OST 2145
Data Entry Applications
3 Credits
Covers data entry skills, with an emphasis on dexterity and accuracy. Topics include point of sale, sale invoices, questionnaires, auto insurance applications, auto registration and inventory.

OST 2357
Electronic Records Management
3 Credits
Develops managerial and decision-making techniques for the records manager. Involves the study of systems analysis, forms development, archival administration, personnel development, and the establishment of a records management program.

OST 2402
Office Procedures
3 Credits
Provides a comprehensive review of office skills and procedures, with an emphasis on problem solving, decision making, and work habits. May use personal information management software.
Prerequisite: OST 1741

OST 2501
Office Administration
3 Credits
Focuses on organizing, planning and controlling office operations with an emphasis on motivation and productivity. Topics include human resources, work environment and information systems.

OST 2611
Medical Transcription I
3 Credits
Provides a working knowledge of the transcription of medical reports based on individual case studies.
Prerequisites: OST 1330, OST 1741, CGS 1500

OST 2612
Medical Transcription II
3 Credits
Presents advanced transcription of medical reports, with an emphasis on speed and accuracy.
Prerequisite: OST 2611

OST 2722
Advanced Word Processing
3 Credits
Focuses on advanced work processing functions such as macros, math calculations, equation editor, tables, column formats, importing and exporting files, text imaging and formatting, integrating graphics, generating tables of contents, indexes, and lists. Topics include design techniques for production of multi page documents such as newsletters, brochures, reports, and flyers.
Prerequisite: OST 2743

OST 2742
Word Processing II
1 Credit
Focuses on more complex technical procedures on the software studied in Word Processing I. Students may select more than one software application by repeating this course three times for credit. However, only one credit hour will apply toward meeting program graduation requirements.
Prerequisite: OST 1741

OST 2743
Word Processing III
1 Credit
Continues with more complex technical procedures on the software studied in Word Processing II. Students may select more than one software application by repeating this course three times for credit. However, only one credit hour will apply toward meeting program graduation requirements.
Prerequisite: OST 2742

PCB 1730
Human Reproduction and Inheritance
3 Credits
Intended for those not majoring in the biological sciences or in allied health. Focuses on the various aspects of human reproduction. Topics include the male and female reproductive systems, embryology, birth control, sexually transmitted diseases and heredity.
Prerequisites: College reading, writing and math skills are required.
Corequisite: PCB 1730L

PCB 1730L
Human Reproduction and Inheritance Lab
1 Credit
A laboratory course designed to reinforce concepts covered in PCB 1730.
Prerequisites: College reading, writing and math skills are required.
Corequisite: PCB 1730

PEL 1121
Golf
2 Credits
Teaches the skills of recreational golf. This course may be repeated twice for credit.

PEL 1321
Volleyball
2 Credits
Teaches the skills and strategies of recreational volleyball.

PEL 1341
Beginning Tennis
2 Credits
Teaches the skills of recreational tennis on the elementary level. This course may be repeated two times for credit.
PEL 1342
Intermediate Tennis
2 Credits
Teaches the skills, techniques and strategies of recreational tennis on an intermediate level. Topics include the development of the overhead, the net game, lobs, spins and drop shots.

PEL 1621
Basketball
2 Credits
Teaches the skills and strategies of recreational basketball.

PEM 1101
Fitness and Conditioning
2 Credits
Focuses on applying the basic principles of movement, figure and fitness control, exercise and diet.

PEM 1121
Beginning Yoga
2 Credits
This course will focus on the forms of yoga training emphasizing flexibility and stress relief. Emphasis will be given to flexibility, breathing and relaxation techniques.

PEM 1122
Intermediate Yoga
2 Credits
This course is designed to be an extension of PEM 1121. The focus will be on the appreciation of yoga in everyday life. Emphasis will be on performing postures that are more challenging and remaining in the postures for longer. This course may be repeated twice for credit.
Prerequisite: PEM 1121

PEM 1131
Weight Training
2 Credits
Presents an overview of weight training, with an emphasis on procedures, safety and theory. Men will focus on high resistance strength producing exercise and women will focus on high repetition, endurance and toning. This course may be repeated twice for credit.

PEM 1141
Aerobics
1 Credit
A fitness activity that combines principles of dance, calisthenics and aerobics. This program is based on the principles of continuous movement and is designed to improve cardiovascular endurance. This course may be taken four times for credit.

PEM 1405
Judo and Self Defense
1 Credit
An activity course designed to provide knowledge of basic self defense techniques and skills necessary to enjoy and participate in the sport of Judo. A gi (uniform) is required for participation in this course.

PEM 1954
Intercollegiate Athletics
1 Credit
Limited to students on HCC varsity teams. This course may be repeated four times for credit.

PEM 2930
Ballroom Dance
2 Credits
This course is intended to be an introduction to ballroom dance for students with little or no previous ballroom dance training. Students will learn the dance steps to the foxtrot, cha cha, waltz, swing, and tango. Participants will experience valuable enrichment as they progress at their own individual pace beginning to intermediate. Each student will receive personal attention and beneficial feedback. Dancers will learn routines to showcase their artistry. This course may be repeated twice for credit.

PEM 1136C
Open Water Diver
2 Credits
This is an extensive course for training persons in open water recreational diving. Satisfactory completion of this course leads to internationally recognized scuba certification. Students must demonstrate satisfactory swimming ability, physical stamina and emotional stability to instructor at the first lab.
Medical certificate may be required.

PET 2622C
Prevention and Care of Athletic Injuries
3 Credits
Focuses on the prevention and care of athletic injuries with an emphasis on modern equipment, supplies and therapeutic aids, and athletic training as a career. Topics include professional relationships with physicians and coaches, medical examination, referrals and follow up care.

PGY 2401C
Photography I
3 Credits
Provides a basic understanding of the technical aspects of black and white photography involving camera operation, exposure control, film processing, print enlarging and finishing. The students will become familiar with photographic materials, as well as artistic composition and design.

