

09-10

COLLEGE CATALOG

EDUCATION.



VALENCIA

Valencia Community College

is an equal opportunity institution, and it is the policy of the District Board of Trustees to provide equal opportunity for employment and educational opportunities to all applicants for employment, employees, applicants for admission, students, and others affiliated with the College without regard to race, color, national origin, age, religion, disability, marital status, gender, sexual orientation, and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations. Please see Valencia Community College Policies, available online at valenciaccol.edu/generalcounsel/policies.cfm. The person designated to coordinate this implementation is the Vice President for Human Resources and Diversity, Valencia Community College, Post Office Box 3028, Orlando, Florida, 32802, telephone number 407-299-5000 x8088.

Valencia Community College recognizes that discrimination against individuals diagnosed as having Acquired Immune Deficiency Syndrome (AIDS), or persons who have been determined to be positive for the Human Immunodeficiency Virus (HIV), but who have not developed the symptoms of AIDS, is prohibited by Florida law, which accords to such infected individuals every protection made available to persons with documented disabilities under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 791), the Americans with Disabilities Act of 1990 (42 U.S.C. 12131) and Chapter 760, Florida Statutes. See Valencia Community College Policy, available online at valenciaccol.edu/generalcounsel/policies.cfm. The person designated to coordinate this implementation is the Vice President for Human Resources and Diversity, Valencia Community College, Post Office Box 3028, Orlando, Florida, 32802, telephone number 407-299-5000 x8088.

Official College Catalog

The official Valencia Community College Catalog for the 2009-2010 academic year is the electronic version found online at valenciaccol.edu/catalog.

Accreditation

Valencia Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate in Arts, Associate in Science, and Associate in Applied Science degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Valencia Community College. See full accreditation statement on page 17.

Campus Locations

Criminal Justice Institute

8600 Valencia College Lane
Orlando, Florida 32825
407-299-5000

Downtown Center

190 South Orange Avenue
Orlando, Florida 32801
407-299-5000

East Campus

701 North Eonlockhatchee Trail
Orlando, Florida 32825
407-299-5000
TTY 407-582-2122

McCoy Center

8503 Daetwyler Drive
Orlando, Florida 32827
407-299-5000

Osceola Campus

1800 Denn John Lane
Kissimmee, Florida 34744
407-299-5000
407-847-9496 – Local in Osceola County
TTY 407-582-4295

Sand Lake Center

2411 Sand Lake Road
Orlando, Florida 32809
407-299-5000 x6688

West Campus

1800 South Kirkman Road
Orlando, Florida 32811
407-299-5000
TTY 407-582-1222

Winter Park Campus

850 West Morse Boulevard
Winter Park, Florida 32789
407-299-5000
TTY 407-582-6097

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Published by Valencia Community College



Learning-Centered Student Affairs

The Student Affairs Division at Valencia Community College is designed to assist all Valencia students in achieving extraordinary learning results by better preparing students to start right and be successful. Student Affairs encourages the use of LifeMap and Atlas tools, as a means of success for all students. The order of the following descriptions can be used as a guideline for moving through the enrollment process.

Information Station – The Information Station is positioned in a central location. It is staffed by student leaders trained to provide general information to new and returning students. From here, prospective students and visitors to campus will be able to obtain directions to the offices on campus, applications for admission and financial aid, information about the assessment process, and other general information. In addition, there are computer stations available for students to log on to Atlas to conduct “quick business.”

Answer Center – The Answer Center is where all student service activities begin. This is the first stop for students to submit an application, discuss financial aid, inquire about entry testing and orientation, and receive basic educational advising. A professional staff member, known as a Student Services Specialist, will meet with a student visiting the Answer Center to assist in the following areas:

- Admissions: Application, residency and deadlines
- Financial Aid: Award information, proper documentation and deadlines
- Transcripts: High school, college, AP, CLEP, DANTES, and IB
- Graduation: Proper documentation, commencement information and deadlines
- Referrals: Referrals to other offices (as necessary)

Student Services Office – In the Student Services Office students receive specialized assistance with issues that are more involved or complex than those handled in the Answer Centers. A student visiting Student Services may meet with a Student Services Manager, a Student Services Specialist for Financial Aid, an Academic Advisor, and/or a Counselor. These staff members are the functional experts in their areas.

The Student Services Office staff is trained to both assist and educate. The Advising/Counseling staff will assist you in achieving your career and education goals in a productive and efficient manner. This office provides developmental advising which includes life, career and education planning; interpretation of assessments; strategies to address academic and personal challenges; programs to encourage student success skills, information about graduation requirements and academic policies; correct course selection for

students’ programs; preparation for university transfer; and assistance with financial aid. Students may also be referred to an Atlas Access Lab to learn how certain online tools can be used to plan their education path, prepare for a career, and save selected work in an electronic format.

Other Support Service Areas

Academic Success Centers – A variety of learning laboratories designed to assist students who need help in reading, writing and mathematics skills.

Assessment – The office in which students take the CPT (Computerized Placement Tests), the LOEP (Levels of English Proficiency) with Essay, and the CLEP (College Level Examination Program).

Atlas Access Lab – The Atlas Access Lab is the resource for assistance with online tools and services. Through My LifeMap Tools, the staff assists with registration, online career and education planning, and accessing other student information such as financial aid, accounts, and degree audits.

Business Office – The office where questions related to student financial accounts are answered and payments are received.

Career Development Services – The office where a variety of services is available to assist students in making career decisions, setting career goals, and preparing for a job search.

Department Offices – Academic Departments are where students are able to speak with Academic Deans and Career Program Advisors. Career Program Advisors offer valuable assistance to students enrolled in Associate in Science Degree, Associate in Applied Science Degree and certificate programs. They can help insure that students are taking the right classes to complete their programs, explain graduation requirements and transfer options, and describe career opportunities for graduates.

International Student Services – Students attending Valencia on any visa must meet with an International Student Manager or Counselor after completing the admissions process. After a student is accepted to Valencia, the Student Services Managers and Counselors offer assistance in creating a course schedule, making appropriate referrals and addressing immigration-related topics.

Internship and Placement Office – The office where students and employers connect for opportunities such as employment or an internship in a specific field.

Office for Students with Disabilities – Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. The Office for Students with Disabilities (OSD) provides individual assistance to students with documented disabilities based upon the need and impact of a student’s specific disability.

Security – The office in which parking decals are issued and emergencies (illness or injury) as well as any disturbance on campus that could result in a serious injury should be reported; also the location of lost and found services.

Student Assistance Services (SAS) – Students can access confidential, professional assistance to help resolve problems that affect their personal life and/or college performance. Besides being confidential, this voluntary program is designed for all students to seek help on their own. Students should start by going to a Student Services Office and asking for assistance. Valencia Counselors may authorize a face-to-face assessment with a completely separate and confidential counseling service. Credit students are able to use this service at no charge as the service is funded through the student activity fee.

Student Development – The office that coordinates a variety of programs and services such as student government, campus activities, clubs and organizations, co-curricular activities, student leadership programs, intramural sports, community service programs, campus publicity and newsletters, student identification cards, and college and community information.

Tutoring Services – Tutoring services are available at no charge to students for academic courses in which they are currently enrolled. Tutoring Services matches students having difficulty in a course with tutors who demonstrate competence in the specific course.

Veteran’s Affairs – The Veteran’s Affairs Office is responsible for providing veterans and their eligible dependents assistance that will enable them to maximize their veteran’s educational entitlement.



The college seal, developed after correspondence with the mayor of the City of Valencia, Spain, is an original design by a group of Valencia Community College faculty and students.

Valencia, Spain, is in the citrus growing center of Spain and was originally part of the Kingdom of Catalonia and Aragon. The city became a busy seaport after liberation by King James I. Today, the city is located in the garden spot of the country and is fed by many rivers, making it a fertile region.

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This is the governing catalog for new students entering Valencia Community College in the 2009-10 academic year and for any Valencia student returning in the 2009-10 academic year whose governing catalog has expired. Valencia reserves the right to make changes in the regulations and offerings announced in this catalog and in the official version online at valenciacc.edu/catalog, as circumstances require. It is expected that the only changes from the print version to the online version will be the correction of errors and the inclusion of new courses and programs approved for offering in mid-year.

Academic Calendar 2009-10 • Important College Calendar Dates • FALL

Any revisions to this calendar made during the year will be found in the Academic Calendar in the official online catalog.

	Full Term 1	1st 8 Weeks HI	2nd 8 Weeks H2	1st 10 Weeks TWJ	2nd 10 Weeks TWK	1st 5 Weeks TR1	2nd 5 Weeks TR2	3rd 5 Weeks TR3	Middle 8 Weeks-LSC
International Student Application Deadline	June 15	June 15	June 15	June 15	June 15	June 15	June 15	June 15	June 15
Student Out Of Country Student In Country	July 15	July 15	July 15	July 15	July 15	July 15	July 15	July 15	July 15
Fourth Attempt Appeal Deadline	Aug 14	Aug 14	Aug 14	Aug 14	Aug 14	Aug 14	Aug 14	Aug 14	Aug 14
Financial Aid Priority Deadline For Upcoming Term*	July 24	July 24	July 24	July 24	July 24	July 24	July 24	July 24	July 24
Advanced Registration Begins Returning Students	May 18	May 18	May 18	May 18	May 18	May 18	May 18	May 18	May 18
Advanced Registration Begins New Students	May 26	May 26	May 26	May 26	May 26	May 26	May 26	May 26	May 26
Open Registration Begins New And Returning Students	May 29	May 29	May 29	May 29	May 29	May 29	May 29	May 29	May 29
Initial Fee Payment: FRIDAY Deadline For Registration Period	Aug 14	Aug 14	Aug 14	Aug 14	Aug 14	Aug 14	Aug 14	Aug 14	Aug 14
2nd Fee Payment: TUESDAY Deadline For Registration Period**	May 18-Aug 14	May 18-Aug 14	May 18-Aug 14	May 18-Aug 14	May 18-Aug 14	May 18-Aug 14	May 18-Aug 14	May 18-Aug 14	May 18-Aug 14
	Aug 25	Aug 25	Aug 25	Aug 25	Aug 25	Aug 25	Aug 25	Aug 25	Aug 25
	Aug 15-25	Aug 15-25	Aug 15-25	Aug 15-25	Aug 15-25	Aug 15-25	Aug 15-25	Aug 15-25	Aug 15-25
Application Priority Deadline	Aug 14	Aug 14	Oct 2	Aug 14	Sept 18	Aug 14	Sept 18	Oct 25	Sept 11
Financial Aid Appeal Priority Deadline	Aug 20	Aug 20	Aug 20	Aug 20	Aug 20	Aug 20	Aug 20	Aug 20	Aug 20
Suspension Readmission Request Deadline	Aug 14	Aug 14	Aug 14	Aug 14	Aug 14	Aug 14	Aug 14	Aug 14	Aug 14
Late Registration Begins - Fee Assessed With Initial Enrollment	Aug 26	Aug 26	Oct 23	Aug 26	Oct 2	Aug 26	Oct 2	Nov 6	Sept 25
Senior Citizen and State Employee Registration Begins	Aug 26	Aug 26	Oct 23	Aug 26	Oct 2	Aug 26	Oct 2	Nov 6	Sept 25
Faculty Report	Aug 25								
Academic Assembly (Collegewide)	Aug 26								
Assisted Registration Begins	Aug 31	Aug 31	Oct 24	Aug 31	Oct 6	Aug 31	Oct 6	Nov 11	Sept 28
Final Fee Payment	Aug 31		Oct 22		Oct 1		Oct 1	Nov 5	Sept 24

* Must meet all eligibility criteria including verification and transcript evaluation.

** After this payment deadline, fees are due on the same day of course registration.

	Full Term 1	1st 8 Weeks H1	2nd 8 Weeks H2	1st 10 Weeks TWJ	2nd 10 Weeks TWK	1st 5 Weeks TR1	2nd 5 Weeks TR2	3rd 5 Weeks TR3	Middle 8 Weeks-ISC
Day & Evening Classes Begin (First Day of Classes for Each Term)	Aug 31	Aug 31	Oct 24	Aug 31	Oct 6	Aug 31	Oct 6	Nov 11	Sept 28
Full Cost of Instruction Appeal Deadline	Aug 31	Aug 31	Oct 24	Aug 31	Oct 6	Aug 31	Oct 6	Nov 11	Sept 28
Change of Major & Credit To Audit Deadline	Sept 8	Sept 8	Oct 30	Sept 8	Oct 12	Sept 8	Oct 12	Nov 16	Oct 5
Drop/Refund Deadline	Sept 8	Sept 8	Oct 30	Sept 8	Oct 12	Sept 8	Oct 12	Nov 16	Oct 5
Proof Of Florida Residency Deadline	Aug 31	Aug 31	Oct 24	Aug 31	Oct 6	Aug 31	Oct 6	Nov 11	Sept 28
Graduation Application Deadline	Sept 18	Sept 18	Sept 18	Sept 18	Sept 18	Sept 18	Sept 18	Sept 18	Sept 18
Valencia Matador Day	Oct 15	Oct 15	Oct 15	Oct 15	Oct 15	Oct 15	Oct 15	Oct 15	Oct 15
College Nights - Osceola East	Oct 6 Oct 8	Oct 6 Oct 8	Oct 15	Oct 6 Oct 8	Oct 6 Oct 8	Oct 6 Oct 8	Oct 6 Oct 8	Oct 6 Oct 8	Oct 6 Oct 8
Withdrawal Deadline For "W" Grade	Nov 6	Oct 2	Dec 4	Oct 16	Nov 20	Sept 25	Oct 30	Dec 11	Nov 6
Veteran's Affairs Deferral Deadline	Nov 6								
No Show Reporting Period	Sept 9-14	Sept 9-14	Oct 31-Nov6	Sept 9-14	Oct 13-19	Sept 9-14	Oct 13-19	Nov 18-24	Oct 6-12
Final Withdrawal Deadline	Dec 13	Oct 22	Dec 19	Nov 8	Dec 19	Oct 4	Nov 9	Dec 19	Nov 21
Day and Evening Classes End	Dec 13	Oct 23	Dec 20	Nov 9	Dec 20	Oct 5	Nov 10	Dec 20	Nov 22
Final Exams	Dec 14-20	Oct 23*	Dec 20*	Nov 9*	Dec 20*	Oct 5*	Nov 10*	Dec 20*	Nov 22*
Term Ends	Dec 20	Oct 23	Dec 20	Nov 9	Dec 20	Oct 5	Nov 10	Dec 20	Nov 22
Grades Due (Faculty Submission Deadline)	Dec 21 (9 am)	Dec 21 (9 am)	Dec 21 (9 am)	Dec 21 (9 am)	Dec 21 (9 am)	Dec 21 (9 am)	Dec 21 (9 am)	Dec 21 (9 am)	Dec 21 (9 am)
Faculty Work Days (Credit Classes Do Not Meet) Collegewide			Aug 25-28, Dec 21						
Faculty Work Day (Credit Classes Do Not Meet) Osceola			Oct 6						
Faculty Work Day (Credit Classes Do Not Meet) West, East, Winter Park			Oct 8						
College Closed (Credit Classes Do Not Meet)			Sept 7, Nov 25-29, Dec 23-Jan 1						

*Final exams are scheduled for the last class period for these parts of term.

Academic Calendar 2009-10 • Important College Calendar Dates • SPRING

Any revisions to this calendar made during the year will be found in the Academic Calendar in the official online catalog.

	Full Term 1	1st 7 Weeks H1	2nd 7 Weeks H2	1st 10 Weeks TWJ	2nd 10 Weeks TWK	1st 5 Weeks TR1	2nd 5 Weeks TR2	3rd 5 Weeks TR3	Middle 8 Weeks-LSC
International Student Application Deadline	Oct 15	Oct 15	Oct 15	Oct 15	Oct 15	Oct 15	Oct 15	Oct 15	Oct 15
Student Out Of Country Student In Country	Nov 15	Nov 15	Nov 15	Nov 15	Nov 15	Nov 15	Nov 15	Nov 15	Nov 15
Fourth Attempt Appeal Deadline	Dec 18	Dec 18	Dec 18	Dec 18	Dec 18	Dec 18	Dec 18	Dec 18	Dec 18
Financial Aid Priority Deadline For Upcoming Term*	Dec 4	Dec 4	Dec 4	Dec 4	Dec 4	Dec 4	Dec 4	Dec 4	Dec 4
Advanced Registration Begins Returning Students	Oct 26	Oct 26	Oct 26	Oct 26	Oct 26	Oct 26	Oct 26	Oct 26	Oct 26
Advanced Registration Begins New Students	Nov 2	Nov 2	Nov 2	Nov 2	Nov 2	Nov 2	Nov 2	Nov 2	Nov 2
Open Registration Begins New And Returning Students	Nov 6	Nov 6	Nov 6	Nov 6	Nov 6	Nov 6	Nov 6	Nov 6	Nov 6
Initial Fee Payment: FRIDAY Deadline For Registration Period	Dec 18	Dec 18	Dec 18	Dec 18	Dec 18	Dec 18	Dec 18	Dec 18	Dec 18
2nd Fee Payment: TUESDAY Deadline For Registration Period**	Oct 26-Dec 18	Oct 26-Dec 18	Oct 26-Dec 18	Oct 26-Dec 18	Oct 26-Dec 18	Oct 26-Dec 18	Oct 26-Dec 18	Oct 26-Dec 18	Oct 26-Dec 18
Application Priority Deadline	Jan 5	Jan 5	Jan 5	Jan 5	Jan 5	Jan 5	Jan 5	Jan 5	Jan 5
Financial Aid Appeal Priority Deadline	Dec 19-Jan 5	Dec 19-Jan 5	Dec 19-Jan 5	Dec 19-Jan 5	Dec 19-Jan 5	Dec 19-Jan 5	Dec 19-Jan 5	Dec 19-Jan 5	Dec 19-Jan 5
Suspension Readmission	Dec 11	Dec 11	Feb 18	Dec 11	Feb 5	Dec 11	Feb 5	Mar 19	Jan 15
Late Registration Begins - Fee Assessed with Initial Enrollment	Jan 6	Jan 6	Jan 6	Jan 6	Jan 6	Jan 6	Jan 6	Jan 6	Jan 6
Senior Citizen and State Employee Registration Begins	Dec 18	Dec 18	Dec 18	Dec 18	Dec 18	Dec 18	Dec 18	Dec 18	Dec 18
Faculty Report	Jan 6	Jan 6	Feb 26	Jan 6	Feb 12	Jan 6	Feb 12	Mar 26	Jan 22
Assisted Registration Begins	Jan 6	Jan 6	Feb 26	Jan 6	Feb 12	Jan 6	Feb 12	Mar 26	Jan 22
Final Fee Payment	Jan 7	Jan 11	Mar 5	Jan 11	Feb 15	Jan 11	Feb 15	Mar 29	Jan 25
	Jan 11	Feb 25	Feb 25	Jan 11	Feb 11	Jan 11	Feb 11	Mar 25	Jan 21

* Must meet all eligibility criteria including verification and transcript evaluation.
 ** After this payment deadline, fees are due on the same day of course registration.

Full Term 1	1st 7 Weeks H1	2nd 7 Weeks H2	1st 10 Weeks TWJ	2nd 10 Weeks TWK	1st 5 Weeks TRI	2nd 5 Weeks TR2	3rd 5 Weeks TR3	Middle 8 Weeks-LSC
Day & Evening Classes Begin (First Day of Classes for Each Term)	Jan 11	Mar 5	Jan 11	Feb 15	Jan 11	Feb 15	Mar 29	Jan 25
Full Cost of Instruction Appeal Deadline	Jan 11	Mar 5	Jan 11	Feb 15	Jan 11	Feb 15	Mar 29	Jan 25
Change of Major & Credit to Audit Deadline	Jan 19	Mar 18	Jan 19	Feb 22	Jan 19	Feb 22	Apr 5	Feb 1
Drop/Refund Deadline	Jan 19	Mar 18	Jan 19	Feb 22	Jan 19	Feb 22	Apr 5	Feb 1
Proof Of Florida Residency Deadline	Jan 11	Mar 5	Jan 11	Feb 15	Jan 11	Feb 15	Mar 29	Jan 25
No Show Reporting Period	Jan 20-25	Mar 19-25	Jan 20-25	Feb 23-Mar 1	Jan 20-25	Feb 23-Mar 1	Apr 6-12	Feb 2-8
Graduation Application Deadline	Jan 29	Jan 29	Jan 29	Jan 29	Jan 29	Jan 29	Jan 29	Jan 29
Veteran's Affairs Deferral Deadline	Mar 26							
Learning Day	Feb 19		Feb 19	Feb 19		Feb 19		Feb 19
Withdrawal Deadline For "W" Grade	Mar 26	Apr 16	Feb 26	Apr 9	Feb 5	Mar 19	Apr 23	Mar 5
Final Withdrawal Deadline	Apr 26	May 1	Mar 27	May 1	Feb 13	Mar 27	May 1	Mar 27
Day and Evening Classes End	Apr 26	May 2	Mar 28	May 2	Feb 14	Mar 28	May 2	Mar 28
Final Exams	Apr 27-May 2	May 2*	Mar 28*	May 2*	Feb 14*	Mar 28*	May 2*	Mar 28*
Term Ends	May 2	May 2	Mar 28	May 2	Feb 14	Mar 28	May 2	Mar 28
Grades Due (Faculty Submission Deadline)	May 3 (9 am)	May 3 (9 am)	May 3 (9 am)	May 3 (9 am)	May 3 (9 am)	May 3 (9 am)	May 3 (9 am)	May 3 (9 am)
Commencement	May 8							

Faculty Work Days (Credit Classes Do Not Meet) Collegewide Jan 7-8, Feb 19
College Closed (Credit Classes Do Not Meet) Collegewide Jan 18, Mar 8-14
Learning Day (Credit Classes Do Not Meet) Feb 19

*Final exams are scheduled for the last class period for these parts of term.

Academic Calendar 2009-10 • Important College Calendar Dates • SUMMER

Any revisions to this calendar made during the year will be found in the Academic Calendar in the official online catalog.

	Full Term	1st 6 Weeks Term A (H1)	2nd 6 Weeks Term B (H2)	1st 8 Weeks TWJ	2nd 8 Weeks TWK	1st 4 Weeks TR1	2nd 4 Weeks TR2	3rd 4 Weeks TR3
International Student Application Deadline	Feb 15	Feb 15	Feb 15	Feb 15	Feb 15	Feb 15	Feb 15	Feb 15
Student Out Of Country Student In Country	Apr 15	Apr 15	Apr 15	Apr 15	Apr 15	Apr 15	Apr 15	Apr 15
Fourth Attempt Appeal Deadline	May 7	May 7	May 7	May 7	May 7	May 7	May 7	May 7
Financial Aid Priority Deadline For Upcoming Term*	April 9	April 9	April 9	April 9	April 9	April 9	April 9	April 9
Advanced Registration Begins Returning Students	Feb 15	Feb 15	Feb 15	Feb 15	Feb 15	Feb 15	Feb 15	Feb 15
Advanced Registration Begins New Students	Feb 23	Feb 23	Feb 23	Feb 23	Feb 23	Feb 23	Feb 23	Feb 23
Open Registration Begins New And Returning Students	Feb 26	Feb 26	Feb 26	Feb 26	Feb 26	Feb 26	Feb 26	Feb 26
Initial Fee Payment: FRIDAY Deadline For Registration Period	Apr 23	Apr 23	Apr 23	Apr 23	Apr 23	Apr 23	Apr 23	Apr 23
2nd Fee Payment: TUESDAY Deadline For Registration Period**	Feb 15-Apr 23	Feb 15-Apr 23	Feb 15-Apr 23	Feb 15-Apr 23	Feb 15-Apr 23	Feb 15-Apr 23	Feb 15-Apr 23	Feb 15-Apr 23
Application Priority Deadline	May 4	May 4	May 4	May 4	May 4	May 4	May 4	May 4
Suspension Readmission Request Deadline	Apr 24-May 4	Apr 24-May 4	Apr 24-May 4	Apr 24-May 4	Apr 24-May 4	Apr 24-May 4	Apr 24-May 4	Apr 24-May 4
Late Registration Begins - Fee Assessed with Initial Enrollment	Apr 23	Apr 23	Jun 4	Apr 23	May 21	Apr 23	May 21	Jun 18
Financial Aid Appeal Priority Deadline	Apr 23	Apr 23	Apr 23	Apr 23	Apr 23	Apr 23	Apr 23	Apr 23
Senior Citizen and State Employee Registration Begins	May 5	May 5	Jun 17	May 5	Jun 4	May 5	Jun 4	Jul 2
Faculty Report	May 5	May 5	May 5	May 5	May 5	May 5	May 5	May 5
Assisted Registration Begins	May 5	May 5	Jun 17	May 5	Jun 4	May 5	Jun 4	Jul 2
Final Fee Payment	May 6	May 6	Jun 18	May 10	Jun 8	May 10	Jun 8	Jul 7
	May 10	May 10	Jun 22	May 10	Jun 3	May 10	Jun 3	Jul 1

* Must meet all eligibility criteria including verification and transcript evaluation.

** After this payment deadline, fees are due on the same day of course registration.

Full Term	1st 6 Weeks Term A (H1)	2nd 6 Weeks Term B (H2)	1st 8 Weeks TWJ	2nd 8 Weeks TWK	1st 4 Weeks TRI	2nd 4 Weeks TR2	3rd 4 Weeks TR3
Day & Evening Classes Begin (First Day of Classes for Each Term)	May 10	Jun 22	May 10	Jun 8	May 10	Jun 8	Jul 7
Full Cost of Instruction Appeal Deadline	May 10	Jun 22	May 10	Jun 8	May 10	Jun 8	Jul 7
Change of Major & Credit To Audit Deadline	May 17	Jun 28	May 17	Jun 14	May 17	Jun 14	Jul 13
Drop/Refund Deadline	May 17	Jun 28	May 17	Jun 14	May 17	Jun 14	Jul 13
Proof of Florida Residency Deadline	May 10	Jun 22	May 10	Jun 8	May 10	Jun 8	Jul 7
No Show Reporting Period	May 18-25	Jun 29-Jul 6	May 18-25	Jun 15-21	May 18-25	Jun 15-21	Jul 14-20
Graduation Application Deadline	May 21	May 21	May 21	May 21	May 21	May 21	May 21
Withdrawal Deadline For "W" Grade	Jun 4	Jul 23	Jun 25	Jul 17	May 28	Jun 25	Jul 23
Veteran's Affairs Deferral Deadline	Jul 8						
Final Withdrawal Deadline	Aug 2	Aug 2	Jul 6	Aug 2	Jun 6	Jul 5	Aug 2
Day and Evening Classes End	Aug 3	Aug 3	Jul 7	Aug 3	Jun 7	Jul 6	Aug 3
Final Exams*	Aug 3	Aug 3	Jul 7	Aug 3	Jun 7	Jul 6	Aug 3
Term Ends	Aug 3	Aug 3	Jul 7	Aug 3	Jun 7	Jul 6	Aug 3
Grades Due (Faculty Submission Deadline)	Aug 5 (9 am)	Aug 5 (9 am)	Aug 5 (9 am)	Aug 5 (9 am)	Aug 5 (9 am)	Aug 5 (9 am)	Aug 5 (9 am)
Faculty Work Days (Credit Classes Do Not Meet) Collegewide	May 6-8 (Summer Full and A terms) June 22 (Summer A term)	May 6-8 (Summer Full and A terms) June 22 (Summer A term)	May 6-8 (Summer Full and A terms) June 22 (Summer A term)	May 6-8 (Summer Full and A terms) June 22 (Summer A term)	May 6-8 (Summer Full and A terms) June 22 (Summer A term)	May 6-8 (Summer Full and A terms) June 22 (Summer A term)	May 6-8 (Summer Full and A terms) June 22 (Summer A term)
College Closed (Credit Courses Do Not Meet)	Aug 4 (Summer Full and B term) Aug 5 (Summer B term) May 31, July 5	Aug 4 (Summer Full and B term) Aug 5 (Summer B term) May 31, July 5	Aug 4 (Summer Full and B term) Aug 5 (Summer B term) May 31, July 5	Aug 4 (Summer Full and B term) Aug 5 (Summer B term) May 31, July 5	Aug 4 (Summer Full and B term) Aug 5 (Summer B term) May 31, July 5	Aug 4 (Summer Full and B term) Aug 5 (Summer B term) May 31, July 5	Aug 4 (Summer Full and B term) Aug 5 (Summer B term) May 31, July 5

* Final exams are scheduled for the last class period.

COLLEGE DISTRICT MAP

Criminal Justice Institute
 8600 Valencia College Lane
 Orlando, Florida 32825
 407-299-5000

Downtown Center
 190 South Orange Avenue
 Orlando, Florida 32801
 407-299-5000

East Campus
 701 North Econlockhatchee Trail
 Orlando, Florida 32825
 407-299-5000

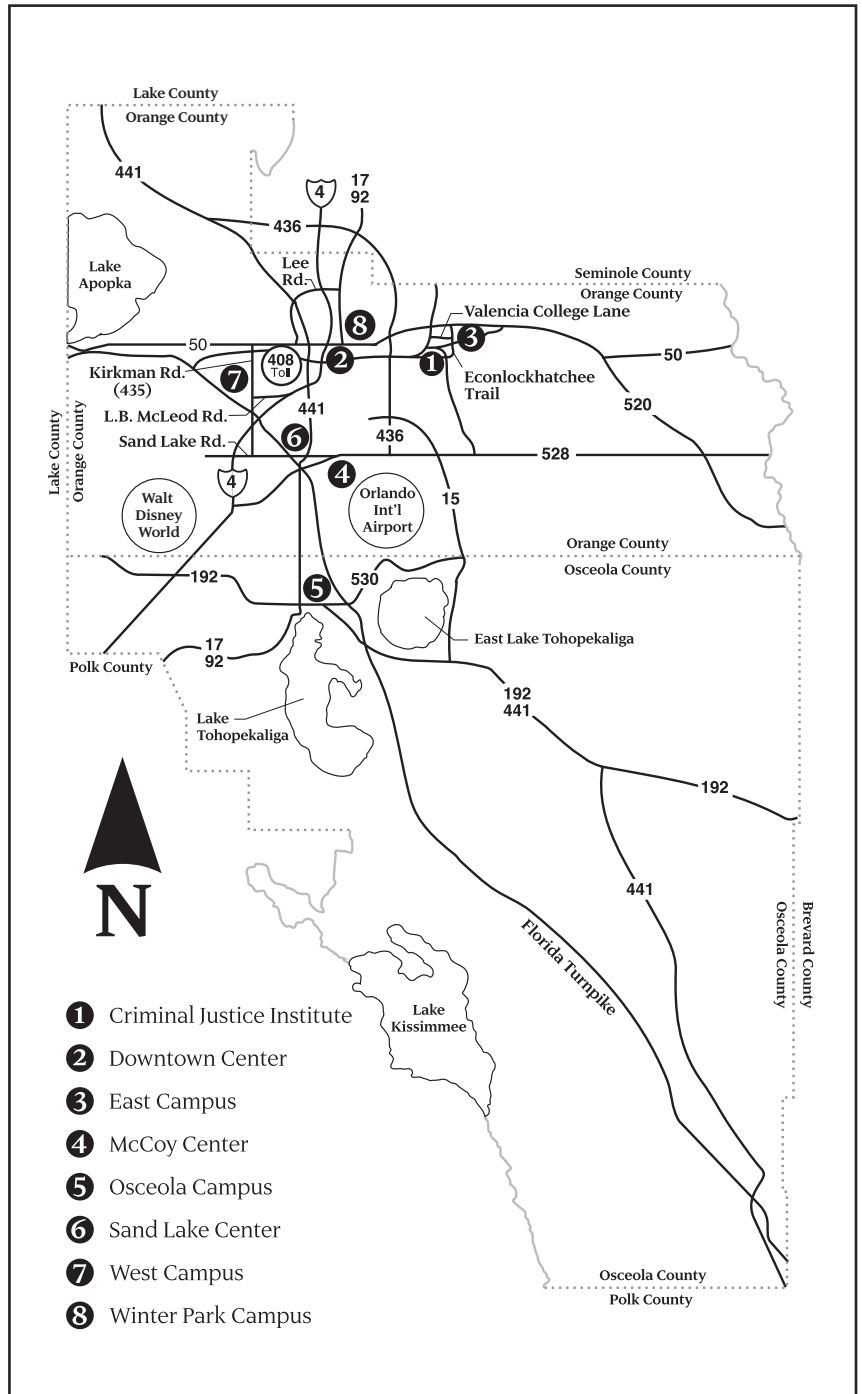
McCoy Center
 8503 Daetwyler Drive
 Orlando, Florida 32827
 407-299-5000

Osceola Campus
 1800 Denn John Lane
 Kissimmee, Florida 34744
 407-299-5000
 407-847-9496 - Local in Osceola County

Sand Lake Center
 2411 Sand Lake Road
 Orlando, Florida 32809
 407-582-6688

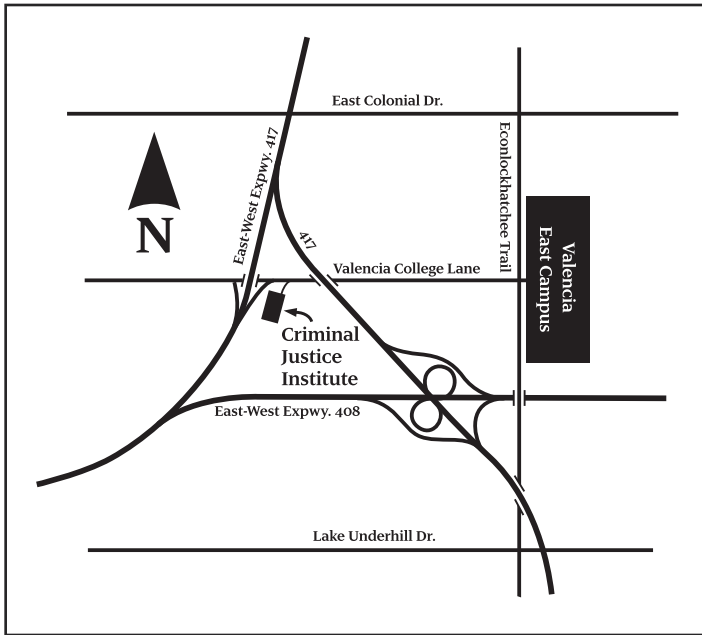
West Campus
 1800 South Kirkman Road
 Orlando, Florida 32811
 407-299-5000

Winter Park Campus
 850 West Morse Boulevard
 Winter Park, Florida 32789
 407-299-5000



In addition to the above-named locations, Valencia Community College offers credit and continuing education courses at various locations throughout Orange and Osceola Counties including high schools, businesses and community centers.

CRIMINAL JUSTICE INSTITUTE

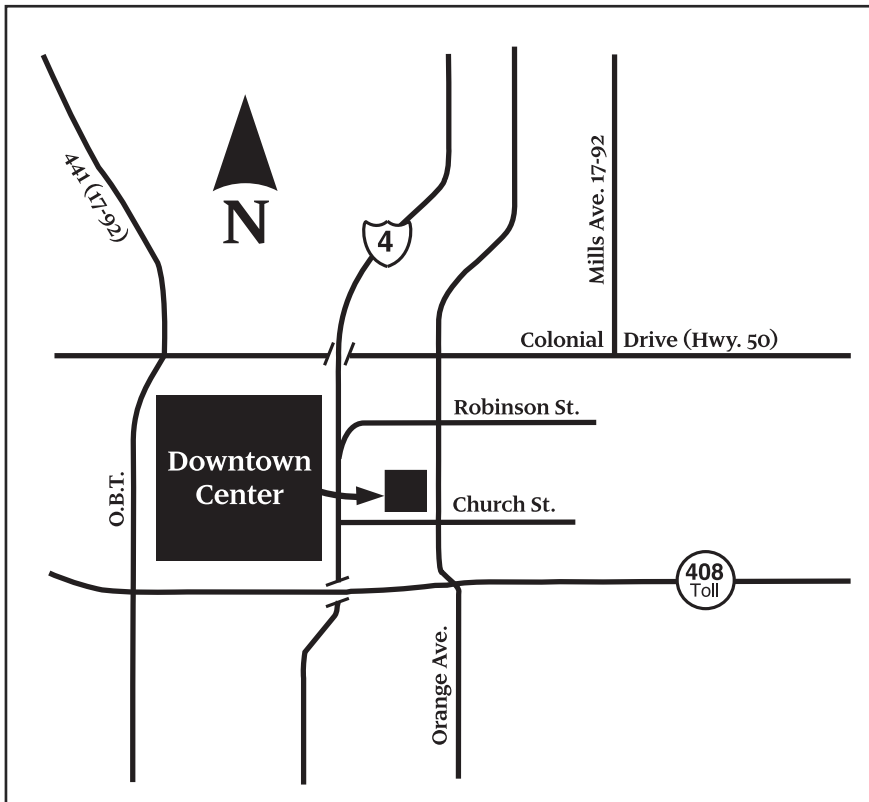


8600 Valencia College Lane
Orlando, Florida 32825
407-299-5000

Career Certificate Programs:

- Correctional Officer
- Law Enforcement Officer
- Crossover: Corrections to Law Enforcement
- Auxiliary Law Enforcement Officer

DOWNTOWN CENTER

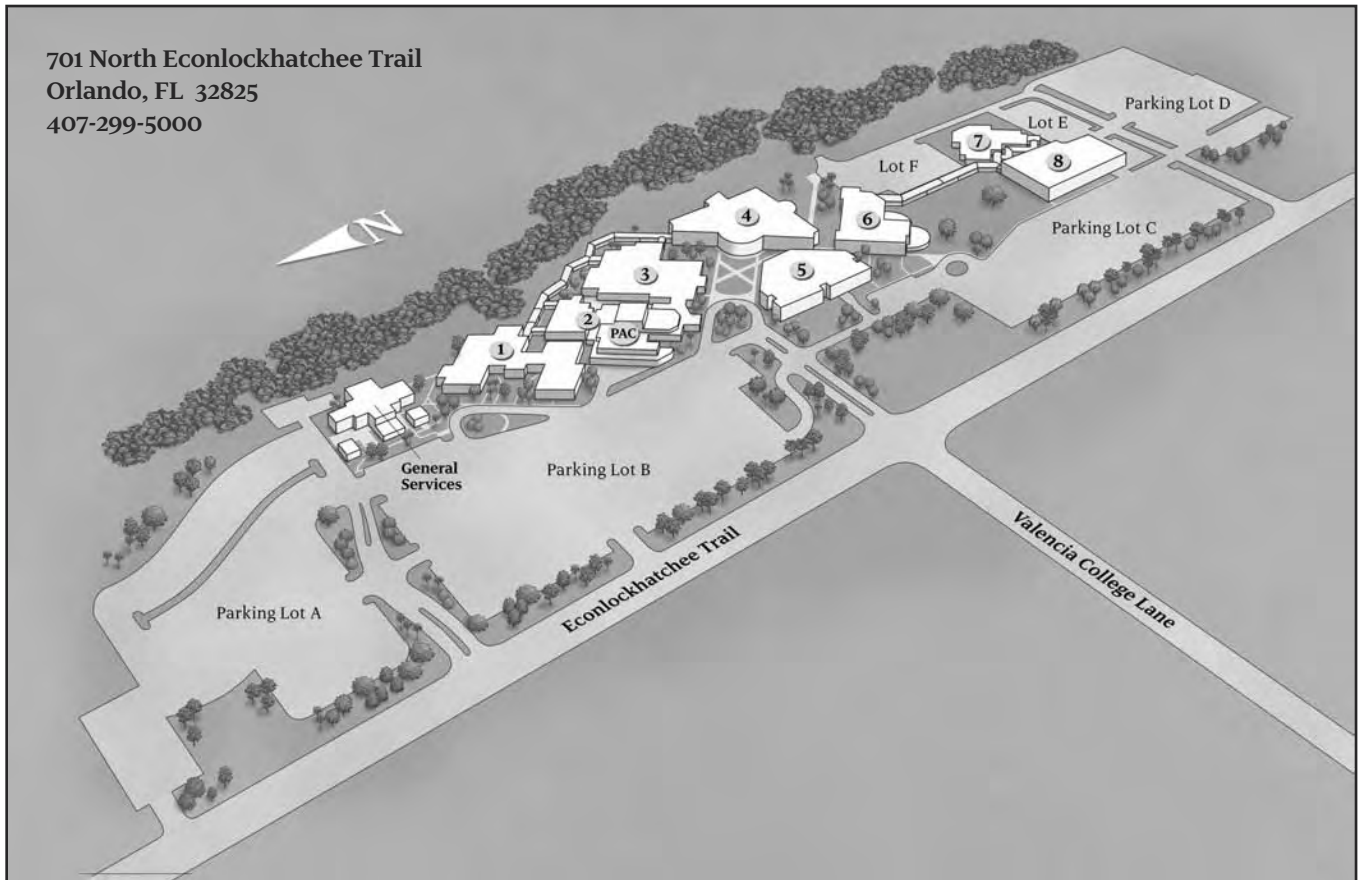


Chicone Building
190 South Orange Avenue
Orlando, Florida 32801
407-299-5000

- College Administration
- Valencia Foundation

EAST CAMPUS

701 North Econlockhatchee Trail
Orlando, FL 32825
407-299-5000



- Campus Administration
- Honors Program
- Performing Arts Center/Black Box Theater
- Alumni Association Office
- Associate in Arts Degree Program
- Associate in Applied Science Degree, Associate in Science Degree, Applied Technology Diploma and Certificate Programs*

Accounting Applications (Technical Certificate)
Accounting Operations (Technical Certificate)
Accounting Specialist (Technical Certificate)
Accounting Technology (A.S. Degree)
Business Administration (A.A.S. Degree)

- Finance Specialization
- Human Resources Management Specialization
- Management Specialization
- Marketing Specialization
- Property and Casualty Insurance Management Specialization
- Real Estate Management Specialization
- Small Business Management Specialization

Business Administration (A.S. to B.A./B.S. Career Path)
Business Management (Technical Certificate)
Business Operations (Technical Certificate)

Business Specialist (Technical Certificate)
Cisco Network Associate (CCNA)(Technical Certificate)
Computer Information Technology (A.S. Degree)
Computer Information Technology Analyst
(Technical Certificate)

- IT Security Specialization
- IT Support Specialization

Computer Information Technology Specialist
(Technical Certificate)
Computer Programming and Analysis (A.S. Degree)
Computer Programming (Technical Certificate)

- Computer Programming Specialization
- Game Programming Specialization
- Web Development Specialization

Computer Programming Specialist (Technical Certificate)

- Computer Programming Specialization
- Web Development Specialization

Customer Service Management (T-Certificate)
Customer Service Operations (T-Certificate)
Customer Service Specialist (T-Certificate)
Criminal Justice Technology (A.S. to B.S. Career Path)
Criminal Justice Technology (A.A.S. Degree)
Digital Media for Video and Motion Graphics (A.S. Degree)
Digital Media Development (Technical Certificate)
Digital Media Production (Technical Certificate)

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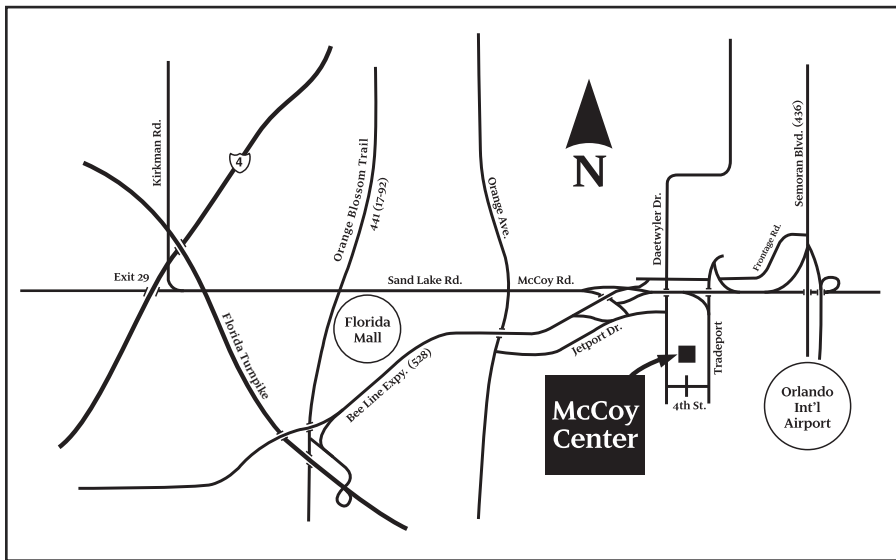
Digital Media Video Production (Technical Certificate)
 Digital Media Web Production (Technical Certificate)
 Digital Video Editing and Post Production (Technical Certificate)
 Digital Video Fundamentals (Technical Certificate)
 Drafting - AutoCAD (Technical Certificate)
 Entertainment Design and Technology (A.S. Degree)
 • Production Design Specialization
 • Live Show Production Specialization
 Entertainment - Stage Technology (Technical Certificate)
 Film Production Technology (A.S. Degree)
 • Cinematography Specialization
 • Post-Production Specialization
 Film - Motion Picture Post-Production
 (Advanced Technical Certificate)
 Graphics Technology (A.S. Degree)
 • Graphic Design Specialization
 • Interactive Design Specialization
 Graphic Design Production (Technical Certificate)
 Graphic Design Support (Technical Certificate)
 Graphics - Interactive Design Support (Technical Certificate)
 Graphics - Interactive Design Production (Technical Certificate)
 Human Resources Management (Technical Certificate)
 Human Resources Operations (Technical Certificate)
 Human Resources Specialist (Technical Certificate)
 Industrial Management Technology (A.S. Degree)
 Medical Information Coder/Biller Administration (A.S. Degree)
 Medical Information Coder/Biller (Technical Certificate)
 Medical Office Administration (A.S. Degree)
 Medical Office Specialist (Technical Certificate)
 Medical Office Support (Technical Certificate)

Microsoft Systems Administrator (MSCA) (Technical Certificate)
 Microsoft Systems Engineer (MCSE) (Technical Certificate)
 Music and Sound Technology (A.S. Degree)
 • Music Performance and Sound Specialization
 • Sound Technology Specialization
 Music and Sound Production - Audio Visual Production (Technical Certificate)
 Office Administration (A.S. Degree)
 Office Management (Technical Certificate)
 Office Specialist (Technical Certificate)
 Office Support (Technical Certificate)
 Paralegal Studies (A.S. to B.S. Career Path)
 • Litigation Specialization
 • Transactional Specialization
 Property and Casualty Insurance Management (Technical Certificate)
 Real Estate Specialist (Technical Certificate)
 Veterinary Technology (A.S. Degree) (Offered through Cooperative
 Agreement with St. Petersburg College)

Criminal Justice Institute
 • Correctional Officer (Career Certificate)
 • Crossover: Corrections to Law Enforcement
 (Career Certificate)
 • Law Enforcement Officer (Career Certificate)
 • Auxiliary Law Enforcement Officer (Career Certificate)

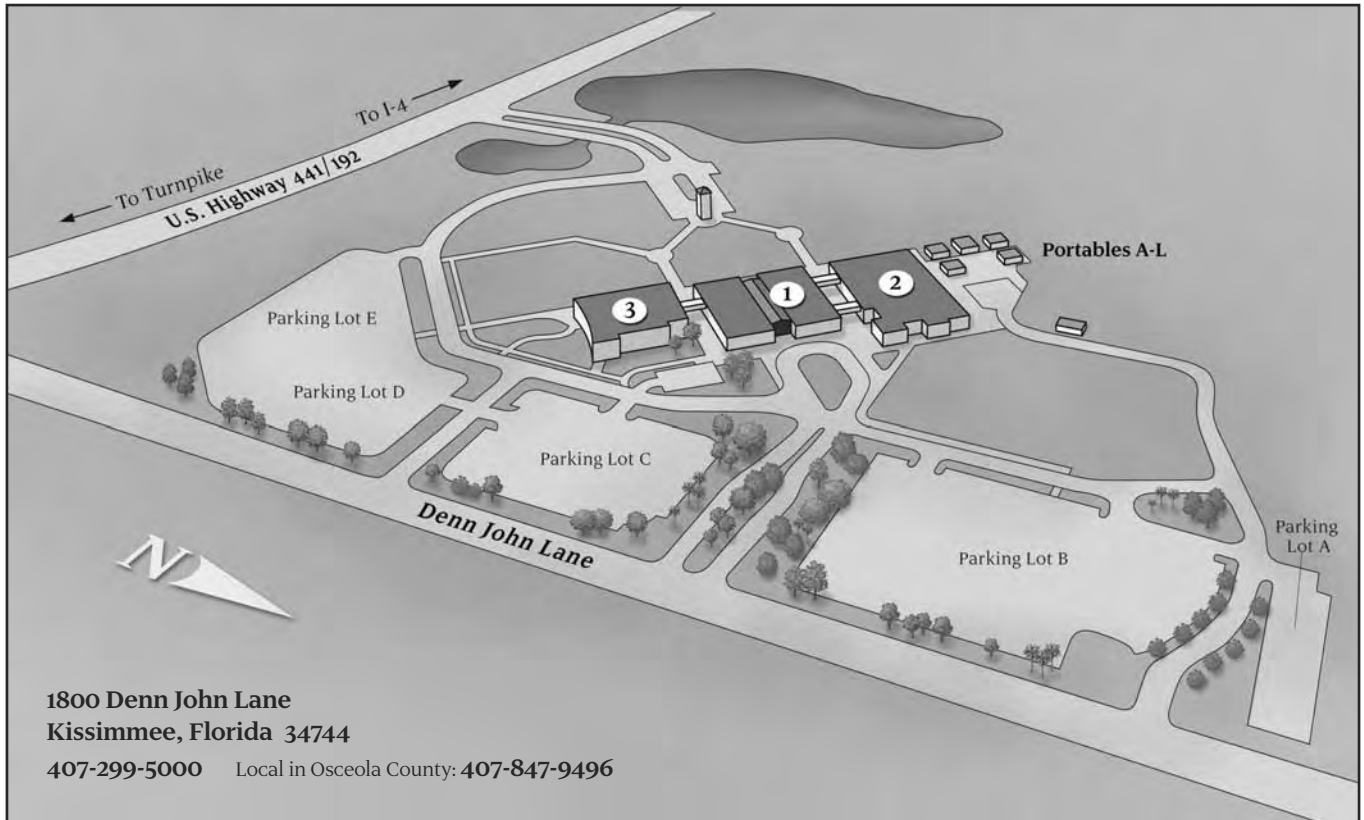
* Associate in Applied Science and Associate in Science Degree programs are composed of general and specialized courses. General education courses are taught at all college locations. Due to the need for equipment, some specialized courses may need to be taken at a specific campus. The programs in this list may be taken in their entirety on East Campus.

MCCOY CENTER



**8503 Daetwyler Drive
 Orlando, Florida 32827
 407-299-5000**

OSCEOLA CAMPUS



- Campus Administration
- Honors Program
- Corporate and Continuing Education
- Associate in Arts Degree Program
- Associate in Applied Science Degree, Associate in Science Degree, Applied Technology Diploma and Certificate Programs*

Business Administration (A.A.S. Degree)

- Finance Specialization
- Management Specialization
- Marketing Specialization

Business Administration (A.S. to B.A./B.S. Career Path)

Business Management (Technical Certificate)

Business Operations (Technical Certificate)

Business Specialist (Technical Certificate)

Cisco Network Associate (CCNA) (Technical Certificate)

Computer Information Technology (A.S. Degree)

Computer Information Technology (Technical Certificate)

- IT Security Specialization
- IT Support Specialization

Computer Information Technology Specialist (Technical Certificate)

Computer Programming and Analysis (A.S. Degree)

Computer Programming (Technical Certificate)

- Computer Programming Specialization
- Game Programming Specialization
- Web Development Specialization

Computer Programming Specialist (Technical Certificate)

- Computer Programming Specialization
- Web Development Specialization

Customer Service Management (T-Certificate)

Customer Service Operations (T-Certificate)

Customer Service Specialist (T-Certificate)

**Emergency Medical Technology (EMT) -
 (Applied Technology Diploma)**

Industrial Management Technology (A.S. Degree)

Office Administration (A.S. Degree)

Office Management (Technical Certificate)

Office Specialist (Technical Certificate)

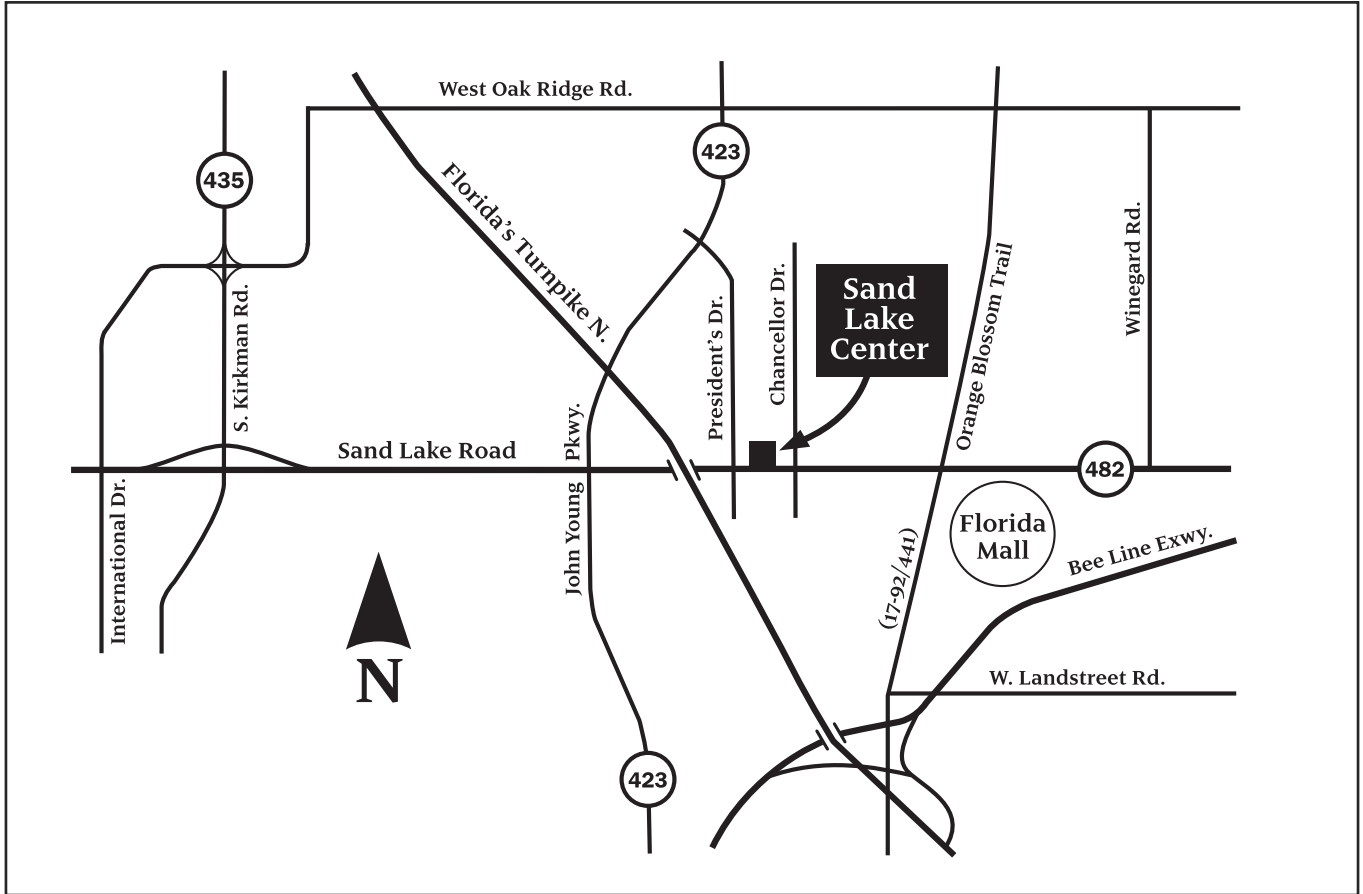
Office Support (Technical Certificate)

Paramedic Technology (Technical Certificate)

Veterinary Technology (A.S. Degree) (Offered through Cooperative Agreement with St. Petersburg College)

* Associate in Applied Science and Associate in Science Degree programs are composed of general and specialized courses. General education courses are taught at all college locations. Due to the need for specialized equipment, some courses may need to be taken at a specific campus.

SAND LAKE CENTER



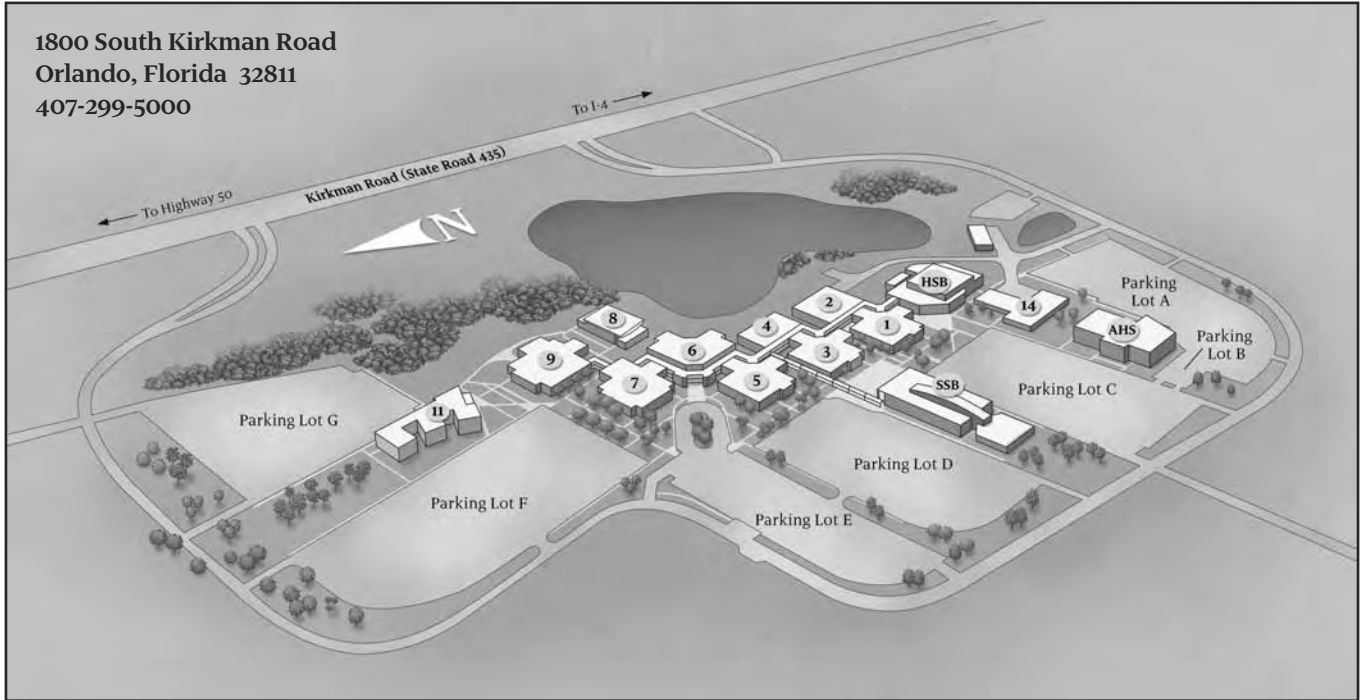
2411 Sand Lake Road
Orlando, Florida 32809
407-582-6688

Valencia Enterprises, which includes:

- Corporate Training and Continuing Education
- Center for Global Languages
- Learning Scenarios
- Performance Consulting

WEST CAMPUS

1800 South Kirkman Road
Orlando, Florida 32811
407-299-5000



- Campus Administration
- College Personnel Office
- Honors Program
- Associate in Arts Degree Program
- Associate in Applied Science Degree, Associate in Science Degree, Applied Technology Diploma and Certificate Programs*

Building Construction Technology
(A.S. Degree)

Baking and Pastry Arts (Technical Certificate)

Baking and Pastry Management (A.S. Degree)

Basic Electronics Technician (Technical Certificate)

Building Construction Specialist (Technical Certificate)

Business Administration (A.A.S. Degree)

- Finance Specialization
- Human Resources Management Specialization
- Management Specialization
- Marketing Specialization
- Property and Casualty Insurance Management Specialization
- Real Estate Management Specialization
- Small Business Management Specialization

Business Administration

(A.S. to B.A./B.S. Career Path)

Business Management (Technical Certificate)

Business Operations (Technical Certificate)

Business Specialist (Technical Certificate)

Cardiovascular Technology (A.S. Degree)

Cisco Network Associate (CCNA) (Technical Certificate)

Civil/Surveying Engineering Technology (A.S. Degree)

Computed Tomography (Advanced Technical Certificate)

Computer Engineering Technology (A.S. Degree)

- Cisco Specialization

- Microsoft Specialization

Computer Information Technology (A.S. Degree)

Computer Information Technology Analyst
(Technical Certificate)

- IT Security Specialization

- IT Support Specialization

Computer Information Technology Specialist
(Technical Certificate)

Computer Programming and Analysis (A.S. Degree)

Computer Programming (Technical Certificate)

- Computer Programming Specialization

- Game Programming Specialization

- Web Development Specialization

Computer Programming Specialist (Technical Certificate)

- Computer Programming Specialization

- Web Development Specialization

Culinary Arts (Technical Certificate)

Culinary Management (A.S. Degree)

Customer Service Management (T-Certificate)

Customer Service Operations (T-Certificate)

Customer Service Specialist (T-Certificate)

Dental Hygiene (A.S. Degree)

Diagnostic Medical Sonography (A.S. Degree)

Drafting and Design Technology (A.S. Degree)

Drafting (Technical Certificate)

- Architectural Drafting Specialization

- Mechanical Drafting Specialization

- Surveying Drafting Specialization

Drafting - AutoCAD (Technical Certificate)

Electronics Engineering Technology (A.S. Degree)

- Electronics Specialization

- Laser and Photonics Specialization

- Robotics and Simulation Specialization

- Telecommunication and Wireless Specialization

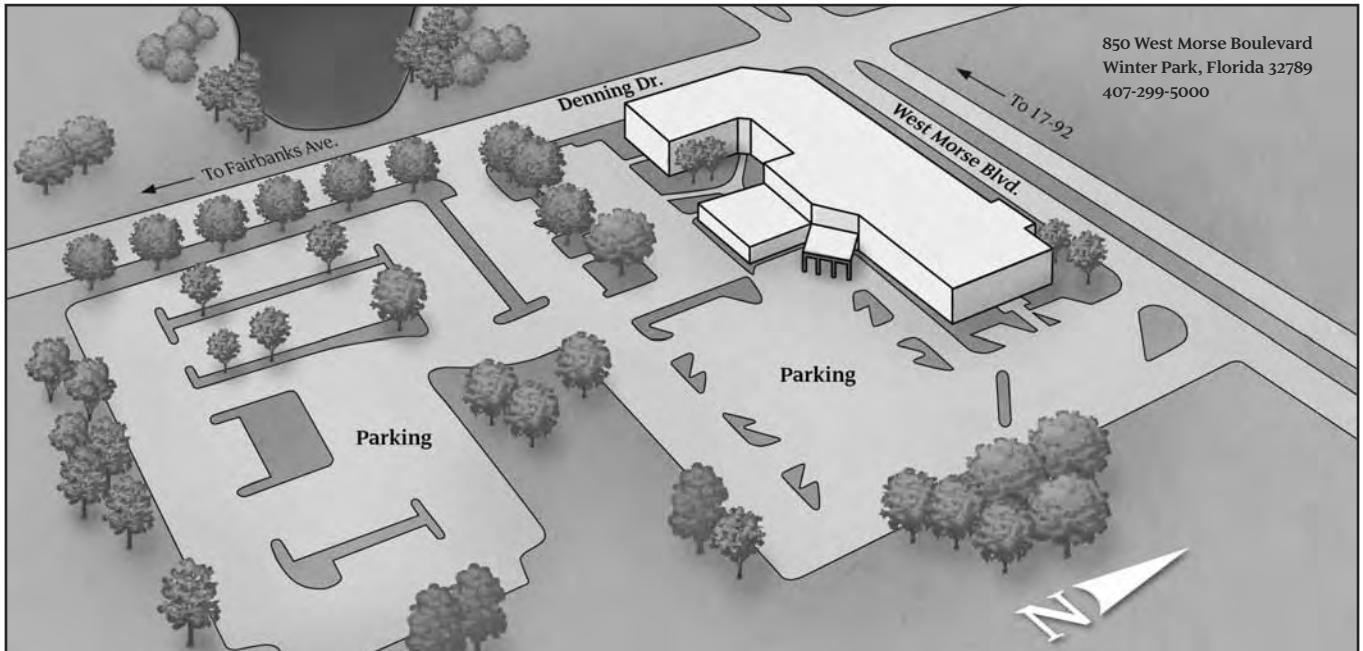
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Emergency Medical Services Technology (A.S. Degree)
 Emergency Medical Technology (EMT)
 (Applied Technology Diploma)
 Hospitality - Event Planning Management (Technical Certificate)
 Hospitality - Food and Beverage Management
 (Technical Certificate)
 Hospitality - Guest Services Specialist (Technical Certificate)
 Hospitality - Rooms Division Management (Technical Certificate)
 Hospitality and Tourism Management (A.A.S. Degree)
 Hospitality and Tourism Management (A.S. to B.S. Career Path)
 Human Resources Management (Technical Certificate)
 Human Resources Operations (Technical Certificate)
 Human Resources Specialist (Technical Certificate)
 Industrial Management Technology (A.S. Degree)
 Landscape and Horticulture Technology (A.S. Degree)
 • Horticulture Specialization
 • Landscape Specialization
 Landscape and Horticulture Professional (Technical Certificate)
 Landscape and Horticulture Specialist (Technical Certificate)
 Landscape and Horticulture Technician (Technical Certificate)
 • Horticulture Specialization
 • Landscape Specialization
 Laser and Photonics Technician (Technical Certificate)
 Magnetic Resonance Imaging (Advanced Technical Certificate)
 Medical Information Coder/Biller Administration (A.S. Degree)

Medical Information Coder/Biller (Technical Certificate)
 Medical Office Administration (A.S. Degree)
 Medical Office Specialist (Technical Certificate)
 Medical Office Support (Technical Certificate)
 Microcomputer Repairer/Installer (Technical Certificate)
 Microsoft Systems Engineer (MCSE) (Technical Certificate)
 Microsoft Systems Administrator (MCSA) (Technical Certificate)
 Nursing, R.N. (A.S. to B.S. Career Path)
 • Online R.N. Advanced Standing Track
 Office Administration (A.S. Degree)
 Office Management (Technical Certificate)
 Office Specialist (Technical Certificate)
 Office Support (Technical Certificate)
 Paramedic Technology (Technical Certificate)
 Polysomnography Technology (Advanced Technical Certificate)
 Property and Casualty Insurance Management (Technical
 Certificate)
 Radiography (A.S. Degree)
 Real Estate Specialist (Technical Certificate)
 Respiratory Care (A.S. Degree)
 Restaurant and Food Service Management (A.S. Degree)
 Robotics and Simulation (Technical Certificate)
 Veterinary Technology (A.S. Degree) (Offered through Cooperative
 Agreement with St. Petersburg College)
 Wireless and IP Communication Technician (Technical Certificate)

* Associate in Applied Science and Associate in Science Degree programs are composed of general and specialized courses. General education courses are taught at all college locations. Due to the need for specialized equipment, some courses may need to be taken at a specific campus. The programs in this list may be taken in their entirety on West Campus.

WINTER PARK CAMPUS



- Campus Administration
- Teacher Recertification
- Weekend College
- Honors Program
- Career Assessment and Employability Skills
- Associate in Arts Degree Program
- Associate in Applied Science Degree*
- Associate in Science Degree*
- Certificate Programs*

* Associate in Applied Science and Associate in Science Degree programs are composed of general and specialized courses. General education courses are taught at all college locations. Due to equipment needs, some specialized courses may need to be taken at a specific campus.

District Board of Trustees

Each of the 28 community colleges in Florida's statewide system is under the local control of a lay District Board of Trustees composed of citizens who serve without pay and are legally vested with decision-making power in all matters of college policy, programs, building,

budget and personnel. Each trustee is appointed by the governor. Eight Orange and Osceola County citizens form the Valencia Community College District Board of Trustees. Meeting in eight official sessions each year, along with occasional special meetings and workshops, these civic-minded individuals contribute their time and talent to guiding the development of Valencia Community College so that it remains responsive to the educational needs of its local community.

**Lewis M. Oliver, III
Chairman**

Lew Oliver is a law partner with Quinones, Fitzgibbons, Pfister & Oliver P.L., and resides in Orlando. He has been a Florida resident since 1970, and received his Bachelor's degree from Stetson University, and his Juris Doctorate from Georgetown University Law School. He previously served as Senior Vice President of AMT Inc., a transportation technology firm, and as Vice President for Neotonus, Inc., a medical device manufacturer.



Ronald D. Blocker

Ronald Blocker is superintendent of Orange County Public Schools. A resident of Orlando since 1977, he serves many local organizations including the Central Florida YMCA, Central Florida Boy Scouts of America, the Florida Association of School District Superintendents, United Arts, and the Mid-Florida Economic Development Commission. He is a member of Phi Delta Kappa educational fraternity. He received his Bachelor's, Master's, and Specialist's degrees from the University of Florida.



Maria Grulich Toumazos

Celebration resident Maria Grulich is administrator of the Osceola County Economic Development Department, overseeing the recruitment and retention of business and industry for Osceola County. She serves on the boards of Enterprise Florida Stakeholders Council, Osceola Regional Hospital, Foundation for Osceola Education, Community Vision, Florida Extension Services Board of Advisors and Kissimmee Chamber of Commerce. A Cuban-American, Maria is bilingual and a graduate of the University of South Florida.



**Raymer F. Maguire, III
Vice Chairman**

Raymer Maguire III is an attorney specializing in eminent domain with Fixel, Maguire & Willis. A lifelong resident of Orlando, he earned his law degree from the Florida State University College of Law and has been a member of the Florida Bar since 1979. Maguire is also an active member of the Valencia Foundation Board of Directors. Maguire's father, Raymer Maguire Jr., helped found Valencia and served on its board for 17 years.



Bertica Cabrera-Morris

A native of Cuba, Bertica Cabrera-Morris left the island in 1967 and came to Orlando in 1978. She worked for 11 years in the Orange County Public School system in governmental relations and school planning. From 1990 - 1993, she worked as the Assistant to the Orange County Chairman for Community Affairs and Public Relations. Since 1993, Morris has owned and is the COO of Bertica Cabrera Consulting, a firm specializing in business and governmental consulting. She also owns a restaurant, Habana Jose's.



Edward A. Moore

Edward Moore, retired Brown & Brown Insurance executive and resident of Kissimmee, is the Chief Operating Officer for Osceola Center for the Arts. He is a graduate of Ball State University and Indiana Central. He is active in civic organizations, including the Kiwanis Club, Kissimmee/Osceola Chamber of Commerce, and Mid-Florida Economic Development Council.



Jerry D. Buchanan

Jerry Buchanan is a retired bank executive. She is active in many civic and community activities. She serves as a member of the Executive Committee and Board of Directors of the Orange County Regional History Center, as a member of the 5th District Appellate Court Judicial Nominating Commission, as a member of the Board of Directors of the Tillie Fowler Excellence in Public Service Series, and as Chairman of Leadership 1000. She resides in Orlando.



In 2000, she was appointed by Governor Bush to the Central Florida Transportation Authority and currently serves on the Arts Council for Central Florida. Morris was appointed to the Board of Trustees for Valencia Community College in 2005. Additionally, she serves on Valencia Community College's Foundation Board and on its Executive Committee. She is the mother of five children and lives in downtown Orlando with her husband, Brian Morris.

Jo Quittschreiber

Jo Quittschreiber is a retired school teacher and a Kissimmee resident. She is a graduate of Mayville State University in North Dakota and has worked and volunteered in educational positions as well as acted as a member of condominium, nursing home and community service boards. Since moving to Florida, she has engaged in many political activities on the grass roots level as well as held elective office in these organizations.



About Valencia Community College

Valencia Junior College was founded in February 1967 by the Orange County Board of Public Instruction and the State Board of Education under authority granted by the 1961 session of the Florida Legislature.

In Fall 1967, the charter class, limited to freshmen, began classes in temporary facilities on West Oak Ridge Road in Orlando.

In July 1967, the College Advisory Committee became the Valencia Junior College Board of Trustees and replaced the Orange County Board of Public Instruction as the governing body of the College.

The following have been landmark events in the history of the College:

- Being granted full accreditation by the Southern Association of Colleges and Schools in 1969
- Changing its name from Valencia Junior College to Valencia Community College in 1971
- Moving to a first permanent campus (West Campus) in 1971
- Adding Osceola County to the College district in 1974
- Opening McCoy Center in 1974
- Opening East Campus in 1975
- Opening Osceola Campus in 1997
- Opening Winter Park Campus in 1998
- Opening Sand Lake Center in 2004

In response to a burgeoning student population, the college anticipates opening two additional campuses during the next decade.

Accreditation

Valencia Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate in Arts, Associate in Science, and Associate in Applied Science degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Valencia Community College.

The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

Valencia's Statements of Institutional Purpose

Vision

Valencia is a premier learning college that transforms lives, strengthens community, and inspires individuals to excellence.

Mission

Valencia provides opportunities for academic, technical, and life-long learning in a collaborative culture dedicated to inquiry, results, and excellence.

Values

We value:

Learning by committing to Valencia's core competencies—Think, Value, Communicate, and Act—and the potential of each person to learn at the highest levels of achievement for personal and professional success.

People by creating a caring, inclusive, and safe environment that inspires all people to achieve their goals, share their successes, and encourage others.

Diversity by fostering the understanding it builds in learning relationships and appreciating the dimensions it adds to our quality of life.

Access by reaching out to our communities, inviting and supporting all learners and partners to achieve their goals.

Integrity by respecting the ideals of freedom, civic responsibility, academic honesty, personal ethics, and courage to act.

Statutory Purpose

Valencia is a publicly supported, comprehensive community college that continually identifies and addresses the changing learning needs of the communities it serves. The College provides:

- associate degree programs that prepare learners to succeed in university studies.
- courses and services that provide learners with the right start in their college careers.
- associate degree, certificate and continuing professional education programs that prepare learners for entering and progressing in the workforce.

Florida statute 1004.65 provides the definition, mission, and responsibilities of Florida's community colleges.

Valencia's Roles and Functions

1. The Transfer Function

A college-level program of general education and specialized courses designed to prepare students to transfer to baccalaureate degree-granting colleges and universities.

2. The Technical Education Function

Technical college-level courses and programs designed to prepare students to enter immediately into the workforce.

3. The Economic Development Function

Workplace preparedness provided through courses, workshops, conferences, seminars, and activities designed to support economic development and meet the needs of the community by preparing students for high-wage, high skill jobs.

4. The General Education Function

General education courses designed to prepare students for responsible citizenship, for wholesome and creative participation in life activities, and for intelligent decision making.

5. The Student Services Function

Student Services and activities designed to assist students in assessing and achieving their goals through academic, career, and personal decision making and planning.

6. The College-Preparatory Function

College-preparatory courses designed to enable students to achieve college-level competency in reading, writing, mathematics, and elementary algebra.

Valencia Student Core Competencies

Valencia's Student Core Competencies are complex abilities that are essential to lifelong success. These general competencies can be applied in many contexts and must be developed over a lifetime. They specify how learning can be expressed and assessed in practice. They enable students and faculty to set learning goals and assess learning within and across the many disciplines of human inquiry.

Think

*Think clearly, critically, and creatively
Analyze, synthesize, integrate,
and evaluate in many
domains of human inquiry*

To think, what must you do?

- analyze data, ideas, patterns, principles, perspectives
- employ the facts, formulas, procedures of the discipline
- integrate ideas and values from different disciplines
- draw well-supported conclusions
- revise conclusions consistent with new observations, interpretations, or reasons

How and where must you think?

- with curiosity and consistency
- individually and in groups

Value

Make reasoned value judgments and responsible commitments

To value, what must you do?

- recognize values as expressed in attitudes, choices, and commitments
- distinguish among personal, ethical, aesthetic, cultural, and scientific values
- employ values and standards of judgment from different disciplines
- evaluate your own and others' values from individual, cultural, and global perspectives
- articulate a considered and self-determined set of values

How and where must you value?

- with empathy and fair-mindedness
- individually and in groups

Communicate

Communicate with different audiences using varied means

To communicate, what must you do?

- identify your own strengths and need for improvement as a communicator
- employ methods of communication appropriate to your audience and purpose
- evaluate the effectiveness of your own and others' communication

How and where must you communicate?

- by speaking, listening, reading and writing
- verbally, non-verbally, and visually
- with honesty and civility
- in different disciplines and settings

Act

*Act purposefully, reflectively,
and responsibly*

To act, what must you do?

- apply disciplinary knowledge, skills, and values to educational and career goals
- implement effective problem-solving, decision-making, and goal-setting strategies
- act effectively and appropriately in various personal and professional settings
- assess the effectiveness of personal behavior and choices
- respond appropriately to changing circumstances

How and where must you act?

- with courage and perseverance
- individually and in groups
- in your personal, professional, and community life

Valencia's Economic Development

Valencia is an essential partner with local businesses and communities, helping to create sustainable, quality jobs for the Central Florida area by providing educational programs directed toward developing markets.

As a partner with federal, state and local organizations, Valencia develops and improves upon training in the region for business and economic development. The college determines how best to integrate federal and state workforce funding to improve training and job placement by targeting occupations that are critical to retaining and expanding existing businesses and recruiting new industries to the region.

Valencia responds effectively to meet the needs of business and industry through its flexible structure of programs, courses, workshops and conferences. The college's curriculum is designed to enhance the learning process and increase worker productivity in high-skill, high-wage jobs to make workers more competitive, efficient and marketable.

Valencia offers degree and certificate programs to individuals at Valencia's campuses throughout Orange and Osceola Counties.



ADMISSIONS, RECORDS AND REGISTRATION

Enrollment: Step by Step

Step 1	Apply for Admission and Financial Aid	Page 20 Page 35
Step 2	Create Your Atlas Account	Page 44
Step 3	Complete Entry Testing and Attend Orientation	Page 51 Page 47
Step 4	Register for Your Courses and Pay Tuition	Page 27 Page 29
Step 5	Get Your Student ID Card and Parking Decal	Page 49 Page 47
Step 6	Purchase Your Books and Go to Class!	Page 45 Page 88

For detailed information on the enrollment steps, visit valenciacc.edu/admissions.

Admissions

The Answer Center provides information regarding the admissions and enrollment process, including admission requirements, residency requirements, privacy rights of students, and classification of students. Answer Centers are located on all four Valencia Community College campuses: East, Osceola, West, and Winter Park.

Application and Admission Process

In order to enroll in credit courses, you must submit a completed Application for Admission by the **Application Priority Deadline** listed in the Academic Calendar in the online official catalog. Applications, official transcripts, other documents for admissions consideration, and the nonrefundable application fee must be submitted electronically. For further information, visit valenciacc.edu/admissions. Dual enrollment students are required to submit a paper application to the Dual Enrollment office for initial processing.

Until Valencia receives and evaluates official copies of all transcripts, you **will not be eligible to receive financial aid or scholarships**.

If you have never attended college, you must submit your official final high school transcript, GED transcript/score report, or

home school affidavit directly to the Valencia Admissions and Records Office or hand deliver it in a sealed envelope to any campus Answer Center.

If you have attended college, you must request **each** previously-attended college to forward an official transcript of your record directly to the Valencia Admissions and Records Office or hand deliver them in a sealed envelope to any campus Answer Center. You are urged to do this as early as possible to assure complete records and accurate advisement. If you are seeking the Associate in Arts (A.A.) Degree, it is recommended that you also submit official high school transcripts if you completed a foreign language which could satisfy the foreign language proficiency requirement for the degree.

Complete official transcripts **MUST** be received by the Admissions Office before you can be admitted to Valencia as a degree-seeking student. See the Glossary for the definition of Transcript, Official.

Valencia Student Identification Number

After receiving your application, the college will assign you a Valencia student identification number (VID). Consisting of a "V" followed by eight digits, your VID will be used for identification when completing various transactions with the college and when accessing records via the *facts.org* Web site.

Residency Information

a. Florida Resident

Appendix A: Florida Residency for Tuition Purposes Information at the back of this catalog provides details of eligibility.

valenciacc.edu/pdf/residency.pdf

The burden of proof rests with you, the student, to establish and prove Florida residency. You are classified as a Florida resident and eligible to pay resident tuition and

fees when you have completed the Residency Statement and provided the required supporting documentation. You are classified as a Florida resident if you are independent (or your parent or legal guardian if you are dependent) and a United States citizen, a permanent resident, or other legal status granted indefinite stay; have no legal ties to any other state; and have resided and had habitation, domicile, home and permanent abode in the state of Florida for at least 12 consecutive months immediately prior to the Proof of Florida Residency Deadline for the term in which you plan to enroll.

To verify your residency, you (or your parent or legal guardian if you are dependent) are required to submit two of the following Tier One Florida documents: a valid driver license or Florida Identification Card; a valid vehicle registration; a current voter registration card; a Declaration of Domicile; proof of purchase of a permanent home; transcript from a Florida high school for multiple years or a Florida GED diploma or score report (only if earned within previous 12 consecutive months); proof of permanent full-time employment and/or benefit histories from Florida agencies or public assistance programs. If a Declaration of Domicile is used, it must have been certified by the Clerk of the Court at least 12 consecutive months prior to the Proof of Florida Residency Deadline for the term. To be used, all documentation must be current and have been issued at least 12 consecutive months prior to the Proof of Florida Residency Deadline for the term.

If you (or your parent or legal guardian if you are dependent) have only one Tier One document, you may submit that one and one of the following Tier Two documents: utility bill (with proof of payment for the previous 12 consecutive months); lease agreement (with proof of payment for the previous 12 consecutive months); a Florida professional or occupational license; documents evidencing family ties; or proof of membership in a Florida-based charitable or professional organization.

A Summary of Admissions Requirements for Credit Students

You cannot be admitted to Valencia prior to your 18th birthday if you are not a high school graduate unless you (1) have completed a Dual Enrollment form, (2) hold a GED Diploma, or (3) have received a certificate of completion.

Degree-Seeking Students	High School Graduate/GED	Dual Enrollment Student	Readmit Student	Nonimmigrant (International) Student	Transfer Student
Application for Admission	X	X	X	X	X
Application Fee	X		X	X	X
Residency Documentation	X		X	X ⁷	X
Transcript – Standard High School Diploma or Certificate of Completion (CPT Eligible) or GED	X		X ⁹	X ³	X ⁴
College Transcript			X ²	X ³	X ²
Entry Testing	X	X	X ¹	X	X ¹
Dual Enrollment Form		X			
Financial Statement				X	

Non-Degree-Seeking Students	Technical Certificate or Applied Technology Diploma	Transient	Teacher Recertification	Job Improvement	Personal Interest	Provisional
Application for Admission	X	X	X	X	X	X
Application Fee	X	X	X	X	X	X
Residency Documentation	X	X	X	X	X	X
Transcript – High School	X ⁸			X ⁴	X ⁴	X
College Transcript	X ⁶		X ⁵	X ⁵	X ⁵	
Entry Testing	X ¹	X ¹		X ¹	X ¹	X
Transient Student Form		X				

X = must satisfy requirement

To receive Financial Aid, students must be seeking a degree or seeking one of the certificates approved for Financial Aid and must submit an official transcript indicating a Standard High School Diploma or a Certificate of Completion (CPT Eligible) or a GED.

¹ Students who wish to take and have not successfully completed college English and/or math must submit assessment scores.

² Submit official transcript from each institution attended prior to initial acceptance or readmission to Valencia.

³ Official transcripts must be submitted to an accredited agency for evaluation (See Appendix D).

⁴ Submit official high school transcript if needed for verification of a prerequisite(s) or foreign language.

⁵ Submit official college transcript(s) if needed for verification of prerequisite(s).

⁶ Submit official high school or college transcript(s) if needed for financial aid award and/or for transfer of credit needed for completion of a Valencia certificate.

⁷ Nonimmigrant (international) students in select visa classifications may be eligible for Florida residency.

⁸ Students with only a high school special diploma are not eligible to earn a technical certificate or an applied technology diploma.

⁹ Submit a high school transcript if not submitted at time of initial acceptance to Valencia.

All documents must be submitted by the Proof of Florida Residency Deadline listed in the Academic Calendar in the online official catalog.

b. Non-Florida Resident

If you do not qualify as a Florida resident or you do not complete and submit the Residency Statement on your application for admission, you will be charged non-resident tuition and fees. You must sign the non-Florida resident statement on the application.

c. Reclassification of Residence.

If you are initially classified as a non-Florida resident, you may become eligible for reclassification as a resident--for tuition purposes only--if you (or your parent or legal guardian if you are dependent) can provide documentation of establishment of a domicile in Florida for 12 consecutive months prior to the Proof of Florida Residency Deadline. In addition, you (or your parent or legal guardian if you are dependent) must provide two of the following three documents: a valid driver license and either a vehicle registration or voter registration. You may apply in writing for reclassification prior to any registration period and all documentation must be received by the Proof of Residency Deadline listed in the Academic Calendar in the online official catalog.

If your request for reclassification and the necessary documentation are not received by the Answer Center prior to the Proof of Florida Residency Deadline as listed in the Academic Calendar in the online official catalog, your residency will be reclassified for the next available term.

NOTE: If false or fraudulent statements are submitted in connection with your documentation to establish residency, your tuition and fees will be recalculated at the non-Florida resident rate. Submitting false or fraudulent statements in connection with your Application for Admission may result in disciplinary action, denial of admission, and invalidation of credits or degrees earned.

General Admission Requirements

Degree-Seeking Students

Degree-seeking students must have adequate knowledge of the English language to study at Valencia. English language proficiency will be determined through entry testing.

You may be admitted to Valencia as a degree-seeking student if you satisfy any of the following criteria:

1. You have a **standard diploma from a high school** recognized by the Florida State Department of Education or a standard diploma from a state-recognized high school.
2. You graduated from a **high school outside the U.S.** You must have the equivalent of a high school diploma in the U.S. **You must arrange to have transcripts from all institutions outside the United States evaluated at your expense.** Additional information and the list of college-approved evaluation agencies are available in the campus Answer Centers and in Appendix D at the back of this catalog and online at valenciacc.edu/admissions. You must submit to the evaluation agency a complete record of all subjects you have taken and examinations you have passed; these records must carry the official seal of the educational institution. High school records/transcripts should be evaluated document-by-document unless a high school course is needed as a course prerequisite.
3. You have a **Certificate of Completion (College Placement Test Eligible)** from a Florida high school. This Certificate means that you have taken a college-preparatory curriculum but did not successfully complete all portions of the FCAT (Florida Comprehensive Assessment Test).
4. You have completed a **home school program** and provide a campus Answer Center with a completed Home School Verification Affidavit. (Affidavits are available in the Answer Centers and online at valenciacc.edu/admissions.)
5. You **have completed the GED** through a state department of education, have been issued a high school equivalency diploma, and submit an official state-issued score report.

6. You have completed course work **at another college or university.** You must request that each college or university you previously attended send an official transcript of your record directly to Valencia's Admissions Office for evaluation.

If any of your transcripts are from an institution outside the U.S., its territories or commonwealths, **you must arrange to have the transcripts from all institutions outside the U. S. evaluated at your expense.** Additional information and the list of college-approved evaluation agencies are available in the campus Answer Centers in Appendix D at the back of this catalog, and online at valenciacc.edu/admissions. You must submit to the evaluation agency a complete record of all subjects you have taken and examinations you have passed; these records must carry the official seal of the educational institution. College or university records/transcripts should be evaluated course-by-course.

As a transfer student you will be required to submit an official high school transcript only if you need to verify a course prerequisite or if you are pursuing an Associate in Arts (A.A.) Degree and want to verify that you earned two years in one foreign language in high school or if no course work is accepted by Valencia from your previous institution(s).

Being on academic suspension from another college or university does not prevent you from being admitted to Valencia.

7. You are a **dual enrollment student.** Dual Enrollment is the opportunity for qualified high school students to enroll in Valencia courses while concurrently enrolled in high school. Eligibility for dual enrollment is determined by the requirements of the specific school board and Valencia Community College based upon test scores, a cumulative GPA of 3.0 on a 4.0 unweighted scale in courses taken in high school, and permission of the student's high school guidance counselor and parent or legal guardian.

To apply for admission to the Dual Enrollment Program, you must submit the Valencia Application for Admission, and the Dual Enrollment Application which must include your signature and the signature of your counselor and your parent or guardian. If you are in a public

school, you may submit the completed applications to the high school guidance department when you register for classes for the next academic year (usually in the spring) or to any campus Answer Center. If you are a non-public school student or a home education student, you should submit the completed applications directly to Valencia's Dual Enrollment Office or to any campus Answer Center. For courses on a Valencia campus, deadlines listed in the Academic Calendar in the online official catalog apply. For dual enrollment students, the application fee will be waived.

You must provide entry test scores (ACT, SAT or CPT) in English, reading, and mathematics to be admitted to the Dual Enrollment Program.

Upon graduation from high school, you must submit an official high school transcript that reflects your high school graduation date. If you wish to continue at Valencia as a degree-seeking student following your high school graduation, you also must submit a completed Student Records Information Form which will identify the degree you will seek and prove Florida residency for tuition purposes via the Residency Affidavit. International dual enrollment students must meet the admission requirements for international students presented below.

For further information you may refer to the Educational Enhancements section of this catalog or speak with the guidance counselor at your high school.

8. You are a **nonimmigrant (international student)** who meets the international admission requirements. This college is authorized under federal law to enroll nonimmigrant students. Your application materials must be submitted to Valencia prior to the Application Priority Deadline date for the term in which you wish to enroll. International student application deadline dates are listed in the Academic Calendar in the online official catalog. If you wish to enroll at Valencia on a nonimmigrant visa (for example: F-1, Q-1) you must meet all of the applicable admission requirements outlined as follows:

- a. You must submit an International Student Application which must be submitted electronically. For further information, visit Valencia's Web site at valenciacc.edu/admissions.

- b. You must pay a non-refundable application fee.
- c. You must have the equivalent of a high school diploma/degree in the United States. **You must arrange to have transcripts from all institutions outside the United States evaluated at your expense.** Additional information and the list of college-approved evaluation agencies are available in the campus Answer Centers, in Appendix D at the back of this catalog, and online at valenciacc.edu/admissions. You must submit to the evaluation agency a complete record of all subjects you have taken and examinations you have passed; these records must carry the official seal of the educational institution.
- d. Since instruction is in the English language, you must have adequate knowledge of the English language to pursue a course of study for credit. To demonstrate this competency, if English is not your native language, you must submit a minimum Test of English as a Foreign Language (TOEFL) score of 133 on the computer version or 45 on the Internet version or 450 on the paper version or a minimum score of 86 on the LOEP (Levels of English Proficiency) and Essay, Valencia's English language proficiency assessment. A TOEFL score of 133-196 on the computer version or 45-70 on the Internet version or 450-529 on the paper version or a score of 86-115 on the LOEP and Essay will place you in English for Academic Purposes (EAP) courses. If your TOEFL score is below 133 on the computer version, below 45 on the Internet version, below 450 on the paper version, or if your score is below 86 on the LOEP and Essay, you will not be eligible for admission to Valencia and cannot be issued an I-20 Form.

You will not be required to demonstrate English as a second language proficiency if you have completed Freshman English Composition or its equivalent (as determined by Valencia) with a grade of C or higher or if you have earned an A.A. degree, bachelor's degree or higher for which English was the language of instruction. Official college/university transcripts are required for documenting English proficiency.

- e. If your English proficiency is such that you are not required to take English for Academic Purposes (EAP) courses, you will be required to take tests in reading and writing the English language and in mathematics for placement in appropriate courses.
- f. You must submit Valencia's Affidavit of Financial Support and Declaration of Finances form certifying that you have the financial resources in U.S. dollars to attend Valencia. You must also submit a letter from your bank verifying that amount is on deposit in your account.
- g. You must submit a signed International Student Agreement form.
- h. As part of the admissions process students on an F1 visa must purchase health insurance provided through Valencia and must maintain this health insurance coverage during their entire period of study at Valencia.
- i. International students are not eligible for admission to Valencia's Associate in Science Degree programs in health careers or to Criminal Justice Institute programs.
- j. International students transferring from another college/university in the United States that is approved by U.S. Immigration and Customs Enforcement (ICE) are required to present all previously-issued I-20 Forms and a transfer certificate verifying the student's current status. A valid passport and I-94 Form also are required.

Because Valencia is committed to broadening the education of its American students by acquainting them with persons from a variety of countries and cultures and to acculturate international students in American ways and language, no more than 20 percent of the total international student enrollment shall be from a single country.

NOTE:
Valencia has no residence halls or living facilities; thus, you are responsible for providing your own housing and transportation. Public transportation is limited.

Non-Degree-Seeking Students

You may be admitted to Valencia as a non-degree-seeking student if you satisfy any of the following criteria:

1. You desire to enroll at Valencia for **personal interest, job improvement, teacher recertification, an applied technology diploma or a certificate program**. Valencia transcripts will indicate your special status.
2. You are seeking a degree from another institution and desire to take a course at Valencia, as a **transient student**, for transfer credit. Although you are not required to submit a transcript of your other college records in order to attend Valencia, you must have written permission (Transient Student Form) from your “home” college or university and complete the Valencia Application for Admission form. You must submit a Transient Student Form for each term you enroll as a transient student at Valencia. If your “home institution” is a Florida public institution, you may electronically process a Transient Student Form for Valencia through *facts.org*.
3. You have a **Certificate of Completion (Attendance)** from a Florida high school. You will be admitted as a non-degree-seeking Provisional Student; your enrollment will be limited to college-preparatory courses and other selected courses; and you will not be eligible to earn an applied technology diploma, a technical certificate or a degree. You will remain classified as a non-degree-seeking Provisional Student until you provide a high school equivalency diploma and score report after completing the GED through a state department of education.
4. You are **at least 18 years of age, out of high school, and without a standard high school diploma or a Certificate of Completion (CPT Eligible) or a GED**. You will be admitted as a non-degree-seeking Provisional Student; your enrollment will be limited to college-preparatory courses and other selected courses; and you will not be eligible to earn an applied technology diploma, a technical certificate or a degree. You will remain classified as a non-degree-seeking Provisional Student until you provide a high school equivalency score report after completing the GED through a state department of education.

Special Admission Requirements

Admission to the Criminal Justice Institute Programs

If you are interested in a Criminal Justice career, you are encouraged to explore the many challenging and rewarding opportunities available in the law enforcement and corrections professions. The Criminal Justice Institute at Valencia offers two basic career certificate programs: Corrections and Law Enforcement. Successful completion of one of these two programs is required for a career as a sworn officer in law enforcement or corrections regardless of any other Criminal Justice training or degree work which may have been completed.

Admission to these programs is limited. Therefore, if you wish to pursue one of the basic programs, you must meet the following requirements: (1) must be 19 years of age or older; (2) must be a US citizen; (3) must have a standard high school diploma or GED; (4) must not have any misdemeanor or felony convictions; (5) must not have a dishonorable discharge from the military; (6) must achieve at least a minimum score on the required State entry test(s); (7) must complete a physical examination and obtain a physician’s approval to enter the program; and (8) must submit to criminal history and driving record checks.

To apply to these programs, you must complete two applications: (1) the Valencia Application for Admission (\$35.00 fee) and (2) a Criminal Justice Institute application (\$50.00 fee). Admission to Valencia does not imply acceptance to the Criminal Justice Institute program.

Primary consideration for admission will be given on a priority basis as determined by the Criminal Justice Institute Board: (1) trainees who are hired by any agency which is a member of the Criminal Justice Institute Board; (2) trainees who are hired by any other criminal justice agency in the state; (3) trainees who are sponsored by any criminal justice agency; (4) Valencia Criminal Justice A.S. Degree students; and (5) all other pre-service applicants who qualify.

The Criminal Justice Institute also offers two additional programs: Crossover-Corrections to Law Enforcement and Auxiliary Law Enforcement Officer. For admission requirements, contact the Criminal Justice Institute or go online to *valenciacc.edu/cji*.

The Criminal Justice Institute office operates as an information center for students preparing for and seeking admission into a criminal justice program. This office provides information about specific admission criteria. Program expenses are given in the Financial Information and Fees section of this catalog. For further information, contact the Criminal Justice Institute office or online at *valenciacc.edu/cji*.

Admission to the A.A. Pre-Major: Dance Performance

The A.A. Pre-Major: Dance Performance, designed to prepare students for transfer to a Florida public university to complete a four-year bachelor’s degree in dance, is a limited access pre-major. Admission to Valencia does not imply acceptance to this pre-major; all applicants must satisfy the admission requirements: (1) submit a completed Valencia Community College Application for Admission; (2) submit a completed Valencia Community College A.A. Pre-Major: Dance Performance Audition Application; (3) have a successful audition; and (4) have degree-seeking student status indicated in your official Valencia record.

Further information about the admission process is available at *valenciacc.edu/dance*.

Program expenses are given in the Financial Information and Fees section of this catalog.

Admission to the Film Production Technology Program

Students whose official records indicate they are seeking admission to the Film Production Technology Program will have Film Production Technology designated as their primary major and the Associate in Arts (A.A.) degree designated as their secondary major in order to maximize their educational opportunities. If you have already earned a baccalaureate or A.A. degree you will not have A.A. designated as your secondary major.

The Advanced Courses in Valencia’s Film Production Technology A.S. Degree are limited enrollment, selective admission courses; admission to Valencia does not imply acceptance to the Advanced Courses. Students must complete a basic core of technical prerequisite courses and then submit a separate application as part of the selection process for the Advanced Courses. Students are strongly encouraged to complete

all Foundation and Intermediate courses before applying for the Advanced Courses.

A second method of admission to the Advanced Courses requires the applicant to submit, with the application, a resume detailing his/her professional experiences that justifies a waiver of the technical prerequisite courses. Students admitted by professional resume still will be required to complete a total of 64 credits to satisfy degree requirements.

Further information about program requirements is found with the Film Production Technology Degree in the Career Programs section of this catalog, online at valenciacc.edu/asdegrees, and through the Film Department on East Campus.

Program expenses are given in the Financial Information and Fees section of this catalog.

Admission to the Health Sciences Programs

Students whose official records indicate they are seeking admission to a limited access health sciences program will have the health sciences program designated as their primary major and the Associate in Arts Degree designated as their secondary major in order to maximize their educational opportunities. If you have already earned a baccalaureate or A.A. degree you will not have A.A. designated as your secondary major.

Students interested in a health sciences career are encouraged to explore the many challenging and rewarding opportunities available in health sciences professions. Valencia offers seven health sciences programs which lead to an A.S. Degree. They are Cardiovascular Technology, Dental Hygiene, Diagnostic Medical Sonography, Emergency Medical Services, Nursing, (R.N.), Radiography, and Respiratory Care. In addition, advanced technical certificates are offered in Computed Tomography, Magnetic Resonance Imaging, and Polysomnography Technology. Admission to these programs is limited because of clinical facilities and staff.

Students interested in any health sciences program must complete the Valencia Application for Admission and the application for the specific health sciences program. Admission to Valencia does not imply acceptance to the health sciences program.

Prior to application for any health sciences program, students must satisfy all admission criteria for the specific program.

The Health Sciences Admission Committee for the specific program will consider applicants who have completed all program admission requirements and submitted an application by the deadline date. Program applications received after the deadline date will not be considered for the identified term. Students who are not accepted will need to reapply for a future term.

Program expenses are given in the Financial Information and Fees section of this catalog.

Records

It is your responsibility to notify Valencia of any change in your record, such as address, status, etc. You are required to keep Valencia informed of your current mailing address, which you can update through your Atlas account. If we send mail to the mailing address in your student record and it is returned to the College, you will have a hold placed on your record that will prevent access to your records and registration until your address is updated.

All documents submitted to Valencia become the property of the College and will not be returned to the student.

Campus of Record

You may attend classes at the East Campus (North Econlockhatchee Trail), Osceola Campus (Denn John Lane), West Campus (South Kirkman Road) or Winter Park Campus (West Morse Boulevard) or at all of these locations, but you must declare your "home" campus. Your home campus designation will determine where your records are kept. If you choose a home campus of East or Winter Park, your records will be housed at the East Campus; if you choose a home campus of Osceola or West, your records will be housed at the West Campus. You can utilize student services and transact your business at any campus. If you want your records transferred from the East Campus to the West Campus or vice versa, you must complete a Student Records Transfer Request Form which is available at any campus Answer Center.

Family Educational Rights and Privacy Act (FERPA)

Family Educational Rights and Family Privacy Act (FERPA) affords students certain rights with respect to their education records under Statute 20, United States Code, section 1232g, hereafter referred to as the Code, requires each student be notified of the rights accorded him/her by the Code. The following provides basic general information relative to the Code. Access to the complete Code is available at uscode.house.gov/uscode.htm.

The Code provides for a category of student information termed "directory information." Directory information will be available to all persons on request unless the student places a "Confidential Hold" on his/her records. Valencia Community College has identified the following as directory information:

1. Student's name
2. Dates of attendance
3. Major field of study
4. Dates of degrees and awards received
5. Mailing address
6. Photographs and digital images

Student directories, which are accessible to Valencia division offices, may list student name, local and permanent address, and major field of study. If you choose to have your records remain confidential so that Valencia will not release directory information, you may make this request in writing or you may complete and submit the Confidentiality Form to any campus Answer Center. The form is available in any campus Answer Center and at valenciac.edu/admissions. Your decision to refuse the release of directory information also means that your name will not appear on recognition lists such as the President's or Dean's List, the Commencement Program, in news releases, etc. A Confidential Hold will be placed and remain on your record until you submit written consent to release the hold or you graduate from Valencia.

All other information, such as health and medical records, disciplinary records, records of personal counseling, required student and family financial income records, transcripts or student permanent records, student placement records and other personally identifiable information shall be open for inspection only to the student and members of the professional staff of

Valencia who have responsibility for working with the student, and, when permitted by the student, to the parents or guardian of the student. Such information will not be released to third parties without the written consent of the student. Once a student reaches the age of 18 or is enrolled in a post-secondary program, parents no longer have any rights under the FERPA unless (1) the student gives written consent to release the information to the student's parent(s), or (2) the parent(s) provide evidence (copy of most recent income tax return) that the student is a dependent of the parent(s) as defined in Section 152 of the Internal Revenue Code of 1954.

Except as required for use by the President in the discharge of his official responsibilities as prescribed by laws, regulations of the state board, and board policies, the designated custodian of such records may release information from these records to others only upon authorization in writing from the student or upon subpoena by a court of competent jurisdiction.

If you want information other than "directory information" to be released, you must give written consent, specifying the information to be released and the person(s) to whom it is to be released. The Student Consent to Release Educational Records only authorizes the release of information regarding the student educational record and does not authorize the third party to conduct business on behalf of the student.

Classification of Students

You are classified as a matriculated student when you have provided Valencia with all the required admission documents and are officially enrolled in classes.

Degree-Seeking: When you indicate on your Application for Admission, or as an update to your official records, that you are seeking a degree at Valencia (e.g. Associate in Arts, Associate in Science or Associate in Applied Science Degree), the College applies policies and procedures to help you achieve your goal. These policies and procedures are:

1. Required entry testing prior to enrollment.
2. Required New Student Orientation program attendance, which includes academic advising for initial registration.

3. Required successful completion of all mandated courses in reading, Student Success, mathematics, English and English for Academic Purposes starting the first term of registration and continuing each term until all requirements are satisfied.
4. Recommended enrollment in the Student Success course (SLS 1122) in order to complete a learning portfolio and career and education plans.

Non-Degree-Seeking: When you indicate on your application for admission that you are taking courses to earn a technical certificate, for personal interest, for job improvement, as a transient student, for teacher recertification or for an applied technology diploma, Valencia's policies and procedures that are designed to enhance academic success are not required since you are declaring that you are not pursuing a degree at Valencia. Thus, as a non-degree-seeking student, you are exempt from entry testing (unless required for a specific course prerequisite or for an applied technology diploma or a career certificate program) and mandatory course requirements but must satisfy course prerequisites for registration; however, if you are a Dual Enrollment student, you will be required to complete entry testing prior to registration for your first term.

Students who are non-degree-seeking are not eligible for financial aid; students enrolled in selected technical and career certificate programs may qualify for financial aid. (See Financial Aid section of this catalog.)

Transient Student: You may wish to take a course away from your "home" institution and still be able to apply the credit toward a degree at your "home" institution. If you qualify to do this, you will be considered a transient student.

1. **Transient Student from Another College:** If you attend Valencia to take particular courses with the permission of your "home" institution, you are a transient student. If you intend to register at Valencia on a transient basis from your "home" institution, you must complete the Valencia application for admission and must have a transient form from your "home" institution showing the term of enrollment and courses requested. You may process a Transient Student form for a Florida public institution electronically through facts.org; for non-public Florida schools or out of state schools, you must obtain written permission.

2. **Transient Student from Valencia :** To attend another institution as a Valencia transient student, you must be a credit student who has completed at least one credit at Valencia, have met the requested course prerequisite, and have approval from the Registrar. Students attending Florida public institutions may process a Transient Student Form electronically through facts.org; for non-public Florida schools or out of state schools, you must obtain written permission.

The completion of a transient student form will guarantee acceptance by Valencia of the courses approved on the form.

To receive credit as a transient student, you must have an official transcript of any course(s) taken at another institution with final grades sent to the Valencia Admissions Office.

The institution that you want to attend as a transient student may require that you submit a transcript(s) of your previous college work. If you desire to have transcripts sent from Valencia to another institution, you must complete a Transcript Request form online through your Atlas account.

An institution to which you may want to transfer could have restrictions regarding continuous enrollment that may be affected by your taking courses as a transient student. You are encouraged to familiarize yourself with the continuous enrollment policy of institutions you might want to attend after graduation from Valencia.

Active Student: You are an active student if you have been enrolled in credit courses at Valencia within the 24 months prior to the beginning of the upcoming term.

Inactive Student: You are an inactive student if you have not been enrolled in credit courses at Valencia within the 24 months prior to the beginning of the upcoming term. If you are an inactive student who would like to enroll in credit courses at Valencia, you must submit a completed Valencia Application for Admission (and indicate "Readmit" in the appropriate area) by the Application Priority Deadline listed in the Academic Calendar in the online official catalog and pay the \$35 readmission application fee.

Full-Time: You are a full-time student if you are enrolled for 12 or more credits during Fall, Spring or Summer Terms.

Part-Time: You are a part-time student if you are enrolled for fewer than 12 credits during Fall, Spring or Summer Terms.

Half-Time: You are a half-time student if you are enrolled for 6 credits during Fall, Spring or Summer Terms.

Less than Half-Time: You are a less than half-time student if you are enrolled for fewer than 6 credits during Fall, Spring or Summer Terms.

Freshman: You are classified as a freshman if you have completed less than 30 college-level credits toward a degree.

Sophomore: You are classified as a sophomore if you have completed at least 30 college-level credits toward a degree.

Transcript Requests

To request an official transcript, you must access your Atlas account to complete and submit the Transcript Request Form. If you are an inactive student, you must submit the Inactive Student Transcript Request Form according to the directions on the form. You can access the form at valenciacc.edu/records/transcript_form.asp. There is a \$3 charge for each Valencia transcript.

If you are currently enrolled in classes, or are planning to graduate at the end of the term, be sure to select "Hold for Grades" and/or "Hold for Degree" to ensure the transcript sent is complete. If neither of these are selected, your transcript will be mailed within 5 business days.

Transcripts cannot be picked up on campus; they must be mailed. Please allow sufficient time for processing and mailing when making a transcript request. We are not responsible for unreceived transcripts. A duplicate request must be made to have transcripts resent.

Registration

Registration is the process of building your class schedule and enrolling in courses. Courses are offered for varying lengths of time in a term. There are three Full Terms in an

academic year – Fall, Spring, and Summer – which are approximately 14 weeks each. Courses also are taught in five, six, eight, and ten week time periods through Flex Start scheduling. Generally, courses are offered 7:00 a.m. to 10:00 p.m., Monday through Sunday and may be taught on campus or online.

Registration information is available in Atlas and registration is conducted through your Atlas account: atlas.valenciacc.edu.

As a returning degree-seeking student, you are eligible for registration based on the number of credits you have earned plus the credits from your current enrollment.

As a new degree-seeking student, you will be eligible for registration after participating in New Student Orientation.

Non-degree-seeking students must register during Open Registration.

You may register in an Atlas Access Lab on any campus or from any remote location that provides Internet access.

Until the first day of classes, registration and schedule changes are made through Atlas. Once classes begin, you may continue to use Atlas to drop a course until the Drop/Refund Deadline or to add a course that has not met. If you want to add a course the same day as the first class meeting, you must go to a campus Answer Center for assistance and be registered prior to the time the class begins.

If you are a degree-seeking student and you have Mandatory Course requirements, you must be registered in these courses in accordance with Valencia's requirements for completing Mandatory Courses or the registration system will drop you from all courses.

To complete your registration, all of your fees must be paid, and your fee payment deadline is based on the date that you register. To determine your specific payment deadline, check your Atlas account or the Academic Calendar in the official online catalog.

Each term you decide whether you want to be a part-time or a full-time student. You may be part-time one term and full-time the next term. When you register, you may register at any Valencia campus and you may register for classes on more than one campus for the same term. In addition,

you may register for a combination of Full Term and Flex Start classes.

If you have a "registration hold" on your record, you will need to resolve the hold before you can register. To find out where to resolve a hold, you may go to atlas.valenciacc.edu and click on the Registration tab or to any campus Answer Center.

To use a high school course(s) as a prerequisite for a Valencia course, you will need to provide evidence through your high school transcript of having satisfied the prerequisite(s).

A description of courses offered by Valencia is located in the back portion of this catalog. Prior to registration each term, you are encouraged to review the descriptions of the courses in which you plan to enroll. If you are a degree-seeking student, you should develop an education plan that will reflect course requirements and specify the courses in which to enroll each term. You are encouraged to create an education plan via My Education Plan in Atlas, and you should meet with an advisor/counselor to review your plan.

Course Audit: When you register for a college credit course for which you do not want credit, you may audit the course. To audit, you do not have to have special permission but you must meet course prerequisites and/or corequisites, and after you register, you must go to the Answer Center to change the course registration status to audit. This status change must be done by the Audit Registration Deadline listed in the Academic Calendar in the online official catalog.

Once the Audit Registration Deadline has passed, you may not change from audit status to credit status or from credit status to audit status without approval of the campus Provost.

As an audit student you must meet the admission requirements of Valencia and pay the registration fees.

You must regularly attend and prepare for class. You may participate in all class activities, but you will not be required to take examinations and will be given neither grades nor credit.

Auditing a course does not count as an attempt.



FINANCIAL INFORMATION AND FEES

Application Fees

When you apply for admission to Valencia Community College for credit courses, you are required to pay a \$35.00 application fee which is **not refundable** and **not transferable**. It is required whether you are a credit, audit, full-time, part-time, day or evening student. Inactive (readmit) students are also required to pay a \$35.00 readmission application fee.

In addition to the Valencia application fee, students planning to enroll in health sciences programs are required to pay a \$15.00 non-refundable health sciences programs application fee each time a program application is filed.

In addition to the Valencia application fee, students planning to enroll in a Criminal Justice Institute (CJI) program are required to pay a \$50.00 non-refundable CJI program application fee each time an application is filed.

Schedule of Fees

All fees are subject to change without notice.

Valencia Community College receives a portion of its funding for educational programs and services from the Florida Legislature. Required fees are established by the Legislature and the Valencia Community College District Board of Trustees.

Registration Fees

Florida Resident

Tuition	\$ 67.60
Financial Aid	\$ 3.38
Student Activities	\$ 6.24
Capital Improvement	\$ 6.76
Technology	\$ 3.38
Total per credit	\$ 87.36

Non-Florida Resident

Tuition	\$270.53
Financial Aid	\$ 13.53
Student Activities	\$ 6.24
Capital Improvement	\$ 27.05
Technology	\$ 13.53
Total per credit	\$330.88

Full Cost of Instruction Fee

A full cost of instruction fee is the amount, excluding state funding, established by Valencia to pay all costs associated with teaching a course. This fee is effective for certain repeat course enrollments at Valencia Community College. The full cost of instruction fee is \$ 330.88 per credit.

In accordance with Sections 1009.22, 1004.93, 1009.28 and 1009.285, Florida Statutes, students enrolled in the same college-preparatory or college-level course at Valencia more than two times after July 1997 shall pay the full cost (100%) of instruction fee. Although the full cost of instruction fee must be paid by the fee payment deadline, this fee may be appealed for highly-extenuating circumstances. An appeal form may be obtained online through your Atlas account, and it must be submitted to any campus Answer Center by the Full Cost of Instruction Appeal Deadline provided in the Academic Calendar in the online official catalog.

Special Fees

An additional course fee is assessed for laboratory and other high-cost courses, such as those that may require equipment, additional supplies, liability insurance or other special costs. A special fee is indicated as (Special Fee) in appropriate course descriptions in this catalog and/or your registration schedule bill.

Independent Study Fee

per credit (payable in addition to regular course fees) \$ 25.00

Internship Fee

(per Internship) \$ 10.00

Late Registration Fee

(non-refundable, one fee per term) \$ 50.00

Payment of Registration Fees

Registration fees must be paid by the Fee Payment Deadline provided in the Academic Calendar in the online official catalog. To pay your registration fees, you may use your awarded financial aid; pay online through your Atlas account with an approved credit card or by ACH transmittal; pay by cash, check, credit card or money order in any campus Business Office; or mail a check or money order to Valencia Community College, P.O. Box 4913, Orlando, FL 32802. Checks and money orders must be made payable to Valencia Community College, must include your Valencia ID number (VID), and must be received in the Business Office by the close of business on the Fee Payment Deadline. You also may pay using Valencia's Tuition Installment Plan (TIP), an installment plan administered by Nelnet Business Solutions. (See Tuition Installment Plan – TIP entry in this catalog section.)

It is your responsibility to pay any remaining balance after all financial aid, scholarships, and third-party funding have been applied to your account.

If you add a course or change your course registration after you have paid for your courses, it is your responsibility to be sure your account balance is zero. Even if your new registration totals the same number of credit hours as your previous registration, the fees associated with the course(s) may be different, resulting in an outstanding balance.

All charges must be paid by the Fee Payment Deadline or you risk being deleted from all of your courses. Your fee payment deadline is based on the date that you register. To determine your specific payment deadline, check your Atlas account or the Academic Calendar in the official online catalog.

Tuition Installment Plan – TIP

Valencia offers an option for students to defer a portion of their tuition, fees and books past the fee payment deadline date. TIP is managed by a private, for-profit company, Nelnet Business Solutions. The program is available to all students registering for the current term. You can include all assessed registration fees, as well as a maximum of \$400 in the Valencia Bookstore for books and supplies, in your agreement with Nelnet. No interest is charged and no credit checks are performed, but there is an enrollment fee each term. The payment schedule, payment amount and enrollment fee are determined based on when you sign up for TIP. Details of this plan can be found at valenciacc.edu/finanserv.

If the TIP contract is not executed completely or if the first payment and enrollment fee are not received in accordance with Nelnet Business Solution's terms, your agreement will be terminated. If your account balance is not paid in full, your registration may be deleted and you may be dropped from all of your courses.

Third-Party Authorization

If all or part of your registration fees are being paid by an external agency (your employer, a government agency, etc.), you must present your current form of authorization (letter, voucher, etc.) to a campus Business Office by the Fee Payment Deadline provided in the Academic Calendar in the online official catalog. This authorization must be for the current term and must indicate a specific dollar amount for tuition, fees and/or books. You are responsible for any remaining balance. If the current authorization is not presented, your account will not be credited properly and you may be deleted from all of your courses.

Florida Pre-Paid Program

If you are a plan participant in good standing, Valencia will automatically credit your account for the maximum amount that can be billed. You are **not** required to notify the Business Office that you want to use your pre-paid plan. Your Florida Pre-Paid credit is limited to the amount of credit hours remaining in your plan, which is reflected on your annual statement. If for any reason we are unable to complete the billing process we will reverse the credit, and payment for your classes will become due immediately. If you have a Pre-Paid plan, but do not want to use it, you must visit any Campus Business Office to opt out of having your Pre-Paid plan billed.

Any fees not covered by your Pre-Paid plan must be paid in full or you may be dropped from your classes.

Note: The plan does not cover the full cost of instruction fees assessed for a course taken for the third time at Valencia. Depending upon the type of plan you have, you may be responsible for payment of a portion of your registration fees (special fees, student activity fee, technology fee). These fees must be paid by you on or before the fee payment deadline listed in the online official catalog. The required technology fee is not covered by any Pre-Paid plan.

Senior Citizens Waiver

Florida residents age 60 years or older are eligible for Valencia's tuition waiver up to a maximum of 6 credit hours per term. The waiver includes tuition and standard course fees. The Application for Admission fee and any special fee associated with a course will be the responsibility of the individual requesting the waiver. Registration for any class is limited to "space availability," and will only be allowed during Valencia's late registration period as listed in the Academic Calendar in the online official catalog. To use the waiver, the senior citizen must register and, on the day of registration, visit a campus Business Office with documentation of age, such as a driver's license, and request the Senior Citizen Waiver. Any special fees must be paid at that time.

Note: If you register for the course prior to the late registration period, you will not be eligible to use the waiver for the course, even if the course is dropped from your record.

State Employees Waiver

Full-time employees of the executive, legislative or judicial branch of Florida's government are eligible for a State Employee Waiver. Eligible employees may have tuition and course fees waived for a maximum of 6 credit hours per term and are required to register on a space-available basis during Valencia's late registration period as listed in the Academic Calendar in the online official catalog. State employees must complete Valencia's Application for Admission and pay the \$35.00 application fee, the visit any Campus Business Office to provide verification from their employer of eligibility to receive the waiver, and request the waiver.

Note: Employees of state universities are **not** eligible for this benefit.

Other Fees

Other services offered by Valencia carry the following non-refundable fees (that are subject to change without notice):

1. Transcript Fee (per transcript)	\$	3.00
2. Career Assessment (within a three-month period)		
Active Valencia students and high school students	\$	15.00
Community residents	\$	100.00
3. CPT Retake Fee (per subtest)	\$	10.00
4. Credit by Examination: CLEP General and Subject Examination (each)	\$	72.00
CLEP Service Fee (per registration)	\$	20.00
Local Credit by Examination (each)	\$	15.00
Local Credit by Examination with Lab Exam (each)	\$	25.00
5. Health Sciences Programs Application Fee (per application)	\$	15.00
6. Nurse Entrance Test (per registration)	\$	40.00
7. Criminal Justice Institute Application Fee (per application)	\$	50.00
8. Criminal Justice Basic Abilities Test for Valencia students (per registration)	\$	40.00
9. Experiential Learning Assessment Fee (per credit hour requested)	\$	30.00
10. Administration of special assessments and distance learning examinations for other institutions	\$	25.00
11. Photo ID replacement	\$	5.00
12. Duplicate Diploma Fee	\$	15.00
13. ACH failed transaction and Returned Check Fee based on face value of check:		
\$50.00 or less	\$	25.00
\$50.01 through \$300.00	\$	30.00
\$300.01 or more	\$	40.00
14. Account Collection Fee		25% of Balance Due

Continuing Education Course Fees

Continuing Education courses vary in length, nature, and amount of fees. Course fees will be fully refunded if the student request is received at least five business days prior to the course start date or if Valencia finds it necessary to cancel the course. Course fees for Continuing Education online courses are non-refundable once the course has been accessed by the student.

Estimated Expenses for Culinary Programs

Students in the Baking and Pastry and the Culinary Management degree and certificate programs will incur the following costs in addition to the Valencia Application for admission fee, fees paid per credit, special fees, books, meals, and transportation to the campus/locations and internship facilities. These expenses are subject to change without notice.

1. Professional culinary cutlery (i.e. knives, carry-case)	\$ 260.00
2. Professional attire (i.e. Chef's jackets, lab shoes, slacks)	\$ 175.00
Estimated total for program	\$ 435.00

Estimated Expenses for Criminal Justice Institute Programs

In addition to the Valencia Application for admission fee, students in the Criminal Justice Institute programs will incur the following special costs which are subject to change without notice:

1. Criminal Justice Basic Abilities Test	\$ 40.00
2. CJI Application Fee per program (non-refundable; cash or money order only)	\$ 50.00
3. Registration and Special Fees for Florida Resident for:	

Correctional Officer	\$ 1,500.00	Special fee (\$425.00) for course FIL 2200C Film Production which is taken three times for a total fee of:	\$1,275.00
Law Enforcement	\$ 2,300.00		

Crossover: Corrections to Law Enforcement Program	\$ 1,200.00
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4. Materials (books, uniforms, materials, and other equipment) for Correctional Officer and Law Enforcement programs, approximately	\$ 500.00
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Estimated Expenses for A.A. Pre-Major: Dance Performance

Students in the A.A. Pre-Major: Dance Performance degree will incur the following costs in addition to the Valencia credit Application for admission fee; audition fee; fees paid per credit; special fees; books; meals; and transportation to the campus/locations, performance venues, and internship facilities. These expenses are subject to change without notice.

1. Uniform and costumes for techniques classes and performances (leotards, tights, skirt, shoes, Valencia Dance Theatre uniform, and other dance clothes as necessary)	\$ 200.00
2. In-district travel (per full term)	\$ 150.00
3. Out-of-district travel (i.e., hotel, transportation, food) (per academic year)	\$ 600.00
4. Miscellaneous supplies and materials (i.e., tee shirts, make-up, etc.)	\$ 100.00
5. Student professional/club dues	\$ 20.00
Estimated total for program	\$ 1070.00

Estimated Expenses for Film Production Technology Program

Film Production Technology degree students will incur the following costs in addition to the Valencia Application for Admission fee, fees paid per credit, books, meals and transportation to the campus.

Estimated Expenses for Graphics Technology Program

Graphics Technology degree students will incur the following costs in addition to the Valencia Application for Admission fee, fees paid per credit, books, meals and transportation to the campus. These expenses are subject to change without notice:

Required Expenses:	
1. Paper & printing	\$ 500.00*
2. Art supplies	\$ 500.00
3. Portfolio carrying case	\$ 175.00**
4. Storage devices	\$ 200.00

* \$200 for Interactive Design students
** For print students only

Optional Expenses:	
1. Club dues	\$ 30.00
2. AIGA dues	\$ 100.00
3. Apple computer	\$2000.00
4. Graphics standard software for at home computer	\$1000.00

Estimated Expenses for Health Sciences Programs

Cardiovascular Technology Degree

Cardiovascular technology students will incur the following estimated costs in addition to the Valencia Application for Admission fee, fees paid per credit, special fees, books, meals, and transportation to the campus and clinical facilities. These expenses are subject to change without notice:

1. Entrance assessment for Health Sciences	\$ 40.00
2. Health Sciences program application fee (per application)	\$ 15.00
3. Uniforms, lab coats, shoes	\$ 250.00
4. Name pins, uniform patches	\$ 25.00
5. Littman stethoscope	\$ 65.00

6. *Nonprescription leaded eyewear	\$ 170.00
7. Accessory kit	\$ 100.00
8. Miscellaneous supplies and materials	\$ 75.00
9. Liability insurance	\$ 48.00
10. Physical exam	\$ 200.00
11. Hepatitis immunization	\$ 165.00
12. PPD, MMR, Tetanus, Varicella immunizations	\$ 150.00
13. CPR Certification	\$ 40.00
14. ACLS Certification	\$ 130.00
15. PALS Certification	\$ 155.00
16. NRP Certification	\$ 130.00
17. Background check	\$ 49.00
18. Graduation pins (estimate)	\$ 50.00

Estimated total for program \$1,857.00

*Prescription leaded eyewear, add \$100.00

NOTE: To be nationally registered, the graduate must successfully complete the following:

Registered Cardiovascular Invasive Specialist (RCIS) Examination	\$ 185.00
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Computed Tomography Certificate

Computed Tomography students will incur the following costs in addition to the Valencia Application for Admission, fees paid per credit, special fees, books, meals and transportation to the campus and clinical facilities. These expenses are subject to change without notice.

1. Health Sciences program application fee (per application)	\$ 15.00
2. Background Check	\$ 49.00
3. Physical exam	\$ 200.00
4. Hepatitis immunizations	\$ 165.00
5. PPD, MMR, Tetanus, Varicella immunizations	\$ 150.00
6. CPR Certification	\$ 40.00
7. Uniforms, lab coat, shoes, and name badge	\$ 150.00
8. Liability insurance	\$ 40.00

Estimated total for program \$ 809.00

NOTE: To be credentialed, the graduate must successfully complete the following:

American Registry of Radiologic Technologists Examination for Computed Tomography	\$ 150.00
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Dental Hygiene Degree

Dental Hygiene students will incur the following costs in addition to the Valencia Application for Admission fee, fees paid per credit, special fees, books, meals, and transportation to the campus and clinical facilities. These expenses are subject to change without notice:

1. Entrance assessment for Health Sciences	\$ 40.00
2. Health Sciences program application fee (per application)	\$ 15.00
3. Dental hygiene instruments and course supplies (i.e. uniforms masks, gloves, safety glasses, etc.)	\$ 2,800.00
4. Liability insurance	\$ 40.00
5. Physical exam	\$ 200.00
6. Hepatitis immunization	\$ 165.00
7. PPD, MMR, Tetanus, Varicella immunizations	\$ 150.00
8. CPR Certification (American Heart/Course C)	\$ 40.00
9. Background check	\$ 49.00

Estimated total for program \$ 3,499.00

Other Expenses:

1. Student professional organization(SADHA) \$55.00 per year	\$ 110.00
2. Dental hygiene school pin (optional)	\$ 95.00
3. Class composite picture	\$ 35.00

Total other expenses \$ 240.00

NOTE: To be licensed, the graduate must successfully complete the following:

1. National Board Examination for Dental Hygiene	\$ 265.00
2. Florida State Dental Hygiene Exam and related expenses	\$ 1000.00

Total licensee cost \$ 1265.00

Diagnostic Medical Sonography Degree

Diagnostic Medical Sonography students will incur the following costs in addition to the Valencia Application for Admission fee, fees paid per credit, special fees, books, meals, and transportation to the campus and clinical facilities. These expenses are subject to change without notice.

1. Entrance assessment for Health Sciences	\$ 40.00
2. Health Sciences program application fee (per application)	\$ 15.00
3. Uniforms, lab coat, shoes	\$ 250.00
4. Liability insurance	\$ 40.00
5. Physical exam	\$ 200.00
6. Hepatitis immunization	\$ 165.00
7. PPD, MMR, Tetanus, Varicella immunizations	\$ 150.00
8. CPR Certification	\$ 40.00
9. Background check	\$ 49.00
10. Student professional dues/club dues	\$ 120.00
11. Flash drive	\$ 15.00

Estimated total for program \$1,084.00

NOTE: To be certified, the graduate must successfully complete the following:

American Registry of Diagnostic Medical Sonography Examinations	\$ 600.00
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Emergency Medical Services (EMS)

EMS students will incur the following costs in addition to the Valencia Application for Admission fee, fees paid per credit, special fees, books, meals, and transportation to the campus and clinical facilities. These expenses are subject to change without notice:

1. Health Sciences program application fee (per application)	\$ 15.00
2. Uniforms and shoes	\$ 200.00
3. Liability insurance	\$ 24.50
4. Miscellaneous supplies and materials	\$ 250.00
5. Physical exam	\$ 200.00
6. Hepatitis immunization	\$ 165.00
7. PPD, MMR, Tetanus, Varicella immunizations	\$ 150.00
8. CPR Certification	\$ 40.00
9. Background check	\$ 49.00

Estimated total for program \$1,093.50

NOTE: To be certified, the graduate must successfully complete the following:

1. EMT State Certification or National Registration Examination	\$ 75.00
2. Paramedic State Certification or National Registry Examination	\$ 85.00

Total Certification cost \$ 160.00

Magnetic Resonance Imaging Certificate

Magnetic Resonance Imaging students will incur the following costs in addition to the Valencia Application for Admission fee, fees paid per credit, special fees, books, meals and transportation to the campus and clinical facilities. These expenses are subject to change without notice.

1. Health Sciences program application fee (per application)	\$ 15.00
2. Background Check	\$ 49.00
3. Physical exam	\$ 200.00
4. Hepatitis Immunizations	\$ 165.00
5. PPD, MMR, Tetanus, Varicella immunizations	\$ 150.00
6. CPR Certification	\$ 40.00
7. Uniforms, lab coat, shoes, and name badge	\$ 150.00
8. Liability insurance	\$ 20.00

Estimated total for program \$ 789.00

NOTE: To be credentialed, the graduate must successfully complete the following:

American Registry of Radiologic Technologists Examination for Magnetic Resonance Imaging	\$ 150.00
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Nursing Degree

Nursing students will incur the following costs in addition to the Valencia Application for Admission fee, fees paid per credit, special fees, books, meals and transportation to the campus and clinical facilities. These expenses are subject to change without notice.

1. Entrance assessment for Health Sciences	\$ 40.00
2. Health Sciences program application fee (per application)	\$ 15.00
3. Uniforms, shoes, lab coats, and accessories	\$ 200.00
4. Stethoscope	\$ 65.00
5. Lab supplies	\$ 300.00
6. Accessory kit	\$ 18.00
7. Name pins and uniform patches	\$ 10.00
8. Liability insurance	\$ 40.00
9. Physical exam	\$ 200.00
10. Hepatitis Immunization	\$ 165.00
11. PPD, MMR, Tetanus, Varicella immunizations	\$ 150.00
12. CPR Certification	\$ 40.00
13. Background Check	\$ 49.00
14. Student Nurse Association	\$ 80.00
15. Graduate pins (estimate)	\$ 50.00

16. Achievement tests (two-year period)	\$ 400.00
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Estimated total for program \$ 1,822.00

NOTE: To be licensed the graduate must successfully complete the following:

1. National Council Licensure Examination (NCLEX)	\$ 200.00
2. Florida Board of Nursing Examination	\$ 200.00

Polysomnography Technology Certificate

Polysomnography Technology students will incur the following costs in addition to the Valencia Application for Admission fee, fees paid per credit, special fees, books, meals, and transportation to the campus and clinical facilities. These expenses are subject to change without notice:

1. Health Sciences program application fee (per application)	\$ 15.00
2. Background check	\$ 49.00
3. Uniforms, lab coat, shoes	\$ 200.00
4. Name pins and uniform patches	\$ 25.00
5. Liability insurance	\$ 20.00
6. Physical exam	\$ 200.00
7. Hepatitis immunization	\$ 165.00
8. PPD, MMR, Tetanus, Varicella immunizations	\$ 150.00
9. CPR Certification	\$ 40.00
10. Achievement tests	\$ 100.00

Estimated total for program \$ 964.00

NOTE: To be credentialed, the graduate must successfully complete the following:

Board of Polysomnographic Technologists (BRPT) Examination for Polysomnographic Technologists	\$ 350.00
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Radiography Degree

Radiography students will incur the following costs in addition to the Valencia Application for Admission fee, fees paid per credit, special fees, books, meals, and transportation to the campus and clinical facilities. These expenses are subject to change without notice.

1. Entrance assessment for Health Sciences	\$ 40.00
2. Health Sciences program application fee (per application)	\$ 15.00
3. Uniforms, lab coat, shoes	\$ 250.00
4. Liability insurance	\$ 40.00
5. Physical exam	\$ 200.00
6. Hepatitis immunization	\$ 165.00
7. PPD, MMR, Tetanus, Varicella immunizations	\$ 150.00
8. CPR Certification	\$ 40.00
9. Background check	\$ 49.00
10. Student professional/club dues	\$ 80.00
11. Flash drive	\$ 15.00

Estimated total for program \$1,044.00

NOTE: To be licensed the graduate must successfully complete the following:

1. Graduate must sit for American Registry of Radiologic Technologists examination	\$ 150.00
2. Graduate must apply to HRS for Florida state license	\$ 150.00

Total for licensing \$ 300.00

Respiratory Care Degree

Respiratory Care students will incur the following costs in addition to the Valencia Application for Admission fee, fees paid per credit, special fees, books, meals, and transportation to the campus and clinical facilities. These expenses are subject to change without notice:

1. Health Sciences program application fee (per application)	\$ 15.00
2. Uniforms, lab coats	\$ 250.00
3. Name pins and uniform patches	\$ 30.00
4. Liability insurance	\$ 40.00
5. Physical exam	\$ 200.00
6. Hepatitis immunization	\$ 165.00
7. PPD, MMR, Tetanus, Varicella immunizations	\$ 150.00
8. CPR Certification	\$ 40.00
9. Background check	\$ 49.00
10. Graduate pins (estimate)	\$ 50.00
11. Supplemental certifications	\$ 200.00
12. HIV/AIDS Training	\$ 48.00
13. Medication errors training	\$ 24.00

Estimated total for program \$1,261.00

NOTE: To be licensed, the graduate must successfully complete the following: National Board of Respiratory Care Exam(s) for:

CRT	\$ 190.00
RRT	\$ 390.00

Refund of Fees

(College Policy: 6HX28:06-08.1 Student Fees and Refunds)

If you drop a course(s) by the Drop/Refund Deadline provided in the Academic Calendar in the online official catalog, all tuition and refundable fees will be refunded. (Application and certain other fees are not refundable.) These refunds are processed by the Business Office approximately fifteen business days after the Drop/Refund Deadline.

If you withdraw from a course(s) after the Drop/Refund Deadline, you may receive a full refund if you have been called to active military duty or have a death in your immediate family. In each instance, you must submit a refund request in writing, with supporting documentation, to any campus Answer Center no later than the last day of classes for the term during which the course(s) withdrawal occurs. The course(s) will not be deleted from your official academic record and will be reflected as an administrative refund (AR) on your transcript. If you wish to use the Refund Request Form, it is available online at valenciac.edu/admissions and in any campus Answer Center.

All refunds for fees are processed as follows:

If your fees were paid by a third-party agency, that agency will receive the refund to the extent of its payment to your account.

For any remaining credit, a refund check will be made payable to you, the student, and mailed to the address currently on record in your Atlas account. If your fees were paid by a credit card, Valencia will issue a check to you, the student, for any refund due. A credit will not be issued back to the credit card.

If you are a financial aid recipient, your potential refund will be subject to applicable federal and state guidelines and laws. See the entry "Repayment of Unearned Federal Financial Aid" in this catalog. If a debt is owed to Valencia (parking fine, returned check, etc.), the college reserves the right to apply any amounts due against any refund payable to the student account.

Collection of Debts to the College

Valencia reserves the right to take legal action in its attempt to collect any and all amounts due from a student or third-party account. Notice will be given through your Atlas account and with written correspondence before any action is taken.

Returned Checks – If Valencia receives two returned unpaid checks from a student, the student no longer will be able to use that form of tender as a form of payment. In addition, a returned check fee, based upon the face value of the check, will be assessed to the account. (See Schedule of Fees in this catalog section.)

Other Debts – All valid charges placed on an account are subject to the following actions. **If a student does not respond to the notices sent via Atlas e-mail and/or mailings to the address currently on file in the student's Atlas account within the stipulated time frame, Valencia reserves the right to administratively withdraw that student from all courses; no refund will be given and all debt remains due.** Until the debt is paid, the account will be placed on hold, prohibiting any future registration or release of a transcript.

Valencia also reserves the right to submit uncollected debts to an external collection service. At this time, the cost to a student after this action is taken is **25%** of the outstanding balance at the time of submission, in addition to the balance itself.



FINANCIAL AID

Valencia's School Code required on the FAFSA (Free Application for Federal Student Aid): 006750

Purpose of Financial Aid

The purpose of financial aid is to provide assistance to students who have a demonstrated financial need as determined by an approved need-analysis system or who show academic or special talent. Awards may come from one or any combination of grants, scholarships, loans or part-time employment. The financial aid awarded to students may be from federal, state, institutional or local funds. Students interested in applying for financial assistance must complete a Free Application for Federal Student Aid (FAFSA) online at fafsa.ed.gov. Questions concerning financial aid are addressed in any campus Answer Center.

Financial Aid Deadlines

A FAFSA (Free Application for Federal Student Aid) must be completed for each academic year and one FAFSA serves throughout that entire academic year (Fall through Summer). The FAFSA becomes available each January for the following academic year, and you should apply as early as possible because many financial aid programs have limited funding that will go only to early applicants.

File Completion Dates

To have your financial aid processed in time for your registration fees to be paid by financial aid, you must complete ALL STEPS in the application process by the Financial Aid File Completion Date:

July 24, 2009 for Fall Term 2009

December 4, 2009 for Spring Term 2010

April 19, 2010 for Summer Term 2010

Late Applicants

If you miss the Financial Aid File Completion Date for the term in which you wish to enroll, you still are strongly encouraged to apply for financial aid. Your application will be

accepted and processed; however, it may not be processed in time for you to use your financial aid to pay for your fees and books. If this is the case, you will need to pay your fees and purchase your books; then, if you qualify for financial aid, a reimbursement check will be issued to you later in the term. You can seek help with paying your fees and purchasing your books through the Tuition Installment Plan (TIP). Further information about this plan is given in the Financial Information section of this catalog and at valenciacc.edu/finanserv.

Financial Aid Application Instructions

You must apply for financial aid each academic year.

1. Be a degree-seeking student at Valencia or be a certificate-seeking student in an eligible Technical Certificate, Career Certificate or Educator Preparation Institute program and take courses that are required for that degree or certificate.
2. Provide the Admissions/Records Office with an official final copy of your high school transcript or GED score report, or, if you are a college transfer student, provide an official copy of your transcript from each institution you have attended. Transfer course work must be evaluated before an award can be made.
3. Complete the Free Application for Federal Student Aid (FAFSA) and submit it to the federal processor. Valencia's federal code number is "006750." In order for Valencia to process your financial aid, you must include this number on your FAFSA. You may submit the FAFSA using one of the following methods:
 - Regular mail (Allow at least six weeks for processing.)
 - World Wide Web address fafsa.ed.gov (Allow at least two weeks for processing.)

4. Research and apply for scholarships. Check the financial aid link on Valencia's Web site at valenciacc.edu/finaid and the scholarship listing on the Valencia Foundation Web site at valencia.org.

Other important application information:

Verification – The federal government requires that some applications be reviewed for accuracy through a process called "verification." If you are selected for this process, you will be required to complete a Verification Worksheet and provide copies of the tax returns for individuals whose income was included on your application. You will be notified through your Atlas e-mail account or by letter if you have been selected for verification.

Federal eligibility matches – The federal processor matches your name and social security number with a variety of federal agencies. Agency matches are performed against the files of the Social Security Administration, Department of Homeland Security, Selective Service and the National Student Loan Data System. If any discrepancies or questions about your information occur, you will be asked to provide additional documents or take additional action to confirm your eligibility for federal assistance. The federal processor will notify you of the results of these matches and whether additional information is required in order for your application to be processed.

Transfer Students Who Have Applied for Financial Aid at Another Institution

If you previously applied for federal financial aid at another institution and now want to apply for financial aid at Valencia, you must submit a FAFSA for the current academic year and include Valencia's Title IV Code (006750). If your FAFSA for the current academic year was submitted without Valencia's Title IV Code, you need to go online and add Valencia's Title IV Code (006750) to your FAFSA.

If you are a college transfer student seeking a degree or technical certificate, you must submit a complete official transcript from each college and university you have attended. Your financial aid eligibility cannot be determined until Valencia has received and evaluated **all** of the transcripts for transfer credit. Transcripts are evaluated within 30 days of receipt.

All transfer credits must be included in the calculation for Satisfactory Academic Progress for Financial Aid Purposes, and there are three satisfactory progress requirements:

1. You must maintain at least a 2.0 cumulative overall grade point average, and
2. You must have successfully completed at least 67% of the credits you have attempted at all colleges, and
3. You may attempt no more than 150% of the credits required for your degree or certificate.

Transient Students

If you are enrolled as a transient student – whether transient to Valencia or transient from Valencia – you are not eligible for financial aid through Valencia.

General Eligibility Requirements

All financial aid is dependent upon the availability of federal, state, local and institutional resources. To be eligible for financial aid, you must:

1. Be accepted as a degree-seeking student to an A.A., A.A.S. or A.S. Degree program, or be accepted as a certificate-seeking student in an eligible Technical Certificate, Career Certificate or Educator Preparation Institute program by the Drop/Refund Deadline for each term.**
3. Be making satisfactory academic progress for financial aid purposes.
4. Be a U.S. citizen, a national, or an eligible non-citizen.
5. Enroll at least half time (6 credits) for most programs. Enrollment must be in courses required for your degree or certificate.

6. Not be in default on a prior student loan.
7. Not owe a repayment or overpayment of a federal grant.
8. Not have an existing financial obligation to Valencia.
9. Be registered for Selective Service if required.
10. As a first-time in college student, have a standard high school diploma or GED or meet Federal Ability to Benefit (ATB) test score guidelines.

If you do not have a standard high school diploma or GED, you must have Computerized Placement Tests (CPT) scores in order for your financial aid eligibility to be determined. To be used for ATB, all CPT scores must be from a single administration on the same day. The minimum acceptable CPT scores are: Reading 55, Sentence Skills 60, and Arithmetic 34.

11. As a college transfer student, have an official transcript from each previously-attended institution submitted to, and evaluated by, Valencia. If the previously-attended institution is not regionally accredited, you must submit an official transcript of a standard high school diploma or GED.
12. Not have been convicted for sale or possession of illegal drugs while receiving Title IV funds.

****Eligible Technical Certificate, Career Certificate, and Educator Preparation Institute Programs:**

- Accounting Applications
- Baking and Pastry Arts
- Business Management
- Computer Information Technology Analyst
- Computer Programming Analyst
- Culinary Arts
- Customer Service Management
- Digital Video Editing and Post-Production
- Drafting
- Educator Preparation Institute
- Graphic Design Production
- Graphics - Interactive Design Production
- Hospitality – Food and Beverage Management

- Hospitality – Rooms Division Management
- Human Resources Management
- Landscape and Horticulture Technician
- Law Enforcement Officer
- Medical Information Coder/Biller
- Microsoft Systems Engineer
- Office Management
- Paramedic Technology
- Property and Casualty Insurance Management

Payment of Financial Aid

Your financial aid payment will be based on the number of credits in which you are enrolled that apply toward your degree or certificate. The maximum financial aid amount is allocated for enrollment as a full-time student (twelve or more credits) and there are specific payment allocations for enrollment as a part-time student: three-fourths of the maximum financial aid amount for nine through eleven credits; one-half of the maximum amount for six through eight credits; and one-fourth of the maximum amount for three through five credits. Some financial aid programs do not fund part-time enrollment.

Your financial aid award amount may be adjusted based on your enrollment status as determined after the Drop/Refund Deadline listed in the Academic Calendar in the online official catalog or, in the case of late awards, at the time the award is approved. You must be meeting all eligibility requirements at the time payment is made in order for your payment to be issued. If you are registered for a Flex Start course(s), your enrollment status will be determined when the last course has begun. Financial aid will not be disbursed until after the Drop/Refund Deadline for all courses in which you are enrolled. Only courses required for your degree or certificate will be included in your enrollment status for payment of financial aid. If a course is not required for your degree, it will not be considered in calculating your financial aid award and may not be covered with financial aid.

Fees, books, and/or VA deferments outstanding at the time payment is made will be collected from your financial aid payment. If a balance is available for other expenses, a check will be mailed to your address currently on record in your Atlas account. Keep your address updated in your Atlas account to help ensure timely receipt of financial aid funds.

College-Preparatory Courses

College-preparatory course work can be counted in a student's enrollment for financial aid purposes. However, financial aid will fund a maximum of 30 semester credits of college-preparatory course work.

Satisfactory Academic Progress for Financial Aid Purposes

All students receiving any form of financial aid must meet the standards of progress outlined below. The requirements for these standards are set by federal regulations (34CFR Section 668.19).

Satisfactory progress requirements are:

1. You must maintain at least a 2.0 cumulative overall grade point average (GPA), or
2. If your cumulative GPA is less than 2.0 you must maintain at least a 2.0 term GPA to maintain probation status to continue receiving aid, and
3. You must have successfully completed at least 67% of all Valencia courses taken including transfer courses accepted, and
4. You must successfully complete at least 67% of the courses you attempt for the term to maintain good standing or probation status.
5. You may attempt no more than 150% of the total credit hours in your degree or certificate program.

If you attended other colleges, the courses you took that are accepted as transfer credit by Valencia may be considered in the evaluation of your progress.

At Valencia, for financial aid purposes, being enrolled in a course for credit beyond the official Drop/Refund Deadline counts as an attempt. All successfully completed transfer courses accepted and courses taken at Valencia, including those taken as part of another program of study, will be included in determining your Satisfactory Academic Progress (SAP).

For financial aid purposes, successful completion of a course means an earned grade of A, B, C, or D; however, a grade of D is "passing below average". All other grades (F, I, W, WW, WF, WP, and AR) are considered unsuccessful completions and will impact your progress determination.

The formula for calculating the completion rate is:

total hours earned divided by total hours attempted.

The resulting percentage must be 67% or greater.

Satisfactory Academic Progress will be evaluated at the end of each term.

If you do not meet the Standards of Satisfactory Academic Progress due to your GPA or completion ratio, you will be placed on Financial Aid Probation for one term. If you do not meet the requirements by the end of your Probation term, you will be placed on Financial Aid Suspension and will not be eligible for further financial aid at Valencia. If you have attempted 150% of the hours needed for your Valencia degree program (for most students this is 90 credit hours), you no longer will be eligible for financial aid.

You have the right to appeal a Financial Aid Suspension if you have special circumstances that affected your ability to meet the satisfactory academic progress requirements. Appeal forms are available online at valenciacc.edu/finaid or in any campus Answer Center. Documentation of your special circumstances will be required.

If you are placed on Financial Aid Suspension, and you do not have special circumstances or your appeal is denied, you may regain your eligibility for financial aid by bringing your cumulative GPA up to a 2.0 or better and your cumulative completion rate to at least 67%. You will need to pay for the courses you take while under Suspension.

The chart demonstrates 67% for attempted hours in a term. The left hand column is the attempted hours and the corresponding number in the right column is the number of hours you must successfully complete with a 2.0 GPA to maintain Satisfactory Academic Progress. For example, if you register for 14 credit hours, you must complete 10 credit hours with a 2.0 GPA or higher to meet the SAP requirements for the term. Both the 2.0 GPA

and the completion rate of 67% applies to both the term and cumulative credit hours on your transcript.

Credit Hours Attempted	Earned Hours Needed (Passed with GPA of 2.0 or greater)
19	13
18	13
17	12
16	11
15	11
14	10
13	9
12	8
11	8
10	7
9	7
8	6
7	5
6	5
5	4
4	3
3	3
2	2
1	1

Repayment of Unearned Federal Financial Aid

If you receive Title IV federal financial aid and completely withdraw from all of your classes within the first 60% of the term or stop attending all classes without notification, a pro-rated portion of your financial aid may need to be repaid. In this case, you will be billed for the amount of aid that must be repaid, and holds will be placed on your record until the bill is settled. A detailed handout that explains the calculations is available upon request from any Campus Financial Aid Services Office.

Financial Aid Programs Available

Grants

Grants may be awarded if you show financial need based on the Free Application for Federal Student Aid (FAFSA). The grants listed here are administered by the Valencia Financial Aid Services Department based on the guidelines set for each program by the provider.

Federal Pell Grant

This is a need-based federal grant program for students who are seeking their first undergraduate degree and whose Estimated Family Contribution (EFC) is below \$4,617*. The annual Pell Grant award amount is determined by your EFC and enrollment status and may range from \$609 to \$5,350.

Students who establish eligibility will be funded. All documents must be received prior to your last day of enrollment or June 30, 2009, whichever comes first.

