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

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# HILLSBOROUGH COMMUNITY COLLEGE

◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆  
2008/2009

Degree/Program Code CCC.MMT.WEB - DIGITAL MEDIA/MULTIMEDIA: WEB PRODUCTION

A College Credit Certificate in Digital Media/Multimedia Web Production may be earned by completing 15 credit hours in the following courses:

## PROGRAM REQUIREMENTS (12)

				IP	C
CGS	1555	Introduction to the Internet	3		
CGS	2820	Web Authoring - HTML	3		
CGS	2876	Digital Audio/Video Design	3		
CGS	2877	Digital Animation Design	3		
COP	2823	Graphics Design for Multimedia/Internet	3		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

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# HILLSBOROUGH COMMUNITY COLLEGE

◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆  
2008/2009

Degree/Program Code CCC.DGTL.PROD - DIGITAL VIDEO PRODUCTION

## PROGRAM REQUIREMENTS (12)

				IP	C
CGS	1871	Multimedia Authoring	3		
		or			
GRA	1111C	Graphic Design			
RTV	1245	Electronic Field Production	3		
RTV	2246	Advanced Electronic Field Production	3		
VIC	1202	Film & TV Graphics	3		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

Last saved by trodriguez 7/17/07

# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

Degree/Program Code CCC.ADCT.DRAFT - DRAFTING
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A College Credit Certificate in Drafting may be earned by completing 24 credit hours in the following courses:

PROGRAM REQUIREMENTS (24)				IP	C
ARC	2461	Materials and Methods I	3		
BCN	1210	Construction Materials and Processes	3		
BCN	1250	Introduction to Graphic Technology	3		
BCN	2272	Blueprint Reading	3		
TAR	1120	Architectural Drawing I	3		
*TAR	2053	Introduction to Computer Aided Design and Drafting	3		
*TAR	2054	Intermediate Computer Aided Design & Drafting	3		
*TAR	2055	Advanced Computer Aided Design & Drafting	3		

IP - In Progress C - Completed Course
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\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

Electronics Technician  
Degree/Program Code CCC.EET (31 Credit Hours)

A College Credit Certificate in Electronics Technician may be earned by completing 31 credit hours in the following courses:

**PROGRAM PREREQUISITES:**

**YES      NO**

<b>PROGRAM REQUIREMENTS (31 HOURS)</b>				<b>IP</b>	<b>C</b>
CET	1114C	Basic Digital Systems	3		
CET	1172C	Computer Upgrading and Repair	3		
CET	1174C	Advanced Computer Repair	3		
CGS	1000	Introduction to Computers and Technology	3		
EET	1036C	Basic AC and DC	3		
EET	1037C	Circuit Analysis	3		
EET	1083C	Electronics Orientation	3		
EET	1141C	Solid State Devices	3		
EET	1949	Electronics Internship	3		
MTB	1327	Electronics Mathematics	4		

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

IP - In Progress C - Completed Course
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# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

### Degree/Program Code CCC.HFT.EVNT - EVENT PLANNING MANAGEMENT

A College Credit Certificate in Event Planning Management may be earned by completing 24 credit hours in the following courses:

PROGRAM REQUIREMENTS (24)				IP	C
*ECO	2013	Principles of Macroeconomics	3		
		or			
*ECO	2023	Principles of Microeconomics			
HFT	1000	Intro to Hospitality Industry Management	3		
HFT	1790	The Event Industry	3		
HFT	2210	Supervisory Development	3		
HFT	2530	Hospitality Merchandising Techniques	3		
HFT	2600	Hospitality Industry Law	3		
HFT	2750	Meeting, Convention and Expo Industry	3		
HFT	2840	Maitre d' and Dining Room Services	3		

NOTE: Coursework may be applied to the two-year AS degree in Hospitality and Tourism Management.