PGY 2404C
Photography II
3 Credits
Presents advanced technical problems introducing the students to various manipulative techniques both in the camera and in the darkroom. The students will deal with refinement of the silver print, toning, hand coloring, collaging and the production of a cohesive exhibition quality body of work.
Prerequisite: PGY 2401C
PGY 2450C
Photography III
3 Credits
Provides an opportunity for continued personal development through assigned advanced projects, theory and practice of photography as an art form. Emphasis on production of an advanced photographic portfolio of exhibition quality.
Prerequisite: PGY 1410C

PGY 2801C
Digital Photography I
3 Credits
This course is intended to introduce students to the basic concerns in digital photography as a fine art medium, and the computer as a darkroom. Includes digital imaging techniques of scanning, color correction, retouching, composition, content, and more. Hardware, image input and output processes, and software are also discussed. May be repeated once for credit.
Prerequisite: PGY 1401C

PGY 2802C
Digital Photography II
3 Credits
This course is intended to enable students to continue the exploration of concerns in digital photography as a fine art medium through the use of the computer as a darkroom. Includes advanced digital imaging techniques of scanning, color correction, retouching, composition, content, and more. Hardware, image input and output processes, materials, and software are also discussed. May be repeated once for credit.
Prerequisite: PGY 2801C

PGY 2905
Directed Independent Study
3 Credits
Designed to establish a framework for further self learning in various areas of photography, for the advanced student. The students will shape the course to fit their needs by planning activities and preparing a contract coordinated with an art faculty member. The contract will specifically outline a specific project, or a particular set of goals and requirements that the student wishes to achieve. The contract must be satisfactorily completed and reviewed by the assigned faculty member. May be taken four times for credit.

PGY 2930C
Selected Topics in Photography
3 Credits
Selected Topics in Photography is a studio course centered around topics of special interest to the class and professor. Topics or focus will be based on the needs and areas of interest, which may vary from semester to semester. Exceptions to the prerequisite will be considered by the instructor. Transfer credit is the prerogative of the receiving institution.
Prerequisite: PGY 1401C or PGY 1410C

PHI 1010
Introduction to Philosophy
3 Credits
Introduces the study of our human capacity to reflect consciously and critically on our experience and our routines. It introduces several basic concepts in philosophy such as the idea of being, the nature and criteria of knowledge claims, ethical foundations, free will, the existence of God, and methods of philosophical inquiry with selected applications to practice.
Prerequisites: College reading and writing skills are required.

PHI 1010H
Honors Introduction to Philosophy
3 Credits
Same as PHI 1010 with honors content. Honors Institute permission required.
Prerequisites: College reading and writing skills are required.

PHI 1100
Elementary Logic
3 Credits
A study of the principles of reasoning involving the detection of fallacies, analysis and criticism of arguments and concepts of formal proof.
Prerequisites: College reading and writing skills are required.

PHI 1600
Ethics
3 Credits
Covers several major ethical theories in philosophy and their applications, including contemporary issues.
Prerequisites: College reading and writing skills are required.

PHI 1600H
Honors Ethics
3 Credits
Prerequisites: College reading and writing skills are required.

PHY 1025
Fundamentals of Physics
3 Credits
Emphasizes the principles of physics; the use of mathematics is kept to a minimum. Topics include mechanics, properties of matter, heat, sound, electricity, magnetism, light, relativity, atomic and nuclear physics. Designed for students without the physics background needed for General Physics or other science courses.
Prerequisites: College reading, writing skills and math skills are required.
Corequisite: PHY 1025L

PHY 1025L
Fundamentals of Physics Lab
1 Credit
A physics laboratory course designed primarily for students lacking laboratory experience who need the background prior to taking PHY 1053L or other laboratory science courses. Topics include: measurement techniques, graphical analysis of data, study of bodies at rest or in motion, heat, sound, light,
and electrical experiments, and introduction to computer applications.
Prerequisites: College reading, writing skills and math skills are required.
Corequisite: PHY 1025

**PHY 1053**  
**General Physics I**  
3 Credits  
Focuses on the fundamental concepts of natural physical laws as they apply to mechanics and thermodynamics. Topics include kinematics and dynamics, energy and momentum, properties of matter, rotational motion of rigid bodies, vibration motion, kinetic theory and thermal physics. Note: PHY 2049C should be added to the sequence PHY 1053-54 by students needing general physics with calculus.  
Prerequisites: PHY 1025. College level math skills are required.  
Corequisite: PHY 1053L

**PHY 1054**  
**General Physics II**  
3 Credits  
Focuses on the fundamental concepts of natural physical laws as they apply to electricity, magnetism, electromagnetic radiation, optics, relativity, atomic and nuclear physics.  
Prerequisites: PHY 1053, PHY 1053L  
Corequisite: PHY 1054L

**PHY 2048**  
**Physics with Calculus I**  
4 Credits  
First semester of a two semester sequence of general physics (mechanics, wave motion, sound, thermodynamics, geometric and physical optics, electricity and magnetism, selected topics from modern physics) and laboratory for physics majors and engineering students.  
Prerequisite: MAC 2311  
Corequisite: PHY 2048L

**PHY 2048L**  
**Physics with Calculus I Lab**  
1 Credit  
Prerequisites: College level reading, writing and math skills are required.  
Corequisite: PHY 2048

**PHY 2049**  
**Physics with Calculus II**  
4 Credits  
Second semester of general physics and laboratory for physics majors and engineering students.  
Prerequisites: MAC 2312, PHY 2048, PHY 2048L  
Corequisite: PHY 2049L

**PHY 2049C**  
**Physics with Calculus**  
4 Credits  
Presents calculus as an analytical, unifying, and problem solving tool in relation to the concepts studied in General Physics. Laboratory portions of the course will include advanced experiments, including computer assisted experimental data analysis. Intended for engineering and physics majors who have completed a non-calculus based physics course.  
Prerequisites: PHY 1054, PHY 1054L, MAC 2312  
Corequisites: MAC 2313

**PLA 1003**  
**Introduction to the Paralegal Profession**  
3 Credits  
Provides an overview of the training and purpose of paralegals. Examines the role of the lawyer and legal assistant in modern society and ethical and professional practice standards.  
Prerequisite: College level reading and writing skills are required.

**PLA 1104**  
**Writing and Research I**  
3 Credits  
Provides an in-depth exploration of the law library, legal research and writing legal memoranda.  
Prerequisite: PLA 1003

**PLA 1203**  
**Litigation Process I**  
3 Credits  
 Covers the Florida Rules of Civil Procedures, Criminal and Appellate Procedures and related matters.  
Prerequisite: PLA 1003
PLA 1271
Tort Law
3 Credits
This course provides a general perspective of areas of law relating to persons and property through civil law. Topics that may be included are Intentional Torts, Negligence, Product Liability, Defamation and other relevant civil law areas.