Initial awards are estimated based on the results of the FAFSA. Estimates will change if any criteria used to determine your eligibility, such as major, degree status, satisfactory academic progress, income or family information changes. Actual payment will not be determined until after the Drop/Refund Deadline listed in the Academic Calendar in the online official catalog. Students registered for Flex Start courses will not receive financial aid payment until the last course has begun. Flex Start classes added to a schedule after financial aid payment is made will not be considered for a financial aid payment. Only courses required for the degree or certificate declared in your official Valencia record will be included in financial aid enrollment status.

You do not have to be enrolled full time to receive a Pell Grant award. The amount actually paid to you from the Federal Pell Grant will be prorated if you enroll for less than 12 credits in a given term. You must begin attending all of your classes on the first day. If you are withdrawn for non-attendance prior to the actual payment of Pell Grant funds, payment for the withdrawn class(es) may not be made.

* The US Department of Education determines the EFC level each year and this designation is subject to change.

Federal Pell Grant awards may be used for the equivalent of two full-time terms each year. This means if you are full time in Fall and Spring Terms, you will not have funding available for Summer. Part-time students may use their remaining eligibility in the Summer Term.

Academic Competitiveness Grant (ACG)

This is a need-based federal grant program for students who are U.S. citizens or eligible non-citizens and enrolled in the first or second year of an undergraduate degree program. To be eligible, you must be a Pell Grant recipient within the same award year and attend college at least half-time. In addition, you must have completed a "rigorous" secondary school program of study, as determined by the state or local education agency and recognized by the Secretary of Education. Valencia has a process for identifying students eligible for an Academic Competitiveness Grant (ACG) and adding the award to the student's financial aid package. If you believe you could be eligible for this grant and it is not part of your financial aid package, you should inquire about your eligibility in any campus Answer Center.

An eligible student may receive an Academic Competitiveness Grant for a maximum of \$750 for the first academic year of study and for a maximum of \$1300 for the second year of study. To be eligible for each academic year, you must:

- Be a U.S. citizen or eligible non-citizen;
- Be a Federal Pell Grant recipient;
- Be enrolled at least half-time in a degree program;
- Be enrolled in the first or second year of your program of study at a two-year or four-year degree-granting institution;
- Have completed a "rigorous" secondary school program of study (after January 1, 2006, if a first-year student, and after January 1, 2005, if a second-year student);
- If a first-year student, not have been previously enrolled in an undergraduate program; and
- If a second-year student, have a cumulative grade point average of at least 3.0 on a 4.0 scale for the first academic year.

Note that the amount of the Academic Competitiveness Grant combined with a Pell Grant cannot exceed your cost of attendance. The amount actually paid to you from the ACG will be cancelled if you enroll for less than 6 credits in a given term or if you take courses not required in the program of study declared in your official Valencia record. You must begin attending all of your classes on the first day. If you are withdrawn for non-attendance prior to the actual payment of Academic Competitiveness Grant funds, your eligibility could be cancelled.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This is a need-based federal grant awarded to undergraduates seeking a first undergraduate degree in an eligible program who have exceptional financial need. The maximum award amount at Valencia is \$500 per term. Priority is given to students with high need who apply for financial aid early. A student must enroll for a minimum of six credits to qualify. To be counted, each course must be required for the student's degree or certificate program.

Limited funding is available in this program, and funding is awarded on a first come-first served basis.

Initial awards are estimated based on the results of the FAFSA. Estimates may change if any criteria used to determine your eligibility, such as major, degree status, satisfactory academic progress, income or family contribution changes. Actual payment will not be determined until after the Drop/Refund Deadline listed in the Academic Calendar in the online official catalog. If you are registered for Flex Start course(s), you will not receive financial aid payment until the last course has begun. Flex Start courses added to your schedule after financial aid payment is made will not be considered for a financial aid payment. Only courses required for the degree or certificate declared in your official Valencia record will be included in financial aid enrollment status.

The amount actually paid to you from the FSEOG will be prorated if you enroll for less than 12 credits in a given term. You must attend all of your classes on the first day of each term. If you are withdrawn for non-attendance prior to the actual payment of FSEOG funds, payment for the withdrawn class(es) may not be made.

Florida Student Assistance Grant (FSAG)

FSAG is a need-based program for students who meet Florida residency requirements. To qualify you must be seeking your first undergraduate degree, enroll in an A.A., A.S., or A.A.S. degree program and also qualify for a Federal Pell Grant. The award amount at Valencia varies up to a maximum of \$1916 per year. Priority is given to qualified renewal students and full-time students with high unmet financial need who apply for financial aid early.

Limited funding is available in this program, and funding is awarded on a first come-first served basis.

Initial awards are estimated based on the results of the FAFSA. Estimates will change if any criteria used to determine your eligibility, such as residency, major, degree status, satisfactory progress, income or family information changes. Actual payment will not be determined until after the Drop/Refund Deadline listed in the Academic Calendar in the online official catalog. If you are registered for a Flex Start course(s), you will not receive financial aid payment until the last course has begun. Flex Start courses added to your schedule after financial aid payment is made will not be considered for a financial aid payment. Only courses required for the degree or certificate declared in your official Valencia record will be included in financial aid enrollment status.

The amount actually paid to you from the FSAG will be prorated if you enroll for less than 12 credits in a given term. You must attend all of your classes on the first day of each term. If you are withdrawn for non-attendance prior to the actual payment of FSAG funds, payment for the withdrawn class(es) will not be made.

FSAG is available for fall and spring terms only.

For additional details and regulations, visit floridastudentfinancialaid.org.

Scholarships

Scholarships are awarded primarily based on financial need; however, some scholarship programs may not require need. Usually, other factors are also considered, which may include academic talent, performing talent, participation in certain activities or special

interests. Scholarship requirements and application procedures vary depending upon the criteria set by the scholarship provider. Many scholarships require a separate application that must be obtained directly from the scholarship provider.

President's Academic Honors Scholarship

The President's Academic Honors Scholarship is a competitive, non-transferrable merit-based scholarship offered to Valencia students who demonstrate outstanding academic talent and wish to enroll in Honors courses at Valencia. The scholarship is a \$2,000 award (\$1,000 Fall term and renewable for an additional \$1,000 for spring term upon completion of requirements). The following year, students may apply to the Honors Exemplary Scholarship for up to two years if requirements are met and a 3.5 GPA is maintained. Awards will be determined per term and will be based on competitive academic merit. All students receiving any form of financial aid must meet the standards of progress as outlined by the federal government. See valenciacc.edu/finaid/programs/satisfactory_progress.cfm for Satisfactory Academic Progress criteria. To determine eligibility for consideration, visit valenciacc.edu/honors/finaid.cfm

Performing Arts Scholarships

Scholarships will be available to students engaged in performing arts activities including, but not limited to, art, drama, and music.

The Academic Dean or Program Director will forward selection recommendations to the Director of Financial Aid Services for final approval and awarding. Recipients must complete a Free Application for Federal Student Aid (FAFSA) prior to receiving funding.

Honors Exemplary Scholarships

The Honors Exemplary Scholarship is a competitive, non-transferrable merit-based scholarship offered to current Valencia students who demonstrate outstanding academic talent and wish to enroll in Honors courses at Valencia. The scholarship is a \$2,000 award (\$1,000 Fall term and renewable for an additional \$1,000 for spring term upon completion of requirements) and students

may reapply for up to three years if requirements are met and a 3.5 GPA is maintained. Awards will be determined per term and will be based on competitive merit. All students receiving any form of financial aid must meet the standards of progress as outlined by the federal government. See valenciacc.edu/finaid/programs/satisfactory_progress.cfm for Satisfactory Academic Progress criteria. To determine eligibility for consideration, visit valenciacc.edu/honors/finaid.cfm

Alumni Two Plus Two Scholarship

This scholarship is funded by the Alumni Associations of Valencia Community College and the University of Central Florida. This award is made each year to a single high school graduate selected from nominations made by each high school principal in Orange and Osceola counties. The recipient may receive up to \$4,000 in scholarship funds during the pursuit of an Associate degree at Valencia followed by a Bachelor's degree at the University of Central Florida.

Bronze Honors Scholarship

Bronze Honors Scholarship is a competitive, non-transferrable merit-based scholarship offered to incoming and current Valencia students who demonstrate outstanding academic talent and wish to enroll in Honors courses at Valencia. The scholarship is a \$1,000 award (\$500 Fall term and renewable for an additional \$500 for spring term upon completion of requirements). Students may reapply for up to three years if requirements are met and a 3.25 GPA is maintained. Awards will be determined per term and will be based on competitive merit. All students receiving any form of financial aid must meet the standards of progress as outlined by the federal government and complete Honors coursework with a "C" or better. See valenciacc.edu/finaid/programs/satisfactory_progress.cfm for Satisfactory Academic Progress criteria. To determine eligibility for consideration, visit valenciacc.edu/honors/finaid.cfm

Road Map to Success Award

Students are eligible for this award if they are degree-seeking and are currently enrolled in SLS 1122 Student Success. Students can earn points toward the award by completing activities outside of class that will help ensure

their success in college. Awards are granted on a first-come, first-served basis. Time restrictions apply and dual enrollment students are not eligible. To be considered for this award, a student should visit any Campus Answer Center.

Bridges to Success

This scholarship is awarded to students who participate in the Bridges to Success Program. The Bridges to Success Program is available to disadvantaged high school graduates from Orange or Osceola County high schools. Special consideration is given to students who have participated in one of Valencia's pre-collegiate programs: College Reach Out Program (CROP), Dual Enrollment, Partnership Program, or Career Pathways and enroll at Valencia the summer following high school.

The Bridges to Success scholarship will pay for in-state tuition and fees, plus up to \$300 per term for required books and supplies; however, other financial aid awarded to the student will be considered as the amount of aid awarded to a student cannot exceed the full cost of attendance.

Initial Eligibility:

1. Apply and be accepted into the Bridges to Success Program.
2. Complete a Free Application for Federal Student Aid (FAFSA) so that results are received prior to the start of classes.
3. Meet Standards of Satisfactory Academic Progress for Financial Aid Purposes.
4. Seek an A.A., A.A.S. or A.S. Degree.
5. Enroll in at least six credits during the Summer Term following high school.

Renewal Eligibility:

1. Scholarship is renewed on a term-by-term basis.
2. Active participation in Bridges to Success activities and the recommendation of the program Director will be required.
3. Complete a Free Application for Federal Student Aid (FAFSA) so that

results are received prior to the start of classes each year.

4. Enroll in at least nine credits each term.
5. Maintain a minimum overall 2.5 grade point average.
6. Complete at least 75% of attempted credits.

Two Plus Two Minority Scholarship

This program provides a two-year (up to 31 credits per year) tuition scholarship from Valencia Community College, plus a transfer scholarship from a participating four-year college. To be considered, you must be a minority graduate from a high school in Orange or Osceola County with at least a 3.0 grade point average. Recipients must complete the Free Application for Federal Student Aid (FAFSA). Further information and an application may be obtained from the Bridges to Success program (407-299-5000 x1395).

Valencia Student Government Association (SGA) and Leadership Scholarships

Campus leaders who participate in Student Government or serve on the Valencia Welcome Team may be considered for a scholarship. Further information may be obtained from a campus Student Development Office.

Valencia Foundation Scholarships

The Valencia Foundation offers privately-funded scholarships to help students achieve their dreams of attaining a college education. Many students are working to build better lives for themselves and their families, and the foundation's donors are committed to help make a difference for Valencia's students. While many donors prefer to award scholarships through their own application processes, some have asked Valencia's Scholarship Committee to screen and select the recipients.

The Foundation Scholarship Application and information on specific scholarships may be found at valencia.org. Using the application form, the student will be considered for many competitive scholarships based on this single application.

The deadline for submitting applications to the Scholarship Committee is August 31, 2009. If no qualified applicants are found among the pool for a particular scholarship, an extension of the deadline may be granted for that particular scholarship and it will be advertised in campus publications. New scholarships are donated throughout the year and may also become available.

Florida Bright Futures Scholarship Program

This is a state scholarship awarded to Florida high school graduates who demonstrate high academic achievement. Awards are issued by the State of Florida directly to the eligible student.

The program has three levels. Each award level has different academic criteria for eligibility. You may receive only one award:

Florida Academic Scholars Award (pays up to \$78.00 per credit hour of college-level tuition) requires a minimum 3.0 cumulative college-level grade point average to renew; or

Florida Medallion Scholarship (pays up to \$78.00 per credit hour of college-level tuition) requires a minimum 2.75 cumulative college-level grade point average to renew; or

Florida Gold Seal Vocational Scholars Award (pays up to \$59.00 per credit hour of vocational program tuition) requires a minimum 2.75 cumulative college-level grade point average to renew.

Renewal for each award level also requires completion of at least six credits of college-level course work each term.

The top-ranked scholar from each county will receive an additional award of up to \$1,500.

Applications and eligibility criteria are available from your high school guidance office or from the Florida Department of Education Web site: floridastudentfinancialaid.org.

Valencia receives electronic information about eligible Valencia scholars from the Florida Department of Education. You must designate Valencia as the school you plan to attend and must enroll for at least six credits of college-level course work each term. Initial award amounts are estimated for purposes of Valencia's financial aid award planning. Actual

payment depends upon the program regulations and the amount of tuition and fees assessed for the term.

The scholarship will cover the designated percentage of in-state, college-level tuition and fees for a maximum of 45 credits of course work each year. It is available in Fall and Spring Terms only. Your financial aid award will reflect an estimate of the maximum amount that would be covered if you used all 45 credits in the year. **Actual payment will be based on your actual tuition charges.**

Bright Futures awards are available for Fall and Spring Terms only and will not cover the required technology fee.

If you withdraw from any course (s) that were paid for by a Florida Bright Futures Scholarship, you are responsible for repaying the cost of tuition and fees for those course(s).

For additional details about the Bright Futures program and program regulations, visit floridastudentfinancialaid.org.

Other Florida Scholarships Offered by the Florida Department of Education

The Florida Department of Education offers a number of scholarships for Florida residents. Please consult the Florida Department of Education Web site: www.floridastudentfinancialaid.org.

Outside Private Scholarships

Many clubs and organizations offer scholarships to college students. Students can obtain information about these awards from high school guidance offices, libraries, or from the Internet. The following FREE Internet scholarship search services are recommended: fastweb.com and cashe.com.

Valencia posts information to a scholarship bulletin board at valenciacc.edu/finaid and each campus newsletter publishes scholarship information on a regular basis.

If you or your family belong to any social, civic, ethnic, religious, professional or service groups, you should contact them. They often have educational assistance programs that are not advertised. Also, employers often have educational assistance plans for employees and/or dependents.

Federal Family Education Loans

Valencia students are eligible to participate in the Stafford Federal Direct Student Loan Programs. There are three programs: the Subsidized Federal Stafford Loan, the Unsubsidized Federal Stafford Loan, and the Parent Loan for Undergraduate Students (PLUS).

Applicants must first apply for grants by completing the Free Application for Federal Student Aid (FAFSA).

A Valencia Federal Stafford Loan Application Request and Master Promissory Note is required for first time direct loan borrowers at Valencia.

First time borrowers at Valencia must complete an Entrance Counseling Program. Visit valenciacc.edu/finaid for additional information.

To receive any loan, you must enroll in at least six credits each term that count toward your degree.

NOTE: If you have defaulted on a prior student loan at any institution, Valencia reserves the right to refuse to certify additional student loans unless the default was resolved by paying the prior loan in full.

Subsidized Federal Stafford Loan

This loan requires unmet financial need. The federal government will pay the interest while you are enrolled in school, and you must begin repaying the loan, plus interest, six months after you leave school or drop to less than half-time status. You must be enrolled in at least six credits per term. If you have 30 or less college-level credits in your current degree program at the time of application, you may borrow up to \$3500 per year or the amount of unmet financial need, whichever is less. If you have more than 30 college-level credits in your current degree program at the time of application, you may borrow up to \$4500 per year or the amount of unmet financial need, whichever is less.

Unsubsidized Federal Stafford Loan

This loan does NOT require financial need; however, you must first apply for need-based financial aid by completing the Free Application for Federal Student Aid (FAFSA). Interest will accrue at a fixed rate (6.8%) on this loan while you are in school. You must begin repaying the loan, as well as accrued interest and current interest, six months after you leave school or drop to less than half-time status. You must be enrolled in a minimum of six credits per term. Dependent students with 30 or less college-level credits in their current degree program at the time of application may borrow up to \$5500 per year in combined subsidized and unsubsidized loans, not to exceed the cost of education less other financial aid. Dependent students with more than 30 college-level credits in their current degree program at the time of application may borrow up to \$6500 per year in combined subsidized and unsubsidized loans, not to exceed the cost of education less other financial aid. Independent students may also borrow an additional \$6000, not to exceed the cost of education less other financial aid.

Parent Loan for Undergraduate Dependent Students (PLUS)

Parents of dependent students may borrow on behalf of their children. Income is not a factor, but the borrower cannot have adverse credit. The student must first apply for other types of financial aid by completing the Free Application for Federal Student Aid (FAFSA). Loan amounts must not exceed the cost of education less other financial aid. Parent loans must be repaid over a 10-year period with a fixed interest rate of 7.9% beginning 60 days after disbursement. Parents must submit a Parent Loan Request to the Answer Center or complete the online request once the FAFSA has been received.

How do I apply for a Federal Family Education Loan?

You must first establish your eligibility for grants by completing all application steps listed earlier in this section.

A separate Loan Request and Promissory note is required. Instructions and application forms are available at valenciacc.edu/finaid.

Work Study Programs

Federal College Work Study

This is a federal work program for students with financial need. You may be employed on a Valencia campus or as a reading tutor in a local public school. As a work-study employee, you may work up to 20 hours per week and earn at least minimum wage – up to the amount of your financial need.

How will I receive a job assignment?

If you wish to be considered for an on-campus job, you must complete a work-study job assignment form, available in the Answer Center. Supervisors who hire work-study students will review your assignment form and will contact you to discuss your schedule and availability. If selected, your supervisor will have you meet with a Financial Aid Specialist to complete the remaining assignment documents. You will need to bring your Social Security Card and proof of citizenship or eligibility to work in the U.S. with you to your meeting.

How will I receive payment for my Federal Work Study Award?

Federal Work Study is an opportunity to work and build work experience. You will receive a paycheck from Valencia's Payroll Department every two weeks based on the time sheet you and your supervisor will keep. You will receive a packet of information about this process when your assignment documents are completed.

Institutional Work Study

Various campus departments and laboratories have funding to hire students as part-time employees. You should inquire in the departments about any available openings.

Rights and Responsibilities of the Financial Aid Recipient

As a student financial aid consumer,

You have the right to:

- Be informed about financial aid application procedures, cost of attendance, aid available, and renewal requirements.
- Have confidential protection of your financial aid records. The contents of your financial aid file are maintained in accordance with the Family Educational Rights and Privacy Act (FERPA).
- Request a review of decisions made by the Valencia Community College financial aid staff. A letter explaining your situation in detail should be submitted to the Director of Financial Aid.

You have the responsibility to:

- Complete applications correctly and on time.
- Read and understand all materials sent to you from Financial Aid and other financial aid agencies by e-mail and/or letter; keep copies of all forms and materials submitted.
- Know and comply with the rules governing your aid program(s).
- Comply with the provisions of any promissory note and all other agreements you sign.
- Register for the appropriate number of credits and maintain satisfactory academic progress.
- Request personal assistance if you have questions or do not understand the information provided to you.
- Register for courses that count toward your degree or certificate.

Veterans

All of Valencia's A.A. Degree, A.A.S. Degree, A.S. Degree and Certificate programs are approved for veteran's educational benefits. (Non-credit continuing education programs are not approved.)

To receive veteran's benefits, contact the Student Services Office on any Valencia campus. You will be required to receive academic advising prior to your registration and you must follow your specified degree program.

Benefit Checks

Benefit payments will vary depending upon your individual eligibility. The first monthly check is mailed approximately eight weeks after the beginning of the term to the address on your application. You may apply for direct deposit of your checks by calling 1-800-827-1000.

Deferment for Payment of Registration Fees for Veterans

The Veteran's Certifying Officer in the Student Services Office will issue a deferment for payment of student fees the first time you register for classes, or following a break in your educational program, provided you are eligible and all documents are on file. The deferment is for registration fees only and will be due 60 days from the first day of classes for the term. You are fully responsible for paying the Veteran's Affairs (VA) deferment, even though your benefit checks may not have begun by the date the deferment is due. If the deferment is not paid on time, you will be placed in default and you will not be eligible for a VA deferment in the future.

Academic Standards for Receiving Veteran's Benefits

All students receiving veteran's benefits must maintain a minimum 2.0 cumulative overall grade point average and a completion ratio of at least 50% of the credits attempted over the previous two consecutive terms.

If you fail to meet these requirements, benefits will be terminated. To reinstate your benefits, you must bring your grade point average and completion ratio up to the required levels.

Standards of Progress for Veteran's Benefits in Criminal Justice Institute Programs

Students enrolled in any Criminal Justice Institute Training Program must maintain satisfactory progress.

Students are required to attend all classes and take all examinations required by the Criminal Justice Training Institute and the Criminal Justice Standards and Training Commission, receive a minimum score of 80%, and demonstrate proficiency to receive a passing grade of "P." An "F" in any course will cause the student to retake the course.

Students will be dismissed from the program and terminated from Veteran's Benefits if they fail two examinations (courses) in the program or have any unexcused absences.

Excused absences are given when a student can show evidence of illness, death in immediate family, jury duty or other equally serious reason for non-attendance. The professor will determine if an absence is excused or unexcused.

Notifications to Veteran's Certification Office

1. Progress reports are filed with the VA Certification Office each month. These reports show grades as "P" passing or "F" failing as well as dates and hours of absence.
2. Veteran's Benefits recipients are notified of progress by the VA Certification Officer with emphasis on the fact that continuation of unsatisfactory progress and/or unexcused absences will result in an interruption of VA Benefits.

For additional information about conduct and behavior policies for Criminal Justice Institute students, see Appendix C.

Conditions of Re-entry

A student may re-enter the program following dismissal due to unsatisfactory progress or conduct only when the following conditions exist:

1. The cause of the unsatisfactory conduct or progress has been removed.
2. It is deemed through counseling that the program which the veteran or eligible person now proposes to pursue is suitable to his/her aptitude, interests and abilities.
3. The student meets all requirements of the academy at the time of reapplication.



STUDENT AND CAMPUS SERVICES



Valencia Community College is dedicated to helping students define and meet their life, career, and education goals. **LifeMap** is Valencia's name for the system of services, programs, and interventions designed to help students achieve these goals.

LifeMap is based on Valencia's Developmental Advising model, which is a learning-centered approach that fosters an advising alliance among students, faculty, and other college professionals. This alliance develops through mutual trust, shared responsibilities, and a commitment to helping students identify, clarify, and realize their life, career, and education goals. Developmental Advising integrates Valencia's core competencies (Think, Value, Communicate, and Act) in an ongoing growth process which assists students in making realistic choices based on self-awareness of abilities, interests, and values. The results for students are social and academic integration; life, career, and education plans; and acquisition of study and life skills.

LifeMap is a process for figuring out "what to do when" to assist you with your life, career, and education goals. Watch for **LifeMap** signs and publications that will help guide you through your Valencia experience.

LifeMap Tools

The My LifeMap tab in Atlas contains information and Web-based tools to support your goal setting and planning process. The stages of **LifeMap**, as well as the Valencia programs and services that support each LifeMap stage, are explained, along with progress indicators for each stage that allow you to chart your progress. My Career Planner provides career assessments. My Education Plan guides you through the course selection process to complete your associate's degree or technical certificate and allows you to save up to three different education plans. My Financial Planner assists you in developing a budget plan to finance your education. The current content includes modules through which you can learn about the budget

planning process. My Portfolio allows you to save examples of your academic work, to request review and feedback from faculty, and to create a public resume of your achievements. My Job Prospects provides job and occupational information from Central Florida in an easily searchable database.

Atlas

Atlas is Valencia's online learning community, customized to each individual's interests, that links students, faculty and staff to one another and to powerful learning resources such as LifeMap, online registration, grades, degree audits, financial aid, and academic records.

Atlas Password/Personal Identification Number (PIN)

A Personal Identification Number (PIN) is a unique password that allows you to electronically access your student records and to register for classes. When you establish your **Atlas** account, you will be asked to select an alpha-numeric password that will serve as your PIN to log in each time. By creating a unique PIN, you will help provide increased security for your student records. It is important that you do not forget your PIN since you will be required to enter it every time you log in to **Atlas**. If you do forget your PIN, you should follow the directions on the **Atlas** home page to re-set your PIN. Your PIN should be kept secure; as such you should not share it with anyone.

Atlas and Student E-mail Accounts

As an enrolled Valencia student, you will receive an e-mail account through **Atlas**; this will be the primary and official form of communication from Valencia to you. You should not forward your **Atlas** e-mail as many Internet service providers filter Atlas e-mail as SPAM, and you may not receive all college communications. Official Valencia notices and helpful information will be provided to you through your **Atlas** e-mail, on your individual course sites, and throughout **Atlas** as general information. Through **Atlas**, you can access your student records; register for courses;

change your schedule and withdraw from courses; review your account and pay fees; view financial aid information; view your grades; obtain degree audits and unofficial transcripts; request official transcripts; and update your address. Also, you can develop your career and education plans as well as document your learning outcomes in **Atlas**.

Valencia will use your Atlas e-mail to notify you of changes in your accounts, in your courses, and in college policies and procedures. To communicate in a more expedient manner, Valencia uses Atlas e-mail as the primary means of notifying students of important college business and information dealing with registration, deadlines, financial assistance, scholarships, tuition and fees, etc. Communications sent to a student's Atlas e-mail address are official notices.

You are responsible for the information and notices that are sent to you via your assigned Valencia e-mail. To avoid missing important communications from Valencia, it is suggested that you set your Web browser to **Atlas** and check your account every day for official announcements and notifications.

Sign on to **Atlas** at atlas.valenciac.edu and follow the directions for login. The Acceptable Use and Privacy Policies are included on the site.

Atlas Access Labs

Atlas Access Labs support student success with the use of computers for career and education planning through Atlas, Valencia's Web-based learning support system. Within Atlas, the My LifeMap tab provides the Web tools of My Career Planner, My Education Plan, My Financial Planner, My Portfolio, and My Job Prospects. These tools will help you develop and save career and education plans, examples of academic work, and job exploration that can be reviewed with advisors and faculty. You can also use the Atlas Access Labs to access registration, access Atlas e-mail, pay your tuition and fees, check your financial aid status, and complete the Free Application for Federal Student Aid (FAFSA). **Atlas** Access Labs are on each campus and are available to all enrolled students.

Answer Center

An Answer Center is located on each campus. The Answer Center should be your first stop in seeking answers to questions regarding college processes and procedures. Cross-trained Student Services Specialists, knowledgeable about admissions, financial aid, advising and many other areas, are available to work with students on a walk-in basis. Specialists in the Answer Center have the ability to clarify initial educational goals; review the admissions application and answer questions about the process; answer financial aid questions and refer students to financial aid specialists as necessary; and describe the entry testing process and direct students to entry testing preparation materials. Specialists can help students continue with the processes and procedures to achieve their goals including change of major, degree audits, referrals to Academic Advisors, transcript requests, financial aid, and graduation applications.

You may see a Student Services Specialist on a walk-in basis during hours of operation: 8:00 a.m. to 7:00 p.m., Monday through Thursday, and 8:00 a.m. to 5:00 p.m. on Friday. (Friday hours vary during the Summer Terms.)

Bookstore

Owned and operated by Valencia Community College, the bookstore provides services to students, faculty, and staff.

You may purchase your books through the bookstore Web site: valenciabookstores.com. This service is available from four weeks before classes start through the week before classes start for the Fall, Spring and Summer Full Terms. You must have your complete class information, including CRN, to order the correct books. Buying books online is a pre-paid service and is available to all students using either a credit card or financial aid. This service also is helpful in looking up book information for your classes.

In addition to textbooks, the bookstore sells Valencia logo items, classroom supplies, computer products, engineering and drafting supplies, and other accessories.

The bookstore staff is available to assist you. They will tell you which books are appropriate for which classes and help you special order anything you may need (software, electronics, etc.). All special orders require a 50% deposit.

Regular bookstore hours are Monday-Thursday, 7:00 a.m. to 7:00 p.m. and Friday 7:00 a.m. to 5:00 p.m. Winter Park Campus opens at 8:00 a.m. (Friday hours vary during the Summer Terms.) The bookstore observes extended hours during the first week of Fall and Spring Full Terms.

You may pay for your purchases in the bookstore by cash, personal check, or credit card: American Express, Discover, MasterCard, or Visa. Your (or your parent's) personal check with pre-printed name and address will be accepted if it is properly completed (i.e., made payable to the Valencia Bookstore for the exact amount of your purchase) and includes your Valencia Identification Number (VID) and telephone number.

Financial aid purchases in the bookstore are available as your financial aid becomes available each term. Financial aid purchase dates are posted for each term in the bookstore and on Atlas.

If you drop or change a course or buy the wrong book(s), you may return the textbook(s) for a full refund if:

1. the return is accompanied by the original, dated register receipt;
2. you have not written (even your name) or made any marks in the book(s);
3. you return the book(s) within the first two weeks of classes for Fall, Spring, and Summer Full Terms;
4. you return the book(s) during the first week of any class that is not a Fall, Spring or Summer Full Term class;
5. the books are in the same condition in which you bought them (no marks in new books); and
6. you paid by personal check and your check has cleared the bank.

Publishers, not the bookstore staff, set textbook prices. When publishers increase prices, the bookstore must increase prices accordingly. Used books are sold as is.

Used Book Buy-Back Service

At the beginning and end of Fall, Spring and Summer Full Terms, a used book buyer provides a buy-back service for used

textbooks. The bookstore buys books from students at 50% of the current new price – provided they are in good condition and will be used again at Valencia. If a book has been discontinued at Valencia but is still current, it may be sold to the used book buyer at the current market price. Books are purchased at the discretion of the used book buyer and the bookstore.

Career Development Services

Located on each campus, Career Development Services offers a variety of services to assist you in making career decisions, setting career goals, and conducting a job search. You also may use My Career Planner in Atlas to develop your plan. Visit Career Development Services when you want to:

- take self-assessments and career assessments;
- find out about various careers;
- research options for careers available in your major;
- examine profiles of colleges and universities;
- get information on transfer requirements;
- find out about current working environments, salary levels and job trends;
- write a resumé or cover letter; and/or
- develop successful interview techniques.

In addition, Career Development Services can offer assistance with your transition to a four-year college or university. Transfer manuals, catalogs, and admissions guides for Florida colleges and universities, as well as for many out-of-state institutions, are available in Career Development Services.

Children on Campus

Valencia has no child care facilities. Students are responsible for making child care arrangements as children are not allowed in classrooms and unattended children are not allowed at the college.

Emergencies

An emergency is defined as the illness or injury of an individual while on campus or any disturbance on campus that, if immediate action were not taken, could result in a serious injury or possible death.

In case of an emergency, the campus Security Office should be contacted immediately. (See phone numbers under Emergency Communications.) Telephones are located in each building and in the parking lots for emergency use. If 911 has been called directly, security still needs to be contacted in order to direct emergency services to the scene.

Valencia assumes no responsibility for payment of expenses related to medical treatment or transportation to a medical facility.

Emergency Communications

There are yellow emergency call boxes attached to various light poles in the parking lots. The locations have large blue signs with white lettering. Opening the door will activate the call box and will transmit the location of the alarm over the Security Department radio system.

Valencia will not accept personal calls for students except in case of a life or death emergency. In such case, students or families should contact the appropriate Security Office:

Criminal Justice

Institute	407-299-5000	x8000
Downtown Center	407-299-5000	x3000
East Campus	407-299-5000	x2000
Osceola Campus	407-299-5000	x4000
West Campus	407-299-5000	x1000
Winter Park Campus	407-299-5000	x6000
Sand Lake Center	407-299-5000	x6750

Valencia Alert is a service provided by Valencia to immediately notify you of a crisis on campus. In the event of an emergency, Valencia Alert will notify you instantly via e-mail or text message. It will also provide you with real-time updates, instructions on where to go, what to do, whom to contact and other important information. To sign up for Valencia Alert, visit alert.valenciacc.edu.

Equal Opportunity and Diversity

Valencia is committed to ensuring equal access and equal opportunity for students and staff. The Office of the Vice President for Human Resources and Diversity operates to assist Valencia in fulfilling its commitment to provide equal educational opportunities to its diverse student population. The Human Resources and Diversity staff provides comprehensive and inclusive programs and services to benefit Valencia's student body and the total community and develops training and support programs to enhance staff and faculty recruitment, growth, and advancement. This office also investigates and seeks solutions to concerns regarding harassment and discrimination within the college. Finally, the Office of Human Resources and Diversity works with the college staff and various community partners to achieve diversity within the institution's workforce.

FACTS.org

FACTS.org (Florida Academic Counseling and Tracking for Students) is a Web site about Florida colleges and universities that provides information on institutions and degree programs, admission requirements, degree audits, and more. If you want to view your Valencia records in FACTS, you will need to use your Valencia ID number, your Atlas user name, or your Social Security number and your Atlas PIN number. You can access FACTS through facts.org.

Food Service

Valencia's cafes, coffee shops, vending and catering are operated by Cabin Creek Food Services. The cafes consist of a food court concept and vending machines are conveniently located at all campuses.

Valencia Procurement Services is the contract management office for the food services contract. Any questions, concerns or suggestions for improvement concerning food and vending may be expressed by phone at 407-299-5000 x5532 or by e-mail at valenciaprocurement@valenciacc.edu.

Health Service

Health service is not available at Valencia. In case of a serious emergency, 911 emergency services will be called. Valencia is not responsible or legally obligated for your medical expenses.

Dental Care

The Dental Hygiene Clinic on the West Campus is available to students, staff, alumni, and the general public. Dental Hygiene students perform dental cleanings and x-rays on an appointment basis. Telephone 407-299-5000 x1305 or stop by Building 3, Room 134 to inquire about making an appointment.

Charges (subject to change) are:

Cleaning (including fluoride)	\$20.00
X-rays (full mouth series, bite wings or panoramic) (Requires approval from patient's dentist)	\$20.00

Hours of Operation

Many offices are open to provide services during the evening. For hours of operation, please call each campus office or look for the listing in the Student Handbook.

Housing

Valencia has no residence halls and assumes no responsibility for the acquisition or supervision of housing for students.

Learning Support Centers

Valencia provides a variety of learning support centers for currently-enrolled students. Although the centers are not the same on all the campuses, each campus has centers designed to assist students who need help in reading skills, writing skills, and/or mathematics skills. All students have the opportunity to utilize tutorial assistance, instructional software materials, CD ROMs, video and audio tapes, and many other support materials. In addition, computer labs are available for use in completing Valencia course work. There are several Wi-Fi hotspot locations for students using their own laptops.

For current information on the purposes and operating hours of the learning support centers on each campus, you may obtain a listing from Valencia's Web site: valenciacc.edu/labs or in the Answer Centers, Student Development Offices, libraries or academic department offices.

Libraries

Offering a variety of resources and an integrated learning-centered environment that promotes student success, the libraries serve as the information service point for the college community. Valencia has a library on each campus to support course-related research and other learning needs through library holdings, audiovisual, computers, and other services. Valencia students, faculty and staff may use and check out materials at any campus library. Statewide and national interlibrary loan systems provide access to materials not held in campus collections. The library collection and *LINCCWeb* databases can be accessed via the Internet at catalog.linccweb.org/F?l=VCCEA&72354.

A valid Valencia ID card is required for all library services.

Valencia's libraries house and maintain over 185,000 titles, 19,000 audiovisual materials (videotapes, CDs, audiotapes, etc.), and 33,000 eBooks. Each campus provides computer workstations with access to the Internet and over 140 online databases. Librarians and other qualified staff assist with research for course assignments, reference documentation, library instruction, interlibrary loan, and technologies.

The loan period for most materials is 21 days and many materials can be renewed online. Students are charged for overdue and lost materials. The per-item fine is \$.25 per day for overdue circulating materials and the fine structure varies per item for course reserve materials from \$1.20 per hour to the maximum value of the material. Material that has not been returned after 20 days of the due date will automatically be declared lost. The borrower will be assessed a lost replacement fee (based on the value of the material) and a \$5 non-refundable replacement fee. A hold is placed on grades, transcripts, and graduation for any outstanding obligations. Library fines must be paid in person at any campus Business Office.

For additional information regarding available library resources and services, including hours of operation, visit the Valencia Web site: valenciac.edu/library or call the college at 407-299-5000.

Lost and Found

Lost and found services are maintained in the Security Offices at all locations. All found articles should be turned in to those offices. You should check with those offices when seeking a lost article. Items are retained for a limited time. If you find that you have lost an item, contact Security right away.

Mail

You are required to keep Valencia informed of your current mailing address, which you can update through your Atlas account. Since students cannot receive mail at Valencia, mail addressed to you at the College will be returned to the sender. You should use your residence for delivery of all correspondence. If we send mail to the mailing address in your student record and it is returned to the College, you will have a hold placed on your record that will prevent access to your records and registration until your address is updated.

New Student Orientation

All new students are required to participate in an orientation session before registering for their first term. New Student Orientation for degree-seeking students includes information on education planning and college resources including LifeMap Tools, and group advising. Following application to Valencia and entry testing, new and transfer degree-seeking students must make an appointment for a New Student Orientation session. Orientation appointments are made online through the student's Atlas account. Orientations are offered weekdays, evenings, and Saturdays. Online orientation is available for transfer students and certain first-time in college students.

After participating in New Student Orientation, students can register for classes in Atlas, according to the schedule for registration. For registration assistance, students may visit the Atlas Access Labs on the campuses.

Office for Students with Disabilities

Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. The Office for Students with Disabilities (OSD) determines reasonable and appropriate accommodations for qualified students with documented

disabilities based upon the need and impact of the specific disability. Services may include, but are not limited to, academic advising, assistance with classroom accommodations, assistance with course registration, adaptive equipment, training with assistive technology, and referral to campus and community services for students with disabilities. To inquire about support services, individuals who plan to attend Valencia should visit the Web site: valenciac.edu/osd and take appropriate documentation of disability to the OSD on their campus:

East Campus

Building 5 - Room 216
Phone: (407) 299-5000 x2229
TTY: (407) 582-2122

Osceola Campus

Building 1 - Room 140A
Phone: (407) 299-5000 x4167
TTY from Orange County: (407) 582-4295
TTY from Osceola County: (321) 849-4295

West Campus

SSB - Room 102
Phone: (407) 299-5000 x1523
TTY: (407) 582-1222

Winter Park Campus

Building 1 - Room 203
Phone: (407) 299-5000 x6887
TTY: (407) 582-6097

Libraries have TTY phones as well.

Parking

Registration of Vehicles; Parking Permits and Decals

All motor vehicles operated by students and employees in connection with attendance or employment at Valencia must display a current parking permit.

An application for a parking permit must be filled out online through Atlas and a copy, along with the Valencia ID and vehicle registration, must be submitted to a campus Security Office during the time of registration for classes. Decals are issued at no cost to students and employees. Lost, stolen or damaged decals must be replaced.

Emergency or temporary permits for short-term periods may be obtained at the campus Security Office, 7:00 a.m. to 10:00 p.m., Monday through Friday, and 7:00 a.m. to 2:00 p.m. on Saturday.

Disabled Person Parking Permits

Persons with temporary or permanent disabilities must have a State of Florida Disabled Person Parking Permit to park in spaces designated for persons with disabilities.

Parking Regulations

Students must park in spaces designated with white stripes.

Students with disabilities may park in the white (General Parking) spaces or in the Disabled Person Parking Only spaces if the vehicle bears a valid Disabled Person Parking Permit.

Parking is prohibited on roadways, sidewalks, grass areas, wheelchair ramps, ends of aisles, along parking lot curbs and in areas temporarily restricted. In the event a vehicle must be parked illegally to await repairs or fuel, campus security must be notified immediately.

Motorcycles and motor scooters (including Mopeds) may be parked only in spaces provided for such vehicles.

Trailers, motorhomes, and similar recreational vehicles will not be parked anywhere on campus without approval of the Security Office. Vehicles parked in such a manner as to block another vehicle or the flow of vehicular traffic may be moved or impounded at the owner's expense.

Permission to leave a vehicle on campus overnight must be obtained from the Security Office. Valencia assumes no responsibility for loss or damage to vehicles parked on college property. Vehicles left parked on campus in excess of 72 hours will be considered abandoned and towed at the owner's or operator's expense.

Moving Traffic Regulations

Speed Limits:

- Perimeter Roads – 25 MPH
- Parking Lots – 10 MPH

Observance of stop signs and entrance and exit lanes will be strictly enforced.

Driving and Parking Offenses

The following are prohibited: parking in RESERVED, LOADING or other unauthorized areas; blocking or obstructing traffic, a street, a sidewalk, a wheelchair ramp, a building entrance or exit, or another vehicle; or parking

on grass areas and/or along parking lot curbs. Student parking in faculty/staff areas (**designated with yellow stripes**) is prohibited. Parking in disabled-person-only zones, blocking wheelchair ramps, or repeated violations of other parking regulations can subject the vehicle to impoundment at the owner's or operator's expense. Repetitive parking violations are considered a violation of Student Code of Conduct rules. In addition to a monetary fine, disciplinary action may be taken.

Bicycles shall not be ridden on the sidewalks between or around the buildings. All bicycles shall be walked from the parking lot areas to the approved parking areas.

No skateboards, roller skates or other roller-equipped means of transportation will be allowed on the sidewalks, between or around the buildings or inside the buildings, except when hand carried.

Visitor Parking

Parking for visitors is provided in designated lots. Vehicles operated by Valencia students or employees are prohibited from visitor parking spaces at all times.

Parking Fines

Fines imposed for violations must be paid within 15 school days from date of issue of citation. Amounts due after the delinquent date are double the original amount of the fine. Fines for parking violations are payable at any campus Business Office. Unpaid citations will result in an "administrative hold" on all college records. Students with a hold will not be authorized to receive grades or transcripts and may not be allowed to register until delinquent fines are paid.

Parking Violations

Disabled Person Spaces, Ramps (Fine does not double)	\$ 250.00
Fire Lane (Fine does not double)	\$ 40.00
Roadways, Curb Areas	\$ 10.00
Visitors, Special (Faculty/Staff)	\$ 10.00
Grass Areas	\$ 10.00
Motorcycle Areas	\$ 10.00
No Current Decal Displayed	\$ 10.00
Improper Display of Decal	\$ 10.00
Other Violations of these regulations	\$ 10.00

Placement Services

Placement Services, a part of the Internship and Placement Office, is the means by which students and employers connect. Students may identify part-time and full-time employment opportunities in their career fields through College Central Network, Placement Services' online job bank, by accessing the Web site: valenciacc.edu/ipo.

Other services provided include:

- Links to job fairs and employer Web sites
- Job search course taught onsite and online
- On-campus recruitment by employers
- Job fair
- Dining etiquette seminar

In addition, the Internship and Placement Office has partnered with six leading employment agencies to provide direct job placement to students who graduate with an Associate in Applied Science, an Associate in Science degree, or who complete a certificate.

Further information is available in Career Development Services on the Osceola and Winter Park Campuses, in the Internship and Placement Offices located in Career Development Services on East and West Campuses, and from the Web site at valenciacc.edu/ipo.

Public Transportation

Lynx provides bus service to all Valencia locations. Schedules are available in the Student Development Offices.

Resolution of Student Issues

Valencia's administrative processes are designed to support student academic success and progress. If you have difficulty with Valencia's processes or procedures, please seek resolution by asking for assistance. It is best if you attempt to resolve your difficulty through the supervisory channels in the area in which you had your difficulty. If you are unable to resolve the issue at the first manager level, you may contact the staff member at the next level. The titles of staff members you may seek to address various issues are provided in Appendix E at the back of this catalog; staff locations and phone numbers are available at valenciacc.edu/contact/directory.cfm.

Security Services

Campus Security personnel are on duty 24 hours a day to provide for the safety and welfare of students, faculty, and staff and to control traffic and parking. The Security Department publishes a brochure about services, programs, and crime statistics, as required by the Federal Crime Awareness and Campus Safety Act. It is available free of charge on any campus in any campus Security Office, Student Services, and Student Development Office, as well as in the Human Resources Department and in the Student Handbook. In addition, crime statistics are available through the Valencia Web site: valenciacc.edu/security.

Student Assistance Services (SAS)

Valencia Community College has contracted with a private and confidential counseling service to provide short-term assistance to credit students who need to resolve problems that are affecting their college performance. Examples might include: stress, relationship/family issues, alcohol/drug problems, eating disorders, depression, and gender issues.

On each campus, a designated Valencia Counselor may authorize a face-to-face counseling session with an SAS counselor who will assist with further referrals. For more information, call or visit a Counselor in Student Services on any campus.

Student Development

Involvement in campus life outside the classroom is an important component of a well-rounded college experience. Student Development on each campus offers a variety of programs and services. These include: Student Government Association, campus activities, student clubs and organizations, co-curricular programs, student leadership programs, intramural sports and wellness programs, community service programs, campus publicity and newsletters, student identification cards, and college and community information.

Participation in any of these programs provides opportunities for making personal connections on campus with other students, faculty, and staff; learning skills to enhance the achievement of life, career, and education goals; and applying classroom learning,

Student Leader Team

Student Services hires enrolled students to work part time as Atlas Access Assistants, Peer Educators, and Welcome Team members. The student leaders can receive tuition reimbursement and hourly pay. For more information, contact your campus Student Development Coordinator.

Student ID Card

Your student ID card can be obtained in the Student Development office on any Campus once you have registered and paid for your classes. You will need your student ID card to access campus services such as the Library and Testing Center. There is a \$5 fee for a replacement card.

Student Services

Student Services is located on each campus. Academic advising staff and counselors provide developmental advising which includes life, career, and education planning, interpretation of assessments, strategies to address academic difficulties, programs to develop student success skills, preparation for university transfer, and workforce preparedness.

The **LifeMap** tab in **Atlas** contains information and Web-based tools to support your goal setting and planning process. You are encouraged to use the **LifeMap** Tools and to meet with an Academic Advisor or Counselor as you progress towards your degree – at the least, as you complete 15, 30 and 45 credits.

You may see a Student Services staff member on a walk-in basis during hours of operation: 8:00 a.m. to 7:00 p.m., Monday through Thursday; and 8:00 a.m. to 5:00 p.m. on Friday. (Friday hours vary during the Summer Terms.) When you come to Student Services, you may request to see a specific staff member.

If you are pursuing an Associate in Applied Science (A.A.S.) or an Associate in Science (A.S.) Degree, a certificate or a diploma, you may check in this catalog for the course requirements of your career program and you should meet with your Career Program Advisor. Career Program Advisors, who work with specific career programs, are available on East, Osceola, and West Campuses to provide program planning and to answer specific questions about requirements and program completion of A.A.S. and A.S. Degree,

certificate and diploma programs. Program planning outlines which list the requirements for each career program, the suggested order in which to take the courses, and basic career information are available in any campus Answer Center, Student Services, academic division offices, and online at valenciacc.edu/asdegrees.

If you plan to obtain an Associate in Arts (A.A.) Degree, check in this catalog for the degree requirements. You may see an Academic Advisor or Counselor for assistance in knowing how your courses apply toward a degree. If you plan to transfer to a four-year college or university, you should utilize Valencia's resources early in your enrollment at Valencia to determine specific courses you need to prepare for your major. Academic Advisors and Counselors can assist you in this process. It is important to make transfer plans early to ensure a smooth transition into the university program.

Transfer Tips (not necessarily in the order to be accomplished):

1. Visit Valencia's Career Development Services and clarify your career goals.
2. Make use of Valencia's online **LifeMap** Tools to assist in your career and education planning.
3. Follow the transfer plans listed in the Transfer Plan section of this catalog.
4. If you plan to transfer to UCF, see the DirectConnect to UCF entry in this catalog; in a Valencia Answer Center, indicate your plans to transfer to UCF in order to participate in DirectConnect to UCF.
5. Upon completion of 45 college-level credits, complete a degree audit in your Atlas account and discuss it with an Academic Advisor or Counselor.
6. Utilize facts.org, the State of Florida's online advising system, which includes planning outlines for each major as well as information on admission, financial aid, scholarships, and special programs.
7. Make use of the Web site of the college/university to which you plan to transfer.
8. Find out if the program you plan to pursue at the university is a limited access program which might have additional admission requirements such as

completion of specific courses, minimum grade point average, minimum test scores, an interview, an audition, submission of a portfolio and/or deadlines.

9. Be certain of the foreign language requirement(s) of the institution you want to attend; some institutions and some majors have both admission and graduation foreign language requirements.
10. Submit your application for admission as early as possible; many universities recommend applying one year in advance. Check with the university of your choice for priority application deadlines. The application for the state universities is available online through *facts.org*.
11. Take a campus tour of the transfer institution.
12. Satisfy the state of Florida graduation requirements to be determined. See the online official catalog for more information.
13. Apply for graduation from Valencia through your Atlas account for the term in

which you will complete 60 hours. (See the Academic Calendar in the online official catalog for the graduation application deadline.)

14. Check into on-campus and/or off-campus housing at the transfer institution.
15. Check with the admissions office at the transfer institution concerning required documentation of immunization (a requirement of all state universities).

Tutoring Services

Valencia offers tutorial assistance at no charge to students for academic courses in which they are currently enrolled. Opportunities also exist for students who would like to be tutors. Tutoring services are specific to each campus and information about tutoring services is available at the Information Station on each campus.

Valencia Volunteers

Valencia Volunteers is an organization whose purpose is to encourage participation by students in various forms of community service. Students have the opportunity to work through many community agencies in such diversified areas as programs for troubled youth, the elderly, and the disabled; public schools; and many others. Visit Student Development on any campus for volunteer information.



ENTRY TESTING AND PLACEMENT, COLLEGE-PREPARATORY COURSES, AND MANDATORY COURSES

Entry Testing and Placement

Valencia wants you to be successful in accomplishing your educational goals. To evaluate your level of preparation, the Florida Department of Education and Valencia require entry testing for your initial placement in English, reading, and mathematics courses.

CPT (Computerized Placement Tests)

Valencia's Assessment Office offers the CPT (Computerized Placement Tests) from The College Board. The CPT assesses English, reading and mathematics skills. You must apply to Valencia before being assessed, and there is no additional charge for the CPT on your first attempt. It is given on all four campuses, and no appointment is necessary. Although there is no time limit, the CPT takes approximately one and one-half to two hours, and is available days, evenings and on Saturday mornings. To take the CPT, visit the Assessment Office on any campus and bring an official, valid, government-issued photo identification such as a driver's license or a passport.

You are strongly encouraged to prepare for the CPT through a review session. Information about the review sessions is available in the Assessment Offices, and on-line at valenciacc.edu/assessments/cpt/cptprep.cfm

Completion of entry testing is required prior to participation in New Student Orientation/Advisement and prior to registration for any course that has a specific entry test score as a prerequisite.

For placement purposes, each of the skill areas of English, reading and mathematics are independent of each other which means that you may place at the college level in one or more areas and at the college-preparatory level in the other area(s). College-level ACT and SAT scores can be used for placement in lieu of CPT scores. You may use the highest score from the CPT, ACT or SAT for placement; for example, you may use your CPT score for placement in mathematics and your SAT score for placement in reading and English.

If your skills are below the levels defined by the Florida Department of Education as required for successful performance in a college-credit program, you are restricted to college-preparatory courses and any other instruction for which you are adequately prepared.

The Testing/Placement Charts that provide scores and corresponding course placements are located later in this catalog section.

CPT for Ability to Benefit

Students who do not have a standard high school diploma or GED must meet Federal Ability to Benefit (ATB) guidelines in order to be eligible to attend credit courses and receive federal financial aid. Valencia has identified the CPT as the only acceptable test for ATB purposes. To be used for ATB, all CPT scores must be from a single administration on the same day. The minimum acceptable CPT scores are: Reading 55, Sentence Skills 60, and Arithmetic 34.

Requirements for Taking the CPT

Whether you are a full-time or a part-time student, if you do not qualify for one of the exceptions that follow, you must complete the CPT prior to participating in New Student Orientation/Advisement and prior to registration for any course that has a specific entry test score as a prerequisite.

If your entry test scores are more than two years old, you must take the CPT for placement.

A student is eligible for a retest in one of the following instances:

1. If you have not begun the prep coursework in the subject area
2. If your test scores are more than two years old, and you have not begun the prep coursework in the subject area
3. If both your test scores and prep coursework are more than two years old

If you have taken the CPT more than once and either your last attempt was within the last two years, or you took coursework indicated by those CPT scores in the last two years, then you are not eligible to retake the CPT.

Retakes are not permitted without written permission and additional preparation through participation in a review session. For each section of the CPT, you can attend a review session and retest only one time. You cannot retake the CPT once you have begun any sequence of college-preparatory course work.

There is a \$10 CPT retake fee for each subtest.

Exceptions to Requirements for Taking the CPT

You will be exempt from taking the CPT, unless needed as a prerequisite for a specific course, if you provide written documentation for one of the following exceptions:

1. You have official ACT and/or SAT scores less than two years old that place you in college-level course work at Valencia.
2. You have attended a United States regionally-accredited college or university in which English was the language of instruction and have completed college-level or the highest college-preparatory-level course work, as evaluated by Valencia, in English and/or mathematics with a grade of C or better.
3. You hold a college degree from a United States regionally-accredited college or university in which English was the language of instruction and have submitted your official transcript to Valencia for review.
4. Your official Valencia record indicates that you are a transient student.
5. Your official Valencia record indicates that you are enrolled for teacher recertification.
6. Your official Valencia record indicates that you are enrolled in an Applied Technology

Diploma, an Advanced Technical Certificate, a Career Certificate, or a Technical Certificate program.

7. Your official Valencia record indicates that you are enrolled for job improvement or personal interest.
8. Your official Valencia record indicates that you are enrolled in the Educator's Preparation Institute.
9. You choose to begin with the most basic college-preparatory courses: College-Preparatory Reading I, College-Preparatory English I, and College-Preparatory Mathematics I. This decision means you waive your right for entry testing now or in the future and you will be required to complete satisfactorily the course SLS 1122 Student Success.

How to Prepare for the CPT

It is important that you are well prepared when you take the CPT. To prepare, you may review the Student Guide to the CPT produced by The College Board; a packet containing the Student Guide and other information on preparation for the CPT is available in any campus Answer Center and Assessment Office. You also may review practice tests available at the reserve desk in the libraries on any campus. In addition, workbooks, which are sold in the campus bookstores, include review materials and practice tests for self-directed study and for use in review sessions.

Review sessions are offered to help you review the major skills assessed by the CPT; they are not designed to teach skills you have not learned previously. Offered at Valencia throughout the year, the review sessions are self-paced and are held on a walk-in basis during posted hours. The session hours and locations are available in any campus Answer Center, Assessment Office, and Student Services.

ACT and SAT

If you have taken the ACT and/or SAT and your scores place you in college-level course work in English, reading and/or mathematics at Valencia, you may use these scores as an alternative to the corresponding sections of the CPT. You may use your ACT and/or SAT scores if they are less than two years old. If you have the required SAT-I or Enhanced ACT scores, you must submit an official score report or an official transcript with the scores to any campus Assessment Office.

Entry Testing for Non-Native Speakers of English

Instruction at Valencia is in the English language. Students must have adequate mastery of the English language to pursue a course of study for credit. If you are seeking a degree or a career certificate or you are a dual enrollment student, you must complete an approved entry test. If you want to enroll in a course with an English, reading or mathematics prerequisite and you have not satisfied the prerequisite through successful completion of course work, as determined by Valencia, you must complete an approved entry test.

You will not be required to demonstrate English as a second language proficiency if you have completed Freshman English Composition or its equivalent (as determined by Valencia) with a grade of C or higher or if you have earned an Associate in Arts degree, bachelor's degree or higher for which English was the language of instruction. Official college/university transcripts are required for documenting English proficiency.

LOEP and TOEFL

The LOEP and TOEFL are the tests of English proficiency for non-native speakers of English used for initial course placement at Valencia. Most students take only one of these two tests. To be used, your scores must be less than two years old.

When you take the LOEP (Levels of English Proficiency) test, you also will be asked to write a brief essay in English. You will have one combined score for the LOEP and Essay. You must have applied to Valencia and paid the college application fee to take the LOEP and Essay; there is no additional charge and no appointment is necessary. The LOEP and Essay may be taken days or evenings on any Valencia campus; allow approximately three and one-half hours for completion. To take the LOEP and Essay, visit an Assessment Office on any campus and bring an official, government-issued photo identification such as a driver's license or a passport. You may take the LOEP and Essay only once every 90 days. Once you begin course work in English for Academic Purposes (EAP), you are no longer eligible to retest on the LOEP and Essay.

The TOEFL (Test of English as a Foreign Language) is given in test centers throughout the world. To use a TOEFL score at Valencia, you must submit an official score report. Valencia accepts official TOEFL scores from the computer, Internet, and paper versions of the test.

Immigrants, Refugees and U.S. Citizens Who Do Not Speak English as a Native Language

If you are an immigrant, refugee or U.S. citizen who does not speak English as a native language, your entry testing will begin with the CPT (Computerized Placement Tests), and you may also be required to complete the LOEP (Levels of English Proficiency) test and Essay.

If you know you want to improve your English language skills through English as a second language courses, ask to begin with the LOEP (Levels of English Proficiency) test and Essay.

If your placement level cannot be determined by the test you take, you may be required to take an additional test(s).

If your English proficiency is such that you are not required to take English for Academic Purposes (EAP) courses, the CPT in English, reading and mathematics will be used to place you in appropriate courses.

If you score an average of 116 or above on the LOEP and Essay or have a TOEFL score of 197 or above on the computer version or 71 or above on the Internet version or 530 or above on the paper version, your scores on the CPT will be used for course placement.

If you score an average of 66-115 on the LOEP and Essay or have a TOEFL score of 133-196 on the computer version or 45-70 on the Internet version or 450-529 on the paper version, you will be required to complete English as a second language (EAP) courses.

If your TOEFL score is less than 133 on the computer version or less than 44 on the Internet version or less than 450 on the paper version, you will be required to take the LOEP and Essay for placement. If you need beginning English, you will be referred to Valencia's Center for Global Languages, a county Adult Education ESOL (English for Speakers of Other Languages) Program, and/or private providers of English language instruction.

The Testing/Placement Chart for English for Academic Purposes that provides scores and corresponding course placements is located later in this catalog section.

If you place in EAP courses, you may take the Math portion of the CPT for math course placement once you are enrolled in EAP Level 5 or Level 6 courses. For further information about the CPT, see Entry Testing at the beginning of this catalog section. You may enroll in a math course along with your EAP Level 6 courses.

Nonimmigrants (International Students)

If you are an international student and wish to be admitted to Valencia on a non-immigrant visa (for example, F-1, Q-1), you must present a minimum score on the Test of English as a Foreign Language (TOEFL) of 133 on the computer version or a minimum score of 45 on the Internet version or a minimum score of 450 on the paper version or a minimum average score of 86 on the LOEP (Levels of English Proficiency) test and Essay given by Valencia.

You will be required to complete English as a second language (EAP) courses if your TOEFL score is 133-196 on the computer version or 45-70 on the Internet version or 450-529 on the paper version or an average of 86-115 on the LOEP and Essay.

If your TOEFL score is below 133 on the computer version or below 45 on the Internet version or below 450 on the paper version or your LOEP and Essay score is below Level 4, you will not be eligible for admission to Valencia until the minimum TOEFL or LOEP and Essay requirement is achieved.

If your TOEFL score is 197 or above on the computer version or 71 or above on the Internet version or 530 or above on the paper version or an average of 116 or above on the

LOEP and Essay, your scores on the CPT will be used for course placement.

The Testing/Placement Chart for English for Academic Purposes (EAP) that provides scores and corresponding course placements is located later in this catalog section.

If you place in EAP courses, you may take the Math portion of the CPT for math course placement once you are enrolled in EAP Level 5 or Level 6 courses. For further information about the CPT, see Entry Testing at the beginning of this catalog section. You may enroll in a math course along with your EAP Level 6 courses.

Entry Testing for Criminal Justice Institute Students

A State-of-Florida-approved Basic Abilities Test is required by the Florida Department of Law Enforcement for all applicants to the Criminal Justice Institute for both Law Enforcement and Corrections. There is no exemption from the test and to take it, you must have a Valencia application on file. The Criminal Justice Basic Abilities Test (CJBAT) is offered in the Assessment Offices on East, Osceola and West Campuses; a minimum score must be achieved; and there is an examination fee. (See Fees in Financial Information section of the online official catalog.)

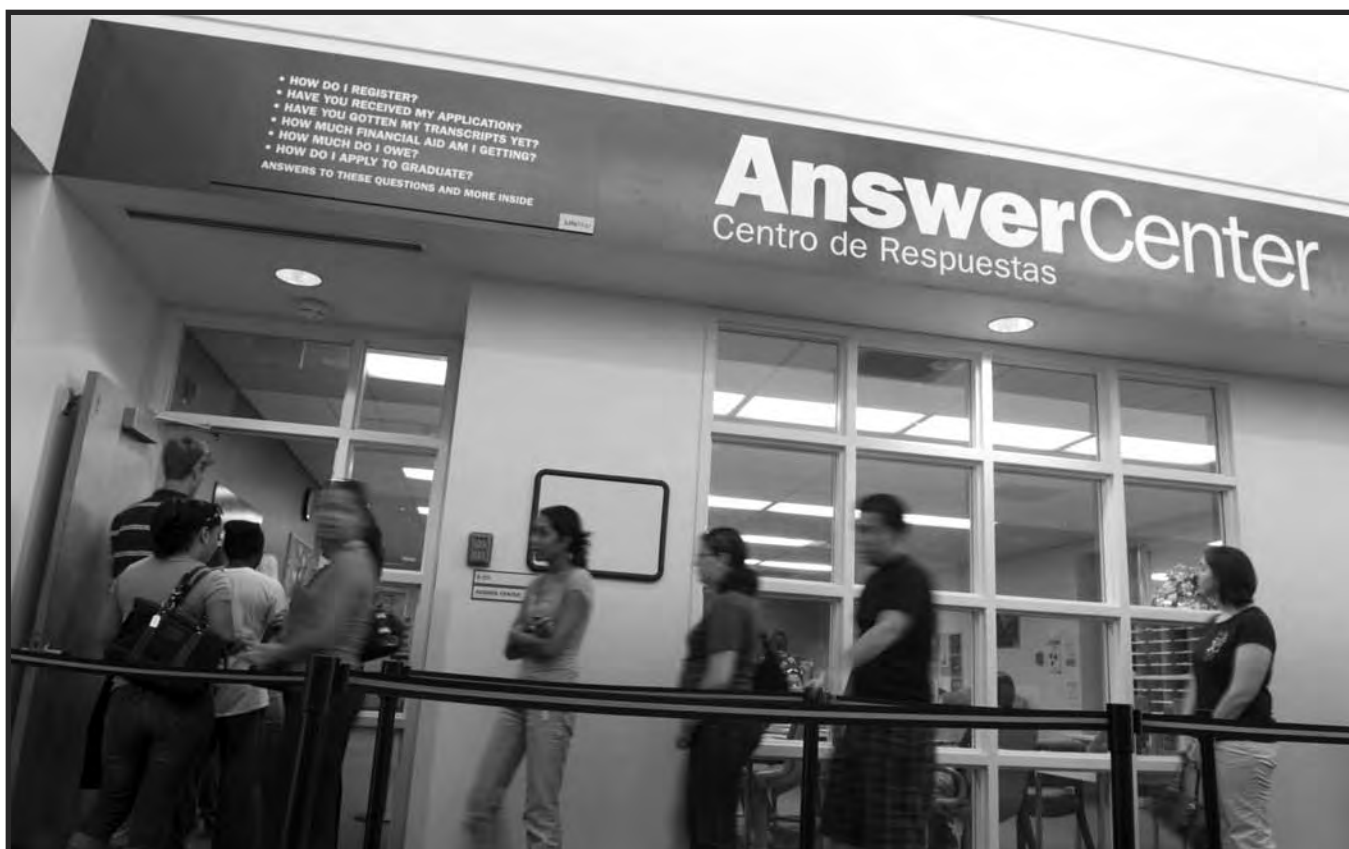
Entry Testing for Dual Enrollment Students

You must complete the CPT, ACT or SAT prior to registration for your first term. Your scores will be used for placement in appropriate courses.

Additional Testing for Selected Health Sciences Programs

A minimum score on the Nurse Entrance Test (NET) is required prior to application to the following health sciences programs: Cardiovascular Technology, Dental Hygiene, Nursing, Radiography, and Diagnostic Medical Sonography. The test covers reading and math skills and environmental factors that can impact your success in the program.

You may take the NET up to three times within a 12 month period, and you must allow 30 days between retakes. The Net is administered on the computer and takes approximately three hours to complete. The test is offered on a walk-in basis in the Assessment Offices on East, Osceola and West Campuses. To take this test, you must have a Valencia application on file and you must pay the examination fee. (See Fees in Financial Information section of the online official catalog.)



Testing/Placement Charts

To be valid, test scores must be less than two years old.

English

*Enrollment in ENC 1101 Freshman Composition I (the first college-level English course) requires college-level placement in both English and reading.

Assessment	Score	Placement
ACT English Usage (W)	16 or less	Take CPT Sentence Skills
	17 or more	ENC 1101*
SAT Critical Reading (W)	479 or less	Take CPT Sentence Skills
	480 or more	ENC 1101*
CPT Sentence Skills (W)	53 or less	ENC 0010 and ENC 0010L or ENC 0010C Followed by ENC 0012 and ENC 0012L or ENC 0012C
	54 –82	ENC 0012 and ENC 0012L or ENC 0012C
	83 or more	ENC 1101*

Reading

*Enrollment in ENC 1101 Freshman Composition I (the first college-level English course) requires college-level placement in both English and reading.

Assessment	Score	Placement
ACT Reading (R)	19 or less	Take CPT Reading
	20 or more	ENC 1101*
SAT Critical Reading (R)	479 or less	Take CPT Reading
	480 or more	ENC 1101*
CPT Reading Skills (R)	59 or less	REA 0001 and REA 0001L or REA 0001C Followed by REA 0002 and REA 0002L or REA 0002C
	60 –82	REA 0002 and REA 0002L or REA 0002C
	83 or more	ENC 1101*

College-Preparatory Credit

Credits

ENC 0010 and ENC 0010L or ENC 0010C	College-Preparatory English I and Lab	3
ENC 0012 and ENC 0012L or ENC 0012C	College-Preparatory English II and Lab	3
REA 0001 and REA 0001L or REA 0001C	College-Preparatory Reading I and Lab	3
REA 0002 and REA 0002L or REA 0002C	College-Preparatory Reading II and Lab	3

College-Level Credit

Credits

ENC 1101	Freshman Composition I	3
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Mathematics

Assessment	Score	Placement
ACT Mathematics (M)	18 or less 19-20 21 or more	Take CPT Algebra MAT 1033C MAC 1105 or MGF 1106 or MGF 1107 or MTG 2204 (Take CPT-I for possible higher placement.)
SAT Mathematics (M)	439 or less 440-499 500 or more	Take CPT Algebra MAT 1033C MAC 1105 or MGF 1106 or MGF 1107 or MTG 2204 (Take CPT-I for possible higher placement.)
CPT Arithmetic (M)	71 or less 72 or more	MAT 0012C MAT 0020C
CPT Elementary Algebra (A)	41 or less 42- 71 72 – 89 90 or more	MAT 0012C (Take CPT-M for possible placement in MAT 0020C.) MAT 0024C MAT 1033C MAC 1105 or MGF 1106 or MGF 1107 or MTG 2204 (Take CPT-I for possible higher placement.)
CPT College-Level Math (I) (To take CPT-I requires a minimum CPT-A score of 90 or a minimum ACT score of 21 or a minimum SAT score of 500)	64 or less 65 or more 77 or more 89 or more	MAC 1105 or MGF 1106 or MGF 1107 or MTG 2204 MAC 1114 or MAC 1140 or MAC 2233 or MAE 2801 or MAT 2930 or MHF 2300 or MTG N001 or STA 2023 or STA 2930 MAC 1147 MAC 2311

College-Preparatory Credit

Credits

MAT 0012C	Pre-Algebra and Lab	3
MAT 0020C	Preparatory Mathematics Intensive and Lab	4
MAT 0024C	Beginning Algebra and Lab	3

College-Level Elective Credit

Credits

MAE 2801	Elementary School Mathematics	3
MAT 1033C	Intermediate Algebra	3

College-Level Gordon Rule Mathematics Credit

Credits

MAC 1105	College Algebra	3
MAC 1114	College Trigonometry	3
MAC 1140	Precalculus Algebra	3
MAC 1147	Precalculus	5
MAC 2233	Calculus for Business and Social Science	3
MAC 2311	Calculus with Analytic Geometry I	5
MGF 1106	College Mathematics	3
MGF 1107	Mathematics for the Liberal Arts	3
MHF 2300	Logic and Proof in Mathematics	3
MTG 2204	Informal Geometry	3
STA 2023	Statistical Methods	3

English for Academic Purposes (EAP)

IMMIGRANTS, REFUGEES AND U.S. CITIZENS who do not speak English as a native language may begin entry assessment with the CPTs, ACT or SAT.

Assessment		Score	Level Placement		
LOEP and Essay		65 or less	Level 0	Admission delayed; referral to Adult Education ESOL EAP 0281 EAP 0300, 0320, 0340, 0360 EAP 0400, 0420, 0440, 0460 EAP 1500, 1520, 1540, 1560 EAP 1620, 1640; EAP 1600 is optional. Use CPT, ACT or SAT for English and Reading placements (not EAP)	
		66 - 75	Level 2		
		76 - 85	Level 3		
		86 - 95	Level 4		
		96 - 105	Level 5		
		106 - 115	Level 6		
		116 or more	Level 7		
TOEFL	Internet Based	Computer Version	Paper Version	Take LOEP for placement EAP 0400, 0420, 0440, 0460 EAP 1500, 1520, 1540, 1560 EAP 1620, 1640; EAP 1600 is optional. Use CPT, ACT or SAT for English and Reading placements (not EAP)	
		44 or less	132 or less		449 or less
		45 - 53	133 - 156		450 - 479
		54 - 63	157 - 179		480 - 509
		64 - 70	180 - 196		510 - 529
		71 or more	197 or more		530 or more

NONIMMIGRANTS (INTERNATIONAL STUDENTS) who do not speak English as a native language must submit a satisfactory score on the LOEP and Essay or TOEFL.

Assessment		Score	Level Placement		
LOEP and Essay		65 - 85	Levels 0, 2, 3	Not eligible for admission to Valencia EAP 0400, 0420, 0440, 0460 EAP 1500, 1520, 1540, 1560 EAP 1620, 1640; EAP 1600 is optional. Use CPT, ACT or SAT for English and Reading placements (not EAP)	
		86 - 95	Level 4		
		96 - 105	Level 5		
		106 - 115	Level 6		
		116 or more	Level 7		
TOEFL	Internet Based	Computer Version	Paper Version	Not eligible for admission to Valencia EAP 0400, 0420, 0440, 0460 EAP 1500, 1520, 1540, 1560 EAP 1620, 1640; EAP 1600 is optional. Use CPT, ACT or SAT for English and Reading placements (not EAP)	
		44 or less	132 or less		449 or less
		45 - 53	133 - 156		450 - 479
		54 - 63	157 - 179		480 - 509
		64 - 70	180 - 196		510 - 529
		71 or more	197 or more		530 or more

College-Preparatory Credit

Credits

EAP 0281	High Beginning Combined Skills for Non-Native Speakers of English	6
EAP 0300	Low Intermediate Speech for Non-Native Speakers of English	3
EAP 0320	Low Intermediate Reading for Non-Native Speakers of English	3
EAP 0340	Low Intermediate Composition for Non-Native Speakers of English	3
EAP 0360	Low Intermediate Structure for Non-Native Speakers of English	3
EAP 0400	Intermediate Speech for Non-Native Speakers of English	3
EAP 0420	Intermediate Reading for Non-Native Speakers of English	3
EAP 0440	Intermediate Composition for Non-Native Speakers of English	3
EAP 0460	Intermediate Structure for Non-Native Speakers of English	3

College-Level Elective Credit

Credits

A maximum of 12 credits from these courses can be applied toward an associate degree.		
EAP 1500	High Intermediate Speech for Non-Native Speakers of English	3
EAP 1520	High Intermediate Reading for Non-Native Speakers of English	3
EAP 1540	High Intermediate Composition for Non-Native Speakers of English	3
EAP 1560	High Intermediate Structure for Non-Native Speakers of English	3
EAP 1600	Advanced Speech for Non-Native Speakers of English	3
EAP 1620	Advanced Reading for Non-Native Speakers of English	3
EAP 1640	Advanced Composition for Non-Native Speakers of English	3

College-Preparatory Courses in Reading, Mathematics, and English

College-preparatory courses help students attain basic skills in reading, English, and mathematics so that they have a better chance at success in college-level courses. Valencia offers college-preparatory courses in reading, mathematics, English, and English as a second language for academic purposes. College-preparatory courses do not apply toward an associate degree or technical certificate.

For course level placement, which is based on entry testing, each of the three skill areas of reading, English and mathematics are independent of each other. You may place at the college level in one area(s) and at the college-preparatory level in the other area(s). If your skills are below the levels defined by the Florida Department of Education as required for successful performance in a college-credit program and you are degree-seeking, you will be required to enroll in college-preparatory courses at the beginning of your enrollment and continue to enroll in them each term until you have completed your required courses.

Reading

- REA 0001 College-Preparatory Reading I and Lab (REA 0001L) or class and lab combined (REA 0001C)
- REA 0002 College-Preparatory Reading II and Lab (REA 0002L) or class and lab combined (REA 0002C)

Mathematics

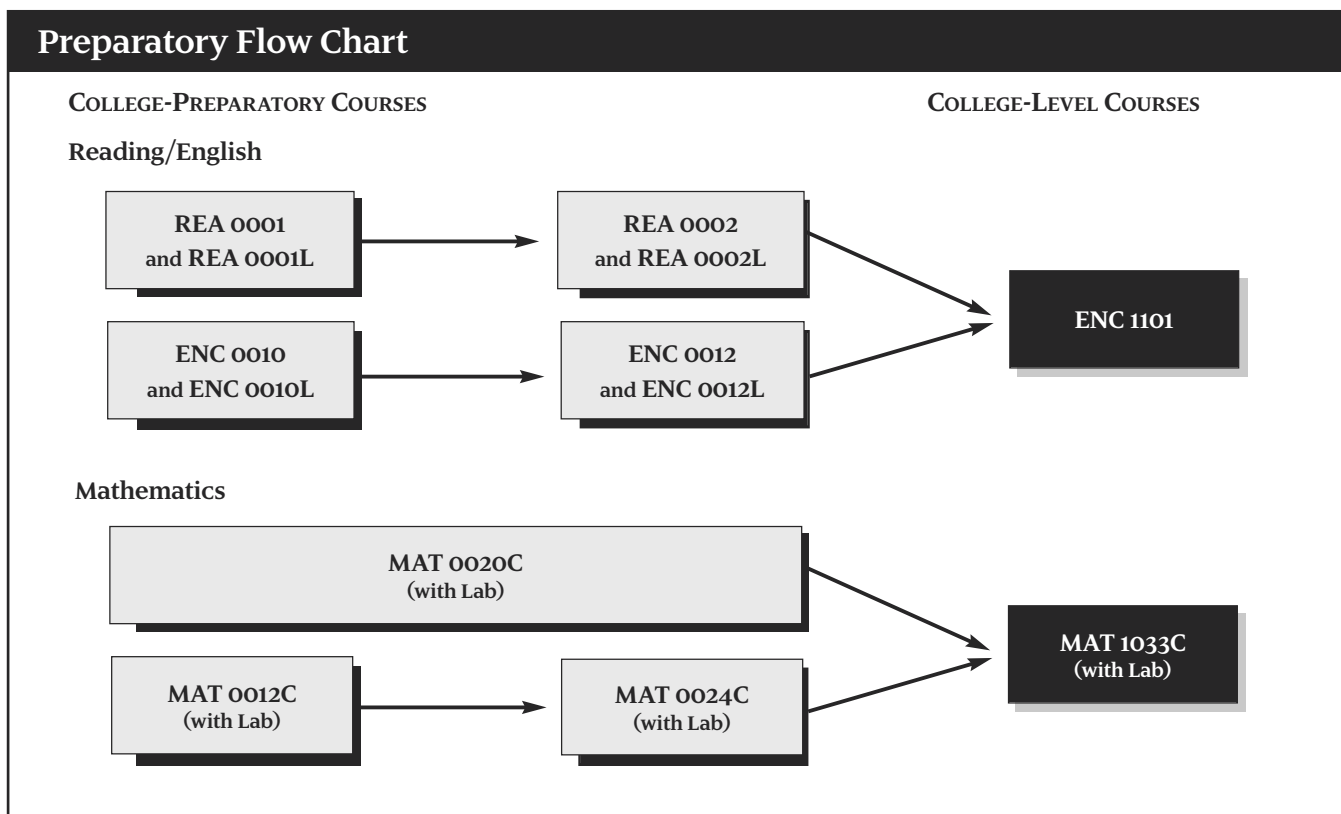
- MAT 0012C Pre-Algebra and Lab
- MAT 0020C Preparatory Mathematics Intensive and Lab
- MAT 0024C Beginning Algebra and Lab

English

- ENC 0010 College-Preparatory English I and Lab (ENC 0010L) or class and lab combined (ENC 0010C)
- ENC 0012 College-Preparatory English II and Lab (ENC 0012L) or class and lab combined (ENC 0012C)

A college-preparatory sequence consists of the two college-preparatory courses in the same area such as College-Preparatory Reading I and College-Preparatory Reading II. Your CPT scores determine your starting course in a sequence.

As long as you are enrolled in the appropriate college-preparatory courses, as indicated on the Mandatory Courses Completion Chart, you may enroll in college-level courses for which you have the prerequisite(s). At times, college-preparatory courses are paired with college-level courses for an enhanced learning experience called LinC. (See LinC entry in Educational Enhancements section of this catalog.)



Courses in English for Academic Purposes (EAP)

Valencia offers college-preparatory and college-level courses in English for Academic Purposes (EAP) in speaking/ listening, reading, writing, and the structure of the English language for non-native speakers of English.

College-Preparatory EAP

- Level 2**
EAP 0281 High Beginning Combined Skills
- Level 3**
EAP 0300 Low Intermediate Speech
EAP 0320 Low Intermediate Reading
EAP 0340 Low Intermediate Composition
EAP 0360 Low Intermediate Structure
- Level 4**
EAP 0400 Intermediate Speech
EAP 0420 Intermediate Reading
EAP 0440 Intermediate Composition
EAP 0460 Intermediate Structure

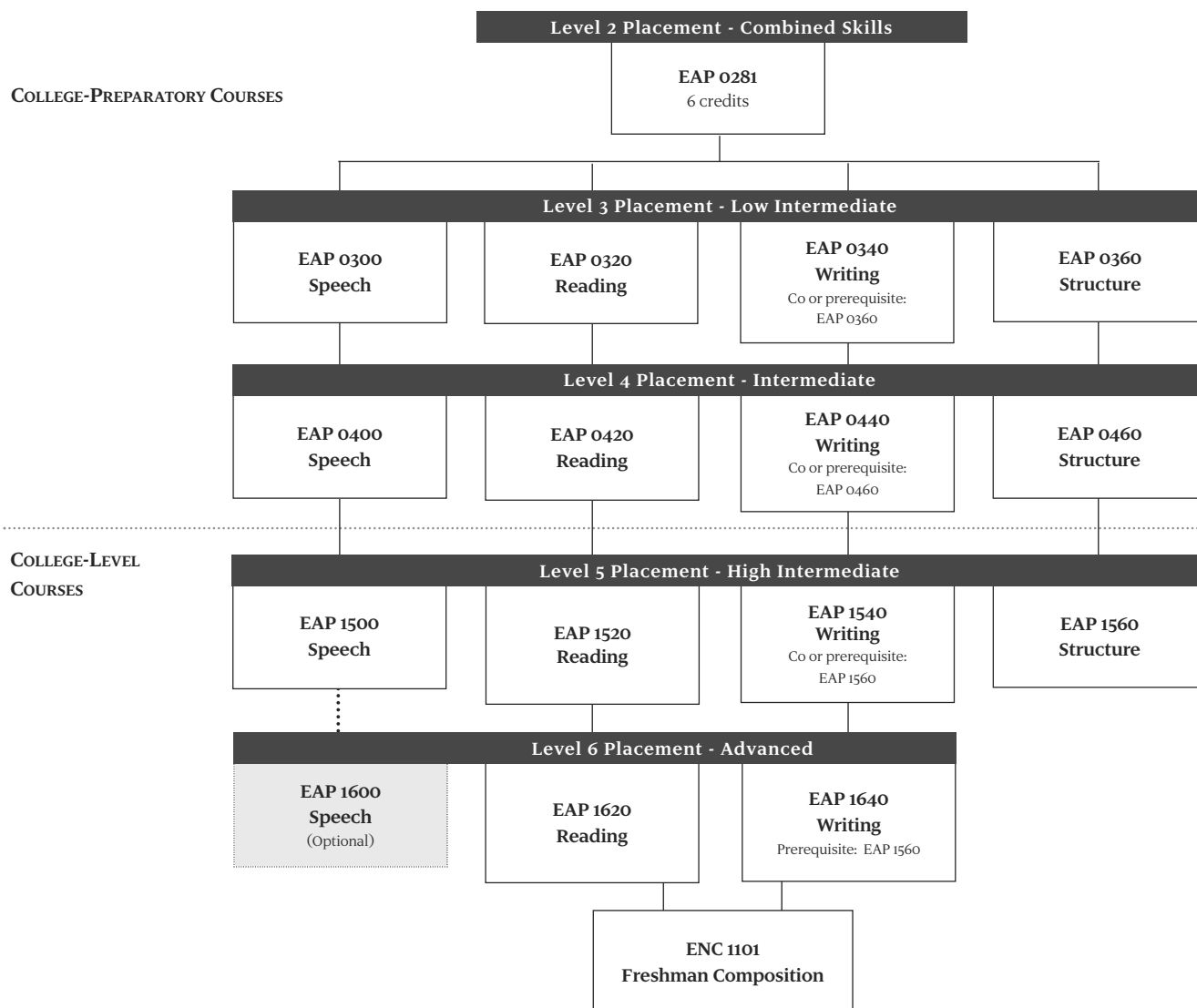
College-Level EAP

- Level 5**
EAP 1500 High Intermediate Speech
EAP 1520 High Intermediate Reading
EAP 1540 High Intermediate Composition
EAP 1560 High Intermediate Structure
- Level 6**
EAP 1620 Advanced Reading
EAP 1640 Advanced Composition

A maximum of 12 credits from EAP college-level courses can be applied as elective credit toward an associate degree.

Mandatory Courses Completion Chart English for Academic Purposes (EAP)

English Language Proficiency Assessment (LOEP and Essay or TOEFL) is used for initial placement level. Degree-seeking students required to enroll in EAP courses at Valencia must enroll in them each term until all required EAP courses have been completed successfully.



Requirements for Passing All College-Preparatory and EAP Courses

Each college-preparatory course and each English for Academic Purposes (EAP) course must be completed with a grade of C or better for successful completion and/or to advance to the next level of course work.

The **Basic Skills Exit Test** is the state-mandated test required for students who do not place at the college level in mathematics and/or the level of ENC 1101 Freshman Composition on entry testing at Valencia. The Basic Skills Exit Test is a component of the college-preparatory courses in mathematics (MAT 0020C and MAT 0024C), English (ENC 0012), and reading (REA 0002), and the exit-level EAP courses (EAP 1620 and EAP 1640).

To pass these exit-level courses, you must have successful completion of all course requirements and a passing score on the corresponding Basic Skills Exit Test. If you do not pass the Basic Skills Exit Test in mathematics, you must re-enroll in college-preparatory mathematics (Florida Statute 1008.30).

If you successfully complete the course work but do not pass the Basic Skills Exit Test for reading (REA 0002 or REA 0002C or EAP 1620), for writing (ENC 0012 or ENC 0012C or EAP 1640), or for math (MAT0020C or MAT0024C), you must re-enroll in the same course or, if you are recommended by your professor, you may enroll in an Intensive Tutorial (ENC 0012N, REA 0002N, MAT0024N). Students are eligible for ENC 0012N Intensive English Tutorial after their first attempt in ENC 0012 or ENC 0012C or EAP 1640. Students are eligible for REA 0002N Intensive Reading Tutorial after their first attempt in REA 0002 or REA 0002C or EAP 1620. Students are eligible for MAT0024N after their first attempt in MAT0020C or MAT0024C. Students recommended for a Tutorial will receive a grade of Incomplete in the exit-level course. To be registered in the Tutorial, the student will sign a contract with the Academic Dean and work with assigned instructors to prepare for the Basic Skills Exit Test.

Limitation on Attempts in a Course

State Rule permits only three attempts at Valencia to pass the same course. The same course usually means the course number is the same when posted on a Valencia transcript. For example, you have only three attempts to pass REA 0001 College-Preparatory Reading I with a grade of C or better. For further information on attempts, see the “Course Attempts, Course Withdrawal, Course Repeats and Grade Forgiveness” entry in the Academic Policies section of this catalog.

Mandatory Courses

Mandatory Courses are courses in college-preparatory reading, mathematics and English; English for Academic Purposes; and Student Success which, a student may be “mandated” to take and complete successfully. Based on his/her entry test scores, a student may not be required to take any of the listed Mandatory Courses or may be “mandated” into one or more of the courses; students who place in college-preparatory reading, mathematics, and English must complete successfully SLS 1122 Student Success.

The following are Mandatory Courses:

College-Preparatory

EAP 0281	High Beginning Combined Skills
EAP 0300	Low Intermediate Speech
EAP 0320	Low Intermediate Reading
EAP 0340	Low Intermediate Composition
EAP 0360	Low Intermediate Structure
EAP 0400	Intermediate Speech
EAP 0420	Intermediate Reading
EAP 0440	Intermediate Composition
EAP 0460	Intermediate Structure
ENC 0010	College-Preparatory English I
ENC 0012	College-Preparatory English II
MAT 0012C	Pre-Algebra
MAT 0020C	Preparatory Mathematics Intensive
MAT 0024C	Beginning Algebra
REA 0001	College-Preparatory Reading I
REA 0002	College-Preparatory Reading II

College-Level

EAP 1500	High Intermediate Speech
EAP 1520	High Intermediate Reading
EAP 1540	High Intermediate Composition
EAP 1560	High Intermediate Structure
EAP 1620	Advanced Reading
EAP 1640	Advanced Composition
SLS 1122	Student Success

Requirements for Completing Mandatory Courses

If you are a degree-seeking student and, based on entry testing, you place in one or more Mandatory Courses, you will be required to enroll in the course or courses at the beginning of your enrollment and continue to enroll in them each term until you have completed them successfully. You must comply with the rules for completing your required Mandatory Courses as described in the chart that follows.

If you are a degree-seeking student and, based on scores on the LOEP and Essay or TOEFL, you place in English as a Second Language for Academic Purposes (EAP) courses, you will be required to enroll in the courses when you begin at Valencia and continue to enroll in them each term until you have completed your Mandatory EAP courses. (See EAP Completion Chart in this catalog section.)

If you are a non-degree-seeking student (enrolled in a Technical Certificate program, as a transient student, for teacher recertification, for job improvement or for personal interest), you are not required to take a college-preparatory course(s) unless needed as a prerequisite(s) for a specific course.

Mandatory Courses Completion Chart College-Preparatory and Student Success Courses

This chart indicates the courses in which you must enroll based on your assessment results which specifies your Mandatory Course requirement(s) and the number of courses in which you enroll each term. These courses are corequisites for enrollment in most other courses. Once you begin a Mandatory Course, you must continue to enroll in that department until you have satisfied your Mandatory Course requirements in that department. SLS 1122 is the Student Success course.

Requirement	Enrolling in 1 course	Enrolling in 2 courses	Enrolling in 3 or more courses
Reading only	Must enroll in Reading	Must enroll in Reading. Can enroll in any other course for which you have the prerequisite(s) (SLS 1122 suggested).	Must enroll in Reading. Can enroll in any other course(s) for which you have the prerequisite(s) (SLS 1122 suggested).
Math only	Must enroll in Math or SLS 1122.	Must enroll in Math. Can enroll in any other course for which you have the prerequisite(s) (SLS 1122 suggested).	Must enroll in Math. Can enroll in any other course(s) for which you have the prerequisite(s) (SLS 1122 suggested).
English only	Must enroll in English or SLS 1122.	Must enroll in English. Can enroll in any other course for which you have the prerequisite(s) (SLS 1122 suggested).	Must enroll in English. Can enroll in any other course(s) for which you have the prerequisite(s) (SLS 1122 suggested).
Reading and Math	Must enroll in Reading	Must enroll in Reading and either Math or SLS 1122.	Must enroll in Reading and either Math or SLS 1122. Can enroll in any other course(s) for which you have the prerequisite(s).
Reading and English	Must enroll in Reading	Must enroll in Reading. Can enroll in any other course for which you have the prerequisite (SLS 1122 or English suggested).	Must enroll in Reading. Can enroll in any other course(s) for which you have the prerequisite(s) (SLS 1122 or English suggested).
Math and English	Must enroll in Math or SLS 1122.	Must enroll in Math and SLS 1122 or Math and English.	Must enroll in Math and English. Can enroll in any other course(s) for which you have the prerequisite(s) (SLS 1122 suggested).
Reading, SLS 1122, Math, and English	Must enroll in Reading	Must enroll in Reading and SLS 1122.	Must enroll in Reading, SLS 1122, and Math. Can enroll in any other course(s) for which you have the prerequisite(s) (English suggested).

DISTANCE LEARNING WITH VALENCIA ONLINE

Distance Learning with Valencia Online

Valencia provides students the opportunity to take college-credit courses through alternative methods of instructional delivery. Such courses are equivalent to on-campus sections of the same course in terms of objectives, competencies, content, credit, and transferability.

Students participating in course work through alternative delivery may use all on-campus services as well as the Web-based services through the Valencia Web site and Atlas, including the **LifeMap** Tools for career and education planning. Through Atlas, Valencia provides each enrolled student with an official e-mail account, which should be checked every day. For more information, visit atlas.valenciacc.edu.

Valencia strives to provide online courses which are fully accessible to students with disabilities by employing the principles of Universal Design for Learning. These principles are achieved by promoting the idea that students with disabilities fall along a

continuum of learner differences rather than constituting a separate category of learners. Instructional designers work with faculty to assist in making their online courses accessible to all students, regardless of disability.

Distance learning courses are offered through technologies that may include Internet discussion forums, e-mail, online conferences, video-on-demand, and other Web-based instructional strategies. Students are responsible for providing their own hardware, software, and Internet service providers or for accessing the Internet using technology available in any Valencia open computer lab. Technology requirements and browser requirements can be found at online.valenciacc.edu. The Atlas and WebCT Help Desks will provide assistance over the phone to troubleshoot technical problems. You can reach the Atlas Help Desk at 407-299-5000 x5444.

Valencia uses Blackboard CE (WebCT) as our Classroom Management System (CMS). Online courses will be offered via Blackboard CE. Students enrolled in online courses will have

class e-mail in Blackboard CE. This e-mail should be checked every day.

Textbooks for courses may be purchased from a Valencia bookstore on the campus from which the course is offered, online at valenciacc.edu/bookstore or by calling 407-299-5000 x1471.

Online, hybrid/blended, and some Web-enhanced/facilitated courses are delivered in a primarily text-based environment; therefore, reasonably good reading and writing skills are critical to adequate course participation. Additionally, research has shown that students who are highly self-directed and manage their time well are more likely to succeed using these delivery methods. Online courses can be time intensive. Varying keyboard skill rates can impact the amount of time students spend completing course work online. It is recommended that students carefully evaluate their readiness and abilities in these areas before selecting distance learning courses. Resources to assist students in determining readiness for online courses may be found at online.valenciacc.edu.

Principle delivery modes of distance learning courses at Valencia:

Type of Course	Description
Web-Enhanced/Facilitated	A course which uses Web-based technology to facilitate a face-to-face course. Uses a course management system (WebCT) or Web-pages to post course information.
Hybrid/Blended	A course that blends online and face-to-face delivery. If a course is not over 75% online, over 75% videotape, or over 75% on-site it is called a Hybrid course. A hybrid/blended delivery may be On-site/Online, Hybrid On-site/DVD, etc. What makes a course a hybrid is simply the degree of use of the alternative modality.
Online	A course in which all of the content is delivered online using the college-approved course management system (WebCT).
Video-on-Demand	A course in which the content is delivered via High-speed Internet connection and/or videotape.

Students registered for online courses may be required to take proctored exams. For students living in the Valencia Community College service area, these exams may be administered by the professor on campus and/or made available at Valencia testing centers. Faculty should make exams available in any campus testing center if requested by students. In the event that a student lives outside the Valencia service area, the student may choose to test at an alternative testing location. It is the student's responsibility to locate a testing facility at a nearby college or university.

The student also is responsible for paying to the proctoring institution any testing/proctoring fees including costs for returning completed exams to the professor. The student must make testing arrangements early in the term – by the date determined by the professor.

Video-on-Demand

Video-on Demand includes instruction received through high-speed Internet streaming videos, multimedia supporting materials and on-campus sessions.

Several on-campus meetings are generally required for students taking Video-on-Demand courses. These on-campus meetings may include:

1. Required orientation prior to the beginning of the course to meet the facilitator and receive course requirements.
2. Two or more review sessions (may be held during the week or on Saturdays).

3. Two or more examinations (may be held during the week or on Saturdays).

If you take one of these courses, you should have access to High-Speed Internet. Once you register, you will be able to log on to a password-protected environment at webct6.valenciacc.edu to watch the video lessons. All you need is a high-speed Internet connection at home. If you are on campus, you may access your programs at any computer lab or Library computer.



ALTERNATIVE WAYS TO EARN CREDIT

Alternative Ways to Earn Credit

Valencia will accept a maximum of 45 credits in any combination of Advanced Placement (AP), College Level Examination Program (CLEP), correspondence and extension, credit by examination, DANTES, experiential learning, and International Baccalaureate (IB). You must earn 25% of your degree credit hours as institutional credits to be awarded a Valencia degree; this is 15 institutional credits for the A.A. degree and varies with A.A.S. and A.S. degrees as a percentage of total program hours.

Credit through Licensure or Certification

College credits may be awarded to eligible students toward an A.S. or A.A.S. degree program based on certification or licensure in the following areas:

- CISCO Certification
- CPS (Certified Professional Secretary) Certification
- CAP (Certified Administrative Professional) Certification
- Correctional Officer Certification/Licensure
- Law Enforcement Officer Certification/Licensure
- Probation/Patrol Officer Certification/Licensure
- Fire Officer I Certification
- Fire Inspector I Certification
- Florida Real Estate Licensure
- Property and Casualty Insurance Management Licensure
- Valencia's Criminal Justice Institute Academy Programs (Correctional Officer or Law Enforcement Officer)

For information and requirements, visit valenciacc.edu/asdegrees/tec.cfm to view the Alternative Credit Agreements. Eligible students must complete the Alternative Award

of Credit request form and furnish a copy of the appropriate license or certification required. To have the credit awarded, students should bring a copy of the required documentation to the Dean's academic department for verification and approval.

Advanced Placement

It is possible for you to earn college credits prior to enrollment at Valencia Community College under a Florida statewide Advanced Placement Program agreement. In order to receive college credit, you must have sent directly to Valencia an official Advanced Placement score report that shows you earned the minimum required score on the AP examination administered by The College Board. No letter grades or quality points will be assigned. Advanced Placement credit granted by Valencia is transferable among Florida institutions of higher education participating in the statewide Advanced Placement agreement.

Career Pathways

The Career Pathways program is a partnership between Orange County Public Schools, Osceola District Schools, and Valencia Community College. Through Career Pathways, high school students have the opportunity to participate in career pathways which better prepare them to advance into the postsecondary educational system and employment in an increasingly competitive and technical workforce. Developed around sixteen career clusters, these career pathways offer a challenging and academically-rewarding experience by offering students a more hands-on approach for gaining academic skills. Career Pathways links four years of high school with at least two years of postsecondary education that lead to an associate degree and/or a technical certificate.

Participation in Career Pathways affords students the opportunity to earn Valencia college credits through an assessment given during high school. High school graduates with eligible Career Pathways college credits will be awarded these credits upon enrollment at Valencia – as early as Summer Term B immediately following high school graduation. Students have 24 months after high school

graduation to claim Career Pathways credits at Valencia. More information is available at valenciacc.edu/careerpathways.

The Orange • Osceola • Valencia Career Pathways Career Clusters are :

- Agriculture, Food and Natural Resources
- Architecture and Construction
- Arts, A/V Technology and Communication
- Business, Management and Administration
- Education and Training
- Finance
- Government and Public Administration
- Health Science
- Hospitality and Tourism
- Human Services
- Information Technology
- Law, Public Safety and Security
- Manufacturing
- Marketing, Sales and Service
- Science, Technology, Engineering and Mathematics
- Transportation, Distribution and Logistics

College Level Examination Program (CLEP)

As a Valencia student, you may gain credit in certain specified courses through examinations of the College Level Examination Program (CLEP) from The College Board. The CLEP Examinations are administered via computer Monday through Friday on Valencia's East, Osceola, and West Campuses. You must be a current or former Valencia student to test at Valencia; you may take a maximum of two exams on the same test date.

Fee schedules and information on specific courses for which CLEP credit may be granted are available in the campus Assessment Offices and online at valenciacc.edu/assessments.

If, at the time of testing, you request that your scores be sent to Valencia and you earn passing CLEP scores, the credits will be recorded as part of your official Valencia transcript approximately four weeks after the test date. No letter grade or quality points will be assigned.

You may use CLEP credit under the repeat course policy for D or F grades only. Within the guidelines of the repeat policy, all attempts for a course will be counted in your GPA until you earn a grade of C or better when only the last attempt will be counted. If you earn an acceptable CLEP score in a course in which you have earned a D or F, the CLEP credit will be recorded and the D or F no longer will be computed in your GPA.

Gordon Rule writing requirements can be partially satisfied via CLEP.

For further information about CLEP, visit the Assessment Web site at valenciacc.edu/assessments.

Credit by Examination (Local)

You may receive local credit by examination in courses designed as career courses if you have substantial experience and training in a specified field. This type of credit might not be acceptable for transfer to other institutions. (Transferability is determined by the "receiving" institution.)

Forms and information regarding the specific career courses available through the local credit-by-examination program should be obtained from the department offering the course. There is a local credit-by-exam fee and a clinical testing fee required by some health sciences programs. (See Fees in Financial Information and Fees section of the online official catalog.)

Defense Activity Non-Traditional Education Support (DANTES)

The Defense Activity for Non-Traditional Education Support (DANTES) program is a test conducted by the Educational Testing Service (ETS). The DANTES Subject Standardized Tests (DSSTs) measure earned achievement in specific college courses. Valencia will award credit for successfully passing the following DANTES examinations: Astronomy, Elementary German I, Elementary German II, and Introductory Anthropology.

You may use DANTES credit under the repeat course policy only in select courses and only for D or F grades. Within the guidelines of the repeat policy, all attempts for a course will be counted in your GPA until you earn a grade of C or better when only the last attempt will be counted. If you earn an acceptable DANTES score in a course in which you previously earned a D or F, the DANTES credit will be recorded and the D or F no longer will be computed in your GPA; no letter grade or quality points will be assigned for the DANTES credit.

Gordon Rule writing requirements cannot be satisfied through DANTES.

Experiential Learning

As a Valencia student, you may be awarded appropriate credit for your demonstrated knowledge gained from experiential learning. This learning may result from an industry certification, in-service training or employment experiences.

To request course credit based on experiential learning, you are required to provide documentation of the learning experience (certificates, employment records) and demonstrate acquired knowledge, skills, and competencies linked to the learning outcomes for the course(s) for which you are seeking credit. Credit for experiential learning is awarded based on portfolio assessment.

You may obtain an Experiential Learning Packet including the Request for Portfolio Assessment in Atlas under Student Forms. The Experiential Learning fee is reflected with the fees in the Financial Information and Fees section of this catalog and is assessed per credit requested. To apply for Experiential Learning credit, you must complete the Request for Portfolio Assessment and submit it along with the fees to the Business Office prior to submission of the portfolio. Once the application process has been completed, you may submit your portfolio to the appropriate Academic Dean's office. The Dean will assign the assessment to a faculty member qualified in the academic field who will provide a written evaluation of the assessment and determine if credit is to be awarded and, if so, the amount of credit.

Internship Program

One of the major premises underlying Valencia's educational model is that learning takes place in many different settings, both in and outside the classroom. Through the

Internship and Placement Office, Valencia provides students with learning experiences that assist them in realizing their full potential in the workplace. Internships allow students to:

- Explore various career options or confirm career plans;
- Apply classroom learning to real work situations;
- Practice and strengthen interpersonal and technical skills; and/or
- Develop industry contacts to transition from school to work upon graduation.

While an internship is optional in most cases, it is highly recommended for students seeking to develop insights about their career field and desiring to develop their personal, professional and technical skills.

Internship information is available from the Internship and Placement Office on the Osceola Campus, Career Development Services on the Winter Park Campus, and the Internship and Placement Offices located in Career Development Services on East and West Campuses or from the Web site at valenciacc.edu/ipo.

Types of Internships

There are two types of internships offered at Valencia:

- **Internship Exploration** – a planned work-based experience that provides students with career-exploration activities to confirm their educational plans. Most often, the Internship Exploration experience involves a single employer and a specific agreement with Valencia. Under the supervision of an employer representative, the student performs work based on his/her educational goals. Some internship explorations may include compensation.
- **Internship** – a planned work-based experience that provides students with the opportunity to fine-tune skill sets learned in class in preparation for employment. Most often, the Internship experience involves a single employer and a specific agreement with Valencia. Under the supervision of an employer representative, the student performs work based on his/her program of study. College credit is awarded for the Internship. Some internships may include compensation.

Eligibility Requirements

Students interested in the Valencia Internship Program must have:

- Completed successfully all mandated courses in reading, mathematics, English, and English for Academic Purposes,
- Completed successfully at least 12 credits,
- Earned a minimum 2.0 overall GPA, and
- Satisfied the prerequisites for an internship for their major or program area. (Note: Refer to the Course Descriptions section in this catalog for details.)

How Credits Apply

A student may apply a maximum of four internship credits toward a degree; however, if an Associate in Applied Science or an Associate in Science Degree requires more than four internship credits, the additional credits may be applied toward the degree.

All required internship credits do not have to be taken in the same term. For example, students may enroll for a one-credit internship course for four terms or students may take a one-credit course one term and a three-credit course another term. Each internship period is one full term in length, and each credit earned requires 80 hours of work.

Service Learning

This is a course that allows students to blend their educational goals with their passions through serving the community. It provides students an opportunity to respond to real needs, mutually defined in partnership with representatives from community/non-profit agencies, while earning college credit.

Service Learning (SLS 2940) gives students an opportunity to focus on social awareness and strengthening of specific skills that will cultivate a sense of ownership for their academic, personal and career goals. The community can be as close as a neighborhood just beyond the college campus or one located in another part of the world.

Eligibility Requirements

To enroll in the Service Learning course, students must have:

- Completed successfully all mandated courses in reading, mathematics, English, and English for Academic Purposes,
- Completed successfully at least 12 credits,
- Earned a minimum 2.0 overall GPA, and
- Obtained the approval of the Internship and Placement Office.

How Credits Apply

Students may complete a maximum of four service-learning experiences (equivalent to four credits) while attending Valencia. Each experience/credit requires a minimum of 50 total hours of service.

Service Learning credits may apply toward an Associate in Arts Degree to fulfill elective credit requirements. In addition, the Service Learning course is a degree elective option in the Accounting, Computer Information Technology, Medical Information Coder/Biller, Medical Office Administration, and Office Administration Associate in Science degrees and in the Business Administration Associate in Applied Science Degree. The course also will apply toward elective requirements in the Customer Service, Medical Coder/Biller, Medical Office, and Office Administration technical certificates.

Service Learning information is available in the Internship and Placement Office on the Osceola Campus, in Career Development Services on the Winter Park Campus, in the Internship and Placement Offices located in Career Development Services on East and West Campuses and from the Web site: valenciacc.edu/ipo.



TRANSFER PLANS

Transfer Plan: Accounting

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year bachelor's degree in Accounting. The bolded courses in this plan are the common prerequisites stated for the degree listed in *facts.org*. They are placed within the general education requirements and/or the elective credit requirements to earn your Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Common Prerequisites: these are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at *facts.org*.

COMMUNICATIONS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* ENC 1101	Freshman Composition I (GR)	3
<input type="checkbox"/>	SPC 1608	Fundamentals of Speech	3
<input type="checkbox"/>	+* ENC 1102	Freshman Composition II (GR)	3
Total Credits			9

HUMANITIES CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Humanities	Hum Prefix (GR)	3
<input type="checkbox"/>	Humanities	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	+* Humanities	(GR)	3
Total Credits			9

MATHEMATICS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* MAC 2233	Calculus for Business and Social Science (GR)	3
<input type="checkbox"/>	+* STA 2023	Statistical Methods (GR)	3
Total Credits			6

SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	Science	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	Science	Select from A.A. Gen Ed. Requirement	3
Total Credits			6

SOCIAL SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	POS 2041	U.S. Government	3
<input type="checkbox"/>	+ ECO 2013	Principles of Economics-Macro	3
Total Credits			6

ADDITIONAL COMMON PREREQUISITES

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+ ECO 2023	Principles of Economics-Micro	3
<input type="checkbox"/>	+* ACG 2021	Financial Accounting	3
<input type="checkbox"/>	+* ACG 2071	Managerial Accounting	3
<input type="checkbox"/>	+ CGS 2100	Computer Fundamentals and Applications	3
Total Credits			12
Electives			Total Elective/Foreign Language Credits 12
Total Credits			60

Transfer Plan: Biology

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year bachelor's degree in Biology. The bolded courses in this plan are the common prerequisites stated for the degree listed in *facts.org*. They are placed within the general education requirements and/or the elective credit requirements to earn your Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Common Prerequisites: these are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at *facts.org*.

COMMUNICATIONS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* ENC 1101	Freshman Composition I (GR)	3
<input type="checkbox"/>	SPC 1608	Fundamentals of Speech	3
<input type="checkbox"/>	+* ENC 1102	Freshman Composition II (GR)	3
Total Credits			9

HUMANITIES CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Humanities	Hum Prefix (GR)	3
<input type="checkbox"/>	Humanities	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	+* Humanities	(GR)	3
Total Credits			9

MATHEMATICS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* MAC 2311	Calculus w/Analytical Geometry I (GR)	5
<input type="checkbox"/>	+* MAC 2312	Calculus w/Analytical Geometry II (GR)	5
Total Credits			10

Specialized courses may not be offered every session or on every campus.
 + This course must be completed with a grade of C or better.
 * This course has a prerequisite; check description in Valencia catalog.
 (GR) Denotes a Gordon Rule course.
 Bold courses are state common prerequisites

SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* BSC 1010C	Fundamentals of Biology I	4
<input type="checkbox"/>	+* BSC 1011C	Fundamentals of Biology II	4
		Total Credits	8

SOCIAL SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	POS 2041	U.S. Government	3
<input type="checkbox"/>	Social Science	Select from A.A. Gen Ed. Requirement	3
		Total Credits	6

ADDITIONAL COMMON PREREQUISITES

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* CHM 1045C	General Chemistry w/ Qualitative Analysis I	4
<input type="checkbox"/>	+* CHM 1046C	General Chemistry w/ Qualitative Analysis II	4
<input type="checkbox"/>	+* CHM 2210C	Organic Chemistry I	4
<input type="checkbox"/>	+* CHM 2211C	Organic Chemistry II	4
		Total Credits	16
	Electives	Total Elective/Foreign Language Credits	2
		Total Credits	60

Transfer Plan: Business Administration

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year bachelor's degree in Business Administration. The bolded courses in this plan are the common prerequisites stated for the degree listed in *facts.org*. They are placed within the general education requirements and/or the elective credit requirements to earn your Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Common Prerequisites: these are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at *facts.org*.

COMMUNICATIONS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* ENC 1101	Freshman Composition I (GR)	3
<input type="checkbox"/>	SPC 1608	Fundamentals of Speech	3
<input type="checkbox"/>	+* ENC 1102	Freshman Composition II (GR)	3
		Total Credits	9

HUMANITIES CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Humanities	Hum Prefix (GR)	3
<input type="checkbox"/>	Humanities	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	+* Humanities	(GR)	3
		Total Credits	9

Specialized courses may not be offered every session or on every campus.
 + This course must be completed with a grade of C or better.
 * This course has a prerequisite; check description in Valencia catalog.
 (GR) Denotes a Gordon Rule course.
 Bold courses are state common prerequisites

MATHEMATICS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* MAC 2233	Calculus for Business and Social Science (GR)	3
<input type="checkbox"/>	+* STA 2023	Statistical Methods (GR)	3
		Total Credits	6

SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	Science	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	Science	Select from A.A. Gen. Ed. Requirement	3
		Total Credits	6

SOCIAL SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	POS 2041	U.S. Government	3
<input type="checkbox"/>	+ ECO 2013	Principles of Economics-Macro	3
		Total Credits	6

ADDITIONAL COMMON PREREQUISITES

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+ ECO 2023	Principles of Economics-Micro	3
<input type="checkbox"/>	+* ACG 2021	Financial Accounting	3
<input type="checkbox"/>	+* ACG 2071	Managerial Accounting	3
<input type="checkbox"/>	+ CGS 2100	Computer Fundamentals and Applications	3
		Total Credits	12
	Electives	Total Elective/Foreign Language Credits	12
		Total Credits	60

Transfer Plan: Business Marketing Management

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year bachelor's degree in Business Marketing. The bolded courses in this plan are the common prerequisites stated for the degree listed in *facts.org*. They are placed within the general education requirements and/or the elective credit requirements to earn your Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Common Prerequisites: these are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at *facts.org*.

COMMUNICATIONS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* ENC 1101	Freshman Composition I (GR)	3
<input type="checkbox"/>	SPC 1608	Fundamentals of Speech	3
<input type="checkbox"/>	+* ENC 1102	Freshman Composition II (GR)	3
		Total Credits	9

HUMANITIES CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Humanities	Hum Prefix (GR)	3
<input type="checkbox"/>	Humanities	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	+* Humanities	(GR)	3
Total Credits			9

MATHEMATICS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* MAC 2233	Calculus for Business and Social Science (GR)	3
<input type="checkbox"/>	+* STA 2023	Statistical Methods (GR)	3
Total Credits			6

SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	Science	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	Science	Select from A.A. Gen Ed. Requirement	3
Total Credits			6

SOCIAL SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	POS 2041	U.S. Government	3
<input type="checkbox"/>	+ ECO 2013	Principles of Economics-Macro	3
Total Credits			6

ADDITIONAL COMMON PREREQUISITES

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+ ECO 2023	Principles of Economics-Micro	3
<input type="checkbox"/>	+* ACG 2021	Financial Accounting	3
<input type="checkbox"/>	+* ACG 2071	Managerial Accounting	3
<input type="checkbox"/>	+ CGS 2100	Computer Fundamentals and Applications	3
Total Credits			12
Electives		Total Elective/Foreign Language Credits	12
Total Credits			60

Transfer Plan: Cardiopulmonary Sciences

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year bachelor's degree in Cardiopulmonary Sciences. The bolded courses in this plan are the common prerequisites stated for the degree listed in *facts.org*. They are placed within the general education requirements and/or the elective credit requirements to earn your Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Common Prerequisites: these are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at *facts.org*.

Specialized courses may not be offered every session or on every campus.
 + This course must be completed with a grade of C or better.
 * This course has a prerequisite; check description in Valencia catalog.
 (GR) Denotes a Gordon Rule course.
 Bold courses are state common prerequisites

COMMUNICATIONS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* ENC 1101	Freshman Composition I (GR)	3
<input type="checkbox"/>	SPC 1608	Fundamentals of Speech	3
<input type="checkbox"/>	+* ENC 1102	Freshman Composition II (GR)	3
Total Credits			9

HUMANITIES CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Humanities	Hum Prefix (GR)	3
<input type="checkbox"/>	Humanities	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	+* Humanities	(GR)	3
Total Credits			9

MATHEMATICS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* MAC 1105	College Algebra (GR)	3
<input type="checkbox"/>	+* STA 2023	Statistical Methods (GR)	3
Total Credits			6

SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* BSC 1010C	Fundamentals of Biology I	4
<input type="checkbox"/>	+* CHM 1045C	General Chemistry I w/Qualitative Analysis	4
Total Credits			8

SOCIAL SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	POS 2041	U.S. Government	3
<input type="checkbox"/>	Social Science	Select from A.A. Gen Ed. Requirement	3
Total Credits			6

ADDITIONAL COMMON PREREQUISITES

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* BSC 2093C	Human Anatomy and Physiology I	4
<input type="checkbox"/>	+* BSC 2094C	Human Anatomy and Physiology II	4
<input type="checkbox"/>	+* PHY 1007C	Physics	4
<input type="checkbox"/>	+* MCB 2010C	Microbiology	4
Total Credits			16
Electives		Total Elective/Foreign Language Credits	6
Total Credits			60

Transfer Plan: Chemistry

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year bachelor's degree in Chemistry. The bolded courses in this plan are the common prerequisites stated for the degree listed in *facts.org*. They are placed within the general education requirements and/or the elective credit requirements to earn your Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Common Prerequisites: these are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at facts.org.

COMMUNICATIONS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* ENC 1101	Freshman Composition I (GR)	3
<input type="checkbox"/>	SPC 1608	Fundamentals of Speech	3
<input type="checkbox"/>	+* ENC 1102	Freshman Composition II (GR)	3
Total Credits			9

HUMANITIES CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Humanities	Hum Prefix (GR)	3
<input type="checkbox"/>	Humanities	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	+* Humanities	(GR)	3
Total Credits			9

MATHEMATICS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* MAC 2311	Calculus w/Analytical Geometry I (GR)	5
<input type="checkbox"/>	+* MAC 2312	Calculus w/Analytical Geometry II (GR)	5
Total Credits			10

SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* CHM 1045C	General Chemistry w/Qualitative Analysis I	4
<input type="checkbox"/>	+* CHM 1046C	General Chemistry w/Qualitative Analysis II	4
Total Credits			8

SOCIAL SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	POS 2041	U.S. Government	3
<input type="checkbox"/>	Social Science	Select from A.A. Gen Ed. Requirement	3
Total Credits			6

ADDITIONAL COMMON PREREQUISITES

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* PHY 2048C	General Physics w/ Calculus I	4
<input type="checkbox"/>	+* PHY 2049C	General Physics w/ Calculus II	4
<input type="checkbox"/>	+* CHM 2210C	Organic Chemistry I	4
<input type="checkbox"/>	+* CHM 2211C	Organic Chemistry II	4
Total Credits			16
	Electives	Total Elective/Foreign Language Credits	2
Total Credits			60

Transfer Plan: Computer Science

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year bachelor's degree in Computer Science. The bolded courses in this plan are the common prerequisites stated for the degree listed in facts.org. They are placed within the general education requirements and/or the elective credit requirements to earn your Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information,

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 * This course has a prerequisite; check description in Valencia catalog.
 (GR) Denotes a Gordon Rule course.
 Bold courses are state common prerequisites

meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Common Prerequisites: these are courses that are required for the noted major at Florida public universities.. For more information on common prerequisites, check the statewide advising manual at facts.org.

COMMUNICATIONS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* ENC 1101	Freshman Composition I (GR)	3
<input type="checkbox"/>	SPC 1608	Fundamentals of Speech	3
<input type="checkbox"/>	+* ENC 1102	Freshman Composition II (GR)	3
Total Credits			9

HUMANITIES CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Humanities	Hum Prefix (GR)	3
<input type="checkbox"/>	Humanities	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	+* Humanities	(GR)	3
Total Credits			9

MATHEMATICS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* MAC 2311	Calculus w/Analytical Geometry I (GR)	5
<input type="checkbox"/>	+* MAC 2312	Calculus w/Analytical Geometry II (GR)	5
Total Credits			10

SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* PHY 2048C	General Physics w/ Calculus I	4
<input type="checkbox"/>	+* PHY 2049C	General Physics w/Calculus II	4
Total Credits			8

SOCIAL SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	POS 2041	U.S. Government	3
<input type="checkbox"/>	Social Science	Select from A.A. Gen Ed. Requirement	3
Total Credits			6

ADDITIONAL COMMON PREREQUISITES

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* COP 2220	C Programming	3
<input type="checkbox"/>		Two science courses for science majors. Prefixes: BSC, CHM	8
Total Credits			11
	Electives	Total Elective/Foreign Language Credits	7
Total Credits			60

Transfer Plan: Economics

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year bachelor's degree in Economics. The bolded courses in this plan are the common prerequisites stated for the degree listed in facts.org. They are placed within the general education requirements and/or the elective credit requirements to earn your Associate in Arts degree. Please note that the specific university chosen for transfer may have additional

requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Common Prerequisites: these are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at [facts.org](https://www.floridastate.edu/facts) (track 1 of 2).

COMMUNICATIONS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* ENC 1101	Freshman Composition I (GR)	3
<input type="checkbox"/>	SPC 1608	Fundamentals of Speech	3
<input type="checkbox"/>	+* ENC 1102	Freshman Composition II (GR)	3
Total Credits			9

HUMANITIES CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Humanities	Hum Prefix (GR)	3
<input type="checkbox"/>	Humanities	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	+* Humanities	(GR)	3
Total Credits			9

MATHEMATICS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Math	(GR)	3
<input type="checkbox"/>	+* Math	(GR)	3
Total Credits			6

SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	Science	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	Science	Select from A.A. Gen Ed. Requirement	3
Total Credits			6

SOCIAL SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	POS 2041	U.S. Government	3
<input type="checkbox"/>	+ ECO 2013	Principles of Economics- Macro	3
Total Credits			6

ADDITIONAL COMMON PREREQUISITES

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+ ECO 2023	Principles of Economics- Micro	3
Total Credits			3
	Electives	Total Elective/Foreign Language Credits	21
Total Credits			60

Transfer Plan: Education (Early Childhood)

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year bachelor's degree in Education (Early Childhood). The bolded courses in this plan are the common prerequisites stated for the degree listed in [facts.org](https://www.floridastate.edu/facts). They are placed within the general education requirements and/or the elective credit requirements to earn your Associate in Arts degree. Please note that the specific university chosen for transfer may have

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 + This course must be completed with a grade of C or better.
 * This course has a prerequisite; check description in Valencia catalog.
 (GR) Denotes a Gordon Rule course.
 Bold courses are state common prerequisites

additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Common Prerequisites: these are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at [facts.org](https://www.floridastate.edu/facts).

COMMUNICATIONS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* ENC 1101	Freshman Composition I (GR)	3
<input type="checkbox"/>	SPC 1608	Fundamentals of Speech	3
<input type="checkbox"/>	+* ENC 1102	Freshman Composition II (GR)	3
Total Credits			9

HUMANITIES CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Humanities	Hum Prefix (GR)	3
<input type="checkbox"/>	¹ Humanities	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	+* Humanities	(GR)	3
Total Credits			9

MATHEMATICS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Math	(GR)	3
<input type="checkbox"/>	+* Math	(GR)	3
Total Credits			6

SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	Science	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	Science	Select from A.A. Gen Ed. Requirement	3
Total Credits			6

SOCIAL SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	¹ POS 2041	U.S. Government	3
<input type="checkbox"/>	Social Science	Select from A.A. Gen Ed. Requirement	3
Total Credits			6

ADDITIONAL COMMON PREREQUISITES

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+ EDF 2005	Introduction to the Teaching Profession	3
<input type="checkbox"/>	+ EDF 2085	Introduction to Diversity for Educators	3
<input type="checkbox"/>	+ EME 2040	Introduction to Technology for Educators	3
Total Credits			9
	Electives	Total Elective/Foreign Language Credits	15
Total Credits			60

NOTES:

¹ These courses will satisfy the common prerequisite requirement for 6 hours with an international or diversity focus as required: POS or HUM prefix.

Students with a National Child Development Associate (CDA), which includes documented field experience and a completed portfolio, should complete a request for Experiential Credit to substitute for

EEC2001 Introduction to Early Childhood Education. Contact a Dean of Social Sciences for more information.

Students seeking alternative CDA certification may use this complete degree combined with field experience to earn CDA certification. For this certification, at least six credits must include EEC2001 Introduction to Early Childhood Education or an early literacy course or a child development course. Students are responsible for seeking information on the requirements for alternative CDA certification from the Division of Children and Families and/or the Early Learning Coalition.

Transfer Plan: Education (General Preparation)

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year bachelor's degree in Education (General Preparation). The bolded courses in this plan are the common prerequisites stated for the degree listed in *facts.org*. They are placed within the general education requirements and/or the elective credit requirements to earn your Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Common Prerequisites: these are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at *facts.org*.

COMMUNICATIONS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* ENC 1101	Freshman Composition I (GR)	3
<input type="checkbox"/>	SPC 1608	Fundamentals of Speech	3
<input type="checkbox"/>	+* ENC 1102	Freshman Composition II (GR)	3
Total Credits			9

HUMANITIES CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Humanities	Hum Prefix (GR)	3
<input type="checkbox"/>	¹ Humanities	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	+* Humanities	(GR)	3
Total Credits			9

MATHEMATICS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Math	(GR)	3
<input type="checkbox"/>	+* Math	(GR)	3
Total Credits			6

SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	Science	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	Science	Select from A.A. Gen Ed. Requirement	3
Total Credits			6

Specialized courses may not be offered every session or on every campus.
 + This course must be completed with a grade of C or better.
 * This course has a prerequisite; check description in Valencia catalog.
 (GR) Denotes a Gordon Rule course.
 Bold courses are state common prerequisites

SOCIAL SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	¹ POS 2041	U.S. Government	3
<input type="checkbox"/>	Social Science	Select from A.A. Gen Ed. Requirement	3
Total Credits			6

ADDITIONAL COMMON PREREQUISITES

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+ EDF 2005	Introduction to the Teaching Profession	3
<input type="checkbox"/>	+ EDF 2085	Introduction to Diversity for Educators	3
<input type="checkbox"/>	+ EME 2040	Introduction to Technology for Educators	3
Total Credits			9
	Electives	Total Elective/Foreign Language Credits	15
Total Credits			60

NOTES:

¹ These courses will satisfy the common prerequisite requirement for 6 hours with an international or diversity focus as required: POS or HUM prefix.

Transfer Plan: Engineering (General)

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year bachelor's degree in Engineering (General). The bolded courses in this plan are the common prerequisites stated for the degree listed in *facts.org*. They are placed within the general education requirements and/or the elective credit requirements to earn your Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Common Prerequisites: these are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at *facts.org*.

COMMUNICATIONS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* ENC 1101	Freshman Composition I (GR)	3
<input type="checkbox"/>	SPC 1608	Fundamentals of Speech	3
<input type="checkbox"/>	+* ENC 1102	Freshman Composition II (GR)	3
Total Credits 9			

HUMANITIES CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Humanities	Hum Prefix (GR)	3
<input type="checkbox"/>	Humanities	Select from A.A. Gen Ed. Requirement 3	
<input type="checkbox"/>	+* Humanities	(GR)	3
Total Credits			9

MATHEMATICS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* MAC 2311	Calculus w/Analytical Geometry I (GR)	5
<input type="checkbox"/>	+* MAC 2312	Calculus w/Analytical Geometry II (GR)	5
Total Credits			10

SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* PHY 2048C	General Physics w/ Calculus I	4
<input type="checkbox"/>	+* PHY 2049C	General Physics w/ Calculus II	4
		Total Credits	8

SOCIAL SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	POS 2041	U.S. Government	3
<input type="checkbox"/>	Social Science	Select from A.A. Gen Ed. Requirements	3
		Total Credits	6

ADDITIONAL COMMON PREREQUISITES

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* CHM 1045C	General Chemistry w/Qualitative Analysis I	4
<input type="checkbox"/>	+* MAC 2313	Calculus w/Analytical Geometry III (GR)	4
<input type="checkbox"/>	+* MAP 2302	Differential Equations (GR)	3
		Total Credits	11
	Electives	Total Elective/Foreign Language Credits	7
		Total Credits	60

Transfer Plan: English

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year bachelor's degree in English. The bolded courses in this plan are the common prerequisites stated for the degree listed in *facts.org*. They are placed within the general education requirements and/or the elective credit requirements to earn your Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Common Prerequisites: these are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at *facts.org*.

COMMUNICATIONS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* ENC 1101	Freshman Composition I (GR)	3
<input type="checkbox"/>	SPC 1608	Fundamentals of Speech	3
<input type="checkbox"/>	+* ENC 1102	Freshman Composition II (GR)	3
		Total Credits	9

HUMANITIES CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Humanities	Hum Prefix (GR)	3
<input type="checkbox"/>	Humanities	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	+* Humanities	(GR)	3
		Total Credits	9

MATHEMATICS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Math	(GR)	3
<input type="checkbox"/>	+* Math	(GR)	3
		Total Credits	6

Specialized courses may not be offered every session or on every campus.
 + This course must be completed with a grade of C or better.
 * This course has a prerequisite; check description in Valencia catalog.
 (GR) Denotes a Gordon Rule course.
 Bold courses are state common prerequisites

SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	Science	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	Science	Select from A.A. Gen Ed. Requirement	3
		Total Credits	6

SOCIAL SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	POS 2041	U.S. Government	3
<input type="checkbox"/>	Social Science	Select from A.A. Gen Ed. Requirement	3
		Total Credits	6

ADDITIONAL COMMON PREREQUISITES

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* English	Courses (GR) Prefixes: ENC, AML, LIT, ENL	6
		Total credits	6
	Electives	Total Elective/Foreign Language Credits	18
		Total Credits	60

Transfer Plan: Health Information Management (Medical Coder/Biller)

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year bachelor's degree in Health Information Management (Medical Coder/Biller). The bolded courses in this plan are the common prerequisites stated for the degree listed in *facts.org*. They are placed within the general education requirements and/or the elective credit requirements to earn your Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Common Prerequisites: these are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at *facts.org*.

COMMUNICATIONS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* ENC 1101	Freshman Composition I (GR)	3
<input type="checkbox"/>	SPC 1608	Fundamentals of Speech	3
<input type="checkbox"/>	+* ENC 1102	Freshman Composition II (GR)	3
		Total Credits	9

HUMANITIES CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Humanities	Hum Prefix (GR)	3
<input type="checkbox"/>	Humanities	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	+* Humanities	(GR)	3
		Total Credits	9

MATHEMATICS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Math	(GR)	3
<input type="checkbox"/>	+* STA 2023	Statistical Methods (GR)	3
		Total Credits	6

SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	* BSC 2093C	Human Anatomy and Physiology I	4
<input type="checkbox"/>	* BSC 2094C	Human Anatomy and Physiology II	4
Total Credits			8

SOCIAL SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	POS 2041	U.S. Government	3
<input type="checkbox"/>	Social Science	Select from A.A. Gen Ed. Requirement	3
Total Credits			6

ADDITIONAL COMMON PREREQUISITES

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* ACG 2021	Financial Accounting	3
<input type="checkbox"/>	+* ACG 2071	Managerial Accounting	3
<input type="checkbox"/>	+ CGS 2100	Computer Fundamentals and Applications	3
Total Credits			9
	Electives	Total Elective/Foreign Language Credits	13
Total Credits			60

Transfer Plan: Health Services Administration

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year bachelor's degree in Health Services Administration. The bolded courses in this plan are the common prerequisites stated for the degree listed in *facts.org*. They are placed within the general education requirements and/or the elective credit requirements to earn your Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Common Prerequisites: these are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at *facts.org*.

COMMUNICATIONS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* ENC 1101	Freshman Composition I (GR)	3
<input type="checkbox"/>	SPC 1608	Fundamentals of Speech	3
<input type="checkbox"/>	+* ENC 1102	Freshman Composition II (GR)	3
Total Credits			9

HUMANITIES CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Humanities	Hum Prefix (GR)	3
<input type="checkbox"/>	Humanities	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	+* Humanities	(GR)	3
Total Credits			9

Specialized courses may not be offered every session or on every campus.
 + This course must be completed with a grade of C or better.
 * This course has a prerequisite; check description in Valencia catalog.
 (GR) Denotes a Gordon Rule course.
 Bold courses are state common prerequisites

MATHEMATICS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Math	(GR)	3
<input type="checkbox"/>	+* Math	(GR)	3
Total Credits			6

SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	Science	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	Science	Select from A.A. Gen Ed. Requirement	3
Total Credits			6

SOCIAL SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	POS 2041	U.S. Government	3
<input type="checkbox"/>	+ ECO 2023	Principles of Economics	3
Total Credits			6

ADDITIONAL COMMON PREREQUISITES

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* ACG 2021	Financial Accounting	3
<input type="checkbox"/>	+* ACG 2071	Managerial Accounting	3
<input type="checkbox"/>	+ CGS 2100	Computer Fundamentals and Applications	3
Total Credits			9
	Electives	Total Elective/Foreign Language Credits	15
Total Credits			60

Transfer Plan: History

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year bachelor's degree in History. The bolded courses in this plan are the common prerequisites stated for the degree listed in *facts.org*. They are placed within the general education requirements and/or the elective credit requirements to earn your Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Common Prerequisites: these are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at *facts.org*.

COMMUNICATIONS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* ENC 1101	Freshman Composition I (GR)	3
<input type="checkbox"/>	SPC 1608	Fundamentals of Speech	3
<input type="checkbox"/>	+* ENC 1102	Freshman Composition II (GR)	3
Total Credits			9

HUMANITIES CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Humanities	Hum Prefix (GR)	3
<input type="checkbox"/>	Humanities	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	+* EUH 2000	Western Civilization in 1750 (GR)	3
Total Credits			9

continued

MATHEMATICS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Math	(GR)	3
<input type="checkbox"/>	+* Math	(GR)	3
Total Credits			6

SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	Science	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	Science	Select from A.A. Gen Ed. Requirement	3
Total Credits			6

SOCIAL SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	POS 2041	U.S. Government	3
<input type="checkbox"/>	+ AMH 2010	US History to 1877	3
Total Credits			6

ADDITIONAL COMMON PREREQUISITES

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+ AMH 2020	US History 1877 to Present	3
<input type="checkbox"/>	+* EUH 2001	Western Civilization 1750 to Present (GR)	3
Total Credits			6
	Electives	Total Elective/Foreign Language Credits	18
Total Credits			60

Transfer Plan: Horticultural Science

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year bachelor's degree in Horticultural Science. The bolded courses in this plan are the common prerequisites stated for the degree listed in *facts.org*. They are placed within the general education requirements and/or the elective credit requirements to earn your Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Common Prerequisites: these are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at *facts.org*.

COMMUNICATIONS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* ENC 1101	Freshman Composition I (GR)	3
<input type="checkbox"/>	SPC 1608	Fundamentals of Speech	3
<input type="checkbox"/>	+* ENC 1102	Freshman Composition II (GR)	3
Total Credits			9

Specialized courses may not be offered every session or on every campus.
 + This course must be completed with a grade of C or better.
 * This course has a prerequisite; check description in Valencia catalog.
 (GR) Denotes a Gordon Rule course.
 Bold courses are state common prerequisites

HUMANITIES CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Humanities	Hum Prefix (GR)	3
<input type="checkbox"/>	Humanities	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	+* Humanities	(GR)	3
Total Credits			9

MATHEMATICS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* MAC 1114	College Trigonometry (GR)	3
<input type="checkbox"/>	+* MAC 1140	Precalculus Algebra (GR)	3
Total Credits			6

SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* BSC 1010C	Fundamentals of Biology I	4
<input type="checkbox"/>	+* BSC 1011C	Fundamentals of Biology II	4
Total Credits			8

SOCIAL SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	POS 2041	U.S. Government	3
<input type="checkbox"/>	+ ECO 2023	Principles of Economics-Micro	3
Total Credits			6

ADDITIONAL COMMON PREREQUISITES

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* CHM 1045C	General Chemistry w/Qualitative Analysis I	4
<input type="checkbox"/>	+* PHY 1053C	Physics	4
Total Credits			8
	Electives	Total Elective/Foreign Language Credits	14
Total Credits			60

Transfer Plan: Human Resources Management

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year bachelor's degree in Human Resources Management. The bolded courses in this plan are the common prerequisites stated for the degree listed in *facts.org*. They are placed within the general education requirements and/or the elective credit requirements to earn your Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Common Prerequisites: these are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at *facts.org*.

COMMUNICATIONS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* ENC 1101	Freshman Composition I (GR)	3
<input type="checkbox"/>	SPC 1608	Fundamentals of Speech	3
<input type="checkbox"/>	+* ENC 1102	Freshman Composition II (GR)	3
Total Credits			9

HUMANITIES CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Humanities	Hum Prefix (GR)	3
<input type="checkbox"/>	Humanities	Select from A.A. Gen Ed. Requirement	3
+ <input type="checkbox"/>	* Humanities	(GR)	3
Total Credits			9

MATHEMATICS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* MAC 2233	Calculus for Business and Social Science (GR)	3
<input type="checkbox"/>	+* STA 2023	Statistical Methods (GR)	3
Total Credits			6

SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	Science	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	Science	Select from A.A. Gen Ed. Requirement	3
Total Credits			6

SOCIAL SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	POS 2041	U.S. Government	3
<input type="checkbox"/>	+ ECO 2013	Principles of Economics-Macro	3
Total Credits			6

ADDITIONAL COMMON PREREQUISITES

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+ ECO 2023	Principles of Economics-Micro	3
<input type="checkbox"/>	+* ACG 2021	Financial Accounting	3
<input type="checkbox"/>	+* ACG 2071	Managerial Accounting	3
<input type="checkbox"/>	+ CGS 2100	Computer Fundamentals and Applications	3
Total Credits			12
	Electives	Total Elective/Foreign Language Credits	12
Total Credits			60

Transfer Plan: Information Technology

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year bachelor's degree in Information Technology. The bolded courses in this plan are the common prerequisites stated for the degree listed in *facts.org*. They are placed within the general education requirements and/or the elective credit requirements to earn your Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Common Prerequisites: these are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at *facts.org* (track 1 of 4).

Specialized courses may not be offered every session or on every campus.
 + This course must be completed with a grade of C or better.
 * This course has a prerequisite; check description in Valencia catalog.
 (GR) Denotes a Gordon Rule course.
 Bold courses are state common prerequisites

COMMUNICATIONS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* ENC 1101	Freshman Composition I (GR)	3
<input type="checkbox"/>	SPC 1608	Fundamentals of Speech	3
<input type="checkbox"/>	+* ENC 1102	Freshman Composition II (GR)	3
Total Credits			9

HUMANITIES CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Humanities	Hum Prefix (GR)	3
<input type="checkbox"/>	Humanities	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	+* Humanities	(GR)	3
Total Credits			9

MATHEMATICS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* MAC 1140	Pre-Calculus Algebra (GR)	3
<input type="checkbox"/>	+* STA 2023	Statistical Methods (GR)	3
Total Credits			6

SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* PHY 2048C	General Physics w/ Calculus I	4
		OR	
<input type="checkbox"/>	+* PHY 1053C	Introductory Physics	4
	Science	Select from A.A. Gen Ed Requirement	3
Total Credits			7

SOCIAL SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	POS 2041	U.S. Government	3
<input type="checkbox"/>	+ PSY 1012	General Psychology	3
Total Credits			6

ADDITIONAL COMMON PREREQUISITES

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+ ECO 2013	Principles of Economics - Macro	3
<input type="checkbox"/>	+ CGS 2545	Database Management Systems	3
<input type="checkbox"/>	+* COP 2220	C Programming	3
<input type="checkbox"/>	+* COP 2800	Java Programming	3
<input type="checkbox"/>	+* COT 2104	Foundations of Discrete Math	3
<input type="checkbox"/>	+* MAC 1114	College Trigonometry (GR)	3
		OR	
		Higher trig-based Math MAC 1147, MAC 2311, MAC 2311H, MAC 2312, MAC 2312H, MAC 2313, MAP 2302, MAS 2103 or MAS 2103H	
Total Credits			18

Electives	Total Credits	5
Total Credits		60

Transfer Plan: Journalism

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year bachelor's degree in Journalism. The bolded courses in this plan are the common prerequisites stated for the degree listed in *facts.org*. They are placed within the general education requirements and/or the elective credit requirements to earn your Associate in Arts degree. Please note that the specific university chosen for transfer may have additional

requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Common Prerequisites: These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at *facts.org*

COMMUNICATIONS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* ENC 1101	Freshman Composition I (GR)	3
<input type="checkbox"/>	SPC 1608	Fundamentals of Speech	3
<input type="checkbox"/>	+* ENC 1102	Freshman Composition II (GR)	3
		Total Credits	9

HUMANITIES CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Humanities	Hum Prefix (GR)	3
<input type="checkbox"/>	Humanities	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	+* Humanities	(GR)	3
		Total Credits	9

MATHEMATICS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Math	(GR)	3
<input type="checkbox"/>	+* Math	(GR)	3
		Total Credits	6

SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	Science	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	Science	Select from A.A. Gen Ed. Requirement	3
		Total Credits	6

SOCIAL SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	POS 2041	U.S. Government	3
<input type="checkbox"/>	Social Science	Select from A.A. Gen Ed. Requirement	3
		Total Credits	6

ADDITIONAL COMMON PREREQUISITES

None, students are encouraged to take electives within their major. Suggested electives: JOU1100, and JOU prefixes, MMC 1000, MMC 2100

Electives	Total Elective/Foreign Language Credits	24
	Total Credits	60

Transfer Plan: Management Information Systems

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year bachelor's degree in Management Information Systems. The bolded courses in this plan are the common prerequisites stated for the degree listed in *facts.org*. They are placed within the general education requirements and/or the elective credit requirements to earn your Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Common Prerequisites: These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at *facts.org*.

COMMUNICATIONS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* ENC 1101	Freshman Composition I (GR)	3
<input type="checkbox"/>	SPC 1608	Fundamentals of Speech	3
<input type="checkbox"/>	+* ENC 1102	Freshman Composition II (GR)	3
		Total Credits	9

HUMANITIES CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Humanities	Hum Prefix (GR)	3
<input type="checkbox"/>	Humanities	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	+* Humanities	(GR)	3
		Total Credits	9

MATHEMATICS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* MAC 2233	Calculus for Business and Social Science (GR)	3
<input type="checkbox"/>	+* STA 2023	Statistical Methods (GR)	3
		Total Credits	6

SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	Science	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	Science	Select from A.A. Gen Ed. Requirement	3
		Total Credits	6

SOCIAL SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	POS 2041	U.S. Government	3
<input type="checkbox"/>	+ ECO 2013	Principles of Economics-Macro	3
		Total Credits	6

ADDITIONAL COMMON PREREQUISITES

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+ ECO 2023	Principles of Economics-Micro	3
<input type="checkbox"/>	+* ACG 2021	Financial Accounting	3
<input type="checkbox"/>	+* ACG 2071	Managerial Accounting	3

Specialized courses may not be offered every session or on every campus.
 + This course must be completed with a grade of C or better.
 * This course has a prerequisite; check description in Valencia catalog.
 (GR) Denotes a Gordon Rule course.
 Bold courses are state common prerequisites

<input type="checkbox"/>	+	CGS 2100	Computer Fundamentals and Applications	3
			Total Credits	12
		Electives	Total Elective/Foreign Language Credits	12
			Total Credits	60

Transfer Plan: Marine Biology

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year bachelor's degree in Marine Biology. The bolded courses in this plan are the common prerequisites stated for the degree listed in *facts.org*. They are placed within the general education requirements and/or the elective credit requirements to earn your Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Common Prerequisites: these are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at *facts.org*.

COMMUNICATIONS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* ENC 1101	Freshman Composition I (GR)	3
<input type="checkbox"/>	SPC 1608	Fundamentals of Speech	3
<input type="checkbox"/>	+* ENC 1102	Freshman Composition II (GR)	3
		Total Credits	9

HUMANITIES CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Humanities	Hum Prefix (GR)	3
<input type="checkbox"/>	Humanities	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	+* Humanities	(GR)	3
		Total Credits	9

MATHEMATICS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* MAC 2311	Calculus w/Analytical Geometry I (GR)	5
<input type="checkbox"/>	+* MAC 2312	Calculus w/Analytical Geometry II (GR)	5
		Total Credits	10

SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* BSC 1010C	Fundamentals of Biology I	4
<input type="checkbox"/>	+* BSC 1011C	Fundamentals of Biology II	4
		Total Credits	8

SOCIAL SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	POS 2041	U.S. Government	3
<input type="checkbox"/>	Social Science	Select from A.A. Gen Ed. Requirement	3
		Total Credits	6

Specialized courses may not be offered every session or on every campus.
 + This course must be completed with a grade of C or better.
 * This course has a prerequisite; check description in Valencia catalog.
 (GR) Denotes a Gordon Rule course.
 Bold courses are state common prerequisites

ADDITIONAL COMMON PREREQUISITES

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* CHM 1045C	General Chemistry w/Qualitative Analysis I	4
<input type="checkbox"/>	+* CHM 1046C	General Chemistry w/Qualitative Analysis II	4
<input type="checkbox"/>	+* CHM 2210C	Organic Chemistry I	4
<input type="checkbox"/>	+* CHM 2211C	Organic Chemistry II	4
		Total Credits	16
	Electives	Total Elective/Foreign Language Credits	2
		Total Credits	60

Transfer Plan: Mathematics

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year bachelor's degree in Mathematics. The bolded courses in this plan are the common prerequisites stated for the degree listed in *facts.org*. They are placed within the general education requirements and/or the elective credit requirements to earn your Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Common Prerequisites: these are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at *facts.org*.

COMMUNICATIONS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* ENC 1101	Freshman Composition I (GR)	3
<input type="checkbox"/>	SPC 1608	Fundamentals of Speech	3
<input type="checkbox"/>	+* ENC 1102	Freshman Composition II (GR)	3
		Total Credits	9

HUMANITIES CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Humanities	Hum Prefix (GR)	3
<input type="checkbox"/>	Humanities	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	+* Humanities	(GR)	3
		Total Credits	9

MATHEMATICS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* MAC 2311	Calculus w/Analytical Geometry I (GR)	5
<input type="checkbox"/>	+* MAC 2312	Calculus w/Analytical Geometry II (GR)	5
		Total Credits	10

SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Science	Lab based science courses with BSC, CHM, PHY, or GLY prefix	4
<input type="checkbox"/>	+* Science	Select from A.A. Gen Ed. Requirement	3
		Total Credits	7

SOCIAL SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	POS 2041	U.S. Government	3
<input type="checkbox"/>	Social Science	Select from A.A. Gen Ed. Requirement	3
Total Credits			6

ADDITIONAL COMMON PREREQUISITES

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* COP XXXX	Any scientific programming course designed for science majors	3
<input type="checkbox"/>	+* MAC 2313	Calculus w/Analytical Geometry III (GR)	4
<input type="checkbox"/>	+* MAP 2302	Differential Equations	3
Total Credits			10
	Electives	Total Elective/Foreign Language Credits	9
Total Credits			60

SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	Science	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	Science	Select from A.A. Gen Ed. Requirement	3
Total Credits			6

SOCIAL SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	POS 2041	U.S. Government	3
<input type="checkbox"/>	Social Science	Select from A.A. Gen Ed. Requirement	3
Total Credits			6

ADDITIONAL COMMON PREREQUISITES

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	PHI 2600	Ethics and Critical Thinking	3
Total Credits			3
	Electives	Total Elective/Foreign Language Credits	21
Total Credits			60

Transfer Plan: Philosophy

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year bachelor's degree in Philosophy. The bolded courses in this plan are the common prerequisites stated for the degree listed in *facts.org*. They are placed within the general education requirements and/or the elective credit requirements to earn your Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Common Prerequisites: These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at *facts.org*.

COMMUNICATIONS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* ENC 1101	Freshman Composition I (GR)	3
<input type="checkbox"/>	SPC 1608	Fundamentals of Speech	3
<input type="checkbox"/>	+* ENC 1102	Freshman Composition II (GR)	3
Total Credits			9

HUMANITIES CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Humanities	Hum Prefix (GR)	3
<input type="checkbox"/>	PHI 2010	Philosophy	3
<input type="checkbox"/>	+* Humanities	(GR)	3
Total Credits			9

MATHEMATICS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Math	(GR)	3
<input type="checkbox"/>	+* Math	(GR)	3
Total Credits			6

Specialized courses may not be offered every session or on every campus.
 + This course must be completed with a grade of C or better.
 * This course has a prerequisite; check description in Valencia catalog.
 (GR) Denotes a Gordon Rule course.
 Bold courses are state common prerequisites

Transfer Plan: Political Science and Government

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year bachelor's degree in Political Science and Government. The bolded courses in this plan are the common prerequisites stated for the degree listed in *facts.org*. They are placed within the general education requirements and/or the elective credit requirements to earn your Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Common Prerequisites: these are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at *facts.org*.

COMMUNICATIONS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* ENC 1101	Freshman Composition I (GR)	3
<input type="checkbox"/>	SPC 1608	Fundamentals of Speech	3
<input type="checkbox"/>	+* ENC 1102	Freshman Composition II (GR)	3
Total Credits			9

HUMANITIES CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Humanities	Hum Prefix (GR)	3
<input type="checkbox"/>	Humanities	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	+* Humanities	(GR)	3
Total Credits			9

MATHEMATICS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Math	(GR)	3
<input type="checkbox"/>	+* Math	(GR)	3
Total Credits			6

SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	Science	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	Science	Select from A.A. Gen. Ed. Requirement	3
Total Credits			6

SOCIAL SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	POS 2041	U.S. Government	3
<input type="checkbox"/>	Social Science	Select from A.A. General Requirement	3
Total Credits			6

ADDITIONAL COMMON PREREQUISITES

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>		Two Introductory Courses with POS or INR Prefix	6
	Electives	Total Elective/Foreign Language Credits	18
Total Credits			60

Transfer Plan: Psychology

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year bachelor's degree in Psychology. The bolded courses in this plan are the common prerequisites stated for the degree listed in *facts.org*. They are placed within the general education requirements and/or the elective credit requirements to earn your Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Common Prerequisites: these are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at *facts.org*.

COMMUNICATIONS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* ENC 1101	Freshman Composition I (GR)	3
<input type="checkbox"/>	SPC 1608	Fundamentals of Speech	3
<input type="checkbox"/>	+* ENC 1102	Freshman Composition II (GR)	3
Total Credits			9

HUMANITIES CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Humanities	Hum Prefix (GR)	3
<input type="checkbox"/>	Humanities	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	+* Humanities	(GR)	3
Total Credits			9

MATHEMATICS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Math	(GR)	3
<input type="checkbox"/>	+* STA 2023	Statistical Methods (GR)	3
Total Credits			6

Specialized courses may not be offered every session or on every campus.
 + This course must be completed with a grade of C or better.
 * This course has a prerequisite; check description in Valencia catalog.
 (GR) Denotes a Gordon Rule course.
 Bold courses are state common prerequisites

SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* BSC 1010C	Fundamentals of Biology I	4
<input type="checkbox"/>	Science	Select from A.A. Gen Ed. Requirement	3
Total Credits			7

SOCIAL SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	POS 2041	U.S. Government	3
<input type="checkbox"/>	+ PSY 1012	General Psychology	3
Total Credits			6

ADDITIONAL COMMON PREREQUISITES

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>		Any lower level psychology class. Prefixes: CLP, DEP, EDP, INP, PSY, SOP	3
	Electives	Total Elective/Foreign Language Credits	20
Total Credits			60

Transfer Plan: Public Administration

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year bachelor's degree in Public Administration. The bolded courses in this plan are the common prerequisites stated for the degree listed in *facts.org*. They are placed within the general education requirements and/or the elective credit requirements to earn your Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Students who have earned the Fire Officer I or Fire Inspector I certification/licensure, may be eligible to receive college credit for certain courses. For more information and requirements, visit the Valencia Web site at *valenciacc.edu/asdegrees/tec.cfm* to view the Alternative Awarded of Credit Agreement and complete a Request Form. To have credit awarded, students should bring the required documentation to the Dean's academic department for verification and approval.