IP - In Progress
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

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# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

Degree/Program Code CCC.FOOD.BEV.MGT - FOOD AND BEVERAGE MANAGEMENT

A College Credit Certificate in Food and Beverage Management may be earned by completing 31 credit hours in the following courses:

**PROGRAM REQUIREMENTS (31)**

				IP	C
ACG	2021	Financial Accounting	3		
<b>or</b>					
APA	1111	Basic Accounting			
FSS	1223	Food Production for Managers	4		
FSS	1500	Food and Beverage Control	3		
FSS	2120	Food Purchase and Storage	3		
HFT	1000	Intro Hospitality Indus. Mgmt	3		
HFT	1410	Front Desk Procedure	3		
HFT	2210	Supervisory Development	3		
HFT	2600	Hospitality Industry Law	3		
HFT	2750	Meeting, Conven., & Expo Industry	3		
HFT	2840	Maitre d' and Dining Room Services	3		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

Last saved by nhamilton 05/29/09

# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

### Degree/Program Code CCC.CIS.ANA - Information Technology Analysis

A College Credit Certificate in Information Technology Analysis may be earned by completing 27 credit hours in the following courses:

#### PROGRAM REQUIREMENTS (27)

PROGRAM REQUIREMENTS (27)				IP	C
CET	1172C	Computer Upgrade and Repair	3		
CET	1174C	Advanced Computer Repair	3		
CGS	1000	Introduction to Computers and Technology	3		
CGS	1550	Introduction to Networking	3		
CGS	1555	Introduction to the Internet	3		
CGS	1761	Computer Operating Systems	3		
CGS	2301	Management Information Systems	3		
CIS	1931	Microcomputer Concepts	3		
CIS	2321	Systems Analysis and Design	3		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

Degree/Program Code CCC.CIS.MAN - INFORMATION TECHNOLOGY MANAGEMENT
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A College Credit Certificate in Information Technology Management may be earned by completing 30 credit hours in the following courses:

PROGRAM REQUIREMENTS (30)				IP	C
CEN	1301	Microsoft Windows Server	3		
CEN	1305	Microsoft Windows Implementing & Supporting a Network Infrastructure	3		
CET	1172C	Computer Upgrade and Repair	3		
CET	1174C	Advanced Computer Repair	3		
CET	1556C	Structured Cabling	3		
CGS	1000	Introduction to Computers and Technology	3		
CGS	1550	Introduction to Networking	3		
CGS	1555	Introduction to the Internet	3		
CGS	2301	Management Information Systems	3		

**Select one (1) server course from the following:**

CGS	2763	Unix Administration I	3		
CGS	2825	Web Site Management	3		

IP - In Progress C - Completed Course
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\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

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# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

Degree/Program Code CCC.CIS.SPEC - INFORMATION TECHNOLOGY SUPPORT SPECIALIST

A College Credit Certificate in Information Technology Support Specialist may be earned by completing 18 credit hours in the following courses:

### PROGRAM REQUIREMENTS (18)

				IP	C
CET	1172C	Computer Upgrade and Repair	3		
CET	1174C	Advanced Computer Repair	3		
CGS	1000	Introduction to Computers and Technology	3		
CGS	1550	Introduction to Networking	3		
CGS	1555	Introduction to the Internet	3		
CIS	1931	Microcomputer Concepts	3		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

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# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

Degree/Program Code CCC.CIS.TECH - INFORMATION TECHNOLOGY TECHNICIAN

A College Credit Certificate in Information Technology Technician may be earned by completing 21 credit hours in the following courses:

**PROGRAM REQUIREMENTS (21)**

<b>PROGRAM REQUIREMENTS (21)</b>				<b>IP</b>	<b>C</b>
CEN	1301	Microsoft Window Server	3		
CEN	1305	Microsoft Windows Implementing & Supporting a Network Infrastructure	3		
CET	1172C	Computer Upgrade and Repair	3		
CET	1556C	Structured Cabling	3		
CGS	1000	Introduction to Computers and Technology	3		
CGS	1550	Introduction to Networking	3		
CGS	1555	Introduction to the Internet	3		

IP - In Progress C - Completed Course
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\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

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# HILLSBOROUGH COMMUNITY COLLEGE

◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆  
2008/2009

Degree/Program Code CCC.WEB.OPT1 - INTERNET SERVICES TECHNOLOGY  
OPTION 1: WEB DEVELOPMENT SPECIALIST - DESIGNER

A College Credit Certificate in Internet Services Technology prepares the student for jobs such as Web Designer, Internet/Intranet Coordinator, and Internet Developer. This certificate transfers into the Associate of Science Internet Services Technology Program.