PLA 1433
Business Organization
3 Credits
Covers procedural information and basic law as it applies to corporations, partnerships and other business vehicles.

PLA 1600
Wills, Trusts and Probate
3 Credits
Presents a survey of estate planning and administration including the preparation of wills, trusts, probate forms and guardianship procedures.

PLA 1611
Real Estate Law and Property Transactions I
3 Credits
Covers common real estate transactions and drafting documents such as deeds, leases and contracts.

PLA 1700
Legal Ethics and Professional Responsibility
3 Credits
Introduces the student to the types of ethical situations and dilemmas they may encounter in the legal workforce. Students will learn applicable disciplinary rules for both the lawyer and the paralegal, in order to understand how to function responsibly as a legal professional. The content and course work is geared not only to the paralegal student, but also to the practicing paralegal and other legal professionals.
Prerequisite: PLA 1003

PLA 1949
Paralegal Internship
3 Credits
The internship program augments the paralegal curriculum by placing the student in a legal work environment under the supervision of an attorney. It provides the student with the opportunity to gain practical experience as a paralegal in a private law firm, governmental agency or corporation.
Prerequisite: Program manager permission required.

PLA 2114
Writing and Research II
3 Credits
An advanced course in legal writing and research.
Prerequisite: PLA 1104

PLA 2223
Litigation Procedures II
3 Credits
Covers advanced litigation procedures law to including viewing techniques, preparing and organizing courtroom materials, compiling documentary evidence, applying investigative procedures and taking effective courtroom notes.
Prerequisite: PLA 1203

PLA 2303
Criminal Litigation
3 Credits
This course provides students with a survey of the criminal justice system. Substantive and procedural aspects of criminal law are studied. Course content includes the nature of different crimes, and the penalties involved. Also covered are the pretrial procedures, the discovery process, the plea bargaining process, and the problems involved in the conduct of trial proceedings.

PLA 2421
Contract Law
3 Credits
Covers the basic principles of contract law including both common law contract concepts and uniform commercial code concepts when applicable.

PLA 2460
Bankruptcy Law
3 Credits
Examines the principles and procedures for filing bankruptcy and reorganizations, including the preparation of forms.

PLA 2531
Elder Law
3 Credits
Covers the various aspects of law that have particular applications to the elderly client. The course is designed to familiarize the student with the practical and theoretical aspects of elder law.
Prerequisites: College level reading and writing skills are required.

PLA 2612
Real Estate Law and Property Transactions II
3 Credits
Advanced training in common real estate transactions and the preparation of documents such as deeds and leases.
Prerequisite: PLA 1611

PLA 2732
Law Office Computer Applications
3 Credits
This course introduces the student to the law office work environment and is designed to provide the student with an introduction to the different administrative functions that are most commonly used in a law office. Using the computer and various applications software, the student will learn to perform various legal related business tasks commonly used on the job. The student will prepare many of the common legal office documents. Methods of records management, basic computer file management, scheduling and other administrative duties will be explored. Ethical issues associated with computers and
information systems will be explored, as will the importance of the procedures used in the legal office to protect attorney/client confidentiality. Students should have basic computer application skills before taking this course. 
Prerequisite: CGS 1000

PLA 2763
Law Office Management
3 Credits
Covers managerial responsibility, effective planning and use of financial resources.

PLA 2800
Family Law
3 Credits
Covers such topics as marriage dissolution, separation, custody, legitimacy, adoption, change of name, guardianship, support, court procedures and separation agreements.

PLS 1220
Plant Propagation
2 Credits
Focuses on the basic practical skills regarding containers, budding hormones, preparations of the media, the collection of seed, seed treatments and all areas of propagation. Corequisite: PLS 1220L

PLS 1220L
Plant Propagation Lab
2 Credits
Field experience in the use of containers; preparation of media, collection of seeds, use of hormones, and seed treatments. Students will participate in propagation processes relating to cutting, seeds, air layering, grafting and tissue culture. Corequisite: PLS 1220

POS 1001
Introduction Political Science
3 Credits
Covers the basic concepts and theories of government and politics. Prerequisites: College level reading and writing skills are required.

POS 2041
American Government
3 Credits
Covers the structure and function of the American government, the dynamics of political change and contemporary issues. Prerequisites: College level reading and writing skills are required.

POS 2041H
Honors American Government
3 Credits
This course covers the structure and function of the American government, the dynamics of political change and contemporary issues with honors content. Prerequisites: College level reading and writing skills are required.

POS 2112
State and Local Government
3 Credits
Covers the mechanics of state and local governments, public participation and current political issues. Topics include the role of the governor, cabinet, legislature, courts, interest groups, voters and political parties.

POS 2930
Select Topics Political Science
3 Credits
Provides an in-depth study of topics in political science not covered in other courses. Prerequisite: POS 2041.

PSC 1515
Energy and the Environment
3 Credits
Focuses on the basic scientific principles related to energy and their application to society. Topics include fossil fuel resources, environmental impact of energy usage, energy conversions, electricity, resource depletion, alternative forms of energy and energy conservation; intended for non science majors. Prerequisites: College level reading, writing and math skills are required. Corequisite: PSC 1515L

PSC 1515L
Energy and the Environment Lab
1 Credit
Accompanies PSC 1515. Topics include an understanding of solar energy, nuclear energy, fossil fuels and electricity, through exercises and experiments. Addresses computer applications to energy problems. Prerequisites: College level reading, writing and math skills are required. Corequisite: PSC 1515

PSY 2012
General Psychology
3 Credits
An introduction to modern scientific psychology and its application to human behavior. Topics include perception, motivation, learning, thinking, remembering, emotion, intelligence, personality development and the scientific methods used in psychology. Prerequisites: College level reading and writing skills are required.
PSY 2012H
Honors General Psychology
3 Credits
Same as PSY 2012 with honors content. Honors Institute permission required.
Prerequisites: College level reading and writing skills are required.

PSY 2933
Selected Topics in Psychology
3 Credits
Focuses on an in-depth coverage of specialized aspects of psychology not covered in introductory courses. The course content varies according to the interests of the students and faculty. This course may be repeated once for credit.
Prerequisite: PSY 2012. College level reading and writing skills are required.