Common Prerequisites: these are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at *facts.org*.

COMMUNICATIONS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* ENC 1101	Freshman Composition I (GR)	3
<input type="checkbox"/>	SPC 1608	Fundamentals of Speech	3
<input type="checkbox"/>	+* ENC 1102	Freshman Composition II (GR)	3
Total Credits			9

HUMANITIES CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Humanities	Hum Prefix (GR)	3
<input type="checkbox"/>	Humanities	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	+* Humanities	(GR)	3
Total Credits			9

MATHEMATICS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Math	(GR)	3
<input type="checkbox"/>	+* Math	(GR)	3
Total Credits			6

SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	Science	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	Science	Select from A.A. Gen Ed. Requirement	3
Total Credits			6

SOCIAL SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	POS 2041	U.S. Government	3
<input type="checkbox"/>	+ ECO 2013	Principles of Economics- Macro	3
Total Credits			6

ADDITIONAL COMMON PREREQUISITES

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+ CGS 1060	Introduction to Computers	3
Total Credits			3
	Electives	Total Elective/Foreign Language Credits	21
Total Pre-Major Credits			60

NOTES:

Certified Fire Officers with documentation of passing the recognized Fire Officer I or Fire Inspector I State of Florida Certification Exam approved by the Bureau of Fire Standards and Training and completing the Fire Officer program at Orange County Mid-Florida Tech Center or TECO (Technical Education Center Osceola) may be eligible for the award of credit toward this program. For information and requirements, visit the Valencia Web site valenciac.edu. Eligible students should contact the Dean of Social Sciences on any Valencia campus for the review and award of credit.

Transfer Plan: Public Relations/ Organizational Communication

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year bachelor's degree in Public Relations/Organizational Communication. The bolded courses in this plan are the common prerequisites stated for the degree listed in facts.org. They are placed within the general education requirements and/or the elective credit requirements to earn your Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree

requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Common Prerequisites: These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at facts.org

COMMUNICATIONS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* ENC 1101	Freshman Composition I (GR)	3
<input type="checkbox"/>	SPC 1608	Fundamentals of Speech	3
<input type="checkbox"/>	+* ENC 1102	Freshman Composition II (GR)	3
Total Credits			9

HUMANITIES CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Humanities	Hum Prefix (GR)	3
<input type="checkbox"/>	Humanities	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	+* Humanities	(GR)	3
Total Credits			9

MATHEMATICS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Math	(GR)	3
<input type="checkbox"/>	+* Math	(GR)	3
Total Credits			6

SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	Science	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	Science	Select from A.A. Gen Ed. Requirement	3
Total Credits			6

SOCIAL SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	POS 2041	U.S. Government	3
<input type="checkbox"/>	Social Science	Select from A.A. Gen Ed. Requirement	3
Total Credits			6

ADDITIONAL COMMON PREREQUISITES

None, students are encouraged to take electives within their major. Suggested electives: SPC 1017, SPC 1700, MMC 1000, MMC 2100

Electives	Total Elective/Foreign Language Credits	24
Total Credits		60

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

(GR) Denotes a Gordon Rule course.

Bold courses are state common prerequisites

Transfer Plan: Radiologic Sciences

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year bachelor's degree in Radiologic Sciences. The bolded courses in this plan are the common prerequisites stated for the degree listed in *facts.org*. They are placed within the general education requirements and/or the elective credit requirements to earn your Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Common Prerequisites: these are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at *facts.org*.

COMMUNICATIONS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* ENC 1101	Freshman Composition I (GR)	3
<input type="checkbox"/>	SPC 1608	Fundamentals of Speech	3
<input type="checkbox"/>	+* ENC 1102	Freshman Composition II (GR)	3
Total Credits			9

HUMANITIES CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Humanities	Hum Prefix (GR)	3
<input type="checkbox"/>	Humanities	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	+* Humanities	(GR)	3
Total Credits			9

MATHEMATICS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* MAC 1105	College Algebra (GR)	3
<input type="checkbox"/>	+* Mathematics	(GR)	3
Total Credits			6

SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* BSC 2093C	Human Anatomy and Physiology I	4
<input type="checkbox"/>	+* BSC 2094C	Human Anatomy and Physiology II	4
Total Credits			8

SOCIAL SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	POS 2041	U.S. Government	3
<input type="checkbox"/>	Social Science	Select from A.A. Gen Ed. Requirement	3
Total Credits			6

ADDITIONAL COMMON PREREQUISITES

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* PHY 1053C	Introductory Physics I	4
<input type="checkbox"/>	+* PHY 1054C	Introductory Physics II	4
<input type="checkbox"/>	+ CGS 1060	Introduction to Computers	3
Total Credits			11
	Electives	Total Elective/Foreign Language Credits	11
Total Credits			60

Specialized courses may not be offered every session or on every campus.
 + This course must be completed with a grade of C or better.
 * This course has a prerequisite; check description in Valencia catalog.
 (GR) Denotes a Gordon Rule course.
 Bold courses are state common prerequisites

Transfer Plan: Social Sciences

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year bachelor's degree in Social Sciences. The bolded courses in this plan are the common prerequisites stated for the degree listed in *facts.org*. They are placed within the general education requirements and/or the elective credit requirements to earn your Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Common Prerequisites: these are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at *facts.org*.

COMMUNICATIONS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* ENC 1101	Freshman Composition I (GR)	3
<input type="checkbox"/>	SPC 1608	Fundamentals of Speech	3
<input type="checkbox"/>	+* ENC 1102	Freshman Composition II (GR)	3
Total Credits			9

HUMANITIES CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Humanities	Hum Prefix (GR)	3
<input type="checkbox"/>	Humanities	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	+* Humanities	(GR)	3
Total Credits			9

MATHEMATICS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Math	(GR)	3
<input type="checkbox"/>	+* Math	(GR)	3
Total Credits			6

SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	Science	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	Science	Select from A.A. Gen Ed. Requirement	3
Total Credits			6

SOCIAL SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	POS 2041	U.S. Government	3
<input type="checkbox"/>	Social Science	Select from A.A. Gen Ed. Requirement	3
Total Credits			6

ADDITIONAL COMMON PREREQUISITES

Complete (✓)	Course	Title	Credits
	None		
	Electives	Total Elective/Foreign Language Credits	24
Total Credits			60

Transfer Plan: Sociology

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year bachelor's degree in Sociology. The bolded courses in this plan are the common prerequisites stated for the degree listed in *facts.org*. They are placed within the general education requirements and/or the elective credit requirements to earn your Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Common Prerequisites: these are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at *facts.org* (track 1 of 2).

COMMUNICATIONS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* ENC 1101	Freshman Composition I (GR)	3
<input type="checkbox"/>	SPC 1608	Fundamentals of Speech	3
<input type="checkbox"/>	+* ENC 1102	Freshman Composition II (GR)	3
	Total Credits		9

HUMANITIES CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Humanities	Hum Prefix (GR)	3
<input type="checkbox"/>	Humanities	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	+* Humanities	(GR)	3
	Total Credits		9

MATHEMATICS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Math	(GR)	3
<input type="checkbox"/>	+* Math	(GR)	3
	Total Credits		6

SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	Science	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	Science	Select from A.A. Gen Ed. Requirement	3
	Total Credits		6

SOCIAL SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	POS 2041	U.S. Government	3
<input type="checkbox"/>	SYG 2000	Introduction to Sociology	3
	Total Credits		6

ADDITIONAL COMMON PREREQUISITES

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	ANT 2000	Introduction to Anthropology	3
	Total Credits		3
	Electives	Total Elective/Foreign Language Credits	21
		Total Pre-Major Credits	60

Transfer Plan: Statistics

Associate in Arts Degree

This transfer plan is designed to help you prepare to transfer to a Florida public university as a junior to complete a four-year bachelor's degree in Statistics. The bolded courses in this plan are the common prerequisites stated for the degree listed in *facts.org*. They are placed within the general education requirements and/or the elective credit requirements to earn your Associate in Arts degree. Please note that the specific university chosen for transfer may have additional requirements than those listed here. For specific transfer information, meet with a Valencia advisor to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Common Prerequisites: these are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at *facts.org*

COMMUNICATIONS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* ENC 1101	Freshman Composition I (GR)	3
<input type="checkbox"/>	SPC 1608	Fundamentals of Speech	3
<input type="checkbox"/>	+* ENC 1102	Freshman Composition II (GR)	3
	Total Credits		9

HUMANITIES CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Humanities	Hum Prefix (GR)	3
<input type="checkbox"/>	Humanities	Select from A.A. Gen Ed. Requirement	3
<input type="checkbox"/>	+* Humanities	(GR)	3
	Total Credits		9

MATHEMATICS CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* MAC 2311	Calculus w/Analytical Geometry I (GR)	5
<input type="checkbox"/>	+* MAC 2312	Calculus w/Analytical Geometry II (GR)	5
	Total Credits		10

SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* Science	Lab based science courses with BSC, CHM, PHY, or GLY prefix	4
<input type="checkbox"/>	+* Science	Lab based science courses with BSC, CHM, PHY, or GLY prefix	4
	Total Credits		8

SOCIAL SCIENCE CREDITS

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	POS 2041	U.S. Government	3
<input type="checkbox"/>	Social Science	Select from A.A. Gen Ed. Requirement	3
	Total Credits		6

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

(GR) Denotes a Gordon Rule course.

Bold courses are state common prerequisites

ADDITIONAL COMMON PREREQUISITES

Complete (✓)	Course	Title	Credits
<input type="checkbox"/>	+* COP XXXX	Any scientific programming course designed for science majors	3
<input type="checkbox"/>	+* MAC 2313	Calculus w/Analytical Geometry III (GR)	4
<input type="checkbox"/>	+* STA 2023	Statistical Methods	3
		Total Credits	10
	Electives	Total Elective/Foreign Language Credits	8
		Total Credits	60

Specialized courses may not be offered every session or on every campus.
 + This course must be completed with a grade of C or better.
 * This course has a prerequisite; check description in Valencia catalog.
 (GR) Denotes a Gordon Rule course.
 Bold courses are state common prerequisites



EDUCATIONAL ENHANCEMENT OPPORTUNITIES

Alternative Methods of Instruction in Addition to Distance Learning with Valencia Online

Mathematics

Some mathematics courses are offered through different teaching/learning approaches:

Computer-Assisted Instruction

This approach offers the newest innovations of computer and instructional technologies and features video animation clips, historical and applications-based perspectives, precise graphing tools, and immediate feedback to students. The instructor presents some explanation of the course material as needed by the class but primarily serves as a resource person when students have questions. This approach allows students 24-hour electronic access to computer lessons via the Internet, assuming students have an online account via an Internet service provider. Students need to be able to point and click a computer mouse to participate in this approach. Students are expected to attend all class meetings but also may progress independently outside of class. Chapter tests are announced and taken as a class which requires students to keep a common instructional pace throughout the course.

Individualized Learning for Motivated Students

This approach is for highly self-motivated students. Students must attend class, individually complete all course material and pass each test at the required level. The instructor does not present explanations of the course material to the class but serves as a resource person when students have questions. The instructor assists in the use of various multimedia resources. Each student takes the required competency-based exams when he/she is ready. Individualized Learning provides students the opportunity to complete two courses in one term.

Independent Study

Valencia offers Independent Study (IS) in various courses to allow you to progress at your own rate. IS helps you meet course requirements through student/faculty interaction in a non-classroom situation. IS arrangements are dependent on the availability of a Professor and upon the approval of the respective Academic Dean. Regardless of the date of enrollment in an IS course, you will receive a grade at the end of the Fall, Spring or Summer Full Term in which you register for the course. The conditions of the Withdrawal and Forgiveness rules apply to Independent Study courses. (See the Withdrawal and Forgiveness entry in this catalog.)

If you wish to take an IS course, you will have to make arrangements with a Professor and the appropriate Academic Dean. Application forms are available in the office of the department responsible for the course. A non-refundable fee of \$25.00 per credit hour is charged in addition to regular fees for each IS course in which you enroll. If you receive financial aid or third-party funding, you should verify that your financial aid or third-party funding will cover the fees associated with Independent Study.

Additional Educational Opportunities

Bridges to Success Program

Bridges to Success is a summer transition program for recent high school graduates to enhance skills needed for academic success. Students receive a summer scholarship for course fees and books and can earn up to six college credits. Successful completion makes students eligible for a two-year scholarship at Valencia. (See Scholarships entry in the Student Financial Aid section of this catalog.)

Dual Enrollment

The Dual Enrollment Program provides the opportunity for qualified high school students to enroll in Valencia courses while concurrently enrolled in high school. Dual enrollment students may be attending public or private schools or participating in a home education program. Students receive both high school and college credit for dual enrollment courses.

High school counselors, or parents for home education students, are responsible for identifying students who demonstrate social maturity and motivation and who possess the academic capabilities to pursue college-level instruction. Recommended students must have a minimum cumulative grade point average of 3.0 on a 4.0 unweighted scale in courses taken in high school. In addition, students who are not in special high school programs must have junior or senior class standing and be at least 16 years of age by the end of their first term of dual enrollment. The application process is included in the Admissions section of this catalog.

Dual enrollment students are exempt from application, matriculation, and laboratory fees. Textbooks and instructional materials for public school students are provided by the school district through the high school; however, students enrolled in nonpublic secondary schools or home education programs must pay for their own textbooks and instructional materials.

When a student selects dual enrollment courses, it is advantageous for the student to choose courses that will apply toward his/her intended college degree. Dual enrollment students may take college-level courses at their high school and/or on a Valencia campus. Classes may meet before, during or after high school hours and during the Summer Term. College-preparatory and physical education courses and courses less than three credits are ineligible for inclusion in the Dual Enrollment Program.

Students who are in dual enrollment via a specific high school career education program are not eligible to enroll in any academic courses nor can they enroll in electives outside the requirements of their career program's curriculum without permission from the Dual Enrollment Office.

No high school credit is granted by Valencia; high school credit for dual enrollment is awarded by the high school and is reflected on the high school transcript. College credits earned through dual enrollment are reflected on the college transcript. Valencia dual enrollment students are **required** by Florida Statute to submit an official, final high school transcript showing the date of graduation from high school before a Valencia transcript can be released and a dual enrollment student can become a regular degree-seeking student at Valencia.

All active dual enrollment students are re-classified from *Dual Enrollment* to *Personal Interest* during the term of their high school graduation. This classification allows them to register for classes for any of the Valencia terms immediately following high school graduation even though a start date may be prior to the actual high school graduation date.

A *Personal Interest* classification allows a student to continue as a non-degree seeking student until the high school diploma is received and a Student Records Information Form is submitted to re-classify the student from *Personal Interest* to a degree/certificate-seeking status. Dual enrollment fee waivers are not applied for terms ending after high school graduation, and a non-degree-seeking student is not eligible for financial aid; thus, all tuition and fees must be paid by the student by the stated fee payment deadlines in the online official catalog.

In addition to (1) the final high school transcript and (2) the Student Records Information Form to update enrollment status from dual enrollment to degree seeking, students who wish to continue at Valencia must verify their Florida residency status for tuition purposes by submitting (3) the Residency Affidavit and supporting documentation. Also, international dual enrollment students must meet the admission requirements and procedures for international students outlined in the Admissions section of this catalog.

Flex Start Scheduling

Flex Start scheduling offers students the opportunity to register for classes that begin and end at times other than the official beginning and ending of the Fall, Spring, and Summer Full Terms. Through Flex Start, courses are taught in five, six, eight, and ten week periods. Generally, courses are offered 7:00 a.m. to 10:00 p.m., Monday through Sunday, and may be taught on campus and online.

Intensive Foreign Language Classes

Students who want to fulfill the foreign language requirement for an Associate in Arts (A.A.) Degree in one term may do so by enrolling in intensive language classes. The eight credits that ordinarily are taken over two terms are taught in one Full Term and cover the material from the 1120 and 1121 level courses in that language.

This option reduces the number of terms it takes to complete the foreign language requirement and creates more of an "immersion course setting" which aids most students in language acquisition.

International/Intercultural Education

Since the founding of the College in 1967, Central Florida has grown from a state and regional vacation spot to a dynamic hub for international business, industry, and entertainment. Valencia offers courses and programs that respond to the needs of a global economy and a diverse community at home. International and U.S. students enrich each campus culture and enhance learning opportunities with different perspectives and life experiences.

Study Abroad and Global Exchange (SAGE)

The SAGE Office prepares students to live, work and collaborate effectively in a global community by providing learning experiences that promote an understanding of cultural diversity, increase language acquisition and fluency, and develop intercultural competence. Study abroad and student/faculty exchange opportunities are described on the Web site at valenciac.edu/international/exchange.

International Student Services (ISS)

Valencia boasts an international student population from more than 60 nations. The college has four campuses throughout Central Florida as well as a Center for Global Languages. Valencia is authorized under federal law to issue the I-20, one of the documents necessary to request an F-1 student visa. Prospective international students can learn more and apply to Valencia at valenciac.edu/international/students.

English for Academic Purposes (EAP)

English for Academic Purposes is an English program for speakers of other languages who already have some background in English. The program is designed to bring English skills to a level that will help students be successful in college credit courses. Learn more at valenciac.edu/eap.

Center for Global Languages (CGL)

Valencia's CGL welcomes students from the United States and around the world to study in its intensive language programs, including summer youth offerings. The Center also specializes in custom course and curriculum development for specific workplace language needs. For more information, visit centerforgloballanguages.com.

Learning in Community (LinC)

Learning in Community (LinC) is a program of linking two or more courses in one integrated LinC course. Professors from different disciplines tie their courses together around a common theme. Students take the LinC course as a group, professors teach as a team, and the college provides special academic and social support for each student. Enrollment information is available at New Student Orientation or in Student Services on any campus.

Pre-College Program

College Reach Out Program (CROP)

The College Reach Out Program provides services to economically and academically disadvantaged 6th through 12th graders in Orange and Osceola Counties. Services include tutoring in core subject areas, career exploration, cultural enrichment, and assistance in preparing for the transition to college. The program runs after school and

daily for two to four weeks each summer. A highlight of the program is the opportunity to participate in college tours.

ROTC

All Valencia students are eligible to enroll in the United States Army and Air Force ROTC programs at the University of Central Florida. Army and Air Force Military Science classes are conducted at the University of Central Florida. A maximum of eight semester credits of ROTC credit may apply as elective credit toward a degree at Valencia. Further information is available from the University of Central Florida Air Force ROTC office at 407-823-1247 or airforce.ucf.edu or the Army ROTC office at 407-823-2430 or army.ucf.edu.

Servicemembers Opportunity College

You may benefit from Valencia's special efforts to aid service members in securing a postsecondary education. The Servicemembers Opportunity College (SOC) has designated Valencia as a participating institution of higher education. Aside from stated and traditional means of obtaining credit toward most associate degrees, the following special policies, procedures and services are available to you as active-duty military personnel:

1. You may earn certain credits by satisfactory completion of Advanced Placement examinations. (See Advanced Placement entry in this catalog.)
2. You may earn a maximum of 15 semester credits through extension and/or correspondence courses.
3. Credit can be earned through validated military service training including military service schools: Army/American Council on Educational Registry Transcript System (AARTS), Defense Language Institute (DLI), Sailor/Marine/Ace Registry Transcript System (SMARTS), and United States Armed Forces Institute (USAFI).

In recognition of the advanced academic and technical content of many military education experiences, Valencia will grant credit for military education that has been evaluated and recommended as suitable for postsecondary credit. After enrolling at Valencia, you may initiate the request for such credit by providing appropriate

documentation to any campus Answer Center. Recommendations in the American Council on Education (ACE) Guide are advisory in nature and are not binding upon the College.

University of Central Florida Partnerships

DirectConnect to UCF (Guaranteed Entry to the University of Central Florida)

Valencia has joined with the University of Central Florida (UCF) in a unique agreement, known as DirectConnect to UCF, that provides students with increased access to bachelor's degrees. Students who graduate with an Associate in Arts (A.A.) or an Associate in Science (A.S.) Degree from Valencia will receive:

- Guaranteed admission to a bachelor's degree program at UCF.
- Increased opportunity to complete a bachelor's degree on a Valencia campus.
- Preferential admission to select bachelor degree programs at UCF.

Advising, admissions and financial aid services as well as other academic support services are available from UCF staff on Valencia's Osceola and West Campuses.

To participate in the DirectConnect to UCF program:

- On the Valencia Application for Admission or on a Student Record Information Form in any campus Answer Center, indicate your intention to complete a bachelor's degree at UCF.
- Go to facts.org to conduct a two-plus-two degree audit for the associate's degree you are seeking at Valencia and the bachelor's degree you plan to seek at UCF so that you can determine the courses you need to complete both degrees.
- Go to My Education Plan in Atlas (My LifeMap Tools) to develop a specific education plan to complete the associate's degree at Valencia.

- Meet with an Advisor or Counselor to review your plans and obtain additional information on how to prepare to complete the associate's and bachelor's degrees.

Additional information on DirectConnect to UCF services and program expansion is available at: regionalcampuses.ucf.edu. On this site, Valencia's Osceola Campus is referenced as "UCF Osceola" and Valencia's West Campus is referenced as "UCF West Orlando."

Students who have been previously disqualified from UCF may participate in Direct Connect but must meet standard UCF readmission criteria consistent with university policy. The completion of the A.A. or A.S., in and of itself, does not guarantee readmission.

Regional Campuses

Currently, the following bachelor degree programs are available on the Valencia campuses:

Osceola Campus

Applied Science, B.A.S.
Business Administration, B.A.
Elementary Education, B.S.
Interdisciplinary Studies, B.A./B.S.
Psychology, B.S.

West Campus

Applied Science, B.A.S.
Business Administration, B.A.
Electrical Engineering (3rd Year), B.S.
Interdisciplinary Studies, B.A./B.S.
Psychology, B.S.

TEACHER PREPARATION AND RECERTIFICATION

Teacher Preparation

Students who wish to pursue a career as a primary or secondary school teacher can do so in one of two ways: teacher certification or alternate certification. Teacher certification requires students to obtain a bachelor's degree in an educational program and to earn a passing score on all sections of the Florida Teacher Certification Examination. The alternate certification requires students who have a bachelor's degree in a discipline other than education to demonstrate mastery of outcomes within a competency-based program and to earn a passing score on all sections of the Florida Teacher Certification Examination.

Teacher Certification

Education Transfer Plans

Valencia offers two Associate in Arts degree transfer plans that lead to teacher certification: Education (Early Childhood) and Education (General Preparation). These transfer plans are designed for students who wish to transfer to a state university and major in education; they are included in the Transfer Plan section of this catalog.

CORE: Creating Opportunities and Resources for Educators

The Creating Opportunities and Resources for Educators (CORE) program is designed to make it easier for students to become elementary school teachers by completing the Associate in Arts (A.A.) Degree from Valencia and a Bachelor of Science (B.S.) Degree in Elementary Education from the University of Central Florida (UCF) while taking all of the course work at Valencia's Osceola Campus. Students follow the Education: (General Preparation) transfer plan at Valencia and the course work meets UCF's admission requirements. CORE students typically take three courses per term, including the summer; they have priority registration and are guaranteed access to a sequence of classes leading to an A.A. Degree. The internships required in the course work are offered in

Osceola County Schools. Additional information about the CORE program may be found at valenciacc.edu/osceola/core.

Alternate Certification

Educator Preparation Institute (EPI)

The Educator Preparation Institute (EPI) provides a competency-based program that offers the individual with a bachelor's degree in a discipline other than education the preparation to become a classroom teacher in Florida. Participants who demonstrate mastery of the twelve Florida Educator Accomplished Practices and present passing scores on all sections of the Florida Teacher Certification Exams will be awarded a Certificate of Completion. The program components designated by an EPI prefix provide institutional credit, are not transferable to an upper-division institution, and do not count toward any degree. Program acceptance is required for participation in the EPI.

For further information, visit the EPI Web site at valenciacc.edu/epi.

Module I		
Course	Title	Credits
EPI 0001	Classroom Management	3
EPI 0002	Instructional Strategies	3
EPI 0003	Technology	3
EPI 0004	Teaching and Learning Process	3
Module II		
Course	Title	Credits
EPI 0010	Foundations of Research-Based Practices in Reading	3
Module III		
Course	Title	Credits
EPI 0020	The Teaching Foundation	2
EPI 0940	Teaching Foundation Field Experience	1
Module IV		
Course	Title	Credits
EPI 0030	Diversity	2
EPI 0945	Diversity Field Experience	1
Total Credits		21

Educator Preparation Institute course descriptions are available in the Course Descriptions section of this catalog.

Teacher Recertification

Valencia's Teacher Recertification Program, at the Winter Park Campus, offers courses especially designed to meet the requirements of teachers seeking recertification. Many of these courses are scheduled on the weekends, as part of Valencia's Flex Start scheduling. Most courses are open to all Valencia students. Courses offered through the Teacher Recertification Program often include education, humanities, sciences, social sciences, and computer science and are taught in a variety of delivery modes (face-to-face, online, hybrid, etc.) Visit the Web site: valenciacc.edu/weekend for the current list of courses and general information.

Registration for teacher recertification courses starts at the beginning of registration for returning students and continues until the class begins, provided no other pre-determined registration deadline is designated and space is available. Atlas registration is available according to the dates listed in the Academic Calendar in the online official catalog. Students may register in an Atlas Access Lab on any campus or from any remote location that provides Internet access.

Students enrolling for the first time must complete the online Valencia Application for Admission and pay the \$35 non-refundable fee. The application must be submitted electronically at valenciacc.edu/admissions by the application deadline. You must adhere to general information posted at valenciacc.edu/weekend which identifies deadline dates.

Returning students who have not attended Valencia within the past two years are required to complete the online Valencia Application for Admission and pay the \$35 non-refundable fee. The application must be submitted electronically at valenciacc.edu/admissions by the application deadline. You must adhere to general information posted at valenciacc.edu/weekend which identifies deadline dates.

ACADEMIC POLICIES AND PROCEDURES

Governing Catalog

The college catalog is the official document which describes the policies, academic programs, and requirements for students attending Valencia Community College. (In this catalog “you” means “the student.”)

You are held responsible for knowing and adhering to the policies and requirements which affect you.

Your governing catalog is the Valencia Community College Catalog in effect at the time of your initial enrollment in credit courses at Valencia. A Valencia Catalog is valid for five academic years provided you are continuously enrolled. You may follow the policies and graduation requirements in your governing catalog for the five academic years as long as you are continuously enrolled except when changed by law or by the District Board of Trustees. You may officially declare any subsequent catalog as your governing catalog and follow its requirements for your initial degree or certificate program until that catalog expires; however, if you change your degree or certificate program, you are required to choose from the current degree and certificate program offerings and follow the graduation requirements of the current catalog. If you add an additional major, your catalog year for both degrees will automatically be the current governing catalog. If your governing catalog has expired, your new governing catalog will be the catalog in effect in your next term of enrollment.

The official version of this catalog is the online version at valenciacc.edu/catalog. It is expected that the only changes from the print version to the online version will be the correction of errors and the inclusion of new courses and programs approved for offering mid-year; however in rare instances changes to policy may occur mid-year.

Academic Course Load

Your decision about the best course load for you in any given term depends on the amount of time you have to complete your academic work in addition to the other responsibilities in your life, such as the hours you work, travel time, and family responsibilities. College course work requires more of you than just the time to attend class. You also need to allow time for reading, studying, assignments, library research, and group projects. For an estimate, plan to devote two hours outside of class for every hour that the course meets. It is better to take fewer courses and do well academically than to enroll in more courses than you can manage. Overloading your schedule can result in your withdrawing from one or more courses and/or your not achieving academic success. A Student Services staff member can assist you in determining the appropriate academic course load.

A full-time academic course load during Fall, Spring or Summer Terms ranges from a minimum of 12 credits to a maximum of 19 credits.

Any request for exception to an academic course load maximum must be evaluated by the Dean of Students on your campus. In exceptional circumstances, the Dean of Students may grant you special permission to exceed the course load maximums.

Valencia reserves the right to limit the number of credits in which you can enroll if your academic record indicates the need for college-preparatory course work or if you are placed on academic warning, probation or suspension.

Class Attendance

(College Policy: 6Hx28: 4-11 Class Attendance and Grade Records)

You are expected to attend all class meetings of all courses for which you are registered. Regular attendance and regular class

participation are significant factors which promote success in college.

You are expected to know the professor’s specific attendance policy as stated in the syllabus for each professor’s course. In the event of absence, you should contact your professor as soon as possible to indicate the reason and to inquire whether make-up work is possible. (Make-up work is offered solely at the discretion of your professor.)

If your absences in a class become excessive, as stated in the course syllabus, your professor may contact you, indicating that further absence may result in your withdrawal from the course. (See entry on Withdrawal in this catalog section.) Your professor can withdraw you from a course for excessive absences without your permission.

“NO SHOW” STATUS

Class attendance is required beginning with the first class meeting. If you do not attend the first class meeting, you may be withdrawn from the class as a “no show.” If you are withdrawn as a “no show,” you will be financially responsible for the class and a “W” will appear on your transcript for the course.

Academic Honors

Term Honors

Valencia publishes both President’s and Dean’s Honor Lists each term in recognition of high scholastic achievement. Academic honors are earned at the end of each term if you have completed successfully at least 6 college credits (including college-preparatory courses) and have no grades of F, I, M, W, WF, WP, or WW. To qualify for the President’s List, you must earn between a 3.75 and 4.00 grade point average. To qualify for the Dean’s List, you must earn between a 3.50 and 3.74 grade point average.

The President's and Dean's Lists are posted on the Valencia Web site one time per term after final grades are posted at valenciacc.edu.

Questions pertaining to inclusion of names on the President's or Dean's Honor Lists should be referred to the Director of Records/ Graduation.

Graduation Honors

Academic honors for graduation are based on a student's overall grade point average (GPA) for all grades earned prior to the graduation term. If you earn a 3.75 or higher overall GPA, you will graduate "with Honors."

Criteria for the awarding of an Honors Degree and an Honors Certificate are included in the Honors and Interdisciplinary Programs section of this catalog.

Final Examinations

(College Policies: 6Hx28: 4-08 Final Examinations and 6Hx28: 4-07 Grades)

To receive credit for a course for which you are registered, you must take the final examination. It is your responsibility to know when and where the final examination is scheduled and to be present and on time. Final examination schedules are available online at valenciacc.edu/calendar/finalexam.asp. You may be absent from a final examination or deviate from the examination schedule only with approval by the professor and the appropriate campus Provost. If you do not take the required final examination and do not have an approved absence, you will receive a grade of F for the course. (See entry on Withdrawal in this catalog section.)

Grades

You should learn and understand the evaluation system used in your courses (as outlined in each course syllabus) and you should meet with your professors during the term to discuss your academic progress. The evaluation of your course work will be reflected in a final letter grade assigned by the professor at the end of each term:

Grade Rating	Quality Points (per credit)
A Excellent	4
B Good	3
C Average	2

D	Passing Below Average	1
F	Failure	0
* I	Incomplete	0
* W		
* WP	Withdrawn-Passing	0
WF	Withdrawn-Failing	0
* X	Audit	0
* AR	Administrative Refund	0
* M	No Grade Submitted	0

* These grades do not affect GPA but will affect academic honors.

If you believe you have been assigned an incorrect grade, you must resolve the grade issue with your professor within two terms from the date the original grade was posted. If you choose to pursue the Academic Grievance Process relative to your final course grade, you must submit a completed grievance form within 30 days of receiving the final grade in the course.

Grades are rolled to academic history three times per year at the end of each full term. Fall grades are posted in December, Spring grades are posted in May, and Summer grades are posted in August. Dual enrollment students taking courses at the high school will have grades posted in accordance with the high school grading schedule.

Grade Point Average (GPA)

Your GPA is a calculation of your credits earned and grades received. GPAs range from 0.0 to 4.0.

To calculate your GPA, you divide your total number of quality points by your total credit hours. For example, assume that you have taken the following schedule, made the grades indicated and want to calculate your GPA.

Course Number	Credits	Earned Grade	Credit Hours	Credits Earned	Quality Points
ENC 1101	3	A	3	3	12
POS 2041	3	B	3	3	9
CHM 1025C	4	C	4	4	8
MAC 1105	3	F	3	0	0
HUM 1020	3	W	0	0	0
PSY 1012	3	WF	3	0	0
			19	10	29

Although you signed up for six courses (19 semester credits), you withdrew from HUM 1020 prior to the withdrawal deadline, so you don't count that course at all. Sixteen credits will be computed in your GPA even though you passed only ten credits because you do have to count both the course you completed but failed and the course from which you withdrew failing. Now look at the preceding quality-point list and multiply the number of credits you completed in each course by the number of quality points assigned for each grade. You have earned a total of 29 quality points for your final grades in 16 credits. Divide your 29 quality points by the 16 credits used for your GPA to arrive at your GPA of 1.81.

The types of GPAs calculated at Valencia are: Term GPA (all course work for a given term), Institutional GPA (all course work at Valencia), Transfer GPA (all course work from other institutions), and Overall GPA (all course work—including college-preparatory). These are the GPAs that will appear on your Valencia transcript.

Degree Audit

Your degree audit identifies the course requirements for your program and indicates which of these courses you have completed. A degree audit excludes all college-preparatory course work and courses not counted in the program.

You may obtain a degree audit through your Atlas account. It is recommended that you run your degree audit at least once per term, after grades have been processed, to check your progression to your degree in order to update your education plan in the My LifeMap tab in Altas.

If you are considering changing your program, you may run a "what if analysis" degree audit for any degree or technical certificate to help you determine the courses you would need to complete the program.

If you have questions about your degree audit and you are seeking an A.A. Degree, see an Academic Advisor or Counselor in Student Services; if you are seeking an A.A.S. or A.S. Degree or a certificate, contact your Career Program Advisor.

Incompletes

(College Policy: 6Hx28: 4-07 Grades)

An Incomplete may be assigned if you are progressing satisfactorily and, for valid reasons (emergencies such as serious illness or death of a family member), cannot complete the work of a course within the term. It is your responsibility to consult with your professor to determine if you qualify for an Incomplete.

If you are awarded an I (Incomplete) and you complete the required course work by the end of term for the following full term, the professor will change your grade from I to the appropriate grade (A – F). If you receive an I, you may withdraw from the course until the end of term for the full term following the one for which the I was assigned. If you withdraw, the professor will change your grade from I to WP (Withdrawn Passing) or WF (Withdrawn Failing) based upon your completed course work.

If you receive an I (Incomplete) and do not complete the required course work or withdraw by the end of term for the following full term, your grade will be changed from an I to an F.

Transfer Credits

Through Valencia's Award of Credit evaluation procedures, you will receive credit for course work taken at regionally-accredited colleges and universities throughout the U.S. Transfer credit may apply toward program requirements and it may apply as elective credits. Valencia awards semester credits, and quarter credits are converted to semester credits; one quarter credit equals two-thirds of a semester credit.

Transfer course work must be on a level normally included within the first two years of college. To receive credit, a grade of D or better must have been earned except in college-preparatory courses, English for Academic Purposes courses, and Gordon Rule courses which require a grade of C or better. In addition, a minimum grade of C is required in certain courses for graduation in some programs.

Valencia will award credit for your course work taken at foreign educational institutions upon receipt of an official evaluation from an agency recognized by Valencia to evaluate

foreign credentials. (See Appendix D at the back of this catalog for recognized agencies.)

If you have transfer course work that is evaluated as "not equivalent to a Valencia course," you may appeal for reconsideration of equivalency through Valencia's Award of Credit procedures. To appeal course work taken at a regionally-accredited institution, complete the Request for Review of Non-Equivalent Course Work from Regionally-Accredited Institutions which is available in Student Forms in your Atlas account.

Course work taken at non-regionally-accredited institutions generally is not accepted at Valencia; however, you may appeal the acceptance of such credit through Valencia's Award of Credit procedures. To do so, obtain the Request Form for Substitution of Credit from Non-Regionally-Accredited Institutions which is available in Student Forms in your Atlas account.

It is your responsibility to submit the completed appeal information with documentation to a Dean of Students' Office. The evaluation appeal will be reviewed by a committee of Academic Deans and their decision is final.

Regardless of the number of credits transferred to Valencia, you must complete at Valencia at least 25% of the college-level credits required for the Valencia degree.

If, after the evaluation of your transfer course work, your initial placement in English, mathematics and/or reading courses cannot be determined, you may be required to complete entry testing in one or more disciplines to determine your course placement(s).

Substitute Admission and Graduation Requirements for Students with Disabilities

(College Policy: 6Hx28: 02-07 Substitute Admission and Graduation Requirements for Students with Disabilities)

This complete policy can be found at valenciacc.edu/generalcounsel/policies.cfm.

The Board of Trustees of Valencia Community College, in accordance with State Board of Education Rule 6A-10.041, has established policies and procedures for reasonable substitutions of admission and graduation requirements for eligible students. Students seeking substitution must provide appropriate documentation of a disability from a qualified professional that verifies the existence of and the extent to which the disability affects the student's ability to function in a postsecondary academic environment. The requested substitution must not fundamentally alter essential requirements of the student's academic program. In order to request a course substitution, students will need to meet with an Advisor in the Office for Students with Disabilities. Upon determination of eligibility, the Advisor will provide the course substitution packet and assist the student through the process. The final decision regarding the substitution request is determined by the Collegewide Course Substitution Committee.

Course Attempts, Course Withdrawal, Course Repeats, and Grade Forgiveness

Course Attempts/Course Withdrawal

Agencies and organizations which provide financial assistance/scholarships (federal and state government, businesses, etc.) may have requirements relative to withdrawal, course repeats and grade forgiveness which are more stringent than those described below. It is your responsibility to verify the effects of enrollment and/or withdrawal upon your financial assistance.

According to State Rule 6A-14.0301, you may attempt the same course only three times at Valencia including the original grade, repeat grades and withdrawals at any point in the term. The same course usually means the same subject prefix and course number are the same when posted on a Valencia transcript. Being enrolled in a course for credit beyond the Drop/Refund Deadline counts as an attempt. The Drop/Refund Deadline for each term is listed in the Academic Calendar in the online official catalog.

Notice to Students Seeking to Withdraw from a Course(s)

Before you withdraw from a course, you should be aware that course withdrawals:

- Will increase the cost of your education
- May affect your financial aid status
- May affect your transfer grade point average
- May result in your having to pay the full cost of instruction fee to retake the course
- May affect your anticipated graduation date
- May result in your being denied access to limited access programs
- May affect your eligibility for the Honors Program
- May affect your immigration status if you are attending Valencia on a nonimmigrant visa

To withdraw from a course(s) you must access registration on Atlas. Each term Valencia has two Withdrawal Deadlines: the Withdrawal Deadline for a Grade of W and the Final Withdrawal Deadline. The Withdrawal Deadlines for each term are published in the Academic Calendar in the online official catalog. All requests for withdrawals must be submitted by 11:59 p.m. on the Withdrawal Deadline date. The grade that you receive in a course once you request to withdraw will be determined as described in the following paragraphs.

Before you withdraw:

- Talk with your professor to discuss your progress in the course
- See a Student Services staff member to discuss how a withdrawal will affect your career and education plans and/or the status of your financial aid

Conditions That Apply to a First or Second Attempt in a Course

On or Before the Withdrawal Deadline for a Grade of W:

During a first or second attempt in the same course at Valencia, if you withdraw, or are withdrawn by the professor, on or before the Withdrawal Deadline for a Grade of W, you will receive a W (Withdrawn). You will not receive credit for the course, and the W will not be calculated in your grade point average; however, the enrollment will count in your total attempts in the specific course.

Following withdrawal, you may, with the professor's approval, continue to attend the course for the remainder of the term.

After the Withdrawal Deadline for a Grade of W:

During a first or second attempt in the same course at Valencia, if you request to withdraw, or if you are withdrawn by the professor, after the Withdrawal Deadline for a Grade of W, your professor will assign you a withdrawal grade based upon your academic achievement in the class as of your last date of attendance, as follows:

WP: If you are passing as of your last date of attendance, you will receive a WP (Withdrawn Passing). You will not receive credit for the course and the WP will not be calculated in your grade point average; however, the enrollment will count in your total attempts in the specific course.

WF: If you are not passing as of your last date of attendance, you will receive a WF (Withdrawn Failing). The WF will be calculated as an F (Failing) in your grade point average; and the enrollment will count in your total attempts in the specific course.

Following withdrawal, you may, with the professor's approval, continue to attend the course for the remainder of the term.

If you do not withdraw prior to the Final Withdrawal Deadline and fail to take the required final examination, the professor will assign you a grade of F.

Conditions That Apply to a Third Attempt in a Course

You may have only three (3) attempts at Valencia per course including the original grade, repeat grades, and withdrawals at any point in the term beyond the Drop/Refund Deadline. Upon the third attempt,

- you will be charged the full cost of instruction fee;
- you must receive a grade of A, B, C, D, F or I (Incomplete); and
- should you withdraw, your grade will be changed to an F.

If you receive an I (Incomplete) and complete the required course work by the end of term for the following full term, the professor will change your grade from I to the appropriate grade (A – F). If you receive an I and do not complete the required course work by the end of term for the following full term, your grade will be changed from an I to an F.

Conditions that Apply to a Fourth Attempt in a Course

College-Level or Technical Credit Course

Permission to register for a fourth or subsequent attempt, based on major extenuating circumstances, may be requested through an academic appeals process. This appeal must be processed by the Fourth Attempt Deadline established by Valencia and listed in the Academic Calendar in the online official catalog. All conditions applicable to a third attempt also will apply to any subsequent attempt for which you receive approval through the academic appeals process. A grade of A, B or C from a fourth or subsequent attempt will forgive grades from previous attempts.

Further information about this appeal process is available in Student Services on each campus.

College-Preparatory Course

If you are unsuccessful in three attempts in the same college-preparatory course:

- you will be advised to contact public and/or private providers of college-preparatory instruction to gain the required skills and lists of private providers are available in any campus Answer Centers;
- you will not be permitted to register for a fourth attempt in the course, but, after seeing a Student Services staff member, you may be permitted to register for another course(s) as determined by the Student Services staff member; and
- after you have gained the skills, you will be required to retake an entry test and score out of the course in which you have been unsuccessful.

- Permission to register for a fourth or subsequent attempt, based on major extenuating circumstances, may be requested through an academic appeals process. This appeal must be processed by the Fourth Attempt Deadline established by Valencia and listed in the Academic Calendar in the online official catalog. All conditions applicable to a third attempt also will apply to any subsequent attempt for which you receive approval through the academic appeals process. A grade of A, B or C from a fourth or subsequent attempt will forgive grades from previous attempts.

Further information about this appeal process is available in Student Services on each campus.

Administrative Withdrawal

(College Policy: 6Hx28: 6-08.1 Student Fees and Refunds)

You may be administratively withdrawn without your permission for failure to satisfy financial obligations to Valencia or for non-compliance with Florida statutes and rules or Valencia policies and procedures related to student behavior and conduct. If you are administratively withdrawn, your records will be placed on hold and you will receive a grade of W for all course work attempted.

Repeated Courses/Grade Forgiveness

State Rule 6A-14.0301 addresses repeated courses and grade forgiveness and states that you may not repeat a course for credit if you have earned an A, B or C in the course or if you have had three attempts in the course at Valencia.* You may appeal to register for a fourth or subsequent attempt through an academic appeals process based on major extenuating circumstances. This appeal must be submitted to Student Services by the Fourth Attempt Deadline established by Valencia and listed in the Academic Calendar in the online official catalog.

You cannot be given multiple credits for the same course unless the catalog course description indicates the course is a “multiple credit course.” These courses such as band, choir, selected topics, internships, etc. may be repeated for credit; repeats of these courses will not count as attempts for the full cost of

instruction fee or for withdrawal; and grade forgiveness cannot be applied.

You may not take for credit a course for which you have earned Advanced Placement (AP), College Level Examination Program (CLEP), DANTES, or International Baccalaureate (IB) credit.

In a limited access program you are not guaranteed the opportunity to repeat any course(s) even a second time. For specific information, consult with the appropriate Academic Dean or Program Director.

Grade forgiveness means that one grade in a course replaces another grade in that same course. The same course means that the course is officially determined by Valencia to be the same course and, usually, the subject prefix and course number are the same when posted on a Valencia transcript. For grade forgiveness to be applied, certain conditions must be met.

Conditions of Grade Forgiveness for Valencia Course Work:

- Grade forgiveness is applied automatically to your Valencia courses when the conditions for grade forgiveness are satisfied.
- There is no limit on the number of different courses in which grade forgiveness is applied at Valencia.
- Forgiven grades, and the courses in which you earned them, will always appear on your transcript.
- “Multiple credit courses” may be repeated for credit, but grade forgiveness cannot be applied.
- You may not repeat a course for grade forgiveness for which you previously have earned a grade of A, B or C.*

If a minimum grade of C is required in a course, grade forgiveness will not be applied to grades of D or lower until you achieve a grade of A, B or C in the course. At that time, the grade of A, B or C will forgive all previous lower grades obtained in the same course.

In a course in which a grade of D is acceptable, a minimum grade of C is not required for grade forgiveness to be applied; the highest grade in the course will be used in your GPA calculation.

- Applying the above-stated conditions of grade forgiveness, you may use an Honors section and a non-Honors section of the same course interchangeably for grade forgiveness; however, if grade forgiveness is applied to an Honors section due to your successful completion of a non-Honors section of the same course, no Honors credit will be awarded for your successful completion of the non-Honors section.
- You may not use Advanced Placement, College Level Examination Program, Credit by Examination (Local), DANTES, Excelsior, Experiential Learning or Internships to forgive the grade in a course in which you have earned an A, B or C.
- You will not receive grade forgiveness for any course that counts toward your degree and is repeated after you have been awarded the degree from Valencia.

There is no consistency among colleges and universities with respect to forgiveness of grades and the way in which repeated courses are computed in a student’s grade point average. Limited access programs at Florida universities and private institutions might consider the extent to which a student has used grade forgiveness and the effect on the student’s GPA when selecting students for admission. Some institutions have a limit on the number of times grade forgiveness can be used. It is the student’s responsibility to contact the transfer institution in order to be certain of its forgiveness policy.

Academic Standards, Warning, Probation, and Suspension

(College Policies: 6Hx28: 8-01 Academic Standards of Satisfactory Progress and 6Hx28: 4-07 Grades)

Academic Standards

To maintain satisfactory academic progress at Valencia, you must achieve a minimum term

* This Rule does not apply to teachers seeking recertification.

grade point average (GPA) of 2.0 each term. Successful completion of a course is defined as a grade of A, B, C or D except for those specific courses which require a grade of C or better for successful completion.

Mid-Term Warning

If you are making a grade lower than C at or about mid-term, you may be notified by your professor. If you receive a “below C notice,” you should immediately meet with the professor. Not receiving a “below C notice” at mid-term does not guarantee that you will pass the course.

Academic Warning

If your term GPA falls below 2.0, you will be placed on academic warning. To be removed from academic warning at the end of the next term, you must achieve a minimum cumulative overall GPA of 2.0. When you are placed on academic warning, it is strongly recommended that you talk with a Student Services staff member to discuss your education plan and Valencia’s academic support services before your next registration.

Academic Probation

If your term GPA falls below 2.0 for two successive terms, you will be placed on academic probation. You will receive e-mail notification to your Atlas account that you have been placed on academic probation.

Under this status you will need to meet with a Student Services staff member to discuss your education plan and Valencia’s academic support services. In addition, you must obtain a Student Services staff member’s approval of your proposed course schedule before registering for the next term. The number of credit hours you are able to take may be limited in order to help ensure your success.

To be removed from academic probation, you must achieve a minimum cumulative overall GPA of 2.0.

Academic Suspension

If while on probation, you have two terms in which you earn less than a 2.0 GPA, you will be placed on academic suspension for the following term (Fall, Spring or Summer).

Under Academic Suspension you:

1. are officially prohibited from enrolling in credit courses at Valencia for one term (Fall, Spring or Summer).
2. may register only for continuing education courses at Valencia.
3. must submit a letter requesting readmission to the Dean of Students of the appropriate campus by the Suspension Readmission Deadline established by Valencia and listed in the Academic Calendar in the online official catalog.
4. if permitted to return, will be readmitted on academic probation. Under this status, you must meet with an assigned Student Services staff member to complete a success plan and obtain the staff member’s approval of your proposed course schedule before registering for the next term.
5. must achieve a minimum 2.0 GPA for each term. If you do not achieve a term GPA of 2.0 while on probation following a suspension, you again will be placed on academic suspension. Withdrawal from a course(s) may adversely affect your academic status. You are advised to meet with a Student Services staff member prior to withdrawal from a course.
6. will return to Good Academic Standing when your cumulative overall GPA is at least 2.0.

Appeal of Academic Suspension

You have the right to appeal an academic suspension decision.

To appeal a suspension decision, you must discuss your concerns with the Dean of Students, or designee, of the appropriate campus, who may reverse a suspension decision. The decision of the Dean of Students, or designee, is final.

Student Code of Conduct

(College Policy: 6Hx28: 8-03 Student Code of Conduct)

Although the President of Valencia holds the ultimate authority for student discipline, this authority is delegated through the Vice President for Student Affairs to each campus Dean of Students. The campus Dean of

Students is responsible for implementing the student disciplinary system and may involve additional college staff or others as appropriate in seeking resolution.

Valencia may impose discipline for violation of, or an attempt to violate, any College policies or campus regulations. Violations include, but are not limited to, the types of misconduct described in Section III Grounds for Discipline and Section IV Standards of Classroom Behavior of the Student Code of Conduct policy.

Nothing in Valencia’s discipline policy shall be construed as preventing College officials from taking any immediate action which may be deemed necessary.

The full text of these policies is printed in the Valencia Student Handbook and in the Valencia Policy Manual at: valenciacc.edu/generalcounsel/policies.cfm.

Expected Student Conduct

Valencia is dedicated not only to the advancement of knowledge and learning but also to the development of responsible personal and social conduct. As a registered student, you assume the responsibility for conducting yourself in a manner that contributes positively to Valencia’s learning community and that does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the College as described in the Student Code of Conduct (College Policy: 6Hx28: 8-03).

Being convicted in a court of law for a criminal offense involving personal misconduct may constitute sufficient grounds for suspension or expulsion from the college.

Academic Grievance Process

(College Policy: 6Hx28: 8-10 Student Academic Dispute and Administrative Complaint Resolution)

Final Grades

If you feel that your final course grade is not representative of your performance according to the evaluation system defined and used by your faculty member, you have recourse through the student academic grievance process to seek a change of grade.

Here are the steps you must take in the grievance process:

1. Meet with the faculty member to learn how the grade was determined and to examine the evidence.
2. If your concern is not resolved, you should meet with the faculty member's Academic Dean or other immediate supervisor.
3. If your concern still is not resolved, you should meet with the Provost or appropriate campus official.
4. If your concern still is not resolved, the matter may be referred to the Student Academic Grievance Committee, composed of faculty and students. For the Student Academic Grievance Committee, these guidelines must be followed:

- a. Only final course grades may be grieved.
- b. W, WP, WF and I grades cannot be grieved.
- c. You must fill out an official form requesting that the Student Academic Grievance Committee review your case. The form is available in the Provost's Office on each campus.
- d. To request a hearing, you must file the completed grievance form in the appropriate Provost's Office within 30 days after receiving the final grade in the course.

Grievance Hearing

A hearing will be conducted by the Student Academic Grievance Committee within 30 days after receipt of your grievance form. The hearing will provide you an opportunity to present your position and supporting facts. You will be required to provide the Committee an advance copy of the major issues, documents to be included, and names of persons you expect to attend the hearing. The Committee is the final judge of what and who are to be included and excluded in the hearing and has the right to adjourn and reconvene at a later time if this is necessary to complete the hearing. After the hearing, the Committee will make a recommendation to the President of the College, who will notify you in writing as to the resolution of the grievance.



HONORS AND INTERDISCIPLINARY STUDIES PROGRAMS

Honors Program

A major emphasis of Valencia's Honors Program is to teach students to think critically and in so doing awaken them to a new world of opportunities for personal and intellectual growth.

Honors classes are not just regular classes with additional work; they are an entirely unique intellectual experience. A graduate of the Valencia Honors Program will demonstrate knowledge in a variety of ways through the achievement of the following program outcomes:

1. Recognize and weigh different perspectives in primary and secondary sources.
2. Produce original work and scholarly research.
3. Connect learning across academic disciplines.

In addition, classes are kept small. (Average size is 15 students.) Students in honors courses study and evaluate primary source materials rather than relying solely on textbooks. The classes help students develop and sharpen their research skills. In honors classes, students learn to fashion original interpretations and analysis of course materials.

While students have some flexibility in designing their Honors Program to meet individual needs, there are two basic options that lead to an Honors Degree: the course-based Honors Program and the Honors Interdisciplinary Studies Program. Students may select either option or they can combine course work from both options to receive an Honors Degree.

The course-based Honors Program offers courses ranging from Mythology to Calculus. Courses range from three to five credits each.

The Honors Interdisciplinary Studies Program (IDH option) gives students a strong liberal arts background. IDH classes encourage the full expression of ideas. Instead of studying one topic during the entire class period, students explore a range of topics related to a particular subject.

To earn an Honors Degree through the Honors IDH Program or the course-based Honors Program, students need to take at least 24 credits of their degree requirements in Honors and/or IDH courses and maintain an overall GPA of 3.5 or better. Honors Certificates are given to students who complete 12 or more credits in Honors and/or IDH course work and maintain a minimum overall GPA of at least 3.25. Honors degrees and certificates must be completed within a maximum of 80 degree credits, which include the course distribution requirements specified in the Honors program.

In addition to a challenging classroom environment, the Honors Program offers a wide variety of opportunities for experiential learning. Extending instruction beyond the classroom helps students better understand the world they are studying. Taking field

trips, seeing plays, attending concerts, meeting famous authors and participating in leadership retreats are all part of the honors experience. Several times each year the Honors Program also brings in nationally and internationally acclaimed speakers to discuss politics, science and the arts. In addition, the Honors Program sponsors an international trip during spring break each year.

To qualify for Valencia's Honors Program, including the Honors Interdisciplinary Studies Program option, you must meet one of the following entrance requirements:

Student	Standardized Exam	Grade Point Average	CPT** Score	Other
High School Graduate	Have an ACT composite score of 26 or higher Or Have a combined score of on the SAT of 1170 or higher (Reading and Math)	Have a cumulative high school GPA of 3.5 or higher on a four-point scale Or Have a cumulative high school GPA of 4.3 or higher on a five-point scale And Test into college-level courses based on college placement test	Writing 83 Reading 83 Algebra 90 Or Writing 100 Reading 97 Algebra 72 College Math 50	
Dual Enrolled Student	Have an ACT composite score of 26 or higher Or Have a combined SAT score of 1170 or higher (Reading and Math)		Writing 83 Reading 83 Algebra 90 Or Writing 100 Reading 97 Algebra 72 College Math 50	Permission from Dual Enrollment Coordinator
Valencia Students				Have a minimum cumulative college-level Valencia GPA of 3.25 with a minimum of 9 college-level credit hours and no more than four course withdrawals within the past five years
Transfer Students	Have an ACT composite score of 26 or higher Or Have a combined score of on the SAT of 1170 or higher (Reading and Math) *providing less than two years old		Writing 83 Reading 83 Algebra 90 Or Writing 100 Reading 97 Algebra 72 College Math 50	Have a minimum cumulative college-level Valencia GPA of 3.25 with a minimum of 9 college-level credit hours and no more than four course withdrawals within the past five years

**Students may need to re-CPT if scores are more than two years old.

Honors Program scholarships are available based on academic ability.

Honors courses include:

AMH 2010H	United States History to 1877
AMH 2020H	United States History 1877 to Present
AML 2021H	Survey in American Literature: Civil War to Present
ARH 2051H	Introduction to Art History II
AST 1002H	Astronomy
BSC 1005H	Biological Science
BSC 1010H	Fundamentals of Biology I
BSC 1011H	Fundamentals of Biology II
BSC 1026H	Biology of Human Sexuality
BSC 1050H	Environmental Science
CHM 1045H	General Chemistry with Qualitative Analysis I
CHM 1046H	General Chemistry with Qualitative Analysis II
DEP 2004H	Developmental Psychology
ECO 2013H	Principles of Economics - Macro
ECO 2023H	Principles of Economics - Micro
ENC 1101H	Freshman Composition I
ENC 1102H	Freshman Composition II
GLY 2100H	Historical Geology
HUM 2220H	Humanities - Greek and Roman
HUM 2223H	Humanities - Late Roman and Medieval
HUM 2232H	Humanities - Renaissance and Baroque
HUM 2234H	Humanities - Enlightenment and Romanticism
HUM 2250H	Humanities - Twentieth Century
HUM 2310H	Humanities - Mythology
IDH 1110	Interdisciplinary Studies in General Education I
IDH 1111	Interdisciplinary Studies in General Education II
IDH 1112	Interdisciplinary Studies in General Education
IDH 2120	Interdisciplinary Studies in General Education III
IDH 2121	Interdisciplinary Studies in General Education IV
INR 2002H	International Politics
LIT 2090H	Contemporary Literature
LIT 2120H	Survey in World Literature: Enlightenment to Present
LIT 2174H	Multimedia Literature and the Holocaust
MAC 1105H	College Algebra
MAC 2311H	Calculus with Analytic Geometry I
MAC 2312H	Calculus with Analytic Geometry II
MAS 2130H	Introduction to Linear Algebra
MHF 2300H	Logic and Proof in Mathematics
OCE 1001H	Introduction to Oceanography
PCB 1440H	Florida Environmental Systems
POS 2041H	U.S. Government
PSY 1012H	General Psychology
SPC 1608H	Fundamentals of Speech
SPN 2201H	Intermediate Spanish II
STA 2023H	Statistical Methods
SYG 2000H	Introductory Sociology

Rules related to repeats and grade forgiveness for Honors courses are provided in the "Repeated Courses/Grade Forgiveness" entry in the Academic Policies section of this catalog.

Honors Interdisciplinary Studies Program (IDH)

As one option in the Honors Program, you may enter the Honors Interdisciplinary Studies Program on West Campus. Through this program you can complete 24 of the 36 credits required in general education for an Associate in Arts degree and qualify for an Honors Degree; the Honors Interdisciplinary Studies Program (IDH) covers all of the general education requirements in English composition, humanities, and science (non-laboratory courses) and one of the two courses required in social science. (The remaining requirements include SPC 1600 Fundamentals of Speech, POS 2041 U.S. Government, and Gordon Rule Mathematics. For further explanation of these requirements, see the A.A. Degree requirements in this catalog.)

Through the Interdisciplinary Studies Program students learn about the intellectual progress mankind has made from ancient times to the present, as well as learning about and formulating projections for the future. Content in the program ranges from Plato to Einstein, from Shakespeare to Sartre. Because of their importance to Western culture and Western thinking, many non-Western cultures including those of Africa and China, as well as the Latino and Islamic cultures, are presented. All the content has been carefully selected so that students receive a wide range of information and yet study a number of topics in depth.

Valencia's Interdisciplinary Studies Program has been recognized by the National Endowment for the Humanities and the Center for the Study of Community Colleges as one of the best general education programs in the country. These courses provide an excellent foundation for further college study. Many graduates of the program go on to advanced study at some of the nation's finest colleges and universities.

The IDH program consists of four six-credit courses taught during Fall and Spring Terms. The first course has two options: IDH 1110 and IDH 1112. IDH 1110 is for students who have not yet had ENC 1101 Freshman Composition I while IDH 1112 is for students who have already completed ENC 1101 Freshman Composition I.

The IDH courses and their general education course equivalencies are:

IDH 1110 **Interdisciplinary Studies in General Education I**
ENC 1101H Freshman Composition I (Gordon Rule Writing)
Humanities (Non-Gordon Rule Writing)
Offered only Fall Term

IDH 1111 **Interdisciplinary Studies in General Education II**
ENC 1102H Freshman Composition II (Gordon Rule Writing)
Natural Science (Non-Laboratory)
Offered only Spring Term

IDH 1112 **Interdisciplinary Studies Honors**
Humanities (Non-Gordon Rule Writing)
Humanities (HUM Prefix, Gordon Rule Writing)
Offered only Fall Term

IDH 2120 **Interdisciplinary Studies in General Education III**
Humanities (HUM Prefix, Gordon Rule Writing)
Social Science Elective
Offered only Fall Term

IDH 2121 **Interdisciplinary Studies in General Education IV**
Humanities (HUM Prefix, Gordon Rule Writing)
Natural Science (Non-Laboratory)
Offered only Spring Term

Enrollment in the IDH courses is open to all students in Valencia's Honors Program.

DEGREES

Valencia Community College offers the choice of three degrees:

- **Associate in Arts (A.A.)**
- **Associate in Applied Science (A.A.S.)**
- **Associate in Science (A.S.)**

Briefly, the degrees can be distinguished as follows:

1. The A.A. Degree is designed for the student who plans to transfer to a Florida public university as a junior to complete a bachelor's degree. Through the A.A. Degree, Valencia offers lower division preparation for almost all of the approximately 200 majors in the State University System of Florida.

The Associate in Arts Degree Pre-Majors are designed for students who know their intended major at the university, plan to earn the A.A. Degree from Valencia, and want to transfer to one of the eleven state universities in Florida as a junior to complete a bachelor's degree in one of the specific majors for which Valencia has a Pre-Major. Valencia does offer a few Articulated Pre-Majors for transfer to private institutions in Florida.

The Associate in Arts Degree is available for students who want a college degree and have not selected a Pre-Major for transfer to a state university in Florida and for students who plan to transfer to a private and/or out-of-state institution. Although the Pre-Majors provide the best preparation for transfer to specific majors in Florida's State University System, a student still may choose the Associate in Arts for a variety of reasons.

The Associate in Arts Degree and the Pre-Majors are described in full in the University Parallel Program section of this catalog.

2. The A.A.S. and A.S. Degrees are designed to prepare students to enter careers upon completing a degree, with no further study required. Valencia offers approximately 35 A.A.S. and A.S. Degrees ranging from Accounting to Restaurant and Food Service Management.

Certain A.S. Degrees articulate with bachelor's degree programs in Florida's public university system. These degrees, called Articulated A.S. to B.A./B.S. Career Path Degrees, are designed for students who seek immediate employment in the specified field and who decide to continue to a Florida public university as a junior to complete a bachelor's degree in the specified field.

In addition, many articulation agreements between Valencia and specific programs at various public and private four-year institutions provide opportunities for A.S. Degree graduates to continue their educational pursuits to bachelor degree programs. For further information, visit valenciacc.edu/asdegrees/tec.cfm.

Some state universities have recently begun to offer the Bachelor of Applied Science Degree (B.A.S.) for personal or career advancement. The B.A.S. is designed to build on the Associate in Science Degree.

The A.A.S. and A.S. Degrees are described in full in the Career Programs Section of this catalog.

If you are interested in an Associate in Arts, an Associate in Applied Science or an Associate in Science Degree, you should read the catalog carefully to learn the requirements and characteristics of each degree. You should review the career areas of the Student Handbook.

IMPORTANT NOTES:

1. Your governing catalog is the Valencia Community College Catalog in effect at the time of your initial enrollment in credit courses at Valencia. A Valencia Catalog is valid for five academic years provided you are continuously enrolled. You may follow the policies and graduation requirements in your governing catalog for the five academic years except as may be otherwise provided by law or policies of the District Board of Trustees. You may officially declare any subsequent catalog as your governing catalog and follow its requirements for your initial degree or certificate program until that catalog

expires; however, if you change your degree or certificate program, you are required to choose from the current degree and certificate program offerings and follow the graduation requirements of the current catalog. If you add an additional major, your catalog year for both degrees will be the current governing catalog. If your governing catalog has expired, your new governing catalog will be the catalog in effect in your next term of enrollment.

Valencia changes program requirements within an academic year only by exception due to changes in the law, changes in policies of the District Board of Trustees, rapid changes in technology and/or changes in external certification requirements. If this occurs, revised program requirements will be available in the official online catalog, Answer Centers, Student Services, and appropriate academic departments, and substitutions in graduation requirements will be approved by the respective program director or academic dean.

2. Limited access status occurs when student demand exceeds available resources such as faculty, instructional facilities, equipment, etc. Admission to Valencia does not guarantee acceptance to a limited access degree program in which the number of students who can enroll is limited. Limited access programs have specific admission requirements. Degrees with limited access status are indicated with the program information in this catalog.
3. You may earn any number of Associate in Applied Science and/or Associate in Science Degrees as well as one Associate in Arts Degree; however, you may not earn the Associate in Arts Degree at Valencia if you have earned an Associate in Arts or Bachelor's Degree from an institution that has regional accreditation in the United States.

If you want to earn more than one degree at Valencia, you may complete the first degree and then pursue another degree or you may pursue two degrees at the same time. Whenever possible, a course will be applied to more than one degree.

4. For all degree programs, specific courses have been designated to demonstrate that graduates of these programs are competent in reading, writing, oral communication, fundamental mathematical skills and the basic use of computers. In some programs, skill sets and formally evaluated learning activities for the areas of oral communication and the basic use of

computers have been incorporated in traditional general education or other course work related to the degree. In cases in which such designated courses are transferred from other institutions, students must demonstrate proficiency in oral communication and/or the basic use of computers by completing or having completed a specific course in the area

of speech (for oral communication) and/or a specific course in the area of computer technology (for the basic use of computers).



UNIVERSITY PARALLEL PROGRAM: ASSOCIATE IN ARTS DEGREE

The Associate in Arts (A.A.) Degree is designed for the student who plans to transfer to a Florida public university as a junior to complete a bachelor's degree. Through the A.A. Degree, Valencia offers lower division preparation for almost all of the approximately 200 majors in the State University System of Florida. The A.A. Degree provides the courses of study equivalent to those offered in the freshman and sophomore years (lower division) of Florida's state universities; a student who earns an A.A. Degree from Valencia meets the lower division general education requirements of a Florida state university, but does not automatically meet the requirements for a particular major.

The A.A. Degree requirements consist of general education requirements and electives to prepare for a bachelor's degree. Many majors at the universities require that specific courses be taken as part of the A.A. Degree, both within general education and within the electives; known as common prerequisites, these specific courses are to be taken during the lower division by all students who plan to enter a particular major within the university system. These requirements may be met by completing an A.A. Pre-Major at Valencia or by careful selection of courses for the Associate in Arts. The Transfer Plans section of this catalog provides guidance for certain university majors. Catalogs and/or Web sites of the state universities list the courses, including the common prerequisites, that are to be taken at the community college in order to enter the junior year in a particular major at the university.

Valencia's Pre-Majors are designed for a student who plans to earn the Associate in Arts Degree and transfer to one of the eleven state universities in Florida as a junior to complete a bachelor's degree in one of the specific majors. Each Pre-Major includes the courses to satisfy Valencia's General Education requirements for the A.A. Degree as well as the statewide common prerequisites for the specific major. Valencia does offer a few Articulated Pre-Majors for transfer to private institutions in Florida. The Pre-Majors are included in at the end of this section of the catalog. Transfer Plans are in a separate section of this catalog.

The Associate in Arts degree requires a minimum of 60 college-level credits which includes 36 credits of general education and 24 credits of electives.

If you plan to transfer to a Florida state university, it is very important that you take the courses at Valencia that are required for admission to your major at the university you plan to attend. These common prerequisite requirements are available electronically through the university Web sites and through the Florida Academic Counseling and Tracking for Students (FACTS) Web site at *facts.org*. Not all majors are offered at every university. For assistance in accessing information about majors, you are encouraged to visit Career Development Services or the Atlas Access Lab on any campus where you also may complete, through the LifeMap Tools in Atlas, an education plan to prepare you for a specific major(s). Once you have created an education plan through

Atlas, you may meet with a Student Services staff member to discuss the requirements for a particular major(s).

The A.A. Degree guarantees admission to one of the eleven state universities, but not necessarily admission to a specific major (program) (Florida Statute 1007.23). Certain majors are designated as "restricted access" or "limited access" programs, meaning that they have admission requirements in addition to earning the A.A. Degree. These requirements may include: the completion of specific courses, a minimum grade point average in specific courses, a minimum grade point average in all course work, an interview, a minimum number of hours of related volunteer work, an audition, the submission of a portfolio, and/or a specified deadline(s). Requirements such as these are given in the university catalogs and Web sites and at *facts.org*. It is very important to find out if the major(s) in which you are interested is either "restricted access" or "limited access" and, if so, the exact requirements in addition to the A.A. degree.

Although the A.A. Degree does not guarantee admission to a private and/or out-of-state institution, you can find out what the lower division requirements are for the institution and include all, or as many as possible, of the requirements in your A.A. Degree. To find out what the requirements are, you may visit Career Development Services on any campus, review *facts.org*, visit the institution's Web site or contact the institution directly. Although Valencia staff members cannot speak on behalf of other institutions, once you know the requirements, a Student Services staff member will assist you in developing an education plan for your A.A. Degree.

In order to have a smooth academic transfer, it is very important that you take the initiative to know all of the requirements for your major at the institution to which you plan to transfer.

Limited Access Programs

Limited access status occurs when student demand exceeds available resources such as faculty, instructional facilities, equipment, etc. Admission to Valencia does not guarantee acceptance to a limited access degree in which the number of students who can enroll is limited. Limited access degrees have specific admission requirements. The A.A. Pre-Major: Dance Performance is the only pre-major with limited access status.

Graduation Requirements for the Associate in Arts Degree

Responsibility for meeting the requirements for graduation with an Associate in Arts Degree rests with the student. To be awarded an A.A. Degree from Valencia Community College a student must do the following:

1. Complete a minimum of 60 acceptable college-level credits of which:
 - a maximum of six elective credits may be in music ensemble courses and/or physical education activity courses; and
 - a maximum of twelve credits may be in college-level English as a Second Language for Academic Purposes (EAP) courses; and
 - a maximum of four credits may be in internship courses; and
 - a maximum of four credits may be in SLS 2940 Service Learning; and
 - a maximum of eight credits may be in military science courses; and
 - a maximum of 45 credits may be in any combination of Advanced Placement (AP), College Level Examination Program (CLEP), credit by examination, DANTEs, Excelsior, experiential learning, and International Baccalaureate.
2. Complete the 36 credits of General Education described in the A.A. Degree course requirements section. Honors sections of General Education courses will satisfy this program requirement.
3. Complete the 24 credits of Electives described in the A.A. Degree course requirements section.
4. Satisfy the foreign language proficiency requirement described in the A.A. Degree course requirements section.
5. Satisfy entry testing requirements and complete with a minimum grade of C all required Mandatory Courses in reading, mathematics, English and English for Academic Purposes.
6. Complete successfully the course SLS 1122 Student Success as described in the "Requirements for Completing Mandatory Courses" entry in this catalog if your entry test scores place you in college-preparatory courses in reading, mathematics, and English. This requirement also applies if you choose to begin your course work with entry-level, college-preparatory courses in reading, mathematics, and English rather than complete entry testing.
7. Earn a cumulative grade point average (GPA) of at least 2.0 in:
 - all earned credit hours at Valencia (Institutional GPA)
 - all earned credit hours (Overall GPA)
8. Submit official transcripts of all college course work, including course work attempted following initial enrollment at Valencia.
9. Complete at Valencia at least 25% of the college-level credits required for the degree, excluding acceleration mechanisms and credit-by-examination.

10. Complete with a grade of C or better the courses which satisfy the Gordon Rule requirements (6-A 10.30 Florida Administrative Code):
 - ENC 1101 or ENC 1101H
 - ENC 1102 or ENC 1102H
 - Two three-credit General Education Area 2(b) Humanities courses—one of which has an HUM prefix
 - Six credits of General Education Area 3 Mathematics courses.
11. Florida Statute 1007.25 and rules of the State Board of Education require students in the following categories to demonstrate proficiency in communication and computation.

To be awarded an Associate in Arts degree after July 1, 2009 students must:

- a. Achieve a score that meets or exceeds a minimum score on a nationally standardized examination, established by the State Board of Governors. Presently, the following scores will meet this requirement:

	Reading	English Language Skills	Essay	Math
CLAST	295	295	6	295
SAT-I	500	500	500	500
ACT	22	21	21	21

An additional nationally standardized exam approved by the State Board of Education or different minimum scores may be adopted. See the online official catalog for current requirements; or

- b. Achieve a cumulative grade point average of 2.5 or above on a 4.0 scale in ENC 1101 and ENC 1102 for a minimum of 6 credit hours, **and** a cumulative grade point average of 2.5 or above on a 4.0 scale in 6 hours of Gordon rule math courses; or
 - c. Achieve any combination of the above requirements to successfully complete the requirements in each of the 4 designated areas.
12. Obtain a degree audit through your Atlas account and review it for readiness to submit your application for graduation.
 13. Submit an application for graduation online through Atlas by the deadline date listed in the Academic Calendar in the online official catalog. You must have at least 60 college-level credits, including all courses for which you are registered, in order to submit your graduation application.
 14. Fulfill all financial obligations to Valencia.

IMPORTANT NOTES:

1. Valencia graduates students at the end of each Fall, Spring, and Summer Full Term and holds an annual commencement ceremony at the end of Spring Term.
2. Your governing catalog is the Valencia Community College Catalog in effect at the time of your initial enrollment in credit courses at Valencia. A Valencia Catalog is valid for five academic years. You may follow the policies and graduation requirements in your governing catalog for the five academic years except when changed

by law or by the District Board of Trustees. You may officially declare any subsequent catalog as your governing catalog and follow its requirements for your initial degree or certificate program until that catalog expires; however, if you change your degree or certificate program, you are required to choose from the current degree and certificate program offerings and follow the graduation requirements of the current catalog. If your governing catalog has expired, your new governing catalog will be the catalog in effect in your next term of enrollment.

The official version of this catalog is the online version at valenciacc.edu/catalog.

Should the District Board of Trustees approve changes in program requirements to be effective within an academic year, the revised requirements will be available in the online official catalog.

- You may earn one Associate in Arts Degree from Valencia. If you have earned an Associate in Arts or Bachelor's Degree from an institution that has regional accreditation in the United States, you are not eligible to be awarded an Associate in Arts Degree from Valencia. (In addition to the Associate in Arts Degree, you may earn any number of Associate in Applied Science and/or Associate in Science Degrees.)

If you want to earn more than one degree at Valencia, you may complete the first degree and then pursue another degree or you may pursue two or more degrees at the same time. Whenever possible, a course will be applied to more than one degree.

- You will not receive grade forgiveness for any course that counts toward your degree and is repeated after you have been awarded the degree from Valencia.

Associate in Arts Degree Course Requirements at Valencia Community College

The Associate in Arts Degree requires a minimum of 60 college-level credits including 36 credits in general education, 24 credits of acceptable electives, and satisfaction of the foreign language proficiency requirement.

A. General Education Program Requirements for the Associate in Arts Degree 36 Credits

The general education program at Valencia is an integral part of the A.A. Degree program and is designed to contribute to the student's educational growth by providing a basic liberal arts education. A student who completes the general education program should have achieved the following outcomes:

Cultural and Historical Understanding: Demonstrate understanding of the diverse traditions of the world, and an individual's place in it

Quantitative and Scientific Reasoning: Use processes, procedures, data, or evidence to solve problems and make effective decisions

Communication Skills: Engage in effective interpersonal, oral, and written communication

Ethical Responsibility: Demonstrate awareness of personal responsibility in one's civic, social, and academic life

Information Literacy: Locate, evaluate, and effectively use information from diverse sources

Critical Thinking: Effectively analyze, evaluate, synthesize, and apply information and ideas from diverse sources and disciplines

There are two approaches to general education at Valencia. The first is 36 semester credits which serve as the core of the curriculum. The 36 credits are selected from 5 core areas of academic courses offered at Valencia: Communications, Humanities, Mathematics, Science and Social Sciences.

The second approach is the 24-semester-credit Interdisciplinary Studies Honors Program and completion of SPC 1608, POS 2041, and the six-semester-credit mathematics requirement outlined in Area 3. The description of the first approach follows, and the second approach is described in the Honors section of this catalog.

AREA 1. COMMUNICATIONS 9 Credits

Required Courses - A minimum of nine semester credits. These composition courses must be completed with a minimum grade of C.

Freshman Composition I

ENC 1101	Freshman Composition I (3 cr) or
ENC 1101H	Freshman Composition I - Honors (3 cr)

AND

Freshman Composition II

ENC 1102	Freshman Composition II (3 cr) or
ENC 1102H	Freshman Composition II - Honors (3 cr)

AND

Fundamentals of Speech

SPC 1608	Fundamentals of Speech (3 cr) or
SPC 1608H	Fundamentals of Speech - Honors (3 cr)

AREA 2. HUMANITIES 9 Credits

Required Courses - A minimum of nine semester credits.

(a) Complete one course from the list below or from Area 2 (b). Courses listed in AREA 2 (a) do NOT satisfy the Gordon Rule writing requirement.

Architecture

ARC 2702	History of Architecture II (3 cr)
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Art

ARH 1000	The Visual Arts Today (3 cr)
ARH 2050	Introduction to Art History I (3 cr)
ARH 2500	Non-Western Art History (3)

Film

ENG 2100	Introduction to Film (3 cr)
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Foreign Language

ASL 2200	American Sign Language IV (4 cr)
FRE 2200	Intermediate French I (3 cr)
FRE 2201	Intermediate French II (3 cr)
POR 2220	Intermediate Portuguese I (4 cr)
SPN 2200	Intermediate Spanish I (3 cr)
SPN 2201	Intermediate Spanish II (3 cr)
SPN 2201H	Intermediate Spanish II - Honors (3 cr)

Humanities

HUM 1020	Introduction to Humanities (3 cr)
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Music

MUL 1010	Music Appreciation (3 cr)
MUT 1121	Musicianship I (4 cr)

Philosophy

PHI 2010	Philosophy (3 cr)
PHI 2600	Ethics and Critical Thinking (3 cr)

Religion

REL 2000	Understanding Religious Traditions (3 cr)
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Theatre

THE 1020	Introduction to Theatre (3 cr)
THE 1100	Introduction to Theatre History (3 cr)

PLUS:

(b) Complete two of the following courses, one of which must have an HUM prefix. These are Gordon Rule writing courses, and to apply toward the Gordon Rule requirement, a course must be completed with a minimum grade of C. Each of these courses has a prerequisite of ENC 1101 Freshman Composition completed with a minimum grade of C.

Humanities

HUM 2220	Humanities - Greek and Roman (3 cr) or
HUM 2220H	Humanities - Greek and Roman - Honors (3 cr)
HUM 2223	Humanities - Late Roman and Medieval (3 cr) or
HUM 2223H	Humanities - Late Roman and Medieval Honors (3 cr)
HUM 2232	Humanities - Renaissance and Baroque (3 cr) or
HUM 2232H	Humanities - Renaissance and Baroque - Honors (3 cr)
HUM 2234	Humanities - Enlightenment and Romanticism (3 cr) or
HUM 2234H	Humanities - Enlightenment and Romanticism Honors (3 cr)
HUM 2250	Humanities - Twentieth Century (3 cr) or
HUM 2250H	Humanities - Twentieth Century - Honors (3 cr)
HUM 2310	Mythology (3 cr) or
HUM 2310H	Mythology - Honors (3 cr)
HUM 2403	Middle Eastern Humanities (3 cr)
HUM 2410	Asian Humanities (3 cr)
HUM 2454	African-American Humanities (3 cr)
HUM 2461	Latin American Humanities (3 cr)

Architecture

ARC 1701	History of Architecture I (3 cr)
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Art

ARH 2051	Introduction to Art History II (3 cr)
ARH 2051H	Introduction to Art History II - Honors (3 cr)

History

EUH 2000*	Western Civilization to 1750 (3 cr)
EUH 2001*	Western Civilization 1750 to Present (3 cr)

Literature

AML 2011	American Literature: Colonial Period to Civil War (3 cr)
AML 2021	American Literature: Civil War to Present (3 cr) or
AML 2021H	American Literature: Civil War to Present Honors (3 cr)
ENL 2012	English Literature: 1300 to 1800 (3 cr)
ENL 2022	English Literature: 1800 to Present (3 cr)
LIT 2090	Contemporary Literature (3 cr) or
LIT 2090H	Contemporary Literature - Honors (3 cr)
LIT 2110	World Literature: Beginning through Renaissance (3 cr)
LIT 2120	World Literature: Enlightenment to Present (3 cr) or
LIT 2120H	World Literature: Enlightenment to Present - Honors (3 cr)
LIT 2174	Multimedia Literature and the Holocaust (3 cr)
LIT 2174H	Multimedia Literature and the Holocaust-Honors (3 cr)

Music

MUL 1110	Music Literature (3 cr)
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Political Science

INR 2002*	International Politics (3 cr) or
INR 2002H*	International Politics - Honors (3 cr)

* EUH 2000, EUH 2001, INR 2002 and INR 2002H are Gordon Rule writing courses. Although these courses may apply toward either Humanities or Social Sciences, the same course cannot apply toward both Humanities and Social Sciences.

AREA 3. MATHEMATICS**6 Credits**

Required Courses - A minimum of six semester credits. These are Gordon Rule mathematics courses, and to apply toward the Gordon Rule requirement, a course must be completed with a minimum grade of C.

MAC 1105	College Algebra (3 cr)
MAC 1105H	College Algebra-Honors (3cr)
MAC 1114	College Trigonometry (3 cr)
MAC 1140	Precalculus Algebra (3 cr)
MAC 1147	Precalculus (5 cr)
MAC 2233	Calculus for Business and Social Science (3 cr)
MAC 2311	Calculus w/Analytic Geometry I (5 cr) or
MAC 2311H	Calculus w/Analytic Geometry I - Honors (5 cr)
MAC 2312	Calculus w/Analytic Geometry II (5 cr) or
MAC 2312H	Calculus w/Analytic Geometry II - Honors (5 cr)
MAC 2313	Calculus w/Analytic Geometry III (4 cr)
MAP 2302	Differential Equations (3 cr)
MAS 2103	Introduction to Linear Algebra (3 cr) or
MGF 1106	College Mathematics (3 cr)
MGF 1107	Mathematics for the Liberal Arts (3 cr)
MHF 2300	Logic and Proof in Mathematics (3 cr) or
MHF 2300H	Logic and Proof in Mathematics - Honors (3cr)

MTG 2204	Informal Geometry (3 cr)
STA 2023	Statistical Methods (3 cr) or
STA 2023H	Statistical Methods - Honors (3 cr)

AREA 4. SCIENCE

6 Credits

Required Courses - A minimum of six semester credits.

Valencia does not require a science course with a laboratory; however, university majors determine if the student must take one or more laboratory science courses at Valencia. To select the most appropriate science courses for your major, complete an education plan through Atlas.

AST 1002	Astronomy (3 cr) or
AST 1002H	Astronomy - Honors (3 cr)
BOT 2010C	Botany (4 cr)
BOT 2800	Ethnobotany (3 cr)
BSC 1005	Biological Science (3 cr)
BSC 1005L	Lab in Applied Biology (1 cr)
BSC 1005C	Biological Science (4 cr)
BSC 1005H	Biological Science-Honors (4cr)
BSC 1010C	Fundamentals of Biology I (4 cr) or
BSC 1010H	Fundamentals of Biology I - Honors (4 cr)
BSC 1011C	Fundamentals of Biology II (4 cr) or
BSC 1011H	Fundamentals of Biology II - Honors (4 cr)
BSC 1020	Human Biology (3 cr)
BSC 1020C	Human Biology (4 cr)
BSC 1026	Biology of Human Sexuality (3 cr)
BSC 1026H	Biology of Human Sexuality-Honors (3cr)
BSC 1050	Environmental Science (3 cr)
BSC 1050H	Environmental Science-Honors (3 cr)
BSC 2093C	Human Anatomy and Physiology I (4 cr)
BSC 2094C	Human Anatomy and Physiology II (4 cr)
CHM 1020	Chemistry in Everyday Life (3 cr)
CHM 1025C	Introduction to General Chemistry (4 cr)
CHM 1045C	Gen. Chemistry w/Qualitative Analysis I (4 cr) or
CHM 1045H	Gen. Chemistry w/Qualitative Analysis I - Honors (4 cr)
CHM 1046C	Gen. Chemistry w/Qualitative Analysis II (4 cr) or
CHM 1046H	Gen. Chemistry with Qualitative Analysis II - Honors (4 cr)
CHM 1205C	Introductory Organic and Biochemistry (4 cr)
CHM 2210C	Organic Chemistry I (4 cr)
CHM 2211C	Organic Chemistry II (4 cr)
ESC 1000	Earth Sciences (3 cr)
GLY 2010C	Physical Geology (4 cr)
GLY 2100C	Historical Geology (4 cr) or
GLY 2100H	Historical Geology - Honors (4 cr)
MCB 2010C	Microbiology (4 cr)
MET 1010	Introduction to Meteorology (3 cr)
OCB 2010C	Marine Biology (4 cr)
OCE 1001	Introduction to Oceanography (3 cr)
OCE 1001H	Introduction to Oceanography-Honors (3cr)
PCB 1440	Florida Environmental Systems (3 cr)
PCB 1440H	Florida Environmental Systems -Honors(3 cr)
PCB 2300C	Aquatic Biology (3 cr)
PCB 2304	Natural History of Florida Rivers (1 cr)
PCB 2340	Field Biology (3 cr)
PCB 2350	Neotropical Biology (3 cr)
PHY 1007C	Physics (4 cr)
PHY 1053C	Introductory Physics I (4 cr)

PHY 1054C	Introductory Physics II (4 cr)
PHY 2048C	General Physics w/Calculus I (4 cr)
PHY 2049C	General Physics w/Calculus II (4 cr)
PSC 1020C	Fundamentals of Physical Science (4 cr)

AREA 5. SOCIAL SCIENCES

6 Credits

Required Courses - A minimum of six semester credits including POS 2041 U.S. Government and another of the listed courses.

U.S. Government

POS 2041	U.S. Government (3 cr) or
POS 2041H	U.S. Government - Honors (3 cr)

And one of these listed courses

AFA 2000	Introduction to the African-American Experience (3 cr)
AMH 2010	United States History to 1877 (3 cr) or
AMH 2010H	United States History to 1877 - Honors (3 cr)
AMH 2020	United States History 1877 to Present (3 cr) or
AMH 2020H	United States History 1877 to Present - Honors (3 cr)
ANT 2000	Introduction to Anthropology (3 cr) or
ECO 1000	Basic Economics (3 cr)
ECO 2013	Principles of Economics-Macro (3 cr) or
ECO 2013H	Principles of Economics-Macro - Honors (3 cr)
ECO 2023	Principles of Economics-Micro (3 cr) or
ECO 2023H	Principles of Economics-Micro - Honors (3 cr)
EUH 2000*	Western Civilization to 1750 (3 cr) or
EUH 2001*	Western Civilization 1750 to Present (3 cr)
HIS 2206	Recent and Contemporary History (3 cr)
INR 2002*	International Politics (3 cr) or
INR 2002H*	International Politics - Honors (3 cr)
POS 2112	State and Local Government (3 cr)
PSY 1012	General Psychology (3 cr) or
PSY 1012H	General Psychology - Honors (3 cr)
SYG 2000	Introductory Sociology (3 cr) or
SYG 2000H	Introductory Sociology - Honors (3 cr)

* EUH 2000, EUH 2001, INR 2002 and INR 2002H are Gordon Rule writing courses. Although these courses may apply toward either Humanities or Social Sciences, the same course cannot apply toward both Humanities and Social Sciences.

B. Electives/Required Prerequisites

for Major

24 Credits

Most college-level credit courses taught at Valencia will count toward elective credit. Any credits in excess of the minimum required in any of the five core areas listed above will count as elective credits. University majors require certain prerequisite courses before transferring; these are the courses that should be taken as electives at Valencia.

To select the most appropriate electives, create an education plan through Atlas for review with a Student Services staff member.

C. Foreign Language Proficiency Requirement

Valencia's college-level foreign language proficiency requirement can be satisfied in one of the following ways:

continued

- You may complete two credits (two years) of sequential high school instruction in one language other than English with a passing grade each year as documented on your official high school transcript.
- You may successfully complete one of the following sequences in a single foreign language with a letter grade of “C” or better:

FRE 1120	Elementary French I (4 cr)
FRE 1121	Elementary French II (4 cr)
GER 1120	Elementary German I (4 cr)
GER 1121	Elementary German II (4 cr)
POR 1120	Elementary Portuguese I (4 cr)
POR 1121	Elementary Portuguese II (4cr)
SPN 1120	Elementary Spanish I (4 cr)
SPN 1121	Elementary Spanish II (4 cr)

- If you have prior knowledge, you may satisfy this requirement by successfully completing foreign language course work at the Elementary II college level.
- Demonstration of proficiency by passing a CLEP (College Level Examination Program) foreign language test or a foreign language proficiency test administered by the University of Central Florida.
- If your native language is a language other than English, you may satisfy the foreign language proficiency requirement by successful completion of English for Academic Purposes (EAP) course requirements and successful completion of the Area I Communications requirements for the Associate in Arts Degree.

Students who earn college-level foreign language credits through course work or CLEP may apply these credits toward the 24 Elective credits.

Demonstrated college-level proficiency in American Sign Language (either through completion of eight semester credits or successful completion of ASL 2150) can be used to fulfill this requirement at Valencia.

NOTE: American Sign Language cannot be used to fulfill the foreign language graduation requirement at many universities. Students are responsible for verifying acceptability at the institution to which they plan to transfer.

ASL 2140	American Sign Language I (4 cr)
ASL 2150	American Sign Language II (4 cr)

Satisfaction of this graduation requirement for Valencia may also satisfy the foreign language admission requirement for Florida public universities; it may or may not satisfy a specific university graduation requirement. Students are encouraged to find out the specific requirements of institutions in which they are interested.

The Gordon Rule

State Board of Education Rule 6A-10.030, the Gordon Rule, requires that students complete with grades of C or better 12 credits in designated courses in which the student is required to demonstrate college-level writing skills through multiple assignments and six credits of mathematics course work at the level of college algebra or higher. These courses must be completed successfully (grades of C or better) prior to the receipt of an A.A. Degree and prior to entry into the upper division of a Florida public university.

For graduation with the Associate in Arts Degree from Valencia, the Gordon Rule requirements can be satisfied by completing either the writing and mathematics requirements listed below or the Interdisciplinary Studies Program and the Mathematics requirements.

Writing

Required

ENC 1101	Freshman Composition I (3 cr) or
ENC 1101H	Freshman Composition I - Honors (3 cr)
and	
ENC 1102	Freshman Composition II (3 cr) or
ENC 1102H	Freshman Composition II - Honors (3 cr)

Upon completion of ENC 1101 Freshman Composition I with a grade of C or better, students must complete, with grades of C or better, at least 6 credits from the list that follows. One course must have an HUM prefix.

Architecture

ARC 1701	History of Architecture I (3 cr)
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Art

ARH 2051	Introduction to Art History II (3 cr)
ARH 2051H	Introduction to Art History II - Honors (3 cr)

History

EUH 2000	Western Civilization to 1750 (3 cr)
EUH 2001	Western Civilization 1750 to Present (3 cr)

Humanities

HUM 2220	Humanities - Greek and Roman (3 cr) or
HUM 2220H	Humanities - Greek and Roman - Honors (3 cr)
HUM 2223	Humanities - Late Roman and Medieval (3 cr)
	or
HUM 2223H	Humanities - Late Roman and Medieval Honors (3 cr)
HUM 2232	Humanities - Renaissance and Baroque (3 cr) or
HUM 2232H	Humanities - Renaissance and Baroque - Honors (3 cr)
HUM 2234	Humanities - Enlightenment and Romanticism (3 cr) or
HUM 2234H	Humanities - Enlightenment and Romanticism Honors (3 cr)
HUM 2250	Humanities - Twentieth Century (3 cr) or
HUM 2250H	Humanities - Twentieth Century - Honors (3 cr)
HUM 2310	Mythology (3 cr) or
HUM 2310H	Mythology - Honors (3 cr)
HUM 2403	Middle Eastern Humanities (3 cr)
HUM 2410	Asian Humanities (3 cr)
HUM 2454	African-American Humanities (3 cr)
HUM 2461	Latin American Humanities (3 cr)

Literature

AML 2011	American Literature: Colonial Period to Civil War (3 cr) or
AML 2021	American Literature: Civil War to Present (3 cr) or
AML 2021H	American Literature: Civil War to Present Honors (3 cr)
ENL 2012	English Literature: 1300 to 1800 (3 cr)
ENL 2022	English Literature: 1800 to Present (3 cr)
LIT 2090	Contemporary Literature (3 cr) or
LIT 2090H	Contemporary Literature - Honors (3 cr)
LIT 2110	World Literature: Beginning through Renaissance (3 cr)
LIT 2120	World Literature: Enlightenment to Present (3 cr) or
LIT 2120H	World Literature: Enlightenment to Present - Honors (3 cr)
LIT 2174	Multimedia and the Holocaust (3 cr)
LIT 2174H	Multimedia and the Holocaust-Honors (3 cr)

Music

MUL 1110	Music Literature (3 cr)
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Political Science

INR 2002	International Politics (3 cr) or
INR 2002H	International Politics - Honors (3 cr)

Mathematics:

Students must complete, with grades of C or better, at least 6 credits from the following list:

MAC 1105	College Algebra (3 cr)
MAC 1105H	College Algebra-Honors (3 cr)
MAC 1114	College Trigonometry (3 cr)
MAC 1140	Precalculus Algebra (3 cr)
MAC 1147	Precalculus (5 cr)
MAC 2233	Calculus for Business and Social Science (3 cr)
MAC 2311	Calculus w/Analytic Geometry I (5 cr) or
MAC 2311H	Calculus w/Analytic Geometry I - Honors (5 cr)
MAC 2312	Calculus w/Analytic Geometry II (5 cr) or
MAC 2312H	Calculus w/Analytic Geometry II - Honors (5 cr)
MAC 2313	Calculus w/Analytic Geometry III (4 cr)
MAP 2302	Differential Equations (3 cr)
MAS 2103	Introduction to Linear Algebra (3 cr) or
MGF 1106	College Mathematics (3 cr)
MGF 1107	Mathematics for the Liberal Arts (3 cr)
MHF 2300	Logic and Proof in Mathematics (3 cr) or
MHF 2300H	Logic and Proof in Mathematics - Honors (3 cr)
MTG 2204	Informal Geometry (3 cr)
STA 2023	Statistical Methods (3 cr) or
STA 2023H	Statistical Methods - Honors (3 cr)

Community College Associate in Arts Transfer Guarantees

Community College Associate in Arts graduates are guaranteed certain rights under the statewide Articulation Agreement (Administrative Rule 6A-10.024). This Articulation Agreement governs the transfer of students from Florida public community college to the state university system. The agreement addresses General Admission to a state university and Program Admission.

General Admission to Florida State Universities

Guarantees

The Florida Articulation Agreement designates the Associate in Arts degree as the transfer degree to Florida state universities. In doing so, the Agreement guarantees that:

1. Community college A.A. Degree holders will be granted admission to one of the eleven (11) state universities, but not necessarily to limited access programs.
2. Upon transferring to a state university, A.A. Degree graduates will be awarded at least 60 credits towards the baccalaureate degree.
3. The university catalog in effect the year the A.A. Degree student first enrolled at the community college will remain in effect for the student's program at the university, provided the student maintains continuous enrollment as defined in that catalog.
4. Once a student has completed the General Education Core courses and this is so noted on the transcript, regardless of whether or not an A.A. Degree is awarded, no other state university or state community college to which the student may transfer can require additional General Education Core courses.
5. When transferring among institutions participating in the statewide course numbering system, a receiving institution must accept all courses taken at the transfer institution if the same course with the same course number is offered at the receiving institution.
6. Credits earned through acceleration mechanisms (Advanced Placement, College Level Examination Program, Dual Enrollment, International Baccalaureate, DANTES and Excelsior) within the A.A. Degree at the community college will be transferable to the state university.

Students without an A.A. Degree who are seeking admission to a state university do not have all the guarantees provided by the Articulation Agreement and may be denied admission or lose credit when transferring. In most cases, students without an A.A. Degree will have to meet freshman admissions standards.

continued

Admission to Specific Programs at Florida State Universities

The universities determine the courses and prerequisites that must be taken in order to receive a bachelor's degree for a chosen program. Although all credit earned towards an A.A. Degree will transfer to a university, not all credit may satisfy the program prerequisites or the course requirements for a bachelor's degree. Therefore, it is important to know the program requirements and to satisfy as many of these course requirements as possible at Valencia while completing the A.A. Degree.

Limited Access

Due to limited resources, some programs have limited enrollments; in order to select students, these programs may have additional admission requirements which are more restrictive than the university's general admission requirements. These requirements may include one or more of the following: completion of specific courses, minimum grade point average, minimum test scores, interviews, auditions, submission of a portfolio, and deadlines.

Guarantees

A.A. graduates are not guaranteed admission into limited access programs but are guaranteed that:

1. The community college student will have the same opportunity to enroll in a university limited access program as the native university student.
2. Selection and enrollment criteria for a university limited access program will be established and published in catalogs and appropriate publications. Notification of any changes in a program will include sufficient time for prospective students to adjust to meet program criteria.

Resources are available for planning your transfer to a bachelor's degree program. For assistance in accessing this information, refer to the Transfer Plans in this catalog, visit Career Development Services, access *facts.org*, or the Atlas Access Lab on any campus where you may complete, through the LifeMap Tools in Atlas, an education plan to prepare you for a specific major(s). Once you create an education plan, you may meet with a Student Services staff member to discuss the requirements for a particular major(s) and review your education plan. Refer to your educational plan when you are selecting the courses in which you will enroll each term.

Appeals

Should any of these guarantees be denied, the student has the right to file an appeal. Each state university has established appeal procedures. Students may contact the state university articulation officer for information about these procedures.

Associate in Arts Degree

The Associate in Arts degree is designed for students who plan to transfer to an upper division institution. The degree requires completion of 60 hours. Of those hours, 36 need to be completed within the five areas of general education and 24 hours are elective credit. There are five areas of focus within Valencia's general education

program: Communications, Humanities, Mathematics, Science, and Social Science.

Students who wish to transfer to one of the state universities, should review the transfer plans located in the Transfer Plan section of the catalog. These plans will show you how to take courses that are required common prerequisites within each major and use them efficiently within the 36 hours of general education and the 24 hours of electives.

It is the student's responsibility to review the requirements for admission to the major at the transfer university. For specific transfer information, meet with a Valencia advisor to review your transfer plan, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that are related to their intended baccalaureate degree program.

COMMUNICATIONS CREDITS

Course	Title	Credits
+* ENC 1101	Freshman Composition I (GR)	3
SPC 1608	Fundamentals of Speech	3
+* ENC 1102	Freshman Composition II (GR)	3
Total Credits		9

HUMANITIES CREDITS

Course	Title	Credits
+* Humanities	Hum Prefix (GR)	3
Humanities	Select from A.A. Gen Ed. Requirement	3
+* Humanities	(GR)	3
Total Credits		9

MATHEMATICS CREDITS

Course	Title	Credits
+* Math	(GR)	3
+* Math	(GR)	3
Total Credits		6

SCIENCE CREDITS

Course	Title	Credits
Science	Select from A.A. Gen Ed. Requirement	3
Science	Select from A.A. Gen Ed. Requirement	3
Total Credits		6

SOCIAL SCIENCE CREDITS

Course	Title	Credits
POS 2041	U.S. Government	3
Social Science	Select from A.A. Gen Ed. Requirement	3
Total Credits		6

ADDITIONAL COMMON PREREQUISITES

Students are encouraged to take electives within their area of interest for their bachelor's degree major.

Electives	Total Elective/Foreign Language Credits	24
	Total Program Credits	60

Pre-Majors at Valencia

Valencia offers four Pre-Majors: Art/Studio/Fine Art, Dance Performance, Sign Language Interpretation, and Theatre/Drama/Dramatic Arts. Each Pre-Major includes the courses to satisfy Valencia's general education requirements for the A.A. degree, and the Statewide Common Course Prerequisites for the specific upper division major.

Students who plan to transfer to a restricted access or limited access program are responsible for completing the specific requirements of the institution to which they will transfer, as completion of a Pre-Major does not guarantee admission to an upper division program if that university program has restricted access or limited access status. In general, restricted access means there are admission requirements in addition to the A.A. Degree and, if those requirements are met, the student will qualify for admission to the upper division program.

Limited access means there are requirements in addition to the A.A. Degree and, even though these additional requirements are met, the student might not be admitted to the university program because admission is a selective process conducted by the university. The additional requirements might include the completion of certain courses, a minimum grade point average, minimum test scores, interviews, auditions and/or portfolios. It is the student's responsibility to learn if a particular university major is designated limited access or restricted access at the specific university to which the student wants to transfer.

A.A. Degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed and must satisfy Valencia's foreign language proficiency requirement.

Valencia offers the following Pre-Majors:

- Art, Studio/Fine Art
- Dance Performance
- Sign Language Interpretation
- Theatre/Drama/Dramatic Arts

Pre-Major: Art, Studio/Fine Art

Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor's degree in Art. If this pre-major transfers to a limited access program, you are responsible for completing the specific requirements of the institution to which you will transfer as completion of this Pre-Major does not guarantee admission to an upper division limited access program. For specific transfer information, meet with a Valencia advisor or Academic Dean to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Common Prerequisites: these are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at facts.org.

COMMUNICATIONS CREDITS

Course	Title	Credits
+* ENC 1101	Freshman Composition I (GR)	3
SPC 1608	Fundamentals of Speech	3
+* ENC 1102	Freshman Composition II (GR)	3
	Total Credits	9

HUMANITIES CREDITS

Course	Title	Credits
+* Humanities	Hum Prefix (GR)	3
+ ARH 2050	Introduction to Art History I	3
+* ARH 2051	Intro to Art History II (GR)	3
	Total Credits	9

MATHEMATICS CREDITS

Course	Title	Credits
+* Mathematics	(GR)	3
+* Mathematics	(GR)	3
	Total Credits	6

SCIENCE CREDITS

Course	Title	Credits
Science	Select from A.A. Gen Ed. Requirement	3
Science	Select from A.A. Gen Ed. Requirement	3
	Total Credits	6

SOCIAL SCIENCE CREDITS

Course	Title	Credits
POS 2041	U.S. Government	3
Social Science	Select from A.A. Gen Ed. Requirement	3
	Total Credits	6

ADDITIONAL COMMON PREREQUISITES

Course	Title	Credits
+ ART 1201C	Design I	3
+ ART 1300C	Drawing I	3
+* ART 1301C	Drawing II	3
+* ART 1203C	Design II	3
ART or PGY	Select any introductory Media Course with an ART or PGY prefix.	9
	Total Credits	21
Electives	Total Elective/Foreign Language Credits	3
	Total Pre-Major Credits	60

Pre-Major: Dance Performance

Associate in Arts Degree

Limited Access

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor's degree in Dance. If this pre-major transfers to a limited access program, you are responsible for completing the specific requirements of the institution to which you will transfer as completion of this Pre-Major does not guarantee admission to an upper division limited access program. For specific transfer information, meet with a Valencia advisor or Academic Dean to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

continued

Common Prerequisites: These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at *facts.org*.

Admission requirements for the Dance Performance Pre-Major are:

- Submit a completed Valencia Community College application
- Submit a completed Valencia Community College A.A. Pre-Major: Dance Performance Audition Application
- Have a successful audition
- Have degree-seeking student status indicated in your official Valencia record

Further information about the admission process is available at *valenciacc.edu/dance* and from the Humanities, Foreign Language and Visual and Performing Arts Division on East Campus.

Program expenses are given in the Financial section of this catalog.

COMMUNICATIONS CREDITS

Course	Title	Credits
+* ENC 1101	Freshman Composition I (GR)	3
SPC 1608	Fundamentals of Speech	3
+* ENC 1102	Freshman Composition II (GR)	3
	Total Credits	9

HUMANITIES CREDITS

Course	Title	Credits
+* Humanities	Hum Prefix (GR)	3
Humanities	Select from A.A. Gen Ed. Requirement	3
+* Humanities	(GR)	3
	Total Credits	9

MATHEMATICS CREDITS

Course	Title	Credits
+* Mathematics	(GR)	3
+* Mathematics	(GR)	3
	Total Credits	6

SCIENCE CREDITS

Course	Title	Credits
Science	Select from A.A. Gen Ed. Requirement	3
Science	Select from A.A. Gen Ed. Requirement	3
	Total Credits	6

SOCIAL SCIENCE CREDITS

Course	Title	Credits
POS 2041	U.S. Government	3
Social Science	Select from A.A. Gen Ed. Requirement	3
	Total Credits	6

ADDITIONAL COMMON PREREQUISITES

Course	Title	Credits
+* DAA 1104	Modern Dance I for Pre-Majors	2
+* DAA1204	Ballet I for Pre-Majors	2
+* DAA 2610	Dance Composition and Improv for Pre-Majors	2
+* DAA 1105	Modern Dance II for Pre-Majors	2
+* DAA 1205	Ballet II for Pre-Majors	2

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

(GR) Denotes a Gordon Rule course.

Bold courses are state common prerequisites

+* DAA 2611	Dance Composition and Improv II for Pre-Majors	2
+* DAA 1680	Repertory I for Pre-Majors	2
+* DAA 2106	Intermediate Modern Dance I for Pre-Majors	2
+* DAA 2107	Intermediate Modern Dance II for Pre-Majors	2
+* DAA 2207	Int. Ballet I for Pre-Majors	2
+* DAA 2209	Int. Ballet II for Pre-Majors	2
+* DAA 1681	Repertory II for Pre-Majors	2
	Total Credits	24
	Total Pre-Major Credits	60

Pre-Major: Sign Language Interpretation

Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer as a junior to complete the emerging bachelor of science degree in ASL/English Interpreting, or the bachelor of arts degree in Communication Sciences and Disorders with a concentration in Interpreter Training. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer as **completion of this Pre-Major does not guarantee admission to an upper division limited access program**. Although this Pre-Major is the best preparation for transfer in this major, students may be able to earn Valencia's Associate in Arts Degree and still be prepared for transfer in this major. For more information on this pre-major, contact Social Sciences department on East campus, 407-299-5000 x 2628.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia's foreign language proficiency requirement. Courses meeting the preceding requirements may be in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

FOUNDATION COURSES

Course	Title	Credits
+* ENC 1101	Freshman Composition I (GR)	3
+* Mathematics	(GR)	3
SPC 1608	Fundamentals of Speech	3
Science	(Select from A.A. Gen Ed Requirement)	3
POS 2041	U.S. Government	3
* INT 2131	Introduction to Interpreting	3
* INT 2200	Interactive Interpreting I	3
	Total Credits	21

INTERMEDIATE COURSES

Course	Title	Credits
+* ENC 1102	Freshman Composition II (GR)	3
* ASL 2200	American Sign Language IV	4
+* Mathematics	(GR)	3
Science	Select from A.A. Gen Ed Requirement	3
* INT 2201	Interactive Interpreting II	3
* INT 2202	Interactive Interpreting III	3
	Total Credits	19

ADVANCED COURSES

Course	Title	Credits
+* Humanities	Hum Prefix (GR)	3
* ASL 2300	Structure of American Sign Language	3
Social Science	(Select from A.A. Gen Ed Requirement)	3
+* Humanities	(GR)	3
* INT 2203	Interactive Interpreting IV	3
* INT 2210	Transliterating	3
* ASL 2941	Internship in Sign Language Interpreting	2
Total Credits		20
Total Pre-Major Credits		60

NOTE:

American Sign Language cannot be used to fulfill the foreign language graduation requirement at many universities. Students are responsible for verifying acceptability at the institution to which they plan to transfer.

Pre-Major: Theatre/Drama/Dramatic Arts

Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer to a Florida public university as a junior to complete a four-year bachelor's degree in Theatre. If this pre-major transfers to a limited access program, you are responsible for completing the specific requirements of the institution to which you will transfer as completion of this Pre-Major does not guarantee admission to an upper division limited access program. For specific transfer information, meet with a Valencia Advisor or Academic Dean to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

Common Prerequisites: These are courses that are required for the noted major at Florida public universities. For more information on common prerequisites, check the statewide advising manual at facts.org.

COMMUNICATIONS CREDITS

Course	Title	Credits
+* ENC 1101	Freshman Composition I (GR)	3
SPC 1608	Fundamentals of Speech	3
+* ENC 1102	Freshman Composition II (GR)	3
Total Credits		9

HUMANITIES CREDITS

Course	Title	Credits
+* Humanities	Hum Prefix (GR)	3
+ THE 1020	Introduction to Theatre	3
+* Humanities	(GR)	3
Total Credits		9

MATHEMATICS CREDITS

Course	Title	Credits
+* Mathematics	(GR)	3
+* Mathematics	(GR)	3
Total Credits		6

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

(GR) Denotes a Gordon Rule course.

Bold courses are state common prerequisites

SCIENCE CREDITS

Course	Title	Credits
Science	Select from A.A. Gen Ed. Requirement	3
Science	Select from A.A. Gen Ed. Requirement	3
Total Credits		6

SOCIAL SCIENCE CREDITS

Course	Title	Credits
POS 2041	U.S. Government	3
Social Science	Select from A.A. Gen Ed. Requirement	3
Total Credits		6

ADDITIONAL COMMON PREREQUISITES

Course	Title	Credits
+ THE 2304	Script Analysis	3
+ TPA 2290	Technical Theatre Production	3
+ TPA 1200	Basic Stagecraft	4
TPP 1110	Acting I	3
Theatre	Plus 9 hours in any combination of THE, TPA, or TPP courses	9
Total Credits		22
Electives	Total Elective Credit	2
Total Pre-Major Credits		60

Articulated Pre-Majors at Valencia

Some Pre-Majors are based upon articulation agreements with specific universities. They are designed for students to transfer to a particular public or private university as a junior to complete a four-year bachelor degree in a specific major. Additional information on the articulation agreements may be found at valenciac.edu/aadegrees/articulationagreements.cfm

A.A. degree-seeking students in all Pre-Majors must satisfy entry testing requirements and satisfactorily complete all mandatory courses in reading, student success, mathematics, English, and English for Academic Purposes in which a student is placed and must satisfy Valencia's foreign language proficiency requirement.

Valencia offers the following Articulated Pre-Majors:

- Articulated Architecture (University of Florida)
- Articulated Engineering (Florida Institute of Technology)
- Articulated Engineering (Polytechnic University of the Americas)
- Articulated Engineering (University of Central Florida)
- Articulated Engineering (University of Florida)
- Articulated Engineering (University of Miami)
- Articulated Information Technology (University of South Florida)

Articulated Pre-Major: Architecture (University of Florida)

Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer to the University of Florida as a junior to complete a degree in Architecture. Students who plan to transfer to a limited access program are responsible for completing the specific requirements of the institution to which they will transfer **as completion of this pre-major does not guarantee admission to an upper division limited access program.**

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia's foreign language proficiency requirement. Courses meeting the preceding requirements may be in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

FOUNDATION COURSES

Course	Title	Credits
+ * ENC 1101	Freshman Composition I (GR)	3
+ * MAC 1140	Precalculus Algebra	3
	Science (Select from A.A. Gen Ed Requirement)	3
+ * ARC 1301	Architectural Design I	4
+ * ARC 1701	History of Architecture I (GR)	3
	Total Credits	16

INTERMEDIATE COURSES

Course	Title	Credits
+ * ENC 1102	Freshman Composition II (GR)	3
+ * ARC 1302	Architectural Design II	4
+ * ARC 2702	History of Architecture II	3
+ ARC 1201	Theory of Architecture	3
	SPC 1608 Fundamentals of Speech	3
+ * MAC 1114	College Trigonometry (GR)	3
+ * PHY 1053C	Introductory Physics I	4
	Total Credits	23

ADVANCED COURSES

Course	Title	Credits
+ * ARC 2303	Architectural Design III	5
	POS 2041 U.S. Government	3
+ * Humanities	HUM Prefix (GR)	3
	Social Science (Select from A.A. Gen Ed Requirement)	3
+ * ARC 2304	Architectural Design IV	5
	Architecture Elective	2
	Total Credits	21
	Total Degree Credits	60

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

(GR) Denotes a Gordon Rule course.

Bold courses are state common prerequisites

ARCHITECTURE ELECTIVES

Students who want to fulfill the requirements for the Articulation Agreement with the University of Florida must take the following additional courses:

+ ARC 2461	Materials and Methods of Construction	4
+ * ARC 2180	Introduction to Digital Architecture	3

Articulated Pre-Major: Engineering (Florida Institute of Technology)

Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer to the Florida Institute of Technology (FIT) in Melbourne, Florida as a junior to complete a four-year bachelor's degree in the College of Engineering. It is based upon an articulation agreement in Engineering with FIT. Engineering majors offered at Florida Tech are Aerospace, Chemical, Civil, Computer, Electrical, Mechanical, and Ocean. Students who plan to transfer are responsible for completing the admission requirements of FIT.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia's foreign language proficiency requirement. Courses meeting the preceding requirements will be in addition to the 60 credits listed. Also, courses listed in the NOTES below may be taken at Valencia in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

Financial aid is available to eligible Valencia transfer students. The combination of state, federal, and university financial aid programs can make Florida Tech affordable to eligible students who wish to transfer to Florida Tech. In some cases, the combination of grants and scholarships approximates the student's total tuition. Visit the Florida Tech admissions Web site FIT.edu for additional information.

FOUNDATION COURSES

Course	Title	Credits
+* ENC 1101	Freshman Composition I (GR)	3
+* HUM 2232	Humanities - Renaissance and Baroque (GR)	3
+ EGS 1006	Introduction to the Engineering Profession	1
+ EGS 1007	Engineering Concepts and Methods	1
+* MAC 2311	Calculus with Analytic Geometry I (GR)	5
	SPC 1608 Fundamentals of Speech	3
	POS 2041 U.S. Government	3
	Total Credits	19

INTERMEDIATE COURSES

Course	Title	Credits
+* ENC 1102	Freshman Composition II (GR)	3
+* MAC 2312	Calculus with Analytic Geometry II (GR)	5
+* HUM 2234	Humanities - Enlightenment and Romanticism (GR)	3
	(Select from A.A. Gen Ed Requirement)	3
+* PHY 2048C	General Physics with Calculus I	4
	ECO 2013 Principles of Economics - Macro	3
	Total Credits	21

ADVANCED COURSES

Course	Title	Credits
+* MAC 2313	Calculus with Analytic Geometry III (GR)	4
+* PHY 2049C	General Physics with Calculus II	4
+* MAP 2302	Differential Equations (GR)	3
+* EGS 2310	Engineering Analysis – Statics	3
+* PHY 2101	Modern Physics	3
+	Engineering Electives (FIT)	3
Total Credits		20
Total Degree Credits		60

ENGINEERING ELECTIVES (FIT)

Students will select a minimum of 3 credits; additional courses also can be taken at Valencia.

Course	Title	Credits
+* EGS 2025	Probability and Statistics for Engineers (Civil, Computer and Electrical majors)	3
+* EGS 2321	Engineering Analysis – Dynamics (Aerospace, Civil, Mechanical and Ocean majors)	3
+* EGS 2373	Principles of Electrical Engineering (Aerospace, Civil, Chemical, Mechanical and Ocean majors)	3

NOTES:

All Engineering majors should take +* CHM 1045C General Chemistry with Qualitative Analysis I at Valencia. Depending upon the Engineering major at Florida Tech, it may be advisable to complete additional courses at Valencia. See Engineering Electives (FIT) above or consult the Florida Tech advisor.

Articulated Pre-Major: Engineering (Polytechnic University of the Americas)

Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer to the Polytechnic University of the Americas (PUA) in Winter Park, Florida as a junior to complete a four-year bachelor's degree in the College of Engineering. It is based upon an articulation agreement in Engineering with PUA. Students who plan to transfer are responsible for completing the admission requirements of PUA.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia's foreign language proficiency requirement. Courses meeting the preceding requirements will be in addition to the 60 credits listed. Extra Engineering Electives courses and those listed in the NOTES below may also be taken at Valencia in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

(GR) Denotes a Gordon Rule course.

Bold courses are state common prerequisites

FOUNDATION COURSES

Course	Title	Credits
+* ENC 1101	Freshman Composition I (GR)	3
Humanities	(Select from A.A. Gen Ed Requirement)	3
+ EGS 1006	Introduction to the Engineering Profession	1
+ EGS 1007	Engineering Concepts and Methods	1
+* MAC 2311	Calculus with Analytic Geometry I (GR)	5
SPC 1608	Fundamentals of Speech	3
POS 2041	U.S. Government	3
Total Credits		19

INTERMEDIATE COURSES

Course	Title	Credits
+* ENC 1102	Freshman Composition II (GR)	3
+* MAC 2312	Calculus with Analytic Geometry II (GR)	5
+* Humanities	HUM Prefix (GR)	3
+* PHY 2048C	General Physics with Calculus I	4
ECO 2013	Principles of Economics - Macro	3
+* EGS 2310	Engineering Analysis – Statics	3
Total Credits		21

ADVANCED COURSES

Course	Title	Credits
+* MAC 2313	Calculus with Analytic Geometry III (GR)	4
+* PHY 2049C	General Physics with Calculus II	4
+* MAP 2302	Differential Equations (GR)	3
+* Humanities	(GR)	3
+* EGS 2025	Probability and Statistics for Engineers	3
+	Engineering Electives (PUA)	3
Total Credits		20
Total Degree Credits		60

ENGINEERING ELECTIVES (PUA)

Students will select a minimum of 3 credits; additional Engineering Electives (PUA) courses, as well as the course in the NOTE, can also be taken at Valencia—in addition to the 60 credits listed.

Course	Title	Credits
+* EGN 111C	Engineering Graphics (All majors)	3
+* EGS 2004	Electrical Networks (Electrical majors)	3
+* EGS 2321	Engineering Analysis – Dynamics (All majors)	3
+* EGS 2373	Principles of Electrical Engineering (Civil majors)	3
+* SUR 1101C	Basic Surveying and Measurements (Civil Majors)	4

NOTES: It is recommended that students also complete +* CHM 1045C General Chemistry with Qualitative Analysis I.

continued

Articulated Pre-Major: Engineering (University of Central Florida)

Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer to the University of Central Florida (UCF) in Orlando, Florida as a junior to complete a four-year bachelor's degree in the College of Engineering. It is based upon an articulation agreement in Engineering with UCF. Students who plan to transfer are responsible for completing the admission requirements of UCF.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia's foreign language proficiency requirement. Courses meeting the preceding requirements will be in addition to the 60 credits listed. Extra Engineering Electives courses and those listed in the NOTES below may also be taken at Valencia in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

FOUNDATION COURSES

Course	Title	Credits
+* ENC 1101	Freshman Composition I (GR)	3
Humanities	(Select from A.A. Gen Ed Requirement)	3
+ EGS 1006	Introduction to the Engineering Profession	1
+ EGS 1007	Engineering Concepts and Methods	1
+* MAC 2311	Calculus with Analytic Geometry I (GR)	5
SPC 1608	Fundamentals of Speech	3
POS 2041	U.S. Government	3
Total Credits		19

INTERMEDIATE COURSES

Course	Title	Credits
+* ENC 1102	Freshman Composition II (GR)	3
+* MAC 2312	Calculus with Analytic Geometry II (GR)	5
+* Humanities	HUM Prefix (GR)	3
+* PHY 2048C	General Physics with Calculus I	4
ECO 2013	Principles of Economics - Macro	3
+* EGS 2310	Engineering Analysis – Statics	3
Total Credits		21

ADVANCED COURSES

Course	Title	Credits
+* MAC 2313	Calculus with Analytic Geometry III (GR)	4
+* PHY 2049C	General Physics with Calculus II	4
+* MAP 2302	Differential Equations (GR)	3
+* Humanities	(GR)	3
+* EGS 2025	Probability and Statistics for Engineers	3
+	Engineering Electives (UCF)	3
Total Credits		20
Total Degree Credits		60

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

(GR) Denotes a Gordon Rule course.

Bold courses are state common prerequisites

ENGINEERING ELECTIVES (UCF)

Students will select a minimum of 3 credits; additional courses also can be taken at Valencia.

Course	Title	Credits
+ * EGS 2004	Electrical Networks (Computer and Electrical majors)	3
+ * EGS 2321	Engineering Analysis – Dynamics (All majors)	3
+ * EGS 2373	Principles of Electrical Engineering (All majors except Computer and Electrical)	3
+ * SUR 1101C	Basic Surveying and Measurements (Civil Majors)	4

NOTES: Depending upon the major within Engineering at the University of Central Florida, it may be advisable for students to complete the following additional courses at Valencia: *CHM 1045C General Chemistry with Qualitative Analysis I, *PHY 2101 Modern Physics, and additional courses from the Engineering Electives list above.

Articulated Pre-Major: Engineering (University of Florida)

Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer to the University of Florida (UF) in Gainesville, Florida as a junior to complete a four-year bachelor's degree in the College of Engineering. It is based upon an articulation agreement in Engineering with UF. Students who plan to transfer are responsible for completing the admission requirements of UF.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia's foreign language proficiency requirement. Courses meeting the preceding requirements will be in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

FOUNDATION COURSES

Course	Title	Credits
+* ENC 1101	Freshman Composition I (GR)	3
Humanities	(Select from A.A. Gen Ed Requirement)	3
+ EGS 1006	Introduction to the Engineering Profession	1
+ EGS 1007	Engineering Concepts and Methods	1
+* MAC 2311	Calculus with Analytic Geometry I (GR)	5
SPC 1608	Fundamentals of Speech	3
POS 2041	U.S. Government	3
Total Credits		19

INTERMEDIATE COURSES

Course	Title	Credits
+* ENC 1102	Freshman Composition II (GR)	3
+* MAC 2312	Calculus with Analytic Geometry II (GR)	5
+* Humanities	HUM Prefix (GR)	3
+* PHY 2048C	General Physics with Calculus I	4
ECO 2013	Principles of Economics - Macro	3
+* EGS 2310	Engineering Analysis – Statics	3
Total Credits		21

ADVANCED COURSES

Course	Title	Credits
+* MAC 2313	Calculus with Analytic Geometry III (GR)	4
+* PHY 2049C	General Physics with Calculus II	4
+* MAP 2302	Differential Equations (GR)	3
+* Humanities	(GR)	3
+* EGS 2025	Probability and Statistics for Engineers	3
+	Engineering Electives (UF)	3
Total Credits		20
Total Degree Credits		60

ENGINEERING ELECTIVES (UF)

Students will select a minimum of 3 credits; additional courses also can be taken at Valencia.

Course	Title	Credits
+ * EGS 2321	Engineering Analysis – Dynamics (Aerospace, Civil, Computer, Electrical and Mechanical majors)	3
+ * EGS 2373	Principles of Electrical Engineering (All majors except Computer and Electrical)	3
+ * SUR 1101C	Basic Surveying and Measurements (Civil Majors)	4

NOTES: Depending upon the major within Engineering at the University of Florida, it may be advisable for students to complete the following additional courses at Valencia: *CHM 1045C General Chemistry with Qualitative Analysis I and *CHM 1046C General Chemistry with Qualitative Analysis II.

A maximum of 68 credits can transfer to UF.

A minimum GPA of 2.5 is required for all Math and Science courses.

For Computer and Electrical Engineering majors, a minimum grade of B is required for all Math and Science courses.

Articulated Pre-Major: Engineering (University of Miami)

Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer to the University of Miami (UM) in Miami, Florida as a junior to complete a four-year bachelor's degree in the College of Engineering. It is based upon an articulation agreement in Engineering with UM. Students who plan to transfer are responsible for completing the admission requirements of UM.

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

(GR) Denotes a Gordon Rule course.

Bold courses are state common prerequisites

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English and English for Academic Purposes in which the student is placed. Students must complete all prerequisites for the listed course requirements and Valencia's foreign language proficiency requirement. Courses meeting the preceding requirements will be in addition to the 60 credits listed. Also, courses listed in the NOTES below may be taken at Valencia in addition to the 60 credits listed.

The courses do not have to be taken in the order listed; the sequence suggested is based upon prerequisites and level of course difficulty for most students.

Financial aid is available to eligible Valencia transfer students. The combination of state, federal, and university financial aid programs can make the University of Miami affordable to eligible students who wish to transfer to UM. Visit the University of Miami admissions Web site miami.edu for additional information.

FOUNDATION COURSES

Course	Title	Credits
+* ENC 1101	Freshman Composition I (GR)	3
Humanities	Humanities - Group A for UM	3
+ EGS 1006	Introduction to the Engineering Profession	1
+ EGS 1007	Engineering Concepts and Methods	1
+* MAC 2311	Calculus with Analytic Geometry I (GR)	5
SPC 1608	Fundamentals of Speech	3
POS 2041	U.S. Government	3
Total Credits		19

INTERMEDIATE COURSES

Course	Title	Credits
+* ENC 1102	Freshman Composition II (GR)	3
+* MAC 2312	Calculus with Analytic Geometry II (GR)	5
+* Humanities	Humanities - Group B for UM (GR)	3
+* Humanities	HUM Prefix (GR)	3
+* PHY 2048C	General Physics with Calculus I	4
+* EGN 1111C	Engineering Graphics	3
Total Credits		21

ADVANCED COURSES

Course	Title	Credits
+* MAC 2313	Calculus with Analytic Geometry III (GR)	4
+* PHY 2049C	General Physics with Calculus II	4
+* MAP 2302	Differential Equations (GR)	3
+* EGS 2310	Engineering Analysis – Statics	3
ECO 2013	Principles of Economics - Macro	3
+* EGS 2004	¹ Electrical Networks or	
+* EGS 2373	¹ Principles of Electrical Engineering	3
Total Credits		20
Total Degree Credits		60

Humanities - Group A for UM

ARH 2050	Introduction to Art History I	3
HUM 1020	Introduction to Humanities	3
MUL 1010	Music Appreciation	3
PHI 2010	Philosophy	3

continued

Humanities - Group B for UM

+* AML 2011	American Literature: Colonial Period to Civil War	3
+* AML 2021	American Literature: Civil War to Present	3
+* ENL 2012	English Literature: 1300 to 1800	3
+* ENL 2022	English Literature: 1800 to Present	3
+* LIT 2110	World Literature: Beginning through Renaissance	3
+* LIT 2120	World Literature: Enlightenment to Present	3

NOTES:

Depending upon the Engineering major at UM, it may be advisable to complete additional courses at Valencia. See Notes that follow or consult the UM advisor.

+*EGS 2004 Electrical Networks (Biomedical, Computer and Electrical majors) or +*EGS 2373 Principles of Electrical Engineering (All other majors).

Architectural, Biomedical, Civil, Environmental, Industrial and Manufacturing majors should take +* CHM 1045C General Chemistry with Qualitative Analysis I at Valencia.

Aerospace and Mechanical majors should take +* EGS 2321 Engineering Analysis - Dynamics at Valencia.

Computer, Electrical, and Industrial majors should take +*MAS 2103 Introduction to Linear Algebra at Valencia.

Articulated Pre-Major: Information Technology (University of South Florida)

Associate in Arts Degree

This Pre-Major is designed for the student who plans to transfer to the University of South Florida as a junior to complete a four-year bachelor's degree in Information Technology. If this pre-major transfers to a limited access program, you are responsible for completing the specific requirements of the institution to which you will transfer as completion of this Pre-Major does not guarantee admission to an upper division limited access program. For specific transfer information, meet with a Valencia advisor or Academic Dean to review your transfer plans, and check the transfer institution catalog for specific degree requirements. Students are strongly encouraged to take electives that relate to their intended baccalaureate degree program.

FOUNDATION COURSES

Course	Title	Credits
+* ENC 1101	Freshman Composition I (GR)	3
+* MAC 1140	¹ Pre-Calculus Algebra (GR)	3
+ PSY 1012	General Psychology	3
SPC 1608	Fundamentals of Speech	3
+* COP 2220	C Programming	3
Science	Select from A.A. Gen Ed Requirement	3
Humanities	Select from A.A. Gen Ed. Requirement	3
	Total Credits	21

INTERMEDIATE COURSES

Course	Title	Credits
+* ENC 1102	Freshmen Composition II (GR)	3
+* MAC 1114	¹ College Trigonometry (GR)	3
+* PHY 2048C	or	
+* PHY 1053C	General Physics w/ Calculus I or Introductory Physics	4
POS 2041	U.S. Government	3
+ CGS 2545	Database Management Systems	3
+* COP 2800	Java Programming	3
	Total Credits	19

ADVANCED COURSES

Course	Title	Credits
+ ECO 2013	Principles of Economics – Macro	3
+* COT 2104	Foundations of Discrete Math	3
+* Humanities	Hum Prefix (GR)	3
+* STA 2023	Statistical Methods (GR)	3
+* Humanities	(GR)	3
	² Elective(s)	5
	Total Credits	20
	Total Degree Credits	60

¹ +* MAC 1147 or +* MAC 2311 can substitute for both these courses.

² Students should choose electives from the following list of courses:

* COP 2805	Advanced Java Programming	3
CET 2486C	Local Area Networks	3
* CIS 2910	IT Capstone	4
CET 2178C	A+ Concepts (Hardware)	3
COP 2822	Web Publishing	3

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

(GR) Denotes a Gordon Rule course.

Bold courses are state common prerequisites



CAREER PROGRAMS

- **ASSOCIATE IN APPLIED SCIENCE DEGREES**
- **ASSOCIATE IN SCIENCE DEGREES**
- **APPLIED TECHNOLOGY DIPLOMA**
- **CERTIFICATES**
- **A.S. DEGREES TRANSITION TO BACHELOR DEGREE PROGRAMS**

Associate in Applied Science and Associate in Science Degree Programs

You may be interested in earning an Associate in Applied Science Degree or an Associate in Science Degree at Valencia Community College. Valencia offers numerous programs for students who are interested in preparing for a career that requires study beyond the high school level but does not require a bachelor's degree. These programs range from business administration programs to health sciences programs such as dental hygiene and registered nursing.

When you decide to follow an Associate in Applied Science (A.A.S.) Degree or an Associate in Science (A.S.) Degree program, you are not necessarily preparing yourself for transfer to a state university. Earning one of these degrees should prepare you for a successful and rewarding career. If later you decide to attend a university, you may be required to do additional work at the freshman or sophomore level.

In the A.A.S. Degree or A.S. Degree program you choose, you will take courses in two basic areas. One area will be specialized courses. For instance, if you are going to study digital media technology, you will be taking specialized courses in digital media, film, and theatre.

The second major area of courses you will take will be general education. General education courses are designed to help you become a well-rounded individual capable of thinking, valuing, communicating, and acting as a mature, educated and enlightened citizen. It is the College's belief that courses in general education, such as English composition and humanities, will enhance your overall employment potential since they will broaden your knowledge.

The A.A.S. Degree and A.S. Degree programs are described on the following pages. You can obtain additional information about these programs in Career Development Services and by contacting the Career Program Advisors, Program Directors and Academic Deans who are assigned to the program.

Due to the availability of staff, specialized equipment and labs, and program costs, some A.A.S. Degree and A.S. Degree programs are restricted to one campus. When this is the case, a note is made on the program description page. For some programs, some of the specialized courses may be offered at more than one campus and the general education courses in the programs may be taken on any campus. The Associate in Applied Science Degree and the Associate in Science Degree require a minimum of 60 college credits. Each Associate in Applied Science and Associate in Science Degree program consists of a core group of courses known as the area of specialization. To earn an Associate in Applied Science or an Associate in Science Degree, you

must complete a minimum of 30 college-level credits in your area of specialization and 15-18 college-level credits in general education. In addition to the information on each A.A.S. and A.S. Degree program in this catalog, detailed information regarding each program is provided on program information sheets available in career program advisors' offices, academic departments, Career Development Services, Student Services and online at valenciacc.edu.

Applied Technology Diploma Program

The Applied Technology Diploma (A.T.D.) program prepares students for immediate entry into a career in the workforce. A.T.D. programs require prescribed technical courses and a minimum of 11 college credits. For students who meet degree-seeking requirements, college credits earned in an Applied Technology Diploma program are applicable toward a related Associate in Applied Science Degree or Associate in Science Degree. The EMT Applied Technology Diploma is the only A.T.D. offered at Valencia and the courses can be applied toward the Emergency Medical Services Technology Associate in Science Degree. Applied Technology Diploma students will receive a diploma upon completion of the diploma program.

Technical Certificate Programs

The Technical Certificate programs prepare students for immediate entry into a career in the workforce. Technical Certificate programs require prescribed technical courses, and may require general education courses, for a minimum of 12 college credits. For students who meet degree-seeking requirements, college credits earned in a Technical Certificate program are applicable towards a related Associate in Applied Science or an Associate in Science degree; for example, the courses in the Human Resources Management Technical Certificate can be applied towards the Business Administration Associate in Applied Science degree. Students who complete the course work prescribed for a Technical Certificate automatically will receive the certificate. Also, students may request a Technical Certificate from the academic department.

Career Certificate Programs

The Career Certificate programs prepare students for careers directly in the workforce. The programs require prescribed technical credit courses and basic skills proficiency achieved through college-preparatory courses. Students will receive a certificate upon completion of the Career Certificate program. The only Career Certificate programs offered at Valencia are those offered through the Criminal Justice Institute.

Advanced Technical Certificate Programs

The Advanced Technical Certificate, an extension of a specific A.S. degree program, consists of at least nine (9) but less than 45 credits of college-level course work. Students who have already received an A.S. degree and are seeking a specialized program of study to supplement their associate degree may seek an Advanced Technical Certificate. Students will receive a certificate upon completion of the program.

Limited Access Programs

Limited access status occurs when student demand exceeds available resources such as faculty, instructional facilities, equipment, etc. Admission to Valencia does not guarantee acceptance to a limited access degree or certificate in which the number of students who may enroll is limited. Limited access programs have specific admission requirements. Career Programs with limited access status have it so indicated with the program information in this catalog section.

Credits from Orange County Tech Centers and Technical Center of Osceola

To promote career education programs, Valencia may award college credit for programs completed in Orange Technical Education Centers and the Technical Center of Osceola. Information about eligible programs at tech centers and the award of credit is included in this catalog in the descriptions of eligible programs and on the Valencia Web site at valenciacc.edu/asdegrees/tec.cfm.

A.S. Degrees Transition to Bachelor Degree Programs

Statewide Agreements for A.S. to Bachelor's Degrees with Public Universities

Certain A.S. Degrees transition to bachelor degree programs in Florida's public university system. These degrees, called Articulated A.S. to B.A./B.S. Career Path Degrees, are designed for students who seek immediate employment in the specified field and who decide to continue to a Florida public university as a junior to complete a bachelor's degree in the specified field. The Articulated A.S. to B.A./B.S. Career Path Degrees are included in the program pages in this catalog section, and additional information may be found at valenciacc.edu/asdegrees/tec.cfm.

Agreements for A.S. to Bachelor's Degrees with Public and Private Four-Year Institutions

Many articulation agreements between Valencia and specific programs at various public and private four-year institutions provide students opportunities to continue their educational pursuits to a bachelor's degree. For further information, visit valenciacc.edu/asdegrees/tec.cfm.

Acceptance of A.S. Degrees in Bachelor of Applied Science (B.A.S.) Degree Programs

Some state universities have recently begun to offer the Bachelor of Applied Science Degree (B.A.S.) which is designed to build on the Associate in Science Degree (A.S.). This provides students the opportunity to gain additional skills and knowledge beyond the technical and workforce skills developed in the A.S. Degree.

The Bachelor of Applied Science (B.A.S.) at the University of Central Florida (UCF) serves all Associate in Science (A.S.) graduates who desire a bachelor's degree for career or personal advancement. The program builds upon the technical or professional skills acquired in the A.S. degree to develop competencies in management and communication, with emphasis on developing skills in critical thinking, problem solving, and decision making. The curriculum consists of core courses in ethics, management and communication and a concentration chosen by the student. This degree program has flexibility, allowing students to complete any needed remaining general education or foreign language courses at Valencia or at UCF. For more information, see the DirectConnect to UCF entry in this catalog and/or visit regionalcampuses.ucf.edu.

Associate in Applied Science and Associate in Science Degrees

Including Articulated A.S. to B.A./B.S. Career Paths

Accounting Technology (A.S. Degree)

Baking and Pastry Management (A.S. Degree)

Building Construction Technology (A.S. Degree)

Business Administration (A.A.S. Degree)

- Finance Specialization
- Human Resources Management Specialization
- Management Specialization
- Marketing Specialization
- Property and Casualty Insurance Management Specialization
- Real Estate Management Specialization
- Small Business Management Specialization

Business Administration (Articulated A.S. to B.A./B.S. Career Path)

Cardiovascular Technology (A.S. Degree)

Civil /Surveying Engineering Technology (A.S. Degree)

Computer Engineering Technology (Networking) (A.S. Degree)

- Cisco Specialization
- Microsoft Specialization

Computer Information Technology (A.S. Degree)

Computer Programming and Analysis (A.S. Degree)

Criminal Justice Technology (A.A.S. Degree)

Criminal Justice Technology (Articulated A.S. to B.S. Career Path)

Culinary Management (A.S. Degree)

Dental Hygiene (A.S. Degree)

Diagnostic Medical Sonography (A.S. Degree)

Digital Media for Video and Motion Graphics (A.S. Degree)

Drafting and Design Technology (A.S. Degree)

Electronics Engineering Technology (A.S. Degree)

- Electronics Specialization
- Laser and Photonics Specialization
- Robotics and Simulation Specialization
- Telecommunication and Wireless Specialization

Emergency Medical Services Technology (A.S. Degree)

Entertainment Design and Technology (A.S. Degree)

- Live Show Production Specialization
- Production Design Specialization

Film Production Technology (A.S. Degree)

- Cinematography Specialization
- Post-Production Specialization

Graphics Technology (A.S. Degree)

- Graphic Design Specialization
- Interactive Design Specialization

Hospitality and Tourism Management (A.A.S. Degree)

Hospitality and Tourism Management (Articulated A.S. to B.S. Career Path)

Industrial Management Technology (A.S. Degree)

Landscape and Horticulture Technology (A.S. Degree)

- Horticulture Specialization
- Landscape Specialization

Medical Information Coder/Biller Administration (A.S. Degree)

Medical Office Administration (A.S. Degree)

Music and Sound Technology (A.S. Degree)

- Music Performance and Sound Specialization
- Sound Technology

Nursing, R.N. (Articulated A.S. to B.S. Career Path)

- Online R.N. Advanced Standing Track

Office Administration (A.S. Degree)

Paralegal Studies (Articulated A.S. to B.S. Career Path)

- Litigation Specialization
- Transactional Specialization

Radiography (A.S. Degree)

Respiratory Care (A.S. Degree)

Restaurant and Food Service Management (A.S. Degree)

Veterinary Technology (A.S. Degree)

Offered through Cooperative Agreement with St. Petersburg College

Applied Technology Diploma and Certificate Programs

Accounting Applications (Technical Certificate)

Accounting Operations (Technical Certificate)

Accounting Specialist (Technical Certificate)

Baking and Pastry Arts (Technical Certificate)

Basic Electronics Technician (Technical Certificate)

Building Construction Specialist (Technical Certificate)

Business Management (Technical Certificate)

Business Operations (Technical Certificate)

Business Specialist (Technical Certificate)

Cisco Network Associate (CCNA) (Technical Certificate)

Computed Tomography (Advanced Technical Certificate)

Computer Information Technology Analyst (Technical Certificate)

- IT Security Specialization
- IT Support Specialization

Computer Information Technology Specialist (Technical Certificate)

Computer Programming (Technical Certificate)

- Computer Programming Specialization
- Game Programming Specialization
- Web Development Specialization

Computer Programming Specialist (Technical Certificate)

- Computer Programming Specialization
- Web Development Specialization

Criminal Justice Institute (Career Certificates)

- Correctional Officer
- Law Enforcement Officer
- Crossover: Corrections to Law Enforcement
- Auxiliary Law Enforcement Officer

Culinary Arts (Technical Certificate)

Customer Service Management (Technical Certificate)

Customer Service Operations (Technical Certificate)

Customer Service Specialist (Technical Certificate)

Digital Media Development (Technical Certificate)

Digital Media Production (Technical Certificate)

Digital Media Video Production (Technical Certificate)

Digital Media Web Production (Technical Certificate)

Digital Video Editing and Post-Production (Technical Certificate)

Digital Video Fundamentals (Technical Certificate)

Drafting (Technical Certificate)

- Architectural Drafting Specialization
- Mechanical Drafting Specialization
- Surveying Drafting Specialization

Drafting - AutoCAD (Technical Certificate)

Emergency Medical Technology (EMT) (Applied Technology Diploma)

Entertainment - Stage Technology (Technical Certificate)

Film - Motion Picture Post-Production (Advanced Technical Certificate)

Graphic Design Production (Technical Certificate)

Graphic Design Support (Technical Certificate)

Graphics - Interactive Design Production (Technical Certificate)

Graphics - Interactive Design Support (Technical Certificate)

Hospitality - Event Planning Management (Technical Certificate)

Hospitality - Food and Beverage Management (Technical Certificate)

Hospitality - Guest Services Specialist (Technical Certificate)

Hospitality - Rooms Division Management (Technical Certificate)

Human Resources Management (Technical Certificate)

Human Resources Operations (Technical Certificate)

Human Resources Specialist (Technical Certificate)

Landscape and Horticulture Professional (Technical Certificate)

Landscape and Horticulture Specialist (Technical Certificate)

Landscape and Horticulture Technician (Technical Certificate)

- Horticulture Specialization
- Landscape Specialization

Laser and Photonics Technician (Technical Certificate)

Magnetic Resonance Imaging (Advanced Technical Certificate)

Medical Information Coder/Biller (Technical Certificate)

Medical Office Specialist (Technical Certificate)

Medical Office Support (Technical Certificate)

Microcomputer Repairer/Installer (Technical Certificate)

Microsoft Systems Administrator (MCSA) (Technical Certificate)

Microsoft Systems Engineer (MCSE) (Technical Certificate)

Music and Sound Production - Audio Visual Production (Technical Certificate)

Office Management (Technical Certificate)

Office Specialist (Technical Certificate)

Office Support (Technical Certificate)

Paramedic Technology (Technical Certificate)

Polysomnography Technology (Advanced Technical Certificate)

Property and Casualty Insurance Management (Technical Certificate)

Real Estate Specialist (Technical Certificate)

Robotics and Simulation Technician (Technical Certificate)

Wireless and IP Communication Technician (Technical Certificate)

It is unlikely that a change in a program requirement will be made during the academic year; however, if any change should be made after the printing of this catalog, revised program requirements will be available in the online official catalog, academic departments, and career programs advisors' offices.

Each program will include reading, writing, oral communication and fundamental mathematical skills within specific courses of the program. Students will be required to meet a specified level of competence in reading and writing prior to enrolling in Freshman Composition I. A number of courses within programs provide opportunities for students to acquire basic competencies in the use of computers. Computer courses and computer laboratories are available to all students to acquire basic computer competencies.

Graduation Requirements for the Associate in Applied Science and Associate in Science Degrees

Responsibility for meeting the requirements for graduation with an Associate in Applied Science or an Associate in Science Degree rests with the student. To be awarded an A.A.S. or A.S. Degree from Valencia Community College a student must do the following:

1. Complete a prescribed course of study in one of the career programs described on the following pages.

Each program includes a minimum of 15 credits of general education course work.

A maximum of twelve credits in college-level English as a Second Language for Academic Purposes (EAP) and a maximum of four credits in SLS 2940 Service Learning may be applied toward an A.A.S. or an A. S. Degree.

A maximum of four credits in internship courses may be applied toward an A.A.S or an A.S. Degree; if a degree program requires more than four internship credits, the additional credits may be applied toward the degree.

2. Satisfy entry testing requirements and complete with a minimum grade of C all required Mandatory Courses in reading, mathematics, English and English for Academic Purposes.
3. Complete successfully the course SLS 1122 Student Success as described in the "Requirements for Completing Mandatory Courses" entry in this catalog if your entry test scores place you in college-preparatory courses in reading, mathematics, and English. This requirement also applies if you choose to begin your course work with entry-level, college-preparatory courses in reading, mathematics, and English rather than complete entry testing.
4. Earn a cumulative grade point average (GPA) of at least 2.0 in:
 - all earned credit hours at Valencia (Institutional GPA)
 - all earned credit hours (Overall GPA)
 - all earned credit hours that apply toward the degree (Program GPA)
5. Submit official transcripts of all college course work, including course work attempted following initial enrollment at Valencia.
6. Complete, at Valencia, at least 25% of the college-level credits required for the degree, excluding acceleration mechanisms and credit by examination.
7. Obtain a degree audit through your Atlas account and review it for readiness to submit your application for graduation.
8. Submit an application for graduation online through Atlas by the deadline date listed in the Academic Calendar in the online official catalog. You must have at least the minimum number of college-level credits for your degree, including all courses for which you are registered, in order to submit a graduation application.
9. Fulfill all financial obligations to Valencia.

IMPORTANT NOTES:

1. Valencia graduates students at the end of each each Fall, Spring, and Summer Full Term and holds an annual commencement ceremony at the end of Spring term.
2. Your governing catalog is the Valencia Community College Catalog in effect at the time of your initial enrollment in credit courses at Valencia. A Valencia Catalog is valid for five academic years. You may follow the policies and graduation requirements in your governing catalog for the five academic years except when changed by law or by the District Board of Trustees. You may officially declare any subsequent catalog as your governing catalog and follow its requirements for your initial degree or certificate program until that catalog expires; however, if you change your degree or certificate program, you are required to choose from the current degree and certificate program offerings and follow the graduation requirements of the current catalog. If your governing catalog has expired, your new governing catalog will be the catalog in effect in your next term of enrollment.

The official version of this catalog is the online version at valenciacc.edu/catalog.

Should the District Board of Trustees approve changes in program requirements to be effective within the academic year, the revised requirements will be available in the online catalog, in academic departments and career program advisors' offices. Students affected by the change in requirements should contact the appropriate career program advisor, program director or academic dean.

3. You may earn any number of Associate in Applied Science and/or Associate in Science Degrees. (In addition, you may earn one Associate in Arts Degree at Valencia; however, if you have earned an Associate in Arts or Bachelor's Degree from an institution that has regional accreditation in the United States, you are not eligible to be awarded an Associate in Arts Degree from Valencia.)

If you want to earn more than one degree at Valencia, you may complete the first degree and then pursue another degree or you may pursue two degrees at the same time. Whenever possible, a course will be applied to more than one degree.

If your official records indicate that you are seeking admission to a limited access program, this program will be designated as your primary major and the Associate in Arts Degree will be designated as your secondary major in order to maximize your educational opportunities.

4. You will not receive grade forgiveness for any course that counts toward your degree and is repeated after you have been awarded the degree from Valencia.

General Education Program Requirements for the Associate in Applied Science and Associate in Science Degrees

The general education program at Valencia is designed to contribute to the student's educational growth by providing a basic liberal arts education. A student who completes the general education program should have achieved the following outcomes:

Cultural and Historical Understanding: Demonstrate understanding of the diverse traditions of the world, and an individual's place in it

Quantitative and Scientific Reasoning: Use processes, procedures, data, or evidence to solve problems and make effective decisions

Communication Skills: Engage in effective interpersonal, oral, and written communication

Ethical Responsibility: Demonstrate awareness of personal responsibility in one's civic, social, and academic life

Information Literacy: Locate, evaluate, and effectively use information from diverse sources

Critical Thinking: Effectively analyze, evaluate, synthesize, and apply information and ideas from diverse sources and disciplines

AREA 1. COMMUNICATIONS

3 Credits

- ENC 1101 Freshman Composition I (3 cr) or
ENC 1101H Freshman Composition I - Honors (3 cr)

AREA 2. HUMANITIES

3 Credits

Any course listed below:

Architecture

- ARC 1701 History of Architecture I (3 cr)
ARC 2702 History of Architecture II (3 cr)

English

- ENC 1102 Freshman Composition II (3 cr) or
ENC 1102H Freshman Composition II - Honors (3 cr)

Film

- ENG 2100 Introduction to Film (3 cr)

Fine Arts

- ARH 1000 The Visual Arts Today (3 cr)
ARH 2050 Introduction to Art History I (3 cr)
ARH 2051 Introduction to Art History II (3 cr)
ARH 2051H Introduction to Art History II - Honors (3 cr)

Foreign Language

Any Foreign Language course (except Selected Topics) in French, German, Spanish, Portuguese, or American Sign Language.