**PROGRAM REQUIREMENTS (35)**

				IP	C
CGS	1000	Introduction to Computers and Technology	3		
CGS	1555	Introduction to the Internet	3		
*CGS	1577	Presentation Systems	3		
*CGS	1871	Multimedia Authoring I	3		
*CGS	2509	Introduction to Adobe Acrobat	1		
*CGS	2541	Database Design	3		
*CGS	2820	Web Authoring HTML	3		
*CGS	2822	Web Site Creation	3		
*CGS	2876	Desktop A/V Design Animation	3		
*CGS	2823	Graphics Design/Multi/Internet	3		
*CGS	2826	Advanced Graphics Design	3		
OST	1142	Keyboarding I	1		
*OST	1813	Desktop Publishing	3		

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

IP - In Progress  
C - Completed Course

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# HILLSBOROUGH COMMUNITY COLLEGE

◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆  
2008/2009

Degree/Program Code CCC.WEB.OPT2 - INTERNET SERVICES TECHNOLOGY  
OPTION 2: WEB DEVELOPMENT SPECIALIST - DEVELOPER

A College Credit Certificate in Internet Services Technology prepares the student for jobs such as web page or web site developer, intranet/internet developer and internet programmer. This certificate transfers into the Associate of Science Internet Services Technology Program.

**PROGRAM REQUIREMENTS (35)**

				IP	C
CGS	1000	Introduction to Computers and Technology	3		
CGS	1555	Introduction to the Internet	3		
*CGS	1760	Introduction to Unix	3		
CGS	1936	Perl & CGI	3		
*CGS	2509	Introduction to Adobe Acrobat	1		
*CGS	2541	Database Design	3		
CGS	2545	Web Databases	3		
*CGS	2820	Web Authoring HTML	3		
*CGS	2822	Web Site Creation	3		
COP	1000	Programming Logic	3		
COP	2800	Java	3		
COP	2822	Scripting for CGS Programming	3		
OST	1142	Keyboarding I	1		

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

IP - In Progress C - Completed Course
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# HILLSBOROUGH COMMUNITY COLLEGE

## ACADEMIC ADVISING GUIDE COLLEGE CREDIT CERTIFICATE 2008/2009

Degree/Program Code CCC.ORH.PROF - LANDSCAPE AND HORTICULTURE PROFESSIONAL

### PROGRAM REQUIREMENTS (18)

				IP	C
IPM	1011	Plant Pests	3		
ORH	1005C	Horticulture Field Skills	3		
BOT	1000	Plant Physiology and Growth	3		
ORH	1510	Plant Identification I	3		
ORH	2251	Florida Horticulture Professional Preparation	3		
SOS	1102	Soils and Fertilizers	3		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

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# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

### Degree/Program Code CCC.IRRIGATION - IRRIGATION TECHNOLOGY

A College Credit Certificate in Irrigation will prepare students for employment in positions such as irrigation technicians, irrigation installers, landscaping and groundskeeping personnel, lawn maintenance personnel, and sales and service personnel. Courses in this certificate will apply to persons who wish to continue their education toward the associates degree in horticulture.

#### PROGRAM REQUIREMENTS (30)

PROGRAM REQUIREMENTS (30)				IP	C
HOS	1010	Horticulture Science	3		
LDE	1310	Irrigation/Water Management	3		
ORH	1002	Water Resources and Land Use	3		
ORH	1302	Irrigation System Installation	3		
ORH	1304	Low Volume Irrigation Systems	3		
ORH	1306	Computer Software for Irrigation Systems	3		
ORH	1309	Irrigation Troubleshooting and Repair	3		
ORH	1312	Residential Irrigation Design	3		
ORH	1314	Commercial Irrigation Design	3		
ORH	1936	Irrigation Seminar	3		