PUR 2003
Introduction to Public Relations
3 Credits
The underlying theory and professional practice of public relations within corporate and institutional structures and its vital role in society; ethical standards of practice; relationships of the practice to the public media; and public relations problem-solving process.
Prerequisite: MMC 2000

RAT 1614
Radiation Therapy and Physics I
2 Credits
Provides the students with the fundamentals of physics and its importance to the field of Radiography in general and Radiation Therapy specifically. A review of mathematics as applied to radiology and radiation therapy is completed. Fundamentals principles, concepts and terminology are discussed. Credit for this course does not apply to the associate in arts degree.

RAT 1618
Radiation Therapy and Physics II
2 Credits
Provides the students with the fundamentals of physics and its importance to the field of radiography in general and radiation therapy specifically. A review of mathematics as applied to radiology and radiation therapy is completed. Fundamentals principles, concepts and terminology are discussed. Credit for this course does not apply to the associate in arts degree.
Prerequisite: RAT 1614

RAT 1800
Introduction Radiation Therapy Clinic
1 Credit
Clinical experience designed to allow the students to apply knowledge gained in the classroom and lab to the clinical situation. Clinical will enable the students to understand and relate the role of all medical imaging working as a team in the diagnosis and treatment of malignant process. The students will clinically utilize those lab skills learned related to monitoring equipment (IVs, catheters, chest tubes, wheelchairs, stretchers, etc.) and patient contact. Students will also become familiar with the radiation therapy simulator and utilization of such. Credit for this course does not apply to the associate in arts degree.
Prerequisites: HSC 1220 and RAT 2001C
Additional Prerequisite: Admission to the Radiation Therapy or Radiation Therapy Specialist programs.
Corequisite: RTE 1157

RAT 1810
Radiation Therapy Clinic II
2 Credits
The clinical experience is designed to give the student the ability to apply the knowledge gained in the classroom and lab in the practical experience. Students will work directly with radiation therapists and patients applying radiation therapy treatments. Credit for this course does not apply to the associate in arts degree.

RAT 2001C
Introduction to Radiation Therapy
2 Credits
Designed to instruct the students in patient care, medical terminology and an introduction to the radiation therapy department and profession. Includes self-directed medical terminology section. Credit for this course does not apply to the associate in arts degree.
Prerequisite: Admission to the Radiation Therapy program.

RAT 2021
Radiation Therapy Treatment Plan
3 Credits
Factors involved in the development of a treatment plan are explained and what measurements are reviewed for each anatomical site that is routinely treated with external beam irradiation. Time, dose fractionation schedules are given for all sites with variations (hyperfractionation and accelerated fractionation) are discussed. Tissue radiosensitivity as related to side effects are given as well as other modifiers of radiosensitivity. Credit for this course does not apply toward an associate in arts degree.
Prerequisites: RAT 2001C, RAT 2621
Corequisite: RAT 2902L

RAT 2023
Principles and Practices in Radiation Therapy I
3 Credits
Content designed to provide an overview of cancer and the specialty of radiation therapy. The medical, biological and pathological aspect as well as the fundamentals of oncology including the terminology, behaviors of malignant disease, and review of the cell and the cell cycle. Credit for this course does not apply to the associate in arts degree.

RAT 2061
Radiation Therapy Seminar
2 Credits
Provides the students with the opportunity to evaluate their cumulative retention of the radiation therapy curriculum con-
tent. Some areas may be identified as areas that require more reinforcement and study. Credit for this course does not apply to the associate in arts degree.

RAT 2242
Principles and Practices in Radiation Therapy II
4 Credits
Provides the students with content designed to examine and evaluate the management of malignant conditions, etiology, epidemiology, diagnosis, staging/grading, regional spread, lymphatic involvement and the treatment methods utilized in the management and treatment of the disease. The radiation therapist responsibility in patient care, prognosis, treatment results and the effect of using combined modalities will be presented. Various treatment methods and technical components or treatment will be integrated with the histological types of disease and the area of the body in which they occur will be linked to the skills required to analyze complex issues. Credit for this course does not apply to the associate in arts degree.

RAT 2303
Psychosocial Aspects in Oncology
2 Credits
Describes the effects of cancer and its treatments on patients, family and medical staff. It will examine the behavioral and psychological components of cancer, including its effects on psychological, social and physical functions. Participants will explore their own responses to cancer and their patients. Participants will learn how their role as medical professional interacts with other health care professionals as part of a multidisciplinary team member. Coping strategies and typical crisis points for patients and families will be discussed. Included in this will be managing the consequences of treatment and receiving a terminal prognosis. Credit for this course does not apply to the associate in arts degree.
Prerequisite: ENC 1101
Corequisite: RAT 1810

RAT 2619L
Computer Applications in Treatment Planning
2 Credits
Provides the students with the development of treatment plans utilizing radiation therapy treatment planning computers. All parameters of the plan are explained including isocenter, multiple fields’ utilization, tumor normalization minimization methods. Credit for this course does not apply to the associate in arts degree.
Prerequisites: RAT 201, college level reading, writing and math skills are required.

RAT 2620
Radiation Therapy and Physics III
3 Credits
Provides the student with the fundamentals of the physics involved with radiation protection, practical applications of dose calculations, the physics involved in generating isodose distributions and factors that influence dose distributions, the structure of matter, nuclear transformations, production of X-rays and clinical radiation generators. A review of mathematics as applied to radiology and radiation therapy will be included. Credit for this course does not apply to the associate in arts degree.
Prerequisite: RAT 1618

RAT 2621C
Radiation Therapy and Physics IV
3 Credits
Provides the students with the fundamentals of the physics involved with radiation protection, nuclear transformation and the interaction of radiation with matter. The measurement of ionizing radiation, the quality of radiation, measurement and calculations of absorbed doses will be covered. Integration of individual practical experiences in radiation therapy measurements and calculation of radiation doses. Students will perform data collection and analysis using radiation detection devices including ionization chambers, diodes, use of film densitometry and the various methods of dose measurements and clinical application of dose and beam data. Beam data collection, quality assurance and radiation safety labs will be integrated with didactic portion of the class. Credit for this course does not apply to the associate in arts degree.