Humanities

- HUM 1020 Introduction to Humanities (3 cr)
HUM 2220 Humanities, Greek and Roman (3 cr) or
HUM 2220H Humanities, Greek and Roman - Honors (3 cr)
HUM 2223 Humanities, Late Roman and Medieval (3 cr) or
HUM 2223H Humanities, Late Roman and Medieval - Honors (3 cr)
HUM 2232 Humanities, Renaissance and Baroque (3 cr) or
HUM 2232H Humanities, Renaissance and Baroque - Honors (3 cr)
HUM 2234 Humanities-Enlightenment and Romanticism (3 cr) or
HUM 2234H Humanities-Enlightenment and Romanticism - Honors (3 cr)
HUM 2250 Humanities in the Twentieth Century (3 cr) or
HUM 2250H Humanities in the Twentieth Century - Honors (3 cr)
HUM 2310 Mythology (3 cr) or
HUM 2310H Mythology - Honors (3 cr)
HUM 2410 Asian Humanities (3 cr)
HUM 2403 Middle Eastern Humanities (3 cr)
HUM 2454 African-American Humanities (3 cr)
HUM 2461 Latin American Humanities (3 cr)

Literature

- AML 2011 American Literature: Colonial Period to Civil War (3 cr)
AML 2021 American Literature: Civil War to Present (3 cr) or
AML 2021H American Literature: Civil War to Present - Honors (3 cr)
ENL 2012 English Literature: 1300 to 1800 (3 cr)
ENL 2022 English Literature: 1800 to Present (3 cr)
LIT 2090 Contemporary Literature (3 cr) or
LIT 2090H Contemporary Literature - Honors (3 cr)
LIT 2110 World Literature: Beginnings through Renaissance (3 cr)
LIT 2120 World Literature: Enlightenment to Present (3 cr) or
LIT 2120H World Literature: Enlightenment to Present - Honors (3 cr)
LIT 2174 Multitmedia Literature and the Holocaust (3cr)
LIT 2174H Multitmedia Literature and the Holocaust-Honors (3 cr)

Music

- MUL 1010 Music Appreciation (3 cr)
MUL 1017 History and Appreciation of Jazz and Rock (3 cr)
MUL 1110 Music Literature (3 cr)
MUT 1121 Musicianship I (4 cr)

Philosophy

- PHI 2010 Philosophy (3 cr)
PHI 2600 Ethics and Critical Thinking (3 cr)

Political Science

- INR 2002 International Politics (3 cr) or
INR 2002H International Politics - Honors (3 cr)

Religion

- REL 2000 Understanding Religious Traditions (3 cr)

Theatre

- THE 1020 Introduction to Theatre (3 cr)
THE 1100 Introduction to Theatre History (3 cr)

AREA 3. SCIENCE OR MATHEMATICS

3 Credits

Any course designated as a science or a mathematics general education course may satisfy this requirement. Designated courses include college-level courses under the department headings of astronomy, biology, chemistry, geology, mathematics (MAT 1033 Intermediate Algebra or higher), meteorology, oceanography, physical science and physics. A minimum grade of C is required in any mathematics course applied toward this Area 3 of General Education.

Either of the courses HSC 2550 Pathophysiology or HUN 2202 Essentials of Nutrition with Diet Therapy may be used to satisfy this Area 3 requirement; however, MTB 1103 Business Mathematics, MTB 1329C Mathematics for Electronics, MTB 2321 Technical Mathematics, Internship, and Selected Topics courses cannot satisfy this requirement.

Some A.A.S and A.S. Degree programs have specific science and/or mathematics requirements; review the specific program for further information.

AREA 4. SOCIAL SCIENCE

3 Credits

Any course designated as a social or behavioral science general education course (except Selected Topics) may satisfy this requirement. Designated courses include courses under the discipline headings of anthropology, economics, geography, history, political science, psychology, social science, and sociology. Internship courses will not satisfy this requirement.

Some A.A.S. and A.S. Degree programs have specific social science requirements; review the specific program for further information.

AREA 5. GENERAL EDUCATION ELECTIVE

3 Credits

This elective may be satisfied with any course work identified in Areas 1-4 above or from the following list:

CGS 2091	Social, Legal, and Ethical Issues in Information Technology
CRW 2001	Creative Writing and Advanced Composition (3 cr)
CRW 2400	Introduction to Scriptwriting (3 cr)
ENC 1210	Technical Communication (3 cr)
ENC 2302	Advanced Creative Writing - Literary Magazine (3 cr)

Any Speech course with an ORI or SPC subject prefix (except Selected Topics). The General Education Elective course may be designated within the degree program; review the specific program for further information.

Total A.A.S./A.S. Degree General Education Core

15

Accounting Technology

Associate in Science Degree

This program is designed for students who seek immediate employment in the field of accounting and for those presently employed in accounting careers and desiring advancement.

Graduates of specific programs at Orange County Tech Centers and TECO may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at valenciacc.edu/asdegrees/tec.cfm to view the articulation agreement. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

Several Florida public and private universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor's degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES

Course	Title	Credits
APA 1111	Basic Accounting	3
GEB 1011	Introduction to Business	3
+* ENC 1101	Freshman Composition I	3
CGS 2100	Computer Fundamentals and Applications	3
OST 1141	Computer Keyboarding	1
SPC 1608	Fundamentals of Speech	3
INP 1301	Psychology in Business and Industry	
	or	
PSY 1012	General Psychology	3
OST 1335	Business Communications	3
	Total Credits	22

INTERMEDIATE COURSES

Course	Title	Credits
* ACG 2021	Principles of Financial Accounting	3
* ACG 2071	Principles of Managerial Accounting	3
* ACG 2450	Computer Accounting I	3
ECO 2013	Principles of Economics - Macro	3
Humanities	(See A.S. Gen Ed Requirement)	3
	Science or	
+ * Mathematics	(See A.S. Gen Ed Requirement)	3
	Total Credits	18

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

ADVANCED COURSES

Course	Title	Credits
ACG 2100	Intermediate Accounting I	3
* ACG 2110	Intermediate Accounting II	3
* TAX 2000	Federal Income Tax	3
* ACG 2360	Cost Accounting	3
* ACG 2460	Computer Accounting II - Spreadsheets	3
	[†] Accounting Technology Electives	9
	Total Credits	24
	Total Degree Credits	64

ACCOUNTING TECHNOLOGY ELECTIVES

Course	Title	Credits
APA 2934	Selected Topics in Accounting	1-3
* APA 2942	Internship in Accounting	1-3
BUL 2241	Business Law I	3
FIN 2000	Principles of Finance	3
* BUL 2242	Business Law II	3
ECO 2023	Principles of Economics - Micro	3
FIN 2010	Personal Investments	3
FIN 2100	Personal Finance	3
GEB 1350	Introduction to International Business	3
SBM 1000	Small Business Management	3
* MAN 2021	Principles of Management	3
* MAR 2011	Principles of Marketing	3
MTB 1103	Business Math	3
+* MAC 2233	Calculus for Business and Social Science	3
OST 2854	Microsoft Office (Applications Package)	3
+* STA 2023	Statistical Methods	3
SLS 1303	Job Search	1
* SLS 2940	Service Learning	1-4

NOTES:

- ¹ Students may take Computer Keyboarding through credit-by-examination.
- ² Students who want to pursue articulation agreements with four-year state schools must choose PSY 1012 General Psychology and MAC 1102, 1104 or 1105 College Algebra as the science or math elective
- ³ ECO 2023 may be substituted for ECO 2013
- ⁴ Students who want to pursue articulation agreements with four-year state schools must choose ECO 2023, Principles of Economics-Micro; MAC 2233 Calculus for Business and Social Science and STA 2023 Statistical Methods as electives.

All specialized program courses are offered on the East Campus; some specialized courses are offered at other locations.

General Education courses are in bold print in the course listing.

This A.S. degree is transferable to UCF's regional campuses offering the B.A.S. degree. Check with UCF regional offices for their local campus offerings. The degree may also be transferable to B.A.S. programs offered by USF and DBCC. Check with USF and DBCC for acceptance of this degree.

Students will be required to take 36 credit hours of General Education courses to earn a Bachelor of Applied Science (B.A. S) degree from UCF.

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

To graduate from UCF's B.A.S. program, students will also have to fulfill the state's foreign language requirement which is as follows: Two years of the same high school foreign language or two semesters of the same college-level foreign language.

Accounting Applications

Technical Certificate

The purpose of this program is to prepare students for entry-level accounting employment or to provide supplemental training for persons previously or currently employed. The content prepares individuals in the principles, procedures, and theories of organizing and maintaining financial records and preparing financial reports.

FOUNDATION COURSES

Course	Title	Credits
APA 1111	Basic Accounting	3
GEB 1011	Introduction to Business	3
MTB 1103	Business Mathematics	3
	Total Credits	9

INTERMEDIATE COURSES

Course	Title	Credits
* ACG 2021	Principles of Financial Accounting	3
* ACG 2450	Computer Accounting I	3
OST 1335	Business Communications	3
	Total Credits	9

ADVANCED COURSES

Course	Title	Credits
* ACG 2071	Principles of Managerial Accounting	3
* ACG 2460	Computer Accounting II - Spreadsheets	3
	Accounting Applications Electives	3
	Total Credits	9
	Total Certificate Credits	27

ACCOUNTING APPLICATIONS ELECTIVES

Course	Title	Credits
* APA 2942	Internship in Accounting	1-3
FIN 2010	Personal Investments	3
FIN 2100	Personal Finance	3
OST 1141	[†] Computer Keyboarding	1
OST 2854	Microsoft Office (Applications Package)	3
CGS 2100	Computer Fundamentals and Applications	3
SLS 1303	Job Search	1

NOTES:

[†] Students may take Computer Keyboarding through credit-by-examination.

All specialized certificate courses are offered on the East Campus; some specialized courses are offered at other locations.

Accounting Operations

Technical Certificate

The purpose of this program is to prepare students for entry-level positions in accounting and business or to provide supplemental training for persons previously or currently employed. The content introduces individuals to the process of data entry into an accounting information system and includes the preparation, presentation, and analysis of business reports.

FOUNDATION COURSES

Course	Title	Credits
APA 1111	Basic Accounting	3
* ACG 2021	Principles of Financial Accounting	3
Total Credits		6

INTERMEDIATE COURSES

Course	Title	Credits
GEB 1011	Introduction to Business	3
* ACG 2460	Computer Accounting II - Spreadsheets	3
Total Credits		6

ADVANCED COURSES

Course	Title	Credits
* ACG 2071	Principles of Managerial Accounting	3
	Accounting Operations Elective(s)	3
Total Credits		6
Total Certificate Credits		18

ACCOUNTING OPERATIONS ELECTIVES

Course	Title	Credits
* ACG 2450	Computer Accounting I	3
* APA 2942	Internship in Accounting	1-3
CGS 2100	Computer Fundamentals and Applications	3
FIN 2010	Personal Investments	3
FIN 2100	Personal Finance	3
OST 1141	Computer Keyboarding	1
OST 2854	Microsoft Office (Applications Package)	3

NOTES:

¹ Students may take Computer Keyboarding through credit-by-examination.

All certificate courses are offered on the East Campus; some courses are offered at other locations.

Accounting Specialist

Technical Certificate

The purpose of this program is to prepare students for entry-level positions in accounting and business or to provide supplemental training for persons previously or currently employed. The content introduces individuals to the preparation, presentation, and analysis of business reports.

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

FOUNDATION COURSES

Course	Title	Credits
APA 1111	Basic Accounting	3
* ACG 2021	Principles of Financial Accounting	3
Total Credits		6

INTERMEDIATE COURSES

Course	Title	Credits
GEB 1011	Introduction to Business	3
* ACG 2460	Computer Accounting II - Spreadsheets	3
Total Credits		6
Total Certificate Credits		12

NOTE:

All certificate courses are offered on the East Campus; some courses are offered at other locations.

Baking and Pastry Management (Hospitality and Tourism Institute)

Associate in Science Degree

This program provides students with an exciting opportunity to develop baking and pastry arts skills mastered in state-of-the-art production kitchens. Students will learn confectionary artistry in creating breads, cakes, pastries, and chocolates, yielding visual masterpieces. The program is designed for students planning to become a Pastry Chef and for culinarians, bakers, and others in the culinary industry who want to enhance their baking and pastry skills.

Program expenses are given in the Financial section of this catalog.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor's degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES

Course	Title	Credits
+* ENC 1101	Freshman Composition I	3
SPC 1608	Fundamentals of Speech	3
OST 1746	Food Service Computer Applications	2
FOS 2201	Food Service Sanitation Management	3
FSS 1050	Baking Ingredients and Technology	3
FSS 2500	Food and Beverage Cost Control	3
* FSS 1051	Hearth Breads	3
Total Credits		20

INTERMEDIATE COURSES

Course	Title	Credits
* FSS 1052	Specialty Breads	3
FSS 2284	Catering and Banquet Management	3
INP 1301	Psychology in Business and Industry	
	or	
^PSY 1012	General Psychology	3
FSS 2251	Food and Beverage Management	3
* FSS 2054	Cookies, Tarts, and Friandises	3
* FSS 2056	Pastry Techniques	3
* FSS 2055	Contemporary Cakes and Desserts	3
	Science	
+ * Mathematics	(See A.S. Gen Ed Requirement)	3
	Total Credits	24

ADVANCED COURSES

Course	Title	Credits
* FSS 2061	Basic and Classical Cakes and Pastries	3
* FSS 2059	Chocolates and Confections	4
* FSS 2057	Individual and Production Pastries	3
* FSS 2060	Restaurant and Production Desserts	4
* FSS 2058	Confectionary Art and Principles of Design	3
* FSS 2950C	^Culinary Competition	1-2 variable
* FSS 2943	^Internship in Baking and Pastry	1-3 variable
	Total Credits	20
	Total Degree Credits	64

NOTES:

All specialized program courses are offered on the West Campus; some specialized courses are offered at other locations.

^Students must earn three- credits in either a combination of FSS 2943 Internship in Baking and Pastry and FSS 2950C Culinary Competition or three-credits in FSS 2943 Internship in Baking and Pastry.

General Education courses are in bold print in the course listing.

This A.S. degree is transferable to UCF's regional campuses offering the B.A.S. degree. Check with UCF regional offices for their local campus offerings. The degree may also be transferable to B.A.S. programs offered by USF and DBCC. Check with USF and DBCC for acceptance of this degree.

Students will be required to take 36 credit hours of General Education courses to earn a Bachelor of Applied Science (B.A. S) degree from UCF.

To graduate from UCF's B.A.S. program, students will also have to fulfill the state's foreign language requirement which is as follows: Two years of the same high school foreign language or two semesters of the same college-level foreign language.

^If you are planning on enrolling in UCF's Bachelor of Applied Science (B.A.S.) program, it is recommended that you take PSY 1012 General Psychology.

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

Baking and Pastry Arts (Hospitality and Tourism Institute) Technical Certificate

This program provides students with an exciting opportunity to develop baking and pastry arts skills mastered in state-of-the-art production kitchens. Students will learn confectionary artistry in creating breads, cakes, and pastries, yielding visual masterpieces. The program is designed for students planning to become a Pastry Cook and for culinarians, bakers, and others in the culinary industry who want to enhance their baking and pastry skills.

Program expenses are given in the Financial section of this catalog.

Course	Title	Credits
FOS 2201	Food Service Sanitation Management	3
FSS 2500	Food and Beverage Cost Control	3
FSS 2251	Food and Beverage Management	3
FSS 1050	Baking Ingredients and Technology	3
* FSS 1051	Hearth Breads	3
* FSS 1052	Specialty Breads	3
FSS 2284	Catering and Banquet Management	3
* FSS 2054	Cookies, Tarts, and Friandises	3
* FSS 2056	Pastry Techniques	3
* FSS 2055	Contemporary Cakes and Desserts	3
* FSS 2057	Individual and Production Pastries	3
* FSS 2943	Internship in Baking and Pastry	
	Management	2
	Total Certificate Credits	35

NOTE:

All certificate courses are offered on the West Campus; some courses are offered at other locations.

Building Construction Technology Associate in Science Degree

The program has been planned to provide theoretical and classroom experience which closely parallels on-the-job activities. The Building Construction program is designed to train competent technicians capable of working with architects, engineers, contractors, building officials and others. The program will accommodate architectural drafting, construction estimators, schedulers, and supervisors, as well as persons just entering the field of construction.

Graduates of specific programs at Orange County Tech Centers and TECO may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at valenciacc.edu/asdegrees/tec.cfm to view the articulation agreement. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor's degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES

Course	Title	Credits
ETD 1031C	Introduction to Construction/ Drafting Technology	2
ETD 1100C	Engineering Drawing	3
ETD 1320	Introduction to CADD	3
* TAR 1120C	Architectural Drawing I	4
MTB 2321	Technical Mathematics	4
+* ENC 1101	Freshman Composition I	3
	Total Credits	19

INTERMEDIATE COURSES

Course	Title	Credits
ETC 1251	Engineering Materials and Processes or	
ARC 2461	Materials and Methods of Construction	4
* BCN 2405	Statics and Strength of Materials	4
BCN 2563	Building Service Systems	3
* ETD 1340	Advanced CADD	3
BCT 1705	Contracts, Codes, Specifications and Office Practices	3
* SUR 1101C	Basic Surveying and Measurements (Surveying I)	4
Science or Mathematics	(See A.S. Gen Ed Requirement)	+*
	Total Credits	24

ADVANCED COURSES

Course	Title	Credits
* TAR 2033C	Architectural Design	3
* BCT 2770	Building Construction Estimating	4
BCN 1721	Construction Planning and Control	4
	Architectural/Building Construction Technology Elective	1
Humanities	(See A.S. Gen Ed Requirement)	3
Social Science	(See A.S. Gen Ed Requirement)	3
Gen Ed Elective	(See A.S. Gen Ed Requirement)	3
	Total Credits	21
	Total Degree Credits	64

Specialized courses may not be offered every session or on every campus.
+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.

BUILDING CONSTRUCTION TECHNOLOGY ELECTIVES

The Elective requirement may be satisfied with any course in the Course Descriptions section of the Valencia Catalog with the subject prefix of ARC, BCN, BCT, ETC, ETD, ETM, SUR or TAR.

NOTES:

Specialized program courses are offered on the West Campus.

General Education courses are in bold print in the course listing.

This A.S. degree is transferable to UCF's regional campuses offering the B.A.S. degree. Check with UCF regional offices for their local campus offerings. The degree may also be transferable to B.A.S. programs offered by USF and DBCC. Check with USF and DBCC for acceptance of this degree.

Students will be required to take 36 credit hours of General Education courses to earn a Bachelor of Applied Science (B.A. S) degree from UCF.

To graduate from UCF's B.A.S. program, students will also have to fulfill the state's foreign language requirement which is as follows: Two years of the same high school foreign language or two semesters of the same college-level foreign language.

Building Construction Specialist Technical Certificate

This certificate is designed to prepare individuals for entry-level positions working with architects, engineers, contractors, and building officials. It provides a working knowledge of estimating, scheduling, and interpreting commercial and residential blueprints. It also provides the foundation for individuals pursuing a career in building inspection and quality control.

Course	Title	Credits
MTB 2321	Technical Mathematics	4
ETC 1251	Engineering Materials and Processes or	
ARC 2461	Materials and Methods of Construction	4
* BCT 2770	Building Construction Estimating	4
BCN 1721	Construction Planning and Control	4
	Building Construction Elective(s)	2
	Total Certificate Credits	18

BUILDING CONSTRUCTION ELECTIVES

Course	Title	Credits
BCN 1272	Construction Blueprint Reading	3
BCN 2563	Building Service Systems	3
* BCN 2941	Internship Exploration in Construction or	
* BCN 2942	Internship in Architectural/Building Construction	1-4
BCT 1705	Contracts, Codes, Specifications, and Office Practices	3
SUR 1101C	Basic Surveying and Measurements (Surveying I)	4

NOTE:

All certificate courses are offered on the West Campus.

Business Administration with Specializations in:

- Finance
- Human Resources Management
- Management
- Marketing
- Property and Casualty Insurance Management
- Real Estate Management
- Small Business Management

Associate in Applied Science Degree

This program is designed for students who seek immediate employment in the field of business administration and provides training for both first-time job seekers and experienced employees who wish to advance in their careers. This program will help students develop managerial know-how and become valuable assets to any company. Instruction in this program provides a balanced curriculum of general education and business-related subjects.

Students who have earned a Florida Real Estate License or their Florida 2-20 Property and Casualty Insurance License or passed certain AICPCU exams, may be eligible to receive college credit for courses in this program. For information and requirements, visit the Valencia Web Site at valenciac.edu/asdegrees/tec.cfm to view the Alternative Award of Credit Agreement and complete a request form. To have the credit awarded, students should bring the required documentation to the Dean's academic department for verification and approval.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Students wishing to transfer any credits from this program to another institution must accept responsibility for securing approval from the transfer institution.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and specialization course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES

Course	Title	Credits
+* ENC 1101	Freshman Composition I	3
SPC 1608	Fundamentals of Speech	3
GEB 1011	Introduction to Business	3
OST 1141	Computer Keyboarding	1
MTB 1103	Business Mathematics	3
BUL 2241	Business Law I	3
	Total Credits	16

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

INTERMEDIATE COURSES

Course	Title	Credits
CGS 2100	Computer Fundamentals and Applications	3
INP 1301	Psychology in Business and Industry	
	or	
PSY 1012	General Psychology	3
OST 1335	Business Communications	3
* ACG 2021	Principles of Financial Accounting	3
* MAN 2021	Principles of Management	3
OST 2831	Microsoft Windows (Operating System)	1
Humanities	(See A.S. Gen Ed Requirement)	3
Science	or	
+* Mathematics	(See A.S. Gen Ed Requirement)	3
	Total Credits	22

Finance Specialization

Course	Title	Credits
ECO 1000	Basic Economics	
	or	
ECO 2013	Principles of Economics – Macro	
	or	
ECO 2023	Principles of Economics – Micro	3
FIN 2000	Principles of Finance	3
FIN 2010	Personal Investments	3
FIN 2100	Personal Finance	3
SLS 1303	Job Search	1
CGS 2510	Spreadsheet Applications for Business	3
	Internships and/or Business Electives	7
	Elective(s)	3
	Total Credits	26
	Total Degree Credits	64

Human Resources Management Specialization

Course	Title	Credits
MAN 2300	Introduction to Human Resources Management	3
* MNA 2329	Case Studies in Human Resources Management	3
* MNA 2320	Human Resources Recruitment, Selection, and Staffing	3
* MNA 2325	Compensation and Benefits Systems	3
* MNA 2403	Human Resources Management Law and Employee Relations	3
SLS 1303	Job Search	1
	Internship(s) and/or Business Elective(s)	7
	Elective(s)	3
	Total Credits	26
	Total Degree Credits	64

Most Human Resources Management Specialization courses are offered only on the East Campus.

continued

Management Specialization

Course	Title	Credits
ECO 1000	Basic Economics	
	or	
ECO 2013	Principles of Economics-Macro	
	or	
ECO 2023	Principles of Economics-Micro	3
* MAR 2011	Principles of Marketing	3
* BUL 2242	Business Law II	3
* ACG 2071	Principles of Managerial Accounting	3
CGS 2510	Spreadsheet Applications for Business	3
SLS 1303	Job Search	1
	Internship(s) and/or Business Electives	7
	Elective(s)	3
	Total Credits	26
	Total Degree Credits	64

Marketing Specialization

Course	Title	Credits
* MAR 2011	Principles of Marketing	3
* MKA 2021	Principles of Selling	3
* MKA 2511	Advertising	3
* BUL 2242	Business Law II	3
SLS 1303	Job Search	1
CGS 2510	Spreadsheet Applications for Business	3
	Internship(s) and/or Business Electives	7
	Elective(s)	3
	Total Credits	26
	Total Degree Credits	64

Property and Casualty Insurance Management Specialization

This specialization will provide students with the necessary course work that can lead to profitable and rewarding careers in the insurance industry – life, health, property and casualty. Emphasis is placed on job preparation for affiliation with insurance agencies and home office operations.

For individuals already employed, courses are made available for career advancement opportunities. These include Chartered Life Underwriters (CLU), Accredited Advisor in Insurance (AAI), and Insurance Institute of America (IIA). Courses leading to licensing requirements for property and casualty general agents, customer representatives, and adjusters also are available.

Course	Title	Credits
RMI 1521	Principles of Insurance (INS-21)	3
* RMI 1522	Personal Insurance (INS-22)	3
* RMI 1523	Commercial Insurance (INS-23)	3
* RMI 1612	Principles of Casualty Insurance and Surety Bonding	3
* RMI 1613	Principles of Property Insurance	3
* RMI 2524	Essentials of Risk Management (ARM 54)	3
	Internship(s) and/or Business Electives	5
	Elective(s)	3
	Total Credits	26
	Total Degree Credits	64

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

All Property and Casualty Insurance Management Specialization courses are offered on the East Campus; some courses are offered at other locations.

Real Estate Management Specialization

Course	Title	Credits
REE 1000	Real Estate Principles and Practices	3
REE 1400	Florida Real Estate Law	3
* MKA 2021	Principles of Selling	3
SLS 1303	Job Search	1
	Internship(s) and/or Business Electives	13
	Elective(s)	3
	Total Credits	26
	Total Degree Credits	64

Small Business Management Specialization

Course	Title	Credits
SBM 1000	Small Business Management	3
* MAR 2011	Principles of Marketing	3
SLS 1303	Job Search	1
CGS 2510	Spreadsheet Applications for Business	3
	Internship(s) and/or Business Electives	13
	Elective(s)	3
	Total Credits	26
	Total Degree Credits	64

BUSINESS ELECTIVES

These courses may be used for Advanced Business Elective credit if not being used as a Degree requirement.

Business electives must be selected from courses with subject prefixes of: ACG, APA, BUL, CGS, CIS, COP, FIN, GEB, INP, MAN, MAR, MKA, MNA, MTB, OST, REE, SBM, TAX, SLS 1303, SLS 1122, SLS 2940, and SPC 1608.

NOTES:

*Student may take Computer Keyboarding through credit-by-examination.

General Education courses are in bold print in the course listing.

Business Administration

Associate in Science Degree (Articulated A.S. to B.A./B.S. Career Path)

This program is designed for students who seek immediate employment in the field of business administration and/or who decide to utilize this Articulated A.S. to B.A./B.S. Career Path to transfer to any Florida public university as a junior to complete a four-year bachelor's degree in General Business Administration.

This program will help students develop managerial know-how and become valuable assets to any company. Instruction in this program provides a balanced curriculum of general education and business-related subjects.

Several Florida public and private universities recently have begun to provide opportunities, in addition to the specific Articulated A.S. to B.A./B.S. transfer option, for A.S. degree graduates to pursue a bachelor's degree. Information on some of these transfer options, including those at the University of Central Florida, may be found

in the Introduction to this catalog section and at valenciac.edu/asdegrees/tec.cfm. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES

Course	Title	Credits
+* ENC 1101	Freshman Composition I	3
GEB 1011	Introduction to Business	3
CGS 2100	Computer Fundamentals and Applications	3
+* MAC 1105	College Algebra	3
SPC 1608	Fundamentals of Speech	3
	Elective(s)	3
	Total Credits	18

INTERMEDIATE COURSES

Course	Title	Credits
BUL 2241	Business Law I	3
+* MAN 2021	Principles of Management	3
+* ENC 1102	Freshman Composition II	3
+ ECO 2013	Principles of Economics - Macro	3
+* ACG 2021	Principles of Financial Accounting	3
+* Humanities	HUM Prefix (Gordon Rule Writing)	3
Science or Humanities	(See A.A. Gen Ed Requirement)	3
Elective(s)	¹ (See recommended electives)	7
	Total Credits	28

ADVANCED COURSES

Course	Title	Credits
+* MAC 2233	Calculus for Business and Social Science	3
Science or Humanities	(See A.A. Gen Ed Requirement)	3
+* STA 2023	Statistical Methods	3
+* MAR 2011	Principles of Marketing	3
+* ACG 2071	Principles of Managerial Accounting	3
+ ECO 2023	Principles of Economics - Micro	3
	Total Credits	18
	Total Degree Credits	64

NOTES:

Recommended electives include SLS 1122 Student Success, SLS 1303 Job Search, *INR 2002 International Politics, and an applicable internship.

Students are encouraged to see the Program Director for Business Administration for special career advisement.

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

General Education courses are in bold print in the course listing.

This A.S. degree is transferable to UCF's regional campuses offering the B.A.S. degree. Check with UCF regional offices for their local campus offerings. The degree may also be transferable to B.A.S. programs offered by USF and DBCC. Check with USF and DBCC for acceptance of this degree.

Students will be required to take 36 credit hours of General Education courses to earn a Bachelor of Applied Science (B.A. S) degree from UCF.

To graduate from UCF's B.A.S. program, students will also have to fulfill the state's foreign language requirement which is as follows: Two years of the same high school foreign language or two semesters of the same college-level foreign language.

Business Management

Technical Certificate

This program is designed for students seeking specialized training to prepare for employment or to enhance their skills in the fields of Business Management, Finance, Marketing, Small Business Management, and Retail.

FOUNDATION COURSES

Course	Title	Credits
GEB 1011	Introduction to Business	3
CGS 2100	¹ Computer Fundamentals and Applications	3
	or	
OST 2854	Microsoft Office	3
MTB 1103	² Business Mathematics	3
	or	
APA 1111	Basic Accounting	3
	or	
* ACG 2021	Principles of Financial Accounting	3
	Foundation Business Elective	3
	Total Credits	12

INTERMEDIATE COURSES

Course	Title	Credits
BUL 2241	Business Law I	3
	Intermediate Business Elective	3
	Total Credits	6

ADVANCED COURSES

Course	Title	Credits
INP 1301	Psychology in Business and Industry	3
	or	
PSY 1012	General Psychology	3
	Advanced Business Elective(s)	3
	Total Credits	6
	Total Certificate Credits	24

FOUNDATION BUSINESS ELECTIVES

These courses may be used for Foundation Business Elective credit if not being used as a Certificate requirement.

Course	Title	Credits
FIN 2000	Principles of Finance	3
* MAN 2021	Principles of Management	3
* MAR 2011	Principles of Marketing	3
* MKA 2021	Principles of Selling	3
SBM 1000	Small Business Management	3

continued

INTERMEDIATE BUSINESS ELECTIVES

These courses may be used for Intermediate Business Elective credit if not being used as a Certificate requirement.

Course	Title	Credits
* ACG 2021	Principles of Financial Accounting	3
* ACG 2071	Principles of Managerial Accounting	3
APA 1111	Basic Accounting	3
FIN 2000	Principles of Finance	3
FIN 2010	Personal Investments	3
FIN 2100	Personal Finance	3
GEB 1136	Foundations of E-Business	3
INP 1301	Psychology in Business and Industry	3
* MAN 2021	Principles of Management	3
* MAR 2011	Principles of Marketing	3
* MKA 2021	Principles of Selling	3
MTB 1103	Business Mathematics	3
OST 1335	Business Communications	3
PSY 1012	General Psychology	3
SBM 1000	Small Business Management	3

ADVANCED BUSINESS ELECTIVES

These courses may be used for Advanced Business Elective credit if not being used as a Certificate requirement.

Select from courses with subject prefixes of: ACG, APA, BAN, MKA, MNA, MTB, OST, REE, SBM, TAX, TRA, SLS 1303, SLS 1122, and SPC 1608.

NOTES:

¹ CGS 2100 is a transferable course and is required for the A.A.S. Degree in Business Administration.

² MAT 1033 or higher mathematics may be substituted for MTB 1103.

Business Operations

Technical Certificate

This program is designed for students seeking specialized training to prepare for employment or to enhance their skills in the fields of Business Management, Finance, Marketing, Small Business Management, and Retail.

FOUNDATION COURSES

Course	Title	Credits
GEB 1011	Introduction to Business	3
CGS 2100	¹ Computer Fundamentals and Applications or	
OST 2854	Microsoft Office	3
MTB 1103	² Business Mathematics or	
APA 1111	Basic Accounting or	
* ACG 2021	Principles of Financial Accounting	3
	Foundation Business Elective	3

INTERMEDIATE COURSES

Course	Title	Credits
BUL 2241	Business Law I	3
	Intermediate Business Elective	3
	Total Certificate Credits	18

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

FOUNDATION BUSINESS ELECTIVES

These courses may be used for Foundation Business Elective credit if not being used as a Certificate requirement.

Course	Title	Credits
FIN 2000	Principles of Finance	3
* MAN 2021	Principles of Management	3
* MAR 2011	Principles of Marketing	3
* MKA 2021	Principles of Selling	3
SBM 1000	Small Business Management	3

INTERMEDIATE BUSINESS ELECTIVES

These courses may be used for Intermediate Business Elective credit if not being used as a Certificate requirement.

Course	Title	Credits
* ACG 2021	Principles of Financial Accounting	3
* ACG 2071	Principles of Managerial Accounting	3
APA 1111	Basic Accounting	3
FIN 2000	Principles of Finance	3
FIN 2010	Personal Investments	3
FIN 2100	Personal Finance	3
GEB 1136	Foundations of E-Business	3
INP 1301	Psychology in Business and Industry	3
* MAN 2021	Principles of Management	3
* MAR 2011	Principles of Marketing	3
* MKA 2021	Principles of Selling	3
MTB 1103	Business Mathematics	3
OST 1335	Business Communications	3
PSY 1012	General Psychology	3
SBM 1000	Small Business Management	3

NOTES:

¹ CGS 2100 is a transferable course and is required for the A.A.S. Degree in Business Administration.

² MAT 1033 or higher mathematics may be substituted for MTB 1103.

Business Specialist

Technical Certificate

This program is designed for students seeking specialized training to prepare for employment or to enhance their skills in the fields of Business Management, Finance, Marketing, Small Business Management, and Retail.

FOUNDATION COURSES

Course	Title	Credits
GEB 1011	Introduction to Business	3
CGS 2100	¹ Computer Fundamentals and Applications or	
OST 2854	Microsoft Office	3
MTB 1103	² Business Mathematics or	
APA 1111	Basic Accounting or	
* ACG 2021	Principles of Financial Accounting	3
	³ Foundation Business Elective	3
	Total Certificate Credits	12

FOUNDATION BUSINESS ELECTIVES

These courses may be used for Foundation Business Elective credit if not being used as a Certificate requirement.

Course	Title	Credits
FIN 2000	Principles of Finance	3
* MAN 2021	Principles of Management	3
* MAR 2011	Principles of Marketing	3
* MKA 2021	Principles of Selling	3
SBM 1000	Small Business Management	3

NOTES:

¹ CGS 2100 is a transferable course and is required for the A.A.S.

Degree in Business Administration.

² MAT 1033C or higher mathematics may be substituted for MTB 1103.

Customer Service Management

Technical Certificate

This program is designed for students seeking specialized training to prepare for employment or to enhance their skills in the field of Customer Service.

FOUNDATION COURSES

Course	Title	Credits
GEB 1011	Introduction to Business	3
CGS 2100	Computer Fundamentals and Applications	3
CTS 1155	Introduction to Customer Service and Help Desk Concepts	3
	Customer Service Elective(s)	3
	Total Credits	12

INTERMEDIATE COURSES

Course	Title	Credits
* MAR 2011	Principles of Marketing	3
OST 1335	Business Communications	3
	Total Credits	6

ADVANCED COURSES

Course	Title	Credits
PSY 1012	General Psychology	3
	or	
INP 1301	Psychology in Business and Industry	3
* MAN 2021	Principles of Management	3
	Total Credits	6
	Total Certificate Credits	24

CUSTOMER SERVICE ELECTIVES

These courses may be used for Customer Service Elective credit if not being used as a Certificate requirement.

Select from courses with subject prefixes of: ACG, APA, BAN, BUL, GEB, ECO, MAN, MAR, MKA, MNA, MTB, OST, REE, SBM, TAX, TRA, SLS 1122, SLS 1303, SLS 2940, and SPC 1608.

Customer Service Operations

Technical Certificate

This program is designed for students seeking specialized training to prepare for employment or to enhance their skills in the field of Customer Service.

FOUNDATION COURSES

Course	Title	Credits
GEB 1011	Introduction to Business	3
CGS 2100	Computer Fundamentals and Applications	3
CTS 1155	Introduction to Customer Service and Help Desk Concepts	3
	Customer Service Elective(s)	3
	Total Credits	12

INTERMEDIATE COURSES

Course	Title	Credits
* MAR 2011	Principles of Marketing	3
OST 1335	Business Communications	3
	Total Credits	6
	Total Certificate Credits	18

CUSTOMER SERVICE ELECTIVES

These courses may be used for Customer Service Elective credit if not being used as a Certificate requirement.

Select from courses with subject prefixes of: ACG, APA, BAN, BUL, ECO, GEB, MAN, MAR, MKA, MNA, MTB, OST, REE, SBM, TAX, TRA, SLS 1122, SLS 1303, SLS 2940, and SPC 1608.

Customer Service Specialist

Technical Certificate

This program is designed for students seeking specialized training to prepare for employment or to enhance their skills in the field of Customer Service.

FOUNDATION COURSES

Course	Title	Credits
GEB 1011	Introduction to Business	3
CGS 2100	Computer Fundamentals and Applications	3
CTS 1155	Introduction to Customer Service and Help Desk Concepts	3
	Customer Service Elective(s)	3
	Total Certificate Credits	12

CUSTOMER SERVICE ELECTIVES

These courses may be used for Customer Service Elective credit if not being used as a Certificate requirement.

Select from courses with subject prefixes of: ACG, APA, BAN, BUL, ECO, GEB, MAN, MAR, MKA, MNA, MTB, OST, REE, SBM, TAX, TRA, SLS 1122, SLS 1303, SLS 2940, and SPC 1608.

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

Human Resources Management

Technical Certificate

This program is designed for students seeking specialized training to prepare for employment or to enhance their skills in the fields of Human Resources Management.

FOUNDATION COURSES

Course	Title	Credits
MAN 2300	Introduction to Human Resources Management	3
* MNA 2320	Human Resources Recruiting, Selection and Staffing	3
CGS 2100	Computer Fundamentals and Applications or	
OST 2854	Microsoft Office	3
GEB 1011	Introduction to Business or Business Elective(s)	3
	Total Credits	12

INTERMEDIATE COURSES

Course	Title	Credits
* MNA 2403	Human Resources Management Law and Employee Relations Business Elective(s)	3 3
	Total Credits	6

ADVANCED COURSES

Course	Title	Credits
* MNA 2329	Case Studies in Human Resources	3
* MNA 2325	Compensation and Benefits Systems	3
	Total Credits	6
	Total Certificate Credits	24

BUSINESS ELECTIVES

These courses may be used for Business Elective credit if not being used as a Certificate requirement.

Select from courses with subject prefixes of: ACG, APA, BAN, BUL, CGS, CIS, COP, FIN, GEB, INP, MAN, MAR, MKA, MNA, MTB, OST, REE, SBM, TAX, TRA, SLS 1303, SLS 1122, and SPC 1608.

NOTES:

¹ CGS 2100 is a transferable course and is required for the A.A.S. Degree in Business Administration.

The credits in this certificate program apply toward the Business Administration Associate in Applied Science degree.

Most certificate courses are offered only on the East Campus.

Human Resources Operations

Technical Certificate

This program is designed for students seeking specialized training to prepare for employment or to enhance their skills in the field of Human Resources Management.

FOUNDATION COURSES

Course	Title	Credits
MAN 2300	Introduction to Human Resources Management	3
* MNA 2320	Human Resources Recruiting, Selection and Staffing	3
CGS 2100	Computer Fundamentals and Applications or	
OST 2854	Microsoft Office	3
GEB 1011	Introduction to Business or Business Elective(s)	3
	Total Credits	12

INTERMEDIATE COURSES

Course	Title	Credits
* MNA 2403	Human Resources Management Law and Employee Relations Business Elective(s)	3 3
	Total Credits	6
	Total Certificate Credits	18

BUSINESS ELECTIVES

These courses may be used for Business Elective credit if not being used as a Certificate requirement.

Select from courses with subject prefixes of: ACG, APA, BAN, BUL, CGS, CIS, COP, FIN, GEB, INP, MAN, MAR, MKA, MNA, MTB, OST, REE, SBM, TAX, TRA, SLS 1303, SLS 1122, and SPC 1608. NOTES:

¹ CGS 2100 is a transferable course and is required for the A.A.S. Degree in Business Administration.

The credits in this certificate program apply toward the Business Administration Associate in Applied Science degree.

Most certificate courses are offered only on the East Campus.

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

Human Resources Specialist

Technical Certificate

This program is designed for students seeking specialized training to prepare for employment or to enhance their skills in the field of Human Resources Management.

FOUNDATION COURSES

Course	Title	Credits
MAN 2300	Introduction to Human Resources Management	3
* MNA 2320	Human Resources Recruiting, Selection and Staffing	3
CGS 2100	Computer Fundamentals and Applications or	
OST 2854	Microsoft Office	3
GEB 1011	Introduction to Business or Business Elective(s)	3
Total Certificate Credits		12

BUSINESS ELECTIVES

These courses may be used for Business Elective credit if not being used as a Certificate requirement.

Select from courses with subject prefixes of: ACG, APA, BAN, BUL, CGS, CIS, COP, FIN, GEB, INP, MAN, MAR, MKA, MNA, MTB, OST, REE, SBM, TAX, TRA, SLS 1303, SLS 1122, and SPC 1608.

NOTES:

¹ CGS 2100 is a transferable course and is required for the A.A.S. Degree in Business Administration.

The credits in this certificate program apply toward the Business Administration Associate in Applied Science degree.

Most certificate courses are offered only on the East Campus.

Property and Casualty Insurance Management

Technical Certificate

This certificate program is designed for students seeking specialized training in the insurance industry in the areas of life, health, property and casualty insurance for employment or career advancement.

Course	Title	Credits
GEB 1011	Introduction to Business	3
RMI 1521	Principles of Insurance (INS-21)	3
* RMI 1522	Personal Insurance (INS-22)	3
* RMI 1523	Commercial Insurance (INS-23)	3
* RMI 1612	Principles of Casualty Insurance and Surety Bonding	3
* RMI 1613	Principles of Property Insurance	3
	Property and Casualty Insurance Management Electives	6
Total Certificate Credits		24

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

PROPERTY AND CASUALTY INSURANCE MANAGEMENT ELECTIVES

Course	Title	Credits
+* ACG 2021	Principles of Financial Accounting	3
APA 1111	Basic Accounting	3
CGS 2100	Computer Fundamentals and Applications	3
CTS 1155	Introduction to Customer Service and Help Desk Concepts	3
* MAR 2011	Principles of Marketing	3
OST 1335	Business Communications	3
* RMI 2524	Essentials of Risk Management (ARM 54)	3
SBM 1000	Small Business Management Internship(s)	3

All certificate courses are offered on the East Campuses; some courses are offered at other locations.

Real Estate Specialist

Technical Certificate

This program is designed for students seeking specialized training to prepare for employment or to enhance their skills in the field of Real Estate.

Course	Title	Credits
REE 1000	Real Estate Principles and Practices	3
REE 1400	Florida Real Estate Law	3
CGS 2100	Computer Fundamentals and Applications or	
OST 2854	Microsoft Office	3
PLA 1611	Real Property I or	
GEB 1011	Introduction to Business or Business Elective(s)	3
Total Certificate Credits		12

BUSINESS ELECTIVES

These courses may be used for Business Elective credit if not being used as a Certificate requirement.

Select from courses with subject prefixes of: ACG, APA, BAN, BUL, CGS, CIS, COP, FIN, GEB, INP, MAN, MAR, MKA, MNA, MTB, OST, REE, SBM, TAX, TRA, SLS 1303, SLS 1122, and SPC 1608.

NOTES:

¹ CGS 2100 is a transferable course and is required for the A.A.S. Degree in Business Administration.

The credits in this certificate program apply toward the Business Administration Associate in Applied Science Degree.

Cardiovascular Technology

Associate in Science Degree

Limited Access

This program is designed for students who seek immediate employment in the health care field of Invasive Cardiovascular Technology. The Invasive Cardiovascular Specialist is an integral part of the cardiac catheterization laboratory team, whose primary role is to perform technical procedures for the diagnosis and treatment of cardiovascular injury and disease. Cardiovascular Technology is a challenging and growing profession. Upon graduation, positions are available in diagnostic and interventional cardiac catheterization labs in acute care hospitals, outpatient facilities, and privately-owned clinics. With professional experience and additional education, career opportunities also are available in electrophysiology, echocardiography, management, education, marketing and sales.

Graduates are eligible to take the national Registered Invasive Cardiovascular Specialist exam administered by Cardiovascular Credentialing International.

Cardiovascular Technology is a limited access program. Admission to Valencia does not imply acceptance to the Cardiovascular Technology Program; students must apply and be accepted into the program. General admission procedures for this program are found in the Admissions section of this catalog. The Health Sciences Division provides information about specific admission criteria.

Program expenses are given in the Financial section of this catalog.

Admission requirements for the A.S. Degree in Cardiovascular Technology are:

- Submit a completed Valencia Community College application
- Complete Cardiovascular Technology Prerequisites for Admission Courses with a minimum grade of "C"
- Have a minimum overall college GPA of 2.5 (including transfer work)
- Satisfy the college entry testing requirements and satisfactorily complete all mandatory courses in reading, student success, mathematics, English, English for Academic Purposes in which you are placed
- Students must successfully complete the designated entrance test requirements for Health Sciences prior to submitting the Cardiovascular Technology Application
- Submit a completed Valencia Cardiovascular Technology Program application.

The courses in the Cardiovascular Technology curriculum are progressive in nature, with one course building on the preceding course. Because of this progressive relationship, all cardiovascular courses must be completed in succession. If a student achieves a grade less than a "C" or withdraws, before or after the withdrawal deadline, from any course that is required for the Cardiovascular Technology Associate in Science Degree, the student will not be allowed to continue in the clinical portion of the program.

Specialized courses may not be offered every session or on every campus.
 + This course must be completed with a grade of C or better.
 * This course has a prerequisite; check description in Valencia catalog.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor's degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a Health Sciences advisor for assistance in determining the best education plan for their career goals.

Prerequisite for Admission:

Course	Title	Credits
+* BSC 2093C	Human Anatomy and Physiology I	4
	Total Credits	4

Year I

FALL TERM

Course	Title	Credits
+* ENC 1101	Freshman Composition I	3
+* MAC 1105	College Algebra	3
+* MCB 2010C	Microbiology	4
+* CVT 1000C	Introduction to Cardiovascular Technology	4
	Total Credits	14

SPRING TERM

Course	Title	Credits
+* BSC 2094C	Human Anatomy and Physiology II	4
+* PHY 1007C	Physics	4
+* CVT 1260C	Invasive Cardiology I: Cardiopulmonary Anatomy and Physiology	4
+* CVT 1840L	Cardiovascular Clinical Practicum I	2
	Total Credits	14

SUMMER TERM

Course	Title	Credits
+* CVT 1270	Pathophysiology	3
+ PSY 1012	General Psychology	3
+* CVT 1205C	Cardiovascular Pharmacology and ECG Management	3
+ Humanities	PHI 2600 or PHI 2010 recommended; can be any course with HUM prefix that meets A.A. Degree requirement	3
+* CVT 1841L	Cardiovascular Clinical Practicum II	2
	Total Credits	14

Year II

FALL TERM

Course	Title	Credits
+* CVT 2420C	Invasive Cardiology II	4
+* CVT 2620C	Non-Invasive Cardiology II	4
+* CVT 2842L	Cardiovascular Clinical Practicum III	4
	Total Credits	12

SPRING TERM

Course	Title	Credits
+* CVT 2421C	Invasive Cardiology III	4
+* CVT 2843L	Cardiovascular Clinical Practicum IV	4
+* CVT 2211C	Critical Care Applications	4
	Total Credits	12

SUMMER TERM

Course	Title	Credits
+* CVT 2920	Cardiovascular Technologist as a Professional	2
+* CVT 2844L	Cardiovascular Clinical Practicum V	3
+* CVT 2426C	Advanced Cardiovascular Concepts	2
	Total Credits	7
	Total Degree Credits	77

NOTES:

All accepted applicants must be screened by the Florida Department of Law Enforcement for criminal history. Applicants for Valencia Community College Health Science Programs must be free of offenses that would disqualify them from a student clinical experience in a health care setting and must have their civil rights intact. This policy is in response to requirements by clinical agencies and State/Federal regulations.

Specialized program courses are offered on the West Campus.

General Education courses are in bold print in the course listing. This A.S. degree is transferable to UCF's regional campuses offering the B.A.S. degree. Check with UCF regional offices for their local campus offerings. The degree may also be transferable to B.A.S. programs offered by USF and DBCC. Check with USF and DBCC for acceptance of this degree.

Students will be required to take 36 credit hours of General Education courses to earn a Bachelor of Applied Science (B.A. S) degree from UCF.

To graduate from UCF's B.A.S. program, students will also have to fulfill the state's foreign language requirement which is as follows: Two years of the same high school foreign language or two semesters of the same college-level foreign language.

Civil/Surveying Engineering Technology Associate in Science Degree

The program has been planned to provide theoretical and classroom experience which closely parallels on-the-job activities. The Civil/Surveying Engineering Technology Associate in Science Degree simulates job situations found in a civil engineering and land surveying offices. This program applies to the design of highways, airports, water control systems, and field layout of property boundary lines, subdivision, residential building construction, and commercial building construction.

Graduates of specific programs at TECO may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at valenciacc.edu/asdegrees/tec.cfm to view the articulation agreement. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor's degree.

Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES

Course	Title	Credits
ETD 1031C	Introduction to Construction/ Drafting Technology	2
ETD 1100C	Engineering Drawing	3
ETD 1320	Introduction to CADD	3
MTB 2321	Technical Mathematics	4
* SUR 1101C	Basic Surveying and Measurements (Surveying I)	4
+* ENC 1101	Freshman Composition I	3
SUR 2390	Introduction to Geographic Information Systems	4
	Total Credits	23

INTERMEDIATE COURSES

Course	Title	Credits
* ETD 1340	Advanced CADD	3
* SUR 2202C	Highway Drafting and Route Design	4
ETC 1251	Engineering Materials and Processes	4
* BCN 2405	Statics and Strength of Materials Civil/Surveying Engineering Technology Elective(s)	4 2
	Science or + * Mathematics (See A.S. Gen Ed Requirement)	3
	Total Credits	20

ADVANCED COURSES

Course	Title	Credits
* SUR 2460	Subdivisions	3
* SUR 2640	Advanced Surveying Computations	4
ETC 2521	Hydraulics and Hydrology	4
	Humanities (See A.S. Gen Ed Requirement)	3
	Social Science (See A.S. Gen Ed Requirement)	3
	Gen Ed Elective (See A.S. Gen Ed Requirement)	3
	Total Credits	20
	Total Degree Credits	63

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

CIVIL/SURVEYING ENGINEERING TECHNOLOGY ELECTIVES

The Electives requirement may be satisfied with any course(s) in the Course Descriptions section of the Valencia Catalog with the subject prefix of BCN, BCT, ETC, ETD, ETM, SUR or TAR.

NOTES:

Specialized program courses are offered on the West Campus.

General Education courses are in bold print in the course listing.

This A.S. degree is transferable to UCF’s regional campuses offering the B.A.S. degree. Check with UCF regional offices for their local campus offerings. The degree may also be transferable to B.A.S. programs offered by USF and DBCC. Check with USF and DBCC for acceptance of this degree.

Students will be required to take 36 credit hours of General Education courses to earn a Bachelor of Applied Science (B.A. S) degree from UCF.

To graduate from UCF’s B.A.S. program, students will also have to fulfill the state’s foreign language requirement which is as follows: Two years of the same high school foreign language or two semesters of the same college-level foreign language.

Computer Engineering Technology (Networking) with Specializations in:

Cisco
Microsoft
Associate in Science Degree

This program is designed to prepare students for careers in computer and network engineering technology. Graduates will be qualified for technological roles such as network design, network installation and maintenance, inter-network communication and connectivity, network administration, microcomputer installation, maintenance and support. The program includes several courses that are essential in preparing individuals for achieving the requirements take the examinations of various certifications: A+, Network+, Cisco Certified Network Associate (CCNA), Microsoft Certified Professional (MCP), Microsoft Certified Systems Administrator (MCSA), and/or Microsoft Certified Systems Engineer (MCSE).

Graduates of specific programs at Orange County Tech Centers and TECO may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at valenciacc.edu/asdegrees/tec.cfm to view the articulation agreement. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

Students who have earned the CISCO certification, may be eligible to receive college credit for certain courses in this program. For information and requirements, visit the Valencia Web Site at valenciacc.edu/asdegrees/tec.cfm to view the Alternative Award of Credit Agreement and complete a request form. To have the credit awarded,

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

^ These courses are common with the Electronics Engineering Technology degree.

students should bring the required documentation to the Dean’s academic department for verification and approval.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor’s degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES

Course	Title	Credits
+ * ENC 1101	Freshman Composition I	3
*A1 CET 2178C	A+ Concepts (Hardware)	3
* MTB 1329C	Mathematics for Electronics	3
*A2 CET 2486C	Local Area Networks	3
^ EET 1214C	Introduction to Engineering Technology	2
Humanities (See A.S. Gen Ed Requirement)		3
Science or		
+* Mathematics (See A.S. Gen Ed Requirement)		3
Social Science (See A.S. Gen Ed Requirement)		3
Gen Ed		
Elective (See A.S. Gen Ed Requirement)		3
Total Credits		26

INTERMEDIATE COURSES

Course	Title	Credits
*A1 CET 2179C	A+ Concepts (Software)	3
* * CET 2112C	Digital Systems I	3
* CET 2113C	Digital Systems II	3
* * CET 2854	Wireless Networks	3
Total Credits		12

Cisco Specialization

Course	Title	Credits
M4M2 CET 2792	Microsoft Windows Server 2003 Network	4
* * EST 2220C	Introduction to Fiber Optics	3
M5* CET 1610C	Cisco Router Technology	4
M5* CET 2615C	Cisco Advanced Router Technology	4
M5* CET 2620C	Cisco Projects in Routing Design and Administration	4
* * CET 2675	Voice Over IP Computer Engineering Technology Electives	4 7
Total Credits		30
Total Degree Credits		68

Microsoft Specialization

Course	Title	Credits
M _L M ₂ M ₄ * CET 2811	Microsoft Windows XP Professional	4
M _L M ₂ M ₄ * CET 2722	Microsoft Windows Server 2003 Environment	3
M _L M ₂ M ₄ * CET 2792	Microsoft Windows Server 2003 Network	4
M ₄ * CET 2793	Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure	4
M _L M ₂ * CET 2794	Microsoft Windows Server 2003 Active Directory	4
M _L M ₂ * CET 2795	Designing Microsoft Windows Server 2003 Active Directory Infrastructure	4
	Computer Engineering Technology Electives	7
	Total Credits	30
	Total Degree Credits	68

COMPUTER ENGINEERING TECHNOLOGY ELECTIVES

These courses may be used for Elective credit if not a Specialization requirement.

Course	Title	Credits
* CET 1600C	Cisco Networking Fundamentals	4
* CET 2675	Voice Over IP	4
* CET 2123C	Fundamentals of Microprocessors	3
A ₂ * CET 2588	Network +	4
* CET 2784	Wide Area Networks	3
M _L M ₃ * > CET 2810	Microsoft Exchange 2000 Server Implementation and Administration	4
M _L M ₃ * > CET 2812	SQL Server 2000 System Administration	4
* CET 2880	Computer Forensics	4
* CET 2930	Selected Topics in Computer Engineering Technology	1-5
* CET 2942	Internship in Networking	1-4
* COP 2220	C Programming	3
* CTS 1120	Introduction to Network Security	3
* CTS 2433	SQL ServeR Database Design and Implementation	4
* EET 2330	Introduction to Transmission Lines	3
* EST 2220C	Introduction to Fiber Optics	3
* EST 1210	Introducction to Photonics	3
SLS 1303	Job Search	1

NOTES:

¹ ENC 1210 Technical Communication is strongly recommended.

All specialized program courses are offered on the West Campus; some specialized courses are offered at other locations.

General Education courses are in bold print in the course listing.

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

- These courses are common with the Electronic Engineering degree.

This A.S. degree is transferable to UCF's regional campuses offering the B.A.S. degree. Check with UCF regional offices for their local campus offerings. The degree may also be transferable to B.A.S. programs offered by USF and DBCC. Check with USF and DBCC for acceptance of this degree.

Students will be required to take 36 credit hours of General Education courses to earn a Bachelor of Applied Science (B.A. S) degree from UCF.

To graduate from UCF's B.A.S. program, students will also have to fulfill the state's foreign language requirement which is as follows: Two years of the same high school foreign language or two semesters of the same college-level foreign language.

> This course can be used as an elective for MCSE Certification.

A₁ This is a required course leading to A+ Certification.

A₂ This is a required course leading to N+ Certification.

M₁ This course will prepare the student for Microsoft Certified Professional (MCP) Certification.

M₂ This is a required course leading to a Microsoft Certified Systems Engineer (MCSE) Certification.

M₃ This course could be used as the required elective for MCSE or MCSA Certifications.

M₄ This is a required course leading to a (MCSA) Microsoft Certified Systems Associate Certification.

M₅ This is a required course leading to a Cisco Certified Network Associate (CCNA) Certification.

Cisco Network Associate (CCNA) Technical Certificate

This Cisco certificate program provides the student with the skills necessary to work with traditional Cisco-based networks that predominately include local area network and wide area network routers and switches. The program also will prepare the student to take the Cisco Certified Network Associate (CCNA) certification exams.

FOUNDATION COURSES

Course	Title	Credits
* CET 1610C	¹ Cisco Router Technology	4
* CET 2615C	Cisco Advanced Router Technology	4
* CET 2620C	Cisco Projects in Routing Design and Administration	4
	Total Certificate Credits	12

NOTE:

All certificate courses are offered on the East, Osceola and West Campuses.

Microcomputer Repairer/Installer

Technical Certificate

This certificate program prepares the student with excellent preparation for employment as a computer support specialist, help desk specialist, computer system analyst, and/or computer service representative. Students who complete this program will have the expertise needed to take CompTia certification A+ and Network+ examinations.

FOUNDATION COURSES

Course	Title	Credits
EET 1214C	Introduction to Engineering Technology	2
CET 2178C	A+ Concepts (Hardware)	3
CET 2179C	A+ Concepts (Software)	3
CET 2486C	Local Area Networks	3
	Microcomputer Repairer/Installer Electives	4
	Total Certificate Credits	15

MICROCOMPUTER REPAIRER/INSTALLER ELECTIVES

Course	Title	Credits
* CET 2588	Network+	4
* CET 2811	Microsoft Windows XP Professional	4
* CET 1600C	Cisco Networking Fundamentals	4
* CET 2854	Wireless Networks	3
* CET 2942	Internship in Networking	1

NOTE:

All certificate courses are offered on the West Campus; some courses are offered at other locations.

Microsoft Systems Administrator (MCSA)

Technical Certificate

This certificate program is designed to provide students with the skills necessary to implement, manage and troubleshoot existing Microsoft network and server 2003 environments. The program helps prepare students to take the Microsoft certification examinations, including the Microsoft Certified Professional (MCP), Microsoft Certified Systems Administrator (MCSA), and CompTia certification examinations.

FOUNDATION COURSES

Course	Title	Credits
CET 2178C	A+ Concepts (Hardware)	3
CET 2486C	Local Area Networks	3
* CET 2811	Microsoft Windows XP Professional	4
* CET 2722	Microsoft Windows Server 2003 Environment	3
* CET 2792	Microsoft Windows Server 2003 Network Microsoft Systems Administrator Elective(s)	4
	Total Certificate Credits	21

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

MICROSOFT SYSTEMS ADMINISTRATOR ELECTIVES

Course	Title	Credits
* CET 2810	Microsoft Exchange 2003 Server Implementation and Administration	4
* CET 2812	SQL Server 2000 System Administration	4
* CET 2588	Network+	4
CET 2179C	A+ Concepts (Software)	3

NOTES:

CET 2810 or CET 2812 or both CET 2588 and CET 2179C will satisfy the Microsoft elective requirement for the MCSA industry certification.

All certificate courses are offered on East and West Campuses; some courses are offered at other locations.

Microsoft Systems Engineer (MCSE)

Technical Certificate

This certificate program is designed to provide students with the skills necessary to install and maintain Windows 2003 operating systems. The program helps prepare students to take the Microsoft certification examinations, including the Microsoft Certified Systems Engineer (MCSE) examinations.

FOUNDATION COURSES

Course	Title	Credits
* CET 2722	Microsoft Windows Server 2003 Environment	3
* CET 2792	Microsoft Windows Server 2003 Network	4
* CET 2811	Microsoft Windows XP Professional	4
* CET 2793	Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure	4
* CET 2794	Microsoft Windows Server 2003 Active Directory	4
* CET 2795	Designing Microsoft Windows Server 2003 Active Directory Infrastructure Microsoft Systems Engineer Elective	4
	Total Certificate Credits	27

MICROSOFT SYSTEMS ENGINEER ELECTIVES

Course	Title	Credits
* CET 2810	Microsoft Exchange 2003 Server Implementation and Administration	4
* CET 2812	SQL Server 2000 System Administration	4

NOTE:

All certificate courses are offered on East and West Campuses; some courses are offered at other locations.

Computer Information Technology

Associate in Science Degree

This program is designed for students who wish to develop information technology skills in technical customer service, information technology support, and computer security. There is significant flexibility in this degree. It is designed for students who seek immediate employment, and it provides the option for students to transfer, through a specific program agreement, to the University of Central Florida (UCF) as a

junior to complete a four-year Bachelor's Degree in Information Systems Technology.

Graduates of specific programs at Orange County Tech Centers and TECO may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at valenciac.edu/asdegrees/tec.cfm to view the articulation agreement. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

Several Florida public universities have recently begun to provide opportunities for A.S. degree graduates to pursue a bachelor's degree. More information on these opportunities, as well as the specific program agreement for transfer to Information Systems Technology at UCF, may be found at valenciac.edu/asdegrees/cfm. Information about the general transfer of an A.S. degree to UCF is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES

Course	Title	Credits
+ * ENC 1101	Freshman Composition I	3
	Science or	
+* Mathematics	¹ (See A.S. Gen Ed Requirement)	3
	Humanities	² (See A.S. Gen Ed Requirement)
Ni CET 2486C	Local Area Networks	3
CGS 2100	³ Computer Fundamentals and Applications	3
* Si CTS 1120	Introduction to Network Security	3
+ CGS 1560	Introduction to Operating Systems	
	or	
Ai CET 2179C	A+ Concepts (Software)	3
	Total Credits	21

INTERMEDIATE COURSES

Course	Title	Credits
Ai CET 2178C	A+ Concepts (Hardware)	3
+ ^{Ci} COP 2822	Web Publishing	3
+ CGS 2545	Database Management Systems	3
	Computer Information Technology	
	⁴ Business Elective	3
	Social Science ⁵ (See A.S. Gen Ed Requirement)	3
	Gen Ed	
	Elective ⁶ (See A.S. Gen Ed Requirement)	3
SPC 1608	Fundamentals of Speech	3
	Total Credits	21

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

ADVANCED COURSES

Course	Title	Credits
	⁷ Computer Information Technology	
	Restricted Electives	6
	⁷ Computer Information Technology	
	Non-Restricted Electives	10
* CIS 2910	IT Capstone	4
* CIS 2943	Internship in Computer Information Technology	
	or	
SLS 1303	Job Search	1
	Total Credits	21
	Total Degree Credits	63

General Education courses are in bold print in the degree course listing.

This A.S. degree is transferable to UCF's regional campuses offering the B.A.S. degree. Check with UCF regional offices for their local campus offerings. The degree may also be transferable to B.A.S. programs offered by USF and DBCC. Check with USF and DBCC for acceptance of this degree.

Students will be required to take 36 credit hours of General Education courses to earn a Bachelor of Applied Science (B.A. S) degree from UCF.

To graduate from UCF's B.A.S. program, students will also have to fulfill the state's foreign language requirement which is as follows: Two years of the same high school foreign language or two semesters of the same college-level foreign language.

Computer Information Technology Analyst with Specializations in:

IT Security

IT Support

Technical Certificate

FOUNDATION COURSES

Course	Title	Credits
Ai CET 2178C	A+ Concepts (Hardware)	3
+ CGS 1560	Introduction to Operating Systems	
	or	
Ai CET 2179C	A+ Concepts (Software)	3
Ni CET 2486C	Local Area Networks	3
*Si CTS 1120	Introduction to Network Security	3
CTS 2321	Linux System Administration	3
	Computer Information Technology	
	Electives (Restricted or 4 Non-Restricted)	9
	Total Credits	24

IT Security Specialization

Course	Title	Credits
* CTS 1120	Advanced Network Security	3
	Total Credits	3
	Total Certificate Credits	27

IT Support Specialization

Course	Title	Credits
CTS 1155	Introduction to Customer Service and Help Desk Concepts	3
	Total Credits	3
	Total Certificate Credits	27

continued

Computer Information Technology Specialist

Technical Certificate

Course	Title	Credits
A ¹ CET 2178C	A+ Concepts (Hardware)	3
+ CGS 1560	Introduction to Operating Systems OR	
A ¹ CET 2179C	A+ Concepts (Software)	3
N ¹ CET 2486C	Local Area Networks	3
*S ¹ CTS 1120	Introduction to Network Security Computer Information Technology Electives (Restricted or 4 Non-Restricted)	3 6
Total Certificate Credits		18

⁴ COMPUTER INFORMATION TECHNOLOGY BUSINESS ELECTIVES
Any of these courses not being used for a degree requirement may be used for the Business Elective credit. Students planning to transfer to a four-year institution are encouraged to consult a career program advisor to determine the best course selection for transfer.

Course	Title	Credits
* ACG 2021	Principles of Financial Accounting	3
* BUL 2241	Business Law I	3
ECO 2013	Principles of Economics - Macro	3
ECO 2023	Principles of Economics - Micro	3
GEB 1011	Introduction to Business	3
GEB 1136	Foundations of E-Business	3
* MNA 1031	Project Management	3

⁷ COMPUTER INFORMATION TECHNOLOGY RESTRICTED ELECTIVES

Course	Title	Credits
* CET 2792	Microsoft Windows Server 2003 Network	4
* CET 2811	Microsoft Windows XP Professional	4
* CET 2854	Wireless Networks	3
CTS 1155	Introduction to Customer Service and Help Desk Concepts	3
* CIS 2102	System Assurance - Quality and Testing	3
* CTS 1120	Advanced Network Security	3
CTS 2321	Linux System Administration	3
*X ¹ CTS 1154	Remote Technical Support	3

⁷ COMPUTER INFORMATION TECHNOLOGY NON-RESTRICTED ELECTIVES

Any course in the Course Descriptions section of the Valencia Catalog with the subject prefix of CET, CTS, CAP, CIS, COP, or COT prefix not already used to satisfy program requirements or

CGS 1555	Internet Web Essentials or
CGS 2091	Social, Legal, and Ethical Issues in Information Technology or
* CGS 2786	Web Development Tools

NOTES:

¹ Students planning to transfer to Information Systems Technology at the University of Central Florida should select MAC 1105 College Algebra or higher mathematics.

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

² Students planning to transfer to Information Systems Technology at the University of Central Florida should select from ARH 2050, ARH 2051, HUM 2220, HUM 2223, HUM 2232, HUM 2234, LIT 2110, LIT 2120, MUL 1010, PHI 2010, REL 2000, or THE 1020.

³ For students with a high level of expertise in current version of Microsoft Office Suite, credit by examination is available for this course.

⁴ Students planning to transfer to Information Systems Technology at the University of Central Florida should select ECO 2013 or ECO 2023.

⁵ Students planning to transfer to Information Systems Technology at the University of Central Florida should select ANT 2000 or PSY 1012 or SYG 2000.

⁶ Students planning to transfer to Information Systems Technology at the University of Central Florida should select ENC 1102.

⁷ Students planning to transfer to Information Systems Technology at the University of Central Florida should select CET 2792 and CET 2811.

The following notations indicate the course is part of a sequence which prepares students for a CompTIA or other industry certification examination:

A ¹	A+
C ¹	CIW Foundations
N ¹	Network +
S ¹	Security +
I ¹	i-Net +
X ¹	CompTIA 220-603 A+

Computer Programming and Analysis

Associate in Science Degree

This program is designed for students who wish to develop skills in computer software development and analysis. The core courses provide knowledge and hands-on training in the foundations of computer technology, computer programming, programming analysis and design, and Web applications development. This program is designed for students who seek immediate employment, and it provides the option for transfer to a Bachelor's Degree.

Several Florida public universities have recently begun to provide opportunities for A.S. degree graduates to pursue a bachelor's degree. More information on these opportunities may be found at valenciacc.edu/asdegrees/tec.cfm. Information about the general transfer of an A.S. degree to UCF is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Graduates of specific programs at Orange County Tech Centers and TECO may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at valenciacc.edu/asdegrees/tec.cfm to view the articulation agreement.

Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES

Course	Title	Credits
GEB 1011	Introduction to Business	3
+ COP 1006	¹ Introduction to Programming Concepts	3
CGS 1560	Introduction to Operating Systems	
	or	
CET 2179C	A+ Software	3
CGS 2100	² Computer Fundamentals and Applications	3
+ COP 2822	Web Site Development	3
+* ENC 1101	Freshman Composition I	3
+* MAC 1105	³ College Algebra	3
	Total Credits	21

INTERMEDIATE COURSES

Course	Title	Credits
+* COP 2220	C Programming	
	or	
+* COP 2800	Java Programming	
	or	
+* COP 1332	Visual Basic Programming	
	or	
+* COP 2360	C# Programming	3
+ CGS 2545	Database Management Systems	3
SPC 1608	Fundamentals of Speech	3
Humanities	(See A.S. Gen Ed Requirement)	3
Social Science	(See A.S. Gen Ed Requirement)	3
	Total Credits	15

ADVANCED COURSES

Course	Title	Credits
+* COP 2224	C++ Programming	
	or	
+* COP 2805	Advanced Java Programming	
	or	
+* COP 2821	Advanced Microsoft Application Development	
	or	
+* COP 2823	Advanced Microsoft Web Development	3
* COP 2830	Scripting Languages	3
CGS 2091	Social, Legal, and Ethical Issues in Information Technology	
	or	
+* ENC 1102	Freshman Composition II	3
+* CIS 2910	IT Capstone	4
+* CIS 2942	Internship in Computer Programming	
	or	

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

SLS 1303	Job Search	1
	Computer Programming and Analysis Electives	13
	Total Credits	27
	Total Degree Credits	63

General Education courses are in bold print in the degree course listing.

COMPUTER PROGRAMMING AND ANALYSIS ELECTIVES:

Any course in the course description section of the Valencia catalog with the subject prefix of CAP, CET, CGS, CIS, COP, COT, or CTS. Students with no knowledge of computer hardware are advised to consider CET 2178C A+ Hardware as one of these electives.

Computer Programming with Specializations in: Computer Programming Web Development Game Programming Technical Certificate

This certificate is designed for students who wish to develop skills in computer programming, game programming or Web development.

FOUNDATION COURSES

Course	Title	Credits
+ COP 1006	¹ Introduction to Programming Concepts	3
CGS 1560	Introduction to Operating Systems	
	or	
CET 2179C	A+ Concepts (Software)	3
+* COP 2822	Web Site Development	3
+ CGS 2545	Database Management Systems	3
	Computer Programming and Analysis Electives	9
	Total Credits	21

Computer Programming Specialization

Course	Title	Credits
+* COP 2220	C Programming	
	or	
+* COP 2800	Java Programming	
	or	
+* COP 1332	Introduction to Visual Basic	
	or	
+* COP 2360	C# Programming	3
* COP 2830	Scripting Languages	3
	Computer Programming and Analysis Electives	6
	Total Credits	12
	Total Certificate Credits	33

Web Development Specialization

Course	Title	Credits
* COP 2830	Scripting Languages	3
* CGS 2786	Web Development Tools	3
* COP 1812	XML and Web Services	3
	Computer Programming and Analysis Electives	3
	Total Credits	12
	Total Certificate Credits	33

Game Programming Specialization

Course	Title	Credits
+* COP 2800	Java Programming	3
+* COP 2805	Advanced Java Programming	3
+* COT 2001	Introduction to Math and Physics for Game Programming	3
+* CAP 2023	Game Programming	3
	Total Credits	12
	Total Certificate Credits	33

Computer Programming Specialist with Specializations in:

**Computer Programming
Web Development**

Technical Certificate

This certificate is designed for students who wish to gain a foundation in software development.

FOUNDATION COURSES

Course	Title	Credits
+ COP 1006	Introduction to Programming Concepts	3
CGS 1560	Introduction to Operating Systems	
	or	
CET 2179C	A+ Concepts (Software) Computer Programming and Analysis Electives	3
	Total Credits	6
	Total Certificate Credits	12

Computer Programming Specialization

Course	Title	Credits
+ * COP 2220	C Programming	
	or	
+ * COP 2800	Java Programming	
	or	
+ * COP 1332	Introduction to Visual Basic	
	or	
+ * COP 2360	C# Programming	3
	Computer Programming and Analysis Electives	3
	Total Credits	6
	Total Certificate Credits	18

Web Development Specialization

Course	Title	Credits
+ COP 2822	Web Site Development	3
* COP 2830	Scripting Languages	3
	Total Credits	6
	Total Certificate Credits	18

COMPUTER PROGRAMMING AND ANALYSIS ELECTIVES

Any course in the course description section of the Valencia catalog with the subject prefix of CAP, CET, CGS, CIS, COP, COT, or CTS.

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

NOTES:

¹ Students with prior programming experience who pass a waiver examination will be allowed to substitute a higher-level course for this course.

² For students with a high level of expertise in current version of Microsoft Office Suite, credit by examination is available for this course.

³ Students who were not required to take MAC 1105 may use a more advanced MAC, or approved equivalent, course to meet the math requirement.

Criminal Justice Institute

Correctional Officer

Law Enforcement Officer

Auxiliary Law Enforcement Officer

Career Certificates

Vocational Credit Certificates

Limited Access

As the population of Florida increases, the need for qualified law enforcement and correctional officers must correspondingly increase to meet the need. Criminal justice is a demanding profession, requiring the individual to have a working knowledge of law and criminal offenses, knowledge of apprehension and detention techniques, effective verbal and written communication skills, and excellent public and interpersonal relations skills.

Admission to these programs is limited. Applicants must achieve at least a minimum score on the required entry assessment.

The Conduct and Behavior Policies for Criminal Justice Institute Students at Valencia are provided in Appendix C at the back of this catalog.

Successful completion of either the Correctional Officer or the Law Enforcement Officer program, as well as a passing grade on the State of Florida Certification Examination, is required for a career as a sworn officer in corrections or law enforcement regardless of any other Criminal Justice training or degree work which may have been completed.

Correctional Officer

This program is designed to prepare individuals as Correctional Officers. Program content includes the criminal justice system, weapons, basic law and legal procedures, correctional operations, communication, interpersonal skills, CPR and first aid, defensive tactics, investigation procedures, physical security considerations, and emergency preparedness techniques.

After completion of the program, students must take and pass a state examination to be certified in the State of Florida.

See the Admissions section of this catalog for admissions information and contact the Criminal Justice Institute office for admission requirements and procedures. Program expenses are given in the Financial Information section of this catalog.

Course	Title	Contact Hours	Vocational Credits
CJK 0031	CMS First Aid for Criminal Justice Officers	40	1.333
CJK 0040	CMS Criminal Justice Firearms	80	2.667
CJK 0051	CMS Criminal Justice Defensive Tactics	80	2.667
CJK 0280	Criminal Justice Officer Physical Fitness Training	40	1.333
CJK 0480	Emergency Preparedness	26	.867
CJK 0100	Interpersonal Skills I	62	2.067
CJK 0101	Interpersonal Skills II	50	1.667
CJK 0102	Correctional Operations	64	2.133
CJK 0270	Criminal Justice Legal I	46	1.533
CJK 0271	Criminal Justice Legal II	22	.733
CJK 0272	Criminal Justice Communications	42	1.400
Total Contact Hours		552	18.400

Other suggested course:

CJD 0939	Criminal Justice Exam Review	24	.800
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Law Enforcement Officer

This program is designed to prepare individuals for entry-level positions in law enforcement, such as police officers and deputy sheriffs. Program content includes introduction to criminal justice, legal knowledge, patrol techniques, defensive tactics, vehicle operation, weapons, investigations, CPR and first aid, court system, communications and interpersonal skills.

After completion of the program, students must take and pass a state examination to be certified in the State of Florida.

See the Admissions section of this catalog for admissions information and contact the Criminal Justice Institute office for admission requirements and procedures. Program expenses are given in the Financial Information section of this catalog.

Course	Title	Contact Hours	Vocational Credits
CJK 0007	Introduction to Law Enforcement	11	.367
CJK 0008	Law Enforcement Legal	69	2.300
CJK 0011	Law Enforcement Human Issues	40	1.333
CJK 0017	Law Enforcement Communications	76	2.533
CJK 0020	CMS Law Enforcement Vehicle Operations	48	1.600
CJK 0031	CMS First Aid for Criminal Justice Officers	40	1.333
CJK 0040	CMS Criminal Justice Firearms	80	2.667
CJK 0051	CMS Criminal Justice Defensive Tactics	80	2.667
CJK 0061	Law Enforcement Patrol I	58	1.933
CJK 0062	Law Enforcement Patrol II	40	1.333
CJK 0071	Law Enforcement Criminal Investigations	56	1.867
CJK 0076	Law Enforcement Crime Scene Investigations	24	.800
CJK 0081	Law Enforcement Traffic Stops	48	1.600

CJK 0086	Law Enforcement Traffic Crash Investigations	32	1.067
CJK 0096	Criminal Justice Officer Physical Fitness	60	2.000
CJK 0422	Dart Firing Stun Gun	8	.267
Total Contact Hours		770	25.667

Other suggested course:

CJD 0939	Criminal Justice Exam Review	24	.800
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Auxiliary Law Enforcement Officer

This program is designed to prepare individuals who have completed the Law Enforcement Volunteer program for entry level volunteer positions as Law Enforcement Auxiliary Officers.

Course	Title	Contact Hours
CJK 0240	Law Enforcement Auxiliary Introduction	27
CJK 0241	Law Enforcement Auxiliary Patrol and Traffic	19
CJK 0242	Law Enforcement Auxiliary Investigations	17
CJK 0422	Dart-Firing Stun Gun	8
CJK 0031	CMS First Aid Criminal Justice Officers	40
CJK 0040	Criminal Justice Firearms	80
CJK 0051	Criminal Justice Defensive Tactics	80
CJK 0020	CMS Criminal Justice Vehicle Operations	48
Total Contact Hours		319

The Criminal Justice Institute programs are offered at the Criminal Justice Institute located at 8600 Valencia College Lane (near the East Campus).

Criminal Justice Technology

Associate in Applied Science Degree

The Criminal Justice Technology degree program offers the student a broad background in the history, philosophy, organization, management and operation of the criminal justice system. This A.A.S. degree prepares students to work in law enforcement, corrections, probation/parole, private/industry security and other criminal justice fields. It also provides an educational path for officers who have passed recognized certification examinations in law enforcement, corrections, and/or probation/parole. In addition, it is beneficial to professionals seeking incentive benefits or career enhancement. Also, this program can be useful as a first step toward a career in other legal or public service careers. Successful completion of a state-certified training academy and state examination is required to be a sworn law enforcement or corrections officer in the State of Florida regardless of any degree work which may have been completed.

Graduates of specific programs at TECO may be eligible for the award of credit in specific courses in this program. For information and

requirements, visit the Valencia Web Site at valenciacc.edu/asdegrees/tec/cfm to view the Criminal Justice articulation agreement. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

Students who have successfully completed a state-certified training academy such as Valencia's Criminal Justice Institute and passed a recognized state certification exam for Law Enforcement Officer, Corrections Officer or Probation/Parole Officer, may also be eligible to receive credit for certain courses in this program. For information and requirements, visit the Valencia Web Site at valenciacc.edu/asdegrees/tec/cfm to view the Alternative Award of Credit agreement and complete a request form. To have the credit awarded, students should bring the required documentation to the Dean's academic department for verification and approval.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Students wishing to transfer any credits from this program to another institution must accept responsibility for securing approval from the transfer institution.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and specialization course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES

Course	Title	Credits
CCJ 1020	Introduction to Criminal Justice	3
CCJ 1010	Criminology	3
CJE 2140	Introduction to Security	3
+* ENC 1101	Freshman Composition I	3
SPC 1608	Fundamentals of Speech	3
PSY 1012	General Psychology	3
	Total Credits	18

INTERMEDIATE COURSES

Course	Title	Credits
CCJ 2452	Criminal Justice Administration	3
CJC 2000	Introduction to Corrections	3
CJE 2110	Career Choices in Criminal Justice	1
CJL 2100	Criminal Law	3
CJE 2600	Criminal Investigation	3
CJL 2102	Criminal Evidence and Procedures	3
CJE 2000	Policing Systems and Procedures	3
SYG 2000	Introductory Sociology	3
	Science or	
+ * Mathematics	(See A.S. Gen Ed Requirement)	3
Humanities	(See A.S. Gen Ed Requirement)	3
	Elective(s)	6
	Criminal Justice Technology Elective	3
	Total Credits	37

ADVANCED COURSES

Course	Title	Credits
CJJ 2001	Juvenile Justice Systems	3
	Elective	3
	Criminal Justice Technology Elective	3
	Total Credits	9
	Total Degree Credits	64

CRIMINAL JUSTICE TECHNOLOGY ELECTIVES:

Course	Title	Credits
CCJ 2022	Contemporary Issues in Criminal Justice	3
CCJ 2930	Selected Topics in Criminal Justice	3
* CCJ 2941	Internship Exploration/Field Observation in Criminal Justice	3
CGS 1060	Introduction to Computers or	
CGS 2100	Computer Fundamentals and Applications	3
CJC 2162	Community Corrections	3
CJE 2160	Multicultural Law Enforcement	3

NOTES:

*Recommended Electives include HSC 1400 First Aid/CPR, SLS 1122 Student Success, ASL 2140 American Sign Language I, and SPN 1000 Basic Spanish.

All specialized program courses are offered on the East Campus; some specialized courses may be offered at other locations.

General Education courses are in bold print in the course listing.

Criminal Justice Technology

Associate in Science Degree (Articulated A.S. to B.S. Career Path)

The Criminal Justice degree program offers the student a broad background in the history, philosophy, organization, management and operation of the criminal justice system. It is designed for students who seek immediate employment in the field of criminal justice and/or who decide to utilize this Articulated A.S. to B.S. Career Path to transfer to any Florida public university as a junior to complete a four-year Bachelor's Degree in Criminal Justice.

This program prepares students to work in law enforcement, corrections, private/industry security and other criminal justice fields. It is also beneficial to professionals seeking incentive benefits or career enhancement. In addition, this program can be useful as a first step toward a career in other legal or public service careers. Successful completion of a state-certified training academy and state examination is required to be a sworn law enforcement or corrections officer in the State of Florida regardless of any degree work which may have been completed.

Graduates of specific programs at TECO may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web Site at valenciacc.edu/asdegrees/tec/cfm to view the Criminal Justice articulation agreement. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

Students who have successfully completed a state-certified training academy such as Valencia's Criminal Justice Institute and passed a recognized state certification exam for Law Enforcement Officer, Corrections Officer or Probation/Parole Officer, may also be eligible to receive credit for certain courses in this program. For information and requirements, visit the Valencia Web Site at valenciaccc.edu/asdegrees/tec.cfm to view the Alternative Award of Credit agreement and complete a request form. To have the credit awarded, students should bring the required documentation to the Dean's academic department for verification and approval.

Several Florida public universities recently have begun to provide opportunities, in addition to the Articulated A.S. to B.S. transfer option, for A.S. degree graduates to pursue a bachelor's degree. Information on some of these transfer options, including those at the University of Central Florida, may be found in the Introduction to this catalog section and at valenciaccc.edu/asdegrees/tec.cfm. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Students wishing to transfer any credits from this program to another institution must accept responsibility for securing approval from the transfer institution.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES

Course	Title	Credits
CCJ 1020	Introduction to Criminal Justice	3
CCJ 1010	Criminology	3
CJE 2140	Introduction to Security	3
CJE 2110	Career Choices in Criminal Justice	1
CJC 2000	Introduction to Corrections	3
+* ENC 1101	Freshman Composition I	3
^ PSY 1012	General Psychology	
	or	
SYG 2000	Introductory Sociology	3
	Criminal Justice Technology Elective	3
	Total Credits	22

INTERMEDIATE COURSES

Course	Title	Credits
CCJ 2452	Criminal Justice Administration	3
CJE 2600	Criminal Investigation	3
CJL 2102	Criminal Evidence and Procedures	3
CJE 2000	Policing Systems and Procedures	3
CJL 2100	Criminal Law	3

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

SPC 1608	Fundamentals of Speech	3
+* Mathematics	(See A.A. Gen Ed Requirement) (GR)	3
	Criminal Justice Technology Elective	3
	Elective(s)	3
	Total Credits	27

ADVANCED COURSES

Course	Title	Credits
CJJ2001	Juvenile Justice Systems	3
Science	(See A.A. Gen Ed Requirement)	3
Humanities	(See A.A. Gen Ed Requirement)	3
	Elective(s)	3
	Criminal Justice Technology Elective	3
	Total Credits	15
	Total Degree Credits	64

CRIMINAL JUSTICE TECHNOLOGY ELECTIVES:

Course	Title	Credits
CJE 2160	Multicultural Law Enforcement	3
CJC 2162	Community Corrections	3
* CCJ 2941	Internship Exploration/Field Observation in Criminal Justice	3
CCJ 2930	Selected Topics in Criminal Justice	3
CGS 1060	Introduction to Computers	3
CCJ 2022	Contemporary Issues in Criminal Justice	3

NOTES:

† Recommended Electives include SLS 1122 Student Success, ASL 2140 American Sign Language I, and SPN 1000 Basic Spanish.

All specialized program courses are offered on the East Campus; some specialized courses are offered at other locations.

General Education courses are in bold print in the course listing.

This A.S. degree is transferable to UCF's regional campuses offering the B.A.S. degree. Check with UCF regional offices for their local campus offerings. The degree may also be transferable to B.A.S. programs offered by USF and DBCC. Check with USF and DBCC for acceptance of this degree.

Students will be required to take 36 credit hours of General Education courses to earn a Bachelor of Applied Science (B.A. S) degree from UCF.

To graduate from UCF's B.A.S. program, students will also have to fulfill the state's foreign language requirement which is as follows: Two years of the same high school foreign language or two semesters of the same college-level foreign language.

^If you are planning on enrolling in Ucf's Bachelor of Applied Science (B.A.S.) program, it is recommended that you take PSY 1012 General Psychology.

Culinary Management (Hospitality and Tourism Institute)

Associate in Science Degree

The hospitality industry is expanding and, with it, the need for skilled culinary managers. Whether you are interested in learning skills to become a culinary manager or upgrading your current culinary management talents, Valencia Community College has courses that may interest you.

Graduates of specific programs at Orange County Tech Centers and TECO may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at valenciac.edu/asdegrees/tec.cfm to view the articulation agreement. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

Program expenses are given in the Financial section of this catalog.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor's degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES

Course	Title	Credits
+* ENC 1101	Freshman Composition I	3
OST 1746	Food Service Computer Applications	2
FOS 2201	Food Service Sanitation Management	3
FSS 2251	Food and Beverage Management	3
* FSS 1203C	Quantity Food Production I	3
HUN 1004	Healthy Cuisine/Nutrition	3
* FSS 1240C	Classical Cuisine	3
SPC 1608	Fundamentals of Speech	3
HFT 1000	Introduction to Hospitality and Tourism Industry	3
	Total Credits	26

INTERMEDIATE COURSES

Course	Title	Credits
* FSS 1246C	Baking and Pastries I	3
* FSS 2204C	Quantity Food Production II	4
INP 1301	Psychology in Business and Industry	
	or	
^ PSY 1012	General Psychology	3
HFT 2223	Human Relations and Supervisory Development	3
FSS 2284	Catering and Banquet Management	3
* FSS 2242C	International and Regional Foods	3
	Science or	
+* Mathematics	(See A.S. Gen Ed Requirement)	3
	Total Credits	22

ADVANCED COURSES

Course	Title	Credits
FSS 2500	Food and Beverage Cost Control	3
* FSS 2205C	Quantity Food Production III	4
* FSS 2248C	Garde Manger	3
* FSS 2247C	Baking and Pastries II	3
* FSS 2950C	Culinary Competition	1-2 variable
* FSS 2942	Internship in Culinary Management	1-3 variable
	Total Credits	16
	Total Degree Credits	64

NOTES:

All specialized program courses are offered on the West Campus; some specialized courses are offered at other locations.

†Students must earn three- credits in either a combination of FSS 2942 Internship in Baking and Pastry and FSS 2950C Culinary Competition or three-credits in FSS 2942 Internship in Baking and Pastry.

General Education courses are in bold print in the course listing.

This A.S. degree is transferable to UCF's regional campuses offering the B.A.S. degree. Check with UCF regional offices for their local campus offerings. The degree may also be transferable to B.A.S. programs offered by USF and DBCC. Check with USF and DBCC for acceptance of this degree.

Students will be required to take 36 credit hours of General Education courses to earn a Bachelor of Applied Science (B.A. S) degree from UCF.

To graduate from UCF's B.A.S. program, students will also have to fulfill the state's foreign language requirement which is as follows: Two years of the same high school foreign language or two semesters of the same college-level foreign language.

^If you are planning on enrolling in Ucf's Bachelor of Applied Science (B.A.S.) program, it is recommended that you take PSY 1012 General Psychology.

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

Culinary Arts (Hospitality and Tourism Institute)

Technical Certificate

This program is designed for students interested in the culinary industry and for culinary managers desiring to enhance their skills. Learners develop skills that culinary professionals typically should have, such as strategies for preparing healthy and nutritional dishes. This certificate program allows the learner to integrate baking and pastry skills with traditional culinary skills. Students also learn knife skills, kitchen procedures, and sanitation/safety procedures.

Program expenses are given in the Financial section of this catalog.

Course	Title	Credits
FOS 2201	Food Service Sanitation Management	3
FSS 2251	Food and Beverage Management	3
* FSS 1203C	Quantity Food Production I	3
* FSS 1240C	Classical Cuisine	3
* FSS 1246C	Baking and Pastries I	3
* FSS 2204C	Quantity Food Production II	4
* FSS 2242C	International and Regional Foods	3
* FSS 2205C	Quantity Food Production III	4
* FSS 2248C	Garde Manger	3
* FSS 2247C	Baking and Pastries II	3
* FSS 2942	Internship in Culinary Management	3
	Total Certificate Credits	35

NOTES:

All certificate courses are offered on the West Campus; some courses are offered at other locations.

Dental Hygiene

Associate in Science Degree

Limited Access

This program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of "approval without reporting requirements." The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

This dental hygiene program is designed to prepare students for careers as dental hygienists. Graduates are eligible to take the national board and Florida or regional examinations for licensure as registered dental hygienists. Graduates also will be eligible to receive certification in expanded duties recognized by the Florida State Board of Dentistry.

Dental Hygiene is a limited access program. Admission to Valencia does not imply acceptance to the Dental Hygiene Program; students must apply and be accepted into the program. General admission procedures for this program are found in the Admissions section of this catalog. The Health Sciences Division provides information about specific admission criteria.

Program expenses are given in the Financial section of this catalog.

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

Admission requirements for the A.S. Degree in Dental hygiene are:

- Submit a completed Valencia Community College application
- Complete Dental Hygiene Prerequisites for Admission with minimum grade of "C"
- Have a minimum overall college GPA of 2.5 (including transfer work)
- Satisfy the college entry testing requirements and satisfactorily complete all mandatory courses in reading, student success, mathematics, English, English for Academic Purposes in which you are placed
- Students must successfully complete the designated entrance test requirements for Health Sciences prior to submitting the Dental Hygiene Application
- Submit a completed Valencia Dental Hygiene Program application

A student who fails or withdraws from any course with a subject prefix of DEH or DES will not be permitted to continue in the Dental Hygiene Program. A student may petition the Dental Hygiene Program one time to be allowed to repeat a course with a subject prefix of DEH or DES. If the student is unsuccessful in this repeat, he/she will not be allowed to continue in the Dental Hygiene Program. Graduates of the Dental Assisting program at OTEC – Orlando Tech may be awarded credit in specific courses in this program after completing one term in the Dental Hygiene Program at Valencia. For information and requirements, visit the Valencia Web site at valenciacc.edu/asdegrees/tec.cfm to view the articulation agreement. Eligible students should contact the related academic department at Valencia for the award of credit. Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor's degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice. Students are strongly encouraged to consult a Health Sciences advisor for assistance in determining the best education plan for their career goals.

Prerequisites for Admission:

Course	Title	Credits
+* BSC 2093C	Human Anatomy and Physiology I	4
+* BSC 2094C	Human Anatomy and Physiology II	4
+* MCB 2010C	Microbiology	4
+* ENC 1101	Freshman Composition I	3
	Total Credits	15

Year I

SUMMER TERM

Course	Title	Credits
+ DES 1020	Dental Anatomy	2
+ DES 1020L	Dental Anatomy Laboratory	1
	Total Credits	3

FALL TERM

Course	Title	Credits
+* DEH 1003	Fundamentals of Dental Hygiene	3
+ DEH 1003L	Dental Hygiene Instrumentation	2
+ DES 1200	Dental Radiography	2
+ DES 1200L	Dental Radiography Laboratory	1
+ DES 1800	Introduction to Clinical Procedures	1
+ DES 1800L	Introduction to Clinical Procedures Lab	1
+ DES 1100	Dental Materials	2
+ DES 1100L	Dental Materials Lab	1
	Total Credits	13

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SPRING TERM		
Course	Title	Credits
+ HUN 2202	Essentials of Nutrition with Diet Therapy	3
+ DEH 1130C	General and Oral Histology	2
+* DEH 1800	Dental Hygiene I	2
+* DEH 1800L	Clinical Dental Hygiene I	5
+* DES 1600	Dental Office Emergencies	1
+* DEH 1602	Periodontology I	1
Total Credits		14

SUMMER TERM A		
Course	Title	Credits
+ SPC 1608	Fundamentals of Speech	3
+* DEH 1802	Dental Hygiene II	2
+* DEH 1802L	Clinical Dental Hygiene II	3
+* DEH 2604	Periodontology II	1
+ DEH 2300	Pharmacology	2
Total Credits		11

Year II

FALL TERM		
Course	Title	Credits
+ PSY 1012	General Psychology	3
+* DEH 2400	General and Oral Pathology	3
+* DEH 2701	Community Dental Health I	3
+* DEH 2804	Dental Hygiene III	3
+* DEH 2804L	Clinical Dental Hygiene III	4
+ Humanities	(See A.S. Gen Ed Requirement)	3
Total Credits		19

SPRING TERM		
Course	Title	Credits
+ SYG 2000	Introductory Sociology	3
+* DEH 2605	Periodontology Seminar	1
+* DEH 2504	Advanced Principles of Dental Hygiene Seminar	1
+* DEH 2702	Community Dental Health II	1
+* DEH 2812	Dental Hygiene IV	2
+* DEH 2806L	Clinical Dental Hygiene IV	5
Total Credits		13
Total Degree Credits		88

NOTES:

All accepted applicants must be screened by the Florida Department of Law Enforcement for criminal history. Applicants for Valencia Community College Health Science Programs must be free of offenses that would disqualify them from a student clinical experience in a health care setting and must have their civil rights intact. This policy is in response to requirements by clinical agencies and State/Federal regulations.

Specialized program courses are offered on the West Campus.

General Education courses are in bold print in the course listing.

This A.S. degree is transferable to UCF's regional campuses offering the B.A.S. degree. Check with UCF regional offices for their local campus offerings. The degree may also be transferable to B.A.S. programs offered by USF and DBCC. Check with USF and DBCC for acceptance of this degree.

Specialized courses may not be offered every session or on every campus.
 + This course must be completed with a grade of C or better.
 * This course has a prerequisite; check description in Valencia catalog.

Students will be required to take 36 credit hours of General Education courses to earn a Bachelor of Applied Science (B.A. S) degree from UCF.

To graduate from UCF's B.A.S. program, students will also have to fulfill the state's foreign language requirement which is as follows: Two years of the same high school foreign language or two semesters of the same college-level foreign language.

Diagnostic Medical Sonography

Associate in Science Degree

Limited Access

This program is designed to prepare the student for employment as a diagnostic medical sonographer. The sonographer should be skilled by academic and clinical training to perform ultrasound examinations under the supervision of a qualified physician.

Diagnostic Medical Sonography is a dynamic new field in the medical arena. It is presently being used to evaluate many soft tissue organs in the body. Some of these organs are the liver, gallbladder, kidneys, and pancreas. One of the most fascinating uses of diagnostic ultrasound is the examination and evaluation of the unborn child. With the most recent technical advances in ultrasound, the sonographer is now able to evaluate flow dynamics of many blood vessels of the fetus, pediatric and adult patient.

Properly trained sonographers are in demand in hospitals, clinics, doctor's offices, marketing, applications, and mobile services.

The program is accredited by the Commission on Accreditation of Allied Health Education Programs. Graduates are eligible to take the national certifying examinations administered by the American Registry of Diagnostic Medical Sonographers.

Diagnostic Medical Sonography is a limited access program. Admission to Valencia does not imply acceptance to the Diagnostic Medical Sonography Program; students must apply and be accepted into the program. General admission procedures for this program are found in the Admissions section of this catalog.

Program expenses are given in the Financial section of this catalog.

Admission requirements for the A.S. Degree in Diagnostic Medical Sonography are:

- Submit a completed Valencia Community College application
- Complete Diagnostic Medical Sonography Program Prerequisites for Admission with a minimum grade of "C"
- Student's official Valencia record must indicate degree-seeking status
- Have a minimum overall college GPA of 2.5 (including transfer work)
- Satisfy the college entry testing requirement and satisfactorily complete all mandatory courses in reading, student success, mathematics, English, and English for Academic Purposes in which you are placed
- Students must successfully complete the designated entrance test requirements for Health Sciences prior to submitting the Sonography application
- Submit a completed Valencia Diagnostic Medical Sonography program application

The program curriculum includes all courses that are required for the Diagnostic Medical Sonography Associate in Science Degree. A minimum grade of C must be achieved in all courses identified in the program curriculum, including courses required for admission. After being accepted in the Diagnostic Medical Sonography Program, the courses in the curriculum are progressive in nature, with one course building on the preceding course. Because of this progressive relationship, all courses in a term must be completed with a grade of C or better in order to continue to the next term. If a student achieves less than a C or withdraws, before or after the college deadline, from any course that is required for the Diagnostic Medical Sonography Associate in Science Degree, the student will not be allowed to continue in the program. Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor's degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice. Students are strongly encouraged to consult a Health Sciences advisor for assistance in determining the best education plan for their career goals.

Prerequisite:

Course	Title	Credits
+* BSC 2093C	Human Anatomy and Physiology I	4
	Total Credits	4

Year I

FALL TERM

Course	Title	Credits
+* SON 1000C	Introduction to Medical Sonography	3
+ HSC 1230C	Methods of Patient Care	2
+ HSC 1531	Medical Terminology	3
+* BSC 2094C	Human Anatomy and Physiology II	4
	Total Credits	12

SPRING TERM

Course	Title	Credits
+* SON 1001C	Fundamentals of Sonography	4
+* SON 1804	Clinical Sonography I	2
+* MAC 1105	College Algebra	3
+ RTE 2762	Sectional Anatomy	3
	Total Credits	12

SUMMER TERM

Course	Title	Credits
+* SON 1614	Acoustical Physics and Instrumentation I	3
+* SON 1112C	Abdominal Sonography	4
+* SON 1814	Clinical Sonography II	2
+* ENC 1101	Freshman Composition I	3
	Total Credits	12

Year II

FALL TERM

Course	Title	Credits
+* SON 2121	OB/GYN Sonography I	3
+* SON 2824	Clinical Sonography III	3
+* SON 2618	Acoustical Physics and Instrumentation II	3
+* SON 2150	Neurosonology and Superficial Structures	3
	Total Credits	12

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

SPRING TERM

Course	Title	Credits
+* SON 2122	OB/GYN Sonography II	3
+* SON 2834	Clinical Sonography IV	3
+* SON 2619	Acoustical Physics and Instrumentation III	2
+ PSY 1012	General Psychology	3
+ Humanities	(See A.S. Gen Ed Requirement)	3
	Total Credits	14

SUMMER TERM A

Course	Title	Credits
+* SON 2061	Seminar in Sonography	4
+* SON 2882	Medical Sonography Clinical Practicum	2
	Total Credits	6
	Total Degree Credits	72

NOTES:

All accepted applicants must be screened by the Florida Department of Law Enforcement for criminal history. Applicants for Valencia Community College Health Science Programs must be free of offenses that would disqualify them from a student clinical experience in a health care setting and must have their civil rights intact. This policy is in response to requirements by clinical agencies and State/Federal regulations.

Specialized program courses are offered on the West Campus.

General Education courses are in bold print in the course listing.

This A.S. degree is transferable to UCF's regional campuses offering the B.A.S. degree. Check with UCF regional offices for their local campus offerings. The degree may also be transferable to B.A.S. programs offered by USF and Daytona State College. Check with USF and Daytona State College for acceptance of this degree.

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To graduate from UCF's B.A.S. program, students will also have to fulfill the state's foreign language requirement which is as follows: Two years of the same high school foreign language or two semesters of the same college-level foreign language.

Digital Media For Video and Motion Graphics Associate in Science Degree

Combining classroom experience with real-world projects, this interdisciplinary program is designed for students seeking employment in digital video production, video editing, and motion graphics creation. Students create persuasive, informational, educational, and entertainment-based video, audio, and motion graphic content for use in multimedia, web, broadcast, and live event projects.

Students are prepared to become production assistants, web video editors, motion graphics artists, videographers, and multimedia specialists.

Graduates of specific programs at Orange County Tech Centers may be eligible for the award of credit in specific courses in this program. For

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information and requirements, visit the Valencia Web site at valenciacc.edu/asdegrees/tec.cfm to view the articulation agreement. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor's degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES

Course	Title	Credits
DIG 2100C	Web Essentials	
	or	
TPA 1380	Survey of Entertainment Technology	2
+ DIG 2000C	Introduction to Digital Media and Design	5
* DIG 2109C	Digital Imaging Fundamentals	3
+* DIG 2430C	Digital Storytelling	3
+* ART 1300C	Drawing I	3
+* GRA 1206C	Fundamentals of Typography	3
GRA 1413	Professional Development for Designers	1
* ENC 1101	Freshman Composition I	3
Humanities	(See A.S. Gen Ed Requirement)	3
Science or		
+* Mathematics	(See A.S. Gen Ed Requirement)	3
	Total Credits	29

INTERMEDIATE COURSES

Course	Title	Credits
POS 2041	U. S. Government	3
INP 1301	Psychology in Business and Industry	
	or	
^PSY 1012	General Psychology	3
+* DIG 2341C	Introduction to Motion Graphics	3
+* DIG 2030C	Digital Video and Sound	3
+* DIG 2500C	Fundamentals of Interactive Design	3
+* DIG 2302C	Introduction to 3D Motion Graphics	3
+ MUM 2630C	Sound for Media	3
+* GRA 2156C	Adobe Illustrator	3
	Total Credits	24

ADVANCED COURSES

Course	Title	Credits
+* DIG 2943	Internship in Digital Media	1
+* DIG 2284C	Advanced Digital Video and Sound	3
+* DIG 2950C	Digital Media Project	3
+* DIG 2580	Digital Media Portfolio Review	1
+* DIG 2342C	Advanced Motion Graphics	3
	Total Credits	11
	Total Degree Credits	64

NOTES:

Specialized program courses are offered on the East Campus; some of the courses are offered at other locations.

General Education courses are in bold print in the course listing.

This A.S. degree is transferable to UCF's regional campuses offering the B.A.S. degree. Check with UCF regional offices for their local campus offerings. The degree may also be transferable to B.A.S. programs offered by USF and Daytona State College. Check with USF and Daytona State College for acceptance of this degree.

Students will be required to take 36 credit hours of General Education courses to earn a Bachelor of Applied Science (B.A. S) degree from UCF.

To graduate from UCF's B.A.S. program, students will also have to fulfill the state's foreign language requirement which is as follows: Two years of the same high school foreign language or two semesters of the same college-level foreign language.

^If you are planning on enrolling in Ucf's Bachelor of Applied Science (B.A.S.) program, it is recommended that you take PSY 1012 General Psychology.

Digital Media Development

Technical Certificate

This program is designed to provide students with the skills required to create digital media presentations for Internet or CD/DVD delivery as well as other venues.

Course	Title	Credits
GRA 1413	Professional Development for Designers	1
+* DIG 2500C	Fundamentals of Interactive Design	3
DIG 2100C	Web Essentials	2
+* DIG 2430C	Digital Storytelling	3
* DIG 2109C	Digital Imaging Fundamentals	3
	Total Certificate Credits	12

NOTES:

All certificate courses are offered on East Campus; some courses are offered at other locations.

Digital Media Production

Technical Certificate

This program is designed to prepare students for initial employment as digital media production technicians. This basic-to-intermediate-level certificate provides students with the skills needed for the use of computer hardware and software and video equipment to create digital media and digital video projects.

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

Course	Title	Credits
+ DIG 2000C	Introduction to Digital Media	5
GRA 1413	Professional Development for Designers	1
+ MUM 2630C	Sound for Media Technology	3
* DIG 2109C	Digital Imaging Fundamentals	3
+* DIG 2030C	Digital Video and Sound	3
Total Certificate Credits		15

NOTES:

All certificate courses are offered on East Campus; some courses are offered at other locations.

Digital Media Video Production

Technical Certificate

This program is designed to provide students with the skills required to create digital video presentations for DVDs, Internet or live audiences as well as other venues. This certificate focuses on screenwriting, digital video production and post-production skills.

Course	Title	Credits
* DIG 2430	Digital Storytelling	3
+* DIG 2030C	Digital Video and Sound	3
+* DIG 2284C	Advanced Digital Video and Sound	3
+* DIG 2341C	Introduction to Motion Graphics	3
Total Certificate Credits		12

NOTE:

All certificate courses are offered on the East Campus.

Digital Media Web Production

Technical Certificate

This program is designed to prepare students for initial employment as Web production assistants or to provide supplemental training for those already employed in the field. This basic-to-intermediate-level certificate provides students with the skills needed for computer operations, digital media production and image manipulation to create Web projects.

Course	Title	Credits
DIG 2100C	Web Essentials	2
GRA 1413	Professional Development for Designers	1
* DIG 2109C	Digital Imaging Fundamentals	3
+ DIG 2500C	Fundamentals of Interactive Design	3
+* DIG 2341C	Introduction to Motion Graphics	3
+* DIG 2030C	Digital Video and Sound	3
Total Certificate Credits		15

NOTES:

All certificate courses are offered on the East Campus; some courses are offered at other locations.

Specialized courses may not be offered every session or on every campus.
 + This course must be completed with a grade of C or better.
 * This course has a prerequisite; check description in Valencia catalog.

Digital Video Editing and Post-Production

Technical Certificate

This program is designed to prepare students for employment as video production or post-production assistants or to provide supplemental training for those already employed in the field. This certificate provides students with the skills needed for video production, editing, post-production and image manipulation.

Course	Title	Credits
+ DIG 2000C	Introduction to Digital Media and Design	5
GRA 1413	Professional Development for Designers	1
* DIG 2109C	Digital Imaging Fundamentals	3
* DIG 2430	Digital Storytelling	3
+* DIG 2030C	Digital Video and Sound	3
+* DIG 2284C	Advanced Digital Video and Sound	3
+* DIG 2341C	Introduction to Motion Graphics	3
+* DIG 2342C	Advanced Motion Graphics	3
Total Certificate Credits		24

NOTES:

All certificate courses are offered on East Campus; some courses are offered at other locations.

Digital Video Fundamentals

Technical Certificate

This program is designed to prepare students for initial employment as video or audio visual technicians. This basic-to-intermediate-level certificate provides students with the skills needed for computer operations, video production, audio visual production and lighting to create video projects for Web, broadcast or industrial use.

Course	Title	Credits
+ DIG 2000C	Introduction to Digital Media and Design	5
GRA 1413	Professional Development for Designers	1
+* DIG 2030C	Digital Video and Sound	3
+ MUM 2630C	Sound for Media	3
Total Certificate Credits		12

NOTES:

All certificate courses are offered on East Campus; some courses are offered at other locations.

Drafting and Design Technology

Associate in Science Degree

This program is designed to train technicians to assist engineers by translating ideas, rough sketches, specifications and calculations into complete and accurate working drawings. In addition, instruction is given in three CADD (Computer Aided Drafting and Design) courses which prepares the student for employment with institutions using computer assisted engineering and design.

Graduates of specific programs at Orange County Tech Centers and TECO may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at valenciacc.edu/asdegrees/tec.cfm to view the articulation agreement. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor's degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES

Course	Title	Credits
+* ENC 1101	Freshman Composition I	3
ETD 1031C	Introduction to Construction/ Drafting Technology	2
ETD 1100C	Engineering Drawing	3
MTB 2321	Technical Mathematics	4
Humanities Science or	(See A.S. Gen Ed Requirement)	3
+* Mathematics	(See A.S. Gen Ed Requirement)	3
Social Science	(See A.S. Gen Ed Requirement)	3
Gen Ed Elective	(See A.S. Gen Ed Requirement)	3
	Total Credits	24

INTERMEDIATE COURSES

Course	Title	Credits
* SUR 1101C	Basic Surveying and Measurements (Surveying I)	4
* ETD 1701	Mechanical Drafting I	3
ETC 1251	Engineering Materials and Processes	4
ETD 1320	Introduction to CADD	3
* TAR 1120C	Architectural Drawing I Drafting and Design Technology Elective(s)	4 3
	Total Credits	21

ADVANCED COURSES

Course	Title	Credits
* ETD 2614	Electromechanical Drafting	4
* ETD 1340	Advanced CADD	3
* ETD 2731	Mechanical Drafting II	3
* BCN 2405	Statics and Strengths of Materials	4
* ETD 2355	3-D CADD	3
	Total Credits	17
	Total Degree Credits	62

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

DRAFTING AND DESIGN TECHNOLOGY ELECTIVES

The Electives requirement may be satisfied with any course(s) in the Course Descriptions section of the Valencia Catalog with the subject prefix of BCN, BCT, ETC, ETD, ETM, SUR or TAR.

NOTES:

All specialized program courses are offered on the West Campus; some specialized courses are offered at other locations.

General Education courses are in bold print in the course listing.

This A.S. degree is transferable to UCF's regional campuses offering the B.A.S. degree. Check with UCF regional offices for their local campus offerings. The degree may also be transferable to B.A.S. programs offered by USF and Daytona State College. Check with USF and Daytona State College for acceptance of this degree.

Students will be required to take 36 credit hours of General Education courses to earn a Bachelor of Applied Science (B.A. S) degree from UCF.

To graduate from UCF's B.A.S. program, students will also have to fulfill the state's foreign language requirement which is as follows: Two years of the same high school foreign language or two semesters of the same college-level foreign language.

Drafting with Specializations in:

Architectural Drafting

Mechanical Drafting

Surveying Drafting

Technical Certificate

This program is designed to prepare individuals for entry-level positions in architectural, mechanical, and surveying drafting that require computer-aided drafting skills. The content prepares the student to draw, dimension, and print drawings by computer in the respective specialization area.

FOUNDATION COURSES

Course	Title	Credits
ETD 1100C	Engineering Drawing	3
ETD 1320	Introduction to CADD	3
* ETD 1340	Advanced CADD	3
MTB 2321	Technical Mathematics	4
	Specialization Electives (All from the Same Specialization)	11
	Total Certificate Credits	24

ARCHITECTURAL DRAFTING SPECIALIZATION ELECTIVES

Course	Title	Credits
BCN 1272	Construction Blueprint Reading	3
* BCN 2941	Internship Exploration in Construction	1-4
* BCT 2770	Building Construction Estimating	4
* ETD 2332	Customizing and Directories - CADD	3
* ETD 2355	3-D CADD	3
ETC 1251	Engineering Materials and Processes	4
SUR 2390	Introduction to Geographic Information Systems	4
* TAR 1120C	Architectural Drawing I	4
* TAR 2033C	Architectural Design	3

MECHANICAL DRAFTING SPECIALIZATION ELECTIVES		
Course	Title	Credits
* ETD 1701	Mechanical Drafting I	3
* ETD 2332	Customizing and Directories - CADD	3
* ETD 2355	3-D CADD	3
* ETD 2614	Electromechanical Drafting	4
* ETD 2731	Mechanical Drafting II	3
* ETD 2941	Internship Exploration in Drafting and Design	1-4
SUR 2390	Introduction to Geographic Information Systems	4

SURVEYING DRAFTING SPECIALIZATION ELECTIVES		
Course	Title	Credits
ETD 1328C	Introduction to Microstation	4
* SUR 1101C	Basic Surveying and Measurements (Surveying I)	4
* SUR 2202C	Highway Drafting and Route Design	4
SUR 2390	Introduction to Geographic Information Systems	4
* SUR 2460	Subdivisions	3
* SUR 2640	Advanced Surveying Computations (Surveying III)	4
* SUR 2941	Internship Exploration in Surveying	1-4

NOTES:

All certificate courses are offered on the West Campus; some courses are offered at other locations.

**Drafting - AutoCAD
Technical Certificate**

This program is designed for a professional or entry-level individual in a technical area that requires computer-aided drafting skills. The content prepares the student to draw, dimension, and print technical drawings by computer.

FOUNDATION COURSES

Course	Title	Credits
ETD 1100C	Engineering Drawing	3
ETD 1320	Introduction to CADD	3
* ETD 1340	Advanced CADD	3
	Drafting Electives	6
	Total Certificate Credits	15

DRAFTING - AUTOCAD ELECTIVES

Course	Title	Credits
* ETD 1701	Mechanical Drafting I	3
* ETD 2332	Customizing and Directories - CADD	3
* ETD 2355	3-D CADD	3
* ETD 2614	Electromechanical Drafting	4
* ETD 2731	Mechanical Drafting II	3
* ETD 2942	Internship in Drafting and Design Technology	1-4
MTB 2321	Technical Mathematics	4
* SUR 1101C	Basic Surveying and Measurements (Surveying I)	4
* SUR 2202C	Highway Drafting and Route Design	4

Specialized courses may not be offered every session or on every campus.
 + This course must be completed with a grade of C or better.
 * This course has a prerequisite; check description in Valencia catalog.

SUR 2390	Introduction to Geographic Information Systems	4
* TAR 1120C	Architectural Drawing I	4
* TAR 2033C	Architectural Design	3

NOTES:

All certificate courses are offered on the West Campus; some courses are offered at other locations.

Electronics Engineering Technology with Specializations in:

- Electronics**
- Laser and Photonics**
- Robotics and Simulation**
- Telecommunication and Wireless**

Associate in Science Degree

This program is designed to produce highly-skilled technicians capable of assisting in the design, production, operation and servicing of electronics, optics, photonics, lasers, telecommunication and wireless systems and equipment. The specializations will provide an up-to-date curriculum in electronics engineering, lasers and photonics, and telecommunication and wireless technology. Valencia is a Center of Electronics Emphasis in Florida and is equipped with special test equipment and advanced laboratories which provide the latest in hands-on experience.

Graduates of specific programs at Orange County Tech Centers may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at valenciac.edu/asdegrees/tec.cfm to view the articulation agreement. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor's degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES

Course	Title	Credits
+ * ENC 1101	Freshman Composition I	3
^ MTB 1329C	Mathematics for Electronics	3
^ ^{A1} CET 2178C	A+ Concepts (Hardware)	3
^ CET 2486C	Local Area Networks	3
^ * CET 2112C	Digital Systems I	3
^ EET 1214C	Introduction to Engineering Technology	2
Humanities	(See A.S. Gen Ed Requirement)	3
Science	or	
+ * Mathematics	(See A.S. Gen Ed Requirement)	3
Social Science	(See A.S. Gen Ed Requirement)	3
Gen Ed		
Elective	(See A.S. Gen Ed Requirement)	3
	Total Credits	29

INTERMEDIATE COURSES

Course	Title	Credits
^ * CET 2113C	Digital Systems II	3
* CET 2123C	Fundamentals of Microprocessors	3
* EET 1015C	Fundamentals of DC Circuits	
	and	
* EET 1025C	Fundamentals of AC Circuits	
	or	
* EET 1036C	Fundamentals of DC and AC Circuits	6
* EET 1141C	Semiconductor Devices and Circuits	3
	Total Credits	15

Electronics Specialization

Course	Title	Credits
* EST 1210	Introduction to Photonics	3
* EET 2142C	Integrated Circuits	3
* EST 2511C	Electromechanical Systems	3
* EET 2325C	RF Communication	3
* EET 2365C	Wireless and Data Communication	3
* EST 2673C	Programmable Logic Controllers	3
	Electronics Engineering Technology	
	Electives	6
	Total Credits	24
	Total Degree Credits	68

Laser and Photonics Specialization

Course	Title	Credits
* EST 1210	Introduction to Photonics	3
^ * EST 2220C	Introduction to Fiber Optics	3
* EST 2221C	Introduction to Electro-Optical Devices	3
* EST 2230	Introduction to Lasers	3
* EET 2325C	RF Communication	3
* EET 2365C	Wireless and Data Communication	3
	Electronics Engineering Technology	
	Electives	6
	Total Credits	24
	Total Degree Credits	68

Specialized courses may not be offered every session or on every campus.
 + This course must be completed with a grade of C or better.
 * This course has a prerequisite; check description in Valencia catalog.

Robotics and Simulation Specialization

Course	Title	Credits
* EST 1603	Fundamentals of Robotics and Simulation	3
* EST 2275	Modeling and Simulation	3
* EST 2511C	Electromechanical Systems	3
* EST 2604	Robotics Applications	3
* EST 1610	Principles of Virtual Reality	3
* EST 2673C	Programmable Logic Controllers	3
	Electives	6
	Total Credits	24
	Total Degree Credits	68

Telecommunication and Wireless Specialization

Course	Title	Credits
* EST 1210	Introduction to Photonics	3
^ * CET 2854	Wireless Networks	3
^ * CET 2675	Voice Over IP	4
* EET 2325C	RF Communication	3
* EET 2365C	Wireless and Data Communication	3
^ * EST 2220C	Introduction to Fiber Optics	3
	Electronics Engineering Technology	
	Electives	5
	Total Credits	24
	Total Degree Credits	68

ELECTRONICS ENGINEERING TECHNOLOGY ELECTIVES

The Electives requirement may be satisfied with any course(s) in the Course Descriptions section of the Valencia catalog with the subject prefix of CET, EET or EST or SLS 1303 Job Search.

NOTES:

^{A1}This is a required course leading to A+ Certification.

Specialized program courses are offered on the West Campus.

General Education courses are in bold print in the course listing.

This A.S. degree is transferable to UCF's regional campuses offering the B.A.S. degree. Check with UCF regional offices for their local campus offerings. The degree may also be transferable to B.A.S. programs offered by USF and Daytona State College. Check with USF and Daytona State College for acceptance of this degree.

Students will be required to take 36 credit hours of General Education courses to earn a Bachelor of Applied Science (B.A. S) degree from UCF.

To graduate from UCF's B.A.S. program, students will also have to fulfill the state's foreign language requirement which is as follows: Two years of the same high school foreign language or two semesters of the same college-level foreign language.

Basic Electronics Technician Technical Certificate

This program is designed to prepare individuals for employment as electrical and electronics technicians, electronic testers or in related occupations in electronics. This program includes the basic electronics competencies as identified by the electronics industry as prerequisite for all technical programs. This program prepares individuals to assemble, install, operate, maintain, troubleshoot and repair basic electronic equipment used in industry. It also prepares students to enter advanced training and education in specialized

electronics-related fields. The content includes, but is not limited to, DC and AC circuits and digital systems. Integrated into this content will be communication, leadership, human relations, and employability skills; safe and efficient work practices; use of circuit diagrams and schematics; soldering; laboratory practices; and technical recording and reporting.

Course	Title	Credits
^ EET 1214C	Introduction to Engineering Technology	2
^ MTB 1329C	Mathematics for Electronics	3
* EET 1015C	Fundamentals of DC Circuits and	
* EET 1025C	Fundamentals of AC Circuits or	
* EET 1036C	Fundamentals of DC and AC Circuits	6
^* CET 2112C	Digital Systems I	3
Total Certificate Credits		14

NOTE:

All certificate courses are offered on the West Campus.

Laser and Photonics Technician

Technical Certificate

This program is designed to prepare individuals for employment as laser and optics technicians or in related occupations in laser and optics. This program includes the basic competencies as identified by the laser and optics industry. This program prepares individuals to assemble, install, operate, maintain, troubleshoot and repair basic laser and optical devices and equipment used in industry and prepares individuals to enter advanced training and education in specialized laser and optics-related fields. The content includes, but is not limited to, laser circuits, electro-optical devices and circuits, DC and AC circuits. Integrated into this content will be communication, leadership, human relations, and employability skills; safe and efficient work practices; use of circuit diagrams and schematics; soldering; laboratory practices; and technical recording and reporting.

Course	Title	Credits
* EST 1210	Introduction to Photonics	3
^ * EST 2220C	Introduction to Fiber Optics	3
* EST 2221C	Introduction to Electro-Optical Devices	3
* EST 2230	Introduction to Lasers	3
Total Certificate Credits		12

NOTE:

All certificate courses are offered on the West Campus.

Robotics and Simulation Technician

Technical Certificate

This program prepares individuals to install, maintain and troubleshoot general robot systems and simulators. Graduates of this technical program will be prepared to enter advanced training and education in specialized Robotics and Simulation related fields. The content includes, but is not limited to: Robotic Applications, Modeling and Simulation, and Virtual Reality Environment. Integrated into this program will be communications skills, leadership skills, human relations skills, employability skills, safe and efficient work practices, use of circuit diagrams and schematics, laboratory practices and technical recording and reporting.

Course	Title	Credits
* EST 1603	Fundamentals of Robotics and Simulation	3
* EST 2275	Modeling and Simulation	3
* EST 2604	Robotics Applications	3
* EST 1610	Principles of Virtual Reality	3
Total Certificate Credits		12

NOTE:

All certificate courses are offered on the West Campus.

Wireless and IP Communication Technician

Technical Certificate

This program is designed to prepare individuals for employment as communications engineering technicians, network technicians, wireless network operations specialists, IP (Internet Protocol) technicians or in related occupations in communications. The program content includes, but is not limited to, basic computer and networking skills, network communication systems, telephony, and wireless communication systems. Integrated into this content will be communication, leadership, human relations, and employability skills; safe and efficient work practices; use of circuit diagrams and schematics; soldering; laboratory practices; and technical recording and reporting.

Course	Title	Credits
^ EET 1214C	Introduction to Engineering Technology	2
^ MTB 1329C	Mathematics for Electronics	3
^ * CET 2486C	Local Area Networks	3
^ * CET 2675	Voice Over IP	4
^ * CET 2854	Wireless Networks	3
Total Certificate Credits		15

NOTE:

All certificate courses are offered on West Campus; some are offered at other locations.

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

^ These courses are common with the Computer Engineering Technology degree.

continued

Emergency Medical Services Technology

Associate in Science Degree

EMT (Emergency Medical Technology) Applied Technology Diploma

Paramedic Technology Technical Certificate

Limited Access

This program adheres to all current standards and regulations established by the U.S. Department of Transportation, the State of Florida Department of Health/Bureau of Emergency Medical Services, and the Committee on Accreditation of Educational Programs for the Emergency Medical Services Profession.

The EMS Degree program is designed for students who desire a career in out-of-hospital emergency medicine. The program will prepare the student for state board certification or national registry as an emergency medical technician and a paramedic. Through a comprehensive program consisting of theory, clinical and field internship, the student will develop skills for assuming the role of basic and advanced life support provider. Students must successfully complete the state board certification for Emergency Medical Technician before they take any advanced courses or before they are eligible for the state paramedic examination.

Emergency Medical Technology (EMT) Diploma and Paramedic Certificate students are encouraged to continue their studies for the A.S. Degree. To earn the Emergency Medical Services (EMS) Degree, a student must complete the EMT Diploma and the Paramedic Certificate as well as the General Education and Elective Component.

General admission procedures for this program are found in the Admissions section of this catalog. The Health Sciences Division provides information about specific admission criteria.

Program expenses are given in the Financial section of this catalog.

The EMT Applied Technology Diploma is an open enrollment program. Courses are corequisites. Students must register for the 11 required credits and complete in one semester.

The Paramedic Certificate is a limited access program. Admission to Valencia does not imply acceptance to the Paramedic Certificate Program; students must apply and be accepted into the program.

Florida-certified paramedics who have completed a Florida-approved paramedic program will receive, through transfer, applicable credits for Valencia's Paramedic Certificate Program.

Admission requirements for the A.S. Degree in Emergency Medical Services Technology are:

- Submit a completed Valencia Community College application
- Submit a verification of current Florida EMT license
- Have a minimum overall college GPA of 2.0 (including transfer work)

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

^ These courses are common with the Computer Engineering Technology degrees.

- Satisfy the college entry testing requirements and satisfactorily complete all mandatory courses in reading, student success, mathematics, English, English for Academic Purposes in which you are placed
- Submit a completed Valencia Paramedic Program application

A minimum grade of C is required in all courses to meet prerequisite and graduation requirements. Any student admitted to the EMS program who fails or withdraws from any two EMS courses (can be the same course or two different courses) must petition the Health Science EMS Program Committee for re-evaluation and readmission. Students will be allowed to petition no more than one time.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor's degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a Health Sciences advisor for assistance in determining the best education plan for their career goals.

EMT Applied Technology Diploma (ATD)

Course	Title	Credits
+ EMS 1119	¹ Fundamentals of Emergency Medical Technology	5
+ EMS 1119L	¹ Fundamentals of Emergency Medical Technology Practice	3
+ EMS 1431	¹ Emergency Medical Technician Clinical Practicum	3
	Total Credits	11

Paramedic Technology Certificate

Course	Title	Credits
+ BSC 1084	² Essentials of Human Structure and Function	3
+* EMS 2603	Paramedic I	4
+ EMS 2603L	Paramedic I Laboratory	3
+ EMS 2666	Paramedic I Clinical	4
+* EMS 2604	Paramedic II	5
+ EMS 2604L	Paramedic II Laboratory	3
+ EMS 2667	Paramedic II Clinical	4
+* EMS 2647	Endotracheal Intubation	3
+* EMS 2605	Paramedic III	2
+ EMS 2605L	Paramedic III Laboratory	2
+ EMS 2668	Paramedic III Clinical	4
+* EMS 2659	Paramedic IV (Provisional Field Internship)	5
	Total Credits	42

General Education and Elective Component

Course	Title	Credits
+* ENC 1101	Freshman Composition I	3
+* Humanities	(See A.S. Gen Ed Requirement)	3
+ POS 2041	U.S. Government	3
+ PSY 1012	General Psychology	3
+ SPC 1608	Fundamentals of Speech	3
+	Electives	5

Total Credits	20
EMT ATD Courses	11
Paramedic Certificate Courses	42
Total Degree Credits	73

NOTES:

All accepted applicants must be screened by the Florida Department of Law Enforcement for criminal history. Applicants for Valencia Community College Health Science Programs must be free of offenses that would disqualify them from a student clinical experience in a health care setting and must have their civil rights intact. This policy is in response to requirements by clinical agencies and State/Federal regulations.

¹ Courses needed for State EMT Certification.

² It is recommended that BSC 1084 be taken prior to admission to the Paramedic Technology Certificate program.

EMT courses and Paramedic courses are offered on the Osceola and West Campuses.

General Education courses are in bold print in the course listing.

This A.S. degree is transferable to UCF's regional campuses offering the B.A.S. degree. Check with UCF regional offices for their local campus offerings. The degree may also be transferable to B.A.S. programs offered by USF and Daytona State College. Check with USF and Daytona State College for acceptance of this degree.

Students will be required to take 36 credit hours of General Education courses to earn a Bachelor of Applied Science (B.A. S) degree from UCF.

To graduate from UCF's B.A.S. program, students will also have to fulfill the state's foreign language requirement which is as follows: Two years of the same high school foreign language or two semesters of the same college-level foreign language.

Entertainment Design and Technology with Specializations in:

Live Show Production Production Design Associate in Science Degree

This program is designed to produce skilled designers and technicians for live entertainment and theatrical events. Students will specialize in Production Design or Live Show Production. The curriculum will prepare students to function independently or as part of a production team in the preparation and production of live shows for concerts, theatre, theme parks, and corporate presentations.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor's degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES

Course	Title	Credits
+* ENC 1101	Freshman Composition I	3
THE 1020	Introduction to Theatre	3
TPA 1380	Survey of Entertainment Technology	2
TPA 1200	Basic Stagecraft	4
TPA 1230	Costume Techniques and Wardrobe Practices	
	or	
TPA 1248	Makeup for the Stage	3
INP 1301	Psychology in Business and Industry	
	or	
^ PSY 1012	General Psychology	3
	or	
+ * Mathematics (See A.S. Gen Ed Requirement)		3
	Total Credits	21

INTERMEDIATE COURSES

Course	Title	Credits
TPA 2250	Computer Assisted Drafting for the Entertainment Industry	3
POS 2041	U.S. Government	3
TPA 2260	Introduction to Audio Production	4
TPA 2220	Introduction to Stage Lighting	4
* TPA 2221	Advanced Stage Lighting	4
TPA 2000	Creative Design for the Theatre	3
	Total Credits	21

Live Show Production Specialization

Course	Title	Credits
TPA 1202	Fundamentals of Entertainment Technology	3
* MUM 1662	Live Sound Techniques	3
TPA 2252	Introduction to Audio Visual Technology	3
* TPA 2279	Advanced Audio Visual Technology	3
TPA 2290	¹ Technical Theatre Production	6
* TPA 2292	Advanced Technical Production	3
* TPA 2942	Internship in Theatre	1
	Total Credits	22
	Total Degree Credits	64

Production Design Specialization

Course	Title	Credits
* TPA 2030	Lighting Design for Live Entertainment	3
* TPA 2060	Principles of Scenery Design	3
TPP 2300	Directing I	3
THE 2304	Script Analysis	3
TPA 2290	Technical Theatre Production	3
* TPA 2292	² Advanced Technical Production	6
* TPA 2942	Internship in Theatre	1
	Total Credits	22
	Total Degree Credits	64

NOTES:

¹ TPA 2290 must be repeated for a total of 6 credit hours.

² TPA 2292 must be repeated for a total of 6 credit hours.

Specialized program courses are offered on the East Campus.

General Education courses are in bold print in the course listing.

This A.S. degree is transferable to UCF's regional campuses offering the B.A.S. degree. Check with UCF regional offices for their local campus offerings. The degree may also be transferable to B.A.S. programs offered by USF and Daytona State College. Check with USF and Daytona State College for acceptance of this degree.

Students will be required to take 36 credit hours of General Education courses to earn a Bachelor of Applied Science (B.A. S) degree from UCF.

To graduate from UCF's B.A.S. program, students will also have to fulfill the state's foreign language requirement which is as follows: Two years of the same high school foreign language or two semesters of the same college-level foreign language.

[^]If you are planning on enrolling in UCF's Bachelor of Applied Science (B.A.S.) program, it is recommended that you take PSY 1012 General Psychology.

Entertainment – Stage Technology

Technical Certificate

This program is designed to provide students with the foundation skills required to begin working in Central Florida's live entertainment industry. The program focuses on stagecraft, lighting, audio and production for theatre, concerts, theme parks and industrial theatre.

Course	Title	Credits
TPA 1200	Basic Stagecraft	4
TPA 1380	Survey of Entertainment Technology	2
TPA 2220	Introduction to Stage Lighting	4
TPA 2260	Introduction to Audio Production	4
TPA 2290	Technical Theatre Production	3
Total Certificate Credits		17

NOTE:

All certificate courses are offered on the East Campus.

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

Film Production Technology with

Specializations in:

Cinematography

Post-Production

Associate in Science Degree

Advanced Courses – Limited Access

This program is designed to prepare individuals for entry-level positions in Cinematography or Post-Production. Emphasis is placed upon developing production-related skills in the following areas: camera, grip, electrical, sound, editing and set construction. Technical prerequisite courses are designed to develop fundamental technical skills and broaden future placement possibilities.

The Advanced Courses portion of this degree is limited access and requires successful completion of the technical prerequisite courses and then submission of a separate application as part of the admission process. A second method of admission to the Advanced Courses requires the applicant to submit, with the application, a resume detailing his/her professional experiences that justifies a waiver of the technical prerequisite courses. Further information is found in the Admissions section of this catalog.

Following are the technical prerequisite courses that must be completed successfully prior to application to the Advanced Courses:

TECHNICAL PREREQUISITE COURSES

- TPA 1380
- TPA 1200
- FIL 1420
- TPA 2260
- TPA 2220
- TPA 2290

SELECTIVE ADMISSION ADVANCED COURSES

Common Core

- FIL 2552
- FIL 2580
- FIL 2432C - Repeated three times

Cinematography Specialization

- FIL 2461
- FIL 2450
- FIL 2505
- FIL 2537

Post-Production Specialization

- FIL 2561
- FIL 2543

Students are strongly encouraged to complete all Foundation and Intermediate Courses before applying to the Advanced Courses.

Enrollment in the Advanced Courses of this program will require a one year, full-time commitment. The Advanced Courses are taught as a series of master classes or "intensives" which may not conform to normal class scheduling or to the Academic Calendar in the online official catalog.

Students who fail or withdraw from an Advanced Course or withdraw from the program are not guaranteed readmission in the Advanced Courses.

Program expenses are given in the Financial section of this catalog.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor's degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES

Course	Title	Credits
+* ENC 1101	Freshman Composition I	3
ENG 2100	Introduction to Film	
	or	
THE 1020	Introduction to Theatre	3
TPA 1380	Survey of Entertainment Technology	2
TPA 1200	Basic Stagecraft	4
FIL 1420	Introduction to the Film Process	3
	Science or	
+* Mathematics	(See A.S. Gen Ed Requirement)	3
	Total Credits	18

INTERMEDIATE COURSES

Course	Title	Credits
POS 2041	U.S. Government	3
TPA 2260	Introduction to Audio Production	4
TPA 2220	Introduction to Stage Lighting	4
TPA 2290	Technical Theatre Production	3
	Gen Ed	
Elective	(See A.S. Gen Ed Requirement)	3
	Total Credits	17

ADVANCED COMMON CORE COURSES

Course	Title	Credits
* FIL 2552	Film Editing	3
* FIL 2580	Film Camera Techniques	3
* FIL 2432C	Film Production	3
	(Repeated 3 times-4 Credits each)	12
	Total Credits	18

Cinematography Specialization

Course	Title	Credits
* FIL 2450	Film Gripping	3
* FIL 2537	Film Sound	3
* FIL 2505	Film Lighting	3
* FIL 2461	Art of Cinematography	2
	Total Credits	11

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

Post-Production Specialization

Course	Title	Credits
* FIL 2100	Screenwriting	3
* FIL 2543	Post-Production/Sound for Motion Pictures	4
* FIL 2561	Advanced Editing	4
	Total Credits	11
	Total Degree Credits	64

NOTES:

Specialized program courses are offered on the East Campus.

General Education courses are in bold print in the course listing.

This A.S. degree is transferable to UCF's regional campuses offering the B.A.S. degree. Check with UCF regional offices for their local campus offerings. The degree may also be transferable to B.A.S. programs offered by USF and Daytona State College. Check with USF and Daytona State College for acceptance of this degree.

Students will be required to take 36 credit hours of General Education courses to earn a Bachelor of Applied Science (B.A. S) degree from UCF.

To graduate from UCF's B.A.S. program, students will also have to fulfill the state's foreign language requirement which is as follows: Two years of the same high school foreign language or two semesters of the same college-level foreign language.

Film – Motion Picture Post-Production

Advanced Technical Certificate

This program is designed for individuals who previously have received degrees or training for advanced positions in motion picture post-production. Emphasis is placed upon developing post-production skills in sound, editing and mixing. Courses are designed to develop advanced technical/artistic skills and broaden future career advancement possibilities.

Students who enroll in this certificate program of study must have at least an Associate in Arts Degree, an Associate in Science Degree or the equivalent as determined and approved by the East Campus Humanities, Foreign Language and Visual and Performing Arts Division.

Course	Title	Credits
+ FIL 2571	Post-Production/Picture	4
+ FIL 2543	Post-Production/Sound for Motion Pictures	4
+ FIL 2544	Post-Production/Surround Sound Mix	4
	Total Certificate Credits	12

NOTES:

All certificate courses are offered on the East Campus.

Graphics Technology with Specializations in:

Graphic Design

Interactive Design

Associate in Science Degree

By providing students with theoretical and classroom experience which closely parallels on-the-job activities, this program prepares students for careers in the graphics industry. Two specializations are available within the program: Graphic Design and Interactive Design. Graphic Design

prepares students for employment as designers, graphic artists and computer graphic designers. Interactive Design prepares students for employment in areas of entry-level multimedia graphics and Web page design.

Graduates of specific programs at Orange County Tech Centers may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at valenciacc.edu/asdegrees/tec.cfm to view the articulation agreement. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor's degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequences as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES

Course	Title	Credits
+* ENC 1101	Freshman Composition I	3
+ GRA 1142C	Graphic Design Essentials	5
ART 1201C	Design I	3
ART 1300C	Drawing I	3
ARH 1000	The Visual Arts Today	
	or	
ARH 2050	Introduction to Art History I	3
INP 1301	Psychology in Business and Industry	
	or	
^PSY 1012	General Psychology	3
Science or		
+* Mathematics	(See A.S. Gen Ed Requirement)	3
POS 2041	U.S. Government	3
+ GRA 1413	Professional Development for Designers	1
	Total Credits	27

INTERMEDIATE COURSES

Course	Title	Credits
+* GRA 2156C	Adobe Illustrator	3
+* GRA 1206C	Fundamentals of Typography	3
+* GRA 2201C	Electronic Imaging	3
	Total Credits	9

ADVANCED COURSES

Course	Title	Credits
+* GRA 2141C	Web Page Design	3
+* DIG 2500C	Fundamentals of Interactive Design	3
+* GRA 1951C	Portfolio Review	1
+* GRA 2942	Internship in Graphics	1
	Total Credits	8

Graphic Design Specialization

FOUNDATION COURSES

Course	Title	Credits
+ GRA 1933	Fundamentals of Creative Thinking	2
	Total Credits	2

INTERMEDIATE COURSES

Course	Title	Credits
+* GRA 1203C	Layout, Design and Copy Preparation	3
+* GRA 2310C	Graphic Reproduction Processes	3
+* GRA 2151C	Illustrating	3
	Total Credits	9

ADVANCED COURSES

Course	Title	Credits
+* GRA 2113C	Advanced Graphic Design I	3
+* GRA 2182C	Advanced Graphic Design II	3
+* GRA 2121C	Publication Design	3
	Total Credits	9
	Total Degree Credits	64

Interactive Design Specialization

FOUNDATION COURSES

Course	Title	Credits
DIG 2100C	Web Essentials	2
	Total Credits	2

INTERMEDIATE COURSES

Course	Title	Credits
+* GRA 2160C	Computer Animation	3
+* DIG 2030C	Digital Video and Sound	3
	Total Credits	6

ADVANCED COURSES

Course	Title	Credits
+* GRA 2143C	Advanced Web Page Design	3
+* GRA 2207C	Advanced Image Editing	3
+* GRA 2723C	CSS Design	3
+* GRA 2132C	Advanced Interactive Design	3
	Total Credits	12
	Total Degree Credits	64

NOTES:

The majority of specialized program courses are offered on the East Campus; some specialized courses are offered at other locations.

General Education courses are in bold print in the course listing.

This A.S. degree is transferable to UCF's regional campuses offering the B.A.S. degree. Check with UCF regional offices for their local campus offerings. The degree may also be transferable to B.A.S. programs offered by USF and Daytona State College. Check with USF and Daytona State College for acceptance of this degree.

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

Students will be required to take 36 credit hours of General Education courses to earn a Bachelor of Applied Science (B.A. S) degree from UCF.

To graduate from UCF's B.A.S. program, students will also have to fulfill the state's foreign language requirement which is as follows: Two years of the same high school foreign language or two semesters of the same college-level foreign language.

^If you are planning on enrolling in Ucf's Bachelor of Applied Science (B.A.S.) program, it is recommended that you take PSY 1012 General Psychology.

Graphic Design Production

Technical Certificate

This program is designed to provide students with the skills required to produce layouts, imagery, and designs for print, advertising design and Web design. The certificate focuses on the application of good design principles and the utilization of industry-standard production techniques as well as software and hardware at an intermediate to advanced level.

Course	Title	Credits
+ GRA 1142C	Graphic Design Essentials	5
+ GRA 1413	Professional Development for Designers	1
+ ART 1201C	Design I	3
+ ART 1300C	Drawing I	3
+* GRA 1203C	Layout, Design and Copy Preparation	3
+* GRA 1206C	Fundamentals of Typography	3
+* GRA 2156C	Adobe Illustrator	3
+* GRA 2201C	Electronic Imaging	3
Total Certificate Credits		24

NOTE:

A minimum grade of C is required in all courses to meet prerequisite and completion requirements.

Graphic Design Support

Technical Certificate

This program is designed to provide students with the skills required to create layouts and graphics for design projects for design or presentation projects for print, basic Web or interactive media venues. The certificate focuses on the application of good design principles and the utilization of industry-standard production techniques as well as software and hardware at an intermediate level.

Course	Title	Credits
+ GRA 1142C	Graphic Design Essentials	5
+ GRA 1413	Professional Development for Designers	1
+ ART 1201C	Design I	3
+* GRA 1203C	Layout, Design and Copy Preparation	3
+* GRA 1206C	Fundamentals of Typography	3
Total Certificate Credits		15

NOTE:

A minimum grade of C is required in all courses to meet prerequisite and completion requirements.

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

Graphics - Interactive Design Production

Technical Certificate

This program is designed to provide students with the skills required to create images, Web design and interactive media for the Internet or CD/DVD ROM delivery and similar venues. The certificate focuses on the application of appropriate production techniques and the use of industry-standard software and hardware at an intermediate to advanced level.

Course	Title	Credits
+ GRA 1142C	Graphic Design Essentials	5
+ GRA 1413	Professional Development for Designers	1
+* DIG 2030C	Digital Video and Sound	3
+ ART 1300C	Drawing I	3
+* DIG 2500C	Fundamentals of Interactive Design	3
+* GRA 2141C	Web Page Design	3
+* GRA 2156C	Adobe Illustrator	3
+* GRA 2201C	Electronic Imaging	3
Total Certificate Credits		24

NOTE:

A minimum grade of C is required in all courses to meet prerequisite and completion requirements.

Graphics - Interactive Design Support

Technical Certificate

This program is designed to provide students with the skills required to create images, perform basic Web design, and produce interactive media for the Internet or CD/DVD ROM delivery and similar venues. The certificate focuses on the application of appropriate production techniques and the use of industry-standard software and hardware at a basic to intermediate level.

Course	Title	Credits
+ GRA 1142C	Graphic Design Essentials	5
+ GRA 1413	Professional Development for Designers	1
+ ART 1300C	Drawing I	3
+* GRA 2156C	Adobe Illustrator	3
+* GRA 2201C	Electronic Imaging	3
Total Certificate Credits		15

NOTE:

A minimum grade of C is required in all courses to meet prerequisite and completion requirements.

Hospitality and Tourism Management (Hospitality and Tourism Institute)

Associate in Applied Science Degree

The Hospitality Industry and its corresponding requirement for trained management employees is expanding. Whether you are interested in learning employable skills for the hospitality industry or upgrading your current talents, Valencia has courses that may interest you.

Graduates of specific programs at Orange County Tech Centers may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at valenciac.edu/asdegrees/tec.cfm to view the articulation agreement. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Students wishing to transfer any credits from this program to another institution must accept responsibility for securing approval from the transfer institution.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES

Course	Title	Credits
+* ENC 1101	Freshman Composition I	3
MTB 1103	Business Mathematics	3
HFT 1000	Introduction to Hospitality and Tourism Industry	3
HFT 2223	Human Relations and Supervisory Development	3
HFT 1410	Front Office Management	3
PSY 1012	General Psychology	3
SPC 1608	Fundamentals of Speech	3
OST 1141	Computer Keyboarding	1
	Total Credits	22

INTERMEDIATE COURSES

Course	Title	Credits
CGS 2100	Computer Fundamentals and Applications	3
* ACG 2021	¹ Principles of Financial Accounting	3
BUL 2241	Business Law I	3
HFT 2210	Hospitality Management	3
HFT 1300	Managing Housekeeping Operations	3
FSS 2251	Food and Beverage Management	3
	² Elective(s)	3
	Total Credits	21

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

ADVANCED COURSES

Course	Title	Credits
FSS 2500	Food and Beverage Cost Control	3
HFT 2600	Hospitality Law	3
* HFT 2942	Internship in Hospitality and Tourism	3
HFT 2500	Marketing and Sales in the Hospitality Industry	3
* FSS 1203C	Quantity Food Production I	3
FOS 2201	Food Service Sanitation Management	3
	Science or	
+* Mathematics	(See A.A.S. Gen Ed Requirement)	3
	Total Credits	21
	Total Degree Credits	64

NOTES:

¹ APA 1111 Basic Accounting may be substituted for ACG 2021.

² Recommended electives include: HFT 2630 Security Issues in the Hospitality Industry, HFT 2750 Convention Management and Service, HFT 1820 Food and Beverage Purchasing, and SLS 1122 Student Success.

All specialized program courses are offered on West Campus; some specialized courses are offered at other locations.

General Education courses are in bold print in the course listing.

Hospitality and Tourism Management (Hospitality and Tourism Institute)

Associate in Science Degree

(Articulated A.S. to B.S. Career Path)

The Hospitality Industry and its corresponding requirement for trained management employees is expanding. This program is designed for students who seek immediate employment in the field of Hospitality and Tourism Management and/or who decide to utilize this Articulated A.S. to B.S. Career Path to transfer to the University of Central Florida or Florida International University as a junior to complete a four-year bachelor's degree in Hospitality Administration/Management.