IP - In Progress  
C - Completed Course

**Note:** Coursework may be applied to the two year AAS degree Environmental Horticulture Technology Program.

# HILLSBOROUGH COMMUNITY COLLEGE

◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆  
2008/2009

Degree/Program Code CCC.ORH.SPEC - LANDSCAPE AND HORTICULTURE SPECIALIST

## PROGRAM REQUIREMENTS (12)

				IP	C
BOT	1000	Plant Physiology and Growth	3		
ORH	1510	Plant Identification I	3		
ORH	2251	Florida Horticulture Professional Preparation	3		
SOS	1102	Soils and Fertilizers	3		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

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# HILLSBOROUGH COMMUNITY COLLEGE

◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆  
2008/2009

Degree/Program Code CCC.ORH.TECH - LANDSCAPE AND HORTICULTURE TECHNICIAN

PROGRAM REQUIREMENTS (30)				IP	C
GCO	2230	Pumping and Irrigation Systems	3		
IPM	1011	Plant Pests	3		
ORH	1005C	Horticulture Field Skills	3		
ORH	1016	Environmental Issues in Horticulture	3		
ORH	1220	Turf and Landscape Maintenance	3		
BOT	1000	Plant Physiology and Growth	3		
ORH	1510	Plant Identification I	3		
ORH	1830	Landscape Design	3		
ORH	2251	Florida Horticulture Professional Preparation	3		
SOS	1102	Soils and Fertilizers	3		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

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# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

Degree/Program Code CCC.MED.MAN - MEDICAL OFFICE MANAGEMENT OPTION 4

A College Credit Certificate in Medical Office Management may be earned by completing 34 credit hours in the following courses:

PROGRAM REQUIREMENTS (34)				IP	C
APA	1111	Basic Accounting	3		
CIS	1931	Microcomputer Concepts	3		
HIM	2271C	Medical Billing and Insurance I	3		
HIM	2272C	Medical Billing and Insurance II	3		
HSC	1531	Medical Terminology	3		
HSC	1641	Legal & Ethical Aspects in Health Care	1		
OST	1110	Intermediate PC Typing	3		
OST	1330	Skills for Transcription	3		
OST	1335	Business Communications	3		
OST	2135	Medical Document Production on the PC	3		
OST	2357	Electronic Records Management	3		
OST	2402	Office Procedures	3		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

Last saved by trodriguez 5/24/07

# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

Degree/Program Code CCC.CET.REPAIR - MICROCOMPUTER REPAIRER/INSTALLER

A College Credit Certificate in Microcomputer Repairer/Installer may be earned by completing 15 credit hours in the following courses:

### PROGRAM REQUIREMENTS (15)

				IP	C
CET	1114C	Basic Digital Systems	3		
CET	1172C	Computer Upgrade and Repair	3		
CET	1174C	Advanced Computer Repair	3		
CGS	1550	Introduction to Networking	3		
EET	1083C	Electronics Orientation	3		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

Degree/Program Code CCC.NST.LAN - NETWORK COMMUNICATION - LAN

A College Credit Certificate in Network Communication may be earned by completing 18 credit hours in the following courses:

### PROGRAM REQUIREMENTS (18)

				IP	C
CET	1172C	Computer Upgrading and Repair	3		
CET	1556C	Structured Cabling	3		
CGS	1000	Introduction to Computers and Technology	3		
CGS	1550	Introduction to Networking			
		<b>or</b>	3		
CET	1600	Cisco Network Fundamentals			
EET	1036C	Basic AC and DC	3		
EET	2326C	Communication Systems I	3		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

Last saved by trodriguez 02/11/08

# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

Degree/Program Code CCC.OSS.HIM - OFFICE ADMINISTRATION SPECIALIST:  
Medical Information Coder/Biller  
Option 5 Track I MEDICAL CODER

Prepares the student for entry-level positions in hospitals, physicians' offices, health care, facilities, and medical facilities. The course work is directly applicable to the Office Systems Technology A..S. Degree program should the student decide, at a later time, to continue his/her education.