RAT 2804
Radiation Therapy Clinical I
3 Credits
The clinical experience is designed to allow the students to apply the knowledge gained in the classroom and laboratory toward developing the skills necessary to accurately treat and simulate the patient. Students must successfully complete the required competencies to obtain proficiency. Successful completion of all clinical courses demonstrates competence in the field of radiation therapy at the entry level position.
Prerequisite: RAT 1810

RAT 2814
Radiation Therapy Clinical II
3 Credits
The clinical experience is designed to allow the students to apply the knowledge gained in the classroom towards developing the skills and understanding necessary to accurately apply ionizing radiations for the treatment of malignant neoplasms. Credit for this course does not apply to the associate in arts degree.
Prerequisite: RAT 2804
Corequisite: RAT 2901L

RAT 2824
Radiation Therapy Clinical III
3 Credits
The clinical experience is designed to allow the students to apply the knowledge gained in the classroom toward developing the skills and understanding necessary to accurately apply ionizing radiations for the treatment of malignant neoplasms. Students will refine that behavior which demonstrates competence in the field of radiation therapy at the level of job entry radiation therapists. Credit for this course does not apply to the associate in arts degree.
Prerequisite: RAT 2814
RAT 2901
Simulation Lecture I
1 Credit
Provides the student with the knowledge of simulation in preparation for the practical application in the simulation lab. All parameters of simulation and CT simulation of the virtual patient from simple to intermediate complexity will be discussed. Simulation parameters such as TAD/TSD, field size, custom shielding, tumor dose, critical structure and field arrangement will be discussed. Content in sectional anatomy and CT will be discussed. Credit for this course does not apply to the associate in arts degree.
Corequisite: RAT 2901L.

RAT 2901L
Simulation Lab I
1 Credit
The simulation lab is designed to give the students individual hands on experience with a radiation therapy simulator and a general knowledge of the typical treatment methods for the types of cancers treated with external beam radiation therapy. Each student will use the simulator to perform simulated treatment areas on an anthropomorphic phantom, "Pixie." Each treatment area is reviewed in the simulation lecture to include the treatment technique, field arrangement, treatment parameters, dose prescription, and adjacent critical normal tissues with their tolerance doses and side effects. Credit for this course does not apply to the associate in arts degree.
Prerequisite: Admission to the Radiation Therapy and Radiation Therapy Specialist programs.
Corequisite: RAT 2901.

RAT 2902
Simulation Lecture II
1 Credit
Content is designed to provide the student with the knowledge of simulation in preparation for the practical application in the simulation lab. All parameters of simulation including CT simulation of the virtual patient utilizing complex situations which required advanced thinking skills. Credit for this course does not apply to the associate in arts degree.
Corequisite: RAT 2902L.

RAT 2902L
Simulation Lab II
1 Credit
The simulation laboratory is designed to give the students individual hands on experience with a radiation therapy simulator. Each student will use the simulator to perform simulated treatment areas on a phantom. Each treatment area is reviewed to include the techniques, treatment borders, dose prescription, adjacent normal structures and their tolerance doses and treatment side effects. Credit for this course does not apply to the associate in arts degree.
Prerequisite: RAT 2901L.
Corequisites: RAT 2902, RAT 2021.

REA 0001
College Prep Reading I
4 Credits
Develops basic reading skills necessary for success in a college program of studies. Topics include vocabulary and comprehension skills, test taking skills, outlining, time management, highlighting, and concentration as well as emphasis on flexible rate of varied reading tasks. This class does not satisfy general education requirements and generates compensatory credit only.

REA 0001C
College Prep Reading I
4 Credits
Develops basic reading skills necessary for success in a college program of studies. Topics include vocabulary and comprehension skills, test taking skills, outlining, time management, highlighting, and concentration, as well as, emphasis on flexible rate of varied reading tasks. This class does not satisfy general education requirements and generates compensatory credit only.

REA 0002
College Prep Reading II
4 Credits
Develops basic reading skills necessary for success in a college program of studies. Topics include vocabulary skills, structural analysis, context clues, word analogies, and denotation and connotation. Emphasis is placed on critical thinking through three levels of comprehension: literal, inferential and applied. This class does not satisfy general education requirements and generates compensatory credit only.
Prerequisites: REA 0001 or REA 0001C or appropriate placement score.

REA 0002C
College Prep Reading II
4 Credits
Develops basic reading skills necessary for success in a college program of studies. Topics include vocabulary skills, structural analysis, context clues, word analogies, and denotation and connotation. Emphasis is placed on critical thinking through three levels of comprehension: literal, inferential and applied. This class does not satisfy general education requirements and generates compensatory credit only.
Prerequisites: REA 0001 or REA 0001C or appropriate placement score.

REA 1105
College Reading I
3 Credits
Designed to improve reading skills. Focuses on comprehension, vocabulary and study techniques. Individualized instruction based on pre-test scores is provided.
Prerequisites: REA 0020 or REA 0020C or college level reading skills.
REA 1106  
**College Reading II**  
3 Credits  
Designed to enhance reading skills. Focuses on developing critical reading skills such as comprehension, understanding inference, distinguishing facts and opinions, and recognizing the author's tone. Vocabulary and study skills are emphasized. Individual instruction based on pre-tests is provided.  
Prerequisite: REA 1105

REA 1605  
**College Study Skills**  
2 Credits  
This course prepares students for successful college careers through the development of efficient study skills, critical reading and thinking skills, effective test taking and effective management of test anxiety. It introduces students to college culture and the college environment and provides students with the opportunity to explore academic and career goals.

REA 2205  
**Advanced College Reading I**  
3 Credits  
Designed to improve college reading skills. Focuses on vocabulary, rate improvement, study techniques and critical/analytical reading, logical inferences, detecting bias and drawing conclusions. Individualized instruction, based on pre-test is provided.  
Prerequisite: REA 1106

REA 2206  
**Advanced College Reading II**  
3 Credits  
Designed to enhance college reading skills. Focuses on critical reading, rate flexibility and study techniques. Individualized instruction based on pre-test scores is provided. Prerequisites: REA 0020 or REA 0002C or College level reading skills are required.

REA 2505  
**Vocabulary Improvement**  
3 Credits  
Focuses on improving vocabulary through contextual practice and word usage. Topics include word analysis, context clues, affixes, specialized vocabularies, connotation/denotation and analogies.

REL 1240  
**New Testament Survey**  
3 Credits  
A study of the background of the New Testament, the life and teachings of Jesus, the expansion of Christianity by early missionaries and an overview of the major Christian teachings. Prerequisites: College level reading and writing skills are required.