Several Florida public universities recently have begun to provide opportunities, in addition to the Articulated A.S. to B.S. transfer option, for A.S. degree graduates to pursue a bachelor's degree. Information on some of these transfer options, including those at the University of Central Florida, may be found in the Introduction to this catalog section, and at valenciac.edu/asdegrees/tec.cfm. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES

Course	Title	Credits
+* ENC 1101	Freshman Composition I	3
+* MAC 1105	College Algebra	3
HFT 1000	Introduction to Hospitality and Tourism Industry	3
HFT 2223	Human Relations and Supervisory Development	3
HFT 1410	Front Office Management	3
PSY 1012	General Psychology	3
SPC 1608	Fundamentals of Speech	3
	Total Credits	21

INTERMEDIATE COURSES

Course	Title	Credits
CGS 2100	Computer Fundamentals and Applications	3
* ACG 2021	Principles of Financial Accounting	3
+* ENC 1102	Freshman Composition II	3
HFT 2210	Hospitality Management	3
HFT 1300	Managing Housekeeping Operations	3
FSS 2251	Food and Beverage Management	3
HFT 2630	Security Issues in the Hospitality Industry	3
	or	
HFT 2750	Convention Management and Service	4
	Total Credits	22

ADVANCED COURSES

Course	Title	Credits
FSS 2500	Food and Beverage Cost Control	3
HFT 2600	Hospitality Law	3
* HFT 2942	Internship in Hospitality and Tourism	3
HFT 2500	Marketing and Sales in the Hospitality Industry	3
* FSS 1203C	Quantity Food Productions I	3
FOS 2201	Food Service Sanitation Management	3
Science	† (Choose one of the listed Science courses)	3
	Total Credits	21
	Total Degree Credits	64

NOTES:

† One of the following science courses is required:

- AST 1002 Astronomy (3 cr)
- BSC 1005 Biological Science (3 cr)
- BSC 1050 Environmental Science (3 cr)
- CHM 1020 Chemistry in Everyday Life (3 cr)
- PSC 1101C Fundamentals of Physical Science (4 cr)

All specialized program courses are offered on West Campus; some specialized courses are offered at other locations.

General Education courses are in bold print in the course listing.

This A.S. degree is transferable to UCF's regional campuses offering the B.A.S. degree. Check with UCF regional offices for their local campus offerings. The degree may also be transferable to B.A.S. programs offered by USF and Daytona State College. Check with USF and Daytona State College for acceptance of this degree.

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

Students will be required to take 36 credit hours of General Education courses to earn a Bachelor of Applied Science (B.A. S) degree from UCF.

To graduate from UCF's B.A.S. program, students will also have to fulfill the state's foreign language requirement which is as follows: Two years of the same high school foreign language or two semesters of the same college-level foreign language.

Hospitality – Event Planning Management Technical Certificate

This program is designed to prepare students for immediate employment in the hospitality industry with employable skills in the events planning area of hotels, resorts, convention centers and other hospitality-related sites.

Course	Title	Credits
HFT 1000	Introduction to Hospitality and Tourism Industry	3
HFT 2223	Human Relations and Supervisory Development	3
HFT 2750	Convention Management and Service	4
FSS 2284	Catering and Banquet Management	3
HFT 2500	Marketing and Sales in the Hospitality Industry	3
FSS 2251	Food and Beverage Management	3
	Hospitality - Events Planning Management Electives	5
	Total Certificate Credits	24

HOSPITALITY – EVENT PLANNING MANAGEMENT ELECTIVES

Course	Title	Credits
CGS 2100	Computer Fundamentals and Applications	3
FOS 2201	Food Service Sanitation Management	3
* FSS 1203C	Quantity Food Production I	3
HFT 1410	Front Office Management	3
HFT 2600	Hospitality Law	3
HFT 2630	Security Issues in the Hospitality Industry	4
HFT 2840	Table Service Etiquette	1
* HFT 2942	Internship in Hospitality and Tourism	1-4
SPN 1000	Basic Spanish	3

NOTES:

All certificate courses are offered on West Campus; some courses are offered at other locations.

Hospitality – Food and Beverage Management Technical Certificate

This program is designed to prepare students for immediate employment in the hospitality industry in the food and beverage areas of hotels, resorts, and theme parks as well as in other hospitality-related sites.

Course	Title	Credits
HFT 1000	Introduction to Hospitality and Tourism Industry	3
HFT 2223	Human Relations and Supervisory Development	3
HFT 2600	Hospitality Law	3
FSS 2251	Food and Beverage Management	3
FSS 2500	Food and Beverage Cost Control	3
FOS 2201	Food Service Sanitation Management	3
HFT 2500	Marketing and Sales in the Hospitality Industry	3
	Hospitality - Food and Beverage Electives	9
	Total Certificate Credits	30

HOSPITALITY – FOOD AND BEVERAGE ELECTIVES

Course	Title	Credits
CGS 2100	Computer Fundamentals and Applications	3
* FSS 1203C	Quantity Food Production I	3
FSS 2284	Catering and Banquet Management	3
HFT 1820	Food and Beverage Purchasing	3
HFT 2210	Hospitality Management	3
HFT 2630	Security Issues in the Hospitality Industry	4
HFT 2750	Convention Management and Service	4
HFT 2840	Table Service Etiquette	1
* HFT 2942	Internship in Hospitality and Tourism or	
* HFT 2943	Internship in Restaurant Management	1-4
SPN 1000	Basic Spanish	3

NOTES:

All certificate courses are offered on the West Campus; some courses are offered at other locations.

Hospitality – Guest Services Specialist

Technical Certificate

This program is designed to prepare students for immediate employment in the hospitality industry in the guest services areas of hotels, resorts, and other hospitality-related sites.

Course	Title	Credits
HFT 1000	Introduction to Hospitality and Tourism Industry	3
HFT 2223	Human Relations and Supervisory Development	3
HFT 1410	Front Office Management	3
	Hospitality - Guest Services Electives	6
	Total Certificate Credits	15

HOSPITALITY – GUEST SERVICES ELECTIVES

These electives must be selected from courses with the subject prefix of HFT.

NOTES:

All certificate courses are offered on the West Campus; some courses are offered at other locations.

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

Hospitality – Rooms Division Management

Technical Certificate

This program is designed to prepare students for immediate employment in the hospitality industry in the rooms division of hotels, resorts, and other hospitality-related sites.

Course	Title	Credits
HFT 1000	Introduction to Hospitality and Tourism Industry	3
HFT 2223	Human Relations and Supervisory Development	3
HFT 2600	Hospitality Law	3
HFT 1410	Front Office Management	3
HFT 2500	Marketing and Sales in the Hospitality Industry	3
	Hospitality - Rooms Division Electives	15
	Total Certificate Credits	30

HOSPITALITY – ROOMS DIVISION ELECTIVES

Course	Title	Credits
CGS 2100	Computer Fundamentals and Applications	3
FSS 2284	Catering and Banquet Management	3
HFT 1300	Managing Housekeeping Operations	3
HFT 2210	Hospitality Management	3
HFT 2630	Security Issues in the Hospitality Industry	4
HFT 2750	Convention Management and Service	4
* HFT 2942	Internship in Hospitality and Tourism	1-4
MTB 1103	Business Mathematics	3
OST 1141	Computer Keyboarding	1
SPN 1000	Basic Spanish	3

NOTES:

All certificate courses are offered on the West Campus; some courses are offered at other locations.

Human Resources Technical Certificates

These Technical Certificates follow the Business Administration programs in this catalog section.

Industrial Management Technology

Associate in Science Degree

The Industrial Management Technology program is an articulated program with the Orange County Public Schools Tech Centers and TECO of Osceola District Schools. It provides the opportunity for students who have completed specific programs in the fields of Automotive Collision Repair/Refinishing, Automotive Service Technology, Heavy Duty Truck and Bus Mechanics, Manufacturing Technology (Machining), Air Conditioning, Refrigeration and Heating, Carpentry, Building Construction, Commercial Photography, Electricity, Electrician, Applied Welding, Plumbing, Industrial Pipefitter, Brick and Block Masonry, Marketing, Merchandising and Parts Operations, Fire Sprinkler Systems, Glazing, Heavy Equipment Operations, Structural Steel Work, Sheet Metal Fabrication, Cosmetology, Sewing Technology, Jewelry Making and Repair, Painting and Decorating, and Interior Décor Fabrication, and Interior Decorating Services to pursue college-level course work that is appropriate for supervisory and management roles and upward mobility in their respective fields.

Individuals – whether or not currently working in industry – who have completed one of the approved industrial-related postsecondary certificate or registered apprenticeship training programs at an Orange County Public Schools Tech Center or TECO in Osceola County are eligible to pursue this degree. For information and requirements, visit the Valencia Web site at valenciac.edu/asdegrees/tec.cfm to view the articulation agreement.

Eligible students will be awarded 24 or 27 credits toward the technical skills training requirement in this degree. For the award of credit, eligible students should contact a Business academic department or career program advisor on a Valencia campus.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor's degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and specialization course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES

Articulated Credit for Industrial Related Programs will be 24 or 27 credits based upon the following:

Program Hours	Credits
1500 or more hours	27
900 to 1450 hours	24

Articulated Credit for Approved Registered Apprenticeship Programs will be 24 credits for:

Programs of at least 3 years	24	
Course	Title	Credits
+* ENC 1101	Freshman Composition I	3
GEB 1011	Introduction to Business	3
	Total Credits	30-33

INTERMEDIATE COURSES

Course	Title	Credits
CGS 2100	Computer Fundamentals and Applications	3
OST 1335	Business Communications	3

Specialized courses may not be offered every session or on every campus.
 + This course must be completed with a grade of C or better.
 * This course has a prerequisite; check description in Valencia catalog.

Science or		
+* Mathematics (See A.A.S. Gen Ed Requirement)		3
Gen Ed		
Elective (See A.S. Gen Ed Requirement)		3
Total Credits		12

ADVANCED COURSES

Course	Title	Credits
Social Science (See A.S. Gen Ed Requirement)		3
Humanities (See A.S. Gen Ed Requirement)		3
* MAN 2021	Principles of Management	3
* MAR 2011	Principles of Marketing	3
	Industrial Management Technology	
	Electives	3-6
Total Credits		15-18
Total Degree Credits		60

INDUSTRIAL MANAGEMENT TECHNOLOGY ELECTIVES

Course	Title	Credits
* ACG 2021	Principles of Financial Accounting	3
APA 1111	Basic Accounting	3
BUL 2241	Business Law I	3
CGS 2091	† Social, Legal, and Ethical Issues in Information Technology	3
ECO 1000	† Basic Economics	3
FIN 2000	Principles of Finance	3
* GEB 2941	Internship Exploration in Business	1-4
INP 1301	Psychology in Business and Industry	3
MAN 2300	Introduction to Human Resources	3
* MKA 2021	Principles of Selling	3
* MKA 2511	Advertising	3
MTB 1103	Business Mathematics	3
SBM 1000	Small Business Management	3
SLS 1303	Job Search	1

NOTES:

† These courses may be used for Industrial Management Technology Electives credit if not being used as a General Education requirement.

General Education courses are in bold print in the course listing.

This A.S. degree is transferable to UCF's regional campuses offering the B.A.S. degree. Check with UCF regional offices for their local campus offerings. The degree may also be transferable to B.A.S. programs offered by USF and Daytona State College. Check with USF and Daytona State College for acceptance of this degree.

Students will be required to take 36 credit hours of General Education courses to earn a Bachelor of Applied Science (B.A. S) degree from UCF.

To graduate from UCF's B.A.S. program, students will also have to fulfill the state's foreign language requirement which is as follows: Two years of the same high school foreign language or two semesters of the same college-level foreign language.

Landscape and Horticulture Technology with Specializations in:

Horticulture

Landscape

Associate in Science Degree

This program is designed to prepare students for careers in the landscape and horticulture industries. Students may choose to specialize in two areas: landscape or horticulture. The Landscape Specialization provides for skills in landscape design, construction, and maintenance, which include instruction in constructing and landscaping parks, airports, communities, resorts, etc. Students are trained to supervise, manage, and design exterior and interior landscapes. The Horticulture Specialization is designed to prepare students for careers in both greenhouse and nursery operations and includes instruction in greenhouse foliage and flower and woody nursery production. Students are specially trained to operate and manage all types of plant productions, programs and facilities.

Graduates of specific programs at Orange County Tech Centers may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at valenciaccc.edu/asdegrees/tec.cfm to view the articulation agreement. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor's degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and specialization course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES

Course	Title	Credits
+* ENC 1101	Freshman Composition I	3
BSC 1050	Environmental Science	3
HOS 1010C	Introduction to Horticulture and Landscape Technology	3
* ORH 1510C	Ornamental Plant Materials I	3
* ORH 1511C	Ornamental Plant Materials II	3
* ENY 1002C	Principles of Entomology	3
* BOT 2010C	Botany	4
* CHM 1025C	Introduction to General Chemistry	4
	Total Credits	26

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

INTERMEDIATE COURSES

Course	Title	Credits
AOM 2012C	Types and Systems of Agricultural Operations	3
BOT 2501C	Plant Physiology	4
INP 1301	Psychology in Business and Industry	
	or	
* PSY 1012	General Psychology	3
OST 1755	Microsoft Word - Introductory	1
* PLP 2001C	Plant Pathology	4
* SWS 2102C	Soils and Fertilizers	3
	Humanities (See A.S. Gen Ed Requirement)	3
	Total Credits	21

Horticulture Specialization

Designed for students wishing to specialize in nursery and greenhouse operations.

Course	Title	Credits
* ORH 2251C	Nursery Operation and Management	3
* PLS 2220C	Plant Propagation	3
	Landscape and Horticulture Technology Degree Electives	11
	Total Credits	17
	Total Degree Credits	64

Landscape Specialization

Designed for students wishing to specialize in landscape design, construction, and maintenance.

Course	Title	Credits
* ORH 1234C	Ornamental Plant Maintenance	4
* LDE 1000C	Landscape Design and Implementation	3
* ORH 2840C	Landscape Construction	4
	Landscape and Horticulture Technology Degree Electives	6
	Total Credits	17
	Total Degree Credits	64

LANDSCAPE AND HORTICULTURE TECHNOLOGY DEGREE ELECTIVES

These courses may be used for Landscape and Horticulture Technology Degree Electives credit if not a requirement of the Specialization.

Course	Title	Credits
CGS 2100	Computer Fundamentals and Applications	3
* FRC 2211L	Citrus Culture	3
* HOS 2932	Selected Topics in Horticulture and Landscape Technology	1-4
* HOS 2941	Internship Exploration in Landscape/Horticulture	1-4
* HOS 2942	Internship in Landscape/Horticulture	1-4
IPM 1301C	Pesticides	3
IPM 2011C	Diagnostic Techniques for Plant Problems	4
* ORH 1234C	Ornamental Plant Maintenance	4
* LDE 1000C	Landscape Design and Implementation	3
* ORH 1873C	Interiorscaping - Design and Maintenance	3
* ORH 2220C	Turf Grass Culture	4
* ORH 2251C	Nursery Operation and Management	3
* ORH 2260C	Greenhouse Operations and Management	3
* ORH 2262C	Flori-Crop Production and Use	3

* ORH 2277	Commercial Foliage Plant Production	4
* ORH 2281C	Introduction to Orchidology	3
* ORH 2840C	Landscape Construction	4
* PLS 2220C	Plant Propagation	3
* VEC 1201C	Introduction to Vegetable Gardening	3

NOTES:

Specialized program courses are offered on the West Campus.

General Education courses are in bold print in the course listing.

This A.S. degree is transferable to UCF's regional campuses offering the B.A.S. degree. Check with UCF regional offices for their local campus offerings. The degree may also be transferable to B.A.S. programs offered by USF and Daytona State College. Check with USF and Daytona State College for acceptance of this degree.

Students will be required to take 36 credit hours of General Education courses to earn a Bachelor of Applied Science (B.A. S) degree from UCF.

To graduate from UCF's B.A.S. program, students will also have to fulfill the state's foreign language requirement which is as follows: Two years of the same high school foreign language or two semesters of the same college-level foreign language.

^If you are planning on enrolling in UCF's Bachelor of Applied Science (B.A.S.) program, it is recommended that you take PSY 1012 General Psychology.

Landscape and Horticulture Specialist Technical Certificate

This program is designed to prepare students for entry-level employment in the landscape and horticulture industries as nursery workers, landscape and horticulture workers and specialists. Areas of study include an understanding of plant physiology, growth, plant classification and plant identification.

Course	Title	Credits
HOS 1010C	Introduction to Horticulture and Landscape Technology	3
* ORH 1510C	Ornamental Plant Materials I	3
* ORH 1511C	Ornamental Plant Materials II	3
* LDE 1000C	Landscape Design and Implementation	3
Total Certificate Credits		12

All certificate courses are offered on the West Campus.

Specialized courses may not be offered every session or on every campus.
 + This course must be completed with a grade of C or better.
 * This course has a prerequisite; check description in Valencia catalog.

Landscape and Horticulture Professional Technical Certificate

This program is designed to prepare students for immediate employment in the landscape and horticulture industries as landscape gardeners, park workers, gardener specialists and landscape or horticulture professionals. Students focus on the maintenance of landscape plants, including nutrition, fertilization and pest control.

Course	Title	Credits
HOS 1010C	Introduction to Horticulture and Landscape Technology	3
* ORH 1510C	Ornamental Plant Materials I	3
* ORH 1511C	Ornamental Plant Materials II	3
* LDE 1000C	Landscape Design and Implementation	3
* SWS 2102C	Soils and Fertilizers	
	or	
AOM 2012C	Types and Systems of Agricultural Operations	3
	Landscape and Horticulture Technology Certificate Elective(s)	3
Total Certificate Credits		18

NOTE:

All certificate courses are offered on the West Campus.

Landscape and Horticulture Technician with Specializations in:

**Horticulture
Landscape**

Technical Certificate

This program is designed to prepare students for immediate employment in the landscape and horticulture industries as supervisors of landscaping and horticulture, production and nursery supervisors, and horticulture technicians. Areas of study include managing culture of plant materials and installing and constructing landscape projects. Students should select the Horticulture or Landscape Specialization.

FOUNDATION COURSES

Course	Title	Credits
HOS 1010C	Introduction to Horticulture and Landscape Technology	3
* ORH 1510C	Ornamental Plant Materials I	3
* ORH 1511C	Ornamental Plant Materials II	3
* LDE 1000C	Landscape Design and Implementation	3
* SWS 2102C	Soils and Fertilizers	
	or	
AOM 2012C	Types and Systems of Agricultural Operations	3
Total Credits		15

Horticulture Specialization

Course	Title	Credits
* ORH 2251C	Nursery Operation and Management	3
	Landscape and Horticulture Technology Certificate Elective(s)	12
Total Credits		15
Total Certificate Credits		30

Landscape Specialization

Course	Title	Credits
* ORH 1234C	Ornamental Plant Maintenance	4
* PLP 2001C	Plant Pathology	
	or	
IPM 2011C	Diagnostic Techniques for Plant Problems	4
* ORH 2840C	Landscape Construction	4
	Landscape and Horticulture	
	Technology Certificate Elective(s)	3
	Total Credits	15
	Total Certificate Credits	30

LANDSCAPE AND HORTICULTURE TECHNOLOGY CERTIFICATE ELECTIVES

These courses may be used for Landscape and Horticulture Technology Certificate Electives credit if not being used as a certificate requirement.

Course	Title	Credits
AOM 2012C	Types and Systems of Agricultural Operations	3
* BOT 2010C	Botany	4
BOT 2501C	Plant Physiology	4
BSC 1050	Environmental Science	3
CGS 2100	Computer Fundamentals and Applications	3
* CHM 1025C	Introduction to General Chemistry	4
* ENY 1002C	Principles of Entomology	3
* FRC 2211L	Citrus Culture	3
* HOS 2932	Selected Topics in Horticulture and Landscape Technology	1-4
* HOS 2941	Internship Exploration in Landscape/Horticulture	1-4
* HOS 2942	Internship in Landscape/Horticulture	1-4
IPM 1301C	Pesticides	3
IPM 2011C	Diagnostic Techniques for Plant Problems	4
* ORH 1234C	Ornamental Plant Maintenance	4
* ORH 1873C	Interiorscaping - Design and Maintenance	3
* ORH 2220C	Turf Grass Culture	4
* ORH 2251C	Nursery Operation and Management	3
* ORH 2260C	Greenhouse Operations and Management	3
* ORH 2262C	Flori-Crop Production and Use	3
* ORH 2277	Commercial Foliage Plant Production	4
* ORH 2281C	Introduction to Orchidology	3
* ORH 2840C	Landscape Construction	4
OST 1755	Microsoft Word - Introductory	1
* PLP 2001C	Plant Pathology	4
* PLS 2220C	Plant Propagation	3
* SWS 2102C	Soils and Fertilizers	3
* VEC 1201C	Introduction to Vegetable Gardening	3

NOTE

All certificate courses are offered on the West Campus.

Specialized courses may not be offered every session or on every campus.
 + This course must be completed with a grade of C or better.
 * This course has a prerequisite; check description in Valencia catalog.

Medical Information Coder/ Biller Administration

Associate in Science Degree

This program is designed to prepare students for employment in a variety of health care settings. It is for students who wish to seek entry-level positions as coders, medical record coders, coding technicians/coding clerks or medical coding/billing, as well as, for employees who wish to advance in their careers.

Graduates of specific programs at Orange County Tech Centers and TECO may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at valenciacc.edu/asdegrees/tec.cfm to view the articulation agreements. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor's degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning. It may take five or more terms to complete the sequence of coding courses. For more information, visit: valenciacc.edu/asdegrees/business/documents/MedicalCoderBillerSequence-09.pdf

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES

Course	Title	Credits
+* ENC 1101	Freshman Composition I	3
OST 1100	Keyboarding and Document Processing I	3
OST 2854	Microsoft Office (Applications Package)	3
OST 1257	Medical Terminology for the Office	3
* OST 1467	Introduction to Body Systems for OST	3
INP 1301	Psychology in Business and Industry	
	or	
*PSY 1012	General Psychology	3
	Total Credits	18

INTERMEDIATE COURSES

Course	Title	Credits
* OST 2450	ICD - 9 Coding	3
OST 2711	WordPerfect for Windows	
	or	
OST 2756	Microsoft Word	3
OST 1335	Business Communications	3
* OST 2452	Advanced ICD - 9 Coding	3
OST 2464	Medisoft (Office Management Software)	3

OST 1355	Records Management and Legal Implications	3
Humanities	(See A.S. Gen Ed Requirement)	3
	Total Credits	21

ADVANCED COURSES

Course	Title	Credits
* OST 2453	CPT - 4 Medical Coding	3
* OST 2454	Advanced CPT - 4 Medical Coding	3
APA 1111	Basic Accounting	
	or	
MTB 1103	Business Mathematics	
	or	
* ACG 2021	Principles of Financial Accounting	3
OST 2501	Office Management	3
* OST 2943	Internship in Medical Office	
	and/or	
	Medical Information Coder/Biller Administration Elective(s)	3
Science	or	
+* Mathematics	(See A.S. Gen Ed Requirement)	3
Gen Ed		
Elective	(See A.S. Gen Ed Requirement)	6
	Total Credits	24
	Total Degree Credits	63

MEDICAL INFORMATION CODER/BILLER ADMINISTRATION ELECTIVES

All OST-prefix courses not being used as a requirement in this degree except OST 1141

Any of these courses not being used as a degree requirement:

Course	Title	Credits
APA 1111	Basic Accounting	3
	or	
* ACG 2021	Financial Accounting	3
SLS 1122	Student Success	3
SLS 1303	Job Search	1
* SLS 2940	Service Learning	1-4

NOTES:

¹ Students with prior experience and/or instruction in OST 1100, 1110, 1257 and/or 1467 should consult a Career Program Advisor about credit-by-examination or alternate possibilities.

All specialized program courses are offered on East and West Campuses; some specialized courses are offered at other locations.

Medical Information courses may be taught in a multilevel-class atmosphere.

General Education courses are in bold print in this course listing.

This A.S. degree is transferable to UCF's regional campuses offering the B.A.S. degree. Check with UCF regional offices for their local campus

Specialized courses may not be offered every session or on every campus.
 + This course must be completed with a grade of C or better.
 * This course has a prerequisite; check description in Valencia catalog.

offerings. The degree may also be transferable to B.A.S. programs offered by USF and Daytona State College. Check with USF and Daytona State College for acceptance of this degree.

Students will be required to take 36 credit hours of General Education courses to earn a Bachelor of Applied Science (B.A.S.) degree from UCF.

To graduate from UCF's B.A.S. program, students will also have to fulfill the state's foreign language requirement which is as follows: Two years of the same high school foreign language or two semesters of the same college-level foreign language.

[^]If you are planning on enrolling in UCF's Bachelor of Applied Science (B.A.S.) program, it is recommended that you take PSY 1012 General Psychology.

Microsoft Office Specialist Certification

The following courses will help prepare you to take the Microsoft Office Specialist Certification. If you have received this certification prior to taking these courses, contact your Career Program Advisor about possible credit.

Course	Title	Credits
OST 1755	Microsoft Word - Introductory (CORE)	1
OST 2756	Microsoft Word (EXPERT)	3
OST 2852	Microsoft Excel - Introductory (CORE)	1
OST 2858	Microsoft Excel (EXPERT)	3
OST 2828	Microsoft PowerPoint (Presentation Software) (EXPERT)	1
OST 2836	Microsoft Access (Database Management Software) (EXPERT)	3

Medical Information Coder/Biller Technical Certificate

This certificate is designed for students who wish to prepare for employment in a variety of health care settings as entry-level coders, medical record coders, technicians/coding clerks or medical coders/billing.

FOUNDATION COURSES

Course	Title	Credits
OST 1100	¹ Keyboarding and Document Processing I	3
OST 2854	Microsoft Office (Applications Package)	3
OST 1257	¹ Medical Terminology for the Office	3
OST 1355	Records Management and Legal Implications	3
	Total Credits	12

INTERMEDIATE COURSES

Course	Title	Credits
* OST 1467	¹ Introduction to Body Systems for OST	3
OST 2464	Medisoft (Office Management Software)	3
* OST 2450	ICD - 9 Coding	3
* OST 2453	CPT - 4 Medical Coding	3
	Total Credits	12

ADVANCED COURSES

Course	Title	Credits
* OST 2452	Advanced ICD – 9 Coding	3
* OST 2454	Advanced CPT – 4 Medical Coding	3
* OST 2943	Internship in Medical Office and/or Medical Information Coder/Biller	
	Elective(s)	4
	Total Credits	10
	Total Certificate Credits	34

MEDICAL INFORMATION CODER/BILLER ELECTIVES

Course	Title	Credits
OST 1108	Building Keyboarding Speed and Accuracy	3
OST 1110	Keyboarding and Document Processing II	3
OST 1305	Proofreading	1
OST 1320	Ten Key Mastery	1
OST 1330	Business Grammar	3
OST 1335	Business Communications	3
* OST 1461	Medical Office Simulation	3
* OST 1611	Medical Transcription I	3
OST 2252	Legal Terminology	3
* OST 2431	Legal Office Procedures	3
* OST 2612	Medical Transcription II	3
OST 2794	Internet for Office Employees	3
OST 2813	Desktop Publishing	3
OST 2828	Microsoft PowerPoint (Presentation Software)	1
OST 2831	Microsoft Windows (Operating System)	1
OST 2836	Microsoft Access (Database Management Software)	3
OST 2858	Microsoft Excel	3
* OST 2943	Internship in Medical Office	1-4
SLS 1122	Student Success	3
SLS 1303	Job Search	1
* SLS 2940	Service Learning	1-4

NOTES:

¹ Students with prior experience and/or instruction in OST 1100, 1110, 1257 and/or 1467 should consult a Career Program Advisor about credit-by-examination or alternate possibilities.

All certificate courses are offered on the East and West Campuses; some courses are offered at other locations.

Through special articulation agreements, credits may be awarded to individuals who qualify.

Medical Information courses may be taught in a multilevel-class atmosphere.

Medical Office Administration

Associate in Science Degree

This program is designed to prepare students for employment as office support staff and medical transcriptionists in medical offices, hospitals and other health care organizations. It provides training for both first-time job seekers and experienced employees who wish to advance in their careers.

Specialized courses may not be offered every session or on every campus.
 + This course must be completed with a grade of C or better.
 * This course has a prerequisite; check description in Valencia catalog.

Graduates of specific programs at Orange County Tech Centers and TECO may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at valenciacc.edu/asdegrees/tec.cfm to view the articulation agreements. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor's degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning. For more information, visit: valenciacc.edu/asdegrees/business/documents/MedicalOfficeSequence-09.pdf

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES

Course	Title	Credits
* ENC 1101	Freshman Composition I	3
OST 1100	Keyboarding and Document Processing I	3
OST 2854	Microsoft Office (Applications Package)	3
OST 1257	Medical Terminology for the Office	3
GEB 1011	Introduction to Business	3
INP 1301	Psychology in Business and Industry	
	or	
^PSY 1012	General Psychology	3
	Total Credits	18

INTERMEDIATE COURSES

Course	Title	Credits
OST 1108	Building Keyboarding Speed and Accuracy	
	or	
* OST 2943	Internship in Medical Office	3
* OST 1467	Introduction to Body Systems for OST	3
OST 2711	WordPerfect for Windows	
	or	
OST 2756	Microsoft Word	3
OST 1335	Business Communications	3
* OST 1611	Medical Transcription I	3
OST 1355	Records Management and Legal Implications	3
Humanities	(See A.S. Gen Ed Requirement)	3
	Total Credits	21

ADVANCED COURSES

Course	Title	Credits
OST 1110	Keyboarding and Document Processing II	3
* OST 2612	Medical Transcription II	3
OST 2464	Medisoft (Office Management Software)	3
MTB 1103	Business Mathematics	
	or	
APA 1111	Basic Accounting	
	or	
* ACG 2021	Principles of Financial Accounting	3
OST 2501	Office Management	3
	Science or	
+* Mathematics	(See A.S. Gen Ed Requirement)	3
	Gen Ed	
	Elective	6
	(See A.S. Gen Ed Requirement)	
	Total Credits	24
	Total Degree Credits	63

NOTES:

Students with prior experience and/or instruction in OST 1100, 1110, 1257, 1467, 1611 and/or 2612 should consult a Career Program Advisor about credit-by-examination or alternate possibilities.

Students specializing in medical front office may substitute another OST Medical Office Administration course excluding OST 1141 for OST 1611 and OST 2612.

All specialized program courses are offered on East and West Campuses; some specialized courses are offered at other locations.

Medical Office Administration courses may be taught in a multilevel-class atmosphere.

General Education courses are in bold print in this course listing.

This A.S. degree is transferable to UCF's regional campuses offering the B.A.S. degree. Check with UCF regional offices for their local campus offerings. The degree may also be transferable to B.A.S. programs offered by USF and Daytona State College. Check with USF and Daytona State College for acceptance of this degree.

Students will be required to take 36 credit hours of General Education courses to earn a Bachelor of Applied Science (B.A. S) degree from UCF.

To graduate from UCF's B.A.S. program, students will also have to fulfill the state's foreign language requirement which is as follows: Two years of the same high school foreign language or two semesters of the same college-level foreign language.

^If you are planning on enrolling in Ucf's Bachelor of Applied Science (B.A.S.) program, it is recommended that you take PSY 1012 General Psychology.

Microsoft Office Specialist Certification

The following courses will help prepare you to take the Microsoft Office Specialist Certification. If you have received this certification prior to taking these courses, contact your Career Program Advisor about possible credit.

Course	Title	Credits
OST 1755	Microsoft Word - Introductory (CORE)	1
OST 2756	Microsoft Word (EXPERT)	3
OST 2852	Microsoft Excel - Introductory (CORE)	1
OST 2858	Microsoft Excel (EXPERT)	3
OST 2828	Microsoft PowerPoint (Presentation Software) (EXPERT)	1
OST 2836	Microsoft Access (Database Management Software) (EXPERT)	3

Medical Office Specialist Technical Certificate

This certificate prepares students for employment as medical office support personnel and medical transcriptionist in medical offices and hospitals.

FOUNDATION COURSES

Course	Title	Credits
OST 1100	Keyboarding and Document Processing I	3
OST 1257	Medical Terminology for the Office	3
	Total Credits	6

INTERMEDIATE COURSES

Course	Title	Credits
OST 1355	Records Management and Legal Implications	3
* OST 1467	Introduction to Body Systems for OST	3
	Total Credits	6

ADVANCED COURSES

Course	Title	Credits
OST 1108	Building Keyboarding Speed and Accuracy	
	or	
OST 1110	Keyboarding and Document Processing II	3
OST 1611	Medical Transcription I	3
	Total Credits	6
	Total Certificate Credits	18

NOTES:

Students with prior experience and/or instruction in OST 1100, 1110, 1257, 1467, 1611 and/or 2612 should consult a Career Program Advisor about credit-by-examination or alternate possibilities.

Students specializing in medical front office may substitute another OST Medical Office Administration course excluding OST 1141 for OST 1611.

All certificate courses are offered on the East and West Campuses; some courses are offered at other locations.

Medical Office courses may be taught in a multilevel-class atmosphere.

Medical Office Support Technical Certificate

This certificate prepares students for employment as medical office support personnel and medical transcriptionists in health-related businesses such as medical offices and hospitals.

FOUNDATION COURSES

Course	Title	Credits
OST 1100	Keyboarding and Document Processing I	3
OST 1257	Medical Terminology for the Office	3
	Total Credits	6

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

continued

INTERMEDIATE COURSES

Course	Title	Credits
OST 1355	Records Management and Legal Implications	3
Total Credits		3

ADVANCED COURSES

Course	Title	Credits
OST 1108	Building Keyboarding Speed and Accuracy	
	or	
OST 1110	Keyboarding and Document Processing II	3
Total Credits		3
Total Certificate Credits		12

NOTES:

¹ Students with prior experience and/or instruction in OST 1100, 1110, 1257, 1467, 1611 and/or 2612 should consult a Career Program Advisor about credit-by-examination or alternate possibilities.

All certificate courses are offered on the East and West Campuses; some courses are offered at other locations.

Medical Office courses may be taught in a multilevel-class atmosphere.

Music and Sound Technology with Specializations in:

Music Performance and Sound Sound Technology

Associate in Science Degree

The Music and Sound Technology program prepares students for careers in sound recording/reinforcement/post-production and music as musicians and technicians. Two specializations are available within the program: Music Performance and Sound and Sound Technology. The program provides an understanding of, and an appreciation for, the subtleties and aesthetics of sound and music and an opportunity to receive solid training in the technology used for music recording, reinforcement, and post-production, including mastering.

Because of the additional time required in recording sessions in MUM 2600, MUM 2606, MUM 2607, and MUM 2790L, as well as in post-production projects in MUM 2640, students are encouraged to complete the general education requirements before enrolling in these courses.

Students should contact the Music Department on East Campus for proper Ensemble and Performance placement.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor's degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES

Course	Title	Credits
+ * ENC 1101	Freshman Composition I	3
TPA 1380	Survey of Entertainment Technology	2
+ TPA 2260	Introduction to Audio Production	4
MUM 2720	The Business of Music	4
INP 1301	Psychology in Business and Industry	
	or	
^ PSY 1012	General Psychology	3
Gen Ed Elective	(See A.S. Gen Ed Requirement)	3
Total Credits		19

INTERMEDIATE COURSES

Course	Title	Credits
+* MUM 2360	MIDI Production	4
Science or		
+ * Mathematics	(See A.S. Gen Ed Requirement)	3
Total Credits		7

ADVANCED COURSES

Course	Title	Credits
+ * MUM 2600	Sound Recording I	4
+ * MUM 2606	Sound Recording II	4
* MUM 2640	Post-Production Sound	3
Total Credits		11

Music Performance and Sound Specialization

FOUNDATION COURSES

Course	Title	Credits
< MUT 1121	Musicianship I	4
>* MUT 1122	Musicianship II	4
MVK 1111	Piano Class for Music Majors I and II	1
MUL 1110	Music Literature	3
	Music Performance and Sound Specialization Elective	1
MV_	Performance I	2
Total Credits		15

INTERMEDIATE COURSES

Course	Title	Credits
	Music Performance and Sound Specialization Elective	1
MV_	Performance II	2
<* MUT 2126	Musicianship III	4
Total Credits		7

ADVANCED COURSES

Course	Title	Credits
	Music Performance and Sound Specialization Elective	1
>* MUT 2127	Musicianship IV	4
Total Credits		5
Total Degree Credits		64

Sound Technology Specialization

FOUNDATION COURSES

Course	Title	Credits
+MUT 1101	Music Theory	4
	Sound Technology Elective	1
TPA 2252	Introduction to Audio Visual Technology	3
TPA 2257	Audio Visual Production	3
+MUS 1621	Acoustics and Psychoacoustics	3
	Total Credits	14

INTERMEDIATE COURSES

Course	Title	Credits
* MUM 1662	Live Sound Techniques	3
* MUM 2607	Soundtrack Development	4
Humanities	(See A.S. Gen Ed Requirement)	3
	Total Credits	10

ADVANCED COURSES

Course	Title	Credits
* MUM 2632	Audio Systems Design and Maintenance	2
* MUM 2790L	Music Production	
	or	
* MUM 2942	Internship in Audio Technology/ Business	1
	Total Credits	3
	Total Degree Credits	64

MUSIC PERFORMANCE AND SOUND SPECIALIZATION ELECTIVES

Course	Title	Credits
* MUN 1120	Symphonic Band	1
* MUN 1340	Contemporary Ensemble	1
* MUN 1420	Woodwind Choir	1
* MUN 1430	Brass Choir	1
* MUN 2310	Valencia Singers	1
* MUN 2710	Jazz Lab Band	1

SOUND TECHNOLOGY SPECIALIZATION ELECTIVES

Course	Title	Credits
* MUC 2000	Composition and Songwriting	2
MUN 1311	Voices of Valencia	1
* MUN 2004	Commercial Music Ensemble	1
* MUT 2231	Keyboard Harmony I	1
MVK 1811	Class Piano I and II	1
MVS 1816	Guitar Class	1
MVV 1111	Voice Class	1

NOTES :

Specialized program courses are offered on the East Campus.

General Education courses are in bold print in the course listing.

This A.S. degree is transferable to UCF's regional campuses offering the B.A.S. degree. Check with UCF regional offices for their local campus offerings. The degree may also be transferable to B.A.S. programs offered by USF and Daytona State College. Check with USF and Daytona State College for acceptance of this degree.

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

Students will be required to take 36 credit hours of General Education courses to earn a Bachelor of Applied Science (B.A. S) degree from UCF.

To graduate from UCF's B.A.S. program, students will also have to fulfill the state's foreign language requirement which is as follows: Two years of the same high school foreign language or two semesters of the same college-level foreign language.

*If you are planning on enrolling in UCF's Bachelor of Applied Science (B.A.S.) program, it is recommended that you take PSY 1012 General Psychology.

< Denotes that this course is only offered in the fall term.

> Denotes that this course is only offered in the spring term.

Music and Sound Production – Audio Visual Production Technical Certificate

This program prepares students for careers in the field of professional audio visual production by providing students with theoretical and classroom experience which closely parallels on-the-job activities. The program provides a technical understanding of acoustics, audio devices, optics and projectors, as well as hands-on experience in the design, set-up, and operation of technical systems in the areas of live sound and audio visual presentations.

Course	Title	Credits
TPA 2260	Introduction to Audio Production	4
* MUM 1662	Live Sound Techniques	3
TPA 1380	Survey of Entertainment Technology	2
TPA 2252	Introduction to Audio Visual Technology	3
* TPA 2257	Audio Visual Production	3
	Total Certificate Credits	15

NOTE:

All certificate courses are offered on the East Campus.

Nursing, Generic Track Associate in Science Degree (Articulated A.S. to B.S. Career Path)

Limited Access

This program is designed for students who seek employment in the field of nursing and who may decide to continue to any Florida public university as a junior to complete a four-year Bachelor's Degree in Nursing. Students wishing to transfer any credits from this program to another institution must accept responsibility for securing approval from the transfer institution.

Graduates of this program are prepared to administer nursing care as general staff nurses and are eligible to take the National Council Licensure Exam (NCLEX-RN) to become registered nurses. According to the laws governing state licensure, any candidate who has been arrested or convicted of any offense other than minor traffic violations will be required to petition the Board of Nursing for permission to sit for the licensing exam. Completion of the program does not ensure permission to sit for the licensing exam.

continued

Nursing is a limited access program. Admission to Valencia does not imply acceptance to the Nursing Program; students must apply and be accepted into the program. General admission procedures for this program are found in the Admissions section of this catalog. The Health Sciences Division provides information about specific admission criteria.

Program expenses are given in the Financial section of this catalog.

Admission requirements for the A.S. Degree Nursing Generic Track are:

- Submit a completed Valencia Community College application
- Complete Nursing Program Prerequisite for Admission Courses with minimum grades of “C”
- Have a minimum overall college GPA of 2.5 (including transfer work)
- Satisfy the college entry testing requirements and satisfactorily complete all mandatory courses in reading, student success mathematics, English, and English for Academic Purposes in which you are placed
- Complete Nursing Program Prerequisite for Admission Courses with minimum grades of “C”
- Students must successfully complete the designated entrance test requirements for Health Sciences prior to submitting the Nursing Application
- Submit a completed Valencia Nursing Program application

A student will not be allowed to continue in the Nursing Program if he/she withdraws from two courses or receives a grade of D or F in two nursing courses (subject prefix of NUR) – this could be the same nursing course twice or two separate nursing courses. Students with nursing courses from other institutions who wish to transfer into this program must complete transfer application documents. Transfer decisions are made on an individual basis and on a space-available basis.

Students are strongly encouraged to consult a Health Sciences advisor for assistance in determining the best education plan for their career goals.

This program has been coordinated with local health care agencies, the State Department of Education and the State Board of Nursing and is accredited by the National League for Nursing Accrediting Commission (NLNAC) 61 Broadway, New York City, NY 10006. Phone: 1-800-669-1656.

Generic Track Curriculum

Prerequisites for Admission:

Course	Title	Credits
+* BSC 2093C	Human Anatomy and Physiology I	4
+* BSC 2094C	Human Anatomy and Physiology II	4
+* MCB 2010C	Microbiology	4
+ PSY 1012	General Psychology	3
+* DEP 2004	Developmental Psychology	3
+* ENC 1101	Freshman Composition I	3
+ HUN 2202	Essentials of Nutrition with Diet Therapy	3
+ Humanities	PHI 2600 or PHI 2010 recommended; can be any course with HUM prefix that meets A.A. Degree requirement	3
	Total Prerequisite Credits	27

Specialized courses may not be offered every session or on every campus.
 + This course must be completed with a grade of C or better.
 * This course has a prerequisite; check description in Valencia catalog.
 Code Denotes course attribute if needed for degree audits.

Year I

FIRST TERM		
Course	Title	Credits
+* NUR 1021C	Nursing I	10

SECOND TERM		
Course	Title	Credits
+* NUR 1032C	Nursing II	9

THIRD TERM		
Course	Title	Credits
+* NUR 1401C	Nursing III	9

Year II

FOURTH TERM		
Course	Title	Credits
+* NUR 2204C	Nursing IV	9

FIFTH TERM		
Course	Title	Credits
+* NUR 2823C	Nursing V	4
+* NUR 2832L	Nursing VI	2

	Total Nursing Credits	43
+* HSC 2151	Pharmacology and Clinical Decision Making	2
	Total Degree Credits	72

NOTES:

All accepted applicants must be screened by the Florida Department of Law Enforcement for criminal history. Applicants for Valencia Community College Health Science Programs must be free of offenses that would disqualify them from a student clinical experience in a health care setting and must have their civil rights intact. This policy is in response to requirements by clinical agencies and State/Federal regulations.

All specialized program courses are offered on the West Campus; some are offered at the Osceola Campus.

This A.S. degree is transferable to UCF's regional campuses offering the B.A.S. degree. Check with UCF regional offices for their local campus offerings. The degree may also be transferable to B.A.S. programs offered by USF and Daytona State College. Check with USF and Daytona State College for acceptance of this degree.

Students will be required to take 36 credit hours of General Education courses to earn a Bachelor of Applied Science (B.A. S) degree from UCF.

To graduate from UCF's B.A.S. program, students will also have to fulfill the state's foreign language requirement which is as follows: Two years of the same high school foreign language or two semesters of the same college-level foreign language.

Nursing. Advanced Standing Track

Limited Access

This option is designed for LPNs (Licensed Practical Nurses), Paramedics, Registered Invasive Cardiovascular Specialists (CVTs), and RRTs (Registered Respiratory Therapists) who want to earn an Associate in Science Nursing Degree. All theory components of the nursing courses (the courses with a prefix of NUR) are offered only in an online or hybrid format. Testing will be completed on campus. All nursing courses beyond NUR 1003C have a clinical component to be completed in Central Florida health care facilities. Some Prerequisite for Admission Courses may be available online. Graduates of this track are eligible to take the National Council Licensure Exam (NCLEX) to become a registered nurse.

The R.N. Advanced Standing Track is a limited access program. Admission to Valencia does not imply acceptance to the R.N. Advanced Standing Track of the Nursing Program; students must apply and be accepted into the program. The Health Sciences Division provides specific information about the admission process to this track. Students are strongly encouraged to consult a Health Sciences advisor for assistance in determining the best education plan for their career goals.

Admission requirements for the Advanced Standing A.S. Degree Nursing Track are:

- Submit a completed Valencia Community College application
- Student's official Valencia record must indicate degree-seeking status
- Have a minimum overall college GPA of 2.5 (including transfer work)
- Satisfy the college entry testing requirements and satisfactorily complete all mandatory courses in reading, student success, mathematics, English, and English for Academic Purposes in which you are placed
- Students must successfully complete the designated entrance test requirements for Health Sciences prior to submitting the Nursing application
- Have completed LPN, Paramedic, CVT or RRT program within the last year or have one year of practice within the five years prior to the date of admission
- LPNs, must provide evidence of current Florida License and must document completion of a Florida Board of Nursing approved IV therapy certification course
- Paramedics must provide evidence of current certification in Florida and certification as a Nursing Assistant or evidence of equivalent work experience
- CVTs must provide evidence of completion of a Cardiovascular Technology program, certification as a Nursing Assistant, completion of an IV Therapy certification and passed the examination for the Registered Invasive Cardiovascular Specialist credential

- RRTs must provide evidence of current certification in Florida and certification as a Nursing Assistant or evidence of equivalent work experience, and completion of an IV Therapy certification
- Complete Nursing Program Prerequisite for Admission Courses with minimum grades of "C" prior to enrollment in NUR 1003C
- Submit a completed Valencia Nursing Program application

Program expenses are given in the Financial section of this catalog.

Advanced Standing Track Curriculum

PREREQUISITE FOR ADMISSION COURSES:

Course	Title	Credits
+* BSC 2093C	Human Anatomy and Physiology I	4
+* BSC 2094C	Human Anatomy and Physiology II	4
+* MCB 2010C	Microbiology	4
+ PSY 1012	General Psychology	3
+* DEP 2004	Developmental Psychology	3
+* ENC 1101	Freshman Composition I	3
+ HUN 2202	Essentials of Nutrition with Diet Therapy	3
+ Humanities	PHI 2600 or PHI 2010 recommended; can be any course with HUM prefix that meets A.A. Degree requirement	3
	Total Prerequisite Credits	27

FIRST TERM

Course	Title	Credits
+* NUR 1003C	Transition Into Professional Nursing	8
+* NUR 2313C	Maternal Child Nursing	4

SECOND TERM

Course	Title	Credits
+* NUR 2211C	Adult Health Nursing	9

THIRD TERM

Course	Title	Credits
+* NUR 2244C	Advanced Adult Health Nursing	6
+* NUR 2801C	Patient Care Management Practicum	6
	Total Nursing Credits	33
	Total Degree Credits	60

NOTES:

All accepted applicants must be screened by the Florida Department of Law Enforcement for criminal history. Applicants for Valencia Community College Health Science Programs must be free of offenses that would disqualify them from a student clinical experience in a health care setting and must have their civil rights intact. This policy is in response to requirements by clinical agencies and State/Federal regulations.

Specialized program courses are offered on the West Campus.; some are offered at the Osceola Campus.

General Education courses are in bold print in the course listing.

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

Office Administration

Associate in Science Degree

This program is designed to prepare students for office support positions of receptionists, administrative assistants, records managers, office supervisors and managers and other office related positions. The program prepares students for immediate employment in a business office and provides training for both first-time job seekers and experienced employees who wish to advance in their careers.

Graduates of specific programs at Orange County Tech Centers and TECO may be eligible for the award of credit in specific courses in this program. For information and requirements, visit the Valencia Web site at valenciaccc.edu/asdegrees/tec.cfm to view the articulation agreements. Eligible students should contact the related academic department and/or career program advisor at Valencia for the award of credit.

Students who have earned the CPS (Certified Professional Secretary) or CAP (Certified Administrative Professional) certification, may also be eligible to receive credit for certain courses in this program. For information and requirements, visit the Valencia Web Site at valenciaccc.edu/asdegrees/tec.cfm to view the Alternative Award of Credit agreement and complete a request form. To have the credit awarded, students should bring the required documentation to the Dean's academic department for verification and approval.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor's degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning. For more information, please visit: valenciaccc.edu/asdegrees/business/documents/OfficeAdministrationSequence-09.pdf

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES

Course	Title	Credits
+* ENC 1101	Freshman Composition I	3
OST 1100	'Keyboarding and Document Processing I	3
OST 2831	Microsoft Windows (Operating System)	
	or	
	Office Administration Elective	1
OST 2854	Microsoft Office (Applications Package)	3
GEB 1011	Introduction to Business	3
INP 1301	Psychology in Business and Industry	
	or	
^ PSY 1012	General Psychology	3
	Total Credits	16

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

INTERMEDIATE COURSES

Course	Title	Credits
OST 1108	Building Keyboarding Speed and Accuracy	
	or	
* OST 2120	Office Administration Simulation	3
OST 1355	Records Management and Legal Implications	3
OST 1110	'Keyboarding and Document Processing II	
	or	
OST 1601	'Machine Transcription	3
OST 2711	WordPerfect for Windows	
	or	
OST 2756	Microsoft Word	3
OST 1335	Business Communications	3
OST 2858	Microsoft Excel	3
OST 2813	Desktop Publishing	3
OST 2501	Office Management	3
	Total Credits	24

ADVANCED COURSES

Course	Title	Credits
OST 2836	Microsoft Access (Database Management Software)	3
MTB 1103	Business Mathematics	
	or	
APA 1111	Basic Accounting	
	or	
* ACG 2021	Principles of Financial Accounting Office Administration Electives and/or	3
* OST 2944	Internship in Office Administration	5
	Humanities (See A.S. Gen Ed Requirement)	3
	Science or	
+* Mathematics (See A.S. Gen Ed Requirement)		3
	Gen Ed	
	Elective (See A.S. Gen Ed Requirement)	6
	Total Credits	23
	Total Degree Credits	63

OFFICE ADMINISTRATION ELECTIVES

All OST-prefix courses not being used as a requirement in this degree except OST 1141

Any of these courses not being used as a degree requirement:

Course	Title	Credits
APA 1111	Basic Accounting	3
	or	
* ACG 2021	Financial Accounting	3
MAN 2300	Introduction to Human Resources Management	3
* MNA 1031	Project Management	3
SBM 1000	Small Business Management	3
SLS 1122	Student Success	3
SLS 1303	Job Search	1
* SLS 2940	Service Learning	1-4

NOTES:

¹ Students with prior experience and/or instruction in OST 1100, and/or 1110 should consult a Career Program Advisor about credit-by-examination or alternate possibilities.

Office Administration courses may be taught in a multilevel-class atmosphere.

General Education courses are in bold print in this course listing.

This A.S. degree is transferable to UCF's regional campuses offering the B.A.S. degree. Check with UCF regional offices for their local campus offerings. The degree may also be transferable to B.A.S. programs offered by USF and Daytona State College. Check with USF and Daytona State college for acceptance of this degree.

Students will be required to take 36 credit hours of General Education courses to earn a Bachelor of Applied Science (B.A.S.) degree from UCF.

To graduate from UCF's B.A.S. program, students will also have to fulfill the state's foreign language requirement which is as follows: Two years of the same high school foreign language or two semesters of the same college-level foreign language.

[^]If you are planning on enrolling in UCF's Bachelor of Applied Science (B.A.S.) program, it is recommended that you take PSY 1012 General Psychology.

Microsoft Office Specialist Certification

The following courses will help prepare you to take the Microsoft Office Specialist Certification. If you have received this certification prior to taking these courses, contact your Career Program Advisor about possible credit.

Course	Title	Credits
OST 1755	Microsoft Word - Introductory (CORE)	1
OST 2756	Microsoft Word (EXPERT)	3
OST 2852	Microsoft Excel - Introductory (CORE)	1
OST 2858	Microsoft Excel (EXPERT)	3
OST 2828	Microsoft PowerPoint (Presentation Software) (EXPERT)	1
OST 2836	Microsoft Access (Database Management Software) (EXPERT)	3

Office Management Technical Certificate

This certificate is designed for students interested in employment as office support managers in word processing or office administration departments.

FOUNDATION COURSES

Course	Title	Credits
OST 1100	¹ Keyboarding and Document Processing I	3
OST 2831	Microsoft Windows (Operating System)	
	or	
	Office Management Elective	1
OST 2854	Microsoft Office (Applications Package)	3
OST 1355	Records Management and Legal Implications	3
	Total Credits	10

Specialized courses may not be offered every session or on every campus.
 + This course must be completed with a grade of C or better.
 * This course has a prerequisite; check description in Valencia catalog.

INTERMEDIATE COURSES

Course	Title	Credits
OST 1110	¹ Keyboarding and Document Processing II	
	or	
OST 1601	¹ Machine Transcription	
	or	
OST 2836	Microsoft Access (Database Management Software)	
	or	
OST 1335	Business Communications	3
OST 2756	Microsoft Word	
	or	
OST 2711	WordPerfect for Windows	3
OST 2501	Office Management	3
	Total Credits	9

ADVANCED COURSES

Course	Title	Credits
OST 2813	Desktop Publishing	3
OST 2858	Microsoft Excel	3
	Office Management Elective(s)	2
	Total Credits	8
	Total Certificate Credits	27

OFFICE MANAGEMENT ELECTIVES

All OST-prefix courses not being used as a requirement in this degree except OST 1141

Any of these courses not being used as a degree requirement:

Course	Title	Credits
APA 1111	Basic Accounting	3
	or	
* ACG 2021	Financial Accounting	3
MAN 2300	Introduction to Human Resources Management	3
* MNA 1031	Project Management	3
SBM 1000	Small Business Management	3
SLS 1122	Student Success	3
SLS 1303	Job Search	1
* SLS 2940	Service Learning	1-4

NOTES:

¹ Students with prior experience and/or instruction in OST 1100, and/or 1110 should consult a Career Program Advisor about credit-by-examination or alternate possibilities.

Office Management courses may be taught in a multilevel-class atmosphere.

Microsoft Office Specialist Certification

The following courses will help prepare you to take the Microsoft Office Specialist Certification. If you have received this certification prior to taking these courses, contact your Career Program Advisor about possible credit.

Course	Title	Credits
OST 1755	Microsoft Word - Introductory (CORE)	1
OST 2756	Microsoft Word (EXPERT)	3
OST 2852	Microsoft Excel - Introductory (CORE)	1
OST 2858	Microsoft Excel (EXPERT)	3

OST 2828	Microsoft PowerPoint (Presentation Software) (EXPERT)	1
OST 2836	Microsoft Access (Database Management Software) (EXPERT)	3

Office Specialist

Technical Certificate

This certificate gives the student experience working with word processing and spreadsheet programs. These skills can be applied at the mid-management level of employment.

FOUNDATION COURSES

Course	Title	Credits
OST 1100	Keyboarding and Document Processing I	3
OST 2831	Microsoft Windows (Operating System)	
	or	
	Office Specialist Elective	1
OST 2854	Microsoft Office (Applications Package)	3
	Total Credits	7

INTERMEDIATE COURSES

Course	Title	Credits
OST 1110	Keyboarding and Document Processing II	
	or	
OST 1601	Machine Transcription	
	or	
OST 2836	Microsoft Access (Database Management Software)	
	or	
OST 1108	Building Keyboarding Speed and Accuracy	
	or	
OST 2813	Desktop Publishing	
	or	
OST 1335	Business Communications	3
OST 2756	Microsoft Word	
	or	
OST 2711	WordPerfect for Windows	3
	Total Credits	6

ADVANCED COURSES

Course	Title	Credits
OST 2858	Microsoft Excel	3
	Office Specialist Elective(s)	2
	Total Credits	5
	Total Certificate Credits	18

OFFICE SPECIALIST ELECTIVES

Course	Title	Credits
* MNA 1031	Project Management	3
OST 1108	Building Keyboarding Speed and Accuracy	3
OST 1257	Medical Terminology for the Office	3
OST 1305	Proofreading	1
OST 1320	Ten Key Mastery	1
OST 1330	Business Grammar	3
OST 1335	Business Communications	3
OST 1355	Records Management and Legal Implications	3

* OST 1461	Medical Office Simulation	3
* OST 1467	Introduction to Body Systems for OST	3
OST 1601	Machine Transcription	3
* OST 1611	Medical Transcription I	3
OST 2252	Legal Terminology	3
* OST 2431	Legal Office Procedures	3
* OST 2450	ICD - 9 Coding	3
* OST 2452	Advanced ICD - 9 Coding	3
* OST 2453	CPT - 4 Medical Coding	3
* OST 2454	Advanced CPT - 4 Medical Coding	3
OST 2501	Office Management	3
* OST 2612	Medical Transcription II	3
OST 2711	WordPerfect for Windows	3
OST 2794	Internet for Office Employees	3
OST 2813	Desktop Publishing	3
OST 2828	Microsoft PowerPoint (Presentation Software)	1
OST 2831	Microsoft Windows (Operating System)	1
OST 2836	Microsoft Access (Database Management Software)	3
* OST 2943	Internship in Medical Office	1-4
* OST 2944	Internship in Office Administration	1-4
SBM 1000	Small Business Management	3
MAN 2300	Introduction to Human Resources Management	3
SLS 1122	Student Success	3
SLS 1303	Job Search	1
* SLS 2940	Service Learning	1-4

NOTES:

1 Students with prior experience and/or instruction in OST 1100, and/or 1110 should consult a Career Program Advisor about credit-by-examination or alternate possibilities.

Office Specialist courses may be taught in a multilevel-class atmosphere.

Microsoft Office Specialist Certification

The following courses will help prepare you to take the Microsoft Office Specialist Certification. If you have received this certification prior to taking these courses, contact your Career Program Advisor about possible credit.

Course	Title	Credits
OST 1755	Microsoft Word - Introductory (CORE)	1
OST 2756	Microsoft Word (EXPERT)	3
OST 2852	Microsoft Excel - Introductory (CORE)	1
OST 2858	Microsoft Excel (EXPERT)	3
OST 2828	Microsoft PowerPoint (Presentation Software) (EXPERT)	1
OST 2836	Microsoft Access (Database Management Software) (EXPERT)	3

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

Office Support

Technical Certificate

This certificate will give the student experience working with various computer applications. These skills enable a student to seek entry-level office support positions.

FOUNDATION COURSES

Course	Title	Credits
OST 1100	Keyboarding and Document Processing I	3
OST 2831	Microsoft Windows (Operating System)	
	or	
	Office Support Elective	1
OST 2854	Microsoft Office (Applications Package)	3
	Total Credits	7

INTERMEDIATE COURSES

Course	Title	Credits
OST 2756	Microsoft Word	
	or	
OST 2711	WordPerfect for Windows	3
	Office Support Elective(s)	2
	Total Credits	5
	Total Certificate Credits	12

OFFICE SUPPORT ELECTIVES

Course	Title	Credits
* MNA 1031	Project Management	3
OST 1108	Building Keyboarding Speed and Accuracy	3
OST 1257	Medical Terminology for the Office	3
OST 1305	Proofreading	1
OST 1320	Ten Key Mastery	1
OST 1330	Business Grammar	3
OST 1335	Business Communications	3
OST 1355	Records Management and Legal Implications	3
* OST 1461	Medical Office Simulation	3
* OST 1467	Introduction to Body Systems for OST	3
OST 1601	Machine Transcription	3
* OST 1611	Medical Transcription I	3
OST 2252	Legal Terminology	3
* OST 2431	Legal Office Procedures	3
* OST 2450	ICD - 9 Coding	3
* OST 2452	Advanced ICD - 9 Coding	3
* OST 2453	CPT - 4 Medical Coding	3
* OST 2454	Advanced CPT - 4 Medical Coding	3
OST 2501	Office Management	3
* OST 2612	Medical Transcription II	3
OST 2711	WordPerfect for Windows	3
OST 2794	Internet for Office Employees	3
OST 2813	Desktop Publishing	3
OST 2828	Microsoft PowerPoint (Presentation Software)	1
OST 2831	Microsoft Windows (Operating System)	1
OST 2836	Microsoft Access (Database Management Software)	3
OST 2858	Microsoft Excel	3
* OST 2943	Internship in Medical Office	1-4
* OST 2944	Internship in Office Administration	1-4

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

SBM 1000	Small Business Management	3
MAN 2300	Introduction to Human Resources Management	3
SLS 1122	Student Success	3
SLS 1303	Job Search	1
* SLS 2940	Service Learning	1-4

NOTES:

1 Students with prior experience and/or instruction in OST 1100, and/or 1110 should consult a Career Program Advisor about credit-by-examination or alternate possibilities.

Office Support courses may be taught in a multilevel-class atmosphere.

Microsoft Office Specialist Certification

The following courses will help prepare you to take the Microsoft Office Specialist Certification. If you have received this certification prior to taking these courses, contact your Career Program Advisor about possible credit.

Course	Title	Credits
OST 1755	Microsoft Word - Introductory (CORE)	1
OST 2756	Microsoft Word (EXPERT)	3
OST 2852	Microsoft Excel - Introductory (CORE)	1
OST 2858	Microsoft Excel (EXPERT)	3
OST 2828	Microsoft PowerPoint (Presentation Software) (EXPERT)	1
OST 2836	Microsoft Access (Database Management Software) (EXPERT)	3

Paralegal Studies with Specializations in:

Litigation and/or

Transactional

Associate in Science Degree

(Articulated A.S. to B.S. Career Path)

Valencia's Paralegal Studies Program is approved by the American Bar Association.

This program is designed to prepare students to work in the legal field for law firms, banks, corporations, and government agencies in the performance of delegated, substantive legal services under the supervision of a licensed attorney. Students receive instruction in the substantive and procedural law necessary to function in the legal environment under the direction and supervision of attorneys in areas such as civil litigation, real property, legal research and writing, business organizations, and legal technology. Students will understand the ethical framework within which they will work and will be able to analyze and communicate effectively in these areas. Instruction stresses practical applications.

The services paralegals provide include assisting in trial preparation, drafting court pleadings and related documents, performing legal research and informal investigations, preparing real estate documents and assisting in real estate closings, drafting contracts, and maintaining corporate books. Paralegals cannot give legal advice, accept a case, set a fee, or present a case in court and may not provide legal services directly to the public, except as permitted by law.

continued

This program is designed for students who seek immediate employment in the legal environment and who may also decide to transfer as a junior to complete a four-year bachelor's degree in Legal Studies at one of the two Florida public universities to which this degree will transfer. Students may transfer through a statewide agreement to Florida Gulf Coast University (FGCU) or through a specific program agreement to the University of Central Florida (UCF). Additional general education and legal specialty courses will be required in the university program.

In addition, several Florida public universities recently have begun to provide general transfer opportunities for A.S. degree graduates to pursue a bachelor's degree. Information about such opportunities, as well as the options in Legal Studies at FGCU and UCF, may be found in the Introduction to this catalog section and valenciacc.edu/asdegrees/tec.cfm. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

In addition to credits included in the State of Florida's common course numbering system, Valencia may accept up to nine legal specialty credits from a non-American Bar Association-approved paralegal studies program as credit towards PLA course requirements in the Paralegal Studies A.S. degree. All legal specialty courses transferred into the program must be reviewed and approved by the Paralegal Studies Program Director, in addition to the standard college award of credit process.

Students will select either a Transactional or Litigation specialization. The Transactional specialization provides additional course work relating to real estate and probate matters, while the Litigation specialization provides additional course work relating to civil court and bankruptcy proceedings.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and specialization course sequence as a guide in program planning. This is found at valenciacc.edu/asdegrees/crim_jus/ps.cfm

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES

Course	Title	Credits
+* ENC 1101	Freshman Composition I	3
POS 2041	U.S. Government	3
* PLA 2003	Introduction to Paralegal Practices and Ethics	3
* PLA 1104	Legal Research and Theory I	3
* PLA 1611	Real Property I	3
* BUL 2241	Business Law I	3
* PLA 2203	Civil Litigation I	3
* PLA 2433	Business Organizations	3
SPC 1608	Fundamentals of Speech	3
	Total Credits	27

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

INTERMEDIATE COURSES

Course	Title	Credits
* PLA 2732	Legal Technology	3
* PLA 1730	Computer Assisted Legal Research	1
* BUL 2242	Business Law II	3
* ¹ ENC 1102	Freshman Composition II	
	or	
* ENC 1210	Technical Communication	
	or	
OST 1335	Business Communications	3
* ¹ ACG 2021	Principles of Financial Accounting	
	or	
APA 1111	Basic Accounting	3
PSY 1012	General Psychology	3
² Humanities	(See A.S. Gen Ed Requirement)	3
³ Science	or	
+* Mathematics	(See A.S. Gen Ed Requirement)	3
	Total Credits	22

Litigation Specialization

Course	Title	Credits
* PLA 2223	Civil Litigation II	3
* PLA 2465	Debtor-Creditor/Bankruptcy	3
* PLA 1114	Legal Research and Theory II	3
* PLA 2192	Legal Research and Theory III Capstone	3
	Paralegal Studies Elective	3
	Total Credits	15
	Total Degree Credits	64

Transactional Specialization

Course	Title	Credits
* PLA 2612	Real Property II	3
* PLA 2601	Wills, Trusts and Estate Administration I	3
* PLA 1114	Legal Research and Theory II	3
* PLA 2192	Legal Research and Theory III	3
	Capstone	3
	Paralegal Studies Elective	3
	Total Credits	15
	Total Degree Credits	64

PARALEGAL STUDIES ELECTIVES

These courses may be used as the Paralegal Studies Elective if not a Specialization requirement.

Course	Title	Credits
* PLA 2223	Civil Litigation II	3
* PLA 2465	Debtor-Creditor/Bankruptcy	3
* PLA 2601	Wills, Trusts and Estate Administration I	3
* PLA 2602	Wills, Trusts and Estate Administration II	3
* PLA 2612	Real Property II	3
* PLA 2800	Family Law	3
* PLA 2930	Selected Topics in Paralegal Studies	3
* PLA 2942	Internship in Paralegal Studies	3
CGS 2100	Computer Fundamentals and Applications	3
CJL 2100	Criminal Law	3
CJL 2102	Criminal Evidence and Procedures	3

NOTES:

¹ This course is required for students planning to transfer this degree to the University of Central Florida (UCF) and recommended for those transferring to Florida Gulf Coast University (FGCU).

² Students planning to transfer to UCF should select from ARH 2050, ARH 2051, HUM 2220, HUM 2223, HUM 2232, HUM 2234, LIT 2110, LIT 2120, MUL 1010, PHI 2010, REL 2000, and THE 1020

³ Students planning to transfer to UCF should select from AST 1002, BSC 1005, BSC 1050, CHM 1020, ESC 1000, PHY 1053C, PSC 2121, MGF 1106, MAC 1105, MAC 1114, MAC 2233, MAC 2311, MAC 2312, or MAC 2313

PLA prefix courses are offered only on the East Campus.

General Education courses are in bold print in the course listing.

This A.S. degree is transferable to UCF’s regional campuses offering the B.A.S. degree. Check with UCF regional offices for their local campus offerings. The degree may also be transferable to B.A.S. programs offered by USF and Daytona State College. Check with USF and Daytona State College for acceptance of this degree.

Students will be required to take 36 credit hours of General Education courses to earn a Bachelor of Applied Science (B.A. S) degree from UCF.

To graduate from UCF’s B.A.S. program, students will also have to fulfill the state’s foreign language requirement which is as follows: Two years of the same high school foreign language or two semesters of the same college-level foreign language.

Radiography
Associate in Science Degree
Limited Access

This program is designed for students who seek immediate employment in the health care field of Radiography. The radiographer is an integral member of the medical team dedicated to patient care, whose primary role is to operate imaging equipment and perform technical procedures for the diagnosis and treatment of injury and disease. Radiography is a challenging and growing profession with additional career opportunities in computer tomography, magnetic resonance imaging, mammography, angiography, and quality assurance. With professional experience and additional education, management and education are career options. Radiographers are employed primarily in hospitals. Positions are also available in imaging centers, urgent care clinics, private physician offices, industry, and civil service and public health service facilities.

The program is accredited by the Joint Review Committee on Education in Radiology Technology. Graduates are eligible to take the national certifying examination administered by the American Registry of Radiologic Technologists.

Radiography is a limited access program. Admission to Valencia does not imply acceptance to the Radiography Program; students must apply and be accepted into the program. General admission procedures for this program are found in the Admissions section of this catalog. The

Specialized courses may not be offered every session or on every campus.
 + This course must be completed with a grade of C or better.
 * This course has a prerequisite; check description in Valencia catalog.

Health Sciences Division provides information about specific admission criteria.

Program expenses are given in the Financial section of this catalog.

- Admission requirements for the A.S. Degree in Radiography are:
- Submit a completed Valencia Community College application
 - Complete Radiography Prerequisites for Admission Courses with a minimum grade of "C"
 - Have a minimum overall college GPA of 2.5 (including transfer work)
 - Satisfy the college entry testing requirements and satisfactorily complete all mandatory courses in reading, student success, mathematics, English, English for Academic Purposes in which you are placed
 - Students must successfully complete the designated entrance test requirements for Health Sciences prior to submitting the Radiography application
 - Submit a completed Valencia Radiography Program application.

The identified courses in the program curriculum include all courses that are required for the Radiography Associate in Science Degree. A minimum grade of C must be achieved in all courses in the program curriculum, including prerequisite courses required for admission.

After being accepted into the Radiography Program, the courses in the curriculum are progressive in nature with one course building on the preceding course. Because of this progressive relationship, all courses in a term must be completed with a grade of C or better in order to continue to the next term. If a student achieves less than a C or withdraws from any course that is required for the Radiography Associate in Science Degree, the student will not be allowed to continue in the program.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor’s degree. Information about such opportunities is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a Health Sciences advisor for assistance in determining the best education plan for their career goals.

Prerequisite for Admission:

Course	Title	Credits
+* BSC 2093C	Human Anatomy and Physiology I	4
	Total Prerequisite Credits	4

Year I

SUMMER TERM		
Course	Title	Credits
+* RTE 1000	Introduction to Radiography	2
+* HSC 1230C	Methods of Patient Care	3
+* BSC 2094C	Human Anatomy and Physiology II	4
+ HSC 1531	Medical Terminology	3
	Total Credits	12

FALL TERM

Course	Title	Credits
+* RTE 1418C	Principles of Radiography I	3
+* RTE 1503C	Radiographic Procedures I	4
+* RTE 1804L	Radiographic Clinical Education I	2
+ CGS 1060	Introduction to Computers	3
	Total Credits	12

SPRING TERM		
Course	Title	Credits
+* RTE 1458	Principles of Radiography II	3
+* RTE 1513C	Radiographic Procedures III	4
+* RTE 1814L	Radiographic Clinical Education II	2
+* MAC 1105	College Algebra	3
	Total Credits	12

Year II

SUMMER TERM		
Course	Title	Credits
+* RTE 2762	Sectional Anatomy	3
+* RTE 1523C	Radiographic Procedures III	4
+* RTE 1824L	Radiographic Clinical Education III	3
+* PSY 1012	General Psychology	3
	Total Credits	13

FALL TERM		
Course	Title	Credits
+* RTE 2563	Principles of Radiography III	4
+* RTE 2834L	Radiographic Clinical Education IV	3
+* RTE 2782	Radiographic Pathology	3
+* ENC 1101	Freshman Composition I	3
	Total Credits	13

SPRING TERM		
Course	Title	Credits
+* RTE 2385	Radiation Biology and Protection	2
+* RTE 2844L	Radiographic Clinical Education V	3
+* RTE 2061	Radiologic Seminar	3
+ Humanities	(See A.A. Gen Ed Requirement)	3
	Total Credits	11
	Total Degree Credits	77

NOTES:

All accepted applicants must be screened by the Florida Department of Law Enforcement for criminal history. Applicants for Valencia Community College Health Science Programs must be free of offenses that would disqualify them from a student clinical experience in a health care setting and must have their civil rights intact. This policy is in response to requirements by clinical agencies and State/Federal regulations.

Specialized program courses are offered on the West Campus.

General Education courses are in bold print in the course listing.

This A.S. degree is transferable to UCF's regional campuses offering the B.A.S. degree. Check with UCF regional offices for their local campus offerings. The degree may also be transferable to B.A.S. programs offered by USF and Daytona State College. Check with USF and Daytona State College for acceptance of this degree.

Students will be required to take 36 credit hours of General Education courses to earn a Bachelor of Applied Science (B.A. S) degree from UCF.

Specialized courses may not be offered every session or on every campus.
 + This course must be completed with a grade of C or better.
 * This course has a prerequisite; check description in Valencia catalog.

To graduate from UCF's B.A.S. program, students will also have to fulfill the state's foreign language requirement which is as follows: Two years of the same high school foreign language or two semesters of the same college-level foreign language.

Computed Tomography

Advanced Technical Certificate

Limited Access

This program is designed for individuals who are currently certified in Radiography (ARRT) or Radiation Therapy (ARRT) or Nuclear Medicine Technology (ARRT or NMTCB). Program content follows the American Society of Radiologic Technologists (ASRT) curriculum to prepare program completers for the American Registry of Radiologic Technologists (ARRT) certification examination in Computed

Tomography. Completion of this certificate program does not insure permission to take the credentialing examination. With the exception of the course RTE 2571L, program courses are offered online.

Computed Tomography is a limited access program. Admission to Valencia does not imply acceptance to the Computed Tomography program. Students must submit an application and be accepted to the program.

Admission requirements for the Advanced Technical Certificate in Computed Tomography are:

- Submit a completed Valencia Community College application
- Be currently certified in Radiography (ARRT) or Radiation Therapy (ARRT) or Nuclear Medicine Technology (ARRT or NMTCB) or be registry-eligible in one of these modalities
- Submit current proof of CPR certification
- Submit a completed Valencia Computed Tomography application
- Applicantss must submit proof of employment in the area of certification for one of the above modalities within the past year.

Course	Title	Credits
+* RTE 2762	Sectional Anatomy	3
+* RTE 2571	Computed Tomography	3
+* RTE 2571L	Computed Tomography Clinical Education	3
	Total Certificate Credits	9

NOTES:

All accepted applicants must be screened by the Florida Department of Law Enforcement for criminal history. Applicants for Valencia Community College Health Science Programs must be free of offenses that would disqualify them from a student clinical experience in a health care setting and must have their civil rights intact. This policy is in response to requirements by clinical agencies and State/Federal regulations.

All certificate courses are offered on the West Campus.

Magnetic Resonance Imaging

Advanced Technical Certificate

Limited Access

This program is designed for individuals who are currently certified in Radiography (ARRT) or Radiation Therapy (ARRT) or Nuclear Medicine Technology (ARRT or NMTCB) or Sonography (ARRT or ARDMS). Program content follows the American Society of Radiologic Technologists (ASRT) curriculum to prepare program completers to take the American Registry of Radiologic Technologists (ARRT) certification examination in Magnetic Resonance Imaging. Completion of this certificate program does not insure permission to take the credentialing examination. With the exception of the course RTE 2575L, program courses are offered online.

Magnetic Resonance Imaging is a limited access program. Admission to Valencia does not imply acceptance to the Magnetic Resonance Imaging program. Students must submit an application and be accepted to the program.

Admission requirements for the Advanced Technical Certificate in Magnetic Resonance Imaging are:

- Submit a completed Valencia Community College application
- Be currently certified in Radiography (ARRT) or Radiation Therapy (ARRT) or Nuclear Medicine Technology (ARRT or NMTCB) or Sonography (ARRT or ARDMS) or be registry-eligible in one of these modalities
- Submit current proof of CPR certification
- Submit a completed Valencia Magnetic Resonance Imaging application
- Applicantss must submit proof of employment in the area of certification for one of the above modalities within the past year.

Course	Title	Credits
+* RTE 2762	Sectional Anatomy	3
+* RTE 2575	Magnetic Resonance Imaging I	3
+* RTE 2576	Magnetic Resonance Imaging II	3
+* RTE 2575L	Magnetic Resonance Clinical Education	3
Total Certificate Credits		12

NOTES:

All accepted applicants must be screened by the Florida Department of Law Enforcement for criminal history. Applicants for Valencia Community College Health Science Programs must be free of offenses that would disqualify them from a student clinical experience in a health care setting and must have their civil rights intact. This policy is in response to requirements by clinical agencies and State/Federal regulations.

All certificate courses are offered on the West Campus.

Specialized courses may not be offered every session or on every campus.
 + This course must be completed with a grade of C or better.
 * This course has a prerequisite; check description in Valencia catalog.

Respiratory Care

Associate in Science Degree

Limited Access

This program is approved by the American Medical Association and the Committee on Accreditation for Respiratory Care.

The program is designed for students who desire preparation for employment as respiratory therapists, and graduates are eligible for registry examination.

Respiratory Care is a limited access program. Admission to Valencia does not imply acceptance to the Respiratory Care Program; students must apply and be accepted into the program. General admission procedures for this program are found in the Admissions section of this catalog. The Health Sciences Division provides information about specific admission criteria.

Program expenses are given in the Financial section of this catalog.

Admission requirements for the A.S. Degree in Respiratory Care are:

- Submit a completed Valencia Community College application
- Complete Respiratory Care Prerequisites for Admission Courses with a minimum grade of "C"
- Have a minimum overall college GPA of 2.0 (including transfer work)
- Satisfy the college entry testing requirements and satisfactorily complete all mandatory courses in reading, student success, mathematics, English, English for Academic Purposes in which you are placed
- Submit a completed Valencia Respiratory Care Program applicatioA minimum grade of "C" must be achieved in all respiratory care and required courses to meet a prerequisite or graduation requirement.

Any student admitted to the Respiratory Care Program who fails or withdraws from any two respiratory care courses (can be the same course or two different courses) must petition the Health Sciences Admissions Committee for reevaluation and readmission. Students will be allowed to petition one time.

An articulation process between Seminole Community College, University of Central Florida and Valencia is available to provide a means to ensure students continuous advancement in learning by efficient and effective movement of students among said institutions. Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor's degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a Health Sciences advisor for assistance in determining the best education plan for their career goals.

Year I

FALL TERM	Course	Title	Credits
	+* BSC 2093C	Human Anatomy and Physiology I	4
	+* MAT 1033C	Intermediate Algebra or Higher Mathematics	3
		Total Credits	7

SPRING TERM

Course	Title	Credits
+* RET 1025C	Principles of Respiratory Care	6
+* RET 1485C	Cardiopulmonary Physiology	4
+* MCB 2010C	Microbiology	4
+* ENC 1101	Freshman Composition I	3
	Total Credits	17

SUMMER TERM

Course	Title	Credits
+* RET 1275C	Clinical Care Techniques	4
+* RET 1450C	Basic Physiological Monitoring	3
+* RET 1295C	Chest Medicine	4
+* BSC 2094C	Human Anatomy and Physiology II	4
	Total Credits	15

Year II

FALL TERM	Course	Title	Credits
	+* RET 2350	Pharmacology	3
	+* RET 1264C	Principles of Mechanical Ventilation	4
	+* RET 1874L	Clinical Practice I	4
	+* RET 2930	Selected Topics in Respiratory Care	1
		Total Credits	12

SPRING TERM

Course	Title	Credits
+* RET 1875L	Clinical Practice II	4
+* RET 2244C	Life Support	3
+* HSC 2550	Pathophysiology	4
+* RET 2714C	Pediatric Respiratory Care	4
	Total Credits	15

SUMMER TERM

Course	Title	Credits
+* RET 2876L	Clinical Practice III	4
+* ENC 1102	Freshman Composition II	3
+ PSY 1012	General Psychology	3
	Total Credits	10
	Total Degree Credits	76

NOTES :

All accepted applicants must be screened by the Florida Department of Law Enforcement for criminal history. Applicants for Valencia Community College Health Science Programs must be free of offenses that would disqualify them from a student clinical experience in a health care setting and must have their civil rights intact. This policy is in response to requirements by clinical agencies and State/Federal regulations.

MAC 1105 College Algebra is a university-required math.

Specialized program courses are offered on the West Campus.

General Education courses are in bold print in the course listing.

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

This A.S. degree is transferable to UCF's regional campuses offering the B.A.S. degree. Check with UCF regional offices for their local campus offerings. The degree may also be transferable to B.A.S. programs offered by USF and Daytona State College. Check with USF and Daytona State College for acceptance of this degree.

Students will be required to take 36 credit hours of General Education courses to earn a Bachelor of Applied Science (B.A. S) degree from UCF.

To graduate from UCF's B.A.S. program, students will also have to fulfill the state's foreign language requirement which is as follows: Two years of the same high school foreign language or two semesters of the same college-level foreign language.

Polysomnography Technology

Advanced Technical Certificate

Limited Access

This program is designed for individuals who have earned at least an Associate in Science Degree in Respiratory Care or Cardiopulmonary Sciences or the equivalent or who currently are enrolled in the final term of an accredited Respiratory Care or Cardiopulmonary Sciences program. Academic credentials must be approved by the Health Sciences Division.

Program courses are designed to prepare graduates to take the Registered Polysomnography Technologist examination administered by the Board of Registered Polysomnographic Technologists (BRPT) and enter the workplace in various types of sleep disorder centers as a Polysomnographic Technologist. Completion of this program does not ensure permission to take the credentialing examination. All theory components of the program are offered only in the online format. All laboratory courses are held on the West Campus, while clinical experiences are completed in the central Florida sleep disorder centers.

Polysomnography Technology is a limited access program. Admission to Valencia does not imply acceptance to the Polysomnography Technology program. Students must submit an application and be accepted to the program.

Admission requirements for the Advanced Technical Certificate in Polysomnography Technology are:

- Submit a completed Valencia Community College application
- Have a minimum overall GPA of 2.5 (including transfer work)
- Be enrolled in, or have completed, a Respiratory Care or Cardiopulmonary Sciences program within the last year or have one year of practice in Respiratory Care within the five years prior to date of admission
- Must provide evidence of current Florida licensure as a Certified Respiratory Therapist or a Registered Respiratory Therapist
- Submit proof of current CPR certification - AHA provider Submit a completed Valencia Polysomnography Technology application.

FIRST TERM		
Course	Title	Credits
+* PSG 1000	Polysomnographic Technology I	3
+* PSG 1000L	Polysomnographic Technology Laboratory I	1
+* PSG 1800L	Polysomnographic Technology Clinical Practicum I	1
Total Credits		5

SECOND TERM		
Course	Title	Credits
+* PSG 1001	Polysomnographic Technology II	3
+* PSG 1001L	Polysomnographic Technology Laboratory II	1
+* PSG 1801L	Polysomnographic Technology Clinical Practicum II	1
Total Credits		5
Total Certificate Credits		10

NOTES:

All accepted applicants must be screened by the Florida Department of Law Enforcement for criminal history. Applicants for Valencia Community College Health Science Programs must be free of offenses that would disqualify them from a student clinical experience in a health care setting and must have their civil rights intact. This policy is in response to requirements by clinical agencies and State/Federal regulations.

All certificate courses are offered on the West Campus.

Restaurant and Food Service Management (Hospitality and Tourism Institute)

Associate in Science Degree

With thousands of restaurants and eateries in the Orlando area alone, Valencia's Restaurant Management program is in a prime location to train for an exciting career in the food service industry. Valencia's Restaurant Management program prepares students for immediate employment in a successful profession in one of the fastest-paced, ever-changing industry sectors. While enrolled in Valencia's Restaurant Management program, students will receive both classroom instruction and work-based experience from leaders in the restaurant field.

Several Florida public universities recently have begun to provide opportunities for A.S. degree graduates to pursue a bachelor's degree. Information about such opportunities, including those at the University of Central Florida, is found in the Introduction to this catalog section. Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student

success, mathematics, English, and English for Academic Purposes in which the student is placed.

FOUNDATION COURSES

Course	Title	Credits
+* ENC 1101	Freshman Composition I Science or	3
+* Mathematics	(See A.S. Gen Ed Requirement)	3
HFT 1000	Introduction to Hospitality and Tourism Industry	3
HFT 2223	Human Relations and Supervisory Development	3
FOS 2201	Food Service Sanitation Management	3
SPC 1608	Fundamentals of Speech or	
SPC 1017	Informal Communication	3
OST 1746	Food Service Computer Applications or	
OST 2852	Microsoft Excel - Introductory or	
OST 1755	Microsoft Word - Introductory	1
* FSS 1203C	Quantity Food Production I	3
Total Credits		22

INTERMEDIATE COURSES

Course	Title	Credits
INP 1301	Psychology in Business and Industry or	
^ PSY 1012	General Psychology	3
FSS 2284	Catering and Banquet Management	3
FSS 2251	Food and Beverage Management	3
* FSS 1246C	Baking and Pastries I	3
APA 1111	Basic Accounting or	
* ACG 2021	Principles of Financial Accounting	3
HFT 2840	Table Service Etiquette	1
HFT 1820	Food and Beverage Purchasing	3
HUN 1004	Healthy Cuisine/Nutrition	1
Total Credits		20

ADVANCED COURSES

Course	Title	Credits
FSS 2500	Food and Beverage Cost Control	3
HFT 2600	Hospitality Law	3
HFT 2500	Marketing and Sales in the Hospitality Industry	3
* HFT 2943	Internship in Restaurant Management	3
* FSS 2242C	International and Regional Foods or	
* FSS 2248C	Garde-Manger	3
SLS 1303	Job Search	1
² Elective(s)		6
Total Credits		22
Total Degree Credits		64

NOTES:

¹ This course is recommended for students who plan to seek a four-year degree.

² Recommended electives include: HFT 2750 Convention Management and Services, HFT 2630 Security Issues in the Hospitality Industry, FSS 2204C Quantity and Food Production II, and FSS 2247C Baking and Pastries II.

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.

All specialized program courses are offered on the West Campus; some specialized courses are offered at other locations.

General Education courses are in bold print in the course listing.

This A.S. degree is transferable to UCF's regional campuses offering the B.A.S. degree. Check with UCF regional offices for their local campus offerings. The degree may also be transferable to B.A.S. programs offered by USF and Daytona State College. Check with USF and Daytona State College for acceptance of this degree.

Students will be required to take 36 credit hours of General Education courses to earn a Bachelor of Applied Science (B.A. S) degree from UCF.

To graduate from UCF's B.A.S. program, students will also have to fulfill the state's foreign language requirement which is as follows: Two years of the same high school foreign language or two semesters of the same college-level foreign language.

^If you are planning on enrolling in Ucf's Bachelor of Applied Science (B.A.S.) program, it is recommended that you take PSY 1012 General Psychology.

+ *	MAC 1105	College Algebra	
		or	
+ *	MGF 1106	College Mathematics	
		or	
+ *	MGF 1107	Mathematics for the Liberal Arts	3
+ Social Science		Select one of the following:	3
		AMH 2010 United States History to 1877	
		AMH 2020 United States History 1877 to Present	
		ANT 2000 Introductory Anthropology	
		ECO 2013 Principles of Economics - Macro	
		ECO 2023 Principles of Economics - Micro	
		* EUH 2000 Western Civilization to 1750	
		* EUH 2001 Western Civilization 1750 to Present	
		* INR 2002 International Politics	
		POS 2041 American Government	
		POS 2112 State and Local Government	
		PSY 1012 General Psychology	
		SYG 2000 Introductory Sociology	
+ PHI 2600		Ethics and Critical Thinking	3
+ BSC 1005C		Biological Science	
		or	
+ BSC 1005		Biological Science and	
+ BSC 1005L		Lab in Applied Biology	4
		Total Credits	22

Veterinary Technology

(Offered through a Cooperative Agreement with St. Petersburg College)

Associate in Science Degree

The Veterinary Technology A.S. Degree program is a selective admission program at St. Petersburg College. Through a cooperative agreement with St. Petersburg College, Valencia offers the general education core and support courses required in the program. Students meeting the admission requirements of this program at St. Petersburg College can access all of the remaining specialized courses through online distance learning. Required clinical and work experiences can be obtained within the Central Florida area. The degree is awarded by St. Petersburg College.

The A.S. Degree in Veterinary Technology program prepares students to be veterinary technicians and once students complete the program, they may take the FVMA and FVTA Certification examinations. For more information about the requirements and selection process, contact St. Petersburg College at (727) 341-3653 and visit the college Web site at spcollege.edu/webcentral/acad/vettech.htm.

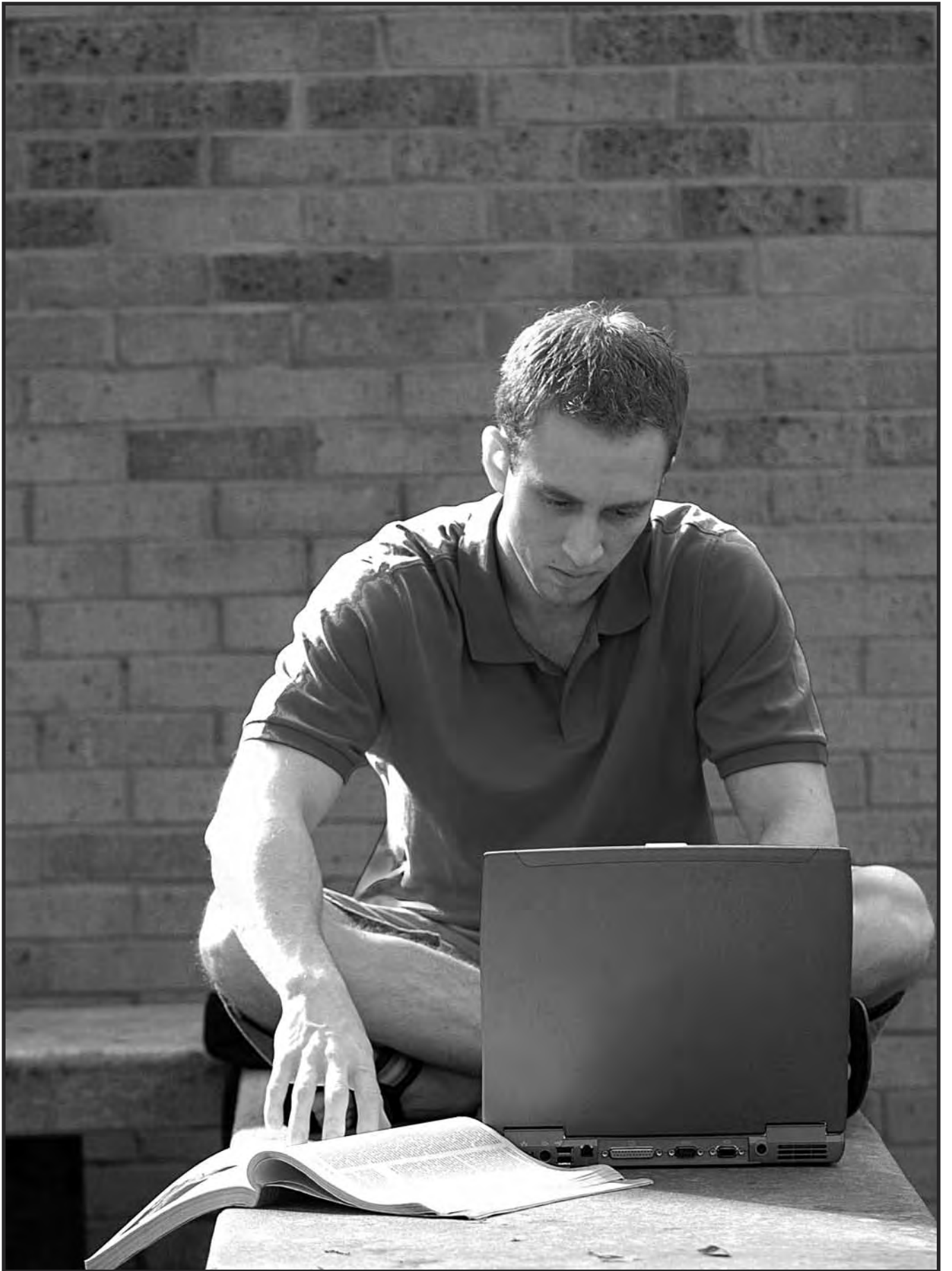
GENERAL EDUCATION AND SUPPORT COURSES OFFERED AT VALENCIA

Course	Title	Credits
+ * ENC 1101	Freshman Composition I	3
+ SPC 1608	Fundamentals of Speech	3
+ Humanities	Select one of the following:	3
	ARH 1000 The Visual Arts Today	
	ARH 2050 Introduction to Art History I	
	* ARH 2051 Introduction to Art History II	
	MUL 1010 Music Appreciation	
	PHI 2010 Philosophy	

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

* This course has a prerequisite; check description in Valencia catalog.



COURSE DESCRIPTIONS

Florida's Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and 31 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online Statewide Course Numbering System to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at scns.fl DOE.org.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "course equivalency profiles."

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
SYG	1	0	1	0	
Sociology, General	Freshman Level at this institution	Entry-level General Sociology	Survey Course	Social Problems	No Lab components in this course

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a survey course in social problems is offered by 34 different postsecondary institutions. Each institution uses "SYG_010" to identify its social problems course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "SYG" means "Sociology, General," the century digit "0" represents "Entry-level General Sociology," the decade digit "1" represents "Survey Course," and the unit digit "0" represents "Social Problems."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, SYG 1010 is offered at a community college. The same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university if the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalencies

The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

- A. Courses not offered by the receiving institution.
- B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
- C. Courses in the _900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Practica, and Study Abroad courses
- D. College preparatory and vocational preparatory courses.
- E. Graduate courses
- F. Internships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.
- G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice are not guaranteed as transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to Valencia's Office of Curriculum and Articulation at 407-299-5000, extension 3455 or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427, or via the internet at scns.fldoe.org.

Department Headings and Subject Prefixes

<u>DEPARTMENT HEADINGS</u>	<u>SUBJECT PREFIXES</u>
Accounting	ACG, APA, TAX
Anthropology	ANT
Architecture	ARC
Art	ARH, ART
Astronomy	AST
Baking and Pastry Management	See Hospitality and Tourism
Biology	BOT, BSC, MCB, OCB, PCB, ZOO
Building Construction Technology	BCN, BCT, ETC, TAR
Business Administration and Management	BUL, FIN, GEB, MAN, MAR, MKA, MNA, MTB, REE, RMI, SBM, TRA
Cardiovascular Technology	CVT
Career Development	SLS
Chemistry	CHM
Civil/Surveying Engineering Technology	BCN, ETC, SUR
Computed Tomography	See Radiography
Computer Engineering Technology (Networking)	CET
Computer Information Technology and Computer Programming and Analysis	CGS, CIS, COP, COT, CTS
Criminal Justice Institute	CJD, CJK
Criminal Justice Technology	CCI, CJC, CJE, CIL, CJT
Culinary Management	See Hospitality and Tourism
Dance	DAA
Dental Hygiene	DEH, DES
Digital Media Technology	DIG
Drafting and Design Technology	ETD, MTB
Economics	ECO
Education	ARE, EDF, EDG, EEC, EEX, EME
Educator Preparation Institute	EPI
Electronics Engineering Technology	CET, EET, EST, MTB

DEPARTMENT HEADINGS	SUBJECT PREFIXES	DEPARTMENT HEADINGS	SUBJECT PREFIXES
Emergency Medical Services (EMT/Paramedic)	EMS	Nutrition	HUN
Engineering	EGN, EGS	Oceanography	OCE
English	AML, COM, CRW, ENC, ENG, ENL, LIT	Office and Medical Administration	OST
English as a Second Language for Academic Purposes	EAP	Paralegal Studies	PLA
Film	FIL	Peace Studies	PAX
Finance	FIN	Philosophy	PHI
French	FRE	Photography	PGY
Geography	GEA, GEO	Physical Education	See Health
Geology	ESC, GLY	Physical Science	PSC
German	GER	Physics	PHY
Graphics Technology	GRA	Political Science	INR, POS
Health, Health and Fitness, and Physical Education	HLP, HSC, PEL, PEM, PEN, PET	Polysomnography Technology	See Respiratory Care
Health Sciences	HSC	Portuguese	POR
History	AMH, EUH, HIS	Psychological Sciences	CLP, DEP, EDP, INP, PSY, SOP
Hospitality and Tourism, Baking and Pastry Management, Culinary Management, and Restaurant and Food Service Management	FOS, FSS, HFT, HUN, OST	Public Administration	FFP
Humanities	HUM	Radiography	RTE
Interdisciplinary Studies	IDH	Reading	REA
Journalism	JOU, MMC	Real Estate	REE
Landscape and Horticulture Technology	AOM, BOT, ENY, FRC, HOS, IPM, LDE, ORH, PLP, PLS, SOS, VEC	Religion	REL
Library Science	LIS	Respiratory Care	PSG, RET
Magnetic Resonance Imaging	See Radiography	Restaurant and Food Service Management	See Hospitality and Tourism
Mathematics	MAC, MAE, MAP, MAS, MAT, MGF, MHF, MTB, MTG, STA	Sign Language	ASL, INT
Meteorology	MET	Social Sciences	AFA, ISS
Military Science	AFR, MSL	Sociology	SYG
Music	MUC, MUL, MUM, MUN, MUO, MUS, MUT, MVB, MVK, MVS, MVV	Sonography	SON
Nursing	NUR	Spanish	SPN
		Speech	SPC
		Student Development	SLS
		Student Life Skills	SLS
		Surveying Technology	See Civil/Surveying Engineering
		Theatre and Entertainment	THE, TPA, TPP

SUBJECT PREFIX	PREFIX TITLE	DEPARTMENT HEADING
ACG	Accounting: General	Accounting
AFA	African-American Studies	Social Sciences
AFR	Aerospace Studies	Military Science
AMH	American History	History
AML	American Literature	English
ANT	Anthropology	Anthropology
AOM	Agricultural Operations Management	Landscape and Horticulture Technology
APA	Applied Accounting	Accounting
ARC	Architecture	Architecture
ARE	Art Education	Education
ARH	Art History	Art
ART	Art	Art
AST	Astronomy	Astronomy
BCN	Building Construction	Building Construction Technology Civil/Surveying Engineering Technology
BCT	Building Construction Trades	Civil/Surveying Engineering Technology
BOT	Botany	Biology Landscape and Horticulture Technology
BSC	Biological Sciences	Biology
BUL	Business Law	Business Administration and Management
CAP	Game Programming	Computer Information and Computer Programming
CCJ	Criminology and Criminal Justice	Criminal Justice Technology
CET	Computer Engineering Technology	Computer Engineering Technology Electronics Engineering Technology
CGS	Computer General Studies	Computer Information and Computer Programming
CHM	Chemistry	Chemistry
CIS	Computer Science and Information Systems	Computer Information and Computer Programming
CJC	Corrections	Criminal Justice Technology
CJD	Criminal Justice Development	Criminal Justice Institute
CJE	Law Enforcement	Criminal Justice Technology
CJK	Criminal Justice Basic Training	Criminal Justice Institute
CJL	Law and Process	Criminal Justice Technology
CJT	Criminal Justice Technologies	Criminal Justice Technology
CLP	Clinical Psychology	Psychological Sciences
COM	Communication	English
COP	Computer Programming	Computer Information and Computer Programming
COT	Computing Theory	Computer Information and Computer Programming
CTS	Computing Technology and Skills	Computer Information and Computer Programming
CRW	Creative Writing	English
CVT	Cardiovascular Technology	Cardiovascular Technology
DAA	Dance, Emphasis on Activity	Dance
DEH	Dental Hygiene	Dental Hygiene
DEP	Developmental Psychology	Psychological Sciences
DES	Dental Support	Dental Hygiene
DIG	Digital Media	Digital Media Technology
EAP	English as a Second Language for Academic Purposes	English as a Second Language for Academic Purposes
ECO	Economics	Economics

SUBJECT PREFIX	PREFIX TITLE	DEPARTMENT HEADING
EDF	Education: Foundations and Policy Studies	Education
EDG	Education: General	Education
EDP	Educational Psychology	Psychological Sciences
EEC	Education: Early Childhood	Education
EET	Electronic Engineering Technology	Electronics Engineering Technology
EEX	Education: Exceptional Child	Education
EGN	Engineering: General	Engineering
EGS	Engineering: Support	Engineering
EME	Education: Technology and Media	Education
EMS	Emergency Medical Services	Emergency Medical Services
ENC	English Composition	English
ENG	English - General	English
ENL	English Literature	English
ENY	Entomology	Landscape and Horticulture Technology
EPI	Educator Preparation Institute	Educator Preparation Institute
ESC	Earth Science	Geology
EST	Electronic Specialty Technology	Electronics Engineering Technology
ETC	Engineering Technology: Civil	Building Construction Technology Civil/Surveying Engineering Technology
ETD	Engineering Technology: Drafting	Drafting and Design Technology
EUH	European History	History
FFP	Fire Fighting and Protection	Public Administration
FIL	Film	Film
FIN	Finance	Finance
FOS	Food Science	Hospitality, Baking, Culinary and Restaurant Management
FRC	Fruit Crops	Landscape and Horticulture Technology
FRE	French Language	French
FSS	Food Service Systems	Hospitality, Baking, Culinary and Restaurant Management
GEA	Geography: Regional Areas	Geography
GEB	General Business	Business Administration and Management
GEO	Geography: Systematic	Geography
GER	German	German
GLY	Geology	Geology
GRA	Graphic Arts	Graphic Arts Technology
HFT	Hospitality Management	Hospitality, Baking, Culinary and Restaurant Management
HIS	General History and Historiography	History
HLP	Health/Leisure/Physical Education	Health, Health and Fitness, and Physical Education
HOS	Horticultural Sciences	Landscape and Horticulture Technology
HSC	Health Sciences	Health, Health and Fitness, and Physical Education Health Sciences
HUM	Humanities	Humanities
HUN	Human Nutrition	Hospitality, Baking, Culinary and Restaurant Management Nutrition
IDH	Interdisciplinary Honors	Interdisciplinary Studies
INP	Industrial and Applied Psychology	Psychological Sciences
INR	International Relations	Political Science
IPM	Integrated Pest Management	Landscape and Horticulture Technology
ISS	Interdisciplinary Social Sciences	Social Sciences

SUBJECT PREFIX	PREFIX TITLE	DEPARTMENT HEADING
IOU	Journalism	Journalism
LDE	Landscape Design	Landscape and Horticulture Technology
LIS	Library and Information Studies	Library Science
LIT	Literature	English
MAC	Mathematics: Calculus and Precalculus	Mathematics
MAE	Mathematics Education	Mathematics
MAN	Management	Business Administration and Management
MAP	Mathematics: Applied	Mathematics
MAR	Marketing	Business Administration and Management
MAS	Mathematics: Algebraic Structures	Mathematics
MAT	Mathematics	Mathematics
MCB	Microbiology	Biology
MET	Meteorology	Meteorology
MGF	Mathematics: General and Finite	Mathematics
MHF	Mathematics: History and Foundations	Mathematics
MKA	Marketing Applications	Business Administration and Management
MMC	Mass Media Communications	Journalism
MNA	Management: Applied	Business Administration and Management
MSL	Military Science and Leadership	Military Science
MTB	Mathematics: Technical and Business	Business Administration and Management
		Drafting and Design Technology
		Electronics Engineering Technology
		Mathematics
MTG	Mathematics: Topology and Geometry	Mathematics
MUC	Music: Composition	Music
MUL	Music Literature	Music
MUM	Music: Commercial/Management/Administration	Music
MUN	Music Ensembles	Music
MUO	Music: Opera/Musical Theatre	Music
MUS	Music	Music
MUT	Music Theory	Music
MVB	Applied Music: Brasses	Music
MVK	Applied Music: Keyboard	Music
MVS	Applied Music: Strings	Music
MVV	Applied Music: Voice	Music
NUR	Nursing	Nursing
OCB	Biological Oceanography	Biology
OCE	General Oceanography	Oceanography
ORH	Ornamental Horticulture	Landscape and Horticulture Technology
ORI	Oral Interpretation	Speech
OST	Office Systems Technology	Hospitality, Baking, Culinary and Restaurant Management
		Office and Medical Administration
PAX	Peace Studies	Peace Studies
PCB	Process Biology	Biology
PEL	Physical Education, Object Centered - Land	Health, Health and Fitness, and Physical Education
PEM	Physical Education, Performance Centered - Land	Health, Health and Fitness, and Physical Education

SUBJECT PREFIX	PREFIX TITLE	DEPARTMENT HEADING
PEN	Physical Education - Water	Health, Health and Fitness, and Physical Education
PET	Physical Education Theory	Health, Health and Fitness, and Physical Education
PGY	Photography	Photography
PHI	Philosophy	Philosophy
PHY	Physics	Physics
PLA	Paralegal	Paralegal Studies
PLP	Plant Pathology	Landscape and Horticulture Technology
PLS	Plant Science	Landscape and Horticulture Technology
POR	Portuguese Language	Portuguese
POS	Political Science	Political Science
PSC	Physical Sciences	Physical Science
PSG	Polysomnography	Respiratory Care
PSY	Psychology	Psychological Sciences
REA	Reading	Reading
REE	Real Estate	Real Estate
REL	Religion	Religion
RET	Respiratory Care	Respiratory Care
RMI	Risk Management and Insurance	Business Administration and Management
RTE	Radiologic Technology	Radiography
SBM	Small Business Management	Business Administration and Management
SLS	Student Life Skills	Student Career Development Student Development Student Life Skills
SON	Sonography	Sonography
SOP	Social Psychology	Psychological Sciences
SOS	Soil Science	Landscape and Horticulture Technology
SPA	Speech Pathology and Audiology	Sign Language
SPC	Speech Communication	Speech
SPN	Spanish Language	Spanish
STA	Statistics	Mathematics
SUR	Surveying and Related Areas	Civil/Surveying Engineering Technology
SYG	Sociology	Sociology
TAR	Technical Architecture	Building Construction Technology
TAX	Taxation	Accounting
THE	Theatre Studies	Theatre and Entertainment
TPA	Theatre Production	Theatre and Entertainment
TPP	Theatre Performance	Theatre and Entertainment
TRA	Transportation and Logistics	Business Administration and Management
VEC	Vegetable Crops	Landscape and Horticulture Technology
ZOO	Zoology	Biology

Selected Former Valencia Courses with Equivalent Current Courses

Most of the former course numbers listed have been active course numbers sometime since 1999. These former courses are equivalent to the indicated current courses and, therefore, each former course can be used as a prerequisite/corequisite and to satisfy a program requirement the same as the equivalent current course.

Courses in Valencia's limited access health sciences programs are excluded from this listing. Contact your Career Program Advisor to discuss course equivalencies.

FORMER NUMBER	CURRENT NUMBER	TITLE
ARE 2002	ARE 2000	Art and Creativity
ARH 1009	ARH 1000	The Visual Arts Today
ART 1301C (ART 1301C was Drawing I from 1977-78 through 2001-02) (ART 1301C became Drawing II in 2003-04)	ART 1300C	Drawing I
ART 1302C	ART 1301C	Drawing II
ART 1376C	ART 1301C	Drawing II
ART 1933	GRA 1933	Fundamentals of Creative Thinking
ART 2110C	ART 2750C	Ceramics I
ART 2111C	ART 2751C	Ceramics II
ART 2510C	ART 2500C	Painting I
ART 2520C	ART 2501C	Painting II
ART 2802C	ART 2930C	Selected Topics in Art
BCN 1200C	BCN 1210C	Building Materials and Construction Methods
BCT 2600	BCT 2770	Building Construction Estimating
BRC 2001	FIN 2000	Principles of Finance
BRC 2941	FIN 2941	Internship Exploration in Finance
BRC 2942	FIN 2942	Internship in Finance
BUL 2653	PLA 2203	Civil Litigation I
CAP 2201	ETD 2355	3-D CADD
CAP 2203	ETD 2331	Customizing and Directories-CADD
CCJ 2100	CJE 2000	Policing Systems and Procedures
CCJ 2102	CJE 2110	Career Choices in Criminal Justice
CCJ 2122	CJE 2160	Multicultural Law Enforcement

FORMER NUMBER	CURRENT NUMBER	TITLE
CCJ 2130	CJE 2160	Multicultural Law Enforcement
CCJ 2210	CJL 2100	Criminal Law
CCJ 2220	CJL 2102	Criminal Evidence and Procedures
CCJ 2300	CJC 2000	Introduction to Corrections
CCJ 2330	CJC 2162	Community Corrections
CCJ 2500	CJJ 2001	Juvenile Justice System
CCJ 2802	CJE 2140	Introduction to Security
CET 2252C	CET 2178C	A+ Concepts (Hardware)
CGS 1061	CGS 1060	Introduction to Microcomputers
CIS 1354	CTS 1120	Introduction to Network Security
CIS 1417	CTS 1155	Introduction to Customer Service and Help Desk Concepts
CIS 2355	CTS 2317	Advanced Networking Security
CJD 0741	CJK 0480	Emergency Preparedness
CJD 0750	CJK 0101	Interpersonal Skills II
CJD 0752	CJK 0102	Correctional Operations
CJD 0770	CJK 0270	Criminal Legal I
CJD 0771	CJK 0271	Criminal Justice II
CJD 0772	CJK 0272	Criminal Justice Communications
CJD 0773	CJK 0100	Interpersonal Skills I
CJT 2110	CJE 2600	Criminal Investigation
CLP 1002	CLP 1001	Psychology of Adjustment
COP 2345	CTS 2321	Linux System Administration
COP 2705	CTS 2433	SQL Server Database Design and Implementation
CRW 2400	CRW 2710	Introduction to Scriptwriting
CTS 1136	CTS 1154	Remote Technical Support
DEH 1603	DEH 1602	Periodontology I
DEH 2700	DEH 2701	Community Dental Health I
DEH 2701	DEH 2702	Community Dental Health II
DEH 2810	DEH 2812	Dental Hygiene IV

FORMER NUMBER	CURRENT NUMBER	TITLE	FORMER NUMBER	CURRENT NUMBER	TITLE
DES 1220	DES 1200	Dental Radiography	FIL 2000	FIL 2543	Post-Production Sound for Motion Pictures
DES 1220L	DES 1200L	Dental Radiography Laboratory	FIL 2116	FIL 2130	Advanced Screenwriting
EAP 1616	EAP 1600	Advanced Speech for Non-Native Speakers of English	FIL 2201	FIL 2422	Motion Picture Production I
EDG 2701	EDF 2085	Teaching Diverse Populations	FIL 2203	DIG 2431	Advanced Video Production
EH 140	ENC 0010	College-Preparatory English I	FIL 2210	FIL 2571	Post-Production Picture
EH 141	ENC 0012	College-Preparatory English II	FIL 2211	DIG 2411	Motion Picture Editing and Post-Production
EH 151	ENC 1101	Freshman Composition I	FIL 2220	FIL 2432C	Film Production
EH 152	ENC 1102	Freshman Composition II	FIL 2221	FIL 2481	Directing for the Camera
ENC 0011	ENC 0010	College-Preparatory English I	FIL 2227	FIL 2544	Post-Production Surround Sound Mix
ENC 0021	ENC 0012	College-Preparatory English II	FIL 2266	DIG 2521	Digital Post-Production
ENC 1001	ENC 0010	College-Preparatory English I	FIL 2271	FIL 2580	Film Camera Techniques
ENC 1002	ENC 0012	College-Preparatory English II	FIL 2272	FIL 2505	Film Lighting
ENC 1013	ENC 0010	College-Preparatory English I	FIL 2273	FIL 2450	Film Gripping
ENC 1025	ENC 0012	College-Preparatory English II	FIL 2274	FIL 2552	Film Editing
ENC 1103	ENC 1101	Freshman Composition I	FIL 2275	FIL 2537	Film Sound
ENC 1121	ENC 1101H	Freshman Composition I - Honors	FIL 2400	FIL 2030	History of Motion Pictures
ENC 1122	ENC 1102H	Freshman Composition II - Honors	FIN 1611	FIN 1052	Basics of International Banking and Finance
ENC 1136	ENC 1102	Freshman Composition II	FSS 2206C	FSS 2205C	Quantity Food Production III
ENC 1213	ENC 1101H	Freshman Composition I - Honors	GLY 1001	ESC 1000	Earth Sciences
ENC 1226	ENC 1102H	Freshman Composition II - Honors	GRA 1530C	GRA 1206C	Fundamentals of Typography
ENC 2302	ENC 2341	Advanced Creative Writing - Literary Magazine	GRA 1540C	GRA 1203C	Layout, Design and Copy Presentation
ETD 1350	ETD 1340	Advanced CADD	GRA 1580	DIG 2000	Introduction to Digital Media
ETD 2331	ETD 2332	Customizing and Directories CADD	GRA 1836	GRA 1149	Introduction to Computers and Logical Thinking
ETD 2641	ETD 2614	Electromechanical Drafting	GRA 2545C	GRA 2113C	Advanced Graphic Design I
ETD 2702	ETD 2731	Mechanical Drafting	GRA 2546C	GRA 2182C	Advanced Graphic Design II
ENY 1007C	ENY 1002C	Principles of Entomology	GRA 2577	GRA 2201	Electronic Imaging
ETM 1822	ETC 1251	Engineering Materials and Processes	GRA 2581	DIG 2500	Digital Interface Design
FIL 1270	FIL 1420	Introduction to the Film Process			

FORMER NUMBER	CURRENT NUMBER	TITLE	FORMER NUMBER	CURRENT NUMBER	TITLE
GRA 2582	DIG 2501	Digital Interface Development	IDS 2103	IDH 2120	Interdisciplinary Studies in General Education III - Honors
GRA 2585	DIG 2202	Digital Imaging	<i>IDS 2103 equated to:</i>		<i>Gordon Rule Humanities and Social Science Elective</i>
GRA 2587	DIG 2580	Digital Media Portfolio	IDS 2104	IDH 2121	Interdisciplinary Studies in General Education IV - Honors
GRA 2635C	GRA 2310C	Graphic Reproduction Processes	<i>IDS 2104 equated to:</i>		<i>ENC 1102 Freshman Composition II and Non-Laboratory Science</i>
GRA 2743C	GRA 2151C	Illustrating	PMA 2502	IPM 2011	Diagnostic Techniques for Plant Problems
GRA 2801	GRA 2156	Adobe Illustrator	JOU 1401	JOU 1103	Advanced Reporting
GRA 2803	GRA 2160	Computer Animation I	JOU 1401L	JOU 1404L	College Newspaper
GRA 2820	GRA 2121	Desktop Publishing	JOU 1420L	JOU 1400L	College Newspaper
GRA 2830	GRA 2131	Multimedia Graphics I	JOU 2201	JOU 2200	Editing and Makeup
GRA 2832	GRA 2132	Multimedia Graphics II	JOU 2422L	JOU 2402L	College Newspaper
GRA 2841	GRA 2141	Web Page Design	JOU 2423L	JOU 2403L	College Newspaper
GRA 2842	GRA 2143	Advanced Web Page Design	MAC 1102	MAC 1105	College Algebra
GRA 2943	DIG 2943	Internship in Digital Media	MAC 1104	MAC 1105	College Algebra
HLP 1082	HLP 1087	Health Analysis and Improvement II	MAC 1132	MAC 1147	Precalculus
HSC 1001	HSC 1004	Professions of Caring	MAC 1142	MAC 1147	Precalculus
HUN 2242	HUN 2202	Essentials of Nutrition with Diet Therapy	MAN 1800	SBM 1000	Small Business Management
ID 101	IDH 1110	Interdisciplinary Studies in General Education I - Honors	MAT 1024	MAT 0024C	Beginning Algebra
<i>ID 101 equated to:</i>		<i>ENC 1101 Freshman Composition I and Humanities, Non-Gordon Rule</i>	MCB 2000C	MCB 2010C	Microbiology
ID 102	IDH 1111	Interdisciplinary Studies in General Education II - Honors	MGF 2106	MGF 1106	College Mathematics
<i>ID 102 equated to:</i>		<i>Gordon Rule Humanities and Non-Laboratory Science</i>	MGF 2202	MGF 1106	College Mathematics
ID 201	IDH 2120	Interdisciplinary Studies in General Education III - Honors	MKA 2102	MKA 2042	Retailing
<i>ID 201 equated to:</i>		<i>Gordon Rule Humanities and Social Science Elective</i>	MS 140	MAT 0024C	Beginning Algebra
ID 202	IDH 2121	Interdisciplinary Studies in General Education IV - Honors	MS 141	MAT 1033C	Intermediate Algebra
<i>ID 202 equated to:</i>		<i>ENC 1102 Freshman Composition II and Non-Laboratory Science</i>	MUM 2342	MUM 2632	Audio Systems Design and Maintenance
IDS 1101	IDH 1110	Interdisciplinary Studies in General Education I - Honors	MUS 2600	MUM 2632	Audio Systems Design and Maintenance
<i>IDS 1101 equated to:</i>		<i>ENC 1101 Freshman Composition I and Humanities, Non-Gordon Rule</i>	OCB 2003C	OCB 2010C	Marine Biology
IDS 1102	IDH 1111	Interdisciplinary Studies in General Education II - Honors	ORH 1800	LDE 1000	Landscape Design and Implementation
<i>IDS 1102 equated to:</i>		<i>Gordon Rule Humanities and Non-Laboratory Science</i>	ORH 1831	LDE 1000	Landscape Design and Implementation
			ORH 2261	ORH 2262	Flori-Crop Production and Use

FORMER NUMBER	CURRENT NUMBER	TITLE	FORMER NUMBER	CURRENT NUMBER	TITLE
ORH 2274	ORH 2277	Commercial Foliage Plant Production	SPA 2614	ASL 2160	American Sign Language III
ORH 2842	ORH 2840	Landscape Construction	SPA 2615	ASL 2200	American Sign Language IV
OST 2312	OST 2852	Microsoft Excel - Introductory	SPA 2626	ASL 2430	Fingerspelling
OST 2315	OST 1755	Microsoft Word - Introductory	SPA 2659	INT 2131	Introduction to Ethics of Interpreting
OST 2316	OST 2756	Microsoft Word	SPA 2667	INT 2200	Interactive Interpreting I
OST 2318	OST 2858	Microsoft Excel	SPA 2668	INT 2201	Interactive Interpreting II with Transliteration
OST 2706	OST 2854	Microsoft Office (Applications Package)	SPA 2941	INT 2941	Internship Exploration in Sign Language
OST 2821	OST 2813	Pagemaker (Desktop Publishing)	SPC 1600	SPC 1608	Fundamentals of Speech
PCB 1440	PCB 1435	Florida Environmental Systems	SPC 1600H	SPC 1608H	Fundamentals of Speech-Honors
PLA 1105	PLA 1104	Legal Research and Theory I	SPC 1016	SPC 1017	Informal Communications
PLA 1115	PLA 1114	Legal Research and Theory II	THE 2300	THE 2304	Script Analysis
PLA 1506	PLA 1611	Real Property I			
PLA 2206	PLA 2223	Civil Litigation II			
PLA 2207	PLA 2203	Civil Litigation I			
PLA 2516	PLA 2612	Real Property II			
PLA 2606	PLA 2601	Wills, Trusts and Estate Administration I			
PLA 2626	PLA 2602	Wills, Trusts and Estate Administration II			
PLA 2793	PLA 2732	Legal Technology			
PLA 2803	PLA 2800	Family Law			
POS 1041	POS 2041	U.S. Government			
POS 1041H	POS 2041H	U.S. Government - Honors			
PSC 1101C	PSC 1020C	Fundamentals of Physical Science			
PSC 2121	PSC 2930	Selected Topics in Physical Science			
REA 1106	REA 1105	College Reading			
SOS 2102	SWS 2102	Soils and Fertilizers			
SPA 2000	SPA 2001	Survey of Communicative Disorders			
SPA 2560	ASL 2510	Sociology of Deafness			
SPA 2611	ASL 2300	Structure of American Sign Language			
SPA 2612	ASL 2140	American Sign Language I			
SPA 2613	ASL 2150	American Sign Language II			

Valencia Course Offerings

Valencia Community College course offerings and descriptions are grouped under the applicable department heading. Within the alphabetized department headings, courses are listed alphabetically by subject prefix.

A prerequisite is a course which must be completed satisfactorily before a higher-level related course can be taken. A corequisite is a course which must be taken at the same time as another course. Prerequisites and corequisites are denoted within each course description. At the time of registration in a course, all students, except transient students with official documentation, are subject to the current course corequisites and prerequisites, some of which require minimum entry test scores.

Valencia awards semester credits. The following is a guide to the abbreviations at the top of the pages with course descriptions. There may be exceptions to these guidelines.

College-Level and College-Preparatory Credits

Cr	Credits per term
Cls	Class hours per week (full term)
Lab	Lab hours per week (full term)

Vocational Credits:

Con	Contact hours per course
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The following is a guide to the letters attached to the end of course numbers:

C	represents a combined classroom and laboratory experience
H	represents the Honors version of a course
L	represents a laboratory experience
N	represents a supplemental tutorial

A course may have the designation of “multiple credit course” in the course description. This means that the course can be repeated for credit; a repeat will not count as an attempt for full cost of instruction or for withdrawal; and grade forgiveness cannot be applied.

Not all courses are offered in all terms or at all campuses. For current offerings, consult the listing of credit courses available prior to registration each term at valenciac.edu/students/courses.asp.

When a course is added to Valencia’s curriculum, it must be assigned a course number by the Statewide Course Numbering System. Until the course number is assigned, Valencia uses a temporary designator composed of an “N” followed by three digits; e.g., N004.

At times, the course number for a particular course has to be changed. When this occurs and the content of the course is determined to be the same, the two course numbers represent equivalent courses. In the course descriptions that follow, numbers for former equivalent courses are provided for the majority of courses for which there is a former equivalent.

The preceding pages include a listing of the majority of former courses that have current equivalencies.

Accounting

ACG 2021 3 3 0

PRINCIPLES OF FINANCIAL ACCOUNTING

- **Prerequisite:** An assessment score for placement in MAT 0024C or higher mathematics or a minimum grade of C in MAT 0012C or in APA 1111 or in MTB 1103

Accounting concepts, principles, procedures and underlying theories applicable to nature of accounting, financial statements, accounting cycle, current assets, plant and equipment, long-term investments, intangible assets, payroll, current liabilities, long-term debt, and owner’s equity including accounting for sole proprietorships, partnerships, and corporations. (Special Fee: \$30.00)

ACG 2071 3 3 0

PRINCIPLES OF MANAGERIAL ACCOUNTING

- **Prerequisite:** ACG 2021

Accounting for business information requirements with cost accounting concepts and relationships, statement of cash flows, financial statement analysis, cost-volume-profit analysis, variance analysis, budgeting, pricing decisions, capital expenditure decisions, and management accounting analysis for decision-making. (Special Fee: \$30.00)

ACG 2100 3 3 0

INTERMEDIATE ACCOUNTING I

- **Prerequisite:** ACG 2071

Overview of accounting and its theoretical foundation, including recognition, measurement, and reporting of income and assets. (Special Fee: \$30.00)

ACG 2110 3 3 0

INTERMEDIATE ACCOUNTING II

- **Prerequisite:** ACG 2100

Overview of accounting and its theoretical foundations, including recognition, measurement and reporting of liabilities and owner’s equity, special problems in determination and reporting of income on financial statements. (Special Fee: \$30.00)

ACG 2360 3 3 0

COST ACCOUNTING

- **Prerequisite:** ACG 2071

Accounting principles and procedures used in analysis and control of cost for manufacturing and service businesses. Topics include preparation of statements and schedules, analysis of costs, selling, general and administrative expenses, and variances. (Special Fee: \$30.00)

ACG 2450 3 3 0

COMPUTER ACCOUNTING I

- **Prerequisite:** APA 1111 or ACG 2021

Introduction to use of computers to process and organize accounting information. Includes analysis of transactions, data entry, and preparation and analysis of computer-generated financial statements and reports. (Special Fee: \$30.00)

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
ACG 2460 COMPUTER ACCOUNTING II - SPREADSHEETS	3	3	0	Anthropology			
<ul style="list-style-type: none"> • Prerequisite: ACG 2021 or APA 1111 or MTB 1103 or department approval <p>Introduction to use of spreadsheets in accounting. Students use spreadsheets to complete accounting cycle, prepare financial statements and reports, and perform financial analysis. (Special Fee: \$30.00)</p>				ANT 2000 INTRODUCTORY ANTHROPOLOGY	3	3	0
APA 1111 BASIC ACCOUNTING	3	3	0	ANT 2100 INTRODUCTORY ARCHAEOLOGY	3	3	0
<p>Instruction and practice in fundamentals of financial record keeping and reporting. Accounting tasks will be performed by hand and using appropriate software. Topics include completing the accounting cycle, controls over cash, and accounting for payroll. (Special Fee: \$30.00)</p>				ANT 2930 SELECTED TOPICS IN ANTHROPOLOGY	1 - 3	variable	
APA 2934 SELECTED TOPICS IN ACCOUNTING	1 - 3	variable		<ul style="list-style-type: none"> • Prerequisite: Department approval <p>Selected topics in anthropology based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. Multiple credit course. May be repeated for credit for a maximum of 3 credits provided different topic explored each time, but grade forgiveness cannot be applied. (Special Fee: \$30.00)</p>			
APA 2941 INTERNSHIP EXPLORATION IN ACCOUNTING	1 - 4	variable		ANT 2941 INTERNSHIP EXPLORATION IN ANTHROPOLOGY	1-4	variable	
<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including ACG 2021; and Internship Office approval <p>This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>				<ul style="list-style-type: none"> • Prerequisite: Satisfactory completion of all mandated courses in reading, mathematics, English, and EAP; 12 credits including ANT 2000; and Internship Office approval. <p>This course is a planned work based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit of internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship fee: \$10.00)</p>			
APA 2942 INTERNSHIP IN ACCOUNTING	1 - 4	variable		Architecture			
<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including APA 1111 and ACG 2021; and Internship Office approval <p>This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>				ARC 1201 THEORY OF ARCHITECTURE	3	3	0
TAX 2000 FEDERAL INCOME TAX	3	3	0	<p>This course explores cultural and philosophical considerations that affect current practices in the design of the built environment, with emphasis on how these issues impact the quality of life. Works and writings of architects past and present will be studied, providing a unifying thread connecting various topics throughout the course. When available, guest speakers will present special topics.</p>			
<ul style="list-style-type: none"> • Prerequisite: ACG 2021 <p>Fundamental regulations covering federal income tax applicable to individuals. Includes computation of tax, preparation of forms and tax planning. (Special Fee: \$30.00)</p>				ARC 1301 ARCHITECTURAL DESIGN I	4	3	2
				<ul style="list-style-type: none"> • Prerequisite: Student's official Valencia record must indicate A.A. Pre-Major: Architecture as the declared major <p>This course is an introduction to the fundamentals of two- and three-dimensional design, principles of architectonics, and basic architectural design. Model making, drawing and rendering techniques will be applied to projects that explore the conceptualization and communication of design ideas. (Special Fee: \$25.00)</p>			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
ARC 1302 ARCHITECTURAL DESIGN II • Prerequisite: ARC 1301 • Prerequisite or corequisite: ARC 1201	4	3	2	ARC 2461 MATERIALS AND METHODS OF CONSTRUCTION Broad introduction to the methods and materials used in the construction of the build environment and to building technologies as they influence both architectural design and construction.	4	4	0
This course is a focused study of two-dimensional design, including the primary elements of line, shape, color, value, balance, pattern, texture and rhythm. Assigned projects will explore the application of space, scale and proportion in basic architectural design, using a variety of media and materials. (Special Fee: \$25.00)				ARC 2501 ARCHITECTURAL STRUCTURES I • Prerequisites: ARC 2303; and MAC 2233 or MAC 2311; and PHY 1053C	4	4	0
ARC 1701 HISTORY OF ARCHITECTURE I • Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110	3	3	0	This course covers principles of statics and strengths of materials; structural mechanics and the effects of loads and loading on building elements and frames. Topics include stress and deformation, properties of sections, gravity loads, shear and bending in beams, and stresses in columns, with focus on analysis and design of wood structural systems.			
This introductory course provides a general survey of cultural, aesthetic, and socio-political influences which have affected and shaped architecture from pre-historic times through the end of the seventeenth century. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple assignments. Minimum grade of C required if used to satisfy Gordon Rule requirement.				ARC 2702 HISTORY OF ARCHITECTURE II • Prerequisite: ARC 1701	3	3	0
ARC 2180 INTRODUCTION TO DIGITAL ARCHITECTURE • Prerequisite: Minimum grade of C in ARC 1302 or department approval	3	3	0	This introductory course provides a general survey of the cultural, aesthetic and socio-political influences which have affected and shaped architecture from the beginning of the eighteenth century to the present.			
This course will provide another media for students to convey their architectural work and their space-making skills. This media will be one of the design vehicles for exploration, experimentation and, most importantly, representation. It is anticipated that this course will work in conjunction with the design studios to allow students to implement these digital techniques. Also, the various 2D and 3D digital interfaces introduced will be of industry standard, which will allow for a sense of preparation for the current methods and practices for professional growth.				Art			
ARC 2303 ARCHITECTURAL DESIGN III • Prerequisite: ARC 1302	5	3	2	ARH 1000 (Formerly ARH 1009) THE VISUAL ARTS TODAY Introductory art appreciation course designed to provide student with foundation for understanding contemporary visual arts.	3	3	0
A focused study of three-dimensional design, including the principles of architectonics and communication of design ideas. Model making, drawing and rendering techniques will be applied to projects that explore conceptualization and material usage. Issues of human use in relationship to program and function are considered in detail. Projects vary but often address residential or institutional programs and involve the integration of form, massing, structure, circulation, light and context. (Special Fee: \$25.00)				ARH 2050 INTRODUCTION TO ART HISTORY I Survey of development of visual art forms from prehistory through Middle Ages.	3	3	0
ARC 2304 ARCHITECTURAL DESIGN IV • Prerequisite: ARC 2303	5	3	2	ARH 2051 INTRODUCTION TO ART HISTORY II • Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110	3	3	0
This course addresses the issues of functional relationships, spatial composition and site constraints, as well as selection and detailing of building materials. A sequence of design exercises and projects with a high degree of complexity will explore the three-dimensional nature of architectural forms and spaces. Models are primary in this studio, with drawing exercises supplementing each project to develop, refine, and communicate design ideas. (Special Fee: \$25.00)				Survey of development of visual arts from Renaissance to present. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple assignments. Minimum grade of C required if used to satisfy Gordon Rule requirement.			
				ARH 2051H INTRODUCTION TO ART HISTORY II - HONORS Same as ARH 2051. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.	3	3	0
				ARH 2500 NON-WESTERN ART HISTORY Survey of development of visual art forms in non-western cultures including: African, Chinese, Indian, Japanese, Mesoamerican, Native American, Oceania, and South American.	3	3	0

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
ARH 2930 SELECTED TOPICS IN ART	1 - 3	variable		ART 2500C (Formerly ART 2510C) PAINTING I	3	3	3
Selected topics in art based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. Multiple credit course. May be repeated for a maximum of 3 credits, provided different topic explored each time, but grade forgiveness cannot be applied.				• Prerequisites: ART 1201C and ART 1300C or department approval			
ART 1201C DESIGN I	3	3	3	ART 2501C (Formerly ART 2520C) PAINTING II	3	3	3
Introduction to studio art through analytical use of elements and principles of two-dimensional design and color theory. (Special Fee: \$21.00)				• Prerequisite: ART 2500C			
ART 1203C DESIGN II	3	3	3	ART 2701C SCULPTURE I	3	3	3
• Prerequisite: ART 1201C				Experiences with variety of three-dimensional media such as wood, metal (cast and fabricated), clay and plastics, designed to introduce student to handling of materials and tools necessary to understand arrangement and relationship of three-dimensional forms. (Special Fee: \$55.00)			
Continuation of ART 1201C through study of visual elements and principles and their application in three-dimensional form and color theory. (Special Fee: \$21.00)				ART 2750C (Formerly ART 2110C) CERAMICS I	3	3	3
ART 1300C DRAWING I	3	3	3	Introductory course in pottery design: hand-building techniques, glazing and firing. (Special Fee: \$35.00)			
(Was ART 1301C in 1977-78 through 2001-02)				ART 2751C (Formerly ART 2111C) CERAMICS II	3	3	3
Introduction to basic skills, concepts, methods, and tools. Emphasis on increasing powers of visual observation and drawing from life. (Special Fee: \$25.00)				• Prerequisite: ART 2750C			
ART 1301C (Formerly ART 1376C, ART 1302C) DRAWING II	3	3	3	Continuation of ART 2750C with emphasis on wheel throwing, advanced glaze formulation, kiln loading and firing. (Special Fee: \$35.00)			
• Prerequisite: ART 1300C				ART 2930C (Formerly ART 2802C) SELECTED TOPICS IN ART	1 - 6	variable	
Continuation of ART 1300C with emphasis on further development of technique and articulation of space, volume, mass, tonal value, and composition. (Special Fee: \$25.00)				Seminars for students interested in further study in specific art area. Multiple credit course. May be repeated for a maximum of 12 credits provided different topic explored each time, but grade forgiveness cannot be applied.			
ART 2330C LIFE DRAWING	3	2	4	ART 2941 INTERNSHIP EXPLORATION IN ART AND FINE ARTS	1 - 4	variable	
• Prerequisite: ART 1300C or department approval				• Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including one of the following Studio Art Classes (ART 1201C, ART 1300C, ART 2400C, ART 2500C, ART 2701C, ART 2750C); and Internship Office approval			
Working from live models, students learn to draw the human form. Includes instruction in skeletal structure, musculature, movement, and placement in space. (Special Fee: \$54.00)				This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)			
ART 2400C PRINTMAKING I	3	3	3				
Basic mastery of graphic techniques of intaglio and/or relief printmaking. Consists of studio work, demonstrations of each technique to be mastered and selected studies of history of printmaking. (Special Fee: \$40.00)							
ART 2401C PRINTMAKING II	3	3	3				
• Prerequisite: ART 2400C or department approval							
Consists of experimental approach to individual expression with emphasis on imagery, content and refinement of techniques of printmaking. (Special Fee: \$40.00)							

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
Astronomy							
AST 1002 ASTRONOMY	3	3	0	BSC 1005 BIOLOGICAL SCIENCE	3	3	0
Introductory survey of astronomical universe. Includes study of the earth as astronomical body, solar systems, stars, galaxies and cosmological theories of universe in general. Much emphasis on unprecedented growth of knowledge in astronomy during past decade.				An introduction to essential principles of biological science. Topics include, but are not limited to, the nature of science and the scientific method, chemistry for biology, cell structure, metabolism, reproduction and genetics, organisms and ecology. This is a general education course for non-biology majors. It is also recommended for students who need preparation before enrolling in a biology course for science majors. May be used as a pre-requisite for BSC 2093C or MCB 2010C when minimum grades of C have been earned in both BSC 1005 and BSC 1005L.			
AST 1002H ASTRONOMY - HONORS	3	3	0	BSC 1005L LAB IN APPLIED BIOLOGY	1	0	3
Same as AST 1002. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.				General biology laboratory course that will satisfy the General Education requirement for a laboratory science at many universities and may be taken concurrently with, or independently of, BSC 1005. May be used as a pre-requisite for BSC 2093C or MCB 2010C when minimum grades of C have been earned in both BSC 1005 and BSC 1005L. (Special Fee: \$37.00)			
AST 2930 SELECTED TOPICS IN ASTRONOMY	1 - 3	variable		BSC 1005C BIOLOGICAL SCIENCE	4	3	3
<ul style="list-style-type: none"> • Prerequisite: Department approval Selected topics in astronomy based on the needs and areas of interest of the class and professor. May include planetarium and/or observing activities as part of the class. Multiple credit course. May be repeated for credit for a maximum of 3 credits provided different topic explored each time, but grade forgiveness cannot be applied.				Same as BSC 1005 and BSC 1005L with class and lab combined. (Special Fee: \$37.00)			
Baking and Pastry Management				BSC 1005H BIOLOGICAL SCIENCE	4	3	3
See Hospitality and Tourism, Baking and Pastry Management, Culinary Management, and Restaurant Management for course descriptions.				Same as BSC 1005. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.			
Biology				BSC 1010C FUNDAMENTALS OF BIOLOGY I	4	3	3
BOT 2010C BOTANY	4	3	3	<ul style="list-style-type: none"> • Prerequisite: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes Introduction to fundamental biological principles emphasizing common attributes of all living organisms. Unifying concepts include chemical structure of living matter, structure and function of the cell, specialized cells, major metabolic functions, control systems, reproduction, genetics, evolution and ecology. Prerequisite for advanced biology courses. (Special Fee: \$56.00)			
<ul style="list-style-type: none"> • Prerequisite: BSC 1010C or department approval Study of structural organization, classification, physiology, reproduction, heredity and evolution of plants. Includes survey of plant kingdom and comparison of various plant groups. (Special Fee: \$35.00)				BSC 1010H FUNDAMENTALS OF BIOLOGY I - HONORS	4	3	3
BOT 2800 ETHNOBOTANY	3	3	0	Same as BSC 1010C. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required. (Special Fee: \$56.00)			
The course will emphasize the role of plants in the development of civilization and the influence of plants on world history, politics, economics and culture. A survey of useful and harmful plants and plant products from various cultures from around the world will be explored. This course will not be considered for science general education credit.				BSC 1011C FUNDAMENTALS OF BIOLOGY II	4	3	3
BOT 2932 SELECTED TOPICS IN BOTANY	1 - 3	variable		<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in BSC 1010C or BSC 1010H A continuation of BSC 1010C. Includes an analysis of biological systems at the organismal and supraorganismal levels: Unity and diversity of life, organismal structure and function. Will examine such topics as: Darwinism, origin of life, diversity and origin of Eukaryotes, evolution and diversity of the five kingdoms; animal and plant morphology, reproduction, development of animal behavior, population biology and ecology. (Special Fee: \$53.00)			
<ul style="list-style-type: none"> • Prerequisite: Department approval Selected topics in botany based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. Multiple credit course. May be repeated for credit for a maximum of 3 credits provided different topic explored each time, but grade forgiveness cannot be applied.							

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
BSC 1011H	4	3	3	BSC 1061	3	3	0
Same as BSC 1011C. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required. (Special Fee: \$53.00)				CENTRAL FLORIDA HABITATS			
BSC 1020	3	3	0	This active learning elective science course teaches students to recognize the common habitats of Central Florida through identification of typical plants, plant species composition, and soil and topography. Supporting topics are natural fire cycles, fire-mediated succession and prescribed burning, nature of watersheds and causes and effects of flooding, invasive exotic plants and animals, and conservation land acquisition and management. A three-hour canoe trip allows study of the floodplain swamp habitat. Field work will vary with weather conditions, with some indoor class work included. This course will not be considered for science general education credit.			
HUMAN BIOLOGY				BSC 1084	3	3	0
A general education non-laboratory course for students not majoring in biology. Includes study of the human body with an emphasis on major organ systems and processes and their links to biological concepts underlying major societal and bioethical issues.				ESSENTIALS OF HUMAN STRUCTURE AND FUNCTION			
BSC 1020C	4	3	3	• Prerequisites: EMT program completion and Emergency Medical Services (EMS) department approval			
HUMAN BIOLOGY				Comprehensive course presenting basic information on the structure and function of the human body. Applies principles of anatomy and physiology to show interaction of body systems as they maintain homeostasis. Each body system is presented with emphasis on the cardiovascular, respiratory and nervous systems. Course must be completed with a C or better to continue in the Paramedic Program.			
A general education course for students not majoring in biology that is fully integrated with a laboratory that emphasizes active learning strategies. Includes study of scientific method and study of human biology with an emphasis on major organ systems and processes, human development, genetics, diseases, biochemical processes and their relation to the human body, and biological concepts underlying major societal and bioethical issues. (Special Fee: \$53.00)				BSC 2062	3	3	0
BSC 1026	3	3	0	EVERGLADES ECOLOGY			
BIOLOGY OF HUMAN SEXUALITY				A non-lab science course designed to introduce students to the history, biology, climatology, ecology, geology, hydrology, biodiversity, evolution, and restoration of the Everglades. Topics include: the Greater Everglades watershed, natural communities, flora and fauna interactions, ecological niches, hydro-pattern modification and its impact on the Everglades, exotic and invasive species, endangered species, nutrient loads and cycles, habitat alteration, protected areas, and the Comprehensive Everglades Restoration Plan. This course will not be considered for science general education credit.			
General non-laboratory course designed to introduce students to various biological aspects of human sexuality, including sexual genetics and sex determination, sexual anatomy, physiology and development, processes of fertilization, pregnancy, birth control, sexually transmitted diseases, menstruation, menopause and aging. Other appropriate areas may be discussed when time permits.				BSC 2093C	4	3	3
BSC 1026H	3	3	0	HUMAN ANATOMY AND PHYSIOLOGY I			
BIOLOGY OF HUMAN SEXUALITY				• Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes and minimum grade of C in : one year each of high school science laboratory courses in either biology and chemistry or in anatomy and physiology and chemistry or BSC 1005 and BSC 1005L or BSC 1005C or BSC 1010C or MCB 2010C			
Same as BSC 1026. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.				Tissues, structure and function of integumentary, skeletal, muscular, endocrine and nervous systems, and organs of special sense. Lab exercises emphasize anatomic and physiologic principles associated with classroom work. (Special Fee: \$51.00)			
BSC1050	3	3	0	BSC 2094C	4	3	3
ENVIRONMENTAL SCIENCE				HUMAN ANATOMY AND PHYSIOLOGY II			
General education non-laboratory course provides understanding of our interdependence with and responsibility for environment. Investigates such aspects of environment as pollution, urbanization, population trends and changes in lifestyles. Treats present and projected solutions to problems.				• Prerequisite: Minimum grade of C in BSC2093C or department approval			
BSC1050H	3	3	0	Continuation of BSC 2093C, including circulatory, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems with considerable emphasis on biochemistry of metabolic processes and body fluids. (Special Fee: \$43.00)			
ENVIRONMENTAL SCIENCE							
Same as BSC 1050. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.							