**PROGRAM REQUIREMENTS (34)**

				IP	C
CIS	1931	Microcomputer Concepts	3		
HIM	1000	Medical Record Content	1		
HIM	1430	Principles of Disease I with Anatomy	4		
		<b>or</b>	<b>or</b>		
BSC	1085	Human Anatomy & Physiology I	3		
		<b>and</b>	<b>and</b>		
BSC	1085L	Human Anatomy & Physiology I Lab	1		
HIM	1436	Principles of Disease II with Anatomy	4		
		<b>or</b>	<b>or</b>		
BSC	1086	Human Anatomy & Physiology II	3		
		<b>and</b>	<b>and</b>		
BSC	1086L	Human Anatomy & Physiology II Lab	1		
HIM	1440	Pharmacology	2		
HIM	1531	Medical Terminology	3		
HIM	1641	Legal and Ethical Aspects of Health Care	1		
HIM	2220	Basic IDC-9-CM Coding	1		
HIM	2221	Intermediate ICD-9-CM Coding	3		
*HIM	2253	Basic CPT Coding	1		
HIM	2254	Intermediate CPT Coding	3		
HIM	2271C	Medical Billing and Insurance	3		
HIM	2283	Advanced Coding	3		
HIM	2941	Clinical Coding Practicum	2		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

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# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

Degree/Program Code CCC.OA.SPEC.MED -OFFICE ADMINISTRATION  
OFFICE SPECIALIST: OPTION 2 TRACK 4 MEDICAL OFFICE SPECIALIST

A College Credit Certificate in Medical Office Specialist may be earned by completing 18 credit hours in the following courses:

<b>PROGRAM REQUIREMENTS (18)</b>				<b>IP</b>	<b>C</b>
CIS	1931	Microcomputer Concepts	3		
HSC	1531	Medical Terminology	3		
OST	1100	Beginning PC Typing	3		
		<b>or</b>			
OST	1110	Intermediate PC Typing			
OST	2145	Data Entry	3		
OST	2402	Office Procedures	3		
SLS	1261	Personal Skills for Business	3		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

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# HILLSBOROUGH COMMUNITY COLLEGE

◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆  
2008/2009

Degree/Program Code CCC.OA.SPEC -OFFICE ADMINISTRATION  
OFFICE SPECIALIST: OPTION 2 TRACK 1 OFFICE SPECIALIST

A College Credit Certificate in Office Specialist may be earned by completing 18 credit hours in the following courses:

PROGRAM REQUIREMENTS (18)				IP	C
CIS	1931	Microcomputer Concepts	3		
OST	1100	Beginning PC Typing	3		
		or			
OST	1110	Intermediate PC Typing			
OST	1355	Records Information	3		
OST	2145	Data Entry	3		
OST	2402	Office Procedures	3		
SLS	1261	Personal Skills for Business	3		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

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# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

Degree/Program Code CCC.OA.SPEC.RMS -OFFICE ADMINISTRATION  
OFFICE SPECIALIST: OPTION 2 TRACK 3 RECORDS MANAGEMENT SPECIALIST

A College Credit Certificate in Records Management Specialist may be earned by completing 18 credit hours in the following courses:

<b>PROGRAM REQUIREMENTS (18)</b>				<b>IP</b>	<b>C</b>
CGS	1554	Internet Basics	1		
CIS	1931	Microcomputer Concepts	3		
OST	1345	Forms Design and Management	2		
OST	1355	Records Information	3		
OST	2357	Electronics Records Management	3		
OST	2402	Office Procedures	3		
SLS	1261	Personal Skills for Business	3		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

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# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

Degree/Program Code CCC.OA.SAM - OFFICE ADMINISTRATION OFFICE MANAGEMENT: OPTION 3 TRACK 2 SOFTWARE APPLICATIONS MANAGEMENT
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Prepares the student for entry-level positions in business as a software application specialist. The course work is directly applicable to the Office Administration Degree program should the student decide, at a later time, to continue his/her education.