REL 2300  
**Introduction to Religion**  
3 Credits  
An introductory course which explores such topics as the nature of religion, features shared in world religions, differences among world religions, the relationship between belief and behavior, and methods and problems associated with classifying and studying religion. Prerequisites: College level reading and writing skills are required.

RET 1024C  
**Introduction Respiratory Care**  
8 Credits  
Provides an introduction to the Respiratory Care profession including licensure and credentialing. The course work includes basic cardiopulmonary anatomy and physiology, patient assessment skills, infection control and basic respiratory therapy procedures. Lab is included to allow for skills practice. The student will attend a clinical rotation in a hospital setting. Credit for this course does not apply to the associate in arts degree.

RET 1274C  
**Basic Respiratory Care**  
6 Credits  
Provides instruction of advanced cardiopulmonary anatomy and physiology. Course work includes basic theory of respiratory care procedures including airway care and arterial blood gas puncture and analysis. The lab portion of the course allows for hands on instruction in a controlled setting to acquire skills prior to performance in a clinical setting. Credit for this course does not apply to the associate in arts degree.

RET 1350  
**Pharmacology for Respiratory Care**  
3 Credits  
Provides a comprehensive understanding of the pharmacologic agents used in the practice of respiratory care and provides a fundamental understanding of other drugs used in anesthesia and critical care which involve the cardiopulmonary system. Credit for this course does not apply to the associate in arts degree.

RET 1503  
**Cardiopulmonary Pathophysiology**  
3 Credits  
Provides a study of the causes, characteristics and treatments of the most commonly encountered cardiopulmonary diseases.
Credit for this course does not apply to the associate in arts degree.
Prerequisites: College level reading writing and math skills are required.

RET 1832
Respiratory Care Clinic I
2 Credits
Provides the student with an opportunity to perform basic respiratory care procedures in the clinical setting. Credit for this course does not apply to the associate in arts degree.
Prerequisites: College level reading writing and math skills are required.

RET 1833
Respiratory Care Clinic II
1 Credit
Provides an introduction to the practice of respiratory care in the intensive care environment. Advanced patient care skills are emphasized. The skills include life support, physiologic monitoring, mechanical ventilation and communication skills. Credit for this course does not apply to the associate in arts degree.
Prerequisites: College level reading writing and math skills are required.

RET 2264C
Principles Mechanical Ventilation
5 Credits
Instruction of the basic theory of mechanical ventilation including indications for artificial ventilation, classification of ventilators and monitoring patients on a ventilator. Provides hands-on laboratory experience with different ventilators to prepare the student for clinical practice. Credit for this course does not apply to the associate in arts degree.

RET 2283
Respiratory Intensive Care
3 Credits
Focuses on theory and application of respiratory care in the critical care unit. Coursework includes ventilator management, ECG interpretation and advanced assessment techniques. Credit for this course does not apply to the associate in arts degree.

RET 2413C
Pulmonary Diagnostics
2 Credits
A focus on respiratory care theory and application in pulmonary function testing and interpretation. The course includes testing for volumes and ventilation, pulmonary distribution and diffusion, exercise physiology, cardiovascular stress testing and equipment maintenance. Lab will include performing pulmonary functions and interpretation of results. Credit for this course does not apply to the associate in arts degree.

RET 2533C
Advanced Respiratory Care
6.00 Credits
Coursework focuses on hemodynamic monitoring, pulmonary function testing, sleep apnea, medical reimbursement, homecare and rehabilitation of the cardiopulmonary patient. The course work will include a lab to allow experience performing advanced diagnostic skills. Credit for this course does not apply to the associate in arts degree.

RET 2714C
Pediatric and Neonatal Respiratory Care
3 Credits
Focuses on fetal development, neonatal and pediatric patient; assessment, treatment of cardiopulmonary disorders, mechanical ventilation, and homecare. Lab will be included for skills practice prior to clinical practice. Credit for this course does not apply to the associate in arts degree.

RET 2834
Respiratory Clinic III
2 Credits
Continuation of advanced respiratory care practice in the intensive care environment. Advanced patient care skills are emphasized. The skills include life support, physiologic monitoring, mechanical ventilation and communications skills. Rotations through specialty areas such as pediatrics, neonatal, pulmonary function, management and arterial blood gas lab will also be included. Credit for this course does not apply to the associate in arts degree.

RET 2835
Respiratory Care Clinic IV
2 Credits
Continuation of advanced respiratory care practice in the intensive care environment. Advanced patient care skills are emphasized. The skills include life support, physiologic monitoring mechanical ventilation and communication skills. Rotations through specialty areas such as pediatrics, neonatal, pulmonary function, management and arterial blood gas lab will also be included. Credit for this course does not apply to the associate in arts degree.

RET 2836
Respiratory Care Clinic V
1 Credit
Continuation of advanced respiratory care practice in the intensive care environment. Advanced patient care skills are emphasized. The skills include life support, physiologic monitoring, mechanical ventilation and communication skills. Rotation will include a complete evaluation of afferent, cognitive, and motor skills. Credit for this course does not apply to the associate in arts degree.
Prerequisites: RET 1832, RET 1833, RET 2834, RET 2835
RET 2930
Respiratory Care Seminar
3 Credits
Includes an overview of advance respiratory care skills and preparation for the NBRC exams. Self-assessment exams will be taken. A case study presentation will be required. Credit for this course does not apply to the associate in arts degree.
Prerequisites: College level reading, writing and math skills are required.

RTE 1000
Introduction to Radiography
1.5 Credits
Covers all aspects of radiographic image production from the x-ray tube to the image receptor with emphasis on basic radiation protection practices. Radiographic formulae are introduced and fundamental concepts of radiation interactions are addressed. Credit for this course does not apply to the associate in arts degree.
Corequisite: HSC 1220

RTE 1111
Introduction to Radiography and Patient Care
1.5 Credits
Designed to introduce the first year Radiography students to basic medical terminology/medical abbreviations, patient care procedures and general body mechanics needed for effective patient transfers (wheelchair/stretcher). Emphasis is placed on the importance of obtaining accurate patient information and the necessary required confidentiality as expressed in the Patient's Bill of Rights. Credit for this course does not apply to the associate in arts degree.
Corequisites: RTE 1000, HSC 1220

RTE 1157
Medical Imaging of the Human Structure
3 Credits
Focuses on examining the body through medical imaging, with an emphasis on nuclear medicine, sonography, radiography, thermography and the applications of radiation therapy. Credit for this course does not apply to the associate in arts degree.
Prerequisites: RAT 1614, RAT 2001C

RTE 1308
Radiation Protection and Safety
2 Credits
Focuses on radiation safety/protection practices for both patients and personnel. Laboratory exercises are included in this course. Credit for this course does not apply to the associate in arts degree.
Prerequisite: Admission to the Radiography program, RTE 1000.