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
BSC 2366 NEOTROPICAL ECOLOGY	3	3	0	MCB 2930 SELECTED TOPICS IN MICROBIOLOGY	1 - 3	variable	
<ul style="list-style-type: none"> • Prerequisite: Consent of Instructor <p>This course emphasizes observations of ecological relationships of plants and animals of the New World Tropics and associated habitats. Onsite studies in neotropical locations (Costa Rica, Belize, Amazonia, etc.) will emphasize basic ecological concepts, such as the niche concept, niche partitioning, symbiosis, competition, trophic structure, evolutionary relationships, co-evolution and predation. In addition, this course will emphasize identification of representative forms of life of various tropical ecosystems in the study country located within the neotropics. Both natural and artificial biological communities will be visited. Special travel fees apply. A valid passport is required prior to travel. This course will not be considered for science general education credit.</p>				<ul style="list-style-type: none"> • Prerequisite: Department approval <p>Selected topics in microbiology based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. Multiple credit course. May be repeated for a maximum of 3 credits provided different topic explored each time, but grade forgiveness cannot be applied.</p>			
BSC 2933 SELECTED TOPICS IN BIOLOGY	1 - 3	variable		OCB 2010C (Formerly OCB 2003C) MARINE BIOLOGY	4	3	3
<ul style="list-style-type: none"> • Prerequisite: Department approval <p>Selected topics in biological sciences based on historical, traditional or contemporary approach as background and interest of students and professor dictate. Multiple credit course. May be repeated for a maximum of 6 credits provided different topic explored each time, but grade forgiveness cannot be applied.</p>				<ul style="list-style-type: none"> • Prerequisite: BSC 1010C or department approval <p>Survey course with lecture and lab. Topics include ocean as environment (currents, tides, water chemistry, etc.); survey of marine animals and plants; and marine ecosystems. Field trips required. (Special Fee: \$35.00)</p>			
BSC 2941 INTERNSHIP EXPLORATION IN BIOLOGY	1 - 4	variable		OCB 2930 SELECTED TOPICS IN MARINE BIOLOGY	1 - 3	variable	
<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including BSC 1010C; and Internship Office approval <p>This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>				<ul style="list-style-type: none"> • Prerequisite: Department approval <p>Selected topics in marine biology based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. Multiple credit course. May be repeated for credit for a maximum of 3 credits, provided different topic explored each time, but grade forgiveness cannot be applied.</p>			
MCB 2010C (Formerly MCB 2000C) MICROBIOLOGY	4	3	3	PCB 1440 (Formerly PCB 1435) FLORIDA ENVIRONMENTAL SYSTEMS	3	3	0
<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes and minimum grade of C in: BSC 1005 and BSC 1005L or BSC 1005C or BSC 1010C or BSC 2093C. <p>This lecture/lab course is designed for Health Science majors. Survey of microbial forms with emphasis on bacteria and viruses: morphology, physiology, genetic mechanisms, and control of microorganisms. Pathogenic processes and microbes discussed in detail. (Special Fee: \$75.00)</p>				<p>Focuses on Florida ecology. Combination of lecture, lab, field and computer lab techniques used to study variety of habitats. Topics include energy flow through food chains, environmental modeling and general ecology. Prior exposure to general biology topics recommended. No prior experience required.</p>			
				PCB 1440H (Formerly PCB 1435H) FLORIDA ENVIRONMENTAL SYSTEMS-HONORS	3	3	0
				<p>Same as PCB 1435. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.</p>			
				PCB 2300C AQUATIC BIOLOGY	3	2	3
				<ul style="list-style-type: none"> • Prerequisite: BSC 1010C or department approval <p>Lecture, lab and field biological survey of lakes and streams including taxonomy, ecology and life cycles of freshwater organisms with emphasis on invertebrates. Covers physical and chemical factors of freshwater ecosystems, such as origin of lakes, evolution of streams and biogeochemical cycles of freshwater. Biology of polluted water discussed. (Special Fee: \$35.00)</p>			
				PCB 2304 NATURAL HISTORY OF FLORIDA RIVERS	1	0	3
				<p>Field ecology course. Topics include plants, animals, water chemistry, stream flow dynamics, fresh water resources and management and pollution. All-day field trip required.</p>			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
PCB 2340 FIELD BIOLOGY This is an introductory field biology course. Field work and field trips are required. The course emphasizes basic science skills in field work methodology including field observations, note taking, data collection, and taxonomic identification of important species. General principles of ecology will be emphasized, along with the significance and importance of conserving biodiversity. Special travel fees apply. This course will not be considered for science general education credit.	3	3	0	ZOO 2930 SELECTED TOPICS IN ZOOLOGY • Prerequisite: Department approval Selected topics in zoology based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. Multiple credit course. May be repeated for credit for a maximum of 3 credits provided different topic explored each time, but grade forgiveness cannot be applied.	1 - 3	variable	
PCB 2350 NEOTROPICAL BIOLOGY This course introduces students to the history, biology, ecology, diversity, and evolution of ecosystems of the New World tropics. Emphasis will be on rainforest, riverine, savanna, estuarine, and coral reef communities. Topics include: nutrient and energy cycling; light gaps, vertical strata and forest structure; animal-plant interactions, such as pollination biology, seed predation, dispersal and herbivory; plant and animal defenses; social insects; and latitudinal trends in biodiversity.	3	3	0	Building Construction Technology See Civil/Surveying Engineering Technology and Drafting and Design Technology for related course descriptions.			
PCB 2930 SELECTED TOPICS IN ECOLOGY • Prerequisite: Department approval Selected topics in ecology based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. Multiple credit course. May be repeated for a maximum of 3 credits provided different topic explored each time, but grade forgiveness cannot be applied.	1 - 3	variable		BCN 1210C (Formerly BCN 1200C) BUILDING MATERIALS AND CONSTRUCTION METHODS Survey of materials and methods used in construction. Covers broad areas of wood, concrete, masonry, metal and other building materials. Students select various topics for class presentation. Variety of audio visual material enhances student understanding of topics. (Special Fee: \$14.00)	4	4	0
ZOO 1030 INTRODUCTION TO BIRDWATCHING A non-lab field course with supporting lecture, designed to increase awareness of North American bird species. Some of the topics included are: bird identification techniques, bird topography and anatomy, tips on using field guides and checklists, binocular basics, basic birding principles, identification of common backyard birds, urban birds, birds of prey, wading birds, shore birds, and migratory species, conservation measures and issues impacting bird populations, an introduction to the ecology of birds, bird habitat relationships, birding by ear, taxonomy, scientific nomenclature, Alpha codes, census techniques, eBird data input and analysis, citizen science, and birding ethics. This course will not be considered for science general education credit.	3	3	0	BCN 1272 CONSTRUCTION BLUEPRINT READING Study of various types of drawings and documents used in construction industry. Includes such topics as terminology, abbreviations, symbols, notations, scales and dimensions, meaning of lines, drawing history, technical and orthographic projection, types of construction and trade information.	3	3	0
ZOO 2511 BEHAVIOR OF WILD HORSES General education, non-lab course designed to introduce students to the study of animal behavior by examining the maintenance behaviors and social behaviors of horses, and by comparing them with behaviors shown by other equids like zebras. Students also will study the ecology and management of wild horses and learn to analyze and interpret data by reading original journal articles.	3	3	0	BCN 1721 CONSTRUCTION PLANNING AND CONTROL • Recommended prerequisites: BCN 2563 Survey of important points to be considered in construction project. Covers development of CPM (Critical Path Method) plan with emphasis on construction activities, time durations, scheduling, sequence of operations, follow-up methods, project control and integration of calendar dates to plan. (Special Fee: \$28.00)	4	4	0
				BCN 2563 BUILDING SERVICE SYSTEMS • Recommended prerequisite: ETC 1251 Survey of design and installation of various mechanical and electrical systems used in buildings. Covers heat loss and heat gain, comfort control, water systems, system installation and coordination, illumination and other selected topics.	3	3	0
				BCN 2930 SELECTED TOPICS IN BUILDING CONSTRUCTION • Prerequisite: Department approval Provides exposure to various technical and non-technical disciplines in which students are likely to become involved upon entry into the building construction environment. Multiple credit course. May be repeated for a maximum of 12 credits provided different topic explored each time, but grade forgiveness cannot be applied.	1 - 6	variable	

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
BCN 2941 INTERNSHIP EXPLORATION IN CONSTRUCTION	1 - 4	variable		TAR 1120C ARCHITECTURAL DRAWING I	4	2	2
<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including ETC 1251; and Internship Office approval <p>This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>				<ul style="list-style-type: none"> • Prerequisites: ETD 1100C and ETD 1320 <p>Covers residential design and wood frame construction with additional study in aspects of housing, aesthetics and working drawings. Students prepare assigned drawings. (Special Fee: \$46.00)</p>			
BCN 2942 INTERNSHIP IN ARCHITECTURAL/BUILDING CONSTRUCTION	1 - 4	variable		TAR 2033C ARCHITECTURAL DESIGN	3	2	2
<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including ETC 1251 and TAR 1120C; and Internship Office approval <p>This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>				<ul style="list-style-type: none"> • Prerequisite: TAR 1120C <p>Introduction to architectural planning and design. Use of project team concept. Student projects include shopping centers, industrial complexes, production facilities, apartment complexes, high-rise buildings, etc. Students prepare necessary drawings to construct project, including site plan, building plans, sections, etc. Students also build model of their project. (Special Fee: \$46.00)</p>			
BCT 1705 CONTRACTS, CODES, SPECIFICATIONS AND OFFICE PRACTICES	3	3	0	BUL 2241 BUSINESS LAW I	3	3	0
<ul style="list-style-type: none"> • Recommended prerequisite: ETC 1251 <p>Covers organization and operation of architect's, engineer's or contractor's office and includes study of office practices, codes, standards, specifications and legal documents related to construction industry.</p>				<ul style="list-style-type: none"> • Prerequisite: ENC 1101 or ENC 1101H or ENC 1210 or GEB 1011 or IDH 1110 or OST 1335 <p>Introduction to law, its social forces and agencies for enforcement; effects of governmental regulation on business and society, including environmental law, community planning and consumer protection; contracts; and personal property, including bailments and sales.</p>			
BCT 2770 (Formerly BCT 2600) BUILDING CONSTRUCTION ESTIMATING	4	4	0	BUL 2242 BUSINESS LAW II	3	3	0
<ul style="list-style-type: none"> • Prerequisite: BCN 1272 or TAR 1120C <p>Basic steps of estimating from review of drawings and specifications to development of final estimate including overhead and profit factors. Prepares students to make some estimates commonly used in construction industry. (Special Fee: \$28.00)</p>				<ul style="list-style-type: none"> • Prerequisite: BUL 2241 <p>Continuation of study of law, including commercial paper, creditors' rights under secured transactions, insurance, bankruptcy, agency, employment, partnerships, corporations and real property.</p>			
ETC 1251 (Formerly ETM 1822) ENGINEERING MATERIALS AND PROCESSES	4	4	0	GEB 1011 INTRODUCTION TO BUSINESS	3	3	0
<p>Survey of basic materials used in industry, metallic and non-metallic, and processes used to form, fabricate and finish these materials. Survey of materials and methods used in construction. Covers broad areas of wood, concrete, masonry, metal and other building materials. Students select various topics for class presentation. Variety of audio visual material enhances student understanding of topics. This course includes learning activity designed to ensure competence in oral communication. (Special Fee: \$ 28.00)</p>				<p>Fundamentals of business organization and procedures to acquaint student with management, business terminology, organization and control of large and small business.</p>			
				GEB 1136 FOUNDATIONS OF E-BUSINESS	3	3	0
				<p>This course provides an overview of functional and general managerial view of e-business and e-commerce. Students will discuss how to manage e-businesses, as well as the risks and opportunities of such ventures. Discussions will include business-to-business, business-to-consumer and intrabusiness models. The course presents models and cases for existing "brick and mortar" operations, as well as for the entrepreneur planning a new e-business.</p>			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
GEB 1137 E-BUSINESS MODELS AND STRATEGIES • Prerequisite: Department approval	3	3	0	MAN 2021 PRINCIPLES OF MANAGEMENT • Prerequisite: ECO 2013 or ECO 2023 or GEB 1011 or GEB 1136	3	3	0
This capstone course provides a broad overview of the strategies used in e-business from the early days of the commercial Internet to the present. The course will address the Internet, various business models and the macro environment. Students will have to present an e-business model in class.				This course is a study of the essentials of operational management and how to apply these principles in the dynamic world of business. It covers the functions of management through a basic understanding of planning, organizing, staffing, directing and controlling. This course will study traditional and e-business operations.			
GEB 1138 E-BUSINESS LAW AND ETHICS	3	3	0	MAN 2300 INTRODUCTION TO HUMAN RESOURCES MANAGEMENT	3	3	0
This course provides an overview of the many legal issues involved in starting and maintaining a Web-based company. The course provides knowledge for addressing the many legal issues of setting up a Web-based business. Intellectual property rights including patents, copyrights, trademarks, trade secrets, and others are covered in this course.				This course is an overview of the field of human resources management. The role of the human resources department will be emphasized with particular attention being focused upon the importance of the supervisors and executives. This course will discuss business in the traditional and electronic environments.			
GEB 1350 INTRODUCTION TO INTERNATIONAL BUSINESS	3	3	0	MAN 2934 SELECTED TOPICS IN MANAGEMENT 1 - 3 variable			
Study of international marketing and distribution principles and practices for import-export, tourism, banking and other industries involved in international business. Includes areas of import-export documentation, transportation, pricing, trade shows and other skills necessary in international marketing and distribution.				For students interested in discussion, exploration and observation of special topics in management. Multiple credit course. May be repeated for a maximum of 9 credits provided different topic explored each time, but grade forgiveness cannot be applied.			
GEB 2930 SELECTED TOPICS IN BUSINESS	3	3	0	MAN 2941 INTERNSHIP EXPLORATION IN BUSINESS (MANAGEMENT) 1 - 4 variable			
Selected topics in business based on the needs and areas of interest of the class and professor. May include significant research or field work component as part of the class. Multiple credit course. May be repeated for a maximum of 3 credits, provided different topic explored each time, but grade forgiveness cannot be applied.				• Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including GEB 1011; and Internship Office approval			
GEB 2941 INTERNSHIP EXPLORATION IN BUSINESS • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including GEB 1011 or ACG 2021 or BUL 2241; and Internship Office approval	1 - 4	variable		This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)			
This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)				MAN 2942 INTERNSHIP IN BUSINESS (MANAGEMENT) 1 - 4 variable			
GEB 2955 IMMERSION IN GLOBAL BUSINESS • Prerequisites: GEB 1011	3	3	0	• Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including GEB 1011 and MAN 2021; and Internship Office approval			
The objective of this course is to immerse students in foreign cultures, giving them the opportunity to witness business activities, economic changes, and social/cultural impact due to globalization.				This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)			
GEB 2955 IMMERSION IN GLOBAL BUSINESS • Prerequisites: GEB 1011	3	3	0	MAR 2011 PRINCIPLES OF MARKETING • Prerequisite: ECO 2013 or ECO 2023 or GEB 1011 or GEB 1136	3	3	0
This course provides basic principles and perspectives of the functions, institutions, methods and problems of marketing goods and services through traditional paths as well as through e-business.							

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
MAR 2941 INTERNSHIP EXPLORATION IN BUSINESS (MARKETING)	1 - 4	variable		MNA 2320 HUMAN RESOURCES RECRUITMENT, SELECTION AND STAFFING	3	3	0
<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including GEB 1011; and Internship Office approval <p>This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>				<ul style="list-style-type: none"> • Prerequisite: MAN 2300 <p>This course examines how the functions of recruitment, selection and staffing/training fit into a Human Resources Department. Students will practice analyzing position, recruiting qualified applicants, interviewing candidates for employment and, once hired, orient and train them.</p>			
MAR 2942 INTERNSHIP IN BUSINESS (MARKETING)	1 - 4	variable		MNA 2325 COMPENSATION AND BENEFITS SYSTEMS	3	3	0
<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including both MAR 2011 and GEB 1011; and Internship Office approval <p>This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>				<ul style="list-style-type: none"> • Prerequisite: MAN 2300 <p>This course discusses various compensation and benefits plans, legal issues, and the administration of compensation and benefits plans. Emphasis is on providing a basic understanding of the business concepts utilized in the compensation and benefits area.</p>			
MKA 2021 PRINCIPLES OF SELLING	3	3	0	MNA 2329 CASE STUDIES IN HUMAN RESOURCES MANAGEMENT	3	3	0
<ul style="list-style-type: none"> • Prerequisite: GEB 1011 or GEB 1136 <p>Combination of principles and techniques of selling. Emphasis on person-to-person situations, consumer motivations, persuasion and problems dealing with psychology of sales situations.</p>				<ul style="list-style-type: none"> • Prerequisites: MAN 2300, MNA 2320, MNA 2325, and MNA 2403 <p>This course uses a case study, experiential/simulated learning approach to build upon and apply Human Resources Management concepts. Students will develop and apply their communication and employee relations skills and problem-solving and decision-making abilities to cases that reflect work-related, human resources challenges.</p>			
MKA 2511 ADVERTISING	3	3	0	MNA 2403 HUMAN RESOURCES MANAGEMENT LAW AND EMPLOYEE RELATIONS	3	3	0
<ul style="list-style-type: none"> • Prerequisite: GEB 1011 or GEB 1136 <p>Study of modern advertising from marketing, communications, consumer and legal viewpoints. Emphasis on media selection, sales promotion and creative development of advertising. Addresses traditional and electronic advertising.</p>				<ul style="list-style-type: none"> • Prerequisites: BUL 2241 and MAN 2300 <p>This course is a study of law as it applies to the management of human resources. Particular emphasis is placed on the impact of legal issues, laws, and organization policies on the employee-employer relationship.</p>			
MNA 1031 PROJECT MANAGEMENT	3	3	0	MTB 1103 BUSINESS MATHEMATICS	3	3	0
<ul style="list-style-type: none"> • Prerequisite: GEB 1011 or GEB 1136 <p>This course provides the foundation for understanding the broad concepts of successful planning, organization and implementation within the realm of information technology. The course uses real-world examples and identifies common mistakes and pitfalls in project management. Topics covered include project scoping, estimating, budgeting, scheduling, tracking, and controlling.</p>				<ul style="list-style-type: none"> • Prerequisite: GEB 1011 or GEB 1136 <p>Practical application of mathematics to computational problems of business and consumerism. Business applications include decimals, fractions, percentages, interest rates, bank records, payroll and merchandising.</p>			
				RMI 1521 PRINCIPLES OF INSURANCE	3	3	0
				<ul style="list-style-type: none"> • Prerequisite: GEB 1011 or GEB 1136 <p>This course outlines the process of marketing insurance products to the ultimate consumer and, as such, will benefit all insurance professionals from the novice to the seasoned professional. In addition, it prepares students for Part I of the INS-21 National Examination offered by the Insurance Institute of America.</p>			
				RMI 1522 PERSONAL INSURANCE	3	3	0
				<ul style="list-style-type: none"> • Prerequisite: RMI 1521 <p>This is an in-depth course for all forms of personal insurance, including auto, home, life, health and miscellaneous coverages. It is designed for all insurance professionals--from producers to underwriters. In addition, it prepares students for Part II of the INS-22 National Examination offered by the Insurance Institute of America.</p>			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
RMI 1523 COMMERCIAL INSURANCE • Prerequisite: RMI 1522	3	3	0	Cardiovascular Technology			
This course presents an in-depth study of all forms of commercial insurance including general liability, property, bonding, worker's compensation, package policies, and garage coverages. It is intended for all insurance professionals--from producers to underwriters. In addition, it prepares students for Part III of the INS-23 National Examination offered by the Insurance Institute of America.				To register for any of the Cardiovascular Technology courses, you must apply and be accepted to the Cardiovascular Technology program.			
RMI 1612 PRINCIPLES OF CASUALTY INSURANCE AND SURETY BONDING • Prerequisite: RMI 1523	3	3	0	CVT 1000C INTRODUCTION TO CARDIOVASCULAR TECHNOLOGY • Prerequisite: Acceptance to Cardiovascular A.S. Degree program	4	3	3
This course is an introduction to the eight areas of insurance including automobile liability and physical damage insurance, worker's compensation and employers' liability insurance, business, professional and personal liability insurance, and health insurance plus miscellaneous casualty coverages.				This course is an overview of the profession including basic skills and terminology related to historical development, current profession trends, infection control, asepsis, and basic cardiopulmonary patient assessment tools using electrocardiography, chest roentgenography, and clinical laboratory tests. (Special Fee: \$79.00)			
RMI 1613 PRINCIPLES OF PROPERTY INSURANCE • Prerequisite: RMI 1523	3	3	0	CVT 1205C CARDIOVASCULAR PHARMACOLOGY AND ECG MANAGEMENT • Prerequisite: Minimum grade of C in CVT 1260C • Corequisite: CVT 1270 and CVT 1841L	3	2	3
This course is an introduction to the four areas of fire insurance: ocean marine, inland marine, surety and fidelity bond, and multiple-line coverage. For each of these four areas, specimen contracts are examined. The course covers each area with regard to the perils, property, losses, persons, locations, time and hazards.				This course is structured to furnish the student with the pharmacological background necessary to function in clinical experiences in the cardiac catheterization lab. It includes classification of medications, modes of action, indications, contraindications, application in the treatment of cardiovascular disease, and the effects on hemodynamic and electrophysiologic variables. This course also prepares the student to identify basic cardiac dysrhythmias. (Special Fee: \$55.00)			
RMI 2524 ESSENTIALS OF RISK MANAGEMENT • Prerequisite: RMI 1613	3	3	0	CVT 1260C INVASIVE CARDIOLOGY I: CARDIOPULMONARY ANATOMY AND PHYSIOLOGY • Prerequisite: Minimum grade of C in CVT 1000C • Corequisite: CVT 1840L	4	3	3
This course focuses on the risk management decision-making process by identifying, analyzing and developing alternative techniques for treating loss exposures. In addition, it introduces the financial management foundation and guidelines for selecting the best risk management alternative and most appropriate technique for handling a loss exposure. (Preparation for Insurance Institute of America ARM 54)				This course includes adult, fetal, and newborn cardiopulmonary anatomy and physiology in detail as it applies to the cardiac catheterization lab. Application also includes blood gas analysis, cardiac electrophysiology including ECG dysrhythmias and other hemodynamic calculations required in cardiopulmonary physiology. (Special Fee: \$55.00)			
SBM 1000 (Formerly MAN 1800) SMALL BUSINESS MANAGEMENT	3	3	0	CVT 1270 PATHOPHYSIOLOGY • Prerequisite: Minimum grade of C in CVT 1260C • Corequisite: CVT 1205C	3	3	0
This course provides basic principles needed for successfully starting and maintaining a traditional and Web-based small business, including procedures for planning, locating, operating, evaluating and controlling a small business. Presents basic foundations of budgeting, marketing, research, promotion, profit analysis and advertising. This course is recommended for students interested in starting their own business, currently operating a small business or currently employed in a small business environment. This course is structured for the entrepreneur in a traditional as well as an electronic environment.				This course is structured to provide the student with the dynamic aspects of disease processes. It is conceptually structured to present the concepts of disease processes by organ system. Precedence will be on understanding the etiology and pathogenesis of a given disorder. Emphasis will be on disorders of the immune system as it relates to adverse reactions to drugs, hematologic, fluid and electrolytes, cardiovascular, respiratory, renal, neurologic, and endocrine disorders.			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
CVT 1840L CARDIOVASCULAR CLINICAL PRACTICUM I	2	0	6	CVT 2421C INVASIVE CARDIOLOGY III	4	3	3
<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in CVT 1000C • Corequisite: CVT 1260C <p>(Completion of health physical with required vaccinations and BLS certification required prior to this course.) In this course the student will participate in supervised clinical practices located in the mock catheterization lab and at local clinical affiliates. The student will observe activities in the following hospital departments: cardiac catheterization lab, non-invasive cardiology, echocardiology, intensive care units, medical/surgical floors, and emergency department. (Special Fee: \$55.00)</p>				<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in CVT 2420C • Corequisites: CVT 221C and CVT 2843L <p>This course is designed to assimilate cardiac diseases as well as to continue teaching the use of equipment and techniques used in invasive cardiology. Includes an in-depth presentation of various diseases including coronary artery disease, angina, myocardial infarction, heart failure, valve diseases, cardiomyopathies, pericardial disorders, dysrhythmias, congenital anomalies and repair procedures. Additionally, students will learn the various calculations performed in the catheterization lab including cardiac outputs, vascular resistance, valve areas, and shunts. (Special Fee: \$55.00)</p>			
CVT 1841L CARDIOVASCULAR CLINICAL PRACTICUM II	2	0	6	CVT 2426C ADVANCED CARDIOVASCULAR CONCEPTS	2	1	3
<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in CVT 1840L • Corequisites: CVT 1205C and CVT 1270 <p>This course is designed to prepare and test the competency of the CVT student on basic skills in sterile technique, radiation safety, electrical safety, basic tray set-up, and patient prep prior to his/her diagnostic cardiac catheterization clinical rotation. (Special Fee: \$55.00)</p>				<ul style="list-style-type: none"> • Prerequisites: Minimum grades of C in CVT 2421C and CVT 2211C • Corequisites: CVT 2920 and CVT 2844L <p>This final course is designed to furnish the student with the basics of special procedures and peripheral vascular intervention. The course includes anatomy and physiology, pathophysiology, diagnosis, and intervention for diseases of the aorta, peripheral arteries, carotid artery, and renal artery. The laboratory component will include review and operation of specialty catheters, wires, and devices used in current vascular interventional procedures.</p>			
CVT 2211C CRITICAL CARE APPLICATIONS	4	3	3	CVT 2620C NON-INVASIVE CARDIOLOGY II	4	3	3
<ul style="list-style-type: none"> • Prerequisites: Minimum grades of C in CVT 2420C and CVT 2620C • Corequisite: CVT 2421C and CVT 2843L <p>This course is designed to teach the student the theory, application, and evaluation of critical care measure for medical and surgical emergencies. These applications include chest tubes, emergent airways, intra-aortic balloon pumping, long-term pulmonary artery monitoring and arterial lines. In addition, the student will apply prior knowledge in cardiovascular technology to the specialty areas of peripheral angiography and electrophysiology. (Special Fee: \$55.00)</p>				<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in CVT 1205C • Corequisite: CVT 2420C and CVT 2842L <p>This course presents an introduction to non-invasive cardiology including those tests performed for the purpose of the diagnosis and treatment of cardiac disease. Topics include: 12 lead electrocardiography, cardiac stress testing, Holter monitoring, pacemaker basics, and an introduction to echocardiography. (Special Fee: \$55.00)</p>			
CVT 2420C INVASIVE CARDIOLOGY II	4	3	3	CVT 2842L CARDIOVASCULAR CLINICAL PRACTICUM III	4	0	24
<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in CVT 1205C • Corequisites: CVT 2620C and CVT 2842L <p>This course introduces the student to the specific procedures performed in the cardiac catheterization lab and to the use of the resulting data for patient diagnosis. Additional topics include aseptic techniques, sterilization, patient assessment, radiography, pharmacology, cardiac waveforms, coronary artery anatomy, equipment and tools utilized in cardiac catheterization, hemodynamic data and analysis, right and left heart catheterizations, and complications of cardiac catheterization and subsequent treatments. (Special Fee: \$55.00)</p>				<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in CVT 1841L <p>Clinical experience in all procedures performed in the cardiovascular laboratories, including use of equipment, performing tests and patient care as it relates to the cardiovascular areas. Emphasis will be placed on cardiac catheterization, ECG, stress testing, Holter monitoring, and an introduction to echocardiography. (Special Fee: \$79.00)</p>			
				CVT 2843L CARDIOVASCULAR CLINICAL PRACTICUM IV	4	0	24
				<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in CVT 2842L <p>This course is designed for students to gain a more in-depth clinical experience in invasive cardiology including pre and post catheterization activities, cardiovascular techniques, hemodynamic monitoring, intra-aortic balloon pumping, and cardiac output measurements. Clinical practice in the cardiac catheterization lab includes circulating, scrubbing, recording and manipulating the imaging equipment during diagnostic and interventional catheterization procedures. (Special Fee: \$55.00)</p>			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
CVT 2844L CARDIOVASCULAR CLINICAL PRACTICUM V	3	0	24	CHM 1045C GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS I	4	3	3
<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in CVT 2843L • Corequisites: CVT 2426C and CVT 2920 <p>This final clinical course is designed for students to gain additional experience and polish their skills in the cardiac catheterization lab, performing all duties in diagnostic and interventional cases. (Special Fee: \$55.00)</p>				<ul style="list-style-type: none"> • Prerequisites: CHM 1025C or one year of high school chemistry with a minimum grade of C; and MAC 1102 or MAC 1105 or two years of high school algebra or an appropriate score on an approved mathematics assessment <p>A study of the basic principles of chemistry including chemical reactivity, atomic structure, chemical bonding, molecular geometry, periodicity, stoichiometry, and kinetic-molecular treatment of gases. Laboratory illustrates principles discussed in classroom. (Special Fee: \$57.00)</p>			
CVT 2920 CARDIOVASCULAR TECHNOLOGIST AS A PROFESSIONAL	2	2	0	CHM1045H GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS I - HONORS	4	3	3
<ul style="list-style-type: none"> • Prerequisites: Minimum grades of C in CVT 2421C and CVT 2211C • Corequisites: CVT 2426C and CVT 2844L <p>The professional relationship of the Cardiovascular Technologist to other health professionals is presented, along with a basic format for research. Resume preparation and interview skills are presented, and management, legal and ethical issues are discussed.</p>				<p>Same as CHM 1045C. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required. (Special Fee: \$57.00)</p>			
CVT 2942 CARDIOVASCULAR TECHNOLOGY	1 - 4	variable		CHM 1046C GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS II	4	3	3
<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including CVT 1840L, CVT 1841L, and CVT 2842L. In addition, students must have a minimum grade of C in all cardiovascular courses and have the program director's approval. <p>This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>				<ul style="list-style-type: none"> • Prerequisite: CHM 1045C with C or better <p>Continuation of CHM 1045C dealing mainly with equilibrium theory, thermodynamics, chemical kinetics and electrochemistry. Laboratory illustrates principles of ionic equilibria within framework of qualitative analysis. (Special Fee: \$ 77.00)</p>			
CHM 1020 CHEMISTRY IN EVERYDAY LIFE	3	3	0	CHM 1046H GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS II - HONORS	4	3	3
Meets general education requirement for non-science major. Study of some basic concepts in inorganic chemistry, organic chemistry and biochemistry. Students apply principles as they analyze, discuss and make decisions on chemically related problems that affect everyday life. (Not a prerequisite for any other science course)				<p>Same as CHM 1046C. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required. (Special Fee: \$77.00)</p>			
CHM 1025C INTRODUCTION TO GENERAL CHEMISTRY	4	3	3	CHM 1205C INTRODUCTORY ORGANIC AND BIOCHEMISTRY	4	3	3
<ul style="list-style-type: none"> • Prerequisite: One year of high school algebra or minimum grade of C in MAT 0020C or MAT 0024C or appropriate score on an approved assessment <p>Prepares students without high school chemistry or with inadequate background for CHM 1045C. Modern chemical theories used to develop understanding of fundamentals of inorganic chemistry and its applications. Emphasis on quantitative relationships, using dimensional analysis to solve problems. Laboratory experiences are integral part of course. May not be taken for credit subsequent to earning C or better in CHM 1045C. (Special Fee: \$52.00)</p>				<ul style="list-style-type: none"> • Prerequisites: CHM 1025C (or one year of high school chemistry with a minimum grade of C) and MAT 0020C or MAT 0024C with a minimum grade of C or an appropriate score on an approved assessment <p>Introduces students planning careers in health-related fields or in life sciences to organic and biochemistry. Study of structures and typical reactions of functional groups, structures and functions of classes of biomolecules and energy flows of biological systems. Laboratory portion of course provides students with exercises illustrating principles of organic and biochemistry. (Special Fee: \$77.00)</p>			
				CHM 2210C ORGANIC CHEMISTRY I	4	3	3
				<ul style="list-style-type: none"> • Prerequisite: CHM 1046C or comparable college-level general chemistry course <p>Deals with aliphatic and aromatic compounds, their properties, reactions and synthesis, emphasizing dependence of properties and reaction mechanisms upon structure. Laboratory illustrates techniques of separation, identification and purification. (Special Fee: \$132.00)</p>			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
CHM 2211C ORGANIC CHEMISTRY II • Prerequisite: Minimum grade of C in CHM 2210C Continuation of CHM 2210C with laboratory devoted to multistep synthesis. (Special Fee: \$131.00)	4	3	3	SUR 1101C BASIC SURVEYING AND MEASUREMENTS (SURVEYING I) • Prerequisite: MTB 2321 or MAC 1114 or higher mathematics or department approval Elementary surveying, including fundamentals of plane surveying; use and care of equipment. Covers accurate measuring of distance; theory and practice of leveling, angles and bearings; principles and use of transit; curves; stadia; and topographic and land surveying. Coordinated class, lab and field assignments. (Special Fee: \$41.00)	4	2	2
CHM 2933 SPECIAL TOPICS IN CHEMISTRY • Prerequisites: CHM 1045C and department approval For advanced students in chemistry who wish to pursue certain topics in detail in chemistry as chosen by the class, to research topics, to present information, and lead discussion with other students and faculty members. Lecture/laboratory instruction. Multiple credit course. May be repeated for a maximum of 3 credits, provided different topic explored each time, but grade forgiveness cannot be applied.	1 - 3	variable		SUR 2202C HIGHWAY DRAFTING AND ROUTE DESIGN • Prerequisite: SUR 1101C • Recommended prerequisite: ETD 1320 Highway drafting includes topographic maps, plans and profiles and cross sections. Route design covers traffic and vehicular characteristics, curvature and elevation of roadbeds, earthwork and aerial photography as they affect cost and route design. (Special Fee: \$41.00)	4	4	0
CHM 2941 INTERNSHIP EXPLORATION IN CHEMISTRY • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including CHM 1025C or CHM 1045C; and Internship Office approval This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, provided different topic explored each time, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)	1 - 4	variable		SUR 2390 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS • Recommended prerequisite: Computer proficiency This course covers the application of Geographic Information Systems to a variety of professional, industry and business uses. It also provides students with an opportunity to gain hands-on experience in utilizing the application software currently in use in this region. (Special Fee: \$41.00)	4	4	0
				SUR 2400 LEGAL ASPECTS OF SURVEYING • Prerequisite: SUR 1101C or department approval Legal principles of boundary location and professionalism; history of boundary surveys; sectional surveys; legal descriptions, property transfer, resurveys, subdivision plats; surveyor in court; water boundaries.	3	3	0
BCN 2405 STATICS AND STRENGTH OF MATERIALS • Prerequisite: MTB 2321 or MAC 1114 or higher math or department approval Covers principles of statics, structural mechanics and effects of loads and loading on building elements and frames. Some major areas include materials, stress and deformation, properties of sections, gravity loads, shear and bending in beams, and stresses in columns.	4	4	0	SUR 2402 LAND SURVEYING AND DESCRIPTIONS • Prerequisites: SUR 2400 and SUR 2610 Construction of land descriptions and techniques of surveying boundaries of described parcel of land; metes and bounds descriptions and surveys; lot and block descriptions and surveys; sectional descriptions and surveys; water boundary descriptions and surveys. (Includes all associated computations.)	3	3	0
ETC 2521 HYDRAULICS AND HYDROLOGY • Recommended prerequisites: MAC 1114 or higher mathematics or MTB 2321 or department approval A study in basic theory and design of hydrology related to drainage areas, storm water runoff and stream-flow analysis. This course also includes a study in basic theory and design of hydraulics of flow in pipes and in open channels. Design concepts, techniques, and illustrations of hydrology and hydraulics will be utilized. (Special Fee: \$32.00)	4	4	0	SUR 2460 SUBDIVISIONS • Prerequisite: SUR 2202C • Recommended prerequisite: ETC 2521 Plat construction from tract description to final record plat; plat drafting; necessary computations; lettering meaning of legal parts; current plat laws and regulations. (Special Fee: \$41.00)	3	4	0

Civil/Surveying Engineering Technology

See Architectural/Building Construction Technology and Drafting and Design Technology for related course descriptions.

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
SUR 2640 ADVANCED SURVEYING COMPUTATIONS (SURVEYING III)	4	4	0	CET 1610C CISCO ROUTER TECHNOLOGY	4	4	0
<ul style="list-style-type: none"> • Prerequisite: SUR 1101C • Recommended prerequisite: ETD 1320 <p>Advanced surveying office computations; traverse, horizontal curve, and vertical curve review; coordinates areas by D.M.D. and coordinates; partitioning-problems; intersection problems (line-line, line-curve, curve-curve); missing traverse parts; compound and reverse curve computations; spirals; principles of significant figures and solution analysis. (Special Fee: \$35.00)</p>				<ul style="list-style-type: none"> • Prerequisites: CET 2178C and CET 2486C or department approval <p>This course is designed to prepare a student to apply and understand the basics of networking hardware. This course covers the beginning router configurations, routed and routing protocols, and an introduction to LAN switching. This is the second of a four-part series designed to prepare students for the Cisco Certified Networking Associate exam. (Special Fee: \$37.00)</p>			
SUR 2941 INTERNSHIP EXPLORATION IN SURVEYING	1 - 4	variable		CET 2178C (Formerly CET 2252C) A+ CONCEPTS (HARDWARE)	3	3	1
<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including SUR 1101C; and Internship Office approval <p>This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>				<p>Hands-on laboratory-oriented course. An introductory course in microcomputer hardware and related applications. The course is designed to introduce the student to the operation, support, and troubleshooting of PCs. Major topics in this course are hardware concepts, troubleshooting, repair, maintenance and support of PCs. This course along with CET 2179C, will prepare the students for the A+ certification exam. (Special Fee: \$46.00)</p>			
SUR 2942 INTERNSHIP IN CIVIL/SURVEYING ENGINEERING	1 - 4	variable		CET 2179C A+ CONCEPTS (SOFTWARE)	3	3	0
<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including both ETD 1320 and SUR 1101C; and Internship Office approval <p>This course is a planned work-based experience that will provide students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>				<p>Hands-on laboratory-oriented course. An introductory course in microcomputer software and applications. This course is designed to introduce the student to different operating systems including Windows 9X, Windows NT, Windows 2000, and Windows XP. This course will prepare the students for the software examination of the CompTia A+ certification. This course includes a learning activity designed to ensure competence in oral communication. (Special Fee: \$46.00)</p>			
				CET 2486C LOCAL AREA NETWORKS	3	3	1
				<p>Presents essential material useful to students with no technical data processing or electronics background. Discusses different LAN techniques and matches merits of user's requirements to meet business needs. Case studies present real situations and appropriate solutions. (Special Fee: \$46.00)</p>			
				CET 2588 NETWORK +	4	4	0
				<ul style="list-style-type: none"> • Prerequisites: CET 2178C and CET 2486C or department approval <p>This course will identify the components of a LAN and determine the type of network design most appropriate for a given site; identify the different media used in network communications, distinguish between them, and determine how to use them to connect servers and workstations in a network; differentiate between the different networking standards, protocols, and access methods, and determine which would be most appropriate for a given LAN; recognize the primary network architectures, identify their major characteristics, and determine which would be most appropriate for a proposed LAN; identify the primary functions of network operating systems; determine how to implement and support the major networking components (including the server, operating system, and clients), propose a system for adequately securing data on a given LAN and protecting the system's components, and distinguish between LANs and WANs. (Special Fee: \$46.00)</p>			

Computed Tomography

See Radiography

Computer Engineering Technology (Networking)

See Electronics Engineering Technology for related course descriptions.

CET 1600C CISCO NETWORKING FUNDAMENTALS	4	4	0
<ul style="list-style-type: none"> • Prerequisites: CET 2178C and CET 2486C or department approval 			

This course is designed to prepare a student to apply and understand the basics of networking hardware. This course covers the OSI Model and industry standards; network topologies; IP addressing, including subnet masks; and basic network design. This is the first of a four-part series designed to prepare students for the Cisco Certified Networking Associate exam. (Special Fee: \$37.00)

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
CET 2615C CISCO ADVANCED ROUTER TECHNOLOGY • Prerequisite: CET 1610C or department approval	4	4	0	CET 2784 WIDE AREA NETWORKS • Prerequisite: CET 2486C or department approval	3	3	0
This course is designed to prepare a student to apply and understand the advanced principles and applications of networking hardware. This course covers the advanced router configurations, LAN switching, network management, and advanced network design. This is the third of a four-part series designed to prepare students for the Cisco Certified Networking Associate exam. (Special Fee: \$37.00)				Students learn principles of wide area network systems. Topics include current telephone systems architecture for voice and data. Application of standards in data switching presented as a basis for discussion of WAN digital communications. Key issues in WASN technology are defined: connection-oriented versus connection less service, synchronous versus asynchronous links, and details of frames, packets and cells in data communications. Followed by presentation of all current WAN technologies including Broadband, ISDN, X.25 packet switching, Frame Relay, SONET, SMDS, and ATM.			
CET 2620C CISCO PROJECTS IN ROUTING DESIGN AND ADMINISTRATION • Prerequisite: CET 2615C or department approval	4	4	0	CET 2792 MICROSOFT WINDOWS SERVER 2003 NETWORK • Prerequisites: CET 2178C and CET 2486C or department approval	4	4	0
This course is designed to prepare a student to apply and understand the advanced principles, applications, and implementation of networking hardware. This course covers the advanced network design projects and advanced network management projects. This is the fourth of a four-part series designed to prepare students for the Cisco Certified Networking Associate exam. (Special Fee: \$37.00)				This course teaches the student how to manage a Microsoft Windows Server 2003 network. The student will learn how to manage protocols, DHCP, DNS, WINS, Remote Access, Routing and basic security. (Special Fee: \$34.00)			
CET 2625 BUILDING SCALABLE CISCO INTERNETWORKS • Prerequisite: CET 2620C or department approval	5	5	0	CET 2793 PLANNING AND MAINTAINING A MICROSOFT WINDOWS SERVER 2003 NETWORK INFRASTRUCTURE • Prerequisite: CET 2792 or department approval	4	4	0
This course focuses on Cisco routers that are connected in LANs and WANs and are typically found at medium to large network sites. Students will be able to select and implement the appropriate Cisco IOS services to build a scalable, routed network. This course is part of the recommended training path for students seeking the (CCNP) Cisco Certified Network Professional certification. (Special Fee: \$35.00)				This course provides students with the knowledge and skills necessary for installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows 2000 Server products. (Special Fee: \$34.00)			
CET 2675 VOICE OVER IP • Prerequisites: CET 2486C and EET 1214C	4	4	0	CET 2794 MICROSOFT WINDOWS SERVER 2003 ACTIVE DIRECTORY • Prerequisite: CET 2792 or department approval	4	4	0
This course will focus on understanding the architecture of voice communication and will show how signaling, call quality, and PBXs work within data networks. The course also will provide real-world, multi-vendor options for integrating voice and data communication applications. (Special Fee: \$36.00)				This course provides students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows 2003 Active Directory Services. The course also focuses on implementing Group Policy and performing the associated Group Policy tasks required to centrally manage users and computers. (Special Fee: \$34.00)			
CET 2722 MICROSOFT WINDOWS SERVER 2003 ENVIRONMENT • Prerequisites: CET 2178C and CET 2486C	3	3	0	CET 2795 DESIGNING MICROSOFT WINDOWS SERVER 2003 ACTIVE DIRECTORY INFRASTRUCTURE • Prerequisite: CET 2794 or department approval	4	4	0
This course teaches the student how to manage and maintain a Microsoft Windows Server 2003 environment. The student will learn how to manage physical and logical devices; how to manage users, computers and groups; how to manage and maintain access to resources; and how to manage and maintain a server environment. The course also covers Managing and Implementing Disaster Recovery. (Special Fee: \$34.00)				This course provides students with the knowledge and skills necessary to design a Microsoft Windows 2003 directory services infrastructure in an enterprise network. (Special Fee: \$ 34.00)			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
CET 2810 MICROSOFT EXCHANGE 2003 SERVER IMPLEMENTATION AND ADMINISTRATION	4	4	0	CET 2854 WIRELESS NETWORKS	3	3	1
<ul style="list-style-type: none"> • Prerequisite: CET 2794 <p>This course teaches the student to install, configure, and administer Microsoft Exchange 2003. This course covers the installation of Exchange Server and its integration with Microsoft Windows 2003 Server. Upon completion of this course, the student will understand the Exchange Server Architecture, how to plan an installation, the type of installations available, the coexistence with previous Microsoft Exchange Server versions, running Exchange in a clustered environment, how to deploy Outlook 2003, the available MAPI-based clients that can be used, how MAPI-Based Clients in a Novell Netware environment function, how to configure Internet-based client access, what management tools are available for Exchange 2003, how to create and manage recipients, how to manage server configurations, and SMTP Transport configuration and Message Routing Administration. (Special Fee: \$34.00)</p>				<ul style="list-style-type: none"> • Prerequisites: CET 2178C and CET 2486C <p>This introductory course in wireless networks focuses on the design, planning, implementation, operation and troubleshooting of wireless networks. It covers a comprehensive overview of technologies, security, and design best practices with particular emphasis on hands-on skills in wireless networks. (Special Fee: \$ 34.00)</p>			
CET 2811 MICROSOFT WINDOWS XP PROFESSIONAL	4	4	0	CET 2880 COMPUTER FORENSICS	4	4	0
<ul style="list-style-type: none"> • Prerequisites: CET 2178C and CET 2486C or department approval <p>This course teaches the student to implement Windows XP Professional, including automated and remote installations. The student also will learn to configure the desktop environment – from user accounts to multiple-language support. The course will cover installing and supporting hardware devices and drivers. The details of administering resources such as shared folders, file systems and network printers will be covered. The student will practice configuring and troubleshooting network protocols and services including TCP/IP, Internet Information Services, and remote services. Additional items such as optimizing memory and processor and application performance will be covered in detail. The student will be introduced to security management using Group Policies, Encrypting File Systems (EFS) and NTFS permissions that will provide the basis for future courses. The concept of backing up and restoring files and system state data will be introduced. (Special Fee: \$34.00)</p>				<ul style="list-style-type: none"> • Prerequisites: CET 2178C and CET 2486C or department approval <p>This course offers a solid introduction to computer investigations, preparing students to acquire and analyze digital evidence. It covers the tools and techniques of computer forensics and explains topics such as file structure, data recovery, e-mail and network investigations, and expert witness testimony. In addition to learning fundamental concepts, the student will gain practical knowledge in conducting digital investigations and preserving evidence that stands up in court or corporate inquiries. (Special Fee: \$50.00)</p>			
CET 2812 SQL SERVER 2000 SYSTEM ADMINISTRATION	4	4	0	CET 2930 SELECTED TOPICS IN COMPUTER ENGINEERING TECHNOLOGY	1 - 5	variable	
<ul style="list-style-type: none"> • Prerequisite: CET 2792 or department approval <p>This course teaches the students how to install, configure, and administer Microsoft SQL Server 2000. The installation methods will cover clean installation, upgrades and named instances. The students also will learn to create databases, attach and detach databases, backup databases, and expand and shrink databases. SQL and Windows 2000 security methods will be covered in detail. The student will learn the proper methods of managing, monitoring, and troubleshooting Microsoft SQL Server 2000. The student will learn to create and manage jobs and perform data transforms. (Special Fee: \$34.00)</p>				<ul style="list-style-type: none"> • Prerequisite: Department approval <p>Selected topics in computer engineering technology based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. Multiple credit course. May be repeated for a maximum of 5 credits, provided different topic explored each time, but grade forgiveness cannot be applied. (Special Fee: \$35.00)</p>			
				CET 2942 INTERNSHIP IN NETWORKING	1 - 4	variable	
				<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including both CET 2179C and CET 2794 or both CET 2179C and CET 2615C; and program director's approval <p>This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
Computer Information Technology and Computer Programming and Analysis				CGS 2100 3 1.5 1.5 COMPUTER FUNDAMENTALS AND APPLICATIONS			
CAP 2023 3 3 0 GAME PROGRAMMING <ul style="list-style-type: none"> • Prerequisites: COP 2800 with a C or better and COT 2001 with a C or better. <p>Students will learn techniques for programming computer games in 2-D and 3-D. The games will include real-time user interaction, graphics, animation, music, and sound effects. 2-D and 3-D object modeling and rendering will be studied. The games will include 3-D scene management and player management issues. Students implement their own video game. (Special Fee: \$34.00)</p>				<p>This course covers the fundamentals of computers and computer nomenclature, particularly with respect to personal computer hardware and software used in today's business environment. Students will survey and use business applications programs utilizing pre-written programs that include word processing, spreadsheets, databases, presentation graphics, and Web browsers. Students completing the course will have a solid understanding of computer concepts, how to use computers in today's business world, and how to access information on the World Wide Web. (Special Fee: \$34.00)</p>			
CGS 1060 3 3 0 INTRODUCTION TO COMPUTERS				CGS 2510 3 3 0 SPREADSHEET APPLICATIONS FOR BUSINESS			
<p>Introduction to major uses of microcomputers for business applications. Topics covered include computer literacy and the use of industry-standard software packages for word processing, spreadsheets, database, and presentation graphics. (Special Fee: \$34.00)</p>				<p>Students learn how to solve realistic business problems using current computer spreadsheet software. How to create, modify, and print worksheets; when to apply various commands, formulas, and functions; how to create graphics and incorporate them into the worksheet; how to create a data table, and how to use a database. (Special Fee: \$34.00)</p>			
CGS 1555 3 3 0 INTERNET WEB ESSENTIALS				CGS 2545 3 3 0 DATABASE MANAGEMENT SYSTEMS			
<p>This course teaches students how to use Web browsers to access the services available on the Internet. Topics covered in this course are the World Wide Web, Internet, electronic mail, Telnet, Gopher, TFTP, legal issues, privacy, security, and etiquette. Students also will learn how to create simple basic Web pages. (Special Fee: \$34.00)</p>				<p>Principles of database systems, architecture of database management systems, relational model conceptual design and requirement analysis, database design and normalization, query languages, multi-user and distributed database issues; practical use of a DBMS and building of a database application. (Special Fee: \$34.00)</p>			
CGS 1560 3 3 0 INTRODUCTION TO OPERATING SYSTEMS				CGS 2786 3 3 0 WEB DEVELOPMENT TOOLS <ul style="list-style-type: none"> • Prerequisite: COP 2822 			
<p>This course covers an introduction to operating systems concepts and basic commands in various common operating systems. Students completing the course will have a solid understanding of operating system concepts and will know how to perform basic operations in several operating systems, on desktop, networked and mainframe systems. Students will be exposed to current versions of operating systems including Mac OS, Windows, and UNIX/Linux. (Special Fee: \$34.00)</p>				<p>This course introduces Web-authoring software applications and teaches students how to add rich multimedia content to Web pages. The student demonstrates advanced Web development techniques by constructing and managing Web sites using a professional editor, developing and integrating flash movies into a Web-page using an authoring tool, and creating and editing sophisticated images for the Web using a graphics program. (Special Fee: \$34.00)</p>			
CGS 2091 3 3 0 SOCIAL, LEGAL, AND ETHICAL ISSUES IN INFORMATION TECHNOLOGY				CGS 2941 1 - 4 variable INTERNSHIP EXPLORATION IN COMPUTER STUDIES <ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including knowledge of at least one computer language or database management system; and Internship Office approval 			
<p>An in-depth look at social, legal, and ethical issues related to the advent of computers and computing in modern society. Critical thinking skills will be applied to topics related to the information technology field; for example, privacy vs. access to information, censorship vs. civil liberties, intellectual property, and cyber-crime, as well as less controversial issues such as the impact of information on daily life and the digital divide. (Special Fee: \$34.00)</p>				<p>This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
CIS 1351 CRYPTOLOGY	3	3	0	CIS 2942 INTERNSHIP IN COMPUTER PROGRAMMING	1 - 4	variable	
<ul style="list-style-type: none"> • Prerequisite: CIS 1354 <p>This course is an introduction to the basic theory and practice of cryptographic techniques used in computer security. Topics such as encryption (secret-key and public-key), digital signatures, secure authentication, electronic commerce (anonymous cash, micro payments), key management, cryptographic hashing, Internet voting systems, and a bit of zero-knowledge protocols will be discussed. (Special Fee: \$34.00)</p>				<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits of COP courses; and Internship Office approval. <p>This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>			
CIS 2102 SYSTEMS ASSURANCE - QUALITY AND TESTING	3	3	0	CIS 2943 INTERNSHIP IN COMPUTER INFORMATION TECHNOLOGY	1 - 4	variable	
<ul style="list-style-type: none"> • Prerequisite: CGS 1560 or CET 2179C <p>This course includes software quality assurance and software testing techniques for desktop and Web-top applications; creating and carrying out formal software test plans including the use of test matrices and decision tables; automated software testing using current versions of "testware;" documentation of test results and working within a software development team. Software quality analysis, including software usability, also is studied. (Special Fee: \$34.00)</p>				<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including COP 2822, and 3 credits from the CIT Restricted Electives List; and Internship Office approval. <p>This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>			
CIS 2321 DATA SYSTEMS ANALYSIS AND DESIGN	3	3	0	COP 1006 INTRODUCTION TO PROGRAMMING CONCEPTS	3	3	0
Covers analysis and design of business data processing systems. Also covers phases of System Development Life Cycle (SDLC) and introduces various data and processing modeling tools and techniques. (Special Fee: \$34.00)				A hands-on introduction to analyzing, designing, coding, and testing computer programs. Students will develop algorithms for problem solving with an emphasis on good programming practices. Students will use programming techniques including control structures, files management, arrays, and subprograms to design and code basic programs using a modern computer language. Other topics include working with data, number systems, and an introduction to object-oriented and event-driven programming. This course prepares students for software development courses in programming and web development. Students with a demonstrated background in computer programming (transcript, job experience, or waiver exam) may request to have this course waived as a prerequisite to subsequent courses. (Special Fee: \$34.00)			
CIS 2356 FIREWALL CONFIGURATION AND MANAGEMENT	3	3	0	COP 1332 VISUAL BASIC PROGRAMMING	3	3	0
<ul style="list-style-type: none"> • Prerequisite: CET 2486C and CET 2178C <p>This course looks at the challenges of network security and the role that firewalls have as a solution. Topics include network address translation, proxy servers, stateful inspection firewalls, basic VPNs, and intrusion detection systems. Emphasis is placed on installing, configuring, and managing today's most popular software and hardware firewalls. (Special Fee: \$34.00)</p>				<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in COP 1006 <p>Study of the Visual Basic programming language with an emphasis on developing good programming practices. Topics include creating a graphical user interface, working with objects and events, decision and repetition structures, debugging and error handling, using multiple forms, data manipulation techniques, and an introduction to working with databases. Students will construct applications designed to run in a Windows environment. (Special Fee: \$34.00)</p>			
CIS 2910 IT CAPSTONE	4	4	0	CIS 2930 SELECTED TOPICS IN INFORMATION SYSTEMS	1 - 5	variable	
<ul style="list-style-type: none"> • Prerequisite: Departmental approval <p>This course is designed for IT students who have completed a significant portion of their degree course work. Students will use their knowledge of IT concepts to complete a comprehensive project including a detailed project plan, implementation, documentation, and final presentation. (Special Fee: \$34.00)</p>				Selected topics in computer information systems based on the needs and areas of interest of the class and the professor. May include laboratory and/or field work as part of the class. Multiple credit course. May be repeated for a maximum of 10 credits provided different topic explored each time, but grade forgiveness cannot be applied. (Special Fee: \$34.00)			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
COP 1650 PROGRAMMING WIRELESS APPLICATIONS • Prerequisite: COP 2823 or COP 2830 This course exposes students to a variety of architectures, tools and environments for building wireless applications. Topics include: Wireless Application Protocol (WAP), Wireless Markup Languages (WML), Extensible Markup Language (XML), micro-browsers, WAP Gateways, WAP Servers, WMLScript, Extensible Hypertext Markup Language (XHTML), server-side scripting Java and Active Server Pages (ASP). Students will build wireless applications and dissect the code of existing wireless applications. (Special Fee: \$34.00)	3	0	0	COP 2360 C# PROGRAMMING • Prerequisite: Minimum grade of C in COP 1006 A hands-on study of the Microsoft Visual C# programming language with emphasis on object-oriented programming. Topics include control structures, methods, arrays, exception handling and inheritance. Students will develop C# programs in both console and windows modes. (Special Fee: \$34.00)	3	3	0
COP 1812 XML AND WEB SERVICES • Prerequisite: COP 2822 This course explains and demonstrates Extensible Markup Language (XML). XML-based Web services are also covered. XML is platform independent and versatile. This course teaches how to use XML in data exchange applications on the Web, for e-commerce and in N-Tier architectures, by explaining XML theory reinforced with practical examples and real-life solutions. (Special Fee: \$34.00)	3	3	0	COP 2800 JAVA PROGRAMMING • Prerequisite: Minimum grade of C in COP 1006 or department approval A hands-on course in programming with the Java language for students who have completed a course in programming concepts or have some other programming experience. Students will create Java applications with emphasis on correct object-oriented programming techniques and will become familiar with object-oriented design, including the creation of classes in Java and the use of existing classes as provided in the current version of Java API. (Special Fee: \$34.00)	3	3	0
COP 2220 C PROGRAMMING • Prerequisite: Minimum grade of C in COP 1006 Hands-on study of C Programming language as applied to business and scientific applications. Good programming practices and problem solving with procedural programming will be emphasized. Topics include data types, control structures, arrays, pointers, functions, I/O, structs and unions. (Special Fee: \$34.00)	3	3	0	COP 2802 JAVA LANGUAGE FOR PROGRAMMERS • Prerequisite: COP 2800 or COP 2360 or COP 2224 or department approval This course is designed for students with object-oriented programming knowledge or industrial programming experience. Topics include the Java language syntax, object-oriented programming, as well as more sophisticated features of the Java language, such as exception handling, multi-threading, and collections classes. This course covers the topics required for the Sun Certified Java Programmer exam. (Special Fee: \$34.00)	3	3	0
COP 2222 ADVANCED C PROGRAMMING • Prerequisite: Minimum grade of C in COP 2220 Continuation of C programming covering advanced data structures, including arrays, pointers, pointers to pointers, linked lists, binary trees, stacks, and hash tables. Also covers text and binary file I/O. (Special Fee: \$34.00)	3	3	0	COP 2805 ADVANCED JAVA PROGRAMMING • Prerequisite: Minimum grade of C in COP 2800 A continuation of COP 2800. Students will learn advanced concepts of programming in Java. The topics in the Sun Microsystems certification will be completed at the beginning of this course, and students will be encouraged to take that exam. Additionally, Web-based programming using JEE (Java Enterprise Edition) is introduced, and specific topics in JEE are covered in depth, especially Java Server Pages (JSP) and Servlets. Database access in Java and N-Tier architectures are covered. (Special Fee: \$34.00)	3	3	0
COP 2224 C++ PROGRAMMING • Prerequisite: Minimum grade of C in COP 2220 Introduction to Object-Oriented Programming (OOP) using C++ programming language. Covers class hierarchies and single, repeated, and multiple inheritance. Focuses on abstraction and information hiding. Covers in detail polymorphism and dynamic binding. (Special Fee: \$34.00)	3	3	0	COP 2821 ADVANCED MICROSOFT APPLICATION DEVELOPMENT • Prerequisite: Minimum grade of C in COP 1332 or COP 2360 or department approval This course is designed for students who have experience working with a current version of a Microsoft programming language such as C# or Visual Basic. Students will learn advanced programming concepts for software development in the Windows environment. Topics will include an in-depth presentation of the .NET framework and coverage of significant object-oriented concepts. Additional topics include working with client/server databases. (Special Fee: \$34.00)	3	3	0
COP 2341 LINUX SHELL SCRIPTING An introduction to the Linux operating system. Topics include the history and philosophy of the Linux operating system, the file system, commands and files processing, multitasking, editors, shells, shell scripting, window systems and utilities. (Special Fee: \$34.00)	3	3	0				

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
COP 2822 WEB SITE DEVELOPMENT	3	3	0	COT 2104 FOUNDATIONS OF DISCRETE MATHEMATICS	3	3	0
The student will learn to construct web pages containing animated graphics, forms, frames, style sheets, XML, and Dynamic HTML. The course will also cover the software tools available to create web pages, as well as the hardware and software requirements for setting up a web site. (Special Fee: \$34.00)				<ul style="list-style-type: none"> • Prerequisite: MAC 1105 or department approval This course builds basic mathematical logic skills and foundations of discrete mathematics. Topics include statements; truth tables and tautologies; arguments; rules of demonstrations; conditional demonstrations and indirect proof; logic of quantifiers; algebra of sets; definitions and axioms of set theory; informal proof; relations and functions; mathematical induction; strings and other topics in discrete mathematics.			
COP 2823 ADVANCED MICROSOFT WEB DEVELOPMENT	3	3	0	CTS 1120 (Formerly CIS 1354) INTRODUCTION TO NETWORK SECURITY	3	3	0
<ul style="list-style-type: none"> • Prerequisites: Minimum grades of C in COP 2822 and either COP 1332 or COP 2360 This course focuses on creating dynamic Web applications using server-side programming technologies. Students will use the latest version of Active Server Pages (ASP) for the design and implementation of Web site data support. Topics include managing data sources and building data-driven Web applications. This is a hands-on course requiring all students to implement code for the client-side and server-side of the Web page. (Special Fee: \$34.00)				<ul style="list-style-type: none"> • Prerequisite: CET 2486C This course covers a broad overview of security topics related to information security including: cryptography, security baselines, and current attack and counter attack methods. The course covers methods to secure communications, Web security and hardening the network infrastructure. It also teaches the student to develop comprehensive security and management policies. It looks at both Windows and Linux security techniques for hardening the operating system. The objectives of this course are mapped to Comptia's Security+ Certification Exam. (Special Fee: \$34.00)			
COP 2830 SCRIPTING LANGUAGES	3	3	0	CTS 1154 (Formerly CTS 1136) REMOTE TECHNICAL SUPPORT	3	3	0
<ul style="list-style-type: none"> • Prerequisites: Minimum grades of C in COP 1006 and COP 2822 or department approval The syntax and semantics of scripting programming language will be covered. Covers major scripting languages in current use. Students will learn to write scripting language code, integrate the scripts into Web pages, and identify different uses and applications of scripts in Web sites and/or other multimedia projects. (Special Fee: \$34.00)				<ul style="list-style-type: none"> • Prerequisite: CET 2178C or department approval This course is designed for individuals who work or intend to work in a remote-based support environment where customer service, client training, operating system and connectivity issues are emphasized. It will build on existing user-level knowledge and experience with personal computer software and hardware to present fundamental skills and concepts that are used in a remote technical support position. The objectives of this course are mapped to the CompTia 220-603 A+ Certification examination. (Special Fee: \$34.00)			
COP 2930 SELECTED TOPICS IN COMPUTER PROGRAMMING	1 - 5	variable		CTS 1155 (Formerly CIS 1417) INTRODUCTION TO CUSTOMER SERVICE AND HELP DESK CONCEPTS	3	3	0
<ul style="list-style-type: none"> • Prerequisite: Department approval Selected topics in computer programming based on the needs and areas of interest of the class and the professor. May include laboratory and/or field work as part of the class. Multiple credit course. May be repeated for a maximum of 10 credits provided different topic explored each time, but grade forgiveness cannot be applied. (Special Fee: \$34.00)				<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in CIS 1417 or department approval This course is designed to provide individuals interested in a technical customer support career with the knowledge and skills to be successful in that field. This course will introduce the business, technical, and interpersonal skills needed to provide customer support. Students will gain a better understanding of the various careers in the customer support industry and the knowledge and skill sets needed to enter and advance in those careers. (Special Fee: \$34.00)			
COT 2001 INTRODUCTION TO MATH AND PHYSICS FOR GAME PROGRAMMING	3	3	0	CTS 1156 (Formerly CIS 1416) HELP DESK TOOLS AND TECHNOLOGIES	3	3	0
<ul style="list-style-type: none"> • Prerequisites: COP 1006 with a grade of C or higher This course teaches students the math and physics needed to program an interactive video game. Topics studied include: Geometry and trigonometry for collision detection and motion of graphical objects, limits, tangents, vectors, parametric equations, and real world physics of movement necessary for creating a realistic video game experience.				<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in CIS 1417 or department approval This course is designed to provide individuals considering career opportunities in a technical support group with a better understanding of some of the available technology in a support environment and to provide hands-on experience with some of the technologies and tools found in many support groups. (Special Fee: \$34.00)			

Course	Cr	Cls	Lab	Course	Con
CTS 2317 (Formerly CIS 2355) ADVANCED NETWORK SECURITY • Prerequisite: CIS 1354 This course covers Network Defense and Countermeasures and the fundamentals of defending networks, such as the layered defense and defense in depth strategies. The course demonstrates the use of firewalls, ISA servers, VPNs, and IDS. The course also develops and examines risk analysis and security policies to help build a secure network. The course deals with both Windows and Linux Operating Systems. The objective of this course is mapped to the Security Certified Network Professional, Network and Defense Countermeasures Exam. (Special Fee: \$34.00)	3	3	0	Criminal Justice Institute To register for any of the Criminal Justice Institute courses, you must apply and be accepted to a Criminal Justice Institute program. Courses offered through the Criminal Justice Institute may have different contact hours in different programs.	
CTS 2321 (Formerly COP 2345) LINUX SYSTEM ADMINISTRATION This course on the Linux operating system covers the topics required for the CompTIA Linux+ Certification Exam. It builds on concepts of the LINUX operating system covered in COP 2341. Topics include planning a Linux implementation, installation, configuration, administration, system maintenance, troubleshooting, and system hardware. (Special Fee: \$34.00)	3	3	0	CORRECTIONS CJK 0031 40 FIRST AID FOR CRIMINAL JUSTICE OFFICERS This course prepares prospective officers to apply first aid knowledge and techniques to emergency situations. Adult, child and infant CPR is included.	
CTS 2433 (Formerly COP 2705) SQL SERVER DATABASE DESIGN AND IMPLEMENTATION • Prerequisite: CGS 2545 or department approval This course teaches the student how to develop a logical data model; how to create databases, database files, and objects; space management and growth strategies. The student will use Transact SQL and Data Transformation Services to manipulate data and extract data in XML format. Programming business logic using stored procedures, transactions, triggers, user-defined functions and views also are covered. The student will learn to optimize database performance by using SQL Profiler and the Index Tuning Wizard. Security management will be covered from the viewpoint of data access, object-level security and application rolls. (Special Fee: \$34.00)	4	4	0	CJK 0040 80 CRIMINAL JUSTICE FIREARMS This course provides instruction in the use of handgun, shotgun and rifle. Safety procedures and ammunition use are also covered. Practical exercises are conducted on the firing range.	
				CJK 0051 80 CRIMINAL JUSTICE DEFENSIVE TACTICS This course of instruction includes the techniques used for an officer's personal safety and those necessary to subdue, search and transport resisting individuals. The use of restraining devices, impact weapons and pressure points are covered.	
				CJK 0100 (Formerly 0773) 62 INTERPERSONAL SKILLS I The needs of various groups within society are addressed including juveniles, elderly, ethnic, cultural, mentally ill, retarded, physically handicapped and substance abusers. Community relations and common courtesy will be discussed. Intervention techniques for suicide, domestic violence, and other crisis are reviewed. Stress recognition and reduction are included.	
				CJK 0101 (Formerly CJD 0750) 50 INTERPERSONAL SKILLS II Verbal and nonverbal communication is explored with emphasis placed on task accomplishment, understanding verbal communication correctly, and reinforcing positive and negative behavior. Also discussed are topics on supervision techniques, inmate societies, homosexuality, and human adjustment to imprisonment.	
				CJK 0102 (Formerly CJD 0752) 64 CORRECTIONAL OPERATIONS An overview of daily operations within a correctional facility are discussed to include: intake procedures, fingerprinting, disciplinary procedures, inmate movement, release procedures and key control.	
				CJK 0270 (Formerly CJD 0770) 46 CRIMINAL JUSTICE LEGAL I This course provides the student with an introductory overview of the criminal justice system and a history of law. The foundation and basic components of law are studied with specific focus upon officer application. Court procedure and testimony are examined.	

Course	Con	Course	Con
CJK 0271 CRIMINAL JUSTICE LEGAL II	22	CJK 0017 LAW ENFORCEMENT COMMUNICATIONS	76
Constitutional law and its application to the public and officers are examined. Law including evidence procedures, arrest law, search and seizure and various statutory laws that are common to police and correctional officers is studied. Elements of various crimes, civil law and civil and criminal liability of officers are covered.		The student will learn the report writing process from the interview, statement taking, note taking, and the final report product. Interpersonal communication skills are covered along with use of telecommunications.	
CJK 0272 CRIMINAL JUSTICE COMMUNICATIONS	42	CJK 0020 LAW ENFORCEMENT VEHICLE OPERATIONS	48
The student will learn the report writing process from the interview, statement taking, note taking and the final report product with practical exercises included. The difference between interviewing and interrogation is explored. Interpersonal communication skills are covered along with radio and telephone procedures.		The components of the police driving environment are explored. Practical exercises are conducted on the driving range.	
CJK 0280 CRIMINAL JUSTICE OFFICER PHYSICAL FITNESS TRAINING	40	CJK 0031 FIRST AID FOR CRIMINAL JUSTICE OFFICERS	40
The student will participate in various physical exercises, including stretching, calisthenics and running in preparation for Defensive Tactics Training.		This course prepares prospective officers to apply first aid knowledge and techniques to emergency situations. Adult, child and infant CPR is included.	
CJK 0480 EMERGENCY PREPAREDNESS	26	CJK 0040 CRIMINAL JUSTICE FIREARMS	80
Potential types of emergency situations that may occur within a correctional facility are examined and which action should be taken. Hostage situations, hazardous material, unusual occurrences, and riots will also be covered.		This course provides instruction in the use of handgun, shotgun and rifle. Safety procedures and ammunition use are also covered. Practical exercises are conducted on the firing range.	
ELECTIVE COURSE:		CJK 0051 CMS CRIMINAL JUSTICE DEFENSIVE TACTICS	80
CJD 0939 CRIMINAL JUSTICE EXAM REVIEW	24	This course of instruction includes the techniques used for an officer's personal safety and those necessary to subdue, search, and transport resisting individuals. The use of restraining devices, impact weapons, and pressure points are covered.	
An overview is given which helps prepare the student for the state exam.		CJK 0061 LAW ENFORCEMENT PATROL I	58
LAW ENFORCEMENT		In this course, the student addresses the daily skills and techniques needed by officers to perform patrol tactics and respond to various types of calls. Methods of approach to various high-risk situations are explored with practical exercises included.	
CJK 0007 INTRODUCTION TO LAW ENFORCEMENT	11	CJK 0062 LAW ENFORCEMENT PATROL II	40
This course provides an overview of the academy program and the Criminal Justice system in Florida.		This course provides the student with the skills to respond to hazardous materials incidents, bomb threats, building evacuations, and weapons of mass destruction. The students are introduced to the existence and activities of criminal gangs and extremist groups.	
CJK 0008 LAW ENFORCEMENT LEGAL	69	CJK 0071 LAW ENFORCEMENT CRIMINAL INVESTIGATIONS	56
This course provides instruction on the history of the American legal system. Constitutional law, search and seizure, law of arrest, elements of crimes, civil and criminal liability, and its application to the public and officers are examined.		The student will learn methods for investigating various crimes, including domestic violence, child abuse, elderly abuse, missing persons, human trafficking, robbery, burglary, narcotics, and death.	
CJK 0011 LAW ENFORCEMENT HUMAN ISSUES	40		
The needs of various groups within society are addressed including elderly, ethnic, cultural, mentally ill, retarded, physically handicapped, and substance abusers.			

Course	Con	Course	Con
CJK 0076	24	CROSSOVER: CORRECTIONS TO LAW ENFORCEMENT	
LAW ENFORCEMENT CRIME SCENE INVESTIGATIONS			
This block addresses skills for conducting investigations, including crime scene management, evidence collection, identifying victims, witnesses, suspects, and preparing crime scene reports.			
CJK 0081	48	CJK 0020	48
LAW ENFORCEMENT TRAFFIC STOPS		LAW ENFORCEMENT VEHICLE OPERATIONS	
Various types of police traffic stops, high-risk, D.U.I., handling abandoned vehicles are studied. Legal issues regarding traffic stops and discriminatory profiling are also explored.		• Prerequisite: Correctional Officer Basic Recruit Program	
CJK 0086	32	The components of the police driving environment are explored. Practical exercises are conducted on the driving range.	
LAW ENFORCEMENT TRAFFIC CRASH INVESTIGATIONS		CJK 0081	48
Traffic accident investigation, scene management, evidence handling, and reporting procedures are reviewed.		LAW ENFORCEMENT TRAFFIC STOPS	
CJK 0096	60	• Prerequisite: Correctional Officer Basic Recruit Program	
CRIMINAL JUSTICE OFFICER PHYSICAL FITNESS		Various types of police traffic stops, high-risk, D.U.I., handling abandoned vehicles are studied. Legal issues regarding traffic stops and discriminatory profiling are also explored.	
The student will participate in various physical exercises, including stretching, calisthenics, and running in preparation for Defensive Tactics Training.		CJK 0211	94
CJK 0240	27	CROSSOVER: CORRECTIONS TO LAW ENFORCEMENT	
LAW ENFORCEMENT AUXILIARY INTRODUCTION		• Prerequisite: Correctional Officer Basic Recruit Program	
This course provides an overview of basic administrative, legal, communications, and human issues for students seeking a position as a Law Enforcement Volunteer and is a prerequisite course for certification as a Law Enforcement Auxiliary Officer.		This course covers the basic knowledge and skills for certified corrections officers to cross over to become law enforcement officers. Topics include law, interpersonal communications, radio communications, note taking, report writing, interviewing, ethics, professionalism, court structure, working with communities, diverse and special populations, and information about the criminal justice system in Florida and the Criminal Justice Standards and Training Commission.	
CJK 0241	19	CJK 0212	8
LAW ENFORCEMENT AUXILIARY PATROL AND TRAFFIC		CROSSOVER: HIGH LIABILITY	
This course provides an overview of patrol techniques, crowd control, traffic stops, and traffic crash investigations for students seeking a position as a law enforcement volunteer and is a prerequisite course for certification for a Law Enforcement Auxiliary Officer.		• Prerequisite: Correctional Officer Basic Recruit Program This course focuses on law enforcement high liability areas including basic first aid, firearms safety procedures, use of deadly force, and basic handling procedure for various weapons.	
CJK 0242	17	CJK 0213	40
LAW ENFORCEMENT AUXILIARY INVESTIGATIONS		CROSSOVER: CORRECTIONS TO LAW ENFORCEMENT TACTICAL APPLICATIONS	
This course provides an overview of basic criminal investigations for students seeking a position as a law enforcement volunteer and is a prerequisite course for certification for a Law Enforcement Auxiliary Officer.		• Prerequisite: Correctional Officer Basic Recruit Program	
CJK 0422	8	The student studies the court system in Florida, issues related to responding to emergency situations, and general information involving exposure to bombs, explosives, and weapons of mass destruction. The skill necessary to perform different law enforcement functions while assigned to a special detail will be explored.	
DART FIRING STUN GUN		CJK 0422	8
This course will introduce the student to the basics of the dart-firing stun gun and provide the fundamental knowledge on this emerging tool in Criminal Justice.		DART FIRING STUN GUN	
ELECTIVE COURSE:		This course will introduce the student to the basics of the dart-firing stun gun and provide fundamental knowledge on this emerging tool in criminal justice.	
CJD 0939	24		
CRIMINAL JUSTICE EXAM REVIEW			
An overview is given which helps prepare the student for the state exam.			

Course	Con	Course	Cr	Cls	Lab
ELECTIVE COURSE:					
CJD 0939 CRIMINAL JUSTICE EXAM REVIEW	20				
An overview is given which helps prepare the student for the state exam.					
AUXILIARY LAW ENFORCEMENT OFFICER					
CJK 0040 CRIMINAL JUSTICE FIREARMS	80				
This course provides instruction in the use of handgun, shotgun and rifle. Safety procedures and ammunition use are also covered. Practical exercises are conducted on the firing range.					
CJK 0051 CRIMINAL JUSTICE DEFENSIVE TACTICS	80				
This course of instruction includes the techniques used for an officer's personal safety and those necessary to subdue, search and transport resisting individuals. The use of restraining devices, impact weapons and pressure points are covered.					
CJK 0240 LAW ENFORCEMENT AUXILIARY INTRODUCTION	27				
This course provides an overview of basic administrative, legal, communications, and human issues for students seeking a position as a Law Enforcement Volunteer and is a prerequisite course for certification as a Law Enforcement Auxiliary Officer.					
CJK 0241 LAW ENFORCEMENT AUXILIARY PATROL AND TRAFFIC	19				
This course provides an overview of patrol techniques, crowd control, traffic stops, and traffic crash investigations for students seeking a position as a law enforcement volunteer and is a prerequisite course for certification for a Law Enforcement Auxiliary Officer.					
CJK 0242 LAW ENFORCEMENT AUXILIARY INVESTIGATIONS 17					
This course provides an overview of basic criminal investigations for students seeking a position as a law enforcement volunteer and is a prerequisite course for certification for a Law Enforcement Auxiliary Officer.					
CJK 0422 DART FIRING STUN GUN	8				
This course will introduce the student to the basics of the dart-firing stun gun and provide fundamental knowledge on this emerging tool in criminal justice.					
ELECTIVE COURSE:					
CJK 0020 LAW ENFORCEMENT VEHICLE OPERATIONS	48				
The components of the police driving environment are explored. Practical exercises are conducted on the driving range.					
Criminal Justice Technology					
College Credit					
CCJ 1010 CRIMINOLOGY		3	3	0	
Study of nature and extent of crime and delinquency, causes and explanations of criminal behavior and rationale of crime control and treatment in United States. This course includes learning activity designed to ensure competence in the basic use of computers.					
CCJ 1020 INTRODUCTION TO CRIMINAL JUSTICE		3	3	0	
Introduction to and overview of history, philosophy and operations of criminal justice system. This course includes learning activity designed to ensure competence in the basic use of computers.					
CCJ 2022 CONTEMPORARY ISSUES IN CRIMINAL JUSTICE		3	3	0	
Discussion and examination of current issues and problems of interest and concern to criminal justice system.					
CCJ 2452 CRIMINAL JUSTICE ADMINISTRATION		3	3	0	
Introduction of the fundamentals of criminal justice organization, management and administration. In addition to other concepts, students will be exposed to policy/procedure and control of various criminal justice agencies (ranging from local to state to federal levels and from small to large).					
CCJ 2930 SELECTED TOPICS IN CRIMINAL JUSTICE		1-3	variable		
For students interested in exploring further special criminal justice topics through research, discussions and observations. Topics selected from areas of law enforcement, corrections, courts and loss prevention. Students may earn from one to three credits each time course is offered. Multiple credit course. May be repeated for a maximum of 9 credits, provided different topic explored each time, but grade forgiveness cannot be applied.					
CCJ 2941 INTERNSHIP EXPLORATION/FIELD OBSERVATION IN CRIMINAL JUSTICE		1-4	variable		
<ul style="list-style-type: none"> Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 30 credits which include 15 credits of criminal justice courses; and program director's approval 					
This course is a planned work-based experience that allows students to observe practical workplace application of classroom theory which is evaluated and processed in a classroom setting. In addition, the student will learn ethical and procedural requirements of observation within a criminal justice setting. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)					

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
CJC 2000 (Formerly CCJ 2300) INTRODUCTION TO CORRECTIONS	3	3	0	CJJ 2102 (Formerly CCJ 2220) CRIMINAL EVIDENCE AND PROCEDURES	3	3	0
Introductory study of corrections to provide students with an overall view of the nature, philosophy, operations and goals of secure and non-secure correctional institutions.				This course reviews the rules of evidence, methods of legally collecting and preserving evidence, rules and procedures regulating admissibility of evidence and presentation of evidence in court. Special emphasis is placed on constitutional issues of search and seizure and procedures.			
CJC 2162 (Formerly CCJ 2330) COMMUNITY CORRECTIONS	3	3	0	CJL 2100 (Formerly CCJ 2210) CRIMINAL LAW	3	3	0
Overview of probation and its process, parole and community-based corrections programs which are alternatives to corrections.				This course examines crime and the elements of offenses. Various mental states, capacities to commit crimes, and defenses to criminal liability are intensely studied.			
CJE 2000 (Formerly CCJ 2100) POLICING SYSTEMS AND PROCEDURES	3	3	0				
This course will provide an overview and examination of the function, organization and various methods of policing in the United States.							
CJE 2110 (Formerly CCJ 2102) CAREER CHOICES IN CRIMINAL JUSTICE	1	1	0				
This course exposes the student to the diversity of requirements, needs, and career opportunities within the criminal justice system and related fields. It covers various job search strategies and the preparation of resumes. Students participate in mock job interviews. This course includes learning activity designed to ensure competence in the basic use of computers.							
CJE 2140 (Formerly CCJ 2802) INTRODUCTION TO SECURITY	3	3	0				
This course will explore various aspects of security, including, but not limited to, community, retail, corporate, business and industrial problems and concerns. In addition, governmental and legal aspects of security will be examined.							
CJE 2160 (Formerly CCJ 2122, CCJ 2130) MULTICULTURAL LAW ENFORCEMENT	3	3	0				
This course examines various strategies for peace keeping by law enforcement in today's diverse multicultural society. It is designed to assist students in understanding the pervasive influences of culture, race, and ethnicity in the workplace and in the communities that law enforcement serves.							
CJE 2600 (Formerly CJT 2110) CRIMINAL INVESTIGATION	3	3	0				
Recording crime scene, collecting and preserving evidence. Familiarizes students with police crime laboratory and interview and interrogation theories.							
CJJ 2001 (Formerly CCJ 2500) JUVENILE JUSTICE SYSTEMS	3	3	0				
Introduction and overview of juvenile justice systems in regards to the treatment, images, explanation, prevention and context of delinquency within the criminal justice system.							
				Culinary Management			
				See Hospitality and Tourism, Baking and Pastry Management, Culinary Management, and Restaurant Management for course descriptions.			
				Dance			
				DAA 1100 (Formerly DAA 1100) MODERN DANCE I	2	3	0
				Basic theory and practice in using body movements to express or demonstrate ideas or thoughts. Broadens knowledge of rhythms, music and self-expression through the medium of movement. Multiple credit course. May be repeated for credit for a maximum of four credits, but grade forgiveness cannot be applied. (Special Fee: \$25.00)			
				DAA 1101 (Formerly DAA 1101) MODERN DANCE II	2	3	0
				• Prerequisite: DAA 1100 or department approval			
				Further development of modern dance techniques, rhythms, music and self-expression. Multiple credit course. May be repeated for credit for a maximum of four credits, but grade forgiveness cannot be applied. (Special Fee: \$25.00)			
				DAA 1104 (Formerly DAA 1104) MODERN DANCE I FOR PRE-MAJORS	2	3	0
				• Prerequisite: Acceptance to A.A. Pre-Major: Dance Performance			
				Basic theory and practice in using body movements to express or demonstrate ideas or thoughts. Broadens knowledge of rhythms, music and self-expression through the medium of movement. Multiple credit course. May be repeated for credit for a maximum of four credits, but grade forgiveness cannot be applied. (Special Fee: \$25.00)			
				DAA 1105 (Formerly DAA 1105) MODERN DANCE II FOR PRE-MAJORS	2	3	0
				• Prerequisites: Acceptance to A.A. Pre-Major: Dance Performance and either DAA 1104 or department approval			
				Further development of modern dance techniques, rhythms, music and self-expression. Multiple credit course. May be repeated for credit for a maximum of four credits, but grade forgiveness cannot be applied. (Special Fee: \$25.00)			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
DAA 1200 BALLET I	2	3	0	DAA 1330 AFRICAN DANCE I	2	3	0
Basic techniques at the barre using basic foot, arm and body positions. Center floor work covers basic adagio movements and allegro combinations and uses classical sequences for traveling across the floor. Multiple credit course. May be repeated for credit for a maximum of four credits, but grade forgiveness cannot be applied. (Special Fee: \$25.00)				Students are introduced to the cultural traditions of African, Caribbean and related world dance forms. Multiple credit course. May be repeated for credit for a maximum of four credits, but grade forgiveness cannot be applied. (Special Fee: \$25.00)			
DAA 1201 BALLET II	2	3	0	DAA 1331 AFRICAN DANCE II	2	3	0
• Prerequisite: DAA 1200 or department approval				• Prerequisite: DAA 1330 or department approval			
Student experiences an intensification of barre and center floor work. Students are introduced to eight body directions with corresponding arms and body alignment, pirouettes and the use of beats. Multiple credit course. May be repeated for credit for a maximum of four credits, but grade forgiveness cannot be applied. (Special Fee: \$25.00)				Further development of African Dance I, including a heightened appreciation of cultural and/or tribal dance variations of Africa and the Caribbean. Multiple credit course. May be repeated for credit for a maximum of four credits, but grade forgiveness cannot be applied. (Special Fee: \$25.00)			
DAA 1204 BALLET I FOR PRE-MAJORS	2	3	0	DAA 1520 TAP I	2	3	0
• Prerequisite: Acceptance to A.A. Pre-Major: Dance Performance				This course is an introduction to the fundamentals of tap dance. Students will study rhythm, direction and coordination with an emphasis on the basic elements of tap technique, combinations and routines. Multiple credit course. May be repeated for credit for a maximum of four credits, but grade forgiveness cannot be applied. (Special Fee: \$25.00)			
Basic techniques at the barre using classical feet, arm and body positions. Center floor work covers basic adagio movements and allegro combinations using sequences for traveling across the floor. Multiple credit course. May be repeated for credit for a maximum of four credits, but grade forgiveness cannot be applied. (Special Fee: \$25.00)				DAA 1521 TAP II	2	3	0
DAA 1205 BALLET II FOR PRE-MAJORS	2	3	0	• Prerequisite: DAA 1520 or department approval			
• Prerequisites: Acceptance to A.A. Pre-Major: Dance Performance and either DAA 1204 or department approval				Continuation of DAA 1520, intensifying tap combinations and routines. Multiple credit course. May be repeated for credit for a maximum of 4 credits, but grade forgiveness cannot be applied. (Special Fee: \$25.00)			
Student experiences an intensification of barre and center floor work. Students are introduced to eight body directions with corresponding arms and body alignment, pirouettes and use of beats. Multiple credit course. May be repeated for credit for a maximum of four credits, but grade forgiveness cannot be applied. (Special Fee: \$25.00)				DAA 1650 DANCE PRODUCTION	2	3	0
DAA 1220 POINTE I	2	3	0	• Prerequisites: (DAA 1104 or DAA 1100) and (DAA 1204 or DAA 1200) and selection through audition or department approval			
• Prerequisite: DAA 1200 or DAA 1201 or department approval				Students rehearse and perform choreography created by faculty members and/or guest artists. May include additional rehearsals away from campus. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Special Fee: \$25.00)			
Students further their classical ballet skills by developing technique and strength en pointe. Multiple credit course. May be repeated for credit for a maximum of four credits, but grade forgiveness cannot be applied. (Special Fee: \$25.00)				DAA 1680 REPERTORY I FOR PRE-MAJORS	1-3	3-4	0
DAA 1221 POINTE II	2	3	0	• Prerequisites: Acceptance to A.A. Pre-Major: Dance Performance and either DAA 1104 or DAA 1204 or department approval			
• Prerequisite: DAA 1220 or department approval				The study and practice of selected works of dance repertory through rehearsal and performance. Students will explore the progression of the rehearsal process to the performance experience through various repertory dance works. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Special Fee: \$25.00)			
Continuation of DAA 1220 with further emphasis on strength and technique en pointe. Multiple credit course. May be repeated for credit for a maximum of four credits, but grade forgiveness cannot be applied. (Special Fee: \$25.00)							

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
DAA 1681 REPERTORY II FOR PRE-MAJORS	1-3	3-4	0	DAA 2203 INTERMEDIATE BALLET II	2	3	0
<ul style="list-style-type: none"> • Prerequisites: Acceptance to the A.A. Pre-Major: Dance Performance and either DAA 1680 or department approval Continuation of DAA 1680. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Special Fee: \$25.00)				<ul style="list-style-type: none"> • Prerequisite: DAA 2202 or department approval This course provides an intermediate/advanced level in the discipline of ballet. Multiple credit course. May be repeated for credit for a maximum of four credits, but grade forgiveness cannot be applied. (Special Fee: \$25.00)			
DAA 2102 INTERMEDIATE MODERN DANCE I	2	3	0	DAA 2206 BALLET III FOR PRE-MAJORS	2	3	0
<ul style="list-style-type: none"> • Prerequisite: DAA 1101 or department approval Intensification of theory and practice in using body movements to express or demonstrate ideas or thoughts. Increase knowledge of rhythms, music and dynamics. Multiple credit course. May be repeated for credit for a maximum of four credits, but grade forgiveness cannot be applied. (Special Fee: \$25.00)				<ul style="list-style-type: none"> • Prerequisites: Acceptance to A.A. Pre-Major: Dance Performance and either DAA 1205 or department approval • Corequisite: DAA 1680 or DAA 1681 Students refine barre and center floor work. Integration of alignment, physicality, theory, dynamics, musicality and enhanced technical movements necessary to further the performance experience. Multiple credit course. May be repeated for credit for a maximum of four credits, but grade forgiveness cannot be applied. (Special Fee: \$25.00)			
DAA 2103 INTERMEDIATE MODERN DANCE II	2	3	0	DAA 2207 INTERMEDIATE BALLET I FOR PRE-MAJORS	2	3	0
<ul style="list-style-type: none"> • Prerequisite: DAA 2102 or department approval Further development of Intermediate Modern Dance I. Analysis of discipline expanded. Multiple credit course. May be repeated for credit for a maximum of four credits, but grade forgiveness cannot be applied. (Special Fee: \$25.00)				<ul style="list-style-type: none"> • Prerequisites: Acceptance to A.A. Pre-Major: Dance Performance and either DAA 1205 or department approval This course provides an intermediate/advanced level in the discipline of ballet. Multiple credit course. May be repeated for credit for a maximum of four credits, but grade forgiveness cannot be applied. (Special Fee: \$25.00)			
DAA 2106 INTERMEDIATE MODERN DANCE I FOR PRE-MAJORS	2	3	0	DAA 2209 INTERMEDIATE BALLET II FOR PRE-MAJORS	2	3	0
<ul style="list-style-type: none"> • Prerequisites: Acceptance to A.A. Pre-Major: Dance Performance and either DAA 1105 or department approval Intensification of theory and practice in using body movements to express or demonstrate ideas or thoughts and to increase knowledge of rhythms, music and dynamics. Multiple credit course. May be repeated for credit for a maximum of four credits, but grade forgiveness cannot be applied. (Special Fee: \$25.00)				<ul style="list-style-type: none"> • Prerequisites: Acceptance to A.A. Pre-Major: Dance Performance and either DAA 2207 or department approval Intensification of theory and practice in an intermediate/advanced level in the discipline of ballet. Multiple credit course. May be repeated for credit for a maximum of four credits, but grade forgiveness cannot be applied. (Special Fee: \$25.00)			
DAA 2107 INTERMEDIATE MODERN DANCE II FOR PRE-MAJORS	2	3	0	DAA 2500 JAZZ DANCE I	2	3	0
<ul style="list-style-type: none"> • Prerequisites: Acceptance to A.A. Pre-Major: Dance Performance and either DAA 2106 or department approval Further development of DAA 2106. Analysis of discipline expanded. Multiple credit course. May be repeated for credit for a maximum of four credits, but grade forgiveness cannot be applied. (Special Fee: \$25.00)				Student learns coordinated movements with isolated parts of body while using jazz style of dance. Basic routines choreographed to various genres of music. Multiple credit course. May be repeated for credit for a maximum of four credits, but grade forgiveness cannot be applied. (Special Fee: \$25.00)			
DAA 2202 INTERMEDIATE BALLET I	2	3	0	DAA 2501 JAZZ DANCE II	2	3	0
<ul style="list-style-type: none"> • Prerequisite: DAA 1201 or department approval This course provides an intermediate/advanced level in the discipline of ballet. Multiple credit course. May be repeated for credit for a maximum of four credits, but grade forgiveness cannot be applied. (Special Fee: \$25.00)				<ul style="list-style-type: none"> • Prerequisite: DAA 2500 or department approval Continuation of DAA 2500. Multiple credit course. May be repeated for credit for a maximum of four credits, but grade forgiveness cannot be applied. (Special Fee: \$25.00)			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
DAA 2610 DANCE COMPOSITION AND IMPROVISATION I FOR PRE-MAJORS	2	3	0	DAA 2930 SELECTED TOPICS IN DANCE	1 - 3	variable	
<ul style="list-style-type: none"> • Prerequisites: Acceptance to the A.A. Pre-Major: Dance Performance and DAA 1104 or DAA 1204 or department approval <p>This course includes the analysis of dance movement through the art of choreography. Students will experience movement imagery designed to develop the dancer's imagination and will explore basic spatial, rhythmic and dynamic materials through individual and group studies. The course includes introductory study of various choreographic approaches and movement explorations involving writing, demonstrating and critiquing various art movements and styles, music theory, musical forms and notations and the dance environment in relation to theatre. In addition, students will research and present a choreographic and written analysis of U.S. and world history dance explorations, and the effects of psychological experiences communicated through movement will be explored. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Special Fee: \$25.00)</p>				<p>Selected topics in dance based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. Multiple credit course. May be repeated for a maximum of 6 credits provided different topic explored each time, but grade forgiveness cannot be applied. (Special Fee: \$25.00)</p>			
DAA 2611 DANCE COMPOSITION AND IMPROVISATION II FOR PRE-MAJORS	2	3	0	DAA 2941 INTERNSHIP EXPLORATION IN DANCE PERFORMANCE	1 - 4	variable	
<ul style="list-style-type: none"> • Prerequisites: Acceptance to the A.A. Pre-Major: Dance Performance and DAA 2610 <p>Students will further experience the process of choreographic tools, improvisational exercise and individual and group commentary. Each assignment is created to develop personal style and individual creative study. Students will explore the inspiration for creating dance by improvising movement and the use of imagery as a source for dance studies. Students will also study musical history and utilize various periods of musical development for their works. Students will further their knowledge of dance forms with experimentations in non-traditional dance settings and will learn how to relate movement to various artistic forms such as art, literature, photography and architecture as material for dance. The course will culminate in a major work choreographed by each student. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Special Fee: \$25.00)</p>				<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and EAP; 12 credits including DAA 1101 (Modern Dance II) or DAA 1201 (Ballet II); or Program Director's approval. <p>This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their educational plans. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee \$10)</p>			
DAA 2682 PERFORMANCE ENSEMBLE: VALENCIA DANCE THEATRE FOR PRE-MAJORS	2	3	0	DAA 2942 INTERNSHIP IN DANCE	1 - 4	Credits	
<ul style="list-style-type: none"> • Prerequisites: Acceptance to A.A. Pre-Major: Dance Performance and selection through audition and department approval <p>Students rehearse and perform choreography created by faculty members and/or guest artists for the experience in a dance company. This course provides performance growth and development through performance experiences on campus and in the community. May include additional rehearsals away from campus. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Special Fee: \$25.00)</p>				<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including DAA 1101 and DAA 1201 and either DAA 2500 or DAA 2501; and Internship Office approval <p>This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>			
				Dental Hygiene			
				To register for any of the Dental Hygiene courses, you must apply and be accepted to the Dental Hygiene program.			
				DEH 1003 FUNDAMENTALS OF DENTAL HYGIENE	3	3	0
				<ul style="list-style-type: none"> • Prerequisites: DES 1020 and DES 1020L • Corequisites: DEH 1003L, DES 1800, and DES 1800L <p>This course is designed to provide the student with knowledge of the basic principles of instrumentation and instrument design and with instrumentation skills necessary to perform in subsequent clinical dental hygiene courses. Also introduces the concept of oral health and disease with emphasis on preventive dentistry through the use of plaque control methods and caries preventive agents. An introduction to basic computer usage, including case studies and Internet access, is incorporated in lectures and multiple class activities.</p>			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
DEH 1003L DENTAL HYGIENE INSTRUMENTATION • Corequisites: DEH 1003, DES 1800, and DES 1800L Designed for student to apply basic principles of instrumentation, instrument design, and fundamental dental hygiene skills in clinical setting. Students perform clinical procedures on student partners and mannequins to develop instrumentation and other clinical skills. (Special Fee: \$50.00)	2	0	6	DEH 1802L CLINICAL DENTAL HYGIENE II • Prerequisite: DES 1600 • Corequisite: DEH 1802 Emphasizes increasing skill in patient care, instrumentation, and radiographs. Students perform additional clinical services such as pit and fissure sealants and alginate impressions. Selected off-campus clinical sites enhance clinical experience with special patients. Time allotted for clinical seminar. (Special Fee: \$72.00)	3	0	9
DEH 1130C GENERAL AND ORAL HISTOLOGY • Corequisites: DEH 1800 and DEH 1800L Detailed study of minute structures of tissues. Lecture material includes morphology of different tissues, early embryonic development and histologic features of the structures of the oral cavity of particular interest to the dental hygienist.	2	1	3	DEH 2300 PHARMACOLOGY • Prerequisite: Acceptance to Dental Hygiene A.S. Degree program Presentation of the physical and chemical properties, dosage, methods of administration and therapeutic usage of pharmaceutical preparation used in dentistry.	2	2	0
DEH 1602 PERIODONTOLOGY I • Prerequisites: DEH 1003 and DEH 1003L Presents the tissues of the periodontium and the effects of gingival and periodontal disease processes. Includes disease classification, clinical assessment and treatment planning for disease management.	1	1	0	DEH 2400 GENERAL AND ORAL PATHOLOGY • Prerequisite: DEH 1130C Introduction to general pathology with consideration of more common diseases affecting the human body. Particular emphasis on study of pathological conditions of mouth, teeth and their supporting structures and relationships to systemic disturbances.	3	3	0
DEH 1800 DENTAL HYGIENE I • Prerequisites: DES 1100, DES 1100L, DES 1800, DES 1800L, DEH 1003, DEH 1003L, DES 1200, and DES 1200L. • Corequisite: DEH 1800L Continuation of DEH 1003 with advanced topics including ultrasonic instrumentation, root debridement, treatment planning, recall, instrument sharpening, and desensitization of root surfaces, air abrasive polishing, topical anesthesia and syringe preparation.	2	2	0	DEH 2504 ADVANCED PRINCIPLES OF DENTAL HYGIENE SEMINAR • Prerequisites: DEH 2804 and DEH 2804L Furthers students' knowledge of recent advances in dentistry and dental hygiene. Selected topics include recent research in periodontology, computers in dentistry, and dental specialties.	1	2	0
DEH 1800L CLINICAL DENTAL HYGIENE I • Prerequisite: Current AHA ("C" course) CPR card • Corequisite: DEH 1800 Students begin patient care in dental hygiene clinic with emphasis on patient assessment for completion of the dental hygiene diagnosis, care planning, and treatment. Time allotted for clinical seminar. (Special Fee: \$60.00)	5	0	15	DEH 2604 PERIODONTOLOGY II • Prerequisites: DEH 1602 A continuation of Periodontology I with emphasis on surgical and non-surgical therapies and related periodontal treatment	1	1	0
DEH 1802 DENTAL HYGIENE II • Prerequisites: DEH 1800, DEH 1800L, DEH 1602 and HUN 2202 • Corequisite: DEH 1802L Alterations in treatment for special patients such as geriatric, and physically and mentally handicapped. Covers wheelchair transfers. Reviews dietary analysis and analysis of student's own diet.	2	2	0	DEH 2605 PERIODONTOLOGY SEMINAR • Prerequisites: DEH 2604 Application of theory to selected case studies and exposure to new treatment modalities for periodontal disease. Review of current research on the relationship between systemic diseases and periodontal disease.	1	2	0
				DEH 2701 COMMUNITY DENTAL HEALTH I • Prerequisite: SPC 1600 • Corequisites: DEH 2804 and DEH 2804L Introduces student dental hygienists to the study of various aspects of community dentistry/public health and basic concepts of surveying, analysis, planning, implementation, and evaluation in public health. Statistical analysis, research methodology, and dental health education presentations are included.	3	3	0

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
DEH 2702 COMMUNITY DENTAL HEALTH II • Prerequisite: DEH 2701 Gives student dental hygienists an opportunity to apply concepts and methods learned in DEH 2700 at community level. Class project designed and implemented.	1	1	0	DES 1020 DENTAL ANATOMY • Prerequisite: Acceptance to Dental Hygiene A.S. Degree program • Corequisite: DES 1020L Study of skeletal, muscular, circulatory, nervous and glandular systems of head and neck. Emphasizes tooth morphology and function.	2	2	0
DEH 2804 DENTAL HYGIENE III • Prerequisites: DEH 1802, DEH 1802L, DEH 2604 and DEH 2300 • Corequisite: DEH 2804L Includes study of case documentation, intraoral photography, and myofunctional therapy. Continues study of treatment considerations for compromised patients. Time allotted for case studies and assigned Web sites.	3	3	0	DES 1020L DENTAL ANATOMY LAB • Corequisite: DES 1020 Includes identification of permanent and primary dentition, the study of skeletal portions of human skull, blood and nerve supply, and muscles and glands associated with head, neck and oral cavity. (Special Fee: \$35.00)	1	0	3
DEH 2804L CLINICAL DENTAL HYGIENE III • Prerequisites: DEH 1802, DEH 1802L and DEH 2604 • Corequisite: DEH 2804 Emphasizes increasing proficiency in oral prophylaxis, radiographic techniques, and patient care plans. Continued development of skills in root debridement, dietary analysis, diagnostic models, and use of chemotherapeutics. Students prepare case documentation on a selected clinical patient and participate in patient care at off-campus clinical sites. Time allotted for clinical seminar. (Special Fee: \$116.00)	4	0	12	DES 1100 DENTAL MATERIALS • Prerequisite: Acceptance to Dental Hygiene A.S. Degree program • Corequisite: DES 1100L Includes study of characteristics, properties, and application of materials used in dentistry.	2	2	0
DEH 2806L CLINICAL DENTAL HYGIENE IV • Prerequisites: DEH 2804 and DEH 2804L • Corequisite: DEH 2812 Emphasizes the development of time management skills and the incorporation of dental hygiene treatment modalities to entry-level competence for the profession. Introduces nitrous oxide conscious sedation. Students continue to participate in patient care at off-campus clinical sites. Time allotted for clinical seminar. (Special Fee: \$120.00)	5	0	15	DES 1100L DENTAL MATERIALS LAB • Corequisite: DES 1100 Includes properties, manipulation and application of dental materials. Students practice manipulating and using materials commonly used in dental and dental hygiene practice. (Special Fee: \$30.00)	1	0	3
DEH 2812 DENTAL HYGIENE IV • Prerequisites: DEH 2804, DEH 2804L, and DEH 2400 • Corequisite: DEH 2806L Includes study of ethics, jurisprudence and practice management, resume writing and employment opportunities.	2	2	0	DES 1200 DENTAL RADIOGRAPHY • Prerequisite: Acceptance to Dental Hygiene A.S. Degree program • Corequisite: DES 1200L Provides student with background on nature, physical behavior and biological effect of radiation as well as radiation hygiene.	2	2	0
DEH 2930 SELECTED TOPICS IN DENTAL HYGIENE • Prerequisite: Department approval For students interested in obtaining additional dental hygiene skills. Multiple credit course. May be repeated for a maximum of 10 credits provided different topic explored each time, but grade forgiveness cannot be applied.	1 - 5	variable		DES 1200L DENTAL RADIOGRAPHY LABORATORY • Corequisite: DES 1200 Develops student proficiency in exposing and processing diagnostically acceptable radiographs. Lab sessions provide experience in x-ray safety procedures, exposure, processing, mounting and interpreting radiographs. (Special Fee: \$50.00)	1	0	3
				DES 1600 DENTAL OFFICE EMERGENCIES • Prerequisites: DES 1800 and DES 1800L Basic skills necessary to function effectively as a dental team member in medical emergencies in the dental office. Emphasis on prevention and management of emergency situations. (CPR certification not included in course.)	1	1	0

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
DES 1800 INTRODUCTION TO CLINICAL PROCEDURES • Corequisites: DES 1800L, DEH 1003, and DEH 1003L Fundamental information necessary for clinical performance in DES 1800L and subsequent clinical courses.	1	1	0	DIG 2284C ADVANCED DIGITAL VIDEO AND SOUND • Prerequisites: Minimum grade of C in DIG 2030C and MUM 2630C or department approval Develops creative and organizational skills needed for advanced digital video production. Requires participation in a group video production. (Special Fee: \$35.00).	3	2	2
DES 1800L INTRODUCTION TO CLINICAL PROCEDURES LAB • Corequisites: DES 1800, DEH 1003, and DEH 1003L Clinical application of material covered in DES 1800. Students perform clinical assessment procedures on student partners to develop clinical skills and perform acceptable infection control skills. (Special Fee: \$30.00)	1	0	3	DIG 2302C INTRODUCTION TO 3D MOTION GRAPHICS • Prerequisites: Minimum grade of C in DIG 2030C and GRA 2156C or department approval Students will learn fundamental concepts for the creation of three-dimensional motion graphics. (Special Fee: \$35.00).	3	3	1
Digital Media Technology				DIG 2341C INTRODUCTION TO MOTION GRAPHICS • Prerequisites: Minimum grade of C in DIG 2109C and GRA 1206C or department approval Students will learn basic concepts of motion graphics creation for various distribution formats. (Special Fee: \$35.00).	3	3	1
DIG 2000C (Formerly GRA 1580) INTRODUCTION TO DIGITAL MEDIA AND DESIGN An introduction to computers and application programs currently used in the industry for visual communication projects. Students will apply principles of design and typography to plan, produce, and present individual and group projects typical of those used in the graphics and digital media industry. (Special Fee to be determined. Please refer to the online catalog.)	5	5	2	DIG 2342C ADVANCED MOTION GRAPHICS • Prerequisites: Minimum grade of C in DIG 2341C or department approval Advanced motion graphics concepts and techniques will be taught, enabling students to produce sophisticated motion graphics projects. Students will explore programming and input devices used to create more complex motion graphics. (Special Fee: \$35.00).	3	3	1
DIG 2030C DIGITAL VIDEO AND SOUND • Prerequisites: Minimum grade of C in GRA 2201C or both DIG 2430 and DIG 2109C or department approval Introduction to the concepts, principles, tools, and techniques of producing, assembling, and mixing digital video and audio. Understand story, creativity, planning, and organizational skills as a part of the production process. (Special Fee: \$35.00).	3	3	1	DIG 2430 DIGITAL STORYTELLING • Prerequisites: Minimum grade of C in ART 1300C or department approval The course focuses on the use of narrative forms in interactive media and other new technologies. Students will explore and create non-linear and interactive story structures. (Special Fee to be determined. Please refer to the online catalog.)	3	3	0
DIG 2100C WEB ESSENTIALS Students become familiar with essential concepts used to employ critical thinking and basic programming skills to create standards compliant web sites. Students also learn the importance of usability, accessibility, and web standards when creating projects. (Special Fee: \$35.00).	2	2	1	DIG 2500C FUNDAMENTALS OF INTERACTIVE DESIGN • Prerequisites: Minimum grade of C in GRA 1206C and DIG 2202C or DIG 2109C or GRA 2201C or GRA 2156C or department approval Implement the foundations of interactive media including user-interface design concepts, optimization/performance issues, resources and tools. Students combine audio, video, imaging, animation, and other media formats to construct an interactive product using industry-standard software. (Special Fee to be determined. Please refer to the online catalog.)	3	3	1
DIG 2109C DIGITAL IMAGING FUNDAMENTALS • Prerequisite: Minimum grade of C in DIG 2000c and ART 1300C or department approval Introduction to the concepts and principles of digital imaging and the tools and techniques of image capture, creation, manipulation, and integration of still images. Understand composition, layout, color theory, image capture, and output using industry-standard software. (Special Fee: \$35.00).	3	2	2				

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
DIG 2580C (Formerly GRA 2587) DIGITAL MEDIA PORTFOLIO	1	1	1	ETD 1320 INTRODUCTION TO CADD	3	2	2
<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in DIG 2950C and GRA 1413 or department approval <p>Creation by the student of a final digital portfolio summarizing the student's body of work. The student will design and complete a resume, self-promotional piece, and undergo a formal interview with industry professionals. Students will be expected to earn a C or higher on a comprehensive exam using industry-standard software and procedures. (Special Fee to be determined. Please refer to the online catalog.)</p>				<ul style="list-style-type: none"> • Prerequisite: ETD 1100C or industry experience and department approval <p>Engineering drawing recommended. Introduction to computer-aided drafting/design. Emphasizes skills and competencies necessary to function in systems drafting environment. Includes keyboard commands, menu printer/plotter, input devices, computer terminology and systems operation. Provides hands-on experience to create, save and retrieve drawings having various shapes, lines, types, dimensions and layers. This course includes learning activity designed to ensure competence in the basic use of computers. (Special Fee: \$28.00)</p>			
DIG 2930 SELECTED TOPICS IN DIGITAL MEDIA TECHNOLOGY	1 - 3	variable		ETD 1328C INTRODUCTION TO MICROSTATION	4	4	0
For students who are interested in advanced topics in digital media technology. May include lab and/or field work as part of the class, depending on topic. Multiple credit course. May be repeated for a maximum of 6 credits provided different topic explored each time, but grade forgiveness cannot be applied. (Special Fee: \$35.00)				Previous engineering drawing experience recommended. Introduction to computer aided drafting/design. Emphasizes skills and competencies needed to function in systems drafting environment. Includes keyboard commands, menu printer/plotter, input devices, computer terminology and systems operation. Provides hands-on experience to create, save and retrieve drawings having various shapes, lines, types, dimensions and levels. MicroStation software will be used in this course. (Special Fee: \$28.00)			
DIG 2943 (Formerly GRA 2943) INTERNSHIP IN DIGITAL MEDIA	1 - 3	variable		ETD 1340 (Formerly ETD 1350) ADVANCED CADD	3	2	2
<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including a minimum grade of C in DIG 2950C and GRA 1413; 2.0 overall GPA; and Program Chair approval <p>This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 3 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>				<ul style="list-style-type: none"> • Prerequisite: ETD 1320 or department approval <p>Provides experienced CADD student opportunity to approach detailed and intricate drafting and design problems from computer perspective. Provides hands-on experience in creating custom menus, slides, text fonts, attributes, extractions, 3-D drawings and rotations. (Special Fee: \$28.00)</p>			
DIG 2950C DIGITAL MEDIA PROJECT	3	2	2	ETD 1701 MECHANICAL DRAFTING I	3	2	2
<ul style="list-style-type: none"> • Prerequisites: Minimum grade of C in DIG 2342C and DIG 2284C or department approval <p>Students will participate in selected projects for clients internal and external to the college, creating video and motion graphic content. (Special Fee: \$35.00).</p>				<ul style="list-style-type: none"> • Prerequisite: ETD 1320 <p>Drawing basic machine elements and subassemblies including screw threads, linkage, gears and cams with consideration to precision and limit dimensioning, tolerance allowances and limits. Study of working assembly and outline drawings with attention to drawing of assembly and details from pictorial drawings and sectional views of assemblies. (Special Fee: \$28.00)</p>			
Drafting and Design Technology				Drafting and Design Technology			
ETD 1031C INTRODUCTION TO CONSTRUCTION/DRAFTING TECHNOLOGY	2	1	1	ETD 2332 (Formerly CAP 2203) CUSTOMIZING AND DIRECTORIES - CADD	3	2	2
Overview of experience, academic and technical requirements in construction/architecture, drafting, civil technology and surveying. Introduction to computers and application software. This course includes learning activity designed to ensure competence in both oral communication and the basic use of computers. (Special Fee: \$28.00)				<ul style="list-style-type: none"> • Prerequisites: ETD 1320 and ETD 1350 <p>Provides hands-on experience in writing of macros and development of menus, followed by instruction in enhancing autocad system environment. Presents autolisp programming to develop more efficient macros and add drafting and calculation functions to commands. (Special Fee: \$32.00)</p>			
ETD 1100C ENGINEERING DRAWING	3	2	2				
Survey of principles and practices involved in making and reading engineering drawings. Emphasis placed on lettering, industrial symbolism, visualization, orthographic projection and line techniques. (Special Fee: \$28.00)							

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
ETD 2355 (Formerly CAP 2201) 3-D CADD <ul style="list-style-type: none"> • Prerequisite: ETD 1340 or department approval Provides experienced CADD student with advanced three-dimensional concepts needed for drawing and editing 3-D wire frame or surface models. Teaches creating and orienting 3-D faces along with geometric considerations. Provides hands-on experience with CADD software to produce advanced drawings. (Special Fee: \$35.00)	3	2	2	ETD 2942 INTERNSHIP IN DRAFTING AND DESIGN TECHNOLOGY <ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including ETD 1320 and ETD 1350; and Internship Office approval This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)	1 - 4	variable	
ETD 2614 ELECTROMECHANICAL DRAFTING <ul style="list-style-type: none"> • Prerequisite: ETD 1100C • Recommended prerequisite: ETD 1320 Study in fundamentals of electromechanical drafting designed to provide student with basic concepts and principles needed to prepare electromechanical working drawings. Student introduced in laboratory to various circuit elements and devices used in preparation of writing diagrams, schematics, block diagrams, layout of electronic chassis and wire harnesses. Emphasis on printed circuit board layout, as well as advanced microcircuit and integrated circuit drafting techniques. (Special Fee: \$28.00)	4	4	0	MTB 2321 TECHNICAL MATHEMATICS Fundamental arithmetic, geometry, and algebra operations including algebraic expressions, exponents, factoring and linear and curvilinear equations, graphs of functions and equations, various coordinate systems, solution of right triangles and oblique triangles by means of trigonometric functions; word problems and engineering/surveying/construction applications. Use of scientific calculator.	4	4	0
ETD 2731 (formerly ETD 2702) MECHANICAL DRAFTING II <ul style="list-style-type: none"> • Prerequisite: ETD 1701 This is a continuation of ETD 1701 with emphasis placed on precision, accurate drawings, proper dimensioning schemes and design processes. It will also focus on the basic application and use of GEometric Dimensioning and Tolerancing (GD&T) techniques as applied by the latest ASME standard. This is a hands-on interactive learning course using CAD software to design and draft various components of an assembly. (Special Fee: \$28.00)	3	2	2	Economics ECO 1000 BASIC ECONOMICS General survey of basic economic concepts and institutions to prepare student for intelligent citizenship. Emphasis on principles of production, determination of prices, distribution of income and economic problems of everyday life. Not intended for majors in economics or certain business curricula requiring 6 semester credits in ECO 2013 and ECO 2023. No credit granted for ECO 1000 if ECO 2013 and/or ECO 2023 have been satisfactorily completed.	3	3	0
ETD 2930 SELECTED TOPICS IN DRAFTING AND DESIGN TECHNOLOGY <ul style="list-style-type: none"> • Prerequisite: Department approval Provides exposure to various technical and non-technical disciplines in which student is likely to become involved upon entry into drafting and design environment. Multiple credit course. May be repeated for a maximum of 6 credits provided different topic explored each time, but grade forgiveness cannot be applied.	1 - 3	variable		ECO 2013 PRINCIPLES OF ECONOMICS-MACRO Emphasis on study of macroeconomics: national income accounting, consumption, saving and investment, government spending in economic activity, influence of government money and banking, problems of inflation and unemployment, international trade and its impact on domestic economic activity. For prospective economics majors and students with interests in specialized business curricula, completion of full Principles of Economics sequence (ECO 2013 and ECO 2023) is highly recommended.	3	3	0
ETD 2941 INTERNSHIP EXPLORATION IN DRAFTING AND DESIGN <ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including EGN 1111C; and Internship Office approval This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)	1 - 4	variable		ECO 2013H PRINCIPLES OF ECONOMICS MACRO - HONORS Same as ECO 2013. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.	3	3	0

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
ECO 2023 PRINCIPLES OF ECONOMICS-MICRO	3	3	0	EDF 2805 INTRODUCTION TO DIVERSITY FOR EDUCATORS	3	3	0
Introduction to economic theory and fundamentals of economic analysis. Emphasis on study of microeconomics: market structure, price determination, factors of production, distribution of income and effects of monopoly and oligopoly on markets. For prospective economics majors and students with interests in specialized business curricula, completion of full Principles of Economics sequence (ECO 2013 and ECO 2023) is highly recommended.				Designed for the prospective educator, this course provides the opportunity to explore issues of diversity, including an understanding of the influence of exceptionalities, culture, family, gender, sexual orientation, socioeconomic status, religion, languages of origin, ethnicity, and age upon the educational experience. Students will explore personal attitudes toward diversity and exceptionalities. Students will be provided information on the Florida Educator Accomplished Practices, Sunshine State Standards, and Professional Educator Competencies. A minimum of 15 hours of field-based experience working with diverse populations of children and youth in schools or similar settings is required. The field experience should not be via virtual modes of film or Internet.			
ECO 2023H PRINCIPLES OF ECONOMICS-MICRO - HONORS	3	3	0	EDG 2935 SELECTED TOPICS IN EDUCATION	1 - 3		variable
Same as ECO 2023. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.				• Prerequisite: EDF 2005 or department approval			
ECO 2930 (Formerly ECO 2932) SELECTED TOPICS IN ECONOMICS	1 - 3		variable	EDG 2941 INTERNSHIP EXPLORATION IN EDUCATION	1 - 4		variable
For students interested in special topics that explore further the field of economics through research, discussion and observation. Multiple credit course. May be repeated for maximum of 6 credits provided different topic explored each time, but grade forgiveness cannot be applied.				• Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including ECO 2013 or ECO 2023; and Internship Office approval			
ECO 2941 INTERNSHIP EXPLORATION IN ECONOMICS	1 - 4		variable	• Pre or corequisite: EDG 2701 or department approval.			
• Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including ECO 2013 or ECO 2023; and Internship Office approval				This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)			
This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)							
Education							
ARE 2000 (Formerly ARE 2002) ART AND CREATIVITY	3	3	0	EEC 2001 INTRODUCTION TO EARLY CHILDHOOD EDUCATION	3	3	0
Prepares teachers/instructional personnel to integrate art and creativity into the early childhood curriculum with an emphasis on child development, the nature of children's art, creativity, artistic elements, sensory stimulation and aesthetics forms.				An overview of early childhood development and related programs and services. Presentation will focus on historical roots, societal changes, program differentiation, and future trends. Course content and activities are designed for consistency with eligibility criteria and certification requirements of state agencies and professional associations.			
EDF 2005 INTRODUCTION TO THE TEACHING PROFESSION	3	3	0	EEX 2010 ORIENTATION TO EXCEPTIONAL EDUCATION	3	3	0
This is a survey course including historical, sociological, and philosophical foundations of education, governance and finance of education, educational policies, legal, moral, and ethical issues and the professionalism of teaching. Students will be provided information on the Florida Educator Accomplished Practices, Sunshine State Standards, and the Professional Educator Competencies. Students are required to complete a minimum of 15 hours of field-based experience with children and youth in schools or similar settings and not via virtual modes of film or Internet				This course provides an overview of exceptional education including basic philosophy, legal issues, history and development of this discipline. Characteristics of exceptional learners and current trends in education, classroom practices and psychological, sociological and medical aspects of disabilities and giftedness are also covered.			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
EME 2040 INTRODUCTION TO TECHNOLOGY FOR EDUCATORS	3	3	0	EPI 0004 TEACHING AND LEARNING PROCESS	3	3	0
Application of instructional design principles for the use of technology to enhance the quality of teaching and learning in the classroom. The course includes hands-on experience with educational media, emerging technologies, and hardware, software, and the peripherals for the personal computer as well as data-driven decision making processes. Identification of appropriate software for classroom applications, classroom procedures for integrating technologies with emphasis on legal and ethical use, and effective instructional strategies for teachers and students in regard to research, analysis, and demonstration of technology. Students will be provided on overview of the Florida Educator Accomplished Practices, Sunshine State Standards, the Professional Educator Competencies, and the National Education Technology Standards.				<ul style="list-style-type: none"> • Prerequisite: Admission to Educator Preparation Institute Program <p>This course focuses on instructing the participant in various learning theories as applied in the instructional process. Topics will include learning theories, motivation and persistence, intelligence, exceptionalities, standardized testing, critical thinking, multiple intelligences, and second language acquisition.</p>			
EPI 0001 CLASSROOM MANAGEMENT	3	3	0	EPI 0010 FOUNDATIONS OF RESEARCH-BASED PRACTICES IN READING	3	3	0
<ul style="list-style-type: none"> • Prerequisite: Admission to Educator Preparation Institute Program <p>This course focuses on how to maintain a classroom. Topics include: record keeping, classroom management, school safety, integrating Sunshine State standards into curriculum, development of lesson plans, parent conference management, assessment techniques, implications of the Florida Comprehensive Assessment Test (FCAT) and other standardized tests, professional ethics and school law.</p>				<ul style="list-style-type: none"> • Prerequisite: Admission to Educator Preparation Institute Program <p>This course focuses on instructing the participant on proper language structure, function and cognition of phonemic awareness, phonics, fluency, vocabulary, and comprehension. This instruction is grounded in scientifically-based research.</p>			
EPI 0002 INSTRUCTIONAL STRATEGIES	3	3	0	EPI 0020 THE TEACHING FOUNDATION	2	2	0
<ul style="list-style-type: none"> • Prerequisite: Admission to Educator Preparation Institute Program <p>This course focuses on proficiency in the application of a variety of instructional strategies. These include multimodal instruction, learning styles knowledge, cooperative and collaborative learning, accommodations for exceptional students, and the infusion of technology into lesson plans.</p>				<ul style="list-style-type: none"> • Prerequisite: Admission to Educator Preparation Institute Program • Corequisite: EPI 0940 <p>This course instructs the participant on the necessary foundation for becoming a productive member of the teaching profession. Topics include history and philosophy of education, school governance, school finance, school law, ethics, purpose of schools, and continuing professional development.</p>			
EPI 0003 TECHNOLOGY	3	3	0	EPI 0030 DIVERSITY	2	2	0
<ul style="list-style-type: none"> • Prerequisite: Admission to Educator Preparation Institute Program <p>This course focuses on teaching the participant to employ technology as an integral part of the teaching and learning process. Instruction is provided in commonly-used software suites and on the Internet. Technology and Internet integration into the classroom is emphasized.</p>				<ul style="list-style-type: none"> • Prerequisite: Admission to Educator Preparation Institute Program • Corequisite: EPI 0945 <p>This course instructs the participant on the necessary understanding of the variety of backgrounds and cultures that may be found in a typical classroom and how social class, religion, language, gender differences, culture, ethnicity, physical differences, and prejudices affect how students learn.</p>			
				EPI 0940 TEACHING PROFESSION FIELD EXPERIENCE	1	1	0
				<ul style="list-style-type: none"> • Prerequisite: Admission to Educator Preparation Institute Program • Corequisite: EPI 0020 <p>This course consists of a 15-hour field experience in a public, charter or accredited private school.</p>			
				EPI 0945 DIVERSITY FIELD EXPERIENCE	1	1	0
				<ul style="list-style-type: none"> • Prerequisite: Admission to Educator Preparation Institute Program • Corequisite: EPI 0030 <p>This course consists of a 15-hour field experience in a public, charter or accredited private school.</p>			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
Electronics Engineering Technology							
See Computer Engineering Technology (Networking) for related course descriptions.							
CET 2112C	3	3	2	EET 1025C	3	2	2
DIGITAL SYSTEMS I				FUNDAMENTALS OF AC CIRCUITS			
• Prerequisites: MTB 1329C and EET 1214C or department approval				• Prerequisite: EET 1015C or department approval			
Introductory lecture/laboratory course in computer technology. Introduces principles and techniques required for development of analysis skills in digital circuitry. Topics include computer number systems; digital codes and parity error detection methods; Boolean algebra; Karnaugh mapping; logic gate minimization techniques; arithmetic operations via combination logic gate minimization techniques; arithmetic operations via combination logic; flip-flop timing and synchronization circuits; and pulse waveform generation. Laboratory projects provide hands-on experience in use of laboratory instruments and in techniques for measurement and interpretation of digital data. (Special Fee: \$49.00)				Fundamental course in AC and transient-response networks designed to prepare students for advanced courses. Classroom lectures supplemented with laboratory projects to provide student with practical hands-on experience in use of electronics test equipment and in proper techniques for data measurements/interpretation, troubleshooting and orderly documentation of test results and conclusions. (Special Fee: \$64.00)			
CET 2113C	3	3	2	EET 1036C	6	4	2
DIGITAL SYSTEMS II				FUNDAMENTALS OF DC AND AC CIRCUITS			
• Prerequisite: CET 2112C or department approval				• Prerequisites: MTB 1329C and EET 1214C or department approval			
Intermediate lecture/laboratory course in computer technology. Introduces various digital subsystems (logic assemblies) and their use in digital computing and control systems and provides analytical tools necessary to perform analyses and problem diagnoses. Topics include counter/shift register systems and applications; digital subsystems using integrated circuit logic chips encoding/decoding techniques; data interfacing and busing; multiplex/demultiplex systems; analog/digital conversion techniques; static/dynamic memory systems; and computer system organization. Laboratory projects and demonstrations provide practical insight into capabilities and limitations of alternative methods of data transfer, storage and interface conversion commonly utilized in digital computing or control system applications. (Special Fee: \$49.00)				Fundamental course in DC and AC circuits designed to prepare students for advanced courses in electrical and electronics circuits. A study of electrical laws, theorems, components, and networks used in DC and AC circuit applications. (Special Fee: \$70.00)			
CET 2123C	3	2	2	EET 1141C	3	2	3
FUNDAMENTALS OF MICROPROCESSORS				SEMICONDUCTOR DEVICES AND CIRCUITS			
• Prerequisite: CET 2113C or department approval				• Prerequisite: EET 1025C or equivalent training in DC and AC electric circuits fundamentals			
Introduction to basic principles of microprocessor architecture and assembly language programming. Content divided into two sections: microprocessor architecture and programming. Designed around 8085/8080A microprocessor architecture, bus architecture, memory (R/W Memory, ROM, and EPROM), and memory map. Programming includes such topics as introduction to 8085/8080A instruction set, loops, indexing, time delays, and subroutines. (Special Fee: \$64.00)				First of two-course sequence in electronic semiconductor circuits. Provides basic understanding of electronic circuits which utilize semiconductor diode and transistor circuit elements. Introduces concept of circuit simplification via idealizations, approximations and overview of semiconductor devices and their electrical properties. Emphasis on circuit analysis and various small-signal, linear and power applications utilizing diodes and transistors. Students assigned appropriate hands-on laboratory projects to expose them to practical considerations in implementing various semiconductor circuits analyzed in classroom. (Special Fee: \$49.00)			
EET 1015C	3	3	2	EET 1214C	2	2	0
FUNDAMENTALS OF DC CIRCUITS				INTRODUCTION TO ENGINEERING TECHNOLOGY			
• Prerequisites: MTB 1329C and EET 1214C or department approval				A course involving laboratory environment learning. Student will learn to identify electronic components, use computer circuit simulators, solder and desolder components, and use the basic lab instruments for testing and troubleshooting. Student will be required to build a kit and demonstrate functionality and workmanship. (Special Fee: \$64.00)			
Fundamental course in DC electric circuits. Prepares student for EET 1025C and subsequent advanced courses. Classroom lectures supplemented with laboratory projects to provide student with hands-on experience in use of electronics test equipment and in proper techniques for data measurements/interpretation, trouble-shooting and orderly documentation of test results and conclusions. (Special Fee: \$64.00)				EET 2142C	3	2	3
				INTEGRATED CIRCUITS			
				• Prerequisite: EET 1141C or department approval			
				Second of two-course sequence in electronic semiconductor circuits. Covers more complex applications, including field-effect transistor circuitry, amplitude/phase shift response of transistor amplifiers, integrated circuits, negative and positive feedback circuits, voltage regulators, operational amplifiers, spectrum analysis and harmonic distortion. Provides hands-on experience via assigned laboratory projects to supplement classroom lectures. Familiarity gained with array of commercial test equipment frequently used in industrial development and testing facilities. (Special Fee: \$49.00)			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
EET 2325C RF COMMUNICATION	3	3	2	EET 2942 INTERNSHIP IN ELECTRONICS ENGINEERING TECHNOLOGY	1 - 4	variable	
<ul style="list-style-type: none"> • Prerequisite: EET 1141C or department approval <p>An introductory course that enables students to gain a technical working knowledge of electronic communication. It includes a broad range of topics such as AM and FM transmission and reception, transmission lines, Smith Chart, Active and Passive Filters, LC filters, SAW filters, Crystal filters, Oscillators, RF detectors, and Mixers. Classroom lectures are supplemented with laboratory projects to provide hands-on experience in the installation and theory of operation of the RF systems. (Special Fee: \$49.00)</p>				<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including CET 2178C, CET 2486C, EET 1141C, and EET 1214C; and program director's approval <p>This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>			
EET 2330 INTRODUCTION TO TRANSMISSION LINES	3	3	0	EST 1210 INTRODUCTION TO PHOTONICS	3	3	1
<ul style="list-style-type: none"> • Prerequisites: MTB 1329C and EET 1214C or department approval <p>This a laboratory-oriented course designed to familiarize the students with the fundamentals of transmission lines. The student is expected to become familiar with the important ideas and concepts of Fiber Optics, Coaxial Cables, and Ethernet cables to gain an understanding of the range of their current applications on an introductory level. (Special Fee: \$35.00)</p>				<ul style="list-style-type: none"> • Prerequisites: EET 1214C and MTB 1329C <p>An introductory course exploring the fundamentals of photonics theory, concepts, and applications. Contents include the nature and properties of light, light sources and laser safety, basics of geometric and physical optics, optical detectors and human vision, photonics devices for imaging and display, and basic principles and applications of Holography. Laboratory experiments will complement theoretical concepts of the course. (Special Fee: \$35.00)</p>			
EET 2365C WIRELESS AND DATA COMMUNICATION	3	3	2	EST 1603 FUNDAMENTALS OF ROBOTICS AND SIMULATION	3	3	0
<ul style="list-style-type: none"> • Prerequisites: CET 2113C and EET 1141C or department approval <p>Covers electronic data communication including digital, fiber optics, and laser communication. Also includes coding transmission RS-232, RS-422, and IEEE-488 along with introduction to local area networks. (Special Fee: \$49.00)</p>				<ul style="list-style-type: none"> • Prerequisites: EET 1214C and MTB 1329C <p>An introductory course designed to familiarize students with the basic principles of robotics and simulation. This course includes basic robotics concepts, operation, classification, and applications. It provides a framework for the discussion of artificial intelligence. This course also includes basic principles of modeling and simulation as applied in different environments and systems. Students will become familiar with simulation and robotic systems.</p>			
EET 2930 SELECTED TOPICS IN ELECTRONICS ENGINEERING TECHNOLOGY	1 - 3	variable		EST 1610 PRINCIPLES OF VIRTUAL REALITY	3	2	2
<ul style="list-style-type: none"> • Prerequisite: Department approval <p>Selected topics in electronics engineering based on the needs and areas of the class and professor. May include laboratory and/or field work as part of the class. Multiple credit course. May be repeated for a maximum of 3 credits provided different topic explored each time, but grade forgiveness cannot be applied.</p>				<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in EST 1603 <p>An introductory course in Virtual Reality (VR) technology. The student will be introduced to the physical principles, technological challenges, possibilities, and limitations for the creation of virtual environments. Laboratory projects emphasize the visualization, exploration, and modification of scientific data in virtual environments. (Special fee \$35.00)</p>			
EET 2941 INTERNSHIP EXPLORATION FOR ELECTRONIC ENGINEERING	3	0	0				
<ul style="list-style-type: none"> • Prerequisite: Satisfactory completion of EET 1025C and CET 2113C; and Internship Office approval <p>This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experience to assist in confirming their educational plans through classroom instruction, combined with a designated number of internship contact hours as established by program director. (Internship Fee: \$10.00)</p>							

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
EST 2220C INTRODUCTION TO FIBER OPTICS	3	2	2	EST 2604 ROBOTICS APPLICATIONS	3	2	2
<ul style="list-style-type: none"> • Prerequisites: EET 1214C and MTB 1329C or department approval <p>This course is structured to introduce the student to the basic concepts of Fiber Optics, fiber hardware, and its application. Topics covered will include fiber amplifiers, fiber lasers, and fiber gratings, transmitters, receivers, light sources, optical amplifiers, connectors, splices, couplers, and splitters. In addition, fiber-optics measurements and fiber-optics communications will be discussed from a system point of view. Various aspects of telecommunications for telephone, cable television, data, and Internet transmission also are covered. (Special Fee: \$28.00)</p>				<ul style="list-style-type: none"> • Prerequisite: EST 1603 <p>This course is designed to introduce the student to the basic principles of robots including classification, operation, maintenance, troubleshooting, and applications in the robotics industry. Students will use hands-on practices to become familiar with sections of a robotic system. (Special Fee: \$35.00)</p>			
EST 2221C INTRODUCTION TO ELECTRO-OPTICAL DEVICES	3	3	0	EST 2673C PROGRAMMABLE LOGIC CONTROLLERS	3	2	2
<ul style="list-style-type: none"> • Prerequisite: EET 1025C or department approval <p>This course introduces the principles of optoelectronics design to students who have some background in general electronics design, circuit theory, electronics devices, and digital techniques. Students will become familiar with radiometric and photometric theory, basic optics, and optoelectronics devices and methods. Devices covered are optoelectronics sources, detectors, lasers and laser diodes, displays, optocouplers, and fiber optics devices. This course includes several laboratory experiences and applications. (Special Fee: \$32.00)</p>				<ul style="list-style-type: none"> • Prerequisite: CET 2112C or department approval <p>Introduction to theory of operation of analog and digital controllers and software techniques, including math tables, logic charts, and Boolean Algebra. Particular emphasis on ladder logic diagrams, including timing functions, counters, and master control relays. Laboratory projects provide practical insights into capabilities and limitations of programmable controllers in industrial applications. (Special Fee: \$35.00)</p>			
EST 2230 INTRODUCTION TO LASERS	3	2	2	MTB 1329C MATHEMATICS FOR ELECTRONICS	3	3	1
<ul style="list-style-type: none"> • Prerequisites: EET 1025C and EET 2330 <p>This course introduces students to the principles and operation of lasers from an applications viewpoint. Upon completion of this course, the student will be able to construct and safely operate a laser as well as apply basic trouble-shooting techniques to optimize the laser's performance for required applications. (Special Fee: \$61.00)</p>				<p>No prior electronics background is required. Students will be introduced to basic arithmetic operations as well as selected pre-algebra topics, number notation and operation, quantities and units of measurement, algebra fundamentals, and solving equations. This applications-oriented course emphasizes mathematical techniques used in DC/AC circuit analysis. Beginning with Ohm's and Kirchoff's Law to analyze basic circuits, the student learns circuit simplifications and solution techniques for more complex configurations. Phasors and their application in AC circuits will also be covered. Some of these applications will be demonstrated to students via a lab environment.</p>			
EST 2275 MODELING AND SIMULATION	3	2	2	Emergency Medical Services Technology (EMT/Paramedic)			
<ul style="list-style-type: none"> • Prerequisite: EST 1603 <p>This course provides the student with an overview of modeling methods and the existing simulation types. It includes the application of different modeling techniques utilizing physical parameters, mathematics, computational techniques and equations. Emphasis will be placed on experimental modeling of discrete event and dynamic systems. Exercises will provide insights of modeling and simulation, and verification can be achieved by the discussion of observed behaviors. Principles of object-oriented programming, as applied to simulation, will be discussed. (Special Fee: \$35.00)</p>				To register for any of the Paramedic courses from EMS 2603 through EMS 2668 which follow, you must apply and be accepted to the Paramedic Certificate program.			
EST 2511C ELECTROMECHANICAL SYSTEMS	3	2	2	EMS 1119 FUNDAMENTALS OF EMERGENCY MEDICAL TECHNOLOGY	5	10	0
<ul style="list-style-type: none"> • Prerequisite: EET 1025C <p>A study of devices and components that translate electrical energy into mechanical motion such as servo motors, stepping motors, solenoids, linear motors and actuators. (Special Fee: \$25.00)</p>				<ul style="list-style-type: none"> • Corequisites: EMS 1119L and EMS 1431 <p>Develops health professional capable of providing basic life support in all aspects of emergency medical care. Students learn assessment in medical and trauma emergencies, stabilization of illness/injury and patient transport.</p>			
				EMS 1119L FUNDAMENTALS OF EMERGENCY MEDICAL TECHNOLOGY PRACTICE	3	0	6
				<ul style="list-style-type: none"> • Corequisites: EMS 1119 and EMS 1431 <p>Laboratory exercises emphasize patient assessment, radio communications, airway management, bandaging, splinting, CPR, methodologies of shock treatment, obstetrical assistance, extrication, MAST applications, working with cardiac monitors, setting up IVs and others. (Special Fee: \$58.00)</p>			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
EMS 1431 EMERGENCY MEDICAL TECHNICIAN CLINICAL PRACTICUM	3	0	6	EMS 2604 PARAMEDIC II	5	10	0
<ul style="list-style-type: none"> • Corequisites: EMS 1119 and EMS 1119L <p>Allows student to apply in clinical setting (emergency department and field units) skills learned in lab portion of course. (Professional liability insurance required.) (Special Fee: \$60.00)</p>				<ul style="list-style-type: none"> • Prerequisites: BSC 1084, EMS 2603, EMS 2603L and EMS 2666 • Corequisites: EMS 2604L and EMS 2667 <p>EMS 2604 is the second course in the sequence necessary for completion of the Paramedic Certificate Program. The course is designed to reinforce and expand upon the materials and clinical skills learned at the EMT and Paramedic I level and to integrate prior learning with enhanced advanced life support concepts and skills. Emphasis is placed on patient assessment and recognition of significant findings, pre-hospital diagnosis and differential diagnosis, treatment strategies, anatomy and physiology, pathophysiology, trauma and the management of respiratory emergencies, cardiac emergencies, endocrine and metabolic emergencies, neurological emergencies, gastrointestinal/ genitourinary emergencies, toxicological emergencies, and environmental conditions. This course includes Modules 4 and 5 of the DOT National Standard Curriculum for Paramedic Programs.</p>			
EMS 2550 ELECTROCARDIOGRAPHY	2 - 3	variable		EMS 2604L PARAMEDIC II LABORATORY	3	0	6
<ul style="list-style-type: none"> • Prerequisite: Permission of instructor <p>Priority given to students who require the course as a program requirement. Systematic approach to interpretation of electrocardiograms. The basic course provides an understanding of ECG rhythms, their etiologies, and treatment interventions. The focus of the course is based on electrophysiology, normal and abnormal ECG rhythms, and advanced cardiac life support pharmacology. When taken for a total of three credits, advanced skills such as 12-lead interpretation, infarct location determination, axis deviation, and conduction defects are included.</p>				<ul style="list-style-type: none"> • Corequisites: EMS 2604 and EMS 2667 <p>This course is designed to develop an EMS healthcare professional who is capable of providing Basic and Advanced Life Support (BLS and ALS) in all aspects of emergency care. During this competency-based lab, students will develop, practice and master paramedic skills. Laboratory exercises emphasize patient assessment, trauma and medical skills and treatment strategies, ECG equipment and interpretation, cardiac therapeutic interventions, application of computer skills including mega-code scenarios, trauma scenarios, medical scenarios, ECG recognition, and Advanced Cardiac Life Support resuscitative care. This course includes Modules 4, and 5 of the DOT National Standard Curriculum for Paramedic Programs. (Special Fee: \$40.00)</p>			
EMS 2603 PARAMEDIC I	4	8	0	EMS 2605 PARAMEDIC III	2	4	0
<ul style="list-style-type: none"> • Prerequisites: State of Florida Emergency Medical Technician Certification and acceptance to Paramedic Certificate program Prerequisite or Corequisite: BSC 1084 • Corequisites: EMS 2603L and EMS 2666 <p>EMS 2603 is the first course in the sequence necessary for completion of the Paramedic Certificate curriculum. The course is designed to reinforce concepts and clinical skills learned at the EMT level and to integrate this knowledge with beginning advanced life support concepts and skills. Emphasis is placed on EMS Systems, illness and injury prevention, medical-legal issues, patient assessment, airway management and ventilation, pathophysiology, pharmacology, shock, and decision-making regarding appropriate interventions for identified problems. This course includes Modules 1, 2, and 3 of the DOT National Standard Curriculum for Paramedic Programs.</p>				<ul style="list-style-type: none"> • Prerequisites: EMS 2604, EMS 2604L and EMS 2667 • Corequisites: EMS 2605L and EMS 2668 <p>EMS 2605 is the third course in the sequence necessary for completion of the Paramedic Program. The course is designed to reinforce and expand upon the materials and clinical skills learned at the EMT, and Paramedic I and II levels and to integrate prior learning with enhanced advanced life support concepts and skills. Emphasis is placed on patient assessment and recognition of significant findings, pre-hospital differential diagnosis and treatment strategies, pathophysiology, gynecologic emergencies, obstetrical emergencies, neonatal emergencies, pediatric emergencies, patients with special challenges, and assessment based management. This course includes Modules 6, and 7 of the DOT National Standard Curriculum for Paramedic Programs.</p>			
EMS 2603L PARAMEDIC I LABORATORY	3	0	6				
<ul style="list-style-type: none"> • Corequisites: EMS 2603 and EMS 2666 <p>EMS 2603L is designed to reinforce concepts and clinical skills learned at the EMT level and to integrate this knowledge with beginning advanced life support concepts and skills. The laboratory exercises include a review of EMT skills, patient assessment, airway management, venipuncture/ intravenous therapy, pharmacology and administration techniques. This course includes Modules 1, 2, and 3 of the DOT National Standard Curriculum for Paramedic Programs. (Special Fee: \$74.00)</p>							

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
EMS 2605L PARAMEDIC III LABORATORY • Corequisites: EMS 2605 and EMS 2668	2	0	4	EMS 2667 PARAMEDIC II CLINICAL • Corequisites: EMS 2604 and EMS 2604L	4	0	10
EMS 2605L is designed to develop a health professional who is capable of providing Basic and Advanced Life Support (BLS and ALS) in all aspects of emergency care. During this competency-based lab students will develop, practice and master paramedic skills. Laboratory exercises emphasize obstetrical, and neonatal management, pediatric assessment, pediatric airway management and ventilation, intravenous and intra-osseous therapy, medication administration, Pediatric Advanced Life Support (PALS) certification, advanced vascular devices used in home health and assessment based management and operations. This course includes Modules 6, and 7 of the DOT National Standard Curriculum for Paramedic Programs (Special Fee: \$20.00)				Practicum providing the opportunity in hospital and out-of-hospital settings for each student to develop competency in clinical skills necessary to serve as a member of an advanced life support team. Stresses the integration of EMT and paramedic responsibilities so the student gains knowledge and confidence in clinical problem solving. Directed clinical experiences include pre-hospital, emergency departments and critical care units. This course includes Modules 4, and 5 of the DOT National Standard Curriculum for Paramedic Programs. (Professional liability insurance required.)			
EMS 2647 ENDOTRACHEAL INTUBATION • Prerequisites: BSC 1084, EMS 2603, EMS 2603L and EMS 2666	3	0	6	EMS 2668 PARAMEDIC III CLINICAL • Corequisites: EMS 2605 and EMS 2605L	4	0	8
Comprehensive airway management course designed for the paramedic student, professional paramedic, respiratory therapist and registered nurse. Provides the opportunity for each student to receive physician-supervised instruction and clinical experience in endotracheal intubation. (Professional liability insurance required)				This practicum stresses clinical application of advanced procedures and theories in pediatrics and OB. Directed experiences will be in neonatology, obstetrics, physician mentorships, pediatric emergency departments, and clinics. Local hospitals will be utilized. This course includes Modules 6, and 7 of the DOT National Standard Curriculum for Paramedic Programs. (Professional liability insurance required)			
EMS 2659 PARAMEDIC IV (PROVISIONAL FIELD INTERNSHIP) • Prerequisites: EMS 2605, EMS 2605L, and EMS 2668	5	0	10	EMS 2930 SELECTED TOPICS IN EMS	1 - 5		variable
EMS 2659 is the last course necessary to complete the Paramedic Certificate Program. Under the auspices of the medical director, this course is designed to provide the student with intensive clinical experience which fosters the development of leadership skills, expands and further develops clinical skills, and allows for the transition from observer to team leader in the professional paramedic role. Documented student participation as the team leader during a "code" must be completed during this course if these skills have not been completed during the previous out-of-hospital clinical practicum. This course includes Modules 8 of the DOT National Standard Curriculum for Paramedic Programs. (Professional liability insurance required).				Designed for students interested in obtaining additional skills as EMT or paramedic. Provides clinical experience and/or didactic activities. May require student to provide professional liability insurance. Multiple credit course. May be repeated for a maximum of 10 credits provided different topic explored each time, but grade forgiveness cannot be applied. (Special fee may be required.)			
EMS 2666 PARAMEDIC I CLINICAL • Corequisites: EMS 2603 and EMS 2603L	4	0	10	Engineering			
Practicum providing the opportunity for each student to develop competency in clinical skills within the hospital/field setting. Stresses the integration of basic computer skills, application of EMT and paramedic skills and techniques. Directed clinical experiences include emergency departments, medical examiner's office (autopsy), geriatric and mental health facilities. This course includes Modules 1,2, and 3 of the DOT National Standard Curriculum for Paramedic Programs. (Professional liability insurance required.) (Special Fee: \$80.00)				EGR 1111C ENGINEERING COMPUTER GRAPHICS • Prerequisite: High school trigonometry	3	2	2
				Spatial visualization, sketching and graphical presentation as a form of computerized engineering communication. Engineering drawing, descriptive geometry and graphical solution techniques using computer software. (Special Fee: \$28.00)			
				EGR 2930 SELECTED TOPICS IN ENGINEERING • Prerequisite: Department approval	1 - 3		variable
				Selected topics in engineering based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. Multiple credit course. May be repeated for a maximum of 3 credits provided different topic explored each time, but grade forgiveness cannot be applied.			
				EGS 1006 INTRODUCTION TO THE ENGINEERING PROFESSION	1	2	1
				This course is an overview of academic and professional requirements in various engineering disciplines. It covers various concepts such as engineering ethics, effective team building skills, technical presentation skills, and networking. (Special Fee: \$28.00)			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
EGS 1007 ENGINEERING CONCEPTS AND METHODS	1	2	1	EGS 2941 INTERNSHIP IN ENGINEERING	1 - 4	variable	
Introduction to computer software applications involving spreadsheets (Excel), symbolic processing (Mathcad), computer aided drafting (AutoCAD), and procedural programming (MATLAB) in order to solve a variety of engineering-related problems. (Special Fee: \$28.00)				<ul style="list-style-type: none"> Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including EGS 1006, EGS 1007, EGS 2310, and MAC 2311; and Internship Office approval <p>This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>			
EGS 2004 ELECTRICAL NETWORKS	3	3	0	English			
<ul style="list-style-type: none"> Prerequisites: Minimum grade of a C in PHY 2049C and MAP 2302 or departmental approval <p>Analysis and design of linear circuits, transients, AC analysis, power calculations, three-phase circuits, and Laplace Transforms.</p>				AML 2011 SURVEY IN AMERICAN LITERATURE: COLONIAL PERIOD TO CIVIL WAR	3	3	0
EGS 2025 PROBABILITY AND STATISTICS FOR ENGINEERS	3	3	0	<ul style="list-style-type: none"> Prerequisite: Minimum grade of C in MAC 2312 <p>Axioms of probability, combinatorial and geometrical probability; probability distributions; measures of location and dispersion; sampling and sampling distributions; estimations and tests of hypotheses; engineering applications.</p>	English		
EGS 2310 ENGINEERING ANALYSIS-STATICS	3	3	0	<ul style="list-style-type: none"> Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110 <p>Representative authors and selections. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple assignments. Minimum grade of C required if AML 2011 is used to satisfy Gordon Rule and general education requirements.</p>	English		
<ul style="list-style-type: none"> Prerequisites: Minimum grade of C in MAC 2311 and PHY 2048C Prerequisite or Corequisite: Minimum grade of C in MAC 2312 <p>Fundamental concepts of mechanics, including resultants of force systems, free-body diagrams, equilibrium of rigid bodies, and analysis of structures.</p>				AML 2021 SURVEY IN AMERICAN LITERATURE: CIVIL WAR TO PRESENT	3	3	0
EGS 2321 ENGINEERING ANALYSIS-DYNAMICS	3	3	0	<ul style="list-style-type: none"> Prerequisite: Minimum grade of C in ENC 1101 or 1101H or IDH 1110 <p>Representative authors and selections. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple assignments. Minimum grade of C required if AML 2021 is used to satisfy Gordon Rule and general education requirements.</p>	English		
<ul style="list-style-type: none"> Prerequisite: EGS 2310 with a grade of C or better Prerequisite or Corequisite: MAC 2313 <p>Kinematics and kinetics of particles and rigid bodies; mass and acceleration, work and energy, impulse and momentum.</p>				AML 2021H SURVEY IN AMERICAN LITERATURE: CIVIL WAR TO PRESENT - HONORS	3	3	0
EGS 2373 PRINCIPLES OF ELECTRICAL ENGINEERING	3	3	0	<ul style="list-style-type: none"> Prerequisites: Minimum grade of C in PHY 2049C or departmental approval Prerequisite or Corequisite: Minimum grade of C in MAP 2302 <p>Fundamental laws of electrical circuits and circuit analysis; fundamentals of electronics power systems.</p>	English		
EGS 2930 SELECTED TOPICS IN ENGINEERING	1 - 4	variable		COM 2941 INTERNSHIP EXPLORATION IN COMMUNICATIONS	1 - 4	variable	
For students interested in special topics that further explore engineering-related concepts. May include laboratory and/or field work. Multiple credit course. May be repeated for a maximum of 8 credits provided different topic explored each time, but grade forgiveness cannot be applied.				<ul style="list-style-type: none"> Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including ENC 1101 or ENC 1101H or IDH 1110 or SPC 1600 and JOU 1100 or MMC 1000 or MMC 2100; and Internship Office approval <p>This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
CRW 2001 CREATIVE WRITING AND ADVANCED COMPOSITION • Prerequisite: ENC 1101 or ENC 1101H or IDH 1110 An interactive writing course in which students develop creative writing skills in several literary genres: short stories, poetry, plays, novels, personal essays or magazine articles.	3	3	0	ENC 0012C COLLEGE-PREPARATORY ENGLISH II Same as ENC 0012 and ENC 0012L with class and lab combined. (Special Fee: \$36.00)	3	3	2
CRW 2710 (Formerly CRW 2400) INTRODUCTION TO SCRIPTWRITING • Prerequisite: ENC 1101 or ENC 1101H or IDH 1110 or department approval Introduces scriptwriting for stage, television, and feature films. Emphasis on story development, structure, character and plot development, format, and marketing.	3	3	0	ENC 0012N INTENSIVE WRITING TUTORIAL • Prerequisite: Completion of EAP 1640 or ENC 0012 or ENC 0012C with a grade of I This course is designed for students who successfully completed the course work for EAP 1640 or ENC 0012 or ENC 0012C but failed to earn a passing grade on the Basic Skills Exit Test. Students may be eligible for this course after their first attempt in EAP 1640 or ENC 0012 or ENC 0012C. Students will sign a contract with the dean of the department and work with assigned instructors to prepare for the Basic Skills Exit Test. Faculty recommendation is required. This course will not appear on a transcript because it is a non-gradable course. (Special Fee: \$35.00)	0	0	2
ENC 0010 COLLEGE-PREPARATORY ENGLISH I (Formerly ENC 0011, ENC 1001, ENC 1013, EH 140) • Prerequisite: Appropriate score on CPT or other approved assessment • Corequisite: ENC 0010L Referral also on basis of diagnostic writing sample. Emphasis on standard American usage and grammatically correct sentences in unified paragraph form. Minimum grade of C required for successful completion. Upon successful completion, degree-seeking student must take ENC 0012 and ENC 0012L. ENC 0010 credit does not apply toward any associate degree.	3	3	0	ENC 1101 (Formerly ENC 1103, EH 151) FRESHMAN COMPOSITION I • Prerequisites: Score of 83 on writing component of CPT or equivalent score on other state-approved entry test or minimum grade of C in ENC 0012 and ENC 0012L or ENC 0012C or EAP 1640 or ENS 1441; also, score of 83 on reading component of CPT or equivalent score on other state-approved entry test or minimum grade of C in REA 0002 and REA 0002L or REA 0002C or EAP 1620 or ENS 1421. Development of essay form, including documented essay; instruction and practice in expository writing. Emphasis on clarity of central and support ideas, adequate development, logical organization, coherence, appropriate citing of primary and/or secondary sources, and grammatical and mechanical accuracy. This course includes learning activity designed to ensure competence in the basic use of computers. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple assignments. Minimum grade of C required if ENC 1101 is used to satisfy Gordon Rule and general education requirements.	3	3	0
ENC 0010L COLLEGE-PREPARATORY ENGLISH LAB • Corequisite: ENC 0010 Lab component of ENC 0010. (Special Fee: \$36.00)	0	0	2	ENC 1101H (Formerly ENC 1121, ENC 1213) FRESHMAN COMPOSITION I - HONORS Same as ENC 1101. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.	3	3	0
ENC 0010C COLLEGE-PREPARATORY ENGLISH I Same as ENC 0010 and ENC 0010L with class and lab combined. (Special Fee: \$36.00)	3	3	2	ENC 1102 (Formerly ENC 1136, EH 152) FRESHMAN COMPOSITION II • Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110 Application of skills learned in ENC 1101. Emphasis on style; use of library; reading and evaluating available sources; planning, writing, and documenting short research paper. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple assignments. Minimum grade of C required if ENC1102 is used to satisfy Gordon Rule and general education requirements.	3	3	0
ENC 0012 COLLEGE-PREPARATORY ENGLISH II (Formerly ENC 0021, ENC 1002, ENC 1025, EH 141) • Prerequisite: Minimum grade of C in ENC 0010 and ENC 0010L or in ENC 0010C or appropriate score on CPT or other approved assessment. • Corequisite: ENC 0012L Prepares students to plan and write grammatically correct paragraphs and short essays. A passing score on the Basic Skills Exit Test is required for a minimum final course grade of C, which is required for successful completion of this course. Upon successful completion, student has met the writing requirement for entry into ENC 1101. ENC 0012 credit does not apply toward any associate degree.	3	3	0				
ENC 0012L COLLEGE-PREPARATORY ENGLISH LAB • Corequisite: ENC 0012 Lab component of ENC 0012. (Special Fee: \$36.00)	0	0	2				

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
ENC 1102H (Formerly ENC 1122, ENC 1226) FRESHMAN COMPOSITION II - HONORS	3	3	0	LIT 2090 CONTEMPORARY LITERATURE	3	3	0
Same as ENC 1102. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.				• Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110			
ENC 1210 TECHNICAL COMMUNICATION	3	3	0	Representative works of contemporary poets, novelists, short story writers, dramatists, and non-fiction writers especially significant in the last thirty years. Emphasis on issues and ideas related to present and future. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if LIT 2090 is used to satisfy Gordon Rule and general education requirements.			
• Prerequisite: ENC 1101 or ENC 1101H or IDH 1110							
Emphasis on clear, simple and precise English. Writing of business letters, office memos, technical reports, proposals and recommendations. Practice in collecting and organizing data and preparing report formats. Includes oral reports and interview techniques.				LIT 2090H CONTEMPORARY LITERATURE - HONORS	3	3	0
ENC 2341 (Formerly ENC 2302) ADVANCED CREATIVE WRITING - LITERARY MAGAZINE	3	3	0	Same as LIT 2090. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.			
• Prerequisite: ENC 1101 or ENC 1101H or IDH 1110 or department approval				LIT 2110 SURVEY IN WORLD LITERATURE: BEGINNING THROUGH RENAISSANCE	3	3	0
Writing in genre of student's choice. Literary criticism and production of College literary magazine.				• Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110			
ENG 2100 INTRODUCTION TO FILM	3	3	0	Major poetry, fiction, drama, and essays. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if LIT 2110 is used to satisfy Gordon Rule and general education requirements.			
Techniques of American, British, and foreign-language films. Emphasis on films of '30s through contemporary cinema.				LIT 2120 SURVEY IN WORLD LITERATURE: ENLIGHTENMENT TO PRESENT	3	3	0
ENG 2930 SELECTED TOPICS IN ENGLISH	1 - 3	variable		• Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110			
Special topics in writing and/or literature. Multiple credit course. May be repeated for a maximum of 6 credits provided different topic explored each time, but grade forgiveness cannot be applied.				Major poetry, fiction, drama and essays. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if LIT 2120 is used to satisfy Gordon Rule and general education requirements.			
ENL 2012 SURVEY IN ENGLISH LITERATURE: 1300-1800	3	3	0	LIT 2120H SURVEY IN WORLD LITERATURE: ENLIGHTENMENT TO PRESENT-HONORS	3	3	0
• Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110				Same as LIT 2120. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.			
British literature through 18th century. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if ENL 2012 is used to satisfy Gordon Rule and general education requirements.				LIT 2174 MULTIMEDIA LITERATURE AND THE HOLOCAUST	3	3	0
ENL 2022 SURVEY IN ENGLISH LITERATURE: 1800 TO PRESENT	3	3	0	• Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110			
• Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110				This course explores literary characteristics inherent in various media including (but not limited to) Holocaust-related historical text, documentary film, comics (graphic narrative), survivor narratives, pre- and post-Nazi art and contemporary major motion pictures. The examination includes critical analyses of textual, visual, syntactical, mechanical and thematic conventional similarities found in traditional textual "literature" and in the structure, syntax and language of visual media. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if used to satisfy Gordon Rule and general education requirements.			
British literature of 19th and 20th centuries. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if ENL 2022 is used to satisfy Gordon Rule and general education requirements.							