PROGRAM REQUIREMENTS (27)					IP	C
CAP	2816	Database Management II	1			
CGS	1510	Spreadsheet Application I	1			
CGS	1520	Business Graphics I	1			
CGS	1540	Database Management I	1			
CGS	2511	Spreadsheet Applications II	1			
CIS	1931	Microcomputer Concepts	3			
OST	1110	Intermediate PC Typing	3			
OST	1345	Forms Design & Management	2			
OST	1382	International Office Protocol	1			
# * OST	1741	Word Processing I	1			
*OST	1813	Desktop Publishing	3			
OST	1831	Introduction to Windows I	1			
OST	2722	Advanced Word Processing	3			
# *OST	2742	Word Processing II	1			
# *OST	2743	Word Processing III	1			
SLS	1261	Personal Skills for Business	3			

IP - In Progress C - Completed Course
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\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

\*\*Student may enroll an unlimited number of times in these courses; however, only one credit hour per course is applicable to program requirements.

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# HILLSBOROUGH COMMUNITY COLLEGE

◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆  
2008/2009

Degree/Program Code CCC.OA.SPEC.SAS -OFFICE ADMINISTRATION  
OFFICE SPECIALIST: OPTION 2 TRACK 2 OFFICE SOFTWARE APPLICATION SPECIALIST

A College Credit Certificate in Software Application Specialist may be earned by completing 18 credit hours in the following courses:

**PROGRAM REQUIREMENTS (18)**

				IP	C
CAP	2816	Database Management II	1		
CGS	1577	Presentation Systems	3		
CGS	2511	Spreadsheet Applications II	1		
CIS	1931	Microcomputer Concepts	3		
OST	1143	Keyboarding II	1		
OST	1813	Desktop Publishing	3		
OST	1831	Introduction to Windows I	1		
OST	2742	Word Processing II	1		
OST	2743	Word Processing III	1		
SLS	1261	Personal Skills for Business	3		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

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# HILLSBOROUGH COMMUNITY COLLEGE

◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆  
2008/2009

Degree/Program Code CCC.OSS.MEDB - Office Administration Specialist:  
Medical Information Coder/Biller  
Option 5 Track 2 MEDICAL BILLER

Prepares the student for entry-level positions in hospitals, physicians' offices, health care, facilities, and medical facilities. The course work is directly applicable to the Office Systems Technology A..S. Degree program should the student decide, at a later time, to continue his/her education.

**PROGRAM REQUIREMENTS (34)**

				IP	C
APA	1111	Basic Accounting	3		
CIS	1931	Microcomputer Concepts	3		
*HIM	2253	Basic CPT Coding	1		
*HIM	2220	Basic ICD-9-CM Coding	1		
*HIM	2271C	Medical Billing and Insurance	3		
*HIM	2273	Billing Software	2		
*HIM	2940	Clinical Practicum	2		
*HIM	2272C	Medical Billing and Insurance II	3		
HSC	1531	Medical Terminology	3		
HSC	1641	Legal & Ethical Aspects of Health Care	1		
OST	1100	Beginning PC Typing			
		<b>or</b>	3		
*OST	1110	Intermediate PC Typing			
OST	1335	Business Communications	3		
OST	2145	Data Entry	3		
SLS	1261	Personal Skills for Business	3		

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

IP - In Progress  
C - Completed Course

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# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

Degree/Program Code CCC.OSS.HRS - OFFICE MANAGEMENT  
Option 3 Track 4 HUMAN RESOURCE MANAGEMENT

Prepares the student for entry-level positions as human resource assistants, employment interviewers, labor relations assistants, and human resource specialists. The coursework is directly applicable to the Office Administration A.S. Degree program should the student decide, at a later date, to continue his/her education.

### PROGRAM REQUIREMENTS (27)

				IP	C
BUL	2241	Business Law	3		
CIS	1931	Microcomputer Concepts	3		
GEB	1011	Introduction to Business	3		
MAN	1320	Recruitment, Interviewing & Selection	3		
MAN	1332	Human Resources Statistical Analysis, Compensation and Benefits	3		
*OST	1335	Business Communications	3		
OST	2357	Electronic Records Management	3		
OST	2501	Office Administration	3		
SLS	1261	Personal Skills for Business	3		

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

# Can be waived if 55 wpm, 3 minutes, 3 or fewer errors. Credit can be awarded. Students may enroll an unlimited number of times in these courses; however, only one credit hour per course is applicable to program requirements.