RTE 1418
Principles of Radiographic Exposure I
3 Credits
Covers the principles of radiographic exposure to include prime factors, radiographic quality, latent image formation, intensifying screens, tube rating charts and radiographic accessory devices. Credit for this course does not apply to the associate in arts degree. Admission to Radiography program required.
Prerequisites: RTE 1000, RTE 1607
Corequisite: RTE 1418L

RTE 1418L
Principles of Radiographic Exposure I Lab
1 Credit
Provides the students the opportunity to radiographically demonstrate Viz lab exercises exposure concepts as delivered in lectures. Credit for this course does not apply to the associate in arts degree. Admission to the Radiography program required.
Prerequisites: RTE 1000, RTE 1607
Corequisite: RTE 1418

RTE 1457
Principles Radiographic Exposure II
1 Credit
Focuses on darkroom chemistry, processor design and sensitometry used to monitor processor conditions. Credit for this course does not apply to the associate in arts degree.
Prerequisites: RTE 1418, RTE 1418L

RTE 1503
Radiographic Positioning I
3 Credits
Focuses on proper positioning for various projections of the chest, abdomen and skeletal system. Credit for this course does not apply to the associate in arts degree.
Prerequisite: Admission to the Radiography program.
Corequisite: RTE 1503L

RTE 1503L
Radiographic Positioning I Lab
1 Credit
Designed to give the students the opportunity to practice positioning skills introduced in the lectures dealing with radiography of the chest, abdomen and skeletal system. Credit for this course does not apply to the associate in arts degree.
Prerequisite: Admission to the Radiography program.
Corequisite: RTE 1503

RTE 1513
Radiographic Positioning II
3 Credits
Focuses on radiographic procedures and anatomical identification, with an emphasis on the urinary, biliary and gastrointestinal systems, as well as the vertebral column. Topics include the use, composition and effects of contrast media on the hu-
man body. Credit for this course does not apply to the associate in arts degree.
Prerequisite: RTE 1503
Corequisite: RTE 1513L

RTE 1513L
Radiographic Positioning II Lab
1 Credit
Designed to coincide with the lecture material of RTE 1513. This will give the student an opportunity to practice positioning techniques, which have been covered in RTE 1513. It also enables the student to become more familiar with film evaluation and identification. Credit for this course does not apply to the associate in arts degree.
Prerequisites: RTE 1503, RTE 1503L
Corequisite: RTE 1513

RTE 1523
Radiographic Positioning III
3 Credits
Focuses on radiographic procedures and anatomical identification, with an emphasis on the skull and facial bones. Credit for this course does not apply to the associate in arts degree.
Prerequisites: RTE 1513, RTE 1513L
Corequisite: RTE 1523L

RTE 1523L
Radiographic Positioning III Lab
1 Credit
Provides experience in positioning the skull phantom to demonstrate various projections of the skull and facial bones. Credit for this course does not apply to the associate in arts degree.
Prerequisites: Admission to the Radiography program, RTE 1513, RTE 1513L.
Corequisite: RTE 1523

RTE 1607
Radiographic Science Principles
1 Credit
Focuses on the basic natural laws, metric conversions, atomic structure and mathematical formulae. Credit for this course does not apply to the associate in arts degree.
Prerequisite: Admission to the Radiography Program.

RTE 1613
Radiographic Physics I
3 Credits
Includes the fundamental of electrical and radiation physics and basic principles underlying the operation of x-ray equipment and auxiliary devices. Credit for this course does not apply to the associate in arts degree.

RTE 1782
Pathology of Medical and Surgical Diseases
3 Credits
Focuses on terminology, the nature of diseases and their affect on tissues and organs. Prerequisite: Admission to the Diagnostic Medical Sonography, Nuclear Medicine Technology, Occupational Therapy Assistant, Radiation Therapy, or Radiography programs. Credit for this course does not apply to the associate in arts degree.

RTE 1800
Introduction to Radiography Practicum
2 Credits
Designed to introduce the entering first year radiography students to the clinical education settings and associated patient care methodologies. Credit for this course does not apply to the associate in arts degree.
Prerequisite: Admission to the Radiography program.

RTE 1804
Radiography Practicum I
3 Credits
See the description for RTE 2844. Credit for this course does not apply to the associate in arts degree.
Prerequisites: Admission to the Radiography program, HSC 1220, RTE 1800

RTE 1814
Radiography Practicum II
3 Credits
See course description for RTE 2844. Credit for this course does not apply to the associate in arts degree.
Prerequisite: Admission to the Radiography program, RTE 1804.

RTE 1824
Radiography Practicum III
3 Credits
See the description for RTE 2844. Credit for this course does not apply to the associate in arts degree.
Prerequisite: Admission to the Radiography program, RTE 1814.

RTE 1949
Radiography Internship
3 Credits
A coordinated work study course involving class work and field experience. Objectives determined by the students and teacher coordinator will be used to evaluate the students. Additional prerequisite: Successful completion of one half of all clinical competencies to include all contrast studies and must have earned a grade of "C" on all previous radiology internship sessions. Co op/Independent Study. This course may be taken four times for credit. Credit for this course does not apply to the associate in arts degree.

RTE 2061
Radiographic Seminar
2 Credits
Provides the students a comprehensive review of all aspects of the Radiography Program. Credit for this course does not apply to the associate in arts degree.
Prerequisites: Admission to Radiography program, RTE 1613, RTE 2385
RTE 2385  
Radiation Biology  
3 Credits  
Focuses on the interaction of radiation with physiological systems, genetics, radiation injury and radiation dosimetry with an emphasis on the principles of radiation safety. Credit for this course does not apply to the associate in arts degree.  
Prerequisite: Admission to the Nuclear Medicine Technology, Radiation Therapy, Radiation Therapy Specialist, or Radiography programs.