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
LIT 2174H MULTIMEDIA LITERATURE AND THE HOLOCAUST – HONORS	3	3	0	EAP 0320 LOW INTERMEDIATE READING FOR NON-NATIVE SPEAKERS OF ENGLISH	3	3	0
<ul style="list-style-type: none"> Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110 <p>Same as LIT 2174. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.</p>				<ul style="list-style-type: none"> Prerequisite: Demonstration of required level of English proficiency or minimum grade of C in EAP 0281 <p>Students develop the ability to read text on familiar and basic academic topics with an emphasis on vocabulary expansion and application of critical reading skills. Competencies: 1) developing base-line English vocabulary, 2) locating key concepts, 3) reading and understanding, and 4) understanding and using information resources. Required lab work is a homework component of this course. A departmental final exam is required. Credit does not apply toward any associate degree. Minimum grade of C required for successful completion. (Special Fee: \$36.00)</p>			
LIT 2955 HOLOCAUST STUDIES TRIP ABROAD	3	3	0	EAP 0340 LOW INTERMEDIATE COMPOSITION FOR NON-NATIVE SPEAKERS OF ENGLISH	3	3	0
<ul style="list-style-type: none"> Prerequisite: LIT 2174 or LIT 2174H <p>This course is a companion course to LIT 2174 or LIT 2174H. Students who have completed the classroom course LIT 2174 or 2174H will be eligible to take part in a Holocaust-related trip to Poland and other sites of significance related to the Holocaust. The trip will be an extension of the classroom content and be coordinated with the Study Abroad Office.</p>				<ul style="list-style-type: none"> Prerequisite: Demonstration of required level of English proficiency or minimum grade of C in EAP 0281 Prerequisite or corequisite: EAP 0360 <p>Students develop the ability to write basic structured academic paragraphs on familiar topics and execute other academic writing tasks. Competencies: 1) select a topic and appropriate pre-writing technique, 2) develop a topic sentence, 3) select basic support, 4) write the first draft of a paragraph, 5) edit for errors, 6) produce a final paragraph, and 7) write a letter. Required lab work is a homework component of this course. A departmental final exam is required. Credit does not apply toward any associate degree. Minimum grade of C required for successful completion. (Special Fee: \$36.00)</p>			
English as a Second Language for Academic Purposes							
EAP 0281 HIGH BEGINNING COMBINED SKILLS FOR NON-NATIVE SPEAKERS OF ENGLISH	6	6	0	EAP 0360 LOW INTERMEDIATE STRUCTURE FOR NON-NATIVE SPEAKERS OF ENGLISH	3	3	0
<ul style="list-style-type: none"> Prerequisite: Demonstration of required level of English proficiency <p>Students develop sufficient elementary skill in English used for academic purposes to understand high-frequency vocabulary in oral contexts and respond to simple questions and phrases. Additionally, they will comprehend basic academic-level text, express themselves on personal topics in writing, develop control of basic grammatical structures, and use computer-assisted language learning facilities. Competencies: 1) elementary academic speaking/listening skills, 2) basic reading and vocabulary skills, 3) guided discourse writing skills, 4) basic grammatical structures and patterns, and 5) basic skill in using language learning software. Required lab work is a homework component of this course. Minimum grade of C required for successful completion. A departmental final exam is required. Credit does not apply toward any associate degree. (Special Fee: \$36.00)</p>				<ul style="list-style-type: none"> Prerequisite: Demonstration of required level of English proficiency or minimum grade of C in EAP 0281 <p>Students develop the ability to use low intermediate-level grammatical structures appropriate to classroom discussion, oral presentations, and writing of academic paragraphs, with an emphasis on increased accuracy. Competencies: 1) controlling verbs, 2) forming questions, 3) using nouns and noun phrases, 4) using prepositions, 5) using a variety of sentence types, and 6) developing some editing ability. Required lab work is a homework component of this course. A departmental final exam is required. Credit does not apply toward any associate degree. Minimum grade of C required for successful completion.</p>			
EAP 0300 LOW INTERMEDIATE SPEECH FOR NON-NATIVE SPEAKERS OF ENGLISH	3	3	0	EAP 0400 INTERMEDIATE SPEECH FOR NON-NATIVE SPEAKERS OF ENGLISH	3	3	0
<ul style="list-style-type: none"> Prerequisite: Demonstration of required level of English proficiency or minimum grade of C in EAP 0281 <p>Students develop speaking and listening skills necessary for participating in classroom discussions, with an emphasis on clarification through rewording and asking questions. Competencies: 1) basic academic speaking/listening skills, 2) classroom interaction skills, and 3) introduction to critical listening skills and strategies. Required lab work is a homework component of this course. A departmental final exam is required. Credit does not apply toward any associate degree. Minimum grade of C required for successful completion.</p>				<ul style="list-style-type: none"> Prerequisite: Demonstration of required level of English proficiency or minimum grade of C in EAP 0300 <p>Students continue to develop speaking and listening skills necessary for participation in classroom discussions, with an introduction to oral presentation and critical listening skills. Competencies: 1) academic speaking/ listening skills, 2) introduction to oral presentations, and 3) critical listening skills and strategies. Required lab work is a homework component of this course. In order to pass this course, students must earn a grade of C or better in course work and a passing score on the Comprehensive Departmental Final Exam. Credit does not apply toward any associate degree.</p>			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
EAP 0420 INTERMEDIATE READING FOR NON-NATIVE SPEAKERS OF ENGLISH	3	3	0	EAP 1500 HIGH INTERMEDIATE SPEECH FOR NON-NATIVE SPEAKERS OF ENGLISH	3	3	0
<ul style="list-style-type: none"> • Prerequisite: Demonstration of required level of English proficiency or minimum grade of C in EAP 0320 <p>Students develop ability to comprehend longer texts of limited length and difficulty on a variety of academically-related topics. Competencies: 1) improving English vocabulary, 2) locating key concepts, 3) reading and understanding, 4) understanding and using information resources, and 5) reading for personal enrichment. Required lab work is a homework component of this course. In order to pass this course, students must earn a grade of C or better in course work and a passing score on the Comprehensive Departmental Final Exam. Credit does not apply toward any associate degree. (Special Fee: \$36.00)</p>				<ul style="list-style-type: none"> • Prerequisite: Demonstration of required level of English proficiency or minimum grade of C in EAP 0400 <p>Students develop communication, organization, and pronunciation skills necessary for effective academic presentation and discussion, with an introduction to lecture note taking. Competencies: 1) academic communication skills, 2) extemporaneous speech preparation and delivery, and 3) academic lecture note taking. Required lab work is a homework component of this course. A departmental final exam is required. In this course, a minimum grade of C is required for successful completion.</p>			
EAP 0440 INTERMEDIATE COMPOSITION FOR NON-NATIVE SPEAKERS OF ENGLISH	3	3	0	EAP 1520 HIGH INTERMEDIATE READING FOR NON-NATIVE SPEAKERS OF ENGLISH	3	3	0
<ul style="list-style-type: none"> • Prerequisite: Demonstration of required level of English proficiency or minimum grade of C in EAP 0340. • Prerequisite or corequisite: EAP 0460 <p>Students develop the ability to write more sophisticated structured academic paragraphs in various rhetorical modes and execute other academic writing tasks. Competencies: 1) select and limit a topic and choose an appropriate pre-writing technique, 2) develop a topic sentence, 3) select and organize appropriate support, 4) write a first draft of the paragraph, 5) use cohesive devices, 6) edit the first draft of the paragraph, 7) produce a final one-paragraph essay, 8) recognize basic paragraph development from reading selections, and 9) execute other academic writing tasks. Required lab work is a homework component of this course. In order to pass this course, students must earn a grade of C or better in course work and a passing score on both the editing and essay writing parts of the Comprehensive Departmental Final Exam. Credit does not apply toward any associate degree. (Special Fee: \$36.00)</p>				<ul style="list-style-type: none"> • Prerequisite: Demonstration of required level of English proficiency or minimum grade of C in EAP 0420 <p>Students develop ability to comprehend longer texts on a variety of academically-related topics by applying appropriate reading strategies. Competencies: 1) improving English vocabulary, 2) locating key concepts, 3) reading critically, 4) reading for information in periodicals, 5) reading to enhance personal life, and 6) developing effective study habits. Required lab work is a homework component of this course. A departmental final exam is required. In this course, a minimum grade of C is required for successful completion. (Special Fee: \$36.00)</p>			
EAP 0460 INTERMEDIATE STRUCTURE FOR NON-NATIVE SPEAKERS OF ENGLISH	3	3	0	EAP 1540 HIGH INTERMEDIATE COMPOSITION FOR NON-NATIVE SPEAKERS OF ENGLISH	3	3	0
<ul style="list-style-type: none"> • Prerequisite: Demonstration of required level of English proficiency or minimum grade of C in EAP 0360 <p>Students develop the ability to use intermediate-level grammatical structures appropriate to classroom discussion, oral presentations, and writing of more sophisticated academic paragraphs, with an emphasis on increased accuracy. Competencies: 1) controlling verbs, 2) using nouns and noun phrases effectively, 3) forming questions, 4) using subordinate clauses, 5) using a variety of sentence types, 6) using prepositions and phrasal verbs, and 7) developing editing ability. Required lab work is a homework component of this course. In order to pass this course, students must earn a grade of C or better in course work and a passing score on the Comprehensive Departmental Final Exam. Credit does not apply toward any associate degree.</p>				<ul style="list-style-type: none"> • Prerequisite: Demonstration of required level of English proficiency or minimum grade of C in EAP 0440 • Prerequisite or corequisite: EAP 1560 <p>Students develop the ability to write basic, structured, academic essays with an emphasis on accuracy and cohesiveness and execute other academic writing tasks. Competencies: 1) select and refine a topic and utilize an appropriate pre-writing technique, 2) develop a topic sentence or thesis statement, 3) support the topic sentence or thesis statement, 4) construct an organizational plan/pattern, 5) write an introductory paragraph, 6) write a body paragraph, 7) write a concluding paragraph, 8) write the first draft of the paragraph or essay, 9) revise the paragraph or essay, 10) edit for grammatical and mechanical errors, 11) produce a final multi-paragraph essay, 12) recognize elements of effective writing from reading selections in the disciplines, and 13) execute other academic writing tasks. Required lab work is a homework component of this course. A departmental final exam is required. In this course, a minimum grade of C is required for successful completion. (Special Fee: \$36.00)</p>			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
EAP 1560 HIGH INTERMEDIATE STRUCTURE FOR NON-NATIVE SPEAKERS OF ENGLISH	3	3	0	EAP 1640 ADVANCED COMPOSITION FOR NON-NATIVE SPEAKERS OF ENGLISH	3	3	2
<ul style="list-style-type: none"> • Prerequisite: Demonstration of required level of English proficiency or minimum grade of C in EAP 0460 <p>Students develop the ability to use complex grammatical structures appropriate to effective academic presentations, discussions, and essays, at this level. Competencies: 1) controlling verbs, 2) selecting and using dependent clauses, 3) using nouns and noun phrases, 4) using a variety of sentence types, 5) improving editing ability, 6) recognizing predicate requirements of verbs, and 7) identifying grammatical constructions in readings from various disciplines. Required lab work is a homework component of this course. A departmental final exam is required. In this course, a minimum grade of C is required for successful completion.</p>				<ul style="list-style-type: none"> • Prerequisite: Demonstration of required level of English proficiency or minimum grades of C in EAP 1540 and EAP 1560 <p>Students develop the ability to write a variety of college-level essays with sophistication, fluency and accuracy and execute other academic writing tasks. Competencies: 1) narrow a broad topic, 2) select an appropriate pre-writing technique, 3) develop a thesis statement, 4) support the thesis, 5) construct an organizational plan/pattern, 6) write an introductory paragraph, 7) write body paragraph(s), 8) write a concluding paragraph, 9) write the first draft of the essay, 10) revise the essay, 11) edit for grammatical errors, 12) edit for mechanical errors, 13) produce a final multi-paragraph essay, 14) identify elements of effective writing from reading selections in the disciplines, and 15) perform other academic writing tasks. Lab work of two hours per week is a required component of this course. In order to pass this course, students must earn a grade of C or better in course work and lab work and a passing score on both the editing and essay writing parts of the Comprehensive Departmental Final Exam. (Special Fee: \$36.00)</p>			
EAP 1600 ADVANCED SPEECH FOR NON-NATIVE SPEAKERS OF ENGLISH	3	3	0	EAP 2930	1 - 4	variable	
<ul style="list-style-type: none"> • Prerequisite: Demonstration of required level of English proficiency or minimum grade of C in EAP 1500 <p>Students further develop communication skills necessary for full participation in mainstream college classes, including comprehension of extensive discourse. Competencies: 1) mainstream academic communication skills, 2) extemporaneous and impromptu academic oral presentations, 3) academic lecture and extensive discourse comprehension, and 4) academic oral/aural skills refinement for college success. Required lab work is a homework component of this course. In order to pass this course, students must earn a grade of C or better in course work and a passing score on the Comprehensive Departmental Final Exam.</p>				SELECTED TOPICS IN ENGLISH AS A SECOND LANGUAGE			
EAP 1620 ADVANCED READING FOR NON-NATIVE SPEAKERS OF ENGLISH	3	3	2	<ul style="list-style-type: none"> • Prerequisite: Department approval <p>Selected topics in English as a second language based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. Multiple credit course. May be repeated for a maximum of 3 credits provided different topic explored each time, but grade forgiveness cannot be applied. (Special Fee: \$35.00)</p>			
<ul style="list-style-type: none"> • Prerequisite: Demonstration of required level of English proficiency or minimum grade of C in EAP 1520 <p>Students develop ability to comprehend and interpret authentic college-level texts in content areas by applying appropriate reading strategies. Competencies: 1) improving English vocabulary, 2) locating key concepts, 3) reading critically, 4) reading for study and enjoyment, and 5) reading multi-media/hypertext material effectively. Required lab work is a homework component of this course. In order to pass this course, students must earn a grade of C or better in course work and lab work and a passing score on the Comprehensive Departmental Final Exam. (Special Fee: \$36.00)</p>				Film			
				You must apply and be accepted to the Selective Admission Advanced Courses in the Film Production Technology A.S. Degree program to register for any of the following film courses: FIL 2200C, FIL 2450, FIL 2461, FIL 2505, FIL 2537, FIL 2543, FIL 2552, FIL 2561, and FIL 2580.			
				You must apply and be accepted to the Film - Motion Picture Post-Production Advanced Technical Certificate program to register for any of the following film courses: FIL 2543, FIL 2544, and FIL 2571.			
				FIL 1420 (Formerly FIL 1270) INTRODUCTION TO THE FILM PROCESS	3	3	0
				Study of film-making process from concept to completion with special emphasis on relationship between various job categories and specific role of "below-the-line" production technician.			
				FIL 2030 (Formerly FIL 2400) HISTORY OF MOTION PICTURES	3	3	0
				Overview of film as an industry, mass medium and art form.			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
FIL 2100 SCREENWRITING Introduction to the basic techniques of screenwriting. Exercises in story structure, dialogue and character development. Introduction to screenwriting software. (Special Fee: \$25.00)	3	2	1	FIL 2543 (Formerly FIL 2000) POST-PRODUCTION/SOUND FOR MOTION PICTURES • Prerequisite: Acceptance to Advanced courses in Film Production A.S. Degree Special emphasis on sound design, dialogue editing, and ADR (looping, creating sound effects, including Foley, as these things apply to feature film post-production.	4	3	2
FIL 2130 (Formerly FIL 2116) ADVANCED SCREENWRITING • Prerequisite: Minimum grade of C in FIL 2100 This course advances a student's knowledge of the screenwriting process with emphasis on completing and marketing a story. (Special Fee: \$25.00)	3	3	0	FIL 2544 (Formerly FIL 2227) POST-PRODUCTION/SURROUND SOUND MIX • Corequisites: FIL 2543 and FIL 2571 Open to students seeking the Advanced Technical Certificate in Film - Motion Picture Post-Production. Advanced technical course in post-production picture editing for surround sound mixing for film. (Special Fee: \$200.00)	4	3	2
FIL 2432C FILM PRODUCTION • Prerequisite: Acceptance to Advanced courses in Film Production A.S. Degree Participation by student as technician in College-sponsored film production. Multiple credit course. Must be repeated for 12 credits, but grade forgiveness cannot be applied. (Special Fee: \$457.50)	4	1	10	FIL 2552 (Formerly FIL 2274) FILM EDITING • Prerequisite: Acceptance to Advanced courses in Film Production A.S. Degree Acquaints students with techniques and aesthetics of film editing. Emphasis on visual and audio post-production. This course includes learning activity designed to ensure competence in the basic use of computers.	3	2	2
FIL 2450 (Formerly FIL 2273) FILM GRIPPING • Prerequisite: Acceptance to Advanced courses in Film Production A.S. Degree Study of use of gripping skills and equipment as related to feature film production. Emphasis on strategies necessary to anticipate shooting needs and problem-solving.	3	1	3	FIL 2561 ADVANCED EDITING • Prerequisite: Acceptance to Advanced courses in Film Production A.S. Degree Students develop the skills needed to edit a narrative feature film, as well as documentaries, music videos and TV commercials. This course includes Analog as well as Digital editing.	4	2	3
FIL 2461 ART OF CINEMATOGRAPHY • Prerequisite: Acceptance to Advanced courses in Film Production A.S. Degree This course will focus on the art of visual storytelling through lighting and camera movement.	2	2	0	FIL 2571 (Formerly FIL 2210) POST-PRODUCTION/PICTURE • Corequisites: FIL 2543 and FIL 2544 Open to students seeking the Advanced Technical Certificate in Film-Motion Picture Post-Production. Advanced technical course in post-production picture editing for film and digital video. (Special Fee: \$200.00)	4	2	3
FIL 2505 (Formerly FIL 2272) FILM LIGHTING • Prerequisite: Acceptance to Advanced courses in Film Production A.S. Degree Study of film lighting techniques, practices and equipment. Includes lighting theory, power distribution systems and color theory. Special emphasis on working as part of film production team.	3	1	3	FIL 2580 (Formerly FIL 2271) FILM CAMERA TECHNIQUES • Prerequisite: Acceptance to Advanced courses in Film Production A.S. Degree Prepares student to function in all capacities as member of motion picture camera department. Focuses on care and handling of equipment, documentation and solving film-shooting problems.	3	1	3
FIL 2537 (Formerly FIL 2275) FILM SOUND • Prerequisite: Acceptance to Advanced courses in Film Production A.S. Degree Focuses on theory and practice of production and post-production film sound. Special emphasis on techniques of sound imaging in film-making process. This course includes learning activity designed to ensure competence in the basic use of computers.	3	2	2	FIL 2930 SELECTED TOPICS IN FILM Seminar for students interested in research, discussion and observation of special topics in film and film production. Multiple credit course. May be repeated for a maximum of 6 credits provided different topic explored each time, but grade forgiveness cannot be applied.	1 - 3	variable	

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
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FIL 2941 1 - 4 variable
INTERNSHIP EXPLORATION IN FILM

- **Prerequisites:** Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including FIL 2100 and DIG 2431 and DIG 2411; 2.0 overall GPA; and Internship Office approval

This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)

FIL 2942 1 - 4 variable
INTERNSHIP IN FILM TECHNOLOGY

- **Prerequisites:** Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; completion of the limited access portion of the Valencia Film Production Technology Program; and program director's approval

This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)

Finance

FIN 2000 (Formerly BRC 2001) 3 3 0
PRINCIPLES OF FINANCE

A study of business finance in the American economy, money, monetary systems, monetary standards, flow of funds, sources of funds, money markets, capital markets, savings, channeling savings into investments, corporate financial structures, financing large businesses, financing small businesses, financing real estate, public finance, fiscal policies, international finance, and international financial policies.

FIN 2010 3 3 0
PERSONAL INVESTMENTS

Introduction to securities markets, types of personal investments, research tools, investment strategies and portfolio management.

FIN 2100 3 3 0
PERSONAL FINANCE

Introduction to personal financial planning, including personal financial management, taxes, risk management, investments, retirement planning and estate planning.

French

FRE 1000 3 3 0
BASIC FRENCH

Emphasis on everyday use of the language, integrating basic grammar, vocabulary, composition and culture through a conversational approach to French. Not open to native speakers. A minimum grade of C is required if being used to satisfy the General Education Foreign Language Proficiency requirement. (Special Fee: \$36.00)

FRE 1100 3 3 0
ELEMENTARY FRENCH I

- **Prerequisite:** Minimum grade of C in FRE 1000 or two years of recent high school French completed within the last three years and department approval

Continuation of fundamental skills in French comprehension, expression, and structure. Increasing awareness and understanding of the French culture. A minimum grade of C is required if being used to satisfy the General Education Foreign Language Proficiency requirement. (Special Fee: \$36.00)

FRE 1101 3 3 0
ELEMENTARY FRENCH II

- **Prerequisite:** Minimum grade of C in FRE 1100 or department approval

Continuation of French 1100, emphasizing skills in French comprehension, expression, and structure. Increasing awareness and understanding of the French culture. A minimum grade of C is required if being used to satisfy the General Education Foreign Language Proficiency requirement. (Special Fee: \$36.00)

FRE 1120 4 4 0
ELEMENTARY FRENCH I

Emphasis on everyday use of the language, integrating basic grammar, vocabulary, composition and culture through a conversational approach to French. Not open to native speakers. A minimum grade of C is required to pass this course if being used to satisfy the General Education Foreign Language Proficiency Requirement.

FRE 1121 4 4 0
ELEMENTARY FRENCH II

- **Prerequisite:** Minimum grade of C in FRE 1120 or department approval
- Continuation of FRE 1120. Emphasis on everyday use of the language, integrating basic grammar, vocabulary, composition and culture through a conversational approach to French. Not open to native speakers. A minimum grade of C is required to pass this course if being used to satisfy the General Education Foreign Language Proficiency Requirement.

FRE 2200 3 3 0
INTERMEDIATE FRENCH I

- **Prerequisite:** FRE 1101, FRE 1121, or department approval

Conversational approach with readings adapted from French newspapers, magazines, short stories, and film. Increasing awareness and understanding of the French culture.

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
FRE 2201 INTERMEDIATE FRENCH II • Prerequisite: FRE 2200 or department approval Conversational approach with readings adapted from French newspapers, magazines, short stories, and film. Increasing awareness and understanding of the French culture.	3	3	0	GLY 2010C PHYSICAL GEOLOGY Deals with physical structure of earth. Includes effects of volcanic activity, glaciation, diastrophism (formation of major crustal features; continents; ocean beds, folds, faults, and mountain building), tectonics (structural deformation and readjustment of crust), sediments, erosional features, rock and mineral formation along with new and current geological developments. (Special Fee: \$56.00)	4	3	3
FRE 2930 SELECTED TOPICS IN FRENCH For students interested in special topics that further explore the field of French. Multiple credit course. May be repeated for a maximum of 6 credits provided different topic explored each time, but grade forgiveness cannot be applied.	1 - 3	variable		GLY 2100C HISTORICAL GEOLOGY History of the earth and the evolution of life as evidenced in the rock and fossil record; principles of geologic and paleontologic research; evolution of the dinosaurs, mass extinctions, and effects of the past continental movements on the diversity of life. (Special Fee: \$56.00)	4	3	3
FRE 2941 INTERNSHIP EXPLORATION IN FRENCH • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including a foreign language course at the intermediate level; and Internship Office approval This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)	1 - 4	variable		GLY 2100H HISTORICAL GEOLOGY - HONORS Same as GLY 2100. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required. (Special Fee: \$56.00)	4	3	3
Geography				GLY 2930 SELECTED TOPICS IN GEOLOGY • Prerequisite: Department approval. Selected topics in geology based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. Multiple credit course. May be repeated for a maximum of 3 credits provided different topic explored each time, but grade forgiveness cannot be applied.	1 - 3	variable	
GEA 1000 WORLD GEOGRAPHY Introduction to basic geographic concepts and terms, problems of conservation of natural resources and human and natural resources of major regions of world with in-depth study of one or more countries in each region.	3	3	0	German			
GEO 1200 PHYSICAL GEOGRAPHY A study of the relationship between the natural environment and man. Includes: weather, climate, soils, biogeography, land forms and man's place and activities within his/her environment.	3	3	0	GER 1000 BASIC GERMAN Emphasis on everyday use of the language, integrating basic grammar, vocabulary, composition, and culture through a conversational approach to German. Not open to native speakers. A minimum grade of C is required if being used to satisfy the General Education Foreign Language Proficiency requirement.	3	3	0
Geology				GER 1120 ELEMENTARY GERMAN I Emphasis on everyday use of the language, integrating basic grammar, vocabulary, composition, and culture through a conversational approach to German. Not open to native speakers. A minimum grade of C is required to pass this course if being used to satisfy the General Education Foreign Language Proficiency Requirement.	4	4	0
ESC 1000 (Formerly GLY 1001) EARTH SCIENCES Study of earth sciences with emphasis on geology. Additional topics selected from astronomy, oceanography and meteorology. Emphasis on Florida.	3	3	0				

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
GER 1121 ELEMENTARY GERMAN II	4	4	0	GRA 1951C PORTFOLIO REVIEW	1	2	0
<ul style="list-style-type: none"> Prerequisite: Minimum grade of C in GER 1120 or department approval <p>Continuation of fundamental skills in German comprehension, expression, and structure. Increasing awareness and understanding of the culture. A minimum grade of C is required to pass this course if being used to satisfy the General Education Foreign Language Proficiency Requirement.</p>				<ul style="list-style-type: none"> Prerequisite: Minimum grade of C in GRA 2143 or in GRA 2182 or department approval <p>A course in which the student develops a portfolio and presentation skills for employment in the graphic design or multimedia profession. Additionally, students design a personal letterhead for their interview request letter, a business card and a self-promotional piece. As final evaluation for the course, students undergo a portfolio review.</p>			
Graphics Technology				GRA 2113C (Formerly GRA 2545C) ADVANCED GRAPHIC DESIGN I	3	1	2
GRA 1142C GRAPHIC DESIGN ESSENTIALS	5	5	2	<ul style="list-style-type: none"> Prerequisites: Minimum grades of C in GRA 1203C and GRA 1206C or department approval <p>Addresses practical problems relevant to contemporary industry standards in graphic communications. Emphasis on producing layouts and comprehensives in black and white and color. Various up-to-date methods of camera-ready production utilized.</p>			
An introduction to a variety of visual communication principles, methods and careers in today's computer age. Typography, design, layout, color, production, and an introduction to an industry-standard personal computer and software for production of graphics and multimedia all are explored. This course includes learning activity designed to ensure competence in oral communication. (Special Fee to be determined. Please refer to the online catalog.)				GRA 2121C (Formerly GRA 2820) PUBLICATION DESIGN	3	3	1
GRA 1203C (Formerly GRA 1540C) LAYOUT, DESIGN AND COPY PREPARATION	3	2	2	<ul style="list-style-type: none"> Prerequisites: Minimum grades of C in GRA 1203C and GRA 1206C and GRA 1933 or department approval <p>Designed to provide students with hands-on usage of publishing software and hardware currently used in the industry for the production of quality publications. A focus on good graphic design skills will include: composition, layout, typography, pagination, style, balance, format and project planning. (Special Fee to be determined. Please refer to the online catalog.)</p>			
<ul style="list-style-type: none"> Prerequisites: Minimum grade of C in ART 1201C and GRA 1142 or department approval <p>A practical course in planning and visualizing advertising and industrial copy. The student converts rough ideas and designs into comprehensive layouts from which are prepared traditional and computerized camera-ready copy. Experiments are conducted with various media involving design, balance and color psychology. (Special Fee to be determined. Please refer to the online catalog.)</p>				GRA 2132C (Formerly GRA 2832) ADVANCED INTERACTIVE DESIGN	3	3	1
GRA 1206C (Formerly GRA 1530C) FUNDAMENTALS OF TYPOGRAPHY	3	3	1	<ul style="list-style-type: none"> Prerequisite: Minimum grade of C in DIG 2100C or GRA 1149 and DIG 2500C or GRA 2131 or department approval <p>Students learn advanced techniques to produce interactive design projects. Students design projects through various steps of development, implementation, testing, and final output. Special attention is given to scripting, design considerations for output media and system configurations. Vector and bitmapped graphics software, video, sound, and authoring software will be utilized. (Special Fee to be determined. Please refer to the online catalog.)</p>			
<ul style="list-style-type: none"> Prerequisites: Minimum grade of C in GRA 1142 or DIG 2000C and GRA 1413 or department approval <p>Includes the history and classification of type. Contemporary type usage will be explored. Projects in type design and production include the use of a personal computer and industry-standard software. (Special Fee to be determined. Please refer to the online catalog.)</p>				GRA 2141C (Formerly GRA 2841) WEB PAGE DESIGN	3	3	1
GRA 1413 PROFESSIONAL DEVELOPMENT FOR DESIGNERS	1	1	0	<ul style="list-style-type: none"> Prerequisites: Minimum grades of C in GRA 1206C and GRA 2201 or department approval <p>Provides instruction in the most current applications being used in the industry for production of web pages. Proper coding of the pages with consideration of various platforms will be provided. Special emphasis on good design, proper usage of typography and images for delivery on the Internet will be covered. (Special Fee to be determined. Please refer to the online catalog.)</p>			
GRA 1933 (Formerly ART 1933) FUNDAMENTALS OF CREATIVE THINKING	2	2	0				
An introductory course designed to encourage creative thinking and problem solving for students across disciplines through group and individual activities. The course will include a study of characteristics of a creative mind, the creative process, creative problem solving, assessing and increasing growth of creative potential.							

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
GRA 2143C (Formerly GRA 2842) ADVANCED WEB PAGE DESIGN	3	3	1	GRA 2201C (formerly GRA 2577) ELECTRONIC IMAGING	3	3	1
<ul style="list-style-type: none"> • Prerequisites: Minimum grade of C in DIG 2100C or GRA 1149 and DIG 2500C or GRA 2131 and GRA 2141 or department approval <p>Advanced tools and techniques will be taught enabling students to produce sophisticated, interactive web sites according to audience needs and capabilities. Understanding of web site maintenance and administration will be covered. (Special Fee to be determined. Please refer to the online catalog.)</p>				<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in GRA 1142 or department approval <p>Utilizing the most current industry-standard image editing software, this course is designed for the intermediate-to-experienced graphic designer who wishes to integrate black and white or color imagery into page layout or web design projects. Program features will be utilized to create original bitmapped images, edit scanned images, design graphics for web pages, and import images rendered in other applications. Emphasis will be placed on the application of good design principles through projects based on typical assignments within the industry. (Special Fee to be determined. Please refer to the online catalog.)</p>			
GRA 2151C (Formerly GRA 2743C) ILLUSTRATING	3	2	2	GRA 2207C ADVANCED IMAGE EDITING	3	3	1
<ul style="list-style-type: none"> • Prerequisites: ART 1300C and a minimum grade of C in GRA 1142 or in both GRA 1500 and GRA 1800 or department approval <p>A basic course in the application of freehand sketching to commercial problems. Various surfaces and techniques, as well as color and black and white mediums will be explored. Also included are studies in planning, production and completion of finished artwork. (Special Fee to be determined. Please refer to the online catalog.)</p>				<ul style="list-style-type: none"> • Prerequisites: Minimum grades of C in GRA 2156 and GRA 2201 or department approval <p>Exploration of advanced image processing techniques. Students will learn how to prepare images for various output venues, including print, web and multimedia publishing, animation and video. Projects focus on resolution, color management, image and texture creation, and special effects. Industry-standard hardware and software will be utilized. (Special Fee to be determined. Please refer to the online catalog.)</p>			
GRA 2156C (Formerly GRA 2801) ADOBE ILLUSTRATOR	3	3	1	GRA 2310C (Formerly GRA 2635C) GRAPHIC REPRODUCTION PROCESSES	3	3	1
<ul style="list-style-type: none"> • Prerequisites: Minimum grade of C in ART 1300C and DIG 2000C or GRA 1142 or department approval <p>A course covering the concepts of electronic publishing and the ability to create and manipulate full color graphic illustrations. Students will receive training on Adobe Illustrator or the most current Encapsulated Postscript illustration program standard in the industry. Class lecture will be supported with hand-outs and demonstrations. (Special Fee to be determined. Please refer to the online catalog.)</p>				<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in GRA 2121 or department approval <p>Fundamentals of single and multi-color layout and prepress production will be introduced. Traditional production techniques and current usage of a personal computer, software and peripherals will be studied. Course includes lecture and field trips to local graphic arts production and printing facilities. (Special Fee to be determined. Please refer to the online catalog.)</p>			
GRA 2160C (Formerly GRA 2803) COMPUTER ANIMATION	3	2	2	GRA 2723C CSS DESIGN	3	3	1
<ul style="list-style-type: none"> • Prerequisites: ART 1300C and a minimum grade of C in GRA 2156 or department approval <p>Instruction in the use of a personal computer to generate 2-D images and incorporate them into animated sequences. Principles of traditional animation, storyboarding and animation effects will be explored and applied to computer imagery. Students will become familiar with the necessary hardware and software to create and output animated images. (Special Fee to be determined. Please refer to the online catalog.)</p>				<ul style="list-style-type: none"> • Prerequisites: Minimum grade of C in DIG 2100C or GRA 1149 and GRA 2141 or department approval <p>Students will apply the fundamentals of visual communication and typography acquired in prerequisite courses and advance their knowledge of CSS (Cascading Style Sheets) to plan, design, and develop standards-compliant, visually attractive Web pages. Students will learn to separate style and content from structure to create effective, accessible Web pages. (Special Fee to be determined. Please refer to the online catalog.)</p>			
GRA 2182C (Formerly GRA 2546C) ADVANCED GRAPHIC DESIGN II	3	1	2				
<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in GRA 2113C or department approval <p>Comprehensive course involving in-depth study of advanced design problem solving. Includes marketing strategies, exploring design solutions, dealing with clients, estimating costs, presentation and production techniques.</p>							

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
GRA 2930 SELECTED TOPICS IN GRAPHIC ARTS • Prerequisite: Department approval In-depth study of various advanced concepts, methods and techniques currently employed in graphic arts field. Explores state-of-the-art applications through research, experimentation, discussion and demonstration. Multiple credit course. May be repeated for a maximum of 6 credits provided different topic explored each time, but grade forgiveness cannot be applied.	1 - 3		variable	HSC 1100 PERSONAL HEALTH Acquaints individual with sound principles of healthful living. Emphasis on helping student meet physical, mental and social stresses of daily life. Topics include nutrition, physical conditioning, mental health, reproduction, diseases pertinent to today's lifestyle and alcohol and drug education.	3	3	0
GRA 2942 INTERNSHIP IN GRAPHICS • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including a minimum grade of C in either GRA 2143 or GRA 2182; and program director's approval This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)	1 - 4		variable	HSC 1400 FIRST AID/CPR Acquaints students with principles of first aid/CPR in daily living and emergency procedures for cases of unexpected illness or injury. Students may earn standard first aid and cardiopulmonary resuscitation (CPR) certification. (Special Fee: \$10.00)	3	3	0
Health, Health and Fitness, and Physical Education				PEL 1121 GOLF I Basic fundamentals pertaining to grip, stance, posture and swing. Work with woods, irons, chipping and putting. Discussions on rules of play, etiquette and purchase and care of equipment. Emphasizes recreational and carry-over values of golf. (Special Fee: \$25.00)	2	2	0
HLP 1081 FITNESS AND WELLNESS FOR LIFE I This course combines aerobics, strength training, and wellness principles. The student is helped to design a personal fitness program which includes regular workouts. Lectures are once a week and topics covered include nutrition, stress, strength training principles, muscle development, and weight control. (Special Fee: \$10.00)	3	1	3	PEL 1321 VOLLEYBALL I Designed for casual or intramural participants interested in improving skills of forearm pass, set, spike, dink, block and overhand serve. Covers rules and game strategy. (Special Fee: \$10.00)	2	2	0
HLP 1087 (Formerly HLP 1082) FITNESS AND WELLNESS FOR LIFE II • Prerequisite: HLP 1081 This course is a continuation of the HLP 1081 maintenance component. Students may also review and write research papers on the following topics: wellness, cardiovascular exercise, strength conditioning, stress management, body composition, nutrition, disease prevention, and health promotion through exercise intervention. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Special Fee: \$10.00)	1	0	3	PEL 1341 TENNIS I Designed specifically for beginning tennis player. Body movements, positioning, footwork and stroke techniques introduced and related to forehand drive, backhand drive, fore and backhand volley and serve. Practical playing experience teaches rules, etiquette and some strategy. Equipment furnished. (Special Fee: \$10.00)	2	2	0
HLP 2930 SELECTED TOPICS IN HEALTH AND FITNESS • Prerequisite: Department Approval. Selected topics in health and fitness as background and interests of students dictate. Multiple credit course. May be repeated for credit, provided different topics are explored. May be repeated for a maximum of 6 credits provided different topic explored each time, but grade forgiveness cannot be applied.	1 - 3		variable	PEL 1342 TENNIS II For students developing advanced skills of good tennis player. Introduces lob, overhead and drop shot; emphasizes advanced development of fundamental strokes. Practical playing experience aids in teaching strategy. Students enrolling need better-than-average tennis form for ground strokes, volley, and serve. Playing experience suggested. (Special Fee: \$10.00)	2	2	0
				PEL 1441 RACQUETBALL I Introduces student to fundamental skills needed to enjoy racquetball. Basic strokes, footwork, body movement and positioning in conjunction with court etiquette and rules. (Special Fee: \$10.00)	2	2	0

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
PEL 1621 BASKETBALL I Designed for casual or intramural participants interested in improving skills of shooting, passing and catching, dribbling and rebounding. Also covers rules and offensive and defensive team strategy. (Special Fee: \$10.00)	2	2	0	PEM 1131 WEIGHT TRAINING AND CONDITIONING I Designed to improve strength and appearance with the use of weight training machines, rope jumping, walking, jogging, circuit training, isotonic and isometric exercises. Emphasis is on fitness and proper conditioning techniques. (Special Fee: \$10.00)	2	2	0
PEL 2122 GOLF II Review of basic fundamentals. Advanced skills and emphasis on play and tournaments. Open to any student with department approval. (Special Fee: \$25.00)	2	2	0	PEM 1132 WEIGHT TRAINING AND CONDITIONING II • Prerequisite: PEM 1131 or department approval For students interested in developing advanced skills in weight training, rope jumping, walking, jogging, circuit training, isotonic and isometric exercises. Emphasis is on the use of advanced fitness and conditioning activities to improve strength and maintain health. (Special Fee: \$10.00)	2	2	0
PEL 2322 VOLLEYBALL II For students with intermediate and/or advanced offensive and defensive skills. Review of basic fundamental skills and emphasis on advanced development of fundamental skills and strategies. (Special Fee: \$10.00)	2	2	0	PEM 1171 DANCE AEROBICS Program of physical fitness based on popular aerobic exercises choreographed to music. Individual exercise programs designed for people of all ages. (Special Fee: \$5.00)	2	0	2
PEL 2343 TENNIS III Specialized instruction with emphasis on techniques and strategy used in competitive play. Open to any student with department approval. (Special Fee: \$10.00)	2	2	0	PEM 1172 SLIMNASTICS Slimnastics is a program of physical fitness that is choreographed to music. Participants will learn various floor exercises for specific muscle groups and will focus on proper body alignment during exercise. (Special Fee: \$5.00)	2	2	0
PEL 2442 RACQUETBALL II For students developing advanced skills of a good racquetball player. Emphasizes advanced development of fundamental strokes and introduces overhead, ceiling ball, z-shot. Practical playing experience aids in teaching techniques and strategy. Open to all students with department approval. (Special Fee: \$10.00)	2	2	0	PEM 1173 HIP HOP DANCE I Hip Hop Dance is a form of art that allows one to express feelings and emotions. The hip hop dance class is designed to develop the student's body and spatial awareness and improve coordination, balance, flexibility, concentration, endurance and rhythm skills. (Special Fee: \$5.00)	2	2	0
PEL 2622 BASKETBALL II For students with intermediate and/or advanced skills. Review of basic fundamental skills and emphasis on advanced development of skills and strategies. (Special Fee: \$10.00)	2	2	0	PEM 1174 HIP HOP DANCE II • Prerequisite: PEM 1173 Students will review the fundamental hip hop dance skills and will focus on choreography. Participants will learn proper techniques of executing specific steps (position, timing, and style), how to memorize dance combinations, and proper stretching techniques. The course will improve eye-foot coordination, eye-hand coordination, agility, concentration, balance, and flexibility. (Special Fee: \$5.00)	2	2	0
PEM 1012 FITNESS FOR THE DISABLED Individualized fitness program geared to student's capabilities; strength and aerobic training in independent workouts. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Special Fee: \$10.00)	1-2	1-2	0	PEM 1176 KICKBOXING I A total workout that is designed to improve cardiovascular endurance, coordination, balance, concentration, agility and muscle tone. (Special Fee: \$5.00)	2	2	0
PEM 1121 YOGA Students will learn the fundamentals of a complete yoga practice by studying postures, breathing exercises, history, and principles of the yoga method. This course will provide yoga skills to assist in improving overall health and wellness. (Special Fee: \$10.00)	2	2	0				

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
PEM 1405 SELF-DEFENSE FOR WOMEN	2	2	0	HSC 1230C METHODS OF PATIENT CARE	3	2	3
Practical self-defense techniques designed for women. Techniques do not require strength but rely on dynamics of motion. Designed to increase awareness of danger and develop protective responses. Develops self-confidence and self-esteem. (Special Fee: \$5.00)				<ul style="list-style-type: none"> • Prerequisite: Acceptance to A.S. Degree Radiography Program • Co-requisite: Minimum grade of C in RTE 1000 Content is designed to provide the basic concepts of patient care including consideration for physical and psychological, legal, and ethical needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions. The role of the radiographer in patient education is identified. Basic concepts of pharmacology/drug administration and theory and practice of venipuncture techniques are presented. (Special Fee: \$20.00)			
PEM 1441 KARATE I	2	2	0	HSC 1531 MEDICAL TERMINOLOGY	3	3	0
Application and understanding of learned techniques in "Empty Hand Way" (Karate Do). Emphasizes basic movement skills, safety regulations, rules and basic oriental terminology related to sport. (Special Fee: \$5.00)				Study of the language of medicine. Includes construction, analysis, spelling, application and pronunciation of medical terms and how they relate to the structure and function of the human body. Explores the use of medical words and abbreviations used in clinical procedures, pathophysiology and case histories.			
PEM 2442 KARATE II	2	2	0	HSC 2151 PHARMACOLOGY AND CLINICAL DECISION MAKING	2	2	0
<ul style="list-style-type: none"> • Prerequisite: Department approval For students who wish to attain skills in various forms of kata while performing fundamentals of Karate Do in complex patterns of simulated defensive situations. (Special Fee: \$5.00)				<ul style="list-style-type: none"> • Prerequisite: Admission to a health sciences program Addresses the use of critical thinking in making clinical decisions related to pharmacotherapy. Interventions include: administration of medications, evaluating the effects of medications, responding to the effects of medications, and incorporation of teaching. A general knowledge of drug classifications is required at the start of the course.			
PEN 1136 SCUBA TRAINING	2	2	0	HSC 2550 PATHOPHYSIOLOGY	4	4	0
<ul style="list-style-type: none"> • Prerequisite: Basic swimming ability and good health An introduction to the proper techniques of safe scuba diving. (Special Fee: \$5.00)				<ul style="list-style-type: none"> • Prerequisite: BSC 2093C or department approval Concepts of disease and related pathology. Manifestations and etiology of pathological conditions, their relevance to diagnosis and treatment of diseases, trauma, systemic classifications, tissue disruptions and healing process.			
PET 2622 CARE AND PREVENTION OF ATHLETIC INJURIES	3	3	0	HSC 2941 INTERNSHIP EXPLORATION IN HEALTH	1 - 4	variable	
An introduction to the prevention, identification, care and rehabilitation of activity-related injuries. Training will include taping techniques. (Special Fee: \$5.00)				<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits which may include the following recommended courses (HSC 1001, HSC 1531, BSC 1010C or PSY 1012); and Internship Office approval This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)			
PET 2930 SELECTED TOPICS IN PHYSICAL EDUCATION	1 - 3	variable					
Selected topics in physical education as background and interests of students dictate. Multiple credit course. May be repeated for a maximum of 6 credits provided different topic explored each time, but grade forgiveness cannot be applied. (Special Fee: \$5.00)							
Health Sciences							
HSC 1004 PROFESSIONS OF CARING	3	3	0				
<ul style="list-style-type: none"> • Prerequisite: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes Introduces careers in health professions. Includes self exploration and increased awareness of self and others. Focuses on American Health Care Systems and skills and understanding needed to enter health professions.							

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
History				Hospitality and Tourism, Baking and Pastry Management, Culinary Management, and Restaurant and Food Service Management			
AMH 2010 UNITED STATES HISTORY TO 1877	3	3	0	EUH 2001 WESTERN CIVILIZATION 1750 TO PRESENT	3	3	0
Survey of early United States history, emphasizing political, social, and economic developments. Examines such topics as colonization, slavery, American Revolution, U.S. Constitution, War of 1812, emancipation movement, Civil War and Reconstruction.				• Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110			
AMH 2010H UNITED STATES HISTORY TO 1877 - HONORS	3	3	0	Survey of modern Western society, with emphasis on industrialization, social developments, rise of modern state and international relations. Examines French and Russian revolutions, Fascist Italy, Nazi Germany and World Wars I and II and other topics. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if EUH 2001 is used to satisfy Gordon Rule requirement.			
Same as AMH 2010. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.				HIS 2206 RECENT AND CONTEMPORARY HISTORY	3	3	0
AMH 2020 UNITED STATES HISTORY 1877 TO PRESENT	3	3	0	Creates understanding of political, social, economic, intellectual and ideological forces prevalent in postwar world through study and analysis of recent and contemporary national and international problems.			
Survey of United States history from the Gilded Age to the present, emphasizing political, social, and economic developments. Examines such topics as expansion, Populist and Progressive movements, Great Depression, the World Wars, reform and dissent in the 1960's and the Vietnam conflict.				HIS 2935 SELECTED TOPICS IN HISTORY	1 - 3	variable	
AMH 2020H UNITED STATES HISTORY 1877 TO PRESENT - HONORS	3	3	0	For students interested in special topics and who wish to explore further field of history through research, discussion and observation. Multiple credit course. May be repeated for a maximum 6 credits provided different topic explored each time, but grade forgiveness cannot be applied.			
Same as AMH 2020. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.				Hospitality and Tourism, Baking and Pastry Management, Culinary Management, and Restaurant and Food Service Management			
AMH 2070 HISTORY OF FLORIDA	3	3	0	FOS 2201 FOOD SERVICE SANITATION MANAGEMENT	3	3	0
Creates an understanding of and appreciation for historical evolution of Florida. Emphasizes direct student involvement in compiling and collecting documents, artifacts, photographs, slides, tapes, papers, etc.				Acquaints students with the Food and Drug Administration's Food Code as well as the challenges and opportunities facing hospitality managers in the area of sanitation management. It presents a systems approach to sanitation management, utilizing the Hazard Analysis Control Point Program (HACCP), and it provides a basic understanding of quality sanitation management			
EUH 2000 WESTERN CIVILIZATION TO 1750	3	3	0	FSS 1050 BAKING INGREDIENTS AND TECHNOLOGY	3	2	1
• Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110				• Prerequisite or corequisite: FOS 2201			
Survey of ancient, medieval and early modern Western civilization, with emphasis on political, social and economic developments. Examines early societies of Mesopotamia and Egypt, Greece, Roman Republic and Empire, early Christianity, barbarian invasions, medieval government and commerce, Renaissance and Reformation, origins of modern state and other topics. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if EUH 2000 is used to satisfy Gordon Rule requirement.				This course will focus on the range of baking ingredients in original, modified, and prepared forms as well as the theory and operation of large and small equipment used in bakeries and pastry shops. Students will learn to identify and select quality grains, dairy products, baking spices, flours, chocolates, fats, and oils used in the baking field. The costs, advantages, disadvantages, and operational requirements of various equipment also will be covered.			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
FSS 1051 HEARTH BREADS • Prerequisite or corequisite: FSS 1050 Students will build on their previous knowledge and learn to mix, shape, bake, store, and distribute breads and rolls. Students will build speed and increase their proficiency in meeting production deadlines with quality products. Emphasis will be placed on increased use of traditional fermentation methods, equipment, and methods that emphasize flavor, texture, and appearance as well as techniques that increase shelf life. (Special fee: \$120.00)	3	1	5	FSS 2054 COOKIES, TARTS, AND FRIANDISES • Prerequisite or corequisite: FSS 1052 An introduction to a variety of doughs, batters, fillings, and glazes with an emphasis on the formulas and skills involved in preparing unfilled and filled cookies, Friandises, and tarts. Topics to covered include: methods of mixing, shaping, piping, baking, filling, finishing, storing, pricing, and distributing products. Students will prepare sliced, dropped, piped, rolled, and bar cookies, fruit, nut, and chocolate tarts; a variety of petit-fours; and other one-bite items. (Special fee: \$120.00)	3	1	2
FSS 1052 SPECIALTY BREADS • Prerequisite or corequisite: FSS 1051 This course covers the principles and techniques of preparing lean breads, multi-grain breads, sourdough, bagels and pretzels; and holiday, seasonal, and flat breads. Special emphasis will be placed on regional and ethnic breads; handling grains (such as soakers) for specialty breads; mixing, shaping, and finishing specialty breads; and learning innovative baking methods. (Special fee: \$120.00)	3	1	5	FSS 2055 CONTEMPORARY CAKES AND DESSERTS • Prerequisite or corequisite: FSS 2054 An examination of cakes and desserts that are assembled and decorated with a modern approach using the latest technology and equipment. Topics to be covered include: small cakes decorated as a whole; cakes finished in molds or rings; and items that can be used for cakes, desserts or individual pastries. Students will use specialized equipment, practice new presentation methods, and focus on fresh produce, simplicity of style, and ease of production. (Special fee: \$120.00)	3	1	5
FSS 1203C QUANTITY FOOD PRODUCTION I • Prerequisites: FOS 2201 and FSS 2251 Student will acquire the fundamental concepts, skills and techniques involved in the management of resources, use of recipes, use and care of equipment, and evaluation of food products. Special emphasis is given to practical demonstrations in breakfast cookery, salads, dressings, cold sauces, sandwiches, and safety and sanitation principles. Student must successfully pass written and practical cooking examination covering a variety of techniques and procedures. (Special fee: \$120.00)	3	1	5	FSS 2056 PASTRY TECHNIQUES • Prerequisite: FSS 1052 This course introduces non-yeast, laminated doughs and the preparation of pastry products using a variety of methods: lamination, blending, creaming, foaming, and thickening. Students will combine these methods into new products to create savory items and frozen desserts and will use basic finishing methods by applying glazes, filling pastries, creating simple sauces, and presenting products for service. The course also will cover the fundamentals of heat transfer as applied to pastries by preparing creams, custards, souffles, butter creams, merinques, and flavored whipped creams. Additionally, students will create, taste, and test products and complete a research assignment. (Special fee: \$120.00)	3	1	5
FSS 1240C CLASSICAL CUISINE • Prerequisites: FOS 2201, FSS 1203C, and FSS 2251 Students prepare and learn the skills and management theories involved in classical dishes. Concentration is on the basics of classical cuisine, such as stocks, soups, and sauces. Attention is given to the management tasks of portion control, costing and presentation. Special emphasis is given to classics such as emulsion sauces, thickening agents, and sauces derived from the Mother sauces. Student must successfully pass written and practical examination covering a variety of techniques and procedures. (Special fee: \$120.00)	3	1	5	FSS 2057 INDIVIDUAL AND PRODUCTION PASTRIES • Prerequisite or corequisite: FSS 2056 This course explores the steps for planning and conducting quantity production for banquets and large functions. Students will learn how to scale recipes for large volume production, calculate yield, work brigade line as a pastry cook, and organize the preparation, storage, and delivery of volume production for pastry buffet tables and retail settings. The course will include products such as filled cakes, French pastries, birthday cakes, special occasion cakes, individual plated desserts and buffet desserts, as well as the study of basic sauces and plate design for banquet style desserts. (Special fee: \$120.00)	3	1	2
FSS 1246C BAKING AND PASTRIES I • Prerequisites: FOS 2201 and FSS 2251 Students apply the fundamentals of baking science and pastry preparation to produce a variety of bread products and pastries. Special emphasis is given to the application of advanced techniques in bakery management and the use and care of equipment normally found in bake shops. Preparation of breads and rolls, classical cakes and icings. Student must pass written and practical baking examination covering a variety of techniques and procedures. (Special fee: \$120.00)	3	1	5				

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
FSS 2058 CONFECTIONARY ART AND PRINCIPLES OF DESIGN • Prerequisite: FSS 2056	3	1	2	FSS 2204C QUANTITY FOOD PRODUCTION II • Prerequisites: FOS 2201, FSS 1203C, and FSS 2251	4	2	6
An introduction to preparing and decorating display pieces and classical and contemporary wedding cakes. Topics include chocolate, sugar, and marzipan; finishing techniques using an air brush; use of molds and templates; and the "mise en place" of transporting and delivering special items. Students will prepare, cost, and price three-dimensional decorations, centerpieces, cakes for special events, and wedding cakes. The course also will cover the basic design concepts of line, texture, shape, balance, color, scale, movement, contrast, and unity. Students will learn the principles of two- and three-dimensional design and the language to analyze plate presentations, decoration, and displays on both visual and functional levels. Students also will create stencils and molds and learn about silk screening and airbrushing. (Special fee: \$120.00)				Methods of vegetable, starch, meat, fish, and poultry cookery are practiced, including the basic cooking techniques: sautéing, roasting, poaching, braising and frying. Student must successfully pass written and practical examinations covering a variety of cooking techniques. (Special fee: \$120.00)			
FSS 2059 CHOCOLATES AND CONFECTIONS • Prerequisite: FSS 2056	4	1	5	FSS 2205C (Formerly FSS 2206C) QUANTITY FOOD PRODUCTION III • Prerequisites: FOS 2201, FSS 1203C, FSS 2204C, and FSS 2251	4	2	6
This course introduces the principles involved in tempering chocolate, creating chocolate sculptures, forming simple centerpieces, and preparing chocolates and other confections with soft, hard, and liquid centers. Students will learn to use both traditional and contemporary production methods in creating confections by hand and with special equipment. Efficient methods to increase productivity in this highly-specialized field will be highlighted. (Special fee: \$120.00)				Through lectures and demonstrations the student will learn to identify primal cuts of meats and poultry; how they are processed into restaurant portion size cuts; to identify fish and seafood quality; cooler management; and butchery techniques. Speed scratch will be reviewed and practiced. Hot food preparations will be practiced. Student must successfully pass written and practical examinations covering a variety of cooking techniques. (Special fee: \$120.00)			
FSS 2060 RESTAURANT AND PRODUCTION DESSERTS • Prerequisite: FSS 2056	4	1	5	FSS 2242C INTERNATIONAL AND REGIONAL FOODS • Prerequisites: FOS 2201, FSS 1203C, FSS 1246C, and FSS 2251	3	1	5
This course covers the preparation and service of hot and cold desserts with a focus on individual desserts, "a la minute" preparations, and numerous components within one preparation. Students will learn station organization, timing, and service coordination for restaurant dessert production. Products made will include frozen desserts, ice cream, sorbet, glazes, individual plated desserts, and desserts for functions and banquets. During the course, students will develop a dessert menu from the perspective of variety, costs, practicality, and how well it matches the rest of the menu. (Special fee: \$120.00)				Emphasis is placed on learning to use various condiments and seasonings that are indigenous to different parts of the world in food preparation. Topics may include Far East cuisine, Middle Eastern, Mediterranean, North African cuisine, Continental cuisine. Lectures, demonstrations and preparations will also cover American regional cooking. Student must successfully pass written and practical examinations covering a variety of cooking techniques. (Special fee: \$120.00)			
FSS 2061 BASIC AND CLASSICAL CAKES AND PASTRIES • Prerequisite or corequisite: FSS 2054	3	1	2	FSS 2247C BAKING AND PASTRIES II • Prerequisites: FOS 2201, FSS 1246C, and FSS 2251	3	1	5
A review of creaming, foaming, and blending techniques with an emphasis on preparing simple to complex unfilled cakes and tortes. Topics to be covered include comparison of classical and modern preparations, classical cakes (such as St. Honore', Dobosh Torte, Linzer Torte, and Sacher); glazed, iced, molded, and cream filled cakes; tortes; and bombs. (Special fee: \$120.00)				The student will apply advanced techniques in the baking science and be able to demonstrate production management procedures in the pastry department. Students will prepare a variety of pies, tarts, and meringues. Modern trend desserts, such as low-fat desserts will be produced. Student must successfully pass written and practical examinations covering a variety of cooking techniques. (Special fee: \$120.00)			
				FSS 2248C GARDE-MANGER • Prerequisites: FOS 2201, FSS 1203C, FSS 1246C, FSS 2247C, and FSS 2251	3	1	5
				This course introduces three main focuses of the cold kitchen: reception foods, à la carte appetizers, and grand-buffet arrangements. Students learn to prepare canapés, hot and cold hors d'oeuvres, appetizers, pâtés, galantines, terrines, and salads. Curing and smoking techniques for seafood and poultry items are practiced. Modern decorating and food arranging techniques for practical and show purposes are emphasized. Students learn techniques on how to sculpture centerpieces using various mediums. Ice carving techniques are discussed. (Special fee: \$120.00)			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
FSS 2251 FOOD AND BEVERAGE MANAGEMENT	3	3	0	FSS 2950C CULINARY COMPETITION	1	1	5
An application of principles in commercial and institutional food and beverage facilities including marketing, menu development, effective cost control in purchasing, pricing, labor and service techniques. Procedures, approaches and techniques of management are explored and developed as they relate to commercial and institutional food and beverage facilities.				<ul style="list-style-type: none"> • Prerequisites: Department approval This class will introduce the student to the Junior Culinary Competition. Students will practice many skills learned in the culinary and baking-pastry classes. Included in this class are the development of advanced knife skills, teamwork, kitchen organization, menu development, and French classical cuisine following the Escoffier guide. The students will also practice the timing elements for cooking and service of the food, taste the texture and flavors of all food being prepared, practice sanitation, and learn how to organize work station in the kitchen. Students will compile a portfolio, and will need a camera for that purpose. May be repeated for a maximum of 2 credits, but grade forgiveness cannot be applied. (Special Fee: \$120)			
FSS 2284 CATERING AND BANQUET MANAGEMENT	3	2	2	HFT 1000 INTRODUCTION TO HOSPITALITY AND TOURISM INDUSTRY	3	3	0
Students will be taught the logistics of preparation, production, transportation, and implementation of the catered event, including analysis of typical banquet/event contracts. Students learn to determine cost of the project, including rental and transportation. Emphasis is given to menu planning for various types of banquets, theme buffets, and physical management of floor lay-out and table set-up. Training techniques for supervisors in dining room and banquet service is practiced. Development of stewarding and production checklists is practiced.				Introduction to many facets of hotel-motel and food services industries. Includes study of history, scope and innovations in industry as well as orientation visits to local establishments.			
FSS 2500 FOOD AND BEVERAGE COST CONTROL	3	3	0	HFT 1300 MANAGING HOUSEKEEPING OPERATIONS	3	3	0
Emphasis given to methods of menu pricing, systems of controlling and accounting for food and beverage costs and methods of controlling sales income, through both electronic spreadsheets and manual systems.				Systematic approach to managing housekeeping operations in hospitality industry. Emphasis on role of housekeeping department and understanding managerial skills necessary to efficiently operate department.			
FSS 2942 INTERNSHIP IN CULINARY MANAGEMENT	1-3	variable		HFT 1410 FRONT OFFICE MANAGEMENT	3	3	0
<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including FOS 2201 and FSS 1203C and FSS 1240C; and program director's approval This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 3 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)				This course is designed to acquaint the student with Front Office Management. The course encompasses theory plus classroom computerized property management system exercises and simulations including reservations, arrival and departure of guests, night audit reports and procedures, yield management, and exception handling and reporting.			
FSS 2943 INTERNSHIP IN BAKING AND PASTRY MANAGEMENT	1 - 3	variable		HFT 1820 FOOD AND BEVERAGE PURCHASING	3	3	0
<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including FSS 2056; and program director's approval This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 3 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)				Provides a basic study of information on purchasing food and beverages. Students will learn to create estimates of needed materials, safety and sanitation standards development, and food receiving and storage techniques.			
				HFT 2210 HOSPITALITY MANAGEMENT	3	3	0
				Relates managerial functions to hospitality industry and trains student to become effective manager by applying management theories. Much emphasis on human relations and how to work efficiently with peers, superiors and subordinates.			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
HFT 2223 HUMAN RELATIONS AND SUPERVISORY DEVELOPMENT	3	3	0	HFT 2941 INTERNSHIP EXPLORATION IN HOSPITALITY AND TOURISM	1-4	variable	
Provides basic skills and knowledge of supervision with specific examples in the hospitality industry. It details the characteristics and responsibilities of an efficient and effective supervisor with emphasis placed on such management skills as solving problems, motivating employees and improving employee performance.				<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including HFT 1000 and program director's approval <p>This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>			
HFT 2500 MARKETING AND SALES IN THE HOSPITALITY INDUSTRY	3	3	0	HFT 2942 INTERNSHIP IN HOSPITALITY AND TOURISM	1 - 4	variable	
Students develop actual marketing campaign for business within hospitality industry. Emphasis on (a) analysis of market, competition and product, (b) planning financial budget and (c) developing short-term and long-range strategies to achieve desired profit through effective advertising, sales and public relations plan.				<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including HFT 1000 and either HFT 1410 or FSS 2251; and program director's approval <p>This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>			
HFT 2600 HOSPITALITY LAW	3	3	0	HFT 2943 INTERNSHIP IN RESTAURANT AND FOOD SERVICE MANAGEMENT	1 - 4	variable	
Provides awareness of rights and responsibilities that law grants to or imposes upon a hotelkeeper, and illustrates possible consequences of failure to satisfy legal obligations. Specific attention to innkeeper-guest relationship, contracts, torts, civil and property rights and insurable risks.				<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including HFT 1000; and program director's approval <p>This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>			
HFT 2630 SECURITY ISSUES IN THE HOSPITALITY INDUSTRY	4	4	0	HUN 1004 HEALTHY CUISINE/NUTRITION	3	3	0
This course explores hospitality security issues and crime prevention. Students will learn how to create and implement lodging and restaurant security programs that reduce and deter criminal activity. Special emphasis is placed on case studies that cover a wide range of security topics.				Students acquire basic knowledge about nutrients, the nutritional value of food, dietary requirements and contemporary nutritional issues in health and diet. Rationale for dietary modifications, menu design and alteration, ingredient and food selection are emphasized.			
HFT 2750 CONVENTION MANAGEMENT AND SERVICE	4	3	1	OST 1746 FOOD SERVICE COMPUTER APPLICATIONS	2	2	0
Defines scope and segmentation of convention and group business market, describes marketing and sales strategies to attract markets with specific needs, and explains techniques to meet sales goals as part of meeting and convention services. Introduction to HOTS (Hotel Operations Training Simulation), a computer-based management tool that simulates the management of a service business.				Students will be introduced to the computer with a concentration on basic word processing and spreadsheet applications. Menu creation and inventory value spreadsheets will be included.			
HFT 2840 TABLE SERVICE ETIQUETTE	1	1	0				
Students learn acceptable procedures in serving foods, including display techniques. Special emphasis is given to learning to evaluate food service operation.							
HFT 2930 SELECTED TOPICS IN HOSPITALITY MANAGEMENT	1 - 3	variable					
<ul style="list-style-type: none"> • Prerequisite: Department approval <p>For students interested in discussion, exploration and observation of special topics in lodging, restaurant, tourism, attractions and food management. Multiple credit course. May be repeated for a maximum of 6 credits provided different topic explored each time, but grade forgiveness cannot be applied.</p>							

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
Humanities							
HUM 1020 INTRODUCTION TO HUMANITIES	3	3	0	HUM 2232 HUMANITIES - RENAISSANCE AND BAROQUE	3	3	0
Basic introduction to humanities. Focuses on central concepts, historical development and fundamental nature of philosophy, architecture, music, religion and art. Concepts from such disciplines integrated with contemporary American culture.				<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110 Integrated examination of dominant ideas in Western culture expressed in art, literature, music, philosophy and religion. Covers period from Renaissance through Baroque era, emphasizing synthesis of classical and Christian elements. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if used to satisfy Gordon Rule requirement.			
HUM 1300 LOVE IN THE HUMANITIES: WHAT'S LOVE GOT TO DO WITH IT?	3	3	0	HUM 2232H HUMANITIES - RENAISSANCE AND BAROQUE - HONORS	3	3	0
An exploration of love as a theme, problem, and aspect of existence and its expression in literature, philosophy, religion, and the arts. The course will explore definitions of love, look at love in action, and examine love as a means of geopolitical transformation. This course does not apply towards humanities general education credit.				Same as HUM 2232. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.			
HUM 2220 HUMANITIES - GREEK AND ROMAN	3	3	0	HUM 2234 HUMANITIES - ENLIGHTENMENT AND ROMANTICISM	3	3	0
<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110 Integrated examination of dominant ideas in Western culture as expressed in art, literature, music, philosophy and religion. Covers period from Trojan War through Roman era, emphasizing development and influence of classical ideas. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if used to satisfy Gordon Rule requirement.				<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110 Integrated examination of dominant ideas in Western culture expressed in art, literature, music, philosophy and religion. Covers period from Enlightenment through 19th century, emphasizing emergence of rationalism and modern science and Romantic rebellion. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if used to satisfy Gordon Rule requirement.			
HUM 2220H HUMANITIES - GREEK AND ROMAN - HONORS	3	3	0	HUM 2234H HUMANITIES - ENLIGHTENMENT AND ROMANTICISM - HONORS	3	3	0
Same as HUM 2220. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.				Same as HUM 2234. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.			
HUM 2223 HUMANITIES - LATE ROMAN AND MEDIEVAL	3	3	0	HUM 2250 HUMANITIES - TWENTIETH CENTURY	3	3	0
<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110 Integrated examination of dominant ideas in Western culture expressed in art, literature, music, philosophy and religion. Covers period from late Roman Empire through Middle Ages, emphasizing development and historical influence of Christianity. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if used to satisfy Gordon Rule requirement.				<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110 Integrated examination of dominant ideas in Western culture expressed in art, literature, music, philosophy and religion. Covers period from turn of century to present. Focuses on creative forces which have shaped contemporary consciousness from pioneering work of Einstein, Picasso, Stravinsky and Wright through dominance of objective consciousness to newly emerging guiding myths of today. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if used to satisfy Gordon Rule requirement.			
HUM 2223H HUMANITIES - LATE ROMAN AND MEDIEVAL - HONORS	3	3	0	HUM 2250H HUMANITIES - TWENTIETH CENTURY - HONORS	3	3	0
Same as HUM 2223. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.				Same as HUM 2250. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
HUM 2310 HUMANITIES - MYTHOLOGY ART AND LITERATURE	3	3	0	HUM 2461 LATIN AMERICAN HUMANITIES	3	3	0
<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110 <p>Examines world mythology in comparative perspective, analyzes myths with a variety of methods, and considers the application of mythological ideas and symbols in the humanities. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if used to satisfy Gordon Rule requirement.</p>				<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in ENC1101 or ENC 1101H or IDH 1110 <p>An integrated study of the history and culture and Latin America. Focuses on how modern Latin American cultures are the product of a historic biological and cultural interchange between Europe, Africa, and the Americas. Topics include pre-Columbian civilizations, the Encounter and its aftermath, independence and neo-colonialism, and modernist art, literature, and cinema. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if used to satisfy Gordon Rule requirement.</p>			
HUM 2310H HUMANITIES - MYTHOLOGY ART AND LITERATURE- HONORS	3	3	0	HUM 2930 SELECTED TOPICS IN HUMANITIES	1 - 3	variable	
Same as HUM 2310. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.				Seminars offered for students interested in special topics in humanities. Topics selected from special areas of art, architecture, literature, religion, music and philosophy or combination of these areas. Multiple credit course. May be repeated for a maximum 6 credits provided different topic explored each time, but grade forgiveness cannot be applied.			
HUM 2403 MIDDLE EASTERN HUMANITIES	3	3	0	HUM 2941 INTERNSHIP EXPLORATION IN HUMANITIES	1 - 4	variable	
<ul style="list-style-type: none"> • Prerequisite: ENC 1101 or ENC 1101H or IDH 1110 <p>The course covers topics such as Middle Eastern religions, philosophy, literature, architecture, visual arts, music, and the effects of modernity on the Middle East. Goldon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if used to satisfy Gordon Rule requirement.</p>				<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including 6 credits in Humanities, three of which must be a Gordon Rule writing course; and Internship Office approval <p>This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>			
HUM 2410 ASIAN HUMANITIES	3	3	0	Interdisciplinary Studies - Honors			
<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110 <p>Examines dominant ideas and arts in South and East Asian cultures expressed in philosophy, literature, art, architecture, and music. Focus on India, China, and Japan; covers period from earliest civilization to present. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if used to satisfy Gordon Rule requirement.</p>				IDH 1110 INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION I - HONORS	6	6	0
<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110 <p>An integrated study of the New World cultures most impacted by the African diaspora. Topics include African civilizations; the impact of African influences on art, music, literature, dance, and religion; and the creation of distinctive African-American cultures. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if used to satisfy Gordon Rule requirement.</p>				<ul style="list-style-type: none"> • Prerequisite: Honors Program permission <p>Introduction to process of rational thought and how people have organized process to define human values and physical universe. Focuses on Greek contributions to process, compares them to modern culture and integrates disciplines of physics, mathematics, language, rhetoric, psychology and humanities. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Honors program permission required. Minimum grade of C required for successful completion and/or to satisfy Gordon Rule and/or general education requirements. (Equivalent to non-Gordon Rule humanities course, three credits; and ENC 1101, Freshman Composition I, three credits.)</p>			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
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IDH 1111 6 6 0
INTERDISCIPLINARY STUDIES IN GENERAL
EDUCATION II - HONORS

- **Prerequisites:** Minimum grade of C in IDH 1110 or ENC 1101 or Same as ENC 1101H and Honors Program permission

Examination of change in thinking process as result of scientific revolution of 17th, 18th and 19th centuries. Focuses on process itself and impact this process has on modern culture. Integrates information from astronomy, physics, mathematics, biology, psychology, economics, communications and humanities. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Honors program permission required. Minimum grade of C required for successful completion and/or to satisfy Gordon Rule and/or general education requirements. (Equivalent to ENC 1102 Freshman Composition II, three credits; and science non-laboratory course, three credits.)

IDH 1112 6 6 0
INTERDISCIPLINARY STUDIES IN GENERAL
EDUCATION - HONORS

- **Prerequisites:** Minimum grade of C in ENC 1101 or ENC 1101H and Honors Program permission

Introduction to the study of the humanities, ancient history, and the sciences from Ancient China to the Fall of Rome. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required for successful completion and/or to satisfy Gordon Rule and/or general education requirements. (Equivalent to non-Gordon Rule humanities course, three credits; and HUM prefix, Gordon Rule humanities course, three credits.)

IDH 2120 6 6 0
INTERDISCIPLINARY STUDIES IN GENERAL
EDUCATION III - HONORS

- **Prerequisites:** Minimum grade of C in IDH 1110 or ENC 1101 or ENC 1101H and Honors Program permission

Examination of new cosmology which emerged in early 20th century as result of relativity and quantum theory. Focuses on changing attitudes toward physical world and its impact on contemporary human values. Integrates physics, politics, mathematics, psychology, sociology, communications and humanities. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Honors program permission required. Minimum grade of C required for successful completion and/or to satisfy Gordon Rule and/or general education requirements. (Equivalent to HUM prefix, Gordon Rule humanities course, three credits; and social science course, three credits.)

IDH 2121 6 6 0
INTERDISCIPLINARY STUDIES IN GENERAL
EDUCATION IV - HONORS

- **Prerequisites:** Minimum grade of C in IDH 1110 or ENC 1101 or ENC 1101H and Honors Program permission

Examination of new awareness of universe which resulted from new astronomical discoveries about "time" and "space" in past 15 years. Focuses on how discoveries are forcing re-examination of values in light of present day knowledge. Integrates astronomy, mathematics, biology, sociology, psychology, politics, communications and humanities. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Honors program permission required. Minimum grade of C required for successful completion and/or to satisfy Gordon Rule and/or general education requirements. (Equivalent to HUM prefix, Gordon Rule humanities course, three credits; and science, non-laboratory course, three credits.)

Internships

See Internship course descriptions within the discipline areas.

Journalism

JOU 1100 3 3 0
NEWS REPORTING

In-depth reporting with emphasis on modern news and feature stories. Stresses elements of news: sources, structure, style, and mechanics of production. Recommend students also enroll in College Newspaper.

JOU 1400L (Formerly JOU 1420L) 1 0 3
COLLEGE NEWSPAPER

- **Prerequisite or corequisite:** JOU 1100 or JOU 2200

Laboratory course for production of College newspaper. Includes reporting, editing, business, makeup, and other phases of newspaper production.

JOU 1404L (Formerly JOU 1401L) 1 0 3
COLLEGE NEWSPAPER

- **Prerequisite or corequisite:** JOU 1100 or JOU 2200

Laboratory course for production of College newspaper. Includes reporting, editing, business, makeup, and other phases of newspaper production.

JOU 1440L 1 0 3
COLLEGE MAGAZINE

- **Prerequisite or corequisite:** JOU 1100 or JOU 2200

Laboratory course for production of College magazine. Staff meets three hours per week. Writing, editing, layout, and other phases of magazine entail activity outside regular class.

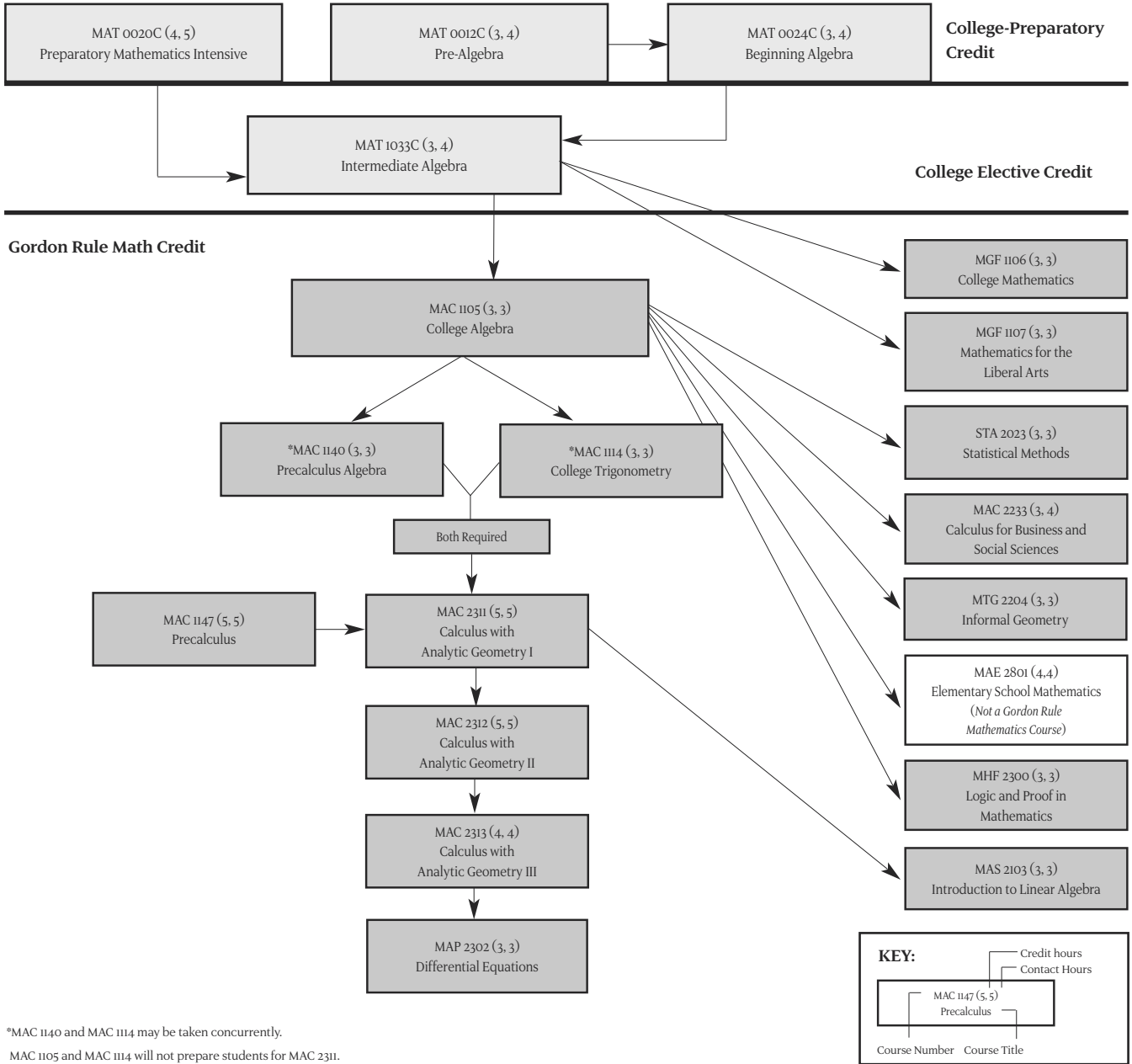
Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
JOU 1441L COLLEGE MAGAZINE • Prerequisite or corequisite: JOU 1100 or JOU 2200 Laboratory course for production of College magazine. Staff meets three hours per week. Writing, editing, layout, and other phases of magazine entail activity outside regular class.	1	0	3	MMC 2100 WRITING FOR MASS COMMUNICATIONS Fundamental instruction and practice in writing for journalism, advertising, broadcasting, and public relations. Pre-professional course for students majoring in journalism and communications.	3	3	0
JOU 2200 (Formerly JOU 2201) EDITING AND MAKEUP Study and application of copydesk techniques: evaluation and copy editing, correction of faulty news stories, headline writing, page layout design, and work with wire copy. Recommend students also enroll in College Newspaper.	3	3	0	Landscape and Horticulture Technology			
JOU 2402L (Formerly JOU 2422L) COLLEGE NEWSPAPER • Prerequisite or corequisite: JOU 1100 or JOU 2200 Laboratory course for production of College newspaper. Includes reporting, editing, business, makeup, and other phases of newspaper production.	1	0	3	AOM 2012C TYPES AND SYSTEMS OF AGRICULTURAL OPERATIONS Study of operational and management styles utilized in agricultural (horticultural) situations. Emphasis on process of systems development, administrative definition, product research and development, service and maintenance, machinery and equipment needs and application, operational analysis for purchasing, communications, transportation, production, and marketing. Lab experiences will include field trips to horticulture concerns for systems analysis.	3	3	1
JOU 2403L (Formerly JOU 2423L) COLLEGE NEWSPAPER • Prerequisite or corequisite: JOU 1100 or JOU 2200 Laboratory course for production of College newspaper. Includes reporting, editing, business, makeup, and other phases of newspaper production.	1	0	3	BOT 2501C PLANT PHYSIOLOGY Study of vital phenomena in plants. Concerns processes and functions, responses of plants to changes in environment, and growth and development that result from responses. Laboratory experiences make applications to biological concepts and to practical aspects of all phases and areas of horticulture. (Special Fee: \$21.00)	4	3	2
JOU 2442L COLLEGE MAGAZINE • Prerequisite or corequisite: JOU 1100 or JOU 2200 Laboratory course for production of College magazine. Staff meets three hours per week. Writing, editing, layout, and other phases of magazine entail activity outside regular class.	1	0	3	ENY 1002C (Formerly ENY 1007C) PRINCIPLES OF ENTOMOLOGY • Prerequisite: HOS 1010 or department approval Discussion of major plant insect pests, their characteristics, identification, life cycles and type of injury inflicted and analysis of various control measures including cultural, biological and chemical methods. Includes pesticides, methods of application and precautions in handling. (Special Fee: \$21.00)	3	3	1
JOU 2443L COLLEGE MAGAZINE • Prerequisite or corequisite: JOU 1100 or JOU 2200 Laboratory course for production of College magazine. Staff meets three hours per week. Writing, editing, layout, and other phases of magazine entail activity outside regular class.	1	0	3	FRC 2211L CITRUS CULTURE • Prerequisite: HOS 1010 Deals with citrus production and marketing. Includes study of such practices as propagation, planting, pruning, cultivating, fertilizing, spraying, irrigating, harvesting, grading, storing and marketing. Includes one-hour laboratory. (Special Fee: \$21.00)	3	3	1
JOU 2930 SELECTED TOPICS IN JOURNALISM For students interested in research, discussion, and observation of special topics in journalism. Multiple credit course. May be repeated for a maximum of 6 credits provided different topic explored each time, but grade forgiveness cannot be applied.	1 - 3	variable		HOS 1010C INTRODUCTION TO HORTICULTURE AND LANDSCAPE TECHNOLOGY A study of plant science as it is applied to the horticulture industry. A general survey is made regarding plant culture as it is utilized in all areas of horticulture. Labs include plant productions, plant training, and plant classification sciences. (Special Fee: \$21.00)	3	3	1
MMC 1000 SURVEY OF MASS COMMUNICATIONS Introduction to history, development and current practices of media of mass communication. Presents functions of newspapers, magazines, radio, television, and advertising in light of responsibilities to public.	3	3	0				

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
HOS 2932 SELECTED TOPICS IN HORTICULTURE AND LANDSCAPE TECHNOLOGY	1 - 4	variable		ORH 1234C ORNAMENTAL PLANT MAINTENANCE	4	3	2
<ul style="list-style-type: none"> • Prerequisite: HOS 1010 <p>Topics of interest or research in horticulture or landscape technology. Multiple credit course. May be repeated for a maximum of 8 credits provided different topic explored each time, but grade forgiveness cannot be applied. (Special fee may be required)</p>				<ul style="list-style-type: none"> • Prerequisite: HOS 1010 or department approval <p>Analysis of basic principles and practices used in plant maintenance of designed areas. Considers both preventive and normal maintenance measures. Provides comprehensive survey of design and maintenance problems with emphasis on institutional and public areas. (Special Fee: \$21.00)</p>			
HOS 2941 INTERNSHIP EXPLORATION IN LANDSCAPE/HORTICULTURE	1 - 4	variable		ORH 1510C ORNAMENTAL PLANT MATERIALS I	3	3	1
<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including BSC 1010C; and Internship Office approval <p>This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>				<ul style="list-style-type: none"> • Prerequisite: HOS 1010 or department approval <p>Detailed study of temperate zone plants used in Florida landscaping. Includes identification, growth characteristics, propagation, culture and uses of plants. This course includes learning activity designed to ensure competence in oral communication. (Special Fee: \$21.00)</p>			
HOS 2942 INTERNSHIP IN LANDSCAPE/HORTICULTURE	1 - 4	variable		ORH 1511C ORNAMENTAL PLANT MATERIALS II	3	3	1
<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including AOM 2012 and BOT 2501 and ORH 1510; and Internship Office approval <p>This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>				<ul style="list-style-type: none"> • Prerequisite: HOS 1010 or department approval <p>Identification, growth characteristics, propagation, culture and use of tropical and sub-tropical plants in Florida plantscapes. (Special Fee: \$21.00)</p>			
IPM 1301C PESTICIDES	3	3	1	ORH 1873C INTERIORSCAPING – DESIGN AND MAINTENANCE	3	3	1
Involves classification, mode of action, toxicity, mixing, registration and safe application techniques of pesticides used in pest control industry.				<ul style="list-style-type: none"> • Prerequisite: ORH 1511 or department approval <p>Comprehensive study of design elements and principles as applied to interior situations and conditions. Emphasis on preparation, evaluation and implementation of functionally designed areas. Maintenance procedures and practices discussed in detail. (Special Fee: \$21.00)</p>			
IPM 2011C (Formerly PMA 2502) DIAGNOSTIC TECHNIQUES FOR PLANT PROBLEMS	4	3	2	ORH 2220C TURF GRASS CULTURE	4	3	2
Study of procedures and methodologies used by horticultural industry, both research and commercial, to accurately identify plant cultural problems, such as pathogenic, non-pathogenic, entomological, and environmental. Lab experience includes field trips to private industry labs, collecting samples and analyzing problems, and introduction to state-of-the-art equipment used by both industry and research facilities.				<ul style="list-style-type: none"> • Prerequisites: HOS 1010 and SOS 2102 or department approval <p>Detailed study of turf grass varieties and their establishment, maintenance and renovation. Emphasis on physiology, soil-water relationships, nutrition, pests and their control and sod production. (Special Fee: \$21.00)</p>			
LDE 1000C (Formerly ORH 1800, ORH 1831) LANDSCAPE DESIGN AND IMPLEMENTATION	3	3	1	ORH 2230C HORTICULTURAL EQUIPMENT	2	2	1
<ul style="list-style-type: none"> • Prerequisite: ORH 1510 or department approval <p>Comprehensive study of design elements, design principles, culture and technique. Includes plan preparation, evaluation, presentation and implementation of functionally designed areas. (Special Fee: \$21.00)</p>				<ul style="list-style-type: none"> • Prerequisite: HOS 1010 or department approval <p>Operation, safety and maintenance of hydraulic tools for tree and shrub pruning; welding equipment for facility and equipment repair; irrigation equipment for home and commercial use; lawn and turf equipment for construction and maintenance. (Special Fee: \$21.00)</p>			
				ORH 2251C NURSERY OPERATION AND MANAGEMENT	3	3	1
				<ul style="list-style-type: none"> • Prerequisite: HOS 1010 or department approval <p>Study of management and cultural practices. Includes laboratory work in time-motion studies, production scheduling, marketing surveying, nursery design, nursery visitations, nursery personnel, cost analysis, cultural approaches, growing structures and equipment use. (Special Fee: \$21.00)</p>			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
ORH 2260C GREENHOUSE OPERATIONS AND MANAGEMENT • Prerequisite: HOS 1010 Study of producing plants under transparency. Includes greenhouse management; heating, cooling and humidity control; culture practices of growing foliage and other house plants with regard to propagation, pest control; plant acclimatization and marketing. (Special Fee: \$21.00)	3	3	1	PLS 2220C PLANT PROPAGATION • Prerequisite: HOS 1010 or department approval Comprehensive study of methods and practices used for propagating plant materials in industry today. Includes study and practice in seedage, layerage, cuttage, graftage, budding and micro-propagation.	3	3	1
ORH 2262C (Formerly ORH 2261) FLORI-CROP PRODUCTION AND USE • Prerequisite: HOS 1010 or department approval Basic concepts of commercial greenhouse construction, maintenance and environmental control techniques. Major emphasis on production, management and marketing of major floral crops. (Special Fee: \$21.00)	3	3	1	SWS2102C (Formerly SOS 2102C) SOILS AND FERTILIZERS • Prerequisite: HOS 1010 or department approval Study of soil-water-plant relationships. Emphasis on soil properties (soil science), soil management and soil use (economical as well as social). Includes nursery and greenhouse soils for Florida, elemental nutrient studies and selected research topics. (Special Fee: \$21.00)	3	3	1
ORH 2277 (Formerly ORH 2274) COMMERCIAL FOLIAGE PLANT PRODUCTION • Prerequisite: HOS 1010 or department approval Comprehensive study of commercial foliage production. Major topics of discussion: identification, classification, growing structures, culture, production, pest control and marketing. (Special Fee: \$21.00)	4	3	2	VEC 1201C INTRODUCTION TO VEGETABLE GARDENING • Prerequisite: HOS 1010 Study of fundamental principles underlying commercial production of vegetables: seeding, fertilization, harvesting and storage. (Special Fee: \$21.00)	3	3	1
ORH 2281C INTRODUCTION TO ORCHIDOLOGY • Prerequisite: HOS 1010 or department approval Survey of taxonomy, morphology, ecology and culture of the orchid family. Emphasis upon cultural aspects for Central Florida. (Special Fee: \$21.00)	3	2	2	Library Science			
ORH 2840C (Formerly ORH 2842) LANDSCAPE CONSTRUCTION • Prerequisite: HOS 1010 or department approval Comprehensive study of methods and practices in landscape construction industry today. Topics include mechanics of landscaping construction, materials selection and preparation, personnel hiring, training and retraining, work schedules, planning, labor analysis, pricing, bidding, and estimating.	4	3	2	LIS 1001 COMPUTER RESEARCH Introduction to the use of electronic library resources. Emphasis is placed on the use of these resources to meet the informational needs of students. The course will focus on accessing information electronically through LINCC, electronic reference, online databases, and the Internet. This course includes lectures, group activities, and hands-on experience. Multiple credit course. May be repeated for a maximum of 3 credits provided different topic explored each time, but grade forgiveness cannot be applied.	1 - 3	variable	
ORH 2930 HORTICULTURE RESEARCH AND SEMINAR • Prerequisite: Department approval For students wishing to become involved in primary research. Research-seminar project conducted under strict supervision by qualified professors. Using accepted procedural format, representative of the agricultural research community. Research performed will be given to Horticulture classes involved in the subject matter areas being researched. Multiple credit course. May be repeated for credit for a maximum of 6 credits provided different topic explored each time, but grade forgiveness cannot be applied.	1 - 3	variable		LIS 2004 INTRODUCTION TO INTERNET RESEARCH Provides an introduction to the Internet. Covers Internet history, online communications, research strategies, search tools, evaluating Internet sources and documenting Internet resources.	1	1	0
PLP 2001C PLANT PATHOLOGY • Prerequisite: HOS 1010 or department approval Deals with more common and important diseases of horticultural plants. Discusses symptoms, life history of causal organisms and treatments of diseases. Analysis of biological, physical and chemical approaches. (Special Fee: \$21.00)	4	3	2	LIS 2930 SELECTED TOPICS IN LIBRARY SCIENCE Selected topics in library science based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. Multiple credit course. May be repeated for credit for a maximum of 3 credits, provided different topic explored each time, but grade forgiveness cannot be applied.	1 - 3	variable	

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab	
LIS 2941 INTERNSHIP EXPLORATION IN LIBRARY SCIENCE	1 - 4	variable		MAC 1140 PRECALCULUS ALGEBRA	3	3	0	
<ul style="list-style-type: none"> Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including ENC 1101 or ENC 1101H or a 2000 level humanities course; and Internship Office approval <p>This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>				<ul style="list-style-type: none"> Prerequisite: Minimum grade of C in MAC 1105 or appropriate score on an approved assessment <p>Algebra preparation for the calculus sequence. Topics include a symbolical, graphical, and numerical analysis of polynomials, exponential, logarithmic, power, and rational functions; matrices, sequences, induction, binomial theorem and conic sections. Applications emphasizing connections with other disciplines and with the real world will be included. Technology tools will be utilized in addition to analytical methods. Gordon Rule course. Minimum grade of C required if MAC 1140 is used to satisfy Gordon Rule and general education requirements. Credit not given for both MAC 1140 and MAC 1132 nor for MAC 1140 and MAC 1142 nor for MAC 1140 and MAC 1147.</p>				
Magnetic Resonance Imaging				MAC 1147 (Formerly MAC 1142, MAC 1132) PRECALCULUS	5	5	0	
See Radiography				<ul style="list-style-type: none"> Prerequisite: Department approval or appropriate score on an approved assessment <p>To be considered as a candidate for this accelerated course, you must be an independent, self-motivated learner who has successfully completed precalculus level algebra and trigonometry. This course is preparation for the calculus sequence. Topics include a symbolical, graphical, and numerical analysis of polynomial, exponential, logarithmic, power, rational and trigonometric functions; matrices; sequences: induction; binomial theorem; conic sections and the polar coordinate system; trigonometric equations and inverse functions; solutions of plane triangles and vectors. Applications emphasizing connections with other disciplines and with the real world will be included. Technology tools will be utilized in addition to analytical methods. Gordon Rule course. Minimum grade of C required if MAC 1147 is used to satisfy Gordon Rule and general education requirements. Credit not given for both MAC 1147 and MAC 1114 nor for MAC 1147 and MAC 1132 nor for MAC 1147 and MAC 1140 nor for MAC 1147 and MAC 1142.</p>				
Mathematics				MAC 1105 (Formerly MAC 1102) COLLEGE ALGEBRA	3	3	0	
<ul style="list-style-type: none"> Prerequisite: Minimum grade of C in either MAT 0025C or MAT 1033C or appropriate score on an approved assessment <p>Course based on the study of functions and their role in problem solving. Topics include graphing, the linear, quadratic, and exponential families of functions, and inverse functions. Students will be required to solve applied problems and communicate their findings effectively. Technology tools will be utilized in addition to analytical methods. Gordon Rule course. Minimum grade of C required if MAC 1105 is used to satisfy Gordon Rule and general education requirements. Credit not given for both MAC 1105 and MAC 1102 nor for MAC 1105 and MAC 1104 nor for MAC 1105 and MAC 1132.</p>				MAC 1105H COLLEGE ALGEBRA – HONORS	3	3	0	
				Same as MAC 1105. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.				
MAC 1114 COLLEGE TRIGONOMETRY	3	3	0	<ul style="list-style-type: none"> Prerequisite: Minimum grade of C in MAC 1102 or MAC 1104 or MAC 1105 or appropriate score on an approved assessment <p>Topics include a symbolical, graphical, and numerical analysis of trigonometric functions; solutions of plane triangles and vectors. Applications emphasizing connections with other disciplines and with the real world will be included. Technology tools will be utilized in addition to analytical methods. Gordon Rule course. Minimum grade of C required if MAC 1114 is used to satisfy Gordon Rule and general education requirements. Credit not given for both MAC 1114 and MAC 1132 nor for MAC 1114 and MAC 1142. nor for MAC 1114 and MAC 1147.</p>	MAC 2233 CALCULUS FOR BUSINESS AND SOCIAL SCIENCE	3	4	0
				<ul style="list-style-type: none"> Prerequisite: Minimum grade of C in MAC 1102 or MAC 1104 or MAC 1105 or appropriate score on an approved assessment <p>Introduction to calculus with applications to business and social science. Topics include differentiation and integration of algebraic, exponential and logarithmic functions, rates of change, curve sketching, and applications of the derivative and integration. Gordon Rule course. Minimum grade of C required if MAC 2233 is used to satisfy Gordon Rule and general education requirements.</p>				
				MAC 2311 CALCULUS WITH ANALYTIC GEOMETRY I	5	5	0	
				<ul style="list-style-type: none"> Prerequisites: Minimum grades of C in (MAC 1140 and MAC 1114) or MAC 1147 or MAC 1142 or MAC 1132 or (MAC 1104 and MAC 1114) or appropriate score on an approved assessment <p>Topics include circle and parabola, limits and continuity, derivatives of algebraic and trigonometric forms, applications of derivatives, and definite and indefinite integral. Gordon Rule course. Minimum grade of C required if MAC 2311 is used to satisfy Gordon Rule and general education requirements.</p>				

MATH PATH



*MAC 1140 and MAC 1114 may be taken concurrently.
MAC 1105 and MAC 1114 will not prepare students for MAC 2311.

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
MAC 2311H CALCULUS WITH ANALYTIC GEOMETRY I - HONORS	5	5	0	MAS 2103 INTRODUCTION TO LINEAR ALGEBRA	3	3	0
Same as MAC 2311. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.				<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in MAC 2311 Designed to prepare students majoring in engineering, mathematics, natural sciences or behavioral sciences which require matrix techniques. Includes matrix algebra, determinants systems of linear equations, eigenvectors, and special matrices. Gordon Rule course. Minimum grade of C required if MAS 2103 is used to satisfy Gordon Rule and general education requirements.			
MAC 2312 CALCULUS WITH ANALYTIC GEOMETRY II	5	5	0	MAT 0012C PRE-ALGEBRA	3	3	1
<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in MAC 2311 Topics include differentiation and integration of exponential logarithmic transcendental functions, techniques of integration, indeterminant forms, conic sections, and infinite series. Gordon Rule course. Minimum grade of C required if MAC 2312 is used to satisfy Gordon Rule and general education requirements.				This is the first course in a college-preparatory, two-course sequence (MAT 0012C and MAT 0024C) designed to prepare students for MAT 1033C Intermediate Algebra. This course emphasizes the fundamental mathematical operations with applications to beginning algebra. Significant time will be devoted to connections between mathematics and other academic disciplines and to applications outside educational settings. Minimum grade of C required for successful completion. This course does not apply toward mathematics requirements in general education or toward any associate degree. (Special Fee: \$34.00)			
MAC 2312H CALCULUS WITH ANALYTIC GEOMETRY II - HONORS	5	5	0	MAT 0020C PREPARATORY MATHEMATICS INTENSIVE	4	4	1
Same as MAC 2312. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.				<ul style="list-style-type: none"> • Prerequisite: Appropriate score on an approved assessment This college-preparatory course is designed to prepare students for MAT 1033C Intermediate Algebra. Topics include sets, computations with decimals, percents, integers, operations with rational and polynomial expressions, solving linear equations and simplifying expressions, plane geometric figures and applications, graphing ordered pairs and lines and determining the intercepts of lines. A passing score on the Basic Skills Exit Test is required for a minimum final course grade of C, which is required for successful completion of this course. This course does not apply toward mathematics requirements in general education or toward any associate degree. (Special Fee: \$34.00)			
MAC 2313 CALCULUS WITH ANALYTIC GEOMETRY III	4	4	0	MAT 0024C (Formerly MAT 1024, MS 140) BEGINNING ALGEBRA	3	3	1
<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in MAC 2312 Topics include polar coordinates, vectors, three dimensional analytic geometry, parametric equations, partial derivatives, multiple integration Gordon Rule course. Minimum grade of C required if MAC 2313 is used to satisfy Gordon Rule and general education requirements.				<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in MAT 0012C or appropriate score on an approved assessment This college-preparatory course is designed to supplement the algebraic background of students prior to taking MAT 1033C Intermediate Algebra. Topics include sets, fundamental operations with polynomials, linear equations and inequalities with applications, factoring and its use in algebra, introduction to graphing of linear equations, introduction to radicals, and use of calculators to enhance certain concepts. A passing score on the Basic Skills Exit Test is required for a minimum final course grade of C, which is required for successful completion of this course. This course does not apply toward mathematics requirements in general education or toward any associate degree. (Special Fee: \$34.00)			
MAE 2801 ELEMENTARY SCHOOL MATHEMATICS CURRICULUM AND INSTRUCTION	4	4	0				
<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in MAC 1102 or MAC 1104 or MAC 1105 or appropriate score on an approved assessment Mathematics appropriate for elementary school teachers. Topics include the six basic sets of numbers, operations with whole numbers, integers and rational numbers, learning sequences, algorithms, problem solving techniques, error patterns, number systems, geometry, statistics, and graphing. Does not apply toward Gordon Rule or general education requirements.							
MAP 2302 DIFFERENTIAL EQUATIONS	3	3	0				
<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in MAC 2313 or department approval Introduction to methods and applications of ordinary differential equations. Topics include first order differential equations and applications; higher order linear differential equations with applications; Laplace transforms; introduction to numerical methods. Gordon Rule course. Minimum grade of C required if MAP 2302 is used to satisfy Gordon Rule and general education requirements.							

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
MAT 0024N INTENSIVE MATHEMATICS TUTORIAL	0	0	1	MGF 1106 COLLEGE MATHEMATICS	3	3	0
<ul style="list-style-type: none"> • Prerequisites: MAT 0024C or MAT 0020C <p>This course is designed for students who successfully completed the course work for MAT 0024C or MAT 0020C with a grade of B or higher, but failed the state mandated competency exam with a score of 22 or 23. Faculty recommendation is required. Students may be eligible for this course after their first attempt in MAT 0024C or MAT 0020C. Students will work intensively on specific math competencies assigned based on the students' previous performance. Upon successful work in this course, students will be eligible for one attempt at the state competency exam. A signed contract with the dean of the department may be required. (Special Fee \$35.00)</p>				<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in MAT 1033C or MAC 1102 or MAC 1104 or MAC 1105 or appropriate score on an approved assessment or department approval <p>Topics include systematic counting, probability, statistics, geometry, sets, logic, and the history of mathematics. Gordon Rule course. Minimum grade of C required if MGF 1106 is used to satisfy Gordon Rule and general education requirements. This course is not a prerequisite for any other mathematics course. Credit may not be given for both MGF 1106 and MGF 2106 nor for MGF 1106 and MGF 2202.</p>			
MAT 1033C (Formerly MS 141) INTERMEDIATE ALGEBRA	3	3	1	MGF 1107 MATHEMATICS FOR THE LIBERAL ARTS	3	3	0
<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in MAT 0020C or MAT 0024C or appropriate score on an approved assessment <p>This course presents algebraic skills for MAC 1105. Topics include linear equations and inequalities in two variables and their graphs, systems of linear equations and inequalities, introduction to functions, factoring, algebraic fractions, rational equations, radicals and rational exponents, complex numbers, quadratic equations, scientific notation, applications of the above topics and the communication of mathematics. Applications emphasizing connections with disciplines and the real world will be included. For the A. A. Degree, this course carries general elective credit but does not satisfy either Gordon Rule or general education requirements. For the A. S. Degree, this course can fulfill general education mathematics requirements if a minimum grade of C is earned. (Special Fee: \$34.00)</p>				<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in MAT 1033C or MAC 1102 or MAC 1104 or MAC 1105 or appropriate score on an approved assessment <p>This course covers topics chosen from problem solving, numeration and mathematical systems, financial mathematics, voting techniques and apportionment, chaos theory, graph theory, knot theory, tilings and polyhedra, game theory, number theory, connections to other disciplines, and other special topics in mathematics. Gordon Rule course. Minimum grade of C required if course is used to satisfy Gordon Rule and General Education Requirements.</p>			
MAT 1905 DIRECTED INDIVIDUAL STUDIES	1 - 4	variable		MGF 1118 MATHEMATICS CLAST REVIEW	1	1	0
Provides opportunity to develop specific individual program-related mathematical skills and/or concepts in individualized setting. May not be used in lieu of any mathematics course listed in catalog. Application must be made to department office. Multiple credit course. May be repeated for a maximum of 4 credits provided different topic explored each time, but grade forgiveness cannot be applied.				Designed to give students planning to take computational portion of CLAST exam opportunity to review necessary mathematical skills. Includes review of topics of arithmetic, algebra, logical reasoning, geometry, probability and statistics as well as test-taking strategies and familiarization with requirements and format of CLAST.			
MAT 2930 SELECTED TOPICS IN MATHEMATICS	1 - 3	variable		MHF 2300 LOGIC AND PROOF IN MATHEMATICS	3	3	0
<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in MAC 1102 or MAC 1104 or MAC 1105 or appropriate score on an approved assessment <p>Examines selected topics in mathematics based on historical, theoretical, application or research approach. Does not apply toward Gordon Rule or general education requirements. Multiple credit course. May be repeated for a maximum of 6 credits provided different topic explored each time, but grade forgiveness cannot be applied.</p>				<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in MAC 1104 or MAC 1105 or appropriate score on an approved assessment <p>Topics include basic mathematical logic, methods of proof in mathematics, application of proof to elementary mathematical structures. For prospective major in mathematics or mathematics education. Gordon Rule course. Minimum grade of C required if MHF 2300 is used to satisfy Gordon Rule and general education requirements.</p>			
				MHF 2300H LOGIC AND PROOF IN MATHEMATICS - HONORS	3	3	0
				Same as MHF 2300. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.			
				MTB 1304 MODERN COMPUTATIONAL METHODS	2	3	0
				Open to students desiring to learn to use microcomputer or programmable calculators as aid in solving mathematical problems. Student gains experience solving problems using programming techniques. Each student completes individual project using modern computational methods to solve problem in selected field. Recommended for pre-business, pre-science and pre-engineering majors. Does not apply toward Gordon Rule or general education requirements.			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
MTG 2204 INFORMAL GEOMETRY	3	3	0	AFR 2131 THE DEVELOPMENT OF AIR POWER II	1	1	2
<ul style="list-style-type: none"> Prerequisite: Minimum grade of C in MAC 1102 or MAC 1104 or MAC 1105 or satisfactory score on an approved assessment or department approval <p>This course covers Euclidean plane geometry and an introduction to non-Euclidean geometries, a history of the development of geometry, construction, proofs, theorems, definitions, polygons, circles, triangles, similarity, congruence, and other informal geometric concepts. Gordon Rule course. Minimum grade of C required if MTG 2204 is used to satisfy Gordon Rule and general education requirements.</p>				<p>A study of the development of aerospace capabilities since World War II, highlighting technological advancements and the role of aerospace power in the contemporary world. Hands-on training.</p>			
STA 2023 STATISTICAL METHODS	3	3	0	MSL 1001C FOUNDATIONS OF OFFICERSHIP	2		
<ul style="list-style-type: none"> Prerequisite: Minimum grade of C in MAC 1102 or MAC 1104 or MAC 1105 or satisfactory score on an approved assessment <p>An introductory statistics course covering collection, description and interpretation of data. Topics include sampling, summarizing data graphically and numerically, probability distributions, confidence interval estimation, hypothesis testing, correlation and regression. Gordon Rule course. Minimum grade of C required if STA 2023 is used to satisfy Gordon Rule and general education requirements.</p>				<p>Examines the unique duties and responsibilities of officers, organization and role of the Army; reviewS skills pertaining to fitness and communication; and analyzes Army values and expected ethical behavior.</p>			
STA 2023H STATISTICAL METHODS - HONORS	3	3	0	MSL 1002C BASIC LEADERSHIP	2		
Same as STA 2023. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.				<p>Presents fundamental leadership concepts and doctrine and basic skills that underlie effective problem solving; and examines the officer experience.</p>			
Meteorology				MSL 2101C INDIVIDUAL LEADERSHIP STUDIES	2		
MET 1010 INTRODUCTION TO METEOROLOGY	3	3	0	<p>Develops knowledge of self, self-confidence, and individual leadership skills; develops problem solving and critical thinking skills; and applies communication, feedback, and conflict resolution skills.</p>			
Introduction to study of atmospheric phenomena. Includes study of atmospheric structure, heat budget, winds, air pollution, and local and regional weather forecasting.				MSL 2102C LEADERSHIP AND TEAMWORK	2		
Military Science				<p>Focuses on self-development guided by knowledge of self and group processes and challenges current beliefs, knowledge, and skills.</p>			
AFR 1101 THE AIR FORCE TODAY I	1	1	2	Music			
Provides an introduction to ROTC, military customs and courtesies, Air Force heritage, career opportunities and benefits, and Air Force installations. Hands-on training.				MUC 2000 COMPOSITION AND SONGWRITING I AND II	2	1	2
AFR 1111 THE AIR FORCE TODAY II	1	1	2	<ul style="list-style-type: none"> Prerequisite: MUT 1011 or MUT 1121 or department approval. <p>A study of the basic elements of music composition and songwriting through analysis and student projects. Composition II is a continuation of the study of these elements. Multiple credit course. May be repeated for credit for a maximum of four credits, but grade forgiveness cannot be applied.</p>			
Provides an introduction to core values, leadership, communication skills, team building, diversity, and the oath of office. Hands-on training.				MUL 1010 MUSIC APPRECIATION	3	3	0
AFR 2130 THE DEVELOPMENT OF AIR POWER I	1	1	2	<p>General survey of music and composers, with extensive listening to develop intelligent understanding and appreciation of world's great music. Open to all students.</p>			
A study of the development of air power from experiments by 18th century balloonists to the achievement of combat air power capabilities during World War II. Hands-on training.				MUL 1017 HISTORY AND APPRECIATION OF JAZZ AND ROCK	3	3	0
				<p>This course introduces students to the history and appreciation of American popular music forms, from early blues and spirituals to contemporary rock, electronica and urban styles, emphasizing the contribution of the recognized masters of the different genres and styles.</p>			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
MUL 1110 MUSIC LITERATURE	3	3	0	MUM 2632 (Formerly MUM 2342, MUS 2600) AUDIO SYSTEMS DESIGN AND MAINTENANCE	2	1	3
<ul style="list-style-type: none"> Prerequisite: Minimum grade of C in ENC 1101 or ENC 1101H or IDH 1110 <p>Survey of compositional and performance styles of significant composers from Middle Ages to present. Extensive live and recorded listening experiences. Required of all music majors. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C is required if MUL 1110 is used to satisfy the humanities requirement in general education.</p>				<ul style="list-style-type: none"> Prerequisite: Minimum grade of C in MUM 1662 <p>A project-oriented course designed to develop skills in the design of audio systems to meet industry standards and sound system maintenance. (Special Fee: \$36.00)</p>			
MUM 1662 LIVE SOUND TECHNIQUES	3	2	2	MUM 2640 POST-PRODUCTION SOUND	3	2	2
<ul style="list-style-type: none"> Prerequisite: Minimum grade of C in TPA 2260 <p>This course reviews the theory and practices of sound reinforcement for the entertainment industry. It covers audio equipment, sound systems, and sound reinforcement for live events with a hands-on, project- focused approach. (Special Fee: \$53.00)</p>				<ul style="list-style-type: none"> Prerequisite: Minimum grade of C in MUM 2606 <p>A project-oriented approach to sound post-production techniques. Includes CD mastering, surround sound mixing, integration of dialog, sound effects and music in film and video productions. (Special Fee: \$73.00)</p>			
MUM 2600 SOUND RECORDING I	4	3	3	MUM 2720 THE BUSINESS OF MUSIC	4	4	0
<ul style="list-style-type: none"> Prerequisites: Minimum grade of C in MUS 1621 or minimum grades of C in MUT 1122 and TPA 2260 <p>This course is designed to develop recording skills through solid ear-training for quality of sound, principles of psychoacoustics, and basic studio techniques, including principles of analog and digital recording, and crafting of the mix. Digidesign's Pro Tools 101* is covered as part of the regular curriculum in this course. Students must be prepared for additional hours of studio work. (Special Fee: \$84.00)</p>				<p>The fundamentals, guidelines and use of copyright law, contracts, agencies and management, publishing, song writing, record production and marketing.</p>			
MUM 2606 SOUND RECORDING II	4	3	3	MUM 2790L MUSIC PRODUCTION	1	0	3
<ul style="list-style-type: none"> Prerequisite: Minimum grade of C in MUM 2600 <p>This course focuses on advanced studio techniques, microphone selection, studio equipment calibration, including analog multitrack recorders, and advanced digital audio training on Digidesign's Pro Tools*. Students must be prepared for additional hours of studio work. (Special Fee: \$86.00)</p>				<ul style="list-style-type: none"> Prerequisites: Minimum grade of C in MUM 2606 <p>Participation by students as technicians, producers and managers in the production of a live audio event and a music album, closely paralleling the workings of a music production. Multiple credit course. May be repeated for a maximum of two credits provided different topic explored each time, but grade forgiveness cannot be applied. (Special Fee: \$92.00)</p>			
MUM 2607 SOUNDTRACK DEVELOPMENT	4	3	3	MUM 2930 SELECTED TOPICS IN MUSIC PRODUCTION	1 - 3	variable	
<ul style="list-style-type: none"> Prerequisite: Minimum grade of C in MUM 2600 <p>A project-oriented approach to the development of soundtrack for audio visual presentations such as motion pictures, TV shows and commercials. It covers basic principles of graphics design and technology, basic video editing techniques, DVD authoring, Foley, ADR, music timing, sweetening and sound replacement. (Special Fee: \$92.00)</p>				<p>For students who desire in-depth study of special topics in music production through research, discussion, hands-on experience and observation. Multiple credit course. May be repeated for a maximum of 6 credits provided different topic explored each time, but grade forgiveness cannot be applied.</p>			
MUM 2630C SOUND FOR MEDIA	3	2	2	MUM 2942 INTERNSHIP IN MUSIC TECHNOLOGY	1 - 4	variable	
<p>An introduction to the principles of sound recording with an emphasis on media applications. Students will work on practical projects that will familiarize them with basic hardware and software used in professional settings.</p>				<ul style="list-style-type: none"> Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including MUM 2606; and Internship Office approval <p>This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
MUN 1120 SYMPHONIC BAND	1	1	2	MUN 2003 VALENCIA CHORALE	2	1	1
<ul style="list-style-type: none"> • Prerequisite: Open by audition to all students who play appropriate instruments <p>Required of all music majors who play appropriate instruments. Laboratory training session for fundamentals of rehearsal techniques and performance of standard concert band literature. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.</p>				<ul style="list-style-type: none"> • Prerequisite: Open by audition to all students with an expressed interest in performing choral music in the small group setting. Choral experience and music-reading skills are desired. Literature, movement, public performance and a great attitude are stressed. Music majors seeking additional opportunities to perform and work with a small choral ensemble are encouraged to join. Meets two hours weekly; additional rehearsal may be required. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. 			
MUN 1311 VOICES OF VALENCIA	1	1	2	MUN 2004 COMMERCIAL MUSIC ENSEMBLE	1	1	2
<p>A performing group established for all interested in performing choral music. Music reading skills not required. Public performance stressed. Open to all students without audition. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.</p>				<ul style="list-style-type: none"> • Prerequisite: Open by audition to all students <p>Select group performing varied literature in contemporary styles. Designed to develop the performing skills needed by musicians in a studio recording environment. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.</p>			
MUN 1340 CONTEMPORARY ENSEMBLE	1	1	2	MUN 2011 PERFORMANCE LAB	1	1	0
<ul style="list-style-type: none"> • Prerequisite: Open by audition to all students <p>Choral ensemble which performs choreographed selections from popular Broadway musical and vocal jazz repertoire. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.</p>				<ul style="list-style-type: none"> • Corequisite: Private music instruction at Valencia (MVB-MVW courses) <p>Provides music majors in-depth study of performance problems, techniques, repertoire and performance skills. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.</p>			
MUN 1420 WOODWIND CHOIR	1	1	2	MUN 2310 VALENCIA SINGERS	1	1	2
<ul style="list-style-type: none"> • Prerequisite: Open by audition to any woodwind player <p>Selected performing ensemble. Representative woodwind choir literature from all styles and periods. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.</p>				<ul style="list-style-type: none"> • Prerequisite: Open by audition to all students <p>Select performing group established for music majors and/or students with experience in choral singing and music-reading ability. Literature and public performance stressed. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.</p>			
MUN 1430 BRASS CHOIR	1	1	2	MUN 2410 STRING ENSEMBLE	1	1	2
<ul style="list-style-type: none"> • Prerequisite: Open by audition to any brass player <p>Selected performing small ensemble. Representative brass choir literature from all styles and periods. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.</p>				<ul style="list-style-type: none"> • Prerequisite: Open by audition to any orchestral string player <p>Selected performing ensemble. Representative string literature for all styles and periods. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.</p>			
MUN 2002 EARLY MUSIC ENSEMBLE	1	1	2	MUN 2710 JAZZ LAB BAND	1	1	2
<ul style="list-style-type: none"> • Prerequisite: Open by audition to all students <p>Select group performing sacred and secular styles from the Medieval, Renaissance, and Baroque periods. This course is designed to develop the performing skills needed for accurate and historically authentic performances of music from these three periods. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.</p>				<ul style="list-style-type: none"> • Prerequisite: Open by audition to all students who play appropriate instruments <p>Performance of varied literature in jazz, swing and rock. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.</p>			
				MUO 2001 OPERA AND MUSIC THEATRE WORKSHOP	2	4	0
				<p>This course addresses all aspects of Opera and Musical Theatre production with a focus on music preparation, character analysis, and performance skills. The class will culminate in a program of semi-staged and costumed operatic and musical theatre excerpts. Multiple credit course. May be repeated for credit for a maximum of 4 credits, but grade forgiveness cannot be applied.</p>			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
MUS 1621 ACOUSTICS AND PSYCHOACOUSTICS	3	2	2	MUT 2127 MUSICIANSHIP IV	4	3	3
<ul style="list-style-type: none"> • Prerequisite: Minimum grades of C in MUT 1011 and TPA 2260 An introduction to the qualitative principles of acoustics, room design, musical instruments and acoustic environments and to the elementary principles of sound perception. Students will undergo an evaluation of their hearing. In addition, they will undergo training of their critical listening skills and analytical abilities to engage in effective audio manipulation. (Special Fee: \$27.00)				<ul style="list-style-type: none"> • Prerequisite: MUT 2126 or department approval Advanced techniques of composition to include style of 20th century. Composition and analysis of basic homophonic and contrapuntal forms of two and three parts. Extensive listening to selected live and recorded performances. Further development of skills in dictation and sight-singing.			
MUS 2360 MIDI PRODUCTION	4	3	3	MUT 2231 KEYBOARD HARMONY I	1	1	1
<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in MUT 1011 or MUT 1121 This course provides an introduction to MIDI production and sequencing using electronic instruments and computers and stresses harmonization, voicing, and rhythmic variations. This course includes learning activity designed to ensure competence in the basic use of computers. (Special Fee: \$85.00)				<ul style="list-style-type: none"> • Prerequisite: Two semesters of piano or department approval Application of materials studied in music theory, with particular attention to improvisation and harmonization of melodies and elementary score reading.			
MUS 2930 SELECTED TOPICS IN MUSIC	1 - 3	variable		MUT 2232 KEYBOARD HARMONY II	1	1	1
For students who desire in-depth study of special topics in music through research, discussion, performance and observation. Multiple credit course. May be repeated for a maximum of 6 credits provided different topic explored each time, but grade forgiveness cannot be applied.				<ul style="list-style-type: none"> • Prerequisite: MUT 2231 Advanced application of materials studied in music theory, with particular attention to transposing, reading of instrumental and choral scores, and melody harmonizations in various styles.			
MUT 1011 MUSIC THEORY	4	3	3	MVB 10XX - MVW 10XX PRE-FRESHMAN APPLIED MUSIC	2		
Study of the fundamentals of music through analysis and composition, with application to both traditional and popular styles of music. Development of skills in dictation and sight singing. Not recommended for Music Majors or Musicianship Specialization. (Special Fee: \$35.00)				Private lessons for music majors in voice, piano, and band instruments that are designed for students needing remedial work before acceptance at the Performance I level. Concurrent enrollment is required in music theory, appropriate ensemble, performance seminar, and keyboard class (excluding piano majors). Will not transfer to upper division music major programs. Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: \$120.00)			
MUT 1121 MUSICIANSHIP I	4	3	3	MVB 12XX - MVW 12XX SECONDARY APPLIED MUSIC I AND II	1		
Study of fundamentals of music through analysis and composition of Baroque and Classical music. Development of basic skills in dictation and sight-singing.				Private lessons for music majors in voice, piano, and band instruments. Concurrent enrollment is required in music theory, appropriate ensemble, and keyboard class (excluding piano majors). Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: \$60.00)			
MUT 1122 MUSICIANSHIP II	4	3	3	MVB 13XX - MVW 13XX PERFORMANCE I AND II	2		
<ul style="list-style-type: none"> • Prerequisite: MUT 1121 or department approval Continuation of MUT 1121 through analysis and composition of Baroque and Classical music. Continued development of basic skills in dictation and sight-singing.				<ul style="list-style-type: none"> • Prerequisite: Audition by appropriate faculty Private lessons for music majors in voice, piano, and band instruments. Concurrent enrollment is required in music theory, appropriate ensemble, performance seminar, and keyboard class (excluding piano majors). Additional requirements: satisfactory performance in one recital and satisfactory performance before a jury of faculty. Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: \$129.00)			
MUT 2126 MUSICIANSHIP III	4	3	3				
<ul style="list-style-type: none"> • Prerequisite: MUT 1122 or department approval Advanced techniques of composition, through analysis of Classical and Romantic music, together with introduction to counterpoint and simpler instrumental and vocal forms. Extensive listening to selected live and recorded performances. Further development of skills in dictation and sight-singing.							

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
MVB 22XX - MVW 22XX SECONDARY APPLIED MUSIC III AND IV	1			Nursing			
Private lessons for music majors in voice, piano, and band instruments. Concurrent enrollment is required in music theory, appropriate ensemble, and keyboard class (excluding piano majors). Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: \$60.00)				To register for any of the Nursing courses, you must apply and be accepted to the Nursing program.			
MVB 23XX - MVW 23XX PERFORMANCE III AND IV	2			NUR 1003C TRANSITION INTO PROFESSIONAL NURSING	8	6	6
• Prerequisite: Successful completion of Performance I and II				• Prerequisites: Admission to Advanced Standing Track in Nursing A.S. Degree program			
Private lessons for sophomore music majors in voice, piano, and band instruments. Concurrent enrollment is required in music theory, appropriate ensemble, performance seminar, and keyboard class (excluding piano majors). Additional requirements: satisfactory performance in one recital and satisfactory performance before a jury of faculty. Multiple credit course. May be repeated once for credit, but grade forgiveness cannot be applied. (Special Fee: \$120.00)				This course is designed for Licensed Practical Nurses, Paramedics, Registered Invasive Cardiovascular Specialists, and Registered Respiratory Therapists as the introductory nursing course in the Advanced Standing Track. The course builds on the foundation of knowledge that was acquired during previous health care education. Emphasis is placed on the role of the registered nurse and individual responsibility for role change. Critical thinking is utilized in learning the process of clinical decision making for diverse populations with alterations in physiological and/or psychosocial integrity. Concepts of pharmacology, dosage calculation and safe administration of medications will be presented. Basic skills most often used in nursing practice will be reviewed and evaluated. Learning activities to ensure competency in oral communication and basic use of computers are included. (Special Fee: \$122.00)			
MVK 1111 PIANO CLASS FOR MUSIC MAJORS I AND II	1	1	1	NUR 1021C NURSING I	10	6	12
Elementary course in piano designed to prepare non-keyboard music majors for minimum proficiency requirements in music major programs. Involves major and minor scales, chord progressions, sight-reading and transposition. Open to non-music majors by department approval. Multiple credit course. May be repeated for a maximum of 2 credits provided different topic explored each time, but grade forgiveness cannot be applied. (Special Fee: \$30.00)				• Prerequisite: Admission to Nursing A.S. Degree Program			
MVK 1811 PIANO CLASS I AND II	1	1	1	Builds the nursing theory base necessary for the registered nurse to communicate effectively, make clinical decisions, and provide a safe and effective environment related to clients' physiological and psychosocial integrity. This course includes learning activities designed to develop oral communication skills and also basic use of computers. A grade of "satisfactory" in the clinical/lab is required. (Special Fee: \$147.00)			
Group instruction on electronic pianos for students with little or no experience in reading music or playing piano. Not recommended for music majors, who should register for MVK 1111. Multiple credit course. May be repeated for a maximum of 2 credits provided different topic explored each time, but grade forgiveness cannot be applied. (Special Fee: \$30.00)				NUR 1032C NURSING II	9	5	12
MVS 1816 GUITAR CLASS	1	1	1	• Prerequisite: Minimum grade of C in NUR 1021C			
Group instruction for beginning guitar students. Open to all students. Not recommended for students majoring in guitar. Multiple credit course. May be repeated for a maximum of 2 credits provided different topic explored each time, but grade forgiveness cannot be applied.				Focuses on the human responses to the specific alterations in physiological and psychosocial integrity. Begins clinical application of the decision-making process. Demonstrates the use of a safe, effective environment that promotes and maintains health for specific health alterations that occur in adults. This course includes learning activities that demonstrate increasing competence in oral communication and computer use. Relates professional behaviors and effective communication to specific health care environments. A grade of "satisfactory" in the clinical/lab is required. (Special Fee: \$114.50)			
MVV 1111 VOICE CLASS	1	1	1				
For instrumental music majors and students with no previous vocal study. Emphasis on breath control, diction, tone production and development of repertoire. May be used for secondary instrument requirements for music majors. Multiple credit course. May be repeated for a maximum of 2 credits provided different topic explored each time, but grade forgiveness cannot be applied.							