IP - In Progress  
C - Completed Course

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# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

Degree/Program Code CCC.OA.OFM OFFICE MANAGEMENT OPTION 3: TRACK I OFFICE MANAGEMENT
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Prepares the student for entry-level positions as a data operator or computer operator. The coursework is directly applicable to the Office Systems Technology A.S. Degree program should the student decide, at a later date, to continue his/her education.

### PROGRAM REQUIREMENTS (27)

				IP	C
APA	1111	Basic Accounting	3		
CIS	1931	Microcomputer Concepts	3		
OST	1110	Intermediate PC Typing	3		
OST	1330	Skills for Transcription	3		
*OST	1335	Business Communications	3		
# *OST	1741	Word Processing I	1		
OST	2357	Electronic Records Management	3		
OST	2402	Office Procedures	3		
# *OST	2742	Word Processing II	1		
# *OST	2743	Word Processing III	1		
SLS	1261	Personal Skills for Business	3		

IP - In Progress C - Completed Course
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\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

# Can be waived if 55 wpm, 3 minutes, 3 or fewer errors. Credit can be awarded. Students may enroll an unlimited number of times in these courses; however, only one credit hour per course is applicable to program requirements.

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# HILLSBOROUGH COMMUNITY COLLEGE

◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆  
2008/2009

Degree/Program Code CCC.RECS - OFFICE MANAGEMENT  
OPTION 3: TRACK 3 RECORDS MANAGEMENT

A College Credit Certificate in Records Specialist prepares the student to work in large businesses, both governmental and private, as a records technician. These students are able to perform functions ranging from records storage and retrieval to systems analysis and forms development.

**PROGRAM REQUIREMENTS (27)**

				IP	C
*CAP	2816	Database Management II	1		
CGS	1510	Spreadsheets I	1		
CGS	1540	Database Management I	1		
CIS	1931	Microcomputer Concepts	3		
OST	1142	Keyboarding I			
		<b>or</b>	1		
OST	1143	Keyboarding II			
*OST	1335	Business Communications	3		
OST	1345	Forms Design & Management	2		
OST	1355	Records Information	3		
OST	1382	International Office Protocol	1		
OST	1741	Word Processing I			
		<b>or</b>	1		
OST	2742	Word Processing II			
OST	2357	Electronic Records Management	3		
OST	2402	Office Procedures	3		
SLS	1261	Personal Skills for Business	3		
		#Specified Elective	1		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

# Select specified elective from the AAS degree Office Management Specialization Select List in the current HCC catalog.

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# HILLSBOROUGH COMMUNITY COLLEGE

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2008/2009

Degree/Program Code CCC.OA.OS  
OFFICE SUPPORT: OPTION1 TRACK I OFFICE SUPPORT

A College Credit Certificate in Office Support may be earned by completing 12 credit hours in the following courses:

PROGRAM REQUIREMENTS (12)				IP	C
CIS	1931	Microcomputer Concepts	3		
OST	1100	Beginning PC Typing			
		<b>or</b>	3		
OST	1110	Intermediate PC Typing			
OST	2402	Office Procedures	3		
SLS	1261	Personal Skills for Business	3		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

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# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

Degree/Program Code CCC.OA.OS.RMS - OFFICE ADMINISTRATION  
OFFICE SUPPORT: OPTION1 TRACK 3 RECORDS MANAGEMENT SUPPORT

A College Credit Certificate in Office Support may be earned by completing 12 credit hours in the following courses:

PROGRAM REQUIREMENTS (12)				IP	C
CIS	1931	Microcomputer Concepts	3		
OST	1142	Keyboarding I			
		<b>or</b>	1		
OST	1143	Keyboarding II			
OST	1345	Forms Design and Management	2		
OST	1355	Records Information	3		
SLS	1261	Personal Skills for Business	3		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