RTE 2473L  
Quality Assurance  
1 Credit  
Covers all aspects of quality assurance. Laboratory exercises are included. Credit for this course does not apply to the associate in arts degree.  
Prerequisite: Admission to the Radiation Therapy, Radiation Therapy Specialist, or Radiography programs.

RTE 2563  
Special Radiographic Processes  
2.5 Credits  
Focuses on special radiographic and angiographic procedures with an emphasis on procedural tasks and anatomical structures. Credit for this course does not apply to the associate in arts degree.  
Prerequisites: Admission to the Radiography program, RTE 1523, RTE 1523L.

RTE 2834  
Radiography Practicum IV  
3 Credits  
See the description for RTE 2844. Credit for this course does not apply to the associate in arts degree.  
Prerequisites: Admission to the Radiography program, RTE 1824.

RTE 2844  
Radiography Practicum V  
1.5 Credits  
Focuses on hands on experience in radiographic procedures through clinical rotations designed for radiography students only. Practicums require 24 hours per week. Designed to meet the requirements of the American Registry of Radiologic Technologists. Includes potentially strenuous skills such as lifting and carrying. Credit for this course does not apply to the associate in arts degree.  
Prerequisite: Admission to the Radiography program, RTE 2834.

RTV 1941  
Radio and TV Internship I  
3 Credits  
An opportunity to study and gain experience by working on-the-job with a broadcast film, or multimedia organization. Designed for students enrolled in the Digital Television and Media Production program.  
Prerequisites: RTV 2000, RTV 1245, RTV 2201, RTV 2270

RTV 2000  
Introduction Broadcasting  
3 Credits  
This is an introductory course in principles, tools, and skills involved in the broadcasting field today.

RTV 2201  
Broadcasting Techniques  
3 Credits  
An introduction to multi-camera television studio production with an emphasis on directing. Students will learn to direct a "live" three-camera studio production as well as assume studio crew positions. Students will learn about and act as a technical director, assistant director, lighting director, audio director, floor director, and camera operator.  
Prerequisite: RTV 2000

RTV 2240  
Radio Production  
3 Credits  
This course includes the production of music (live and recorded) and talk, sports, interview, discussion, and documentary programs, including direction and performance.  
Prerequisite: RTV 2201

RTV 2242  
Advanced TV Studio Production  
3 Credits  
This course is designed to provide students with more practical experience in producing live and live-to-tape three-camera television studio productions from pre to post production.  
Prerequisite: RTV 2201

RTV 2246  
Advanced Electronic Field Production  
3 Credits  
This course builds on what the student has learned in the beginning electronic field production class. It a very practical approach toward learning the techniques of how to write, produce, direct and edit short form field productions such as the corporate demonstration, short documentary and fictional short.  
Prerequisite: RTV 1245

RTV 2270  
Radio Production and Programming  
3 Credits  
This course covers the development of announcing and audio production skills for radio and other media. Students will learn to operate a professional audio console and use professional
multi-track audio software to produce content for the college radio station. Students will also study radio formats, learn how to analyze radio ratings, program a station, and build a station promotions campaign.

**RTV 2300**  
Broadcast News  
3 Credits  
Designed to increase student employment potential and to maintain job performance in news and documentaries for radio, television, or closed circuit through basic and practical familiarization with the mechanics and procedures of the news room. Adaptation of local and wire copy for audio and film, placement of commercials, approaches to information sources, methods of applying for work are discussed.

**RTV 2460**  
Broadcasting Practicum  
3 Credits  
A course that allows the student to get hands-on experience in producing actual programming for radio, television or the Internet.  
Prerequisites: RTV 2201, RTV 2000, RTV 2270, RTV 2300, RTV 1245

**RTV 2942**  
Radio and TV Internship II  
3 Credits  
The second Radio/TV internship allows the student an opportunity to work at another broadcast film, or media production company to gain more on the job practical experience and extend their professional network. Designed for students enrolled in the Digital Television and Media Production program.  
Prerequisite: RTV 1941

**RTV 2944**  
Radio and TV Internship III  
3 Credits  
The final Radio/TV internship experience is designed to provide the Digital Television and Media Production student with an opportunity to develop entry level competence in the practical skills required for employment as a broadcast director.

**SBM 2000**  
Small Business Management  
3 Credits  
Introduces the fundamentals of small business management, including planning, choosing the types and forms of business, raising capital, using business information, managing employees, and marketing products and services. The course is oriented toward principles needed to operate a small business and is designed for those who may eventually have their own businesses or for those who desire to upgrade their skills in their present businesses. Students will prepare a feasibility study and present a comprehensive small business startup plan.  
Prerequisites: ACG 2021, ENT 1000, MAR 1011 or permission of instructor. College level math skills are required.

**SCC 1000**  
Introduction to Security  
3 Credits  
This course will examine the origins and development of security from medieval England to current times. The concept of security will be covered as a response to and a reflection of society’s structure. This course will cover the various aspects of security to include community, retail, corporate, business, and industrial problems and concerns as well as the governmental and legal aspects of security. The use of security equipment and loss prevention will also be covered.

**SCC 1001**  
Introduction to Private Investigation  
3 Credits  
This course will provide students with an overview of the private investigation field. The course will focus on employment opportunities, history, evolution, methods, and management of private investigation, sources of information, investigative technology, and ethical, public policy, and legal considerations related to investigations in the private sector.

**SLS 1101**  
Orientation  
1 Credit  
An introduction to the campus facilities, student services and college policies and procedures. Provides assistance in planning a two-year program of study and offers guidance in transferring to other educational institutions.

**SLS 1101H**  
Honors Orientation  
1 Credit  
Same as SLS 1101 with honors content. Honors program permission required.

**SLS 1261**  
Personal Skills/Business  
3 Credits  
Prepares students, business managers, and supervisors to meet the challenges of today’s rapidly changing, technological world by helping them examine and perfect the personal skills required for an understanding of self and others on the job. Provides students with the skills necessary to recognize and cope with life’s challenges. Emphasis is placed on making good business decisions goal setting, problem solving, time and stress management, and coping and leadership skills. Credit for this course does not apply to the associate in arts degree.

**SLS 1301**  
Career Decision Making  
3 Credits  
Emphasizes the development of decision-making skills needed to make realistic career choices in terms of values, interests, and educational goals, using the facilities of the Career Lab.