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# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

Degree/Program Code CCC.OA.OS.SAS  
OFFICE SUPPORT: OPTION 1 TRACK 2 OFFICE SOFTWARE APPLICATIONS SUPPORT

A College Credit Certificate in Office Software Applications Support may be earned by completing 12 credit hours in the following courses:

<b>PROGRAM REQUIREMENTS (12)</b>				<b>IP</b>	<b>C</b>
CAP	2816	Database Management II	1		
CGS	2511	Spreadsheet Applications II	1		
CIS	1931	Microcomputer Concepts	3		
OST	1143	Keyboarding II	1		
OST	1831	Introduction to Windows I	1		
OST	2742	Word Processing II	1		
OST	2743	Word Processing III	1		
SLS	1261	Personal Skills for Business	3		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

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# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

Degree/Program Code CCC.VOC.PST - PUBLIC SAFETY TELECOMMUNICATIONS

This program prepares students for a career as a police or fire dispatcher.

A PSAV Certificate in this program may be earned by completing 232 clock hours in the following courses:

PROGRAM REQUIREMENTS (232 CLOCK HOURS)			Clock Hours	IP	C
CJD	0520C	Public Safety Telecommunications I	208		
CJD	0525C	Public Safety Telecommunications II	24		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

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# HILLSBOROUGH COMMUNITY COLLEGE

◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆  
2008/2009

Degree/Program Code CCC.TV.PROD - TELEVISION PRODUCTION

PROGRAM REQUIREMENTS (12)			Clock Hours	IP	C
RTV	1245	Electronic Field Production	3		
RTV	2201	Broadcast Techniques	3		
RTV	2242	Advanced TV Studio Production	3		
RTV	2246	Advanced Electronic Field Production	3		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

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# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

### Degree/Program Code CCC.NST.UNIXLINUX - UNIX/LINUX SYSTEM ADMINISTRATION

A College Credit Certificate in Unix/Linux System Administration may be earned by completing 18 credit hours in the following courses:

#### PROGRAM REQUIREMENTS (18)

				IP	C
CGS	1760	Introduction to UNIX	3		
CGS	2763	Unix/Linux Administration I	3		
CGS	2764	Unix/Linux Administration II	3		
COP	2344	Shell Scripting	3		
CTS	2311	Unix/Linux Security	3		
CTS	2321	Unix/Linux Networking	3		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

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# HILLSBOROUGH COMMUNITY COLLEGE

◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆  
2008/2009

Degree/Program Code CCC.VIDEO.PROD - VIDEO EDITING AND POST PRODUCTION

PROGRAM REQUIREMENTS (24)			Clock Hours	IP	C
CGS	1871	Multimedia Authoring			
		or	3		
GRA	1111C	Graphic Design			
RTV	1245	Electronic Field Production	3		
RTV	1941	Radio/TV Internship	3		
RTV	2000	Introduction to Broadcasting	3		
RTV	2201	Broadcast Techniques	3		
RTV	2242	Advanced TV Studio Production	3		
RTV	2246	Advanced Electronic Field Production	3		
VIC	1202	Film & TV Graphics	3		

IP - In Progress  
C - Completed Course

\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

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# HILLSBOROUGH COMMUNITY COLLEGE

## ◆ ACADEMIC ADVISING GUIDE ◆ COLLEGE CREDIT CERTIFICATE ◆ 2008/2009

Degree/Program Code CCC.NST.WIRE - WIRELESS COMMUNICATIONS

A College Credit Certificate in Wireless Communication may be earned by completing 18 credit hours in the following courses:

PROGRAM REQUIREMENTS (18)				IP	C
CGS	1000	Introduction to Computers and Technology	3		
CGS	1550	Introduction to Networking	3		
CNT	2510	Wireless Networking	3		
EET	1036C	Basic AC and DC	3		
EET	1083C	Electronics Orientation	3		
EET	2326C	Communications Systems I	3		

IP - In Progress C - Completed Course
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\*Prerequisite/corequisite required. See course descriptions in the current HCC catalog.

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