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
NUR 1401C NURSING III	9	5	12	NUR 2801C PATIENT CARE MANAGEMENT PRACTICUM	6	2	12
<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in NUR 1032C Utilizes the theoretical base of human responses to alterations in physiological and psychosocial integrity. Adapts clinical decision making to the childbearing family, childrearing family, and women's health. Applies the processes involved in making clinical decisions. Provides reinforcement of the theory of a safe, effective care environment that promotes and maintains health for specific alterations in this population. Demonstrates increasing skill in use of communication theory and use of computer-driven technology in the clinical and classroom setting. A grade of "satisfactory" in the clinical/lab is required. (Special Fee: \$114.50)				<ul style="list-style-type: none"> • Prerequisites: Minimum grade of C in NUR 2244C This course has a major clinical focus designed to prepare the Advanced Standing Nursing student to assume the role of manager of patient care. Clinical decision making, collaboration skills, interventions related to pharmacotherapy, and understanding of professional responsibility within the health care system will be emphasized. With the guidance of faculty or an RN preceptor, the student will demonstrate his/her ability to independently perform the role of the new associate degree graduate in a variety of clinical settings. Learning activities will ensure competence in oral communication and basic use of computers. (Special Fee: \$76.00)			
NUR 2204C NURSING IV	9	5	12	NUR 2823C NURSING V	4	1	9
<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in NUR 1401C Analyzes human responses to specific alterations in physiological and psychosocial integrity. Applies the complex processes involved in making clinical decisions. Provides reinforcement of the theory of a safe, effective care environment that promotes and maintains health for complex alterations in adults. Enhances skill in use of communication theory and use of computer-driven technology in the clinical and classroom setting. A grade of "satisfactory" in the clinical/lab is required. (Special Fee: \$134.00)				<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in NUR 2204C • Corequisites: HSC 2151 Focuses on leadership roles, management of care, coordination of care services, and collaboration with all team members to ensure safe and effective care for clients, families, significant others, and health care personnel in the care environment. Demonstrates effective communication in specific health care settings. Relates nursing accountability to the legal, ethical, and regulatory framework. A grade of "satisfactory" in the clinical/lab is required. (Special Fee: \$50.00)			
NUR 2211C ADULT HEALTH NURSING	9	5	12	NUR 2832L NURSING VI	2	0	6
<ul style="list-style-type: none"> • Prerequisites: Minimum grade of C in NUR 2313C Builds on Advanced Standing Track students' previous knowledge. Applies knowledge of adult physiological and psychosocial needs to the care of clients in acute, long-term and community settings. Utilizing professional behaviors and effective communication skills, the student will provide safe and effective care. Faculty will guide students' clinical decision-making to attain, maintain and promote health in adult clients. (Special Fee: \$114.50)				<ul style="list-style-type: none"> • Prerequisite: Minimum grades of C in both HSC 2151 and NUR 2823C Helps the student develop behaviors that will move him/her from the role of student nurse to the role of registered nurse. With the guidance of faculty and a registered nurse (R.N.) preceptor, the student will be assisted to demonstrate his/her ability to independently perform the Valencia Community College Nursing Program Educational outcomes. Learning experiences will be conducted in a variety of patient care settings. A grade of "satisfactory" in the clinical/lab is required. (Special Fee: \$25.00)			
NUR 2244C ADVANCED ADULT HEALTH NURSING	6	3	9	NUR 2930 SELECTED TOPICS IN NURSING	1 - 5	variable	
<ul style="list-style-type: none"> • Prerequisites: Minimum grades of C in NUR 2211C Continues concepts introduced in Adult Health Nursing. Guides students in making clinical decisions for clients with alterations in physiological and/or psychosocial integrity. Physiological, psychosocial and pharmacological applications stressed. Learning experiences include interaction with clients in acute settings, psychiatric settings and community settings. (Special Fee: \$76.00)				For students interested in obtaining additional nursing skills. Provides clinical experience and seminar type discussion activities for student pursuing selected topics in nursing. Multiple credit course. May be repeated for a maximum of 10 credits provided different topic explored each time, but grade forgiveness cannot be applied. (Special Fee: \$25.00)			
NUR 2313C MATERNAL CHILD NURSING	4	2	6				
<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in NUR 1003C Builds on Advanced Standing Track students' previous knowledge. Important concepts will include the role of the registered nurse in providing family centered care to childbearing and childrearing families. Clinical decision-making will focus on health promotion and maintenance as well as complex and acute conditions affecting childbearing women and children from infancy through adolescence. Physiological and psychosocial integrity of each client is assured through critical thinking and appropriate clinical decision-making as guided by the clinical instructor. (Special Fee: \$50.00)							

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
NUR 2942 INTERNSHIP IN NURSING	1 - 4	variable		OST 1108 BUILDING KEYBOARDING SPEED AND ACCURACY	3	3	0
<ul style="list-style-type: none"> Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including NUR 2204C; and program director's approval <p>This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>				<p>Previous keyboarding, document processing and word processing experience strongly recommended. Computerized diagnostic tests identify individual weaknesses at various levels of proficiency in keyboarding. Alphabetic, numeric, and speed drills improve keyboarding accuracy. Includes ten-key number pad. In addition, speech recognition software will be used. This software is reshaping writing, data input, and record keeping in medical, dental, legal and other offices. (Special Fee: \$34.00)</p>			
Nutrition				OST 1110 KEYBOARDING AND DOCUMENT PROCESSING II	3	3	0
HUN 1001 BASICS OF PERSONAL NUTRITION	3	3	0	<p>Previous keyboarding, document processing and word processing experience strongly recommended. Continuation of skills of keyboarding, including their application to more advanced styles of correspondence, statistical typing and manuscripts. Instruction on computers. Students use automated functions of equipment while keying problems. (Special Fee: \$34.00)</p>			
Fundamentals of nutrition, including human nutritional requirements and role of nutrition in maintenance of good health.				OST 1141 COMPUTER KEYBOARDING	1	2	0
HUN 2202 (Formerly HUN 2242) ESSENTIALS OF NUTRITION WITH DIET THERAPY	3	3	0	<p>Instruction in the touch method of alphabetic and numeric keyboarding on the computer as well as on the ten-key number pad. Skills can be used on the computer and electronic terminals. This course may not be used for credit as part of the Office Administration degree program. (Special Fee: \$34.00)</p>			
A study of general and clinical nutrition. Focuses on nutrients and their digestion, absorption, metabolism, transport and interactions. Students will learn how to select a meal plan for optimum health, nutrition throughout the life cycle and current issues and controversies in nutrition. The diet therapy feature is included for students entering health-care fields.				OST 1257 MEDICAL TERMINOLOGY FOR THE OFFICE	3	3	0
Oceanography				<p>For medical office employees. Covers basic word-building system for defining, pronouncing, spelling, and using medical words. Programmed text and audio tapes on which professionals pronounce medical words correctly allow students to develop vocabulary at own pace. (Special Fee: \$34.00)</p>			
OCE 1001 INTRODUCTION TO OCEANOGRAPHY	3	3	0	OST 1305 PROOFREADING	1	1	0
Acquaints student with elementary physical, biological, chemical and geological characteristics of world ocean system. Emphasis on Florida's unique relationship with ocean environment.				<p>Proofreading of original, revised or corrected documents for content and consistency, style, format, typographical errors, capitalization, grammar, punctuation, and spelling. Also covers proofreading of statistical material. (Special Fee: \$34.00)</p>			
OCE 1001H INTRODUCTION TO OCEANOGRAPHY – HONORS	3	3	0	OST 1320 TEN KEY MASTERY	1	1	0
Same as OCE 1001. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.				<p>Students will learn the numeric keypad by touch and develop the speed and accuracy necessary to skillfully apply this knowledge to a variety of data entry situations: data entry employment, on-line, point-of-sale entries, spreadsheet, accounting, and other numeric computer-related applications. This skill will easily transfer to the ten key calculator for those students for whom speed and accuracy are necessary. (Special Fee: \$34.00)</p>			
Office and Medical Administration							
OST 1100 KEYBOARDING AND DOCUMENT PROCESSING I	3	3	0				
Techniques and basic skill in keyboarding, mastery of computer keyboard, operation and care of computer. Students prepare business letters, reports and tabulated applications. For students with little or no keyboarding experience. (Special Fee: \$34.00)							

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
OST 1330 BUSINESS GRAMMAR	3	3	0	OST 1611 MEDICAL TRANSCRIPTION I	3	3	0
This course covers the basics of English grammar, punctuation, style, and usage for business writing. Students will start from the most fundamental frequently-used concepts and build to the more complex concepts in business language skills. (Special Fee: \$34.00)				• Prerequisite: OST 1467			
				Previous keyboarding, word processing and document processing experience strongly recommended. This course emphasizes the fundamentals of transcribing simple medical reports and correspondence using transcription machines. (Special Fee: \$34.00)			
OST 1335 BUSINESS COMMUNICATIONS	3	3	0	OST 1755 (Formerly OST 2315) MICROSOFT WORD - INTRODUCTORY	1	1	0
This course presents an overview of business communications, including international considerations, and focuses on constructing, formatting and proofreading good news, bad news, and persuasive business messages. Preparation and formatting of proposals, business reports and oral presentations are included. Students will proofread, review grammar, and create an employment package consisting of resumes, application letters and job interviewing techniques. (Special Fee: \$34.00)				Beginning/Intermediate word processing course. Students will learn to process, edit, and format text and paragraphs; to use headers, footers, sections, styles, templates, and writing tools; and to print and manage files. Students also will create tables, outlines, drawing objects, and columns. This is a Microsoft Office Specialist certification preparation course. (Special Fee: \$34.00)			
OST 1355 RECORDS MANAGEMENT AND LEGAL IMPLICATIONS	3	3	0	OST 2120 OFFICE ADMINISTRATION SIMULATION	3	3	0
Overview of proper records management procedures within a variety of business enterprises. Student will learn and work with manual filing systems and software applications. They will learn the basic legal background requirements (such as Privacy Act and Freedom of Information Act) for the release and safekeeping of information and the laws and regulations regarding the management of such records. (Special Fee: \$34.00)				• Prerequisite: OST 2854			
				Provides the student with the experience of working in a company and performing all tasks assigned to an administrative assistant within that firm. As an administrative assistant, the student will assist with correspondence, meetings, client presentations, travel arrangements, and office organization. The student will demonstrate skills in the following: problem solving, decision making, and critical thinking. (Special Fee: \$34.00)			
OST 1461 MEDICAL OFFICE SIMULATION	3	3	0	OST 2252 LEGAL TERMINOLOGY	3	3	0
• Prerequisite: OST 1611.				For legal office employees. Covers definition, pronunciation, spelling, and use of legal words. Provides students with a broad legal vocabulary, useful in any law-related field. Programmed text allows students to develop vocabulary at own pace. (Special Fee: \$34.00)			
Provides students with classroom experience of performing realistic administrative duties within a physician's office. Students will work in a simulated medical office rotating through various medical units. Students will create, compose, key, retrieve, revise, and transcribe from simple to complex documents. (Special Fee: \$34.00)				OST 2431 LEGAL OFFICE PROCEDURES	3	3	0
OST 1467 INTRODUCTION TO BODY SYSTEMS FOR OST	3	3	0	• Prerequisites: OST 2252 and OST 2756			
• Prerequisite: OST 1257 or HSC 1531				Basic course designed for students who have little or no law office experience. Covers fundamental principles in general legal practice, legal terminology, and law office routines. (Special Fee: \$34.00)			
Previous keyboarding, word processing and document processing experience strongly recommended. This course introduces the student to the structure and functions of the human body. Students will explore the body systems, laboratory tests, principles of pharmacology, routes of administration, classes of drugs, types of blood products, immunization, the disease process, surgical techniques, and instrumental and operative procedures. Students will learn sufficient anatomy and physiology to work in a medical setting. (Special Fee: \$34.00)				OST 2450 ICD - 9 CODING	3	3	0
OST 1601 MACHINE TRANSCRIPTION	3	3	0	• Prerequisite: BSC 2093C or OST 1467			
Previous keyboarding, word processing and document processing experience strongly recommended. Emphasizes development of competent machine transcription skills as applied to various types of businesses and production of mailable business letters and documents. Includes comprehensive program of basic language skills with grammar, punctuation, spelling, proofreading and editing. (Special Fee: \$34.00)				This course introduces students to the numeric International Classification of Diseases (ICD) and the importance of identifying proper codes to facilitate payment for health services. Also teaches specific areas of ICD and how to use medical charts to identify primary/secondary diagnoses and to code billing forms. (Special Fee: \$34.00)			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
OST 2452 ADVANCED ICD - 9 CODING • Prerequisite: OST 2450 Continuation of coding principles, characteristics, and conventions of coding using the ICD-9-CM coding systems as implemented. Includes coding principles and guidelines using the Alphabetic Index and Tabular list for diseases and procedures. (Special Fee: \$34.00)	3	3	0	OST 2711 WORDPERFECT FOR WINDOWS (WORD PROCESSING) Covers specific functions of WordPerfect for Windows for word processing software on the PC. Students use various features of the program to input, edit, store, and output data. Includes basic and advanced functions, including copy, move, style, columns, merge, sort, tables, graphics and desktop publishing. (Special Fee: \$34.00)	3	3	0
OST 2453 CPT - 4 MEDICAL CODING • Prerequisite: OST 2450 Teaches the importance of the relationship between ICD-9-CM codes and CPT 4 (Current Procedural Terminology) in assuring accurate coding and reimbursement. Also examines medical records to determine primary and secondary procedures; teaches ICD 9-CM codes and CPT 4 codes unique to medical specialty areas; introduces students to RBRVS codes and their importance in billing Medicare; and presents importance of individual payer coding requirements. (Special Fee: \$34.00)	3	3	0	OST 2741 COREL WORDPERFECT (WORD PROCESSING) This course covers the basic principles of computers and their use in business using Corel WordPerfect. Students will learn to use WordPerfect to create and edit word processing documents. (Special Fee: \$34.00)	1	1	0
OST 2454 ADVANCED CPT - 4 MEDICAL CODING • Prerequisite: OST 2453 This course is a continuation of basic coding principles, characteristics and conventions of coding, using the Physicians' Current Procedural Terminology (CPT) coding nomenclature. (Special Fee: \$34.00)	3	3	0	OST 2756 (Formerly OST 2316) MICROSOFT WORD Students will learn to process, edit, and format text and paragraphs; to use headers, footers, sections, styles, templates, and writing tools; and to print and manage files. In addition, students will learn to use advanced formatting features to merge documents, to create and format tables, to work with graphics, to format macros, to work with shared documents, and other features. This is a Microsoft Office Specialist certification preparation course. (Special Fee: \$34.00)	3	3	0
OST 2464 MEDISOFT (OFFICE MANAGEMENT SOFTWARE) The Medisoft program prepares a medical office assistant to work as an administrative assistant in a health care practice. It provides training for input to patient information, appointment scheduling and billing. Students also will produce various lists and reports and learn to handle insurance claims. (Special Fee: \$34.00)	3	3	0	OST 2794 INTERNET FOR OFFICE EMPLOYEES This business-oriented course will cover all of the major access routes for using resources on the Internet, E-mail, Telnet, Anonymous FTP, E-mail group, discussion, Usenet, Archie, Gopher, WAIS, and World Wide Web. Legal, ethical and social issues involving the use of the Internet and Internet files will be reviewed. The focus will be on finding and using business resources available on the Internet. Students must have access to a computer and modem, have a service provider, and have a Graphical User Interface for accessing the Internet and World Wide Web. Use of calendaring software also will be covered. (Special Fee: \$34.00)	3	3	0
OST 2501 OFFICE MANAGEMENT This course is designed for the student who plans to advance into management. It covers current management thinking with regard to managing office and business information systems and supervising staff. It continues with management principles and concepts including organizational trends, technology and global business ethics. Case studies are used in the understanding of groups, teams and conflict issues. (Special Fee: \$34.00)	3	3	0	OST 2813 (Formerly OST 2821) DESKTOP PUBLISHING Students learn InDesign concepts used by office support personnel to create publications such as flyers, newsletters, business cards, brochures and report covers. This desktop publishing software uses the Windows environment. (Special Fee: \$34.00)	3	3	0
OST 2612 MEDICAL TRANSCRIPTION II • Prerequisite: OST 1611 This is an advanced medical transcription course. Students will transcribe physician-dictated medical documents from two or three different specialties. (Special Fee: \$34.00)	3	3	0	OST 2828 MICROSOFT POWERPOINT (PRESENTATION SOFTWARE) Beginning/Intermediate presentation course. Students will learn to create, modify, customize, and deliver a PowerPoint slide presentation. Students also will create or use drawing objects, charts, and templates; prepare speaker notes, add sound or import from other sources; and use delivery and navigation tools. This is a Microsoft Office Specialist certification preparation course. (Special Fee: \$34.00)	1	1	0

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
OST 2831 MICROSOFT WINDOWS (OPERATING SYSTEM)	1	1	0	OST 2943 INTERNSHIP IN MEDICAL OFFICE	1 - 4	variable	
Introduces the basic concepts and skills of the Windows operating system. Students get hands-on experience as they complete integrated activities that are designed to develop and expand skills related to the computer and the Internet. Realistic applications using operating system features such as the clipboard, file management/explorer, and accessories will be included. (Special Fee: \$34.00)				<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including OST 1611 or OST 2453; and Internship Office approval <p>This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>			
OST 2836 MICROSOFT ACCESS (DATABASE MANAGEMENT SOFTWARE)	3	3	0	OST 2944 INTERNSHIP IN OFFICE ADMINISTRATION	1 - 4	variable	
Beginning/Intermediate/Advanced database course. Students will learn to plan, create, modify, and organize a database. In addition, students will use forms; chart, sort, query, and analyze database records; create relational databases; and create, customize, and modify reports. This is a Microsoft Office Specialist certification preparation course. (Special Fee: \$34.00)				<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including OST 1110 and OST 2854 with at least a 3.0; and Internship Office approval <p>This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>			
OST 2852 (Formerly OST 2312) MICROSOFT EXCEL - INTRODUCTORY	1	1	0				
Beginning/Intermediate spreadsheet course. Students will learn to create, format, modify, and print worksheets; draw objects; and use spreadsheet data in ranges, functions and charts. This is a Microsoft Office Specialist certification preparation course. (Special Fee: \$34.00)							
OST 2854 (Formerly OST 2706) MICROSOFT OFFICE (APPLICATIONS PACKAGE)	3	3	0				
Beginning/Intermediate office application course. Students will learn Microsoft Office in a Windows environment and its use in business including: MS Word for creating and editing word processing documents, MS Excel for creating spreadsheets, MS Access for creating databases, and MS PowerPoint for creating professional slide show presentations. This is a Microsoft Office Specialist certification preparation course. (Special Fee: \$34.00)							
OST 2858 (Formerly OST 2318) MICROSOFT EXCEL	3	3	0				
Students will learn to create, format, modify, print worksheets, draw objects, and use spreadsheet data in ranges, functions and charts. In addition, they will learn to apply special or custom formatting, sort and query data from lists; audit worksheets; use macros, templates, and multiple workbooks; and import/export data. They will use database features; extract and filter data; and use data analysis, pivot tables, data validation, data map, condition formatting and other features. This is a Microsoft Office Specialist certification preparation course. (Special Fee: \$34.00)							
OST 2930 SELECTED TOPICS IN OFFICE ADMINISTRATION	1 - 3	variable					
For students interested in acquiring knowledge and skills in areas not included in other office systems technology courses. Multiple credit course. May be repeated for a maximum of 6 credits provided different topic explored each time, but grade forgiveness cannot be applied. (Special Fee: \$34.00)							
				Paralegal Studies			
				PLA 1104 (Formerly PLA 1105) LEGAL RESEARCH AND THEORY I	3	3	0
				<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, English and English for Academic Purposes and minimum grade of C in PLA 2003 or department approval for non-Paralegal Studies majors <p>An introduction to the legal system and to the law library system. Students learn to research and cite all primary and secondary sources on both the state and federal levels. (Special Fee: \$31.00)</p>			
				PLA 1114 (Formerly PLA 1115) LEGAL RESEARCH AND THEORY II	3	3	0
				<ul style="list-style-type: none"> • Prerequisites: ENC 1101 or ENC 1101H or IDH 1110 and ENC 1102 or ENC 1102H or IDH 1111 or ENC 1210 or OST 1335 and minimum grades of C in PLA 1104, PLA 1611, PLA 2203 and PLA 2433 <p>Study of legal analysis and legal writing. Students prepare letters, memorandums, and memorandums of law which analyze both statutory and case law. (Special Fee: \$31.00)</p>			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
PLA 1611 (Formerly PLA 1506) REAL PROPERTY I	3	3	0	PLA 2223 CIVIL LITIGATION II (Formerly PLA 2206, LEA 2102, LE 102)	3	3	0
<ul style="list-style-type: none"> • Prerequisite: Satisfactory completion of all mandated courses in reading, English and English for Academic Purposes Survey of Florida real property law, including classification of interests in real property; methods of acquiring ownership in real property; ownership interests; surveys and land descriptions; encumbrances of real property; easements and licenses; buying and selling real property; deeds of conveyance; recording systems; title abstracting and title insurance. Stresses practical application. (Special Fee: \$31.00)				<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in PLA 2203 Includes in-depth study of Florida Rules of Civil Procedure, Florida Appellate Rules and Florida Rules of Summary Procedure. Stresses teaching of practical skills which enable students to assist lawyers in commencement of lawsuit, discovery, settlement, trial, appeal and collection of judgments. (Special Fee: \$31.00)			
PLA 1730 COMPUTER-ASSISTED LEGAL RESEARCH	1	1	0	PLA 2433 BUSINESS ORGANIZATIONS	3	3	0
<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in PLA 1104 This course is designed to enhance the student's computer-assisted legal research skills. Students will be able to locate and update legal authority using online and electronic sources and properly cite them. (Special Fee: \$31.00)				<ul style="list-style-type: none"> • Prerequisite: Satisfactory completion of all mandated courses in reading, English and English for Academic Purposes Emphasis on primary entities under which business is conducted in Florida: sole proprietorship, partnership and limited partnership, limited liability companies, joint ventures and corporations. Compares and contrasts all entities with an emphasis on practical application. (Special Fee: \$31.00)			
PLA 2003 INTRODUCTION TO PARALEGAL PRACTICES AND ETHICS	3	3	0	PLA 2465 DEBTOR-CREDITOR/BANKRUPTCY	3	3	0
<ul style="list-style-type: none"> • Prerequisite: Satisfactory completion of all mandated courses in reading, English, and English for Academic Purposes This course is designed to introduce the student to the paralegal profession and legal ethics. The course focuses on the role of the paralegal in the legal environment and career-related topics, including job search criteria. The course also will provide an overview of the legal system and selected areas of the law. (Special Fee: \$31.00)				<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in PLA 2203 This course presents an overview of topics in debt collection practices, post judgment debt collection and bankruptcy law. (Special Fee: \$31.00)			
PLA 2192 LEGAL RESEARCH AND THEORY III CAPSTONE	3	3	0	PLA 2601 (Formerly PLA 2606) WILLS, TRUSTS AND ESTATE ADMINISTRATION I	3	3	0
<ul style="list-style-type: none"> • Prerequisites: Minimum grade of C in all of the following courses: PLA 1114, PLA 1611, PLA 2203, and PLA 2433. This course is designed as a capstone to enhance the paralegal competencies developed in the student's prior course work. Through study of legal specialty topics, students will gain additional experience and skill in critical analysis of legal issues, locating and evaluating appropriate legal authority and resources online, and the application of such authority and resources to the resolution of hypothetical factual situations. (Special Fee: \$31.00)				<ul style="list-style-type: none"> • Prerequisite: Satisfactory completion of all mandated courses in reading, English and English for Academic Purposes; Minimum grade of C in PLA 1611 In-depth analysis of Florida Probate Code as basic substantive law which governs wills, trusts and estate administration in Florida. (Special Fee: \$31.00)			
PLA 2203 CIVIL LITIGATION I (Formerly PLA 2207, LEA 2101, BUL 2653)	3	3	0	PLA 2602 (Formerly PLA 2626) WILLS, TRUSTS AND ESTATE ADMINISTRATION II	3	3	0
<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, English and English for Academic Purposes Focuses on litigation process as related to court system of Florida. Attention to function of law, role of attorney, basic substantive law, pleadings, discovery, trial, settlement and appeal. (Special Fee: \$31.00)				<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in PLA 2601 Stresses application of Florida Probate Code to process will preparation and probate; trust preparation and administration; and administration of estates with emphasis on teaching practical skills which enable students to assist lawyers in wills, trusts and estate administration work. (Special Fee: \$25.00)			
				PLA 2612 (Formerly PLA 2516) REAL PROPERTY II	3	3	0
				<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in PLA 1611 Study of real estate financing; settlements and closing; landlord/tenant law; condominiums, cooperatives, and PUDs. Stresses practical applications. (Special Fee: \$31.00)			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
PLA 2732 (Formerly PLA 2793) LEGAL TECHNOLOGY	3	3	0	Philosophy			
<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in PLA 2203 <p>This course is designed to assist students in developing analytical and technological skills so as to enable them to logically approach the application of computer technology to the field of law. This course includes learning activity designed to ensure competence in the basic use of computers. (Special Fee: \$31.00)</p>				PHI 2010 PHILOSOPHY	3	3	0
PLA 2800 (Formerly PLA 2803) FAMILY LAW	3	3	0	Contemporary problems introduce major areas of philosophy: metaphysics, ethics, aesthetics, theories of knowledge and philosophy of religion. Students explore writings of notable philosophers, past and present, and examine how their ideas have shed light on problems and their relevance to modern life.			
<ul style="list-style-type: none"> • Prerequisite: Satisfactory completion of all mandated courses in reading, English, and English for Academic Purposes <p>Study of elements of valid marriage, grounds for divorce, dissolution and annulment, property rights and tax consequences; Florida law concerning children, parental support, adoption and guardianship. (Special Fee: \$31.00)</p>				PHI 2600 ETHICS AND CRITICAL THINKING	3	3	0
PLA 2930 SELECTED TOPICS IN PARALEGAL STUDIES	1 - 3	variable		Study of major theoretical principles on which claims to good life and moral action have been based, such as hedonism, utilitarianism and rationalism. Each theory illustrated by representative selections from works of great philosophers from classical period to 20th century.			
<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in PLA 2003 or department approval <p>This course will explore a selection of emerging topics and trends in the legal field. Multiple credit course. May be repeated for credit for a maximum of 3 credits provided different topic explored each time, but grade forgiveness cannot be applied. (Special Fee: \$25.00)</p>				PHI 2604 MEDICAL ETHICS AND CRITICAL THINKING	3	3	0
PLA 2942 INTERNSHIP IN PARALEGAL STUDIES	1 - 4	variable		Introduction to critical thinking skills taught in the context of the examination of ethical theory. The theory and skills will be applied to cases related to the health care field; for example, issues of patients' rights, allocation of limited medical resources, codes of professional ethics, etc.			
<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes. Internship is to be taken in last term of Paralegal Studies Program and requires program director's approval <p>This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>				Photography			
Peace Studies				PGY 1800C DIGITAL PHOTOGRAPHY	3	3	3
PAX 1000 INTRODUCTION TO PEACE STUDIES	3	3	0	This course is an introduction to digital photography and the "electronic darkroom." The class will cover basic digital camera controls, lighting, composition, and hardware for the digital darkroom. Shooting, image editing, and desk top printing are covered. Requires the use of a digital, manual SLR camera. Paper will be the students' responsibility. (Special fee \$35)			
This elective course is a study of peace in its philosophical, religious, literary, historical and other cultural contexts. Investigation into the causes of violence on the global and personal levels. Emphasis on the interdisciplinary study of peace and the peace movement in historical and contemporary views. Application of conflict resolution, non-violence, and other practices necessary to become more powerful and peaceful members of our world.				PGY 2401C PHOTOGRAPHY I	3	3	3
				Introduction to black and white photography with emphasis upon use of camera, darkroom procedures of developing, printing, and study of visual design in photography. Student must supply a camera, which should have adjustable lens and shutter speeds, and some other materials. (Special Fee: \$43.00)			
				PGY 2410C PHOTOGRAPHY II	3	3	3
				<ul style="list-style-type: none"> • Prerequisite: PGY 2401C <p>Continuation of PGY 2401C with emphasis on imagery, content and refinement of techniques of medium. (Special Fee: \$43.00)</p>			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
PGY 2930 SELECTED TOPICS IN PHOTOGRAPHY • Prerequisite: Department approval	1 - 3		variable	Physics			
Selected topics in photography based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. Multiple credit course. May be repeated for credit for a maximum of 3 credits provided different topic explored each time, but grade forgiveness cannot be applied.				PHY 1007C PHYSICS • Prerequisite: MAC 1102 or MAC 1105 or two years of high school algebra	4	3	3
Physical Education See Health for course descriptions.				One-semester course for health-related majors. Survey of topics in physics related to health field. Applications of physics to principles of mechanics, heat, light, sound, electricity and magnetism, and radioactivity as they apply to health field. May not be taken for credit subsequent to receiving grade of C or better in any higher physics course. (Special Fee: \$63.00)			
Physical Science				PHY 1053C INTRODUCTORY PHYSICS I • Prerequisite: High school trigonometry with a minimum grade of C or MAC 1114 or MAC 1147	4	3	3
PSC 1020C (Formerly PSC 1101C) FUNDAMENTALS OF PHYSICAL SCIENCE Designed to meet the general education requirements for the technical or non-science major. Students study fundamental physical concepts such as force and motion, thermodynamics, electromagnetics, properties of solids and fluids, propagation of sound, and behavior of light and apply these principles to everyday life. (Special Fee: \$63.00)	4	3	3	Fundamental principles of mechanics, heat and sound. For students whose requirements for baccalaureate degree include basic courses in physics. (Special Fee: \$63.00)			
PSC 2930 (Formerly PSC 2121) SELECTED TOPICS IN PHYSICAL SCIENCE • Prerequisite: Department approval	1 - 3		variable	PHY 1054C INTRODUCTORY PHYSICS II • Prerequisite: PHY 1053C	4	3	3
Selected topics in physical sciences based on historical, traditional or contemporary approach, as background and interests of students and professor dictate. Multiple credit course. May be repeated for a maximum of 6 credits provided different topic explored each time, but grade forgiveness cannot be applied.				Fundamental principles of electricity, magnetism, optics and elements of modern physics. For students whose requirements for baccalaureate degree include basic course in physics. (Special Fee: \$63.00)			
PSC 2941 INTERNSHIP EXPLORATION IN EARTH AND PHYSICAL SCIENCE • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits; and Internship Office approval	1 - 4		variable	PHY 2048C GENERAL PHYSICS WITH CALCULUS I • Prerequisite: MAC 231I	4	3	3
This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)				Fundamental principles of mechanics, heat, and sound. For physics, mathematics, chemistry, and pre-engineering majors. (Special Fee: \$63.00)			
				PHY 2049C GENERAL PHYSICS WITH CALCULUS II • Prerequisite: PHY 2048C	4	3	3
				Fundamental principles of electricity, magnetism, and optics. For physics, mathematics, chemistry and pre-engineering majors. (Special Fee: \$63.00)			
				PHY 2101 MODERN PHYSICS • Prerequisite: PHY 2049C	3	3	0
				Special relativity, optical and X-ray spectra, interaction and duality of particles and radiation, basic concepts of quantum mechanics, atomic and molecular structures, introductory solid state and elementary nuclear and particle physics.			
				PHY 2936 SELECTED TOPICS IN PHYSICS • Prerequisites: PHY 1053C or PHY 2048C and department approval	1 - 3		variable
				For student in science who desires in-depth study of special topics in classical and modern physics. Includes experimental topics upon demand. Multiple credit course. May be repeated for a maximum of 6 credits provided different topic explored each time, but grade forgiveness cannot be applied.			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
PHY 2941 INTERNSHIP EXPLORATION IN PHYSICS	1 - 4	variable		POS 2930 SELECTED TOPICS IN POLITICAL SCIENCE	1-3	1-3	0
<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including PHY 2048C and MAC 2311; and Internship Office approval <p>This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>				<ul style="list-style-type: none"> • Prerequisite: POS 2041 or department approval <p>For students interested in exploring special topics in political science through research, discussion and observation. Multiple credit course. May be repeated for a maximum of 6 credits provided different topic explored each time, but grade forgiveness cannot be applied.</p>			
Political Science				POS 2940 INTERNSHIP IN CIVIC LEADERSHIP	1 - 4	variable	
INR 2002 INTERNATIONAL POLITICS	3	3	0	<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 2.5 overall GPA; 12 credits, including a minimum of C in POS 2041; and completion of any 2000 level Accounting, Biology, Communications, Education, Environmental Sciences, or Political Science or Program Coordinator/IPO approval • Prerequisite or corequisite: INR 2002 or POS 2112 <p>This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>			
<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in ENC 1101 or 1101H or IDH 1110 <p>Analysis of world politics, focusing on the role of nation-states and international organizations and on selected foreign policy issues. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple writing assignments. Minimum grade of C required if INR 2002 is used to satisfy Gordon Rule and general education requirements.</p>				POS 2941 INTERNSHIP EXPLORATION IN POLITICAL SCIENCE	1 - 4	variable	
INR 2002H INTERNATIONAL POLITICS - HONORS	3	3	0	<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including POS 2041; and Internship Office approval <p>This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>			
Same as INR 2002. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.				POS 2041 (Formerly POS 1041) U. S. GOVERNMENT	3	3	0
Analysis of the organization, structure and operational dynamics of the U.S. national government, both past and present, and an examination of the U.S. Constitution, including principles and theories supporting it. This course includes learning activity designed to ensure competence in the basic use of computers.				POS 2041H (Formerly POS 1041H) U. S. GOVERNMENT - HONORS	3	3	0
Same as POS 2041. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.				POS 2112 STATE AND LOCAL GOVERNMENT	3	3	0
In-depth study of state, county and municipal government with emphasis on contemporary problems.				POS 2232 GOVERNMENT AND THE MEDIA	3	3	0
<ul style="list-style-type: none"> • Prerequisite: POS 2041 <p>This course provides an in-depth study of how government and the media coexist in a free society. This course has been designated for students with a heightened interest in exploring politics and/or the media.</p>				POR 1120 ELEMENTARY PORTUGUESE I	4	3	1
				Beginning level course for students with little or no exposure to the language. Assists students to develop skills in understanding, speaking, reading, and writing Portuguese, with emphasis on the former two. A minimum grade of C is required if being used to satisfy the General Education Foreign Language Proficiency requirement. (Special Fee: \$36.00)			
				Polysomnography Technology			
				See Respiratory Care			
				Portuguese			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
POR 1121 ELEMENTARY PORTUGUESE II • Prerequisite: Minimum grade of C in POR 1120 or department approval Continuation of POR 1120. Assists students to further their communicative competence in Portuguese and their cultural understanding of Portuguese-speaking countries. A minimum grade of C is required if being used to satisfy the General Education Foreign Language Proficiency requirement. (Special Fee: \$36.00)	4	3	1	DEP 2004H DEVELOPMENTAL PSYCHOLOGY - HONORS Same as DEP 2004. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.	3	3	0
POR 2220 INTERMEDIATE PORTUGUESE I • Prerequisite: POR 1121 or equivalent, or department approval This class will enable students to both develop and further Portuguese language skills and cultural competence through a communicative approach integrating grammatical concepts with chronicles, readings, films, interviews, music and other first-hand sources.	4	3	1	DEP 2402 ADULT DEVELOPMENT AND AGING This course is designed to give the student information on the theories and processes of aging in our society today. The tasks of adulthood and behavioral gerontology will be explored in order to increase the student's awareness of issues during this developmental phase.	3	3	0
POR 2930 SELECTED TOPICS IN PORTUGUESE Seminars for students interested in exploring special topics in Portuguese. Multiple credit course. May be repeated for a maximum of 6 credits provided different topic explored each time, but grade forgiveness cannot be applied.	1 - 3	variable		EDP 2002 EDUCATIONAL PSYCHOLOGY Study of psychological principles and how they apply to educational process. Major areas: principles of learning, individual differences, motivation, mental abilities, measuring outcomes of learning and study of teaching - learning situation. Especially designed for prospective teachers.	3	3	0
Psychological Sciences				INP 1301 PSYCHOLOGY IN BUSINESS AND INDUSTRY Introduction to the psychology of human behavior as applied to business and industry. Designed to study psychological factors involved in the work place, including leadership, motivation, communications, morale, organizational structure, personnel selection, training, appraisal and consumer problems.	3	3	0
CLP 1001 (Formerly CLP 1002) PSYCHOLOGY OF ADJUSTMENT Biology and learned factors involved in processes of personal and social adjustment and study of mental health principles and their application to human adjustment.	3	3	0	PSY 1012 GENERAL PSYCHOLOGY This course is designed to provide students with an overview of theory and research in the major areas of psychology: biological, experimental, developmental, social, cognitive, personality, and clinical. This factual and conceptual foundation in psychology will help students understand behavior and apply psychological principles in a variety of settings and to their own lives.	3	3	0
CLP 2140 ABNORMAL PSYCHOLOGY • Prerequisite: PSY 1012 Psychological abnormality discussed with reference to symptom patterns, causation and treatment approaches.	3	3	0	PSY 1012H GENERAL PSYCHOLOGY - HONORS Same as PSY 1012. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.	3	3	0
DEP 1302 PSYCHOLOGY OF ADOLESCENCE Study of adolescent development from a multi-disciplinary viewpoint. Emphasizes social, physical and emotional development; adolescent problems including delinquency and drugs; learning problems and factors affecting life and vocational/career choices.	3	3	0	PSY 2050 SURVEY OF FORENSIC PSYCHOLOGY • Prerequisite: PSY 1012 Survey course in forensic psychology, designed to give the student the factual foundation, history, and vocabulary used in the field of forensics. This course provides an overview of the criminology, forensic science, and psychological aspects of criminal behavior.	3	3	0
DEP 2004 DEVELOPMENTAL PSYCHOLOGY • Prerequisite: PSY 1012 Designed to survey theory and research on development from conception through death. Emphasizes biological and social variables which influence human behavior.	3	3	0				

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
PSY 2930 SELECTED TOPICS IN PSYCHOLOGY • Prerequisite: PSY 1012 For students interested in exploring special topics in psychology through research, discussion and observation. Multiple credit course. May be repeated for a maximum of 6 credits provided different topic explored each time, but grade forgiveness cannot be applied.	1 - 3	variable		FFP 1540 PRIVATE FIRE PROTECTION SYSTEMS I This course is a survey of fire protection systems and domestic water supply. The operational feature and functional characteristics of fire detection and suppression systems and devices will be studied.	3	3	0
PSY 2941 INTERNSHIP EXPLORATION IN PSYCHOLOGY • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including PSY 1012; and Internship Office approval This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)	1 - 4	variable		FFP 1780 COMPANY OFFICER This course is a study of the basic concepts of fire company leadership, including the human skills, leadership tools, problem solving, and goal achievement of a company officer. Emphasis will be placed on the role of the officer in the setting of the fire company.	3	3	0
SOP 2332 DRUGS AND ADDICTIONS • Prerequisites: PSY 1012 This course examines the psychological, social, and biological issues involved with substance abuse. Addiction affects not only the drug user, but their family and friends as well. We explore problems associated with abusing substances, and their impact on both the individual and society.	3	3	0	FFP 1824 BASIC INCIDENT MANAGEMENT SYSTEM This is a study of the principles and features of an Incident Command System (ICS), how an Incident Command System is organized, incident facilities and their purposes (such as, but not limited to, command post, staging area, bases, camps, and heliports-helisports), incident resources such as strike teams, task forces and single resources; and common responsibilities such as communications and forms in incident management.	1	1	0
SOP 2772 HUMAN SEXUALITY • Prerequisite: PSY 1012 or SYG 2000 Study of sexuality with emphasis on subjects such as identity and behavior, characteristics of sexual beings and meaning of sexuality. Includes study of sexual health, sexual decision-making and strategies for dealing with conception, sexually transmitted diseases and sexual coercion and exploitation.	3	3	0	FFP 1825 INTERMEDIATE INCIDENT MANAGEMENT SYSTEM This is a continuation of the study of the Incident Command System (ICS), constructing an incident management organization for a given incident or event, including appropriate procedures for establishing command, transferring command, and terminating an incident, demonstrating knowledge of efficient incident resource management including logistics, finance, administration, and record-keeping, demonstrating a familiarity with air operations, and demonstrating knowledge of incident planning processes.	1	1	0
FFP 1505 FIRE PREVENTION This course is a survey of the principles of fire prevention and investigation. It includes a study of fire hazards in various occupancies; a review of fire prevention codes; a study of procedures and techniques of fire prevention inspection, to include surveying and mapping, recognition and elimination of fire hazards, public relations, methods of determining the area of fire origin, fire cause, fire spread and location and preservation of evidence.	3	3	0	FFP 1832 EMERGENCY RESPONSE TO TERRORISM: BASIC CONCEPTS This course is designed primarily for fire-rescue and EMS personnel, although other emergency responders can benefit from the course. A background in hazardous materials is helpful but not required. The course covers the history and categories of terrorism and terrorist organizations in the United States and abroad, self-protection measures to be taken at explosive and nuclear-biological-chemical (NBC) incidents, crime scene and perimeter control procedures, defensive tactical operations, and building an Incident Command organization for terrorism responses.	1	1	0
				FFP 2120 BUILDING CONSTRUCTION FOR THE FIRE SERVICE This course examines the various types and methods of building construction and their influence on fire travel and life safety. Fire resistance of building materials and problems inherent in new construction as well as in existing buildings are examined closely.	3	3	0

Public Administration

These courses are offered at Mid-Florida Tech and TECO as part of an articulation agreement for the A.A. Pre-Major: Public Administration.

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
FFP 2510 FIRE CODES AND STANDARDS	3	3	0	RTE 1000 INTRODUCTION TO RADIOGRAPHY	2	2	0
This course is a study of building and life safety codes in relation to types of occupancies, building design, fire resistance of building materials, fire problems inherent in structures and life safety considerations. A problem solving emphasis is used to provide opportunities for application of building and life safety code enforcement methods to prevent and correct building design problems.				<ul style="list-style-type: none"> • Prerequisite: Acceptance to Radiography A.S. Degree program • Corequisites: HSC 1230C <p>An overview of radiography and its role in health care delivery with orientation to academic and administrative structure and to the profession as a whole, including ethical and legal responsibilities, patient consent, hospital and department policies, and basic radiation protection principles. A minimum grade of C is required for all Radiography Program courses.</p>			
FFP 2521 BLUEPRINT READING AND PLANS REVIEW	3	3	0	RTE 1418C PRINCIPLES OF RADIOGRAPHY I	3	2	3
This course is a comprehensive study of building construction blueprints and plans. The course will teach the student how to assimilate information contained in construction working drawings, specifications, interpreting conventional graphic communications, and accepted standards and conventions related to fire protection and prevention inspections.				<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in RTE 1000 and HSC 1230C • Prerequisite or Corequisite: RTE 1503C and RTE 1804L <p>Basic principles of radiation, image receptor systems, processing and a study of the factors that govern and influence the production and evaluation of the radiographic image will be presented. A minimum grade of C is required for all Radiography Program courses. (Special Fee: \$25.00)</p>			
FFP 2740 FIRE SERVICE COURSE DELIVERY	3	3	0	RTE 1458 PRINCIPLES OF RADIOGRAPHY II	3	3	0
This is a study of the instructor's responsibility for communication, learning and teaching concepts, job analysis, teaching objectives and instructional aids use. This course is a requirement to sit for the Florida State Fire Officer certification exam.				<ul style="list-style-type: none"> • Prerequisite: Minimum grades of C in RTE 1418C and RTE 1503C • Corequisites: RTE 1513C and RTE 1814L <p>An overall survey of factors affecting the production of high quality radiographs. Manipulation of technical factors and use of accessory devices to produce quality radiographic images will be explored. Quality assurance evaluation methods for radiographic systems will be presented, performed, and orally reported. A minimum grade of C is required for all Radiography Program courses.</p>			
FFP 2810 FIRE FIGHTING TACTICS AND STRATEGY I	3	3	0	RTE 1503C RADIOGRAPHIC PROCEDURES I	4	3	3
This course is a study of the basic concepts involved in fire fighting, including the behavior, fire fighting fundamentals and principles of extinguishment; the proper role for a utilization of various fire companies; and pre-planning fire problems.				<ul style="list-style-type: none"> • Prerequisites: Minimum grades of C in RTE 1000 and HSC 1230C • Corequisites: RTE 1418C and RTE 1804L <p>A study of patient habitus, positioning, equipment manipulation, and radiographic quality image evaluation of the chest, abdomen and appendicular skeleton. Emphasis is placed on critical thinking and communication skills related to procedure performance patient care and radiation protection. A minimum grade of C is required for all Radiography Program courses. (Special Fee: \$10.00)</p>			
FFP 2811 FIRE FIGHTING TACTICS AND STRATEGY II	3	3	0	RTE 1513C RADIOGRAPHIC PROCEDURES II	4	3	3
<ul style="list-style-type: none"> • Prerequisite: FFP 2810 <p>This course is a study of the principles utilized on the fire ground for maximum manpower and equipment utilization; fire ground administration, starting with a small fire through major conflagrations. Emphasis will be on developing thinking skills in relation to crises.</p>				<ul style="list-style-type: none"> • Prerequisite: Minimum grades of C in RTE 1418C and RTE 1503C • Corequisites: RTE 1458 and RTE 1814L <p>A study of patient positioning, equipment manipulation and radiographic quality evaluation of the axial skeleton. Emphasis is placed on critical thinking and communication skills related to procedure performance, patient care and radiation protection. A minimum grade of C is required for all Radiography Program courses. (Special Fee: \$10.00)</p>			
Radiography							
To register for any of the Computed Tomography (CT) courses, you must apply and be accepted to the CT program.							
To register for any of the Magnetic Resonance Imaging (MRI) courses, you must apply and be accepted to the MRI program.							
To register for any of the Radiography courses, you must apply and be accepted to the Radiography program.							

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
RTE 1523C RADIOGRAPHIC PROCEDURES III	4	3	3	RTE 2385 RADIATION BIOLOGY AND PROTECTION	2	2	0
<ul style="list-style-type: none"> • Prerequisite: Minimum grades of C in RTE 1513C and RTE 1458 • Corequisites: RTE 2762 and RTE 1824L <p>A study of patient positioning and radiographic quality image evaluation for contrast procedures for gastrointestinal and genitourinary systems, special studies and CT with emphasis on equipment manipulation, to include fluoroscopy and mobile radiography. Emphasis is placed on critical thinking and communication skills related to patient care and radiation protection. A minimum grade of C is required for all Radiography Program courses. (Special Fee: \$10.00)</p>				<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in RTE 2563 • Corequisites: RTE 2061 and RTE 2844L <p>Study of acute and chronic effects of ionizing radiation on biologic systems. Investigates responses at cellular and total organism level. Presents protection measures and regulations for all types of ionizing radiation. A minimum grade of C is required for all Radiography Program courses.</p>			
RTE 1804L RADIOGRAPHIC CLINICAL EDUCATION I	1	0	8	RTE 2563 PRINCIPLES OF RADIOGRAPHY III	4	4	0
<ul style="list-style-type: none"> • Prerequisites: Minimum grades of C in RTE 1000 and HSC 1230C • Corequisites: RTE 1418C and RTE 1503C <p>Supervised clinical experience and competency evaluation of professional interaction and performance of routine radiographic procedures with emphasis on radiation protection, patient care, equipment orientation, radiographic technique, image processing procedures and image quality evaluation. A minimum grade of C is required for all Radiography Program courses. (Special fee: \$23.00)</p>				<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in RTE 1458 • Corequisites: RTE 2782 and RTE 2834L <p>A study of the physical principles and application of imaging equipment; radiographic/fluoroscopic, computed tomography, digital imaging, magnetic resonance imaging, and radiology department computerization. Assignments include written journal article reports. A minimum grade of C is required for all Radiography Program courses.</p>			
RTE 1814L RADIOGRAPHIC CLINICAL EDUCATION II	2	0	16	RTE 2571 COMPUTED TOMOGRAPHY	3	3	0
<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in RTE 1804L • Corequisites: RTE 1513C and RTE 1458 <p>Continuation of supervised clinical experience and competency evaluation of professional interaction and performance of routine radiographic procedures with emphasis on radiation protection, patient care, equipment operation, radiographic technique, image processing procedures and image quality evaluation. A minimum grade of C is required for all Radiography Program courses. (Special Fee: \$23.00)</p>				<ul style="list-style-type: none"> • Prerequisite: American Registry of Radiologic Technologists (ARRT) certification or equivalent in Radiography, Nuclear Medicine or Radiation Therapy and department approval <p>Course content is designed to impart an understanding of the physical principles and instrumentation involved in computed tomography (CT). Content will include detailed coverage of procedure protocols for CT imaging and a thorough coverage of common diseases diagnosable using CT. A minimum grade of C is required for all Radiography Program courses.</p>			
RTE 1824L RADIOGRAPHIC CLINICAL EDUCATION III	2	0	16	RTE 2571L COMPUTED TOMOGRAPHY CLINICAL EDUCATION	3	0	24
<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in RTE 1814L • Corequisites: RTE 1523C and RTE 2762 <p>Continuation of supervised clinical experience and competency evaluation of professional interaction and performance of routine radiographic procedures with emphasis on radiation protection, patient care, equipment operation, radiographic technique, image processing procedures and image quality evaluation. A minimum grade of C is required for all Radiography Program courses. (Special Fee: \$23.00)</p>				<ul style="list-style-type: none"> • Prerequisite: American Registry of Radiologic Technologists (ARRT) certification or equivalent in Radiography, Nuclear Medicine or Radiation Therapy with department approval and minimum grades of C in RTE 2571 and RTE 2762 or department approval <p>This course provides for a clinical rotation to achieve experience in performing and documenting computed tomography procedures toward compliance with the ARRT eligibility requirements. A minimum grade of C is required for all Radiography Program courses. (Special Fee: \$20.00)</p>			
RTE 2061 RADIOGRAPHIC SEMINAR	3	3	0	RTE 2575 MAGNETIC RESONANCE IMAGING I	3	3	0
<ul style="list-style-type: none"> • Prerequisite: Minimum grades of C in RTE 2563 and RTE 2782 • Corequisite: RTE 2385 and RTE 2844L <p>This course is designed to provide a forum for student research and review of all aspects of radiography. A minimum grade of C is required for all Radiography Program courses.</p>				<ul style="list-style-type: none"> • Prerequisite: American Registry of Radiologic Technologists (ARRT) certification or equivalent in Radiography, Nuclear Medicine or Radiation Therapy and department approval <p>Course content is designed to impart the basic concepts of nuclear magnetic resonance; covers types of magnets and the generation of a nuclear magnetic signal; includes terminology used routinely in clinical settings; and progresses to Magnetic Resonance physics as it applies to instrumentation and imaging. Factors impacting the development and management of a Magnetic Resonance facility will be presented. Content also includes basic principles of magnet safety. A minimum grade of C is required for all Radiography Program courses.</p>			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
RTE 2575L MAGNETIC RESONANCE IMAGING CLINICAL EDUCATION	3	0	24	RTE 2844L RADIOGRAPHIC CLINICAL EDUCATION V	3	0	24
<ul style="list-style-type: none"> • Prerequisite: American Registry of Radiologic Technologists (ARRT) certification or equivalent in Radiography, Nuclear Medicine or Radiation Therapy with department approval and minimum grades of C in RTE 2575 and RTE 2762 or department approval <p>This course provides for clinical rotation to achieve clinical experience in performing and documenting Magnetic Resonance Imaging procedures toward compliance with the ARRT eligibility requirements. A minimum grade of C is required for all Radiography Program courses.</p>				<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in RTE 2834L • Corequisites: RTE 2385 and RTE 2061 <p>Continuation of supervised clinical experience and competency evaluation of professional interaction and performance of routine radiographic procedures with emphasis on radiation protection, patient care, equipment operation, radiographic technique, image processing procedures and image quality evaluation. A minimum grade of C is required for all Radiography Program courses.</p>			
RTE 2576 MAGNETIC RESONANCE IMAGING II	3	3	0	RTE 2930 SELECTED TOPICS IN RADIOGRAPHY	1 - 3		variable
<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in RTE 2575 <p>Course content provides a comprehensive presentation of Magnetic Resonance Imaging procedures covering anatomy, pathology, Magnetic Resonance tissue characteristics and equipment applications for the central nervous system, thoracic, mediastinal, abdominal, pelvic and musculoskeletal regions of the human body. A minimum grade of C is required for all Radiography Program courses.</p>				<ul style="list-style-type: none"> • Prerequisite: Department approval <p>Selected topics in radiography based on the needs and areas of interest of the class and professor. May include laboratory work as part of the class. Multiple credit course. May be repeated for credit for a maximum of 3 credits provided different topic explored each time, but grade forgiveness cannot be applied.</p>			
RTE 2762 SECTIONAL ANATOMY	3	3	0	RTE 2942 INTERNSHIP IN RADIOGRAPHY	1 - 4		variable
<ul style="list-style-type: none"> • Prerequisite: BSC 2094C, <p>Nuclear MA detailed study of gross anatomical structures will be systematically conducted for location, relationship to other structures, and function. Identification of anatomical structures in axial (transverse), sagittal, coronal and orthogonal (oblique) planes will be achieved using illustrations and anatomy images comparing computed tomography, magnetic resonance imaging and ultrasound images, when applicable. A minimum grade of C is required for all Radiography Program courses.</p>				<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; second-year standing in Radiography degree program; and program director's approval <p>This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>			
RTE 2782 RADIOGRAPHIC PATHOLOGY	3	3	0	Reading			
<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in RTE 1523C • Corequisites: Minimum grades of C in RTE 2563 and RTE 2834L <p>Course content will provide student with an introduction to the concept of disease. The relationship of pathology and disease to various radiographic procedures will be discussed. Assignments will include an oral case presentation. A minimum grade of C is required for all Radiography Program courses.</p>				REA 0001 COLLEGE-PREPARATORY READING I	3	3	0
RTE 2834L RADIOGRAPHIC CLINICAL EDUCATION IV	3	0	24	<ul style="list-style-type: none"> • Prerequisite: Appropriate score on CPT or other approved assessment • Corequisite: REA 0001L <p>Study of literal and inferential comprehension skills with emphasis on literal skills and organization patterns of information. Includes strategies for vocabulary development. Minimum grade of C required for successful completion. Upon successful completion, degree-seeking students must take both REA 0002 and REA 0002L or REA 0002C. REA 0001 credit does not apply toward any associate degree.</p>			
<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in RTE 1824 • Corequisites: RTE 2563 and RTE 2782 <p>Continuation of supervised clinical experience and competency evaluation of professional interaction and performance of routine radiographic procedures with emphasis on radiation protection, patient care, equipment operation, radiographic technique, image processing procedures and image quality evaluation. A minimum grade of C is required for all Radiography Program courses. (Special Fee: \$43.00)</p>				REA 0001L COLLEGE-PREPARATORY READING LAB	0	0	2
				<ul style="list-style-type: none"> • Corequisite: REA 0001 <p>Lab component of REA 0001. (Special Fee: \$36.00)</p>			
				REA 0001C COLLEGE-PREPARATORY READING I	3	3	2
				<p>Same as REA 0001 and REA 0001L with class and lab combined. (Special Fee: \$36.00)</p>			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
REA 0002 COLLEGE-PREPARATORY READING II	3	3	0	REA 2930 SELECTED TOPICS IN READING	1 - 3	variable	
<ul style="list-style-type: none"> • Prerequisites: Minimum grade of C in REA 0001 and REA 0001L or REA 0001C or appropriate score on CPT or other approved assessment • Corequisite: REA 0002L <p>Review and reinforcement of skills covered in REA 0001 and REA 0001L. Emphasis on additional critical comprehension skills. Strategies for vocabulary development. A passing score on the Basic Skills Exit Test is required for a minimum final course grade of C, which is required for successful completion of this course. Upon successful completion, student has met the reading requirement for entry into ENC 1101. Students who pass the CPT - Reading with scores of 83-85 are strongly encouraged to enroll in REA 1105. REA 0002 credit does not apply toward any associate degree.</p>				<p>Seminar for students interested in research, discussion, and observation of special topics in reading. Multiple credit course. May be repeated for a maximum of 6 credits provided different topic explored each time, but grade forgiveness cannot be applied.</p>			
REA 0002L COLLEGE-PREPARATORY READING II LAB	0	0	2	REA 2941 INTERNSHIP EXPLORATION IN READING	1 - 4	variable	
<ul style="list-style-type: none"> • Corequisite: REA 0002 <p>Lab component of REA 0002. (Special Fee: \$36.00)</p>				<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including ENC 1101 or ENC 1101H or IDH 1110 or REA 1105; and Internship Office approval <p>This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>			
REA 0002C COLLEGE-PREPARATORY READING II	3	3	2	Real Estate			
Same as REA 0002 and REA 0002L with class and lab combined. (Special Fee: \$36.00)				REE 1000 REAL ESTATE PRINCIPLES AND PRACTICES	3	3	0
REA 0002N INTENSIVE READING TUTORIAL	0	0	2	<p>Study of legal and economic aspects of real estate with emphasis on ownership, realty market, instruments of record, mortgages, taxes and government regulations. Students interested in sitting for Florida Real Estate Commission exam must take combined REE 1000 and REE 1400 end-of-course exam and receive grade of 70 percent or better.</p>			
<ul style="list-style-type: none"> • Prerequisite: Completion of EAP 1620 or REA 0002 or REA 0002C with a grade of I <p>This course is designed for students who successfully completed the course work for EAP 1620 or REA 0002 or REA 0002C but failed to earn a passing grade on the Basic Skills Exit Test in the course. Students may be eligible for this course after their first attempt in EAP 1620 or REA 0002 or REA 0002C. Students will sign a contract with the dean of the department and work with assigned instructors to prepare for the Basic Skills Exit Test. Faculty recommendation is required. This course will not appear on a transcript because it is a non-gradable course. (Special Fee: \$36.00)</p>				REE 1400 FLORIDA REAL ESTATE LAW	3	3	0
REA 1105 (Formerly REA 1106) COLLEGE READING	3	3	0	<p>Introduction to Florida real estate license law and rules and regulations of Florida Real Estate Commission. Legal and ethical principles covered are required knowledge for student entering real estate field and for state real estate license examination. Students interested in sitting for the Florida Real Estate Commission exam must take combined REE 1000 and REE 1400 end-of-course exam and receive a grade of 70 percent or better.</p>			
<ul style="list-style-type: none"> • Prerequisite: Minimum score of 83 on CPT <p>Reinforcement of comprehension skills and vocabulary development. Emphasis on developing strategies for learning and remembering new words.</p>				REE 2941 INTERNSHIP EXPLORATION IN REAL ESTATE	1 - 4	variable	
REA 1205 READING SKILLS	3	3	0	<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including REE 1000 and REE 1400; and Internship Office approval <p>This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>			
<ul style="list-style-type: none"> • Prerequisite: REA 1105 or score of 83 on CPT or other state-approved entry test <p>Designed to assist students with average and above-average reading ability to develop optimal reading skills. Emphasis on increasing reading speed and flexibility; developing thorough, accurate, and critical comprehension, and acquiring precise and extensive vocabulary.</p>							

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
REE 2942 INTERNSHIP IN REAL ESTATE	1 - 4	variable		PSG 1001 POLYSOMNOGRAPHIC TECHNOLOGY II	3	3	0
<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including REE 1000 and REE 1400; and Internship Office approval <p>This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>				<ul style="list-style-type: none"> • Prerequisites: Minimum grades of C in PSG 1000, PSG 1000L, and PSG 1800L • Corequisites: PSG 1001L and PSG 1801L <p>Provides instruction in advanced aspects of polysomnographic technology. This course expands upon the topics covered in Polysomnographic Technology I. Students will become familiar with the skills and knowledge needed to obtain and evaluate high-quality sleep recordings. Topics include : sleep scoring and event recognition, instrumentation setup and calibration, recording and monitoring techniques, documentation, therapeutic interventions, specialty sleep studies and related patient-technologist interactions.</p>			
Religion				PSG 1001L POLYSOMNOGRAPHIC TECHNOLOGY LABORATORY II	1	0	3
REL 2000 UNDERSTANDING RELIGIOUS TRADITIONS	3	3	0	<ul style="list-style-type: none"> • Prerequisites: Minimum grades of C in PSG 1000, PSG 1000L, and PSG 1800L • Corequisites: PSG 1001 and PSG 1801L <p>This course is an extension of Polysomnographic Technology II. Topics include: sleep scoring and event recognition, instrumentation setup and calibration, recording and monitoring techniques, documentation, therapeutic interventions, specialty sleep studies and patient-technologist interactions related to polysomnographic technology. (Special Fee: \$10.00)</p>			
Designed for students interested in exploring various ways people have expressed religious views. Explores questions that lead people to formulate religious answers and various religious doctrines that formalize human concerns. Balances different opinions from major religious traditions such as Christianity, Judaism, Hinduism and Buddhism, among others, and helps students broaden perspectives on religion.				PSG 1800L POLYSOMNOGRAPHIC TECHNOLOGY CLINICAL PRACTICUM I	1	0	7
Respiratory Care				<ul style="list-style-type: none"> • Prerequisite: Acceptance to Polysomnography Technology Advanced Technical Certificate program • Corequisites: PSG 1000 and PSG 1000L <p>An introduction to basic polysomnographic procedures performed in the clinical setting. Students will observe, perform (under supervision), and evaluate basic sleep studies. Students will be required to master the skills of: conducting a complete sleep history; patient assessment; patient preparation; instrumentation setup, calibration and operation; recording and monitoring procedures during the test; documentation; record-keeping; and patient-technologist interactions.</p>			
To register for any of the Polysomnography Technology courses, you must apply and be accepted to the Polysomnography Technology program.				PSG 1801L POLYSOMNOGRAPHIC TECHNOLOGY CLINICAL PRACTICUM II	1	0	8
To register for any of the Respiratory Care courses, you must apply and be accepted to the Respiratory Care program.				<ul style="list-style-type: none"> • Prerequisites: Acceptance Minimum grades of C in PSG 1000 and PSG 1800L • Corequisites: PSG 1001 and PSG 1001L <p>A course designed to continue the development of skills and concepts begun in Practicum I. Students will observe, perform (under supervision), and evaluate basic and advanced sleep studies. In addition, this course will focus more on the scoring of sleep studies, therapeutic interventions used, and more advanced and specialized aspects of polysomnography designed to prepare the student for employment in the sleep lab and for taking the RPSGT credentialing examination. Students will be required to master the skills of: sleep scoring and event recognition, CPAP titration, therapeutic and pharmacological interventions, specialty sleep studies and patient-technologist interactions related to polysomnographic technology.</p>			
PSG 1000 POLYSOMNOGRAPHIC TECHNOLOGY I	3	3	0	PSG 1000L POLYSOMNOGRAPHIC TECHNOLOGY LABORATORY I	1	0	3
<ul style="list-style-type: none"> • Prerequisite: Acceptance to Polysomnography Technology Advanced Technical Certificate program • Corequisites: PSG 1000L and PSG 1800L <p>This course introduces the basic principles and practices of polysomnographic technology. Topics covered in the course include: medical terminology, instrumentation setup and calibration, recording and monitoring techniques, documentation, professional issues, and patient-technologist interactions related to polysomnographic technology.</p>				<ul style="list-style-type: none"> • Prerequisite: Acceptance to Polysomnography Technology Advanced Technical Certificate program • Corequisites: PSG 1000 and PSG 1800L <p>Provides laboratory instruction and practical experience in entry-level polysomnographic techniques. Topics include related medical terminology, conducting a patient sleep history, patient assessment, patient preparation, instrumentation setup and calibration, recording and monitoring techniques, documentation, and related patient-technologist interactions. This course is an extension of Polysomnographic Technology I. (Special Fee: \$25.00)</p>			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
RET 1025C PRINCIPLES OF RESPIRATORY CARE	6	3	4	RET 1485C CARDIOPULMONARY PHYSIOLOGY	4	3	3
<ul style="list-style-type: none"> • Prerequisite: Acceptance to Respiratory Care A.S. Degree program • Prerequisite or corequisite: BSC 2093C <p>Course and laboratory experience designed for beginning respiratory care student. Introduction and working knowledge of state of the art: basic principles of equipment operation and therapeutic objectives for administration of medical gases, humidity, aerosol, therapy modalities and airway management. This course includes learning activity designed to ensure competence in oral communication. (Special Fee: \$50.00)</p>				<ul style="list-style-type: none"> • Prerequisites: BSC 2093C or department approval and acceptance to Respiratory Care A.S. Degree program <p>Includes pulmonary functions: normal ventilation and regulation of respiration, response to gases and ions, lung reflexes and ventilatory and mechanical factors. Also includes pulmonary circulation, gas diffusion, manifestations of disease and blood gas analysis. (Special Fee: \$30.00)</p>			
RET 1264C PRINCIPLES OF MECHANICAL VENTILATION	4	3	3	RET 1874L CLINICAL PRACTICE I	4	0	24
<ul style="list-style-type: none"> • Prerequisite: RET 1025C or department approval <p>Functions of advanced respiratory equipment, arterial blood-gas equipment, prolonged mechanical ventilation, bedside respiratory volumetric monitoring, evaluation prior to and during weaning from respiratory support. (Special Fee: \$30.00)</p>				<ul style="list-style-type: none"> • Prerequisite: RET 1275C • Corequisite: Department approval <p>Student assigned clinical tasks in patient floor care under supervision of staff respiratory therapist or clinical instructor. (Special Fee: \$30.00)</p>			
RET 1275C CLINICAL CARE TECHNIQUES	4	3	3	RET 1875L CLINICAL PRACTICE II	4	0	24
<ul style="list-style-type: none"> • Prerequisites: BSC 2093C and RET 1025C <p>Presents basic principles and essential skills necessary to perform patient care safely and effectively. Includes medical asepsis, terminology, communication, patient assessment and position, medical ethics, and behavioral problems unique to patients with respiratory illness. Orientation to clinical rotation. Student must maintain C through didactic portion to participate in clinical setting. (Special Fee: \$30.00)</p>				<ul style="list-style-type: none"> • Prerequisites: Both RET 1264C and RET 1874L or department approval <p>Student assigned clinical practice in intensive care, cardiac care, progressive care and emergency room units under supervision of staff respiratory therapist or clinical instructor. Emphasis on volume ventilators and advanced patient care, pediatric/neonatal as well as adult. This course includes learning activity designed to ensure competence in the basic use of computers. (Special Fee: \$45.00)</p>			
RET 1295C CHEST MEDICINE	4	3	3	RET 2244C LIFE SUPPORT	3	2	3
<ul style="list-style-type: none"> • Prerequisites: BSC 2093C and RET 1025C <p>Respiratory care students investigate nature and cause of cardiopulmonary diseases that involve changes in structure and function. Presents etiology, clinical manifestations, pathogenesis, lab data and treatment for major chronic and acute pulmonary disease entities. This course includes learning activity designed to ensure competence in oral communication. (Special Fee: \$30.00)</p>				<ul style="list-style-type: none"> • Prerequisites: RET 1450C and RET 1264C <p>Emphasis on advanced cardiopulmonary assessment diagnostic and monitoring techniques. Stresses cardiopulmonary thermodynamics, advanced pulmonary function studies and innovations.</p>			
RET 1450C BASIC PHYSIOLOGIC MONITORING	3	2	3	RET 2350 PHARMACOLOGY	3	3	0
<ul style="list-style-type: none"> • Prerequisite: RET 1275C <p>Emphasis on basic diagnostic and monitoring principles used in determining clinical evaluation of patients. Cardiopulmonary assessment using electrocardiography, chest roentgenography and lab test. (Special Fee: \$26.00)</p>				<ul style="list-style-type: none"> • Prerequisites: BSC 2094C or department approval and acceptance to Respiratory Care A.S. Degree program <p>History of pharmacology, regulatory agencies and regulations concerning use of drugs. Drug action, absorption, distribution and use in human body. Emphasis on respiratory drugs, cardiac drugs and related drugs therapist is exposed to in hospital.</p>			
				RET 2714C PEDIATRIC RESPIRATORY CARE	4	3	1
				<ul style="list-style-type: none"> • Prerequisite: RET 1264C or department approval <p>Instruction includes the following areas: development and physiology of fetal and neonate lung; perinatal circulation; neonatal pulmonary disorders; treatment of perinatal patients with respiratory care techniques and pediatric respiratory therapy. (Special Fee: \$30.00)</p>			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
RET 2876L CLINICAL PRACTICE III	4	0	24	ASL 2200 (Formerly SPA 2615) AMERICAN SIGN LANGUAGE IV	4	4	0
<ul style="list-style-type: none"> • Prerequisites: Both RET 1875L and RET 2714C or department approval <p>Each student assigned clinical tasks and orientation in pulmonary function lab, cardiac catheterization and open heart surgery under supervision of staff respiratory therapist or clinical instructor. Approximately 24 contact hours for every four semester credits. (Special Fee: \$34.50)</p>				<ul style="list-style-type: none"> • Prerequisite: ASL 2160 or department approval <p>Designed for students who have previous course work in other manual communication systems in the complex grammar, facial expression, metaphorical and idiomatic vocabulary of American Sign Language. Gives students advanced skills in fluent, conversational receptive and expressive American Sign Language. Additional production of non-voiced, conversational, spontaneous signed sentences is the goal of this course. Continued emphasis on the ability to "read" signed phrases and sentences will be an integral part of the course.</p>			
RET 2930 SELECTED TOPICS IN RESPIRATORY CARE	1 - 3	variable		ASL 2300 (Formerly SPA 2611) STRUCTURE OF AMERICAN SIGN LANGUAGE	3	3	0
<ul style="list-style-type: none"> • Prerequisite: Department approval <p>Selected topics in respiratory care based on the needs and areas of interest of the class and the professor. May include laboratory and/or field work as part of the class. Multiple credit course. May be repeated for a maximum of 3 credits provided different topic explored each time, but grade forgiveness cannot be applied, but grade forgiveness cannot be applied.</p>				<ul style="list-style-type: none"> • Prerequisite: ASL 2150 <p>A study of the phonology, morphology, syntax, semantics, and discourse structure of American Sign Language, with additional discussions of the biological basis of language and communication.</p>			
Restaurant and Food Service Management				ASL 2510 (Formerly SPA 2560) DEAF CULTURE	3	3	0
See Hospitality and Tourism, Baking and Pastry Management, Culinary Management, and Restaurant Management for course descriptions.				<p>An overview of deafness with emphasis on its impact on the individual, the family, and the social patterns of the deaf community and culture, as well as historical and changing attitudes toward persons with disabilities.</p>			
Sign Language				ASL 2600 METHODS OF TEACHING AMERICAN SIGN LANGUAGE	3	3	0
ASL 2140 (Formerly SPA 2612) AMERICAN SIGN LANGUAGE I	4	4	0	<ul style="list-style-type: none"> • Prerequisites: Minimum grade of C in ASL 2160 or departmental approval <p>Provides overview of how second languages have traditionally been taught, discusses current theories and approaches in curriculum design and instructional methods in second language acquisition and the teaching and learning of American Sign Language and deaf community and culture. Students are provided opportunities to practice basic teaching techniques, select appropriate materials, design curriculum and evaluation techniques, including how to teach cultural and gramatical features in lessons. Students learn about resources to support their efforts to teach sign language.</p>			
ASL 2150 (Formerly SPA 2613) AMERICAN SIGN LANGUAGE II	4	4	0	ASL 2601 1ST AND 2ND LANGUAGE ACQUISITION IN ASL	3	3	0
<ul style="list-style-type: none"> • Prerequisite: ASL 2140 or department approval <p>Continuation of SPA 2612 emphasizing intermediate level sign vocabulary and use of signing space. Provides greater opportunity for skill development in ASL structure and introduces ASL idioms. A minimum grade of C is required if being used to satisfy the General Education Foreign Language Proficiency requirement.</p>				<ul style="list-style-type: none"> • Prerequisites: Minimum grade of C in ASL 2160 or departmental approval <p>This course discusses the nature and issues of first and second language acquisition (SLA), the findings of SLA and possible implications in teaching ASL as a native/heritage language and/or a second/world language; outlining issues in ASL/Deaf Studies, second language teaching and offers pespectives into such issues.</p>			
ASL 2160 (Formerly SPA 2614) AMERICAN SIGN LANGUAGE III	4	4	0	ASL 2701 AMERICAN SIGN LANGUAGE LITERATURE	3	3	0
<ul style="list-style-type: none"> • Prerequisite: ASL 2150 or department approval <p>Advanced course for students who have previous course work in other manual communication systems but have no extensive background in the grammatical structure and regional idiomatic usage of American Sign Language. The production of non-voiced, conversational, spontaneous signed sentences is the goal of this course. Emphasis on the ability to "read" signed phrases and sentences will be an integral part of this course. A minimum grade of C is required if being used to satisfy the General Education Foreign Language Proficiency requirement.</p>				<ul style="list-style-type: none"> • Prerequisites: Minimum grade of C in ASL 2160 or departmental approval <p>Introduction to American Sign Language literature as recorded on videotape or film and in live performance; art, traditional folklore, storytelling, poetry, drama, oratory, jokes, and nonfiction narrative; analysis of genres in their social and cultural contexts as expressions of deaf identity and the deaf experience; how historical and current issues in deaf culture are represented in literary form.</p>			

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
INT 2131 (Formerly SPA 2464 and SPA 2659) INTRODUCTION TO INTERPRETING	3	3	0	INT 2210 TRANSLITERATING	3	3	0
<ul style="list-style-type: none"> • Prerequisites: Minimum grade of C in ASL 2510, or departmental approval <p>Provides an introduction to the role of the interpreter, highlighting the application of the National Registry of Interpreters for the Deaf Professional Code of Conduct in daily interaction with deaf and hearing consumers. Also includes discussion of basic theories, guidelines, principles, and practices of interpreting. Environmental considerations of communication and interpreting will be discussed. Additional fees will be required for Florida Registry of the Deaf testing.</p>				<ul style="list-style-type: none"> • Prerequisites: Minimum grade of C in INT 2203 or departmental approval <p>This course is designed to explain and reinforce the features of the transliteration process. The students will be guided into developing skills for expressive transliterating through presentation and participation. Audio taped, videotaped and live materials will be used for skill development.</p>			
INT 2200 (Formerly SPA 2667) INTERACTIVE INTERPRETING I	3	3	0	INT 2941 (Formerly SPA 2941) INTERNSHIP EXPLORATION IN SIGN LANGUAGE	1 - 4	variable	
<ul style="list-style-type: none"> • Prerequisite: Minimum grade of C in INT 2131 or departmental approval <p>This course is a continuation of INT 2131 with an emphasis on production of a signed interpretation of a voiced message. This course provides more advanced application of techniques and principles of a signed interpretation of a voiced message. Students will practice using audiotape, videotape, and CD, and DVD materials to reinforce skill development. Live role-play and modeling techniques permit students to experience a variety of interactive/interview interpreting settings</p>				<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including INT 2201 or Program Director's approval <p>This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)</p>			
INT 2201 (Formerly SPA 2668) INTERACTIVE INTERPRETING II	3	3	0				
<ul style="list-style-type: none"> • Prerequisites: Minimum grade of C in INT 2200 or departmental approval <p>This course is a continuation of INT 2200 and a transition into hands-on language production with clarity and understanding. This course provides advanced in-depth discussion and application of techniques and principles, as well as expanded concentration on advanced expressive and receptive manual communication skills. Students will use audiotape, videotape, CD and DVD materials to reinforce skill development to improve speed and accuracy in their expressive and receptive intermediate interpreting skills.</p>							
INT 2202 INTERACTIVE INTERPRETING III	3	3	0	AFA 2000 INTRODUCTION TO THE AFRICAN-AMERICAN EXPERIENCE	3	3	0
<ul style="list-style-type: none"> • Prerequisites: Minimum grade of C in INT 2201 or departmental approval <p>This course is a continuation of INT 2201. This course leads the student through the steps of making a compressed, idiomatic English voicing product that accurately relays the deaf signer's expanded message. The three components of understanding, telling, and, saying will be the main focus of the course. Videotaped and live models will be used for skill development.</p>				<p>An interdisciplinary examination of the African-American culture as an expression of its African heritage and a response to economic, social, cultural, and political pressures in the New World.</p>			
INT 2203 INTERACTIVE ITERPRETING IV	3	3	0	ISS 2930 SELECTED TOPICS IN SOCIAL SCIENCES	1 - 3	variable	
<ul style="list-style-type: none"> • Prerequisites: Minimum grade of C in INT 2202 or departmental approval <p>A continuation of INT 2202. This course provides extensive hands-on practice using skills, strategies, and techniques learned in the first three courses of the interpreting sequence. Real-time English to ASL interpreting is the focus of this course.</p>				<p>For students interested in special topics and interdisciplinary exploration related to various social sciences fields through research, discussion, and observation. Multiple credit course. May be repeated for a maximum of 6 credits provided different topic explored each time, but grade forgiveness cannot be applied., but grade forgiveness cannot be applied.</p>			
				SYG 2000 INTRODUCTORY SOCIOLOGY	3	3	0
				<p>Enables student to understand social behavior and social processes and become familiar with vocabulary and methodology of discipline of sociology. Emphasis on culture and personality, age and sex roles, family, deviant behavior, social class and stratification, group behavior and social change.</p>			

* American Sign Language course work may not satisfy the foreign language graduation requirements at some universities.

Social Sciences

AFA 2000 3 3 0
INTRODUCTION TO THE AFRICAN-AMERICAN EXPERIENCE

An interdisciplinary examination of the African-American culture as an expression of its African heritage and a response to economic, social, cultural, and political pressures in the New World.

ISS 2930 1 - 3 variable
SELECTED TOPICS IN SOCIAL SCIENCES

For students interested in special topics and interdisciplinary exploration related to various social sciences fields through research, discussion, and observation. Multiple credit course. May be repeated for a maximum of 6 credits provided different topic explored each time, but grade forgiveness cannot be applied., but grade forgiveness cannot be applied.

Sociology

SYG 2000 3 3 0
INTRODUCTORY SOCIOLOGY

Enables student to understand social behavior and social processes and become familiar with vocabulary and methodology of discipline of sociology. Emphasis on culture and personality, age and sex roles, family, deviant behavior, social class and stratification, group behavior and social change.

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
SYG 2000H INTRODUCTORY SOCIOLOGY - HONORS	3	3	0	Sonography			
Same as SYG 2000. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.				To register for any of the Sonography courses, you must apply and be accepted to the Diagnostic Medical Sonography program.			
SYG 2010 CONTEMPORARY AMERICAN SOCIAL PROBLEMS	3	3	0	SON 1000C INTRODUCTION TO MEDICAL SONOGRAPHY	3	2	4
Analysis of major social problems confronting American society. Special emphasis on critical thinking abilities in evaluating causes, effects and various approaches in dealing with social problems. Discussion includes such topics as mental illness, crime, juvenile delinquency, race relations, pollution, population, urbanization and influences detrimental to family stability: divorce, alcoholism, gambling, drug abuse.				<ul style="list-style-type: none"> • Prerequisites: BSC 2093C and acceptance to Sonography A. S. Degree program • Prerequisites or corequisites: BSC 2094C and HSC 1531 • Corequisite: HSC 1230C 			
SYG 2320 DEVIANT BEHAVIOR	3	3	0	A course designed to introduce the student to the Radiology Department and to the interaction of the Diagnostic Ultrasound Department with the other imaging departments. This course will also include darkroom procedures, film processing, basic ultrasound procedures, and a hands-on lab. (Special Fee: \$62.00)			
Examination of sociological, social-psychological, and criminological theories of deviant behavior. Major topics include murder, rape, heterosexual deviance, homosexual deviance, urbanization, and deviance, alcoholism, drug abuse, mental disorder, suicide, and other criminal and non-criminal forms of deviant behavior.				SON 1001C FUNDAMENTALS OF SONOGRAPHY	4	3	4
SYG 2430 MARRIAGE AND THE FAMILY	3	3	0	<ul style="list-style-type: none"> • Prerequisite: SON 1000C • Prerequisite or corequisite: RTE 2762 (Minimum grade of C required if used as prerequisite) • Corequisite: SON 1804 			
Assists student in developing perspective regarding areas of adjustment in marriage and family living. Attention to premarital behavior patterns, love and mate selections, communication, family finances, sexual relations, parenthood, divorce, widowhood and remarriage.				This course includes a review of abdominal and pelvic organs and their function along with simple pathology of these organs. Also included are ultrasound terminology, basic operation of the computerized ultrasound machine, routine scan planes, and a review of cross-sectional anatomy of abdominal and pelvic organs. This course includes a hands-on lab with activities designed to ensure competence in the basic use of computers and to enhance scanning skills. (Special Fee: \$24.00)			
SYG 2935 SELECTED TOPICS IN SOCIOLOGY	1 - 3	variable		SON 1003L SONOGRAPHY PRACTICE LAB	2	0	2
<ul style="list-style-type: none"> • Prerequisite: SYG 2000 or department approval 				<ul style="list-style-type: none"> • Prerequisites and/or Co-requisites: SON 1000C 			
For students interested in exploring special topics in sociology through research, discussion and observation. Multiple credit course. May be repeated for a maximum of 6 credits provided different topic explored each time, but grade forgiveness cannot be applied.				This course is designed to provide extended hands-on lab opportunities to further enhance basic skills prior to starting the clinical rotation. Multiple credit course. May be repeated for credit for a maximum of 4 credits but grade forgiveness cannot be applied.			
SYG 2941 INTERNSHIP EXPLORATION IN SOCIOLOGY	1 - 4	variable		SON 1112C ABDOMINAL SONOGRAPHY	4	3	2
<ul style="list-style-type: none"> • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including SYG 2000; and Internship Office approval 				<ul style="list-style-type: none"> • Prerequisites: RTE 2762, SON 1001C and SON 1804 • Corequisites: SON 1614 and SON 1814 			
This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)				This course is an in-depth study in the sonographic imaging of the abdominal viscera and the pathological processes that affect this area of the body. This course also includes correlation of the ultrasound findings with clinical laboratory tests and a hands-on lab. (Special Fee: \$10.00)			
SON 1614 ACOUSTICAL PHYSICS AND INSTRUMENTATION I	3	3	0	<ul style="list-style-type: none"> • Prerequisite: SON 1001C • Corequisites: SON 1112C and SON 1814 			
A study of the properties of diagnostic ultrasound and the effective utilization of them to produce quality scans. Also covered in this class are the biologic effects of ultrasound on body tissue and routine maintenance of sonographic equipment.							

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
SON 1804 CLINICAL SONOGRAPHY I <ul style="list-style-type: none"> • Prerequisite: SON 1000C • Prerequisite or corequisite: RTE 2762 • Corequisite: SON 1001C <p>Supervised clinical experience and competency evaluation of professional interaction and performance of sonographic procedures with emphasis on patient care, ultrasound computer equipment orientation, cross-sectional imaging planes, and performance of quality exams. This course includes learning activity designed to ensure competence in the basic use of computers. (Special Fee: \$3.00)</p>	2	0	16	SON 2618 ACOUSTICAL PHYSICS AND INSTRUMENTATION II <ul style="list-style-type: none"> • Prerequisite: SON 1614 • Corequisites: SON 2121, SON 2150 and SON 2824 <p>This course is a continuation in the study of the properties of diagnostic ultrasound and their role in the production of quality ultrasonic images of patient organs.</p>	3	3	0
SON 1814 CLINICAL SONOGRAPHY II <ul style="list-style-type: none"> • Prerequisite: SON 1804 • Corequisites: SON 1112C and SON 1614 <p>A continuation of supervised clinical experience and competency evaluation of performance of routine sonographic procedures, usage of computerized ultrasound equipment and professional interaction. Emphasis is placed critical thinking skills as related to exam performance and patient care in the clinical setting. (Special Fee: \$3.00)</p>	2	0	16	SON 2619 ACOUSTICAL PHYSICS AND INSTRUMENTATION III <ul style="list-style-type: none"> • Prerequisite: SON 2618 • Corequisites: SON 2122 and SON 2834 <p>This course is a continuation in the study of the properties of diagnostic ultrasound and their application to Doppler/color flow imaging, artifact and quality assurance. This course covers the basic mathematical principles and instrumentation of Doppler/color flow imaging, resolution and attenuation artifact, bioeffects, safety and routine maintenance of the ultrasound equipment.</p>	2	2	0
SON 2061 SEMINAR IN SONOGRAPHY <ul style="list-style-type: none"> • Prerequisite: SON 2122 • Corequisite: SON 2882 <p>This course is a comprehensive review of all aspects of the Sonography curriculum to prepare the students for the Board Exams. Also included is the preparation of employment resumes. (Special Fee: \$60.00)</p>	4	4	0	SON 2824 CLINICAL SONOGRAPHY III <ul style="list-style-type: none"> • Prerequisite: SON 1814 • Corequisites: SON 2121, SON 2150 and SON 2618 <p>A continuation of supervised clinical experience and competency evaluation of performance of routine sonographic procedures, computerized ultrasound machine skills and professional interaction. Emphasis is placed on critical thinking skills as related to exam performance and patient care in the clinical setting. Students will be required to research selected case studies and prepare oral presentations to be presented to the radiologist. (Special Fee: \$40.00)</p>	3	0	24
SON 2121 OB/GYN SONOGRAPHY I <ul style="list-style-type: none"> • Prerequisite: SON 1112C • Corequisites: SON 2150, SON 2618 and SON 2824 <p>This course includes an in-depth study of the female pelvis with emphasis on the sonographic appearance of its structure and the numerous pathological processes that may affect it. The course will continue with early pregnancy and its complications.</p>	3	3	0	SON 2834 CLINICAL SONOGRAPHY IV <ul style="list-style-type: none"> • Prerequisite: SON 2824 • Corequisites: SON 2122 and SON 2619 <p>This course is a continuation of supervised clinical experience and competency evaluation of performance of routine sonographic procedures, computerized ultrasound machine skills and professional interaction. Emphasis is placed on critical thinking skills as related to exam performance and patient care in the clinical setting. Students will be required to research selected case studies and prepare oral presentations to be presented to the radiologist. (Special Fee: \$40.00)</p>	3	0	24
SON 2122 OB/GYN SONOGRAPHY II <ul style="list-style-type: none"> • Prerequisite: SON 2121 • Corequisites: SON 2619 and SON 2834 <p>This course is a continuation of SON 2121 which includes the sonographic evaluation of pregnancy and related complications. Emphasis is placed on the detection of fetal anomalies, pathology, and the scan planes necessary for appropriate imaging.</p>	3	3	0	SON 2882 MEDICAL SONOGRAPHY CLINICAL PRACTICUM <ul style="list-style-type: none"> • Prerequisite: SON 2834 • Corequisite: SON 2061 <p>This is the final course in the clinical education sequence. Students will perform routine procedures with minimal supervision. Emphasis is placed on critical thinking skills as related to exam performance and patient care in the clinical setting. Students will be required to research selected case studies and prepare oral presentations to be presented to the radiologist.</p>	2	0	32
SON 2150 NEUROSONOLOGY AND SUPERFICIAL STRUCTURES <ul style="list-style-type: none"> • Prerequisite: SON 1112C • Corequisites: SON 2121, SON 2618 and SON 2824 <p>This course is a study of the sonographic imaging of the premature infant brain and the pathological processes that affect it. Also included are the sonographic evaluations of the prostate, scrotum, thyroid gland, and breast.</p>	3	3	0				

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
SON 2930 SELECTED TOPICS IN SONOGRAPHY • Prerequisite: Department approval Selected topics in sonography based on the needs and areas of interest of the class and professor. May include laboratory work as part of the class. Multiple credit course. May be repeated for a maximum of 3 credits provided different topic explored each time, but grade forgiveness cannot be applied.	1 - 3	variable		SPN 1120 ELEMENTARY SPANISH I Emphasis on everyday use of the language, integrating basic grammar, vocabulary, composition, and culture through a conversational approach to Spanish. Not open to native speakers. A minimum grade of C is required to pass this course if being used to satisfy the General Education Foreign Language Proficiency Requirement.	4	4	0
SON 2942 INTERNSHIP IN SONOGRAPHY • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits; and program director's approval This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)	1 - 4	variable		SPN 1121 ELEMENTARY SPANISH II • Prerequisite: Minimum grade of C in SPN 1120 or equivalent (SPN 1100 or two years of high school Spanish completed within the last three years and department approval) Continuation of fundamental skills in Spanish comprehension, expression, and structure. Increasing awareness and understanding of the culture. A minimum grade of C is required to pass this course if being used to satisfy the General Education Foreign Language Proficiency Requirement.	4	4	0
Spanish				SPN 1340 SPANISH FOR HERITAGE SPEAKER • Prerequisite: Oral proficiency in the language with no formal background This course is designed for heritage speakers of Spanish who have acquired oral proficiency in a non-academic environment. The activities in this course will improve several aspects of language learning: oral comprehension, speaking, reading comprehension and analysis, and writing skills. The emphasis will be on improving linguistic skills through specific grammatical and lexical studies designed to meet the particular needs of heritage speakers of Spanish. Special attention will be given to Hispanic culture.	4	4	0
SPN 1000 BASIC SPANISH For students without two years of recent high school Spanish completed within the last three years or department approval. Emphasis on everyday use of the language, integrating basic grammar, vocabulary, composition, and culture through a conversational approach to Spanish. Not open to native speakers. A minimum grade of "C" is required if being used to satisfy the General Education Foreign Language proficiency requirement. (Special Fee: \$36.00)	3	3	0	SPN 1341 SPANISH FOR HERITAGE SPEAKER II • Prerequisite: Minimum grade of C in SPN 1340 or departmental approval Spanish for Heritage Speakers II is a continuation of SPN 1340. It is a course designed to address the needs of Hispanic students whose heritage language is the target language and who have had some formal Spanish language instruction. They can communicate in Spanish but need to improve and master their reading, speaking and writing skills. This course addresses specific linguistic issues such as diction, orthography, and sentence structure. Special attention will be given to Hispanic culture.	4	4	0
SPN 1100 ELEMENTARY SPANISH I • Prerequisite: Minimum grade of C in SPN 1000 or two years of recent high school Spanish completed within the last three years and department approval Continuation of fundamental skills in Spanish comprehension, expression, and structure. Increasing awareness and understanding of the Spanish culture. A minimum grade of "C" is required if being used to satisfy the General Education Foreign Language proficiency requirement. (Special Fee: \$36.00)	3	3	0	SPN 2200 INTERMEDIATE SPANISH I • Prerequisite: SPN 1101 or SPN 1121, or department approval Conversational approach with readings adapted from Spanish newspapers, magazines, short novels, Spanish essays, poems, and a wide variety of Spanish articles. Emphasis on written narrative as well as language integrating grammar through compositions, vocabulary, films, presentations, and culture presentations.	3	3	0
SPN 1101 ELEMENTARY SPANISH II • Prerequisite: Minimum grade of C in SPN 1100 or department approval Continuation of SPN 1100 emphasizing skills in Spanish comprehension, expression, and structure. Increasing awareness and understanding of the Spanish culture. A minimum grade of "C" is required if being used to satisfy the General Education Foreign Language proficiency requirement. (Special Fee: \$36.00)	3	3	0				

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
SPN 2201 INTERMEDIATE SPANISH II • Prerequisite: SPN 2200 or department approval Conversational approach with readings adapted from Spanish newspapers, magazines, short stories, and film. Increasing awareness and understanding of the Spanish culture.	3	3	0	SPC 1700 CROSS CULTURAL COMMUNICATION Study and application of awareness skills for communication with people of other cultures. Upon completion, student uses problem analysis skills when communicating with people of other cultures.	3	3	0
SPN 2201H INTERMEDIATE SPANISH II - HONORS Same as SPN 2201. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.	3	3	0	SPC 2930 SELECTED TOPICS IN SPEECH Seminar for students interested in research, discussion, and observation of special topics in speech. Multiple credit course. May be repeated for a maximum of 6 credits provided different topic explored each time, but grade forgiveness cannot be applied.	1 - 3	variable	
SPN 2930 SELECTED TOPICS IN SPANISH For students interested in exploring special topics in Spanish. Multiple credit course. May be repeated for a maximum of 6 credits provided different topic explored each time, but grade forgiveness cannot be applied.	1-3	variable		Student Career Development			
SPN 2941 INTERNSHIP EXPLORATION IN SPANISH • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including a foreign language course at the intermediate level; and Internship Office approval This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)	1 - 4	variable		SLS 1301 CAREER DEVELOPMENT Student develops a personal profile of skills, interests, and values in the process of clarifying career and educational goals. The course activities include self-assessment, exploring occupational options, and developing job search techniques. A model for making career decisions is also included.	3	3	0
Speech				SLS 1303 JOB SEARCH A course in which the student learns how to best prepare for seeking employment in their chosen profession. Students will prepare a personal resume and interview request letter, develop a list of potential employers and learn interview strategies. The course will be a combination of lecture, audio/visual aids and class interactions.	1	1	0
SPC 1017 INFORMAL COMMUNICATION Study and application of communication principles to remove verbal and non-verbal barriers. Emphasis on role playing, simulated conflicts, and dynamics of group discussion.	3	3	0	SLS 2930 SELECTED TOPICS IN CAREER AND LIFE PLANNING Student develops and explores in depth stated personal objectives and goals as related to potential career areas and life planning. Multiple credit course. May be repeated for a maximum of 6 credits provided different topic explored each time, but grade forgiveness cannot be applied.	1 - 3	variable	
SPC 1608 FUNDAMENTALS OF SPEECH Principles of oral communication common to speaking and listening. Emphasis on listening techniques, preparation, and delivery techniques for extemporaneous speaking.	3	3	0	SLS 2941 ORGANIZATIONAL LEADERSHIP/INTERNSHIP EXPLORATION • Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits or Internship Office approval This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit of Internship requires a minimum of 80 clock hours of work. In addition, students will process the experience via seminars. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)	3	3	0
SPC 1608H FUNDAMENTALS OF SPEECH - HONORS Same as SPC 1608. In addition, course content will satisfy one Honors Program learning outcome. Honors Program permission required.	3	3	0				

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
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Student Life Skills

SLS 1101 1 1 0
COLLEGE SURVIVAL SKILLS

Provides students knowledge and skills for college survival. Includes an introduction to the college and its resources, selected study skills and personal resource management skills. Students identify skill areas and levels they wish to improve. Multiple credit course. May be repeated for credit for a maximum of three credits, but grade forgiveness cannot be applied.

SLS 1122 3 3 0
STUDENT SUCCESS

Students learn and apply strategies for success in college and life-long learning. Major topics include setting academic, career and personal goals; effective communication; study strategies; critical thinking; self-discovery; learning styles and mastering Valencia's core competencies. Students develop education and career plans utilizing college resources.

SLS 1261 3 3 0
LEADERSHIP DEVELOPMENT

This course is focused on the role of self and group in the leadership process. Operating in an interactive environment, participants will explore leadership in relation to both group dynamics and individuality. Students will examine leadership as an inclusive, relational process through which individuals, organizations, and systems develop visions and create change.

SLS 1505 3 3 0
CREATIVE LIFE SKILLS

Students explore, critically and collaboratively, their personal values and life ambitions; develop their creative talents and interests; explore their life purpose and create a positive vision for the future; make wise and authentic choices in education, career and life; practice creative thinking, problem-solving and community-building; and apply imaginative leadership to challenges in the local and global communities.

SLS 2711 1 1 0
PEER TUTOR TRAINING

- **Prerequisite:** Department approval

This course is offered to students who work in a peer tutoring role at the college. This course will combine instructional training and tutoring scenarios. Tutors will be engaged in a discussion of psychological and learning theories; tutors will learn how to apply these theories along with study coaching and tutoring techniques to help students (tutees) improve their learning and educational experience.

SLS 2940 1 - 4 variable
SERVICE LEARNING

- **Prerequisites:** Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits; 2.0 overall GPA; and Internship Office approval

This is a planned service learning experience that provides students with supervised career exploration activities and/or practical experiences in a community service setting to confirm their career objectives. Each credit earned for Community Service Experience requires a minimum of 50 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credit hours, but grade forgiveness cannot be applied.

Surveying Technology

See Civil/Surveying Engineering Technology for course descriptions.

Theatre and Entertainment

THE 1020 3 3 0
INTRODUCTION TO THEATRE

An overview of the Theatre Arts. Includes a study of theatre practitioners and their craft, including playwrights, directors, actors, and designers/technicians. Includes a general overview of theatre history, and reading and analysis of plays from various genres and periods. Attendance at outside play performances is required.

THE 1100 3 3 0
INTRODUCTION TO THEATRE HISTORY

Survey of the development of theatre and drama from prehistory through the present. Representative plays studied.

THE 2304 (Formerly THE 2300) 3 3 0
SCRIPT ANALYSIS

An introduction to the analysis and interpretation of play scripts, as preparation for production. Students will read plays from various periods and genres and analyze such dramatic elements as plot, theme, character, dialogue, and style.

THE 2930 1 - 3 variable
SELECTED TOPICS IN THEATRE

For students interested in exploring special topics in theatre through research, discussion and observation. Multiple credit course. May be repeated for a maximum of 6 credits provided different topic explored each time, but grade forgiveness cannot be applied.

TPA 1200 4 2 3
BASIC STAGECRAFT

Focuses on techniques of scenic construction, installation and budgeting, using hands-on assignments to complement lectures. Topics include interpreting drawings, tool use, material selection, painting and safety. (Special Fee: \$44.00)

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
TPA 1202 FUNDAMENTALS OF ENTERTAINMENT TECHNOLOGY Practical exploration of engineering principles used in the entertainment industry. Applies theoretical concepts in a laboratory setting. (Special Fee: \$25.00)	3	2	3	TPA 2250 COMPUTER-ASSISTED DRAFTING FOR THE ENTERTAINMENT INDUSTRY An introduction to computer-assisted drafting using industry-standard applications like CAD and Vector Works. Emphasizes creating standard working drawings used in the entertainment industry. This course includes learning activity designed to ensure competence in the basic use of computers. (Special Fee: \$92.00)	3	3	0
TPA 1230 COSTUME TECHNIQUES AND WARDROBE PRACTICES Emphasis on planning, execution and running of costumes for production. (Special Fee: \$49.00)	3	2	2	TPA 2252 INTRODUCTION TO AUDIO VISUAL TECHNOLOGY An introduction to the audio visual technology and practices of the entertainment industry. The course will focus on the set-up, operation and troubleshooting of basic audio visual equipment including video and slide projectors, monitors, computers and projection screens. (Special Fee: \$25.00)	3	2	2
TPA 1248 MAKEUP FOR THE STAGE Study of principles, materials and applications of theatrical makeup. (Special Fee: \$13.00)	3	2	2	TPA 2257 AUDIO VISUAL PRODUCTION The student will participate as an audio visual technician for theatre, dance, film or music events. Requires a minimum of 10 hours per week for a production or pre-production assignment. (Special Fee: \$26.00)	3	1	10
TPA 1380 SURVEY OF ENTERTAINMENT TECHNOLOGY Explores the range of employment options in the Central Florida Entertainment Industry including digital media, film production, music and sound, and entertainment design and technology with a focus on career and educational planning for success.	2	2	1	TPA 2260 INTRODUCTION TO AUDIO PRODUCTION This course introduces students to the theory and practices of sound reinforcement and recording for the entertainment industry. It covers audio equipment, sound systems, recording techniques and sound reinforcement for live events with a hands-on, project-focused approach. (Special Fee: \$29.00)	4	3	2
TPA 2000 CREATIVE DESIGN FOR THE THEATRE Involves students in preliminary concepts of stage, lighting, and custom design. Teaches student history of theatrical presentation and motivation for design concepts. (Special Fee: \$32.00)	3	3	0	TPA 2279 ADVANCED AUDIO VISUAL TECHNOLOGY • Prerequisite: TPA 2252 An in-depth exploration of audio visual technology and practices of the entertainment industry, the course focuses on the development of proficiency in the operation of a variety of audio visual equipment with an emphasis on systems integration. (Special Fee: \$25.00)	3	2	2
TPA 2030 LIGHTING DESIGN FOR LIVE ENTERTAINMENT • Prerequisite: TPA 2220 This course will focus on lighting design for theatre and other live entertainment productions. Students will develop proficiency in script analysis, light plots, lighting paperwork and lighting designs in a laboratory setting. Students will use lighting visualization software such as WYSIWYG to complete lighting designs. (Special Fee: \$66.00)	3	2	2	TPA 2290 TECHNICAL THEATRE PRODUCTION The student will participate as technician in dramatic productions at the College. Requires a minimum of 10 hours per week production or post-production assignment. Multiple credit course. May be repeated for a maximum of 12 credits, but grade forgiveness cannot be applied. (Special Fee: \$50.00)	3	1	10
TPA 2060 PRINCIPLES OF SCENERY DESIGN • Prerequisites: TPA 2000 and TPA 2250 Introductory design techniques including design development, presentation and execution. The student will complete ground plans, perspective sketches and scenic models of single set stage designs. (Special Fee: \$28.00)	3	2	2	TPA 2292 ADVANCED TECHNICAL PRODUCTION • Prerequisites: (TPA 1200 or TPA 1210), TPA 2220, TPA 2260 and TPA 2290 This production-based capstone experience will require that students serve in a key crew head or design role on one to two Valencia Theatre productions. Requires a minimum of 10 hours per week in a crew head or design assignment. Multiple credit course. May be repeated for a maximum of 6 credits, but grade forgiveness cannot be applied. (Special Fee: \$22.00)	3	1	10
TPA 2220 INTRODUCTION TO STAGE LIGHTING Stage lighting techniques, practices and equipment. Includes electrical theory, use of dimming systems and implementation of lighting designs. This course includes learning activity designed to ensure competence in oral communication. (Special Fee: \$40.00)	4	3	2				
TPA 2221 ADVANCED STAGE LIGHTING • Prerequisite: TPA 2220 A hands-on exploration of specialized lighting equipment and techniques used in live entertainment. Emphasizes lighting in non theatrical spaces, computerized lighting control, and intelligent lighting fixtures. (Special Fee: \$79.00)	4	3	2				

Course	Cr	Cls	Lab	Course	Cr	Cls	Lab
TPA 2930 SELECTED TOPICS IN THEATRE TECHNOLOGY	1 - 3	variable		TPP 1260 ACTING FOR THE CAMERA	3	3	0
Selected topics in theatre technology based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. Multiple credit course. May be repeated for a maximum of 3 credits provided different topic explored each time, but grade forgiveness cannot be applied.				• Prerequisite: TPP 1110 This course will help students transition from stage acting to acting for the camera, and will cover basic camera acting techniques, procedures, script analysis, and auditioning. Students will be required to participate in exercises and/or film shoots outside of class time.			
TPA 2941 INTERNSHIP EXPLORATION IN THEATRE	1 - 4	variable		TPP 2190 REHEARSAL AND PERFORMANCE I	1 - 3	variable	
• Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including TPA 2290 and THE 1020 or TPA 1200 or TPA 1210 or TPA 2220 or TPA 2260; and Internship Office approval This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences to assist in confirming their education plans. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 hours, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)				• Prerequisite: By audition only Participation in a major theatre production as a member of the cast. (Lab involves 5-20 hours per week of rehearsals and/or performances.) Multiple credit course. May be repeated for a maximum of 6 credits, provided different topic explored each time, but grade forgiveness cannot be applied.			
TPA 2942 INTERNSHIP IN THEATRE	1 - 4	variable		TPP 2300 DIRECTING I	3	1	2
• Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; 12 credits including a total of 4 courses with TPA or MUM prefixes to include TPA 2290 or TPA 2257; and Internship Office approval This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 hours, but grade forgiveness cannot be applied. (Internship Fee: \$10.00)				Examines the overall function of the director of a stage play. Includes study of history and theory of directing, script analysis, the rehearsal and pre-production process, and performance. Students direct scenes and/or one-act plays for public performance.			
TPP 1110 ACTING I	3	1	2	TPP 2500 STAGE MOVEMENT FOR THE ACTOR	2	1	2
Introduction to practical skills necessary to art of stage acting. Includes character and script analysis and development and techniques for performance preparation, including relaxation, physical and vocal warm ups, memorization techniques, rehearsal procedures, and hands-on experience in the performance of monologues and/or scenes from dramatic literature.				Focuses on developing the physical aspects of actor training with emphasis on physical warm-ups, body language, control, use of space, and character development.			
TPP 1111 ACTING II	3	1	2	TPP 2710 VOICE FOR THE ACTOR	2	1	2
• Prerequisite: TPP 1110 Further application of principles studied in Acting I. Includes selection, rehearsal and performance of repertoire of contrasting monologues, preparing resume, auditioning techniques and behavior, and public performance in scenes and/or in one-act plays. Focus is on auditioning, acting as a career choice, and the "business" of acting.				A study of the principles of standard speech for the actor. The course will consist of exercises designed to improve the student's speaking voice and vocal expressiveness. Areas of focus will include diction, inflection, projection, tempo, and tone quality. The instructor will assist students in analyzing their own vocal profiles and will provide instruction and tools for individual improvement.			
				TPP 2732 STAGE DIALECTS	3	3	0
				This course will prepare actors for dialect roles for stage and/or film. It introduces a practical method for learning stage dialects which are consistent, accurate, and natural.			
				TPP 2930 SELECTED TOPICS IN THEATRE PERFORMANCE	1 - 3	variable	
				Selected topics in theatre performance based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. Multiple credit course. May be repeated for a maximum of 3 credits, provided different topic explored each time, but grade forgiveness cannot be applied.			



VALENCIA ENTERPRISES

As a leader in professional development and performance consulting, Valencia Enterprises is dedicated to helping organizations meet their goals and objectives by leveraging their most important asset, their human capital.

Our programs serve individuals, community colleges, government agencies, and with one thing in mind, your success.

INDIVIDUALS – Whether you are looking to advance your career, get CEU credit, become a better manager, enhance your IT skills, or perhaps learn a language, we offer many programs and certifications designed to help you succeed.

COMMUNITY COLLEGES – Valencia Enterprises offers web-based professional development courses to faculty, staff and administrators within educational institutions through Learning Scenarios. We provide the tools, resources and expert guidance to improve the quality of teaching in an every changing educational landscape through case studies and problem based learning.

GOVERNMENT AGENCIES – Whether you are an individual looking to become a Certified Public Manager, a government agency looking for professional development for staff or a 911 operator needing training, Valencia Enterprises has the programs for you.

BUSINESSES AND ORGANIZATIONS – Valencia Enterprises knows that no matter the size of the organization, companies face some of the same challenges – from growth and profitability to retention and business efficiency. Valencia Enterprises provides leadership development, continuing education programs and consulting services to help companies manage growth while meeting and exceeding their goals and objectives.

Valencia Enterprises can help you stay competitive and profitable by maximizing employee performance. We take a consultative approach to training and employee development. We differentiate ourselves by providing our clients tools to measure the success and ROI of the programs we implement.

The philosophy of the Valencia Enterprises' team is quite simple... we are only successful when our clients are successful. Our focus is always on you, the customer. Our goal is to always provide you the best programs and services available in the market today.

Programs and Services Include the Following:

Business Solutions

- Assessments
- Consulting
- Coaching
- Corporate Training
- Professional Development

Business Courses

- Human Resource Management
- Supervision and Management
- Performance Improvement
- Financial Management

Consulting Services

- Front-end Analysis
- Individual Assessment
- Surveys
- Job Task Analysis
- Development of Training Plans
- Performance Management
- Facilitation
- Development of Performance Management Processes and Tools
- Creation of Job Aids
- Human Performance Improvement (HPI) Certificate
- Process Mapping and Improvement
- Balance Scorecard
- Strategic Planning
- Strategic Goal Setting

Information Technology Applications

- Microsoft Office Suite
- Microsoft Office Specialist (MOS)
- AutoCAD
- HTML and XML
- Dreamweaver
- Internet/Web Technology
- SAS Business Intelligence

Information Technology Certifications

- Basic PC
 - Microsoft Certified Professional (MCP)
 - Microsoft Certified Desktop Support Technician (MCDST)
 - CompTIA A+, CompTIA Servers

- Database Administration
 - Microsoft Certified Database Administrator (MCDBA)
 - Oracle 9i Certified Administrator (OCA)
 - Oracle 9i Certified Professional Database Administrator (OCDBA)
- Internet
 - CompTIA i-Net+
 - Prosoft Associate Certified Internet Web Designer (Associate CIW)
 - Prosoft Master Certified Internet Web Designer (Master CIW)
- Networking
 - Cisco Certified Network Associate (CCNA)
 - Cisco Certified Network Professional (CCNP)
 - Microsoft Certified System Administrator (MCSA) and Engineer (MCSE)
- Programming
- Security

Languages

- Accent Reduction
- Conversational English
- Conversational Spanish
- Cultural Diversity
- Intensive English
- Industry Specific Language Programs
 - Spanish for Real Estate
 - Spanish & English for Construction
 - Spanish for Banking
 - Spanish for Healthcare

Online Programs

- Business
- Insurance
- Faculty Development (Learning Scenarios)
- Real Estate
- Health Professions
- Computer & Information Technology
- SAS Live Web

Professional Skills Development

- Grammar and Business Writing
- Grant Writing
- Medical Office Administration
- Testing

Center for Global Languages

The Center for Global Languages offers a variety of programs and courses in English, Spanish, American Sign Language and Cultural Diversity. Industry-specific English and Spanish courses are also offered to teach the essentials of the language as needed for different industries.

These intensive programs are led by experienced, native-speaking instructors who have previous second-language teaching knowledge and who must participate in Center for Global Languages' on-going professional development program designed for language instructors. Courses are available through onsite, customized curriculums for corporate training, as well as through open enrollment, 8 week courses of 2 to 4 hours per week (evenings and Saturdays).

Classes have a student-centered approach with a class size of 15 students or less. Each course emphasizes communication in real-world contexts and practices all four language skills of listening, speaking, reading and writing. Measurable results are monitored with standardized testing. Six levels of Conversational English and Spanish courses allow for quick adjustment to the difficulty of the course based on the student's experience.

Learning Scenarios

Learning Scenarios offers Web-based professional development courses to faculty, staff and administrators within educational institutions across North America. Learning Scenarios courses encourage self and group reflection on the principles and practices of good teaching. The tools, resources and expert guidance are provided to improve the quality of teaching in an ever-changing educational landscape through case studies and problem based learning.

Current offerings include:

- Teaching for Learning – Adjunct Edition/New Faculty Edition
- “Doing the Write Thing” – (for faculty working with developmental writing students)
- “Making It All Add Up” – (for faculty working with developmental math students)
- Succeeding With Online Group Projects
- Sexual Harassment and Role of the Supervisor



COLLEGE AND COMMUNITY RELATIONS

The Office of College & Community Relations (C&CR) is located in the Division of Institutional Advancement. The office serves a vital role at Valencia by ensuring that Valencia's mission, vision and goals are communicated both internally and externally. C&CR is comprised of four main areas of responsibility: College Relations, Community & Alumni Relations, Staff and Organizational Development and Conference & Meeting Planning Services. These units work collaboratively to accomplish the following:

To support College administration in the planning and logistical support necessary for college and community events, including Academic Assembly, College awards and recognition programs, the Endowed Chairs program, and Commencement.

To increase the level of mutual support of the college and its alumni and retirees through the work of the Valencia Alumni Association and the Valencia Retiree Connection, with a focus on serving the needs of our diverse students, graduates and retirees.

To support a comprehensive professional development program that includes highly specialized seminars, orientations, workshops and training programs for faculty and staff, in collaboration with other departments and divisions of the College.

To generate revenue, recognition, and learning opportunities for the College through conferences and meetings, to include the Florida Developmental Educators Association (FDEA) conference, The Community College Conference on Legal Issues, Learning Conversations Conference, and the Florida Summit on Health Sciences Education.

To strengthen support for the arts and the College's learning mission by providing unique learning experiences through interaction with renowned artists through Valencia's Visions & Voices Distinguished Artist Series. Artists not only give public performances but also interact with students in scheduled classes.

To contribute to meeting the Foundation's annual revenue goals by working collaboratively with Foundation staff to cultivate support from public and private sources.

To increase and strengthen the College's connections with the community in a powerful way through dynamic, productive community conversations about helping students succeed.

To reach C&CR, call 407-299-2080.

Valencia Alumni Association

The Valencia Alumni Association was established by a small group of committed alumni in 1979 to provide support to and promote the college. While growing into a 6,000 member organization, the Association currently works to develop a sense of community among alumni, and to promote the lifelong personal, educational and professional growth of the alumni and students of Valencia Community College. The Association focuses its efforts in five main areas: volunteerism, scholarship programs, recognition programs, academic support programs, and programs and services to meet the diverse needs of members and future members.

Association members manage 16 scholarships annually and touch the lives of Valencia's alumni, students, faculty and staff through a series of annual recognition and academic support programs, including the Distinguished Graduate Award and the Alumni Achievers Reception.

Another key aspect of the Association's work is to generate financial support for students via various fundraising activities conducted each year, including the annual Valencia 5K Walk, Run & Roll.

All of the organization's efforts are built on the foundation of volunteerism, and the Association commits numerous hours to Valencia each year not only to carry out its own programs, but also to support Valencia's projects and special events that require skilled volunteers and benefit from an alumni perspective.

Membership information and materials may be obtained by contacting the Alumni Relations Office at 407-582-2946 or by visiting the Association's website at valenciacc.edu/alumni.

Valencia Retiree Connection

The Valencia Retirement Club was created in 1998 and has grown under the leadership of Ivan Applebaum in answer to a request from retirees that they be able to remain connected with each other and the college after their retirement. In early 2008, new president Joan Tiller and her leadership team renamed the club the "Valencia Retiree Connection." The goal of the group is to create a culture of inclusion that ensures that those retirees who have a love and interest in Valencia have meaningful opportunities to stay involved with

the college and support students and alumni. With added opportunities and a new website, current membership is approaching 500 and growing rapidly.

Conference & Meeting Planning Services (CMPS)

Through Conference & Meeting Planning Services, Valencia offers a variety of customized services tailored to the needs of faculty and staff as well as local, state, regional and national educational associations and institutions. In addition to managing Valencia's "signature conferences," CMPS's professional team works with a network of contacts and local agencies to provide all or part of the arrangements for successful meetings. Services include:

- General consultation and concept development
- Speaker and program management
- Marketing strategies
- Hotel selection and facility contract negotiation
- Food and beverage coordination
- Registration services (including online registration)
- On-site management
- Revenues and expense tracking
- Special events and activities

Contact Conference & Meeting Planning Services at 407-299-5000 x3229 or visit valenciacc.edu/conference to learn more about Conference & Meeting Planning Services's flexible and affordable services.

Leadership Valencia

Through this Staff and Organizational Development Program, Valencia's faculty and staff are afforded opportunities for both personal and professional development to enhance organizational effectiveness and impact student success. Workshops "on demand" are available upon request.

Contact the Leadership Valencia office at 407-299-5000 x2860 or visit valenciacc.edu/leadership.

VALENCIA COMMUNITY COLLEGE FOUNDATION, INC.

Valencia Foundation's endowment of more than \$50 million – which is the strongest community college endowment in the country, according to the National Association of College and University Business Officers (NACUBO, 2008) – allowed the foundation to disburse more than \$3.4 million in support of students, faculty chairs, college programs and the community during the 2007-2008 fiscal year.

In 2004, the foundation embarked on its first-ever capital campaign, hoping to significantly increase the resources available to serve Valencia. At its close, the campaign well surpassed the \$20 million goal with just over \$27 million raised in private donations, pledges and matching grants.

Winston Churchill once noted, “You make a living by what you get, but you make a life by what you give.” Generous donors make the foundation's work possible. The continuing support of philanthropic individuals, corporations and organizations allows the foundation to increase the number of students it serves.

Of the top five reasons students cite for dropping out of college, four are financially related. This makes Valencia Foundation's work building scholarships especially urgent. Because many students are working a full-time or several part-time jobs – as well as balancing family, community, volunteer and personal commitments – scholarships make a tremendous difference in their ability to attend college.

This is the heart of Valencia Foundation. Our mission is to enhance learning, workforce training and economic development in Central Florida through the support of scholarships, teaching chairs, programs, equipment and facilities for Valencia Community College. Our purpose: Giving opportunity.

The foundation's efforts are guided by these principles:

- to provide opportunities to individuals who might not otherwise be able to attend college
- to steward the resources entrusted to our care
- to make enhancement of student learning the center of our work
- to invest wisely and conservatively
- to partner with the college to meet its mission in the community
- to communicate openly, frequently and honestly with our constituents
- to honor the privacy of our donors and friends
- to value diversity in all its forms and respect the dignity of the individual
- to ensure we meet both the letter and the spirit of the laws that govern our work

Each year, we are privileged to award financial assistance to students who might not otherwise be able to attend college. Valencia continues to be the best start for minority students, women, individuals with disabilities and first-time college students. Community colleges educate 65 percent of tomorrow's health care professionals, and surveys show that people of all ages are making community colleges their first choice for computer and technology training. About half of our students are the first generation in their families to attend college.

Through the generosity of our donors and partners, Valencia Foundation is able to help fund the margin of excellence for which the college is nationally recognized. Valencia Community College boasts one of the highest graduation rates in the country among some 1,300 community colleges. Why? The reason is simple: A seasoned, dedicated, talented faculty has made learning the center of their work. Every decision—from developing curricula to choosing texts to budgeting funds to hiring professors—is made based on one

fundamental question: How does this enhance student learning?

The college continues to be an affordable place to start: But tuition is still out of reach for many students. Plus, the price of books, which the college unfortunately doesn't control, is escalating and outpacing tuition.

Your contribution makes a meaningful difference. Valencia Foundation offers a variety of flexible gifting options to promote higher education and workforce development in Central Florida. The foundation is a 501(c)(3) organization, so your gift is tax-deductible to the fullest extent of the law.

One hundred percent of every dollar given to Valencia Foundation goes directly to the donor's intended use. We never take a single penny for overhead, administration or any other expenses - every gift goes entirely to support students, faculty and the college.

You can help us change the future, one mind at a time. We welcome your partnership in giving opportunity.

Valencia Foundation
190 S. Orange Avenue
Orlando, FL 32801
Phone: 407-582-3150
Fax: 407-582-3156
valencia.org
E-mail: foundation@valenciacc.edu

Valencia Foundation is committed to the principle of equal opportunity in education and employment. We value the richness of diversity in its many forms and respect the dignity of each individual. We do not practice unlawful discrimination on the basis of race, color, national origin, gender, religious creed, disabling condition, sexual orientation, age or marital status. Our focus is to support Valencia Community College's mission, as we strive to unlock access to learning for students of all backgrounds.

Scholarships

Thanks to the generosity of our Valencia Foundation donors, the college is able to award scholarships to students in need; some of the scholarships pending endowment are still in the process of being fully funded before disbursement begins. Additionally, there are many scholarships that have special preferences, including residence, program, personal interests or life experience.

For more information about scholarships, please visit the Financial Aid Office at any of Valencia's four campuses. Applications can be found at valenciacc.edu/finaid under "Forms and Worksheets."

Valencia Foundation

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Celica Cofield
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Foundation accounts assistant

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ADVISORY COMMITTEES (Effective 2009-10)

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R.A. Allen & Company, P.A.

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Averett, Warmus, Durkee, Bauder, &
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University of Central Florida

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Linda Golden
Bright House Networks

Gail Green
Orange County Clerk's Office

Michael Hage
Booster Juice

Tomasina L. Ings
Orange County Comptrollers Office

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Hugh Cotton Insurance, Inc.

John McAuliffe
I.A. Europe Group, Inc.

Luis Quintero
United Parcel Service, Inc.

Mike Rivale, A.A.I., C.L.C.S.
Bouchard Insurance

Misty A. Roberts
AAA National Office

CARDIOVASCULAR TECHNOLOGY

Ron Anson
Orlando Regional South Seminole Hospital

Tom Berlin
Florida Hospital East Orlando

Darryl Bridges
Orlando Regional Healthcare

Mike Chernoby
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Willanne Colwell, M.B.A., R.N.
Orlando Health - Orlando Regional Medical
Center

Larry Criswell
Florida Hospital

Darren Crosby
Cordis Corporation

Timothy Cross
Florida Hospital Celebration Health

Elvie Cunanan
Osceola Regional Medical Center

Nancy Davis
Orlando Regional Dr. P. Phillips Hospital

Barry Egolf
Florida Hospital

Arnold M. Einhorn, M.D., F.A.C.C., F.A.C.P.
Mid-Florida Cardiology Specialists

Jack Fitzpatrick, R.R.T.
Orlando Regional Lucerne Hospital

Barton Galloway, M.D.

Sandria George
Heart Institute of Osceola Regional
Medical Center

Howard Eugene Gross, M.D.

Cliff Hall
Boston Scientific

Pradip Jamnadas, M.D., F.A.C.C.
Cardiovascular Interventions, PA

Archie Jipson
Florida Hospital Altamonte

Trena Munnell
Orlando Regional Healthcare

Pat Nash
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Richard Pierce
Osceola Regional Medical Center

Dawn Pugh
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Collette Thompson
Florida Hospital Altamonte

Dana Wilson
Florida Hospital

Pat Wright
Orlando Cardiovascular Center LLLP

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Baran Engineering Corporation

George Beatty
State of Florida, Department of Revenue

Linda Bennett
Heery International

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Franklin, Hart & Reid

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E Sciences, Incorporated - Orlando

Neel Long
Hubbard Construction Company

Micah K. Massaquoi, P.E., P.M.P.
Orange County, Public Works Department

Bill Miller
Street Smarts

Gregory Moore
DRMP, Inc.

Harold Peters, P.S.M.
Berryman & Henigar

Allen Quickel
DRMP, Inc.

Joe W. Thompson
Williams Company

Celeste B. Van Gelder, C.S.T. IV
Southeastern Surveying and Mapping
Corporation

COMPUTER ENGINEERING TECHNOLOGY (NETWORKING)

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Cisco Systems, Inc.

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Trans Land Financial Services

Robert Cleary, M.C.S.E 2003: Messaging
Microsoft Greater Southeast District

Philip Craiger
University of Central Florida Alumni
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Houssein Joseph Makki
International Academy of Design and
Technology (IADT)

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SunTrust Bank

Bahman S. Motlagh, Ph.D.
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TLC Engineering

Bob Rogers
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Katina M. Stevens
Bright House Networks

Ron Stiles
National Center for Simulation

Dennis M. Susol
Technical Education Center Osceola (TECO)

Lowell Vanderpool
O-TEC Winter Park Tech

CONTINUING EDUCATION FOR HEALTH PROFESSIONS

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Orlando Regional Lucerne Hospital

Vera Gray
Translife

Tracie Hubbard
Rural Metro Ambulance

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Philips Sonicare

Elizabeth Knowlton, L.C.S.W.
VITAS Innovative Hospice Care of
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Gary Lackey
Westminster Care of Orlando

Gloria S. Lobnitz

Nancy Robinson
Health Central

Joel Sandler
Florida Hospital Cardiovascular Institute

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Gene Bernal
Orlando Police Department

Gary Calhoun
Maitland Police Department

Anthony Ciuizio
Florida Corrections Academy

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The Emeritus Program honors former faculty and staff whose contributions have built Valencia into one of the most respected community colleges in the country. In order to be eligible for this prestigious award, individuals must have been employed at Valencia Community College in a full-time capacity for a minimum of ten years and demonstrated excellence in one of the following categories: distinction of service, leadership in their respective fields, or contributions to the college.

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APPENDIX A: FLORIDA RESIDENCY FOR TUITION PURPOSES INFORMATION

THINGS YOU SHOULD KNOW ABOUT FLORIDA RESIDENCY FOR TUITION PURPOSES

1. Proof of residence for tuition purposes is the sole responsibility of the student.
2. Under Florida law, there is a difference between being a Florida resident and being a Florida resident for tuition purposes.
3. The State of Florida requires certifications of dependent and independent student status as defined by the Internal Revenue Service Income Tax Code.

Dependent Student: If you are under age 24 and 50% or more of your support is provided by another as defined by the Internal Revenue Service, you will be classified as a dependent student. A copy of your parent's or legal guardian's most recent federal tax return may be required to confirm dependency.

Independent Student: If you meet any one of the following criteria, you will be classified as an independent student:

- You are 24 years of age or older prior to the Proof of Florida Residency Deadline listed in the Academic Calendar in the online official catalog.
 - You are married (Copy of marriage certificate required)
 - You have a child who lives with you and receives their support from you (Copy of most recent federal tax return listing the child as your dependent required)
 - You have other dependents who live with you and receive their support from you (Copy of most recent federal tax return listing the person(s) as your dependent required)
 - You are a veteran of the United States Armed Forces (Copies of military documents required)
 - Your parents are deceased and you are, or were until age 18, a ward of the court (Copies of court documents required)
 - You can provide documentation that you are not claimed by your parent/legal guardian as a dependent under the federal tax code and can document that you provide at least 50% of your own support for the cost of attendance as defined by the Valencia Community College Financial Aid Office (Copies of your most recent tax return required)
4. The parents' and/or student's tax return(s) may be required when establishing dependence or independence for residency purposes. Parents may make financial information illegible.

5. Living in Florida and/or attending school full-time for a year or longer is not automatic qualification for Florida residency for tuition purposes.
6. All supporting documents must be dated 12 consecutive months prior to the Proof of Florida Residency Deadline in the Academic Calendar in the online official catalog.
7. Florida statute does not provide for consideration of personal justification for documents not meeting the 12 consecutive months requirement. For example, "I have one document, but I did not get a driver license when I moved here a year ago because..."
8. Any ties to another state such as driver license, parental support, etc., prevent the establishment of Florida residency for tuition purposes.
9. Financial hardship cannot be considered in determining residency for tuition purposes.

You will be classified as a Florida resident for tuition purposes if you meet one of the following requirements and submit the appropriate documentation.

1. You are an independent person, you have completed the Residency Statement, and you have maintained legal residence in Florida for at least 12 consecutive months immediately prior to the Proof of Florida Residency Deadline listed in the Academic Calendar in the online official catalog.
2. You are a dependent person and your parent or legal guardian has maintained legal residence in Florida for at least 12 consecutive months immediately prior to the Proof of Florida Residency Deadline listed in the Academic Calendar in the online official catalog (Attach documents if guardianship is court-appointed).
3. You are a dependent person and you have resided for five years with an adult relative other than your parents or legal guardian and your relative has maintained legal residence in Florida for at least 12 consecutive months immediately prior to the Proof of Florida Residency Deadline listed in the Academic Calendar in the online official catalog (Attach a notarized verification letter from the adult relative; the adult relative must also complete and sign the Residency Statement).
4. You are married to a person who has maintained legal residence in Florida for at least 12 consecutive months immediately prior to the Proof of Florida Residency Deadline listed in the Academic Calendar in the online official catalog. You have established legal residence and intend to make Florida your permanent home (Copy of marriage certificate required and student must provide a copy of his/her Florida Driver License).
5. A Florida public college/university declared you a resident for fee purposes within the last twelve consecutive months. Typically,

Florida residency is noted on the official transcript (Attach verification from the institution).

6. You were previously enrolled at a Florida state institution and classified as a Florida resident for tuition purposes. You abandoned your Florida domicile less than 12 months ago and are now re-establishing Florida legal residence.
7. You are a member of the armed services of the United States and are stationed in Florida on active military duty pursuant to military orders or your home of record is Florida or you are the member's spouse or dependent child (Copy of military orders or DD2058 showing home of record required).
8. You are a full-time instructional or administrative employee employed by a Florida public school, community college, or university (or are the employee's spouse or dependent child) (Copy of employment verification is required).
9. You are a full-time employee of a state agency or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or correctional training (Letter of employment verification and eligibility required).
10. You are a qualified beneficiary under the terms of the Florida Pre-Paid Postsecondary Expense Program (S.240.551.F.S.) (Copy of card required).
11. According to United States Immigration and Customs Enforcement (ICE), you have applied and been approved as a permanent resident or other legal status granted indefinite stay and have completed the Residency

Statement. In addition, you have maintained domicile in Florida for at least 12 consecutive months immediately prior to the Proof of Florida Residency Deadline listed in the Academic Calendar in the online official catalog (ICE documentation required).

12. You are a foreign national, or under age 21 and a dependent of a foreign national, with a visa that allows you the opportunity to pay Florida resident fees and you have maintained legal residence in Florida for at least 12 consecutive months immediately prior to the Proof of Florida Residency Deadline listed in the Academic Calendar in the online official catalog (ICE documentation required).
13. You are a foreign national who has protected or deferred status or who has applied for adjustment of status or who has applied for asylum; and who has received a Notice of Action or Court Action; and who has met the requirements for Florida residency reclassification found in the "Change of Residence" and "Florida Resident" entries in the Admissions section of this catalog.
14. You are part of the Latin American/Caribbean scholarship program (Copy of scholarship required).
15. You are a full-time student participating in an international linkage institute (S.240.137.F.S.) (Letter of verification required).
16. You are living on the Isthmus of Panama and have completed 12 consecutive months of college work at the F.S.U. Panama Canal Branch or are the student's spouse or dependent child (College transcript required).



APPENDIX B: DRUG FREE SCHOOLS AND COMMUNITIES ACT

In compliance with the provisions of the Drug Free Schools and Communities Act Amendments of 1989, Valencia Community College has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

Valencia Community College presents the following information for your knowledge and in promotion of healthy lifestyles:

- Student and Employee Policies and Codes of Conduct
- Health Risks Associated with Substance Abuse
- Legal Sanctions: Federal and State
- Drug/Alcohol Counseling and Treatment
- Institutional Disciplinary Sanctions

Student and Employee Policies and Conduct

It is the policy of Valencia Community College to promote a safe, healthy and productive environment for all students and employees.

Students

The Drug Free Campuses Policy (6Hx28: 10-08.1) is contained in full in the Student Handbook. Applicable sections are:

1. The president or a designee is authorized to impose disciplinary sanctions on students and employees (consistent with local, state, and Federal law), up to and including expulsion or termination of employment and referral for prosecution, for violations of standards of conduct required by this policy.
2. Any student found to have committed unlawful use, possession or distribution of illicit drugs and alcohol on college property or as a part of any college activities, is subject to disciplinary sanctions.

Employees

The Drug Free Workplace Policy (6Hx28: 10-08.2) is contained in the Valencia Community College Policy Manual. It states that the unlawful distribution, dispensing, possession, or use of a controlled substance by employees on College premises or while on College business is prohibited. Further, the use of any legally obtained drug, including alcohol, to the point of intoxication or influence adversely affecting the employees job performance, is prohibited.

As a condition of employment and continued employment, all employees of Valencia Community College are required to adhere to this policy.

An employee who is convicted of a criminal drug statute violation occurring in the workplace must, within five (5) days after conviction,

notify Valencia Community College of such conviction by informing the appropriate personnel representative.

Health Risks Associated with Substance Abuse

Alcohol

Alcohol is a depressant. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgement and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Moderate to high doses of alcohol cause marked impairments in higher functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy increase the risk of birth defects, spontaneous abortion, and still births.

Substance abuse often leads to on-the-job accidents and absenteeism.

Controlled Substances

See chart in this Appendix.

Legal Sanctions: Federal and State

Federal

See charts in this Appendix.

State and Municipal Laws

1. **Drinking Age:** The legal drinking age in Florida is 21. Selling, giving or serving alcoholic beverages to persons under 21 is unlawful. In Florida, this law extends to possession of alcoholic beverages by anyone under 21. It is unlawful for any person to misrepresent or misstate his or her age. This includes the manufacture or use of false identification. Use of altered identification for the purpose of procuring alcoholic beverages is a felony.
2. **Open Container Laws:** It is unlawful for any person to consume or to induce, assist or aid another to consume any beverage containing more than 1% alcohol by weight, upon any street, sidewalk or in any alley. It is unlawful to have an open container of alcoholic beverage in a vehicle. (Section 316.1936 F.S.)
3. **Drinking, Driving and the Law:** Under Florida law, driving under the influence of alcoholic beverages or any controlled chemical substance (DUI) is an offense evidenced by impairment of normal faculties or an unlawful blood or breath alcohol level of .08 or higher.
4. **Sale or Possession of Illegal Drugs:** It is unlawful to be in the possession of illicit drugs and/or to sell or intend to sell illicit drugs.
5. **Selling or Purchasing Controlled Substances within 1000 Feet of School:** It is unlawful for any person to sell, purchase, manufacture or deliver or possess with the intent to sell, purchase, manufacture or deliver, a controlled substance in, or within 1,000 feet of the real property comprising a public or private elementary, middle, secondary school, community or state college or university.

Controlled Substances, Uses and Effects

DRUGS	POSSIBLE EFFECTS	POSSIBLE OVERDOSE EFFECTS	SYMPTOMS OF WITHDRAWAL	DURATION	ADMINISTERED	
Cannabis	Marijuana (pot, grass) Hashish (hash) THC	Euphoria, reduced inhibitions, increased appetite, disorientation	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity	2-4 hours	Smoked, oral
Stimulants	Cocaine (coke, snow, crack)	Increased alertness, euphoria,	Agitation, increase in body temperature, hallucinations convulsions, possible death	Apathy, long periods of sleep, irritability, depression	1-2 hours	Snorted, smoked injected
	Amphetamines	Increased pulse rate and blood pressure, loss of appetite	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death		2-4 hours	Oral, injected
Depressants	Barbiturates	Slurred Speech, disorientation, drunken behavior	Longer, more intense "trip" episodes, psychosis, possible death	Anxiety, insomnia, tremors, delirium, disorientation, convulsions, possible death	1-16 hours	Oral
	Methaqualone (quaalude)				4-8 hours	Oral
Hallucinogen	LSD (acid, microdot)	Illusions, hallucinations, poor perception of time and distance		Withdrawal syndrome not reported	8-12 hours	Smoked, oral, injected
	Phencyclidine (PCP, angel dust)				Days	Oral, injected
	Amphetamine variants, designer drugs (MDA, MDM, ICC, Crank, Ecstasy)		Paralysis, Parkinson's disease, death		Variable	Injected, smoked, snorted
Narcotics	Heroin (horse, smack) Opium, morphine	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning chills and sweats, loss of appetite, tremors, cramps, nausea	3-6 hours	Oral, injected
	Meperidine (pethidine, deveral)					
Alcohol	Is a depressant that in small amounts produces a short-term "lift" which tends to relax inhibitions, increase sociability and decrease judgment and perception. In larger amounts, it increases depression and anxiety, resulting in confusion or stupor. Death can result due to respiratory paralysis.					
Anabolic Steroids	When combined with exercise, produce a marked increase in strength and muscle mass. Extended use will lead to kidney and liver dysfunction, sterility, and cardiac disease. Recent research indicate steroids are addictive.					

Federal Trafficking Penalties

*CONTROLLED SUBSTANCES ACT SCHEDULE	DRUG	QUANTITY	1ST OFFENSE	2ND OFFENSE
I & II	Methamphetamine	10-99 gm pure or 100-999 gm mixture		
		100 gm or more pure of 1 kg or more mixture		
	Heroin	100-999 gm mixture		
		1 kg or more mixture		
	Cocaine	500-4,999 gm mixture	Not less than 5 years. Not more than 40 years.	Not less than 10 years. Not more than life.
		5 kg or more mixture	Not less than 10 years. Not more than life.	Not less than 20 years. Not more than life.
	Cocaine base	5-49 gm mixture	If death or serious injury, not less than 20 years or more than life.	If death or serious injury, not less than life.
		50 gm or more mixture	If death or serious injury, not less than 20 years or more than life.	If death or serious injury, not less than life.
	PCP or more mixture	10-99 gm pure or 100-999 gm mixture	Fine of not more than \$2 million individual, \$5 million other than individual.	Fine of not more than \$4 million individual, \$10 million other than individual.
		100 gm or more pure of 1 kg \$10 million other than individual.	Fine of not more than \$4 million individual, \$20 million other than individual.	Fine of not more than \$8 million individual,
	LSD	1-9 gm mixture		
		10 gm or more mixture		
	Fentanyl	40-399 gm mixture		
		400 gm or more mixture		
Fentanyl Analogue	10-99 gm mixture			
	100 gm or more mixture			
Others (law does not include marijuana, hashish or hashish oil)	Any	<ul style="list-style-type: none"> • Not more than 20 years. • If death or serious injury, not less than 20 years, not more than life. • Fine \$1 million individual, \$5 million not individual. 	<ul style="list-style-type: none"> • Not more than 30 years. • If death or serious injury, life. • Fine \$2 million individual, \$10 million not individual. 	
III	All (included in Schedule III are anabolic steroids, codeine and hydrocodone with aspirin or Tylenol® and some barbiturates)	Any	<ul style="list-style-type: none"> • Not more than 5 years. • Fine not more than \$250,000 individual, \$1 million not individual. 	<ul style="list-style-type: none"> • Not more than 10 years. • Fine not more than \$500,000 individual, \$2 million not individual.
IV	All (included in Schedule IV are Darvon®, Talwin®, Equanil®, Valium®, and Xanax®)	Any	<ul style="list-style-type: none"> • Not more than 3 years. • Fine not more than \$250,000 individual, \$1 million not individual. 	<ul style="list-style-type: none"> • Not more than 6 years. • Fine not more than \$400,000 individual, \$2 million not individual.
V	All (over-the-counter cough medicines with codeine are classified in Schedule V)	Any	<ul style="list-style-type: none"> • Not more than 1 year. • Fine not more than \$100,000 individual, \$250,000 not individual. 	<ul style="list-style-type: none"> • Not more than 2 years. • Fine not more than \$200,000 individual, \$500,000 not individual.

* The Controlled Substances Act (1970) places all substances regulated under federal law into one of five schedules based on the substance's medical use, potential for abuse, and safety or dependence liability.

Federal Trafficking Penalties–Marijuana (includes hashish and hashish oil)

DESCRIPTION	QUANTITY	1ST OFFENSE	2ND OFFENSE
Marijuana	1,000 kg or more mixture or 1,000 or more plants	<ul style="list-style-type: none"> • Not less than 10 years, not more than life. • If death or serious injury, not less than 20 years, not more than life. • Fine not more than \$4 million individual, \$10 million other than individual. 	<ul style="list-style-type: none"> • Not less than 20 years, not more than life. • If death or serious injury, not more than life. • Fine not more than \$8 million individual, \$20 million other than individual.
	100 kg to 999 kg mixture or 100-999 plants	<ul style="list-style-type: none"> • Not less than 5 years, not more than 40 years. • If death or serious injury, not less than 20 years, not more than life. • Fine not more than \$2 million individual, \$5 million other than individual. 	<ul style="list-style-type: none"> • Not less than 10 years, not more than life. • If death or serious injury, not more than life. • Fine not more than \$4 million individual \$10 million other than individual.
	50 to 99 kg mixture 50 to 99 plants	<ul style="list-style-type: none"> • Not more than 20 years. • If death or serious injury, not less than 20 years, not more than life. • Fine \$1 million individual, \$5 million other than individual. 	<ul style="list-style-type: none"> • Not more than 30 years. • If death or serious injury, not more than life. • Fine \$2 million individual, \$10 million other than individual.
	Less than 50 kg mixture		
Hashish	10 kg or more	<ul style="list-style-type: none"> • Not more than 5 years. 	<ul style="list-style-type: none"> • Not more than 10 years.
Hashish Oil	1 kg or more	<ul style="list-style-type: none"> • Fine not more than \$250,000, \$1 million other than individual. 	<ul style="list-style-type: none"> • Fine \$500,000 individual, \$2 million other than individual.

Student and Employee Drug/Alcohol Counseling and Treatment

Students

Alcohol and other drug educational information is available to students through the Peer Educators and Student Development. Theme weeks including programs, awareness activities, and informational materials are sponsored annually. Students in need of treatment for alcohol and other drug problems will be assisted with referrals through Student Services to self help support groups, community agencies, and private providers.

Employees

Employees who seek assistance with alcohol and other drug problems may self refer to the Employee Assistance Program for confidential assistance. Referral to the EAP by the employee's supervisor may be a part of a disciplinary sanction.

INSTITUTIONAL DISCIPLINARY SANCTIONS

College Sanctions

The College will impose appropriate sanctions on those individuals in violation of the Student Code of Conduct, as set forth in the Student Handbook.

Students

Violations of the Student Code of Conduct will result in disciplinary action.

Sanctions: the following are disciplinary measures that may be taken by the President, Campus Provost, or designee:

1. Warning – written notice of violation
2. Censure – written reprimand for specified violation
3. Disciplinary Probation – written reprimand and warning that continued misbehavior may be grounds for more serious disciplinary action.
4. Restitution – reimbursement for damages or misappropriation of services.
5. Suspension – exclusion from classes and other student activities pending final determination of alleged violation.
6. Expulsion – termination of student status for a definite period of time.
7. The conviction of a student for a criminal offense shall be sufficient grounds for suspension or expulsion of such student.

Employees

Violations of standards of conduct will result in disciplinary action. Sanctions may include, the completion of an appropriate rehabilitation program and other disciplinary actions up to and including termination of employment and referral for prosecution.

APPENDIX C: CONDUCT AND BEHAVIOR POLICIES FOR CRIMINAL JUSTICE INSTITUTE STUDENTS AT VALENCIA COMMUNITY COLLEGE

Conduct and Behavior

Knowledge of Regulations

Trainees are required to establish and maintain a working knowledge of rules, policies and procedures of Valencia Community College and the Criminal Justice Institute (CJI). In the event of improper action or breach of discipline, it will be presumed that the trainee was familiar with the rule, policy or procedure in question. A copy of all college policies is available in the CJI office.

Conduct

1. **Standards of Conduct** – Trainees, while attending training at the Institute or outside of the Institute during non-training hours, shall not engage in any conduct which constitutes neglect of duty, order or conduct unbecoming to a trainee or any act which is likely to adversely affect the discipline, good order or reputation of the Institute.
2. **Truthfulness** – Trainees are required to be truthful at all times whether under oath or not, concerning matters of conduct or business associated with the Institute.
3. **False Information** – No trainee shall knowingly falsify or omit information from any written document or enter or cause to be entered any inaccurate, false or improper information on records of the Institute.
4. **Obedience to Laws and Regulations** – Trainees shall observe and obey federal and state laws, appropriate ordinances, rules, orders and regulations of the Institute.
5. **Sexual or Racial Harassment** – Trainees shall not engage in conduct whether physical or verbal, which constitutes either sexual or racial harassment. No trainee of Valencia Community College should be subject to physical, emotional or sexual abuse by another student or any employee. See CJI Policy 97-015 for procedures.
6. **Reporting Violations of Laws, Ordinances, Rules or Orders by Trainees** – Trainees knowing of other trainees violating laws, ordinances or rules of the Institute, or disobeying orders, shall report same in writing to the Training Center Director via the Class Coordinator.
7. **Carelessness** – A trainee may be determined to have impaired or jeopardized the proper and efficient operation of the Institute due to his/her carelessness or by his/her neglect of his/her job performance under this provision where he/she acts or fails to act;

either in a deliberate or willful manner which reflects a reckless or wanton disregard for life; or which results or could have resulted in injury, danger or damage to others or to their property.

Furthermore, repeated incidents or minor carelessness or a pattern of errors, neglect and/or inattentiveness to job performance are of an equally serious nature and will not be tolerated. Each case of carelessness or neglect will be evaluated and considered on its merits and will result in appropriate administrative or disciplinary action.

8. Obedience to Commands

- a. All lawful orders and commands will be executed immediately. Failure to obey all lawful orders and commands will be considered insubordination and may result in disciplinary action.
 - No trainee shall knowingly obey any order which is contrary to law or ordinance. Responsibility for refusal to obey an order rests with the subordinate and requires justification.
 - A trainee who receives an order which he/she believes to be improper or unlawful shall report in writing, via the chain of command, to the Director. The report shall contain all of the facts of the incident. Appeals for relief from such orders may be made at the same time.
 - Upon receipt of a conflicting order or instruction, the trainee shall advise of the conflict. Responsibility for countermanding the original order or instruction then rests with the individual who issued the conflicting command. If so directed, the latter command shall be obeyed first.
 - b. Official orders posted on an official bulletin board or distributed through an official channel must be adhered to and will have the same force and authority as rules.
9. The following behavior will be strictly prohibited and shall lead to disciplinary action:
- Possession or consumption of alcoholic beverages on campus, to include in a vehicle in any campus parking lot
 - Drinking intoxicants while in uniform, during class, or reporting to class with the odor of intoxicants on the breath, or impairment by use of illegal narcotics
 - The use of any illegal substance
 - Gambling in any form
 - The use of profane, obscene or vulgar language
 - Ethnic, sexual or racial comments of a demeaning nature
 - Fighting

Behavior

1. Trainees shall address all sworn personnel and civilian instructors by their formal title, i.e., Captain Smith, Officer Jones, Mr. Black, etc. Trainees shall knock at all times prior to entering any instructor or staff member's office at the Institute.
 - a. Trainees shall not fraternize with academy staff members or instructors.
2. Trainees shall not display intimate affection toward other trainees during class hours or on campus.
3. All trainees shall comply with Florida Statutes and agency regulations concerning the acquisition and display of license plates, vehicle registrations and Florida driver's license.
4. In the event of any incident occurring off-duty (good or bad) involving civil or criminal police action, trainees are to submit a complete memo to their Class Coordinator (traffic citation, automobile accident, domestic dispute or arrest).
5. Trainees shall not gather in doorways, aisles or other thoroughfares and shall not impede the progress of staff members or other persons walking about the Institute grounds. When any staff member, uniformed officer or other person not a trainee, approaches a trainee or group of trainees, the trainees shall stand or walk aside so as to make a clear path for the person. If the trainees are standing in a group and unaware of the approaching person, the first trainee to see him/her shall announce "stand clear" and the other trainees shall then stand aside out of the way of the approaching person. The command "stand clear" should not be made at the top of one's voice but should merely be loud enough to be heard by the other trainees in the group.
 - a. If a trainee is approached by any staff member, agency representative or faculty member anywhere on the facility, proper greeting will be rendered.
6. Trainees shall not loiter in the vicinity of the staff offices.
7. Trainees will conduct themselves in a professional manner when dealing with other students from any class. Hazing will not be permitted in any form.
8. **Reporting Procedure** - Trainees who report to the Class Coordinator's office will adhere to the following:
 - a. Approach the Class Coordinator's office, knock loudly twice and wait for the command to enter.
 - b. When given the command to enter, approach the Class Coordinator's desk and render the proper greeting, coming to the position of attention.
 - c. If there is no command to enter, the trainee should return to class.

Disciplinary Procedure

1. Trainees who violate rules, policies or procedures of Valencia Community College and the Criminal Justice Institute shall be subject to discipline.
2. Disciplinary action shall be one of the following based on the violation:
 - a. **Verbal Warning.** All conferences will be documented by the Class Coordinator.
 - b. **Written Censure.** A memo is given to a recruit as notice of unsatisfactory behavior, practice or act which, if repeated, may lead to dismissal from the Academy.
 - c. **Dismissal from the Academy.** Only the Training Center Director or designee of the Criminal Justice Institute at Valencia may dismiss a recruit.

Appeal Process

1. Any disciplinary action imposed upon a recruit by an Institute staff member may be appealed, using the following process:
 - a. He/she must submit a written memorandum to the Training Center Director, via the chain of command, stating his/her desire to appeal, before the close of business of the next work day after being notified of the disciplinary action against him/her.
 - b. Verbal warnings and written censures will be reviewed by the Director for final disposition.
 - c. For dismissals from the Academy, the Training Center Director will convene an Appeal Board consisting of a non-involved Coordinator and two members of the Institute's Advisory Board.
 - d. The Appeal Board will meet within five working days of receipt of the appeal request to hear the basis of the appeal, take testimony and evaluate the evidence as related to the validity of the appeal. The hearing must be tape recorded.
 - e. The Appeal Board will render its recommendation within five working days of the conclusion of the appeal hearing.

The Appeal Board's recommendation will be:

- i. Reject the appeal
- ii. Partially reject or partially sustain the appeal
- iii. Sustain the appeal

The Director will review the Board's recommendation and advise the recruit on the final discipline. The Training Center Director is the final authority for all disciplinary action.

General Procedures

Bearing

A professional bearing will be maintained at all times, in or out of the classroom. Polite and courteous conduct is required.

Class President, Class Officers and Squad Leaders

1. Each basic class shall have class officers and squad leaders. Each class will elect these positions. These positions will be maintained at the discretion of the Class Coordinator. The responsibilities for these positions will be outlined by the Class Coordinator.
2. The Class President or his/her designated person will check the bulletin board at each class break and relay all appropriate information to the person(s) concerned.

Classroom Procedures

1. Upon entering the classroom, trainees will proceed to their assigned seats.
2. Trainees will be seated immediately prior to class. When an instructor enters the classroom, all trainees will immediately face the front and provide the proper respect to the instructor.
3. To ask a question in class, raise hand and await acknowledgment, preface the question with the title "Sir/Ma'am", as appropriate. Remain seated while asking the question, but speak in a manner that allows all other individuals in the classroom to hear. Disruptive conversation or comments between trainees will not be tolerated.
4. Trainees shall be alert in the classroom to the instruction being presented and shall make adequate notes.
5. Dozing off or sleeping in class will not be tolerated. If the recruit finds him/herself dozing off, he/she should quietly step to the rear of the room and remain there attentively until sufficient energy has been regained.
6. No food or drinks allowed in the classroom (except water).

Break Time

1. Class break periods are at the discretion of the instructor. Trainees shall return promptly to the classroom by the end of each break and be seated. Any trainee who is late returning to the classroom shall quietly enter the room and take his/her assigned seat. The Class President shall ensure prompt reporting by the offending trainee to the Class Coordinator.
2. All breaks will be taken in the area designated by staff. Breaks will be conducted in a quiet and orderly manner.

Memos and Research Papers

1. All memos and research papers will be turned in to the Class President prior to the first class of the day. The Class President will review, date and initial all memos or research papers and then deliver them to the Class Coordinator. Papers turned in after the beginning of the first class of the day, will be considered late.
 - a. Memos are to be informational in nature, factual as to content and shall be submitted on the standard memo form.
 - b. Make up papers are used as an educational device. They are designed to better acquaint the trainee with a particular subject and are used by the training advisor in evaluating the trainee's ability to put information into composition form and to give an indication of the effort put forth on a given task.
 - c. No information shall be written on the back side of either memos or research papers.
 - d. Both memos and make up papers are to be typed or hand printed (block letters) in black ink, on plain, unlined paper.
 - Cross outs are unacceptable.
 - Erasures must be undetectable.
 - Printing must be legible.
 - "White Out" is unacceptable.

Telephone Use

1. All trainees who need to use a telephone, must use the pay telephones. In case of an emergency, staff may approve the use of an academy telephone. Phone calls shall be limited to three (3) minutes.
2. Trainees will not be called from class except in emergencies.

Smoking

Smoking permitted in designated smoking areas only.



APPENDIX D: FOREIGN CREDENTIAL EVALUATION AGENCIES

sanctioned by the National Association of Credential Evaluation Services, Inc.
(naces.org)

Center for Applied Research Evaluation & Education, Inc.

P.O. Box 20348
Long Beach, CA 90801-3348
Phone: 714-237-9272
Fax: 714-237-9279
E-mail: eval_caree@yahoo.com
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Education Evaluators International, Inc.

P.O. Box 5397
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Education International, Inc.

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E-mail: edint@gis.net
Web: educationinternational.org

Educational Credential Evaluators, Inc.

P.O. Box 514070
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Phone: 414-289-3400
Fax: 414-289-3411
E-mail: eval@ece.org
Web: ece.org

Educational Perspectives

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Educational Records Evaluation Service, Inc.

601 University Avenue, Suite 127
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Phone: 845-223-6455
Fax: 845-223-6454
E-mail: esi2@fontiernet.net
Web: evaluationservice.net

Foreign Academic Credential Service, Inc.

P.O. Box 400
Glen Carbon, IL 62034
Phone: 618-656-5291
Fax: 618-656-5292
Web: facsusa.com

The Foreign Educational Document Service

P.O. Box 4091
Stockton, CA 95204
Phone: 209-948-6589

Foundation for International Services, Inc.

14926 - 35th Avenue West
Suite 210
Lynnwood, WA 98087
Phone: 425-248-2255
Fax: 425-248-2262
E-mail: info@fis-web.com
Web: fis-web.com

Global Credential Evaluators

P.O. Box 9203
College Station, TX 77842-9203
Phone: 512-528-0908
Fax: 512-528-9293
E-mail: gce@gecus.com
Web: gceus.com or
gcevaluators.com

Global Services Associates, Inc.

2554 Lincoln Blvd., #445
Marina del Rey, CA 90291
Phone: 310-828-5709
Fax: 310-828-5709
E-mail: info@globaleval.org
Web: globaleval.org

International Consultants of Delaware, Inc.

625 Barksdale Road, Suite 109
Newark, DE 19711-3258
Phone: 302-737-8715
Fax: 302-737-8756
E-mail: icd@icdel.com
Web: icdel.com

International Education Research Foundation, Inc.

P.O. Box 3665
Culver City, CA 90231-3665
Phone: 310-258-9451
Fax: 310-342-7086
E-mail: information@ierf.org
Web: ierf.org

Josef Silny & Associates, Inc.

International Education Consultants

7101 S.W. 102 Avenue
Miami, FL 33173
Phone: 305-273-1616
Fax: 305-273-1338
Fax: 305-273-1984 (Translations)
E-mail: info@jsilny.com
Web: jsilny.com

SpanTran Educational Services, Inc.

7211 Regency Square Blvd.
Suite 205
Houston, TX 77036-3197
Phone: 713-266-8805
Fax: 713-789-6022
E-mail: info@spantran-edu.org
Web: spantran-edu.org

World Education Services, Inc.

P.O. Box 5087
Bowling Green Station
New York, NY 10274-5087
Phone: 212-966-6311
Fax: 212-739-6100
E-mail: info@wes.org
Web: wes.org

All documents submitted to the evaluation agency must carry the official seal of the educational institution.

High school records/transcripts should be evaluated document-by-document unless a high school course is needed as a course prerequisite.

College records/transcripts must be evaluated course-by-course.

APPENDIX E: RESOLUTION OF STUDENT ISSUES CHART

Issue	First Response	Next Level	Next Level	Assistant Vice President	Vice President
Advising/Counseling	Dean of Students			Student Affairs	Student Affairs
Application	Manager, Answer Center	Assistant Director, Admissions	Director, Admissions and Registration	Admissions and Records	Student Affairs
Bookstore	Manager, Bookstore	Director, Bookstore		Budget and Logistical Services	Administrative Services
Discrimination	Counselor	Dean of Students		Compliance, Diversity and Equity	Human Resources and Diversity
Entry Testing (CPT)	Coordinator, Assessment	Director, Standardized Testing		Student Affairs	Student Affairs
Faculty Concerns	Academic Dean	Provost			Chief Learning Officer
Financial Aid	Coordinator, Financial Aid	Director, Financial Aid		College Transitions	Student Affairs
Florida Residency	Manager, Answer Center	Assistant Director, Admissions	Director, Admissions and Registration	Admissions and Records	Student Affairs
Graduation	Assistant Director, Admissions	Director, Graduation and Records		Admissions and Records	Student Affairs
Harassment	Counselor	Dean of Students		Compliance, Diversity and Equity	Human Resources and Diversity
Library	Library Services Supervisor or Librarian	Director, Library	Provost	Curriculum and Articulation	Chief Learning Officer
New Student Orientation	Coordinator, New Student Orientation	Dean of Students		Student Affairs	Student Affairs
Parking	Field Supervisor, Security	Manager, Security		Safety, Security and Risk Management	Administrative Services

Issue	First Response	Next Level	Next Level	Assistant Vice President	Vice President
Refund Requests	Assistant Director, Admissions	Director, Admissions and Registration		Admissions and Records	Student Affairs
Registration	Manager, Answer Center	Dean of Students		Student Affairs	Student Affairs
Security	Field Supervisor, Security	Manager, Security		Safety, Security and Risk Management	Administrative Services
Student Accounts	Coordinator, Business Office	Bursar		Financial Services	Administrative Services
Student Activities	Coordinator, Student Development	Director, Student Development		Student Affairs	Student Affairs
Students with Disabilities	Manager, Students with Disabilities	Director, Students with Disabilities Program		Student Affairs	Student Affairs
Transcripts	Assistant Director, Admissions	Director, Admissions and Registration		Admissions and Records	Student Affairs

GLOSSARY

Ability to Benefit - Minimum CPT score requirements for Certificate of Completion students to be eligible for financial aid

Active Student – a student who has been enrolled in credit courses at Valencia within the 24 months prior to the beginning of the upcoming term

Academic Year – Year that begins with the Fall Term in August, extends through Spring Term and ends with the Summer Term the following August

Accreditation – Certification that the College has met established standards and is nationally recognized by appropriate accrediting agencies. Valencia's major accrediting agency is the Southern Association of Colleges and Schools (SACS)

Automated Clearing House (ACH) - An electronic network for financial transactions in the United States. Valencia uses this network to process tuition and fee payments made through the student's Atlas account. All transactions are secured and encrypted to ensure a student's privacy. This method will allow anyone with a savings or checking account to make online payments

ACT (American College Testing) – College entrance testing program which may be used for placement in college-credit English and mathematics courses

Advanced Placement – College credits earned prior to enrollment at Valencia Community College through certain examinations, such as those administered by The College Board

Alternative Delivery – All modes of instruction other than traditional course delivery and may include Web-enhanced, hybrid, online, video-on-demand, and computer-assisted. The intent of alternative delivery courses is to provide flexibility to students who are attempting to balance work, family and college and still reach their career and academic goals

Answer Center – The Answer Center is where all student service activities begin. This is the first stop for students to submit an application, discuss financial aid, inquire about entry testing and orientation, and receive basic educational advising. A staff member, known as a Student Services Specialist, will meet with a student visiting the Answer Center to assist in the following areas:

- Admissions: Application, residency, and deadlines
- Financial Aid: Award information, proper documentation, and deadlines
- Transcripts: High school, college, AP, CLEP, Dantes, and IB
- Graduation: Proper documentation, commencement information, and deadlines
- Referrals: Referrals to other offices (as necessary)

Arena – West Campus Student Development publication which contains announcements and important information for students and staff

Articulation Agreement for the A.A. Degree – Agreement between Florida's public community colleges and universities assuring junior-level status to students who complete the community college general education and graduation requirements in university parallel (A.A. degree) programs

Ask Atlas – Online help within Atlas

Assisted Registration – The period of time each term from the beginning of classes through the Drop/Refund Deadline during which students may drop courses and add only courses that have not met. To add a course on the same day it meets for the first time or to drop a course(s), students must go to a campus Answer Center to have a staff member complete the course registration

Atlas – Valencia's online learning community, customized to each individual's interests, that links students, faculty and staff to one another and to powerful learning resources such as LifeMap (Valencia's systematic approach for assistance in planning and achieving educational and career goals), online registration, grades, financial aid, and academic records

Atlas features defined alphabetically in this Glossary:

Academic Life

Ask Atlas

Atlas

Atlas E-mail

Atlas Groups

Degree Audit

My Atlas

My Career Planner

My Courses

My Education Plan

My Financial Planner

My Job Prospects

My LifeMap

My Portfolio

Atlas Access Lab – The Atlas Access Lab is the resource for assistance with online tools and services. Through My LifeMap Tools, the staff assists with registration, online career and education planning, and accessing other student information such as financial aid, accounts, and degree audits

Atlas E-mail – Atlas e-mail is the official form of communication from Valencia to students. Atlas e-mail accounts follow the format: (first initial) (last name) (assigned number if there is more than one person in Atlas with the same first initial and last name) @atlas.valenciacc.edu. For example, jdoe8@atlas.valenciacc.edu

Atlas Groups – Atlas online learning communities through which Valencia students, faculty, and staff can “meet” around topics of mutual interest

Audit – Credit course taken for which no credit or grade will be received

Basic Skills Exit Test – The state-mandated exit test required for students who do not place at the college level in mathematics and/or the level of ENC 1101 Freshman Composition on entry testing at Valencia. The Basic Skills Exit Test is a component of each exit-level college-preparatory and English for Academic Purposes courses and must be passed in order to pass the corresponding course

Career Program Advisors – Staff with specialized training to answer specific questions about requirements and program completion of A.A.S. and A.S. degrees, certificate and diploma programs

Career Programs – Applied Technology Diploma, Associate in Applied Science and Associate in Science Degrees, Technical and Career Certificate programs with courses designed to prepare students for specialized occupations

Catalog, Governing – The Valencia Catalog in effect at the time of a student's initial enrollment at Valencia

C.E.U. (Continuing Education Unit) – One C.E.U. is awarded for every 10 contact hours of instruction in an organized continuing education/noncredit course

CLAST (College Level Academic Skills Test) – designed and offered by the state of Florida to measure graduate's skills in English, reading and mathematics offered through June 30, 2009

CLEP (College Level Examination Program) – from The College Board. General and subject exams covering material taught in college courses. Credit for courses may be granted to students who achieve specific scores on the exams

College Night – An evening for students, prospective students, families, and friends to visit Valencia campuses to meet representatives of more than 100 colleges and universities. Usually held in early October

College-Preparatory Courses – Courses in reading, writing, mathematics and English as a second language designed to assist students who, through entry testing, do not place in college-level course work in the corresponding skill area(s). These courses do not apply toward any associate degree.

Common Prerequisites – The State of Florida has identified Common Prerequisites for all public university programs. These prerequisites must be completed by all students entering the specific program in a state university

Companion Test – A paper/pencil version of the Computerized Placement Tests (CPTs)

Computer-Assisted Instruction - A learning technique used in mathematics courses that combines lecture and learning via computer activities

Continuing Education – Courses and programs designed to meet the professional development and training needs of the workforce

Continuous Enrollment - From your initial Term of registration, enrollment in each subsequent major (Fall and Spring) Term

Core Competencies – Valencia has four core competencies that we seek to develop in all of our students: Think, Value, Communicate, and Act

Corequisite – A course required to be taken at the same time as another course

Course Load – Number of credits a student takes in a term

Course Management System – A computer program that facilitates computerized learning or e-learning, especially by helping teachers and learners with course administration. Valencia currently uses Black Board CE (WebCT) as its approved course management system

Course Reference Number (CRN) – Five digit course number used in Atlas for registration. Fall CRNs begin with a 1, Spring CRNs begin with a 2, and Summer CRNs begin with a 3.

CPT (Computerized Placement Tests) – Primary entry testing used for placement in English, reading and mathematics

Credit Hour– The unit of measurement for academic work to indicate requirements for academic programs. Valencia uses a semester credit system

Credit by Examination – College credit in specified subjects granted by successful completion of local or national tests

Degree Audit – Formal list of the course requirements a student has completed and still must complete in order to satisfy the course requirements for a specific degree or certificate program. Students can view their degree audit in Atlas at any time.

Degree Verification - Certification of degree(s) awarded (obtained via the National Student Clearinghouse at www.nslc.org)

Department – Academic discipline related to each course, e.g., English, Geology, Sociology

DirectConnect - An agreement with UCF in which Valencia students receive guaranteed admission to a bachelor's degree program, increased opportunity to complete a bachelor's degree on a Valencia campus, and preferential admission to select bachelor degree programs

Division – Academic administrative unit responsible for a set of departments

Drop – Procedure student uses at specific times to remove a course from his/her class schedule without penalty

Dual Enrollment – Enrollment by a high school student in one or more courses that count for credit in both high school and college

EAP – College-preparatory and college-level courses in English as a Second Language for Academic Purposes taught for non-native speakers of English

East Wind – East Campus Student Development publication which contains announcements and important information for students and staff

E-mail – See Atlas E-mail.

Enrollment Verification - Certification of registration for a particular term (available 5 days after the Drop/Refund Deadline via Atlas account)

Entry Testing – An evaluation of basic skills to determine initial placement in reading, mathematics and English courses. Initial placement may include college-preparatory and/or college-level courses. See CPT, Companion Test, and LOEP.

EPI - Educator Preparation Institute prepares students with a bachelor's degree in a discipline other than education the preparation to become a classroom teacher in Florida

FACTS.org (Florida Academic Counseling and Tracking for Students) – The State of Florida's Web site about Florida colleges and universities that provides information on institutions and degree programs, admission requirements, financial aid, scholarships, students' academic records, degree audits, transfer requirements, and being a transient student at a Florida public institution

Fee – A financial charge for courses and services

Flex Start – Schedule of all classes that start on a day other than the official first day of classes for any Fall, Spring or Summer Full Term

Foreign Language Requirement – The requirement by Florida's state universities that students transferring to the university must have earned two years of sequential foreign language at the high school level or the equivalent at a community college and the inclusion of this requirement in Valencia's A.A. degree requirements

Freshman – A student who has completed less than 30 college-level credits toward a degree

Full Cost of Instruction Fee – The amount, exclusive of state funding, established by the College to pay all costs associated with teaching a course. The amount is equivalent to non-Florida resident tuition.

Full-Time Student – Student enrolled for 12 or more credits in Fall, Spring or Summer Term

General Education – Specific number of credits of basic liberal arts courses required as foundation in university parallel A.A. Degree. General Education courses also are required in A.A.S and A.S. Degree programs

Gordon Rule – State Board of Education rule that requires students to complete successfully 12 credits of course work in which they must demonstrate writing skills and 6 credits of mathematics course work at the level of college algebra or higher

GPA (Grade Point Average) – Obtained by dividing quality points earned (based on grades) by credits. GPAs range from 0.0 to 4.0. Following are the types of GPAs calculated at Valencia:

Institutional GPA:	all course work at Valencia
Overall GPA:	all course work (including transfer and college-preparatory)
Term GPA:	all course work attempted and earned for a given term
Transfer GPA:	all course work from other institutions

Grade – Alphabetical measure of academic achievement ranging from excellent (A) to failure (F)

Grade Forgiveness – Refers to one grade in a course replacing another grade in the same course when certain conditions are met

Graduation Application – The application a student must file online through Atlas to be considered for a degree. This application must be submitted by the deadline date listed in the Academic Calendar in the online official catalog.

Grant – Funds, which typically do not require repayment, awarded for college expenses to qualified students with financial need

Half-Time Student - A student enrolled in 6-8 credit hours in Fall, Spring or Summer Term

Hybrid/Blended Course – A course that blends online and face-to-face delivery. If a course is not over 75% online, over 75% videotape or over 75% onsite, it is a hybrid course. Delivery modes include Hybrid Video-on-Demand/Online, Hybrid On-site/Online, Hybrid On-site/DVD, etc. What makes a course hybrid is simply the degree of use of the alternative modality

Inactive Student – A student who has not been enrolled in credit courses at Valencia within the 24 months prior to the beginning of the upcoming term

Independent Study – Capable students may acquire course credits at their own pace through non-classroom, student-faculty interaction. Approval is required from both the professor and the Academic Dean and an additional fee is charged for Independent Study

Intensive Tutorials - Courses designed for English, Mathematics, and Reading specifically for students who completed the college preparatory course work but did not pass the Basic Skills Exit Test. Faculty recommendation and Academic Dean approval is required to register.

International Student – A student who has entered the United States on a nonimmigrant visa, most often an individual on a student visa. Immigrants, refugees, and U.S. citizens who do not speak English as a native language are not classified as international students at Valencia

Late Registration – Registration for courses after the second fee payment deadline during which a late registration fee may be assessed

Less-Than Half-Time Student - A student enrolled in 1-5 credit hours in Fall, Spring or Summer Term

LifeMap – Valencia's system of advising, programs, curriculum, and services to assist students in the design and achievement of their career and educational goals

Limited Access – Limited access status occurs when student demand exceeds available resources such as faculty, instructional facilities, equipment, etc. Admission to Valencia does not imply acceptance to a limited access degree or certificate program in which the number of students who may enroll is limited. Limited access programs have specific admission requirements

LinC – Learning in Community – a program of linking two or more courses into one integrated course in which professors from different disciplines tie their courses together around a common theme

LOEP (Levels of English Proficiency) – Test used for entry testing of English language proficiency of non-native speakers of English. Students who take the LOEP also will write an essay to be used with the LOEP for course placement

Mandatory Courses – Courses in college-preparatory reading, mathematics, and English; college-preparatory and college-level English for Academic Purposes; and Student Success which, based on entry testing scores, a student may be “mandated” to take and complete successfully

Matador Day – Annual event created to provide students, faculty and staff the opportunity to interact outside the classroom in an informal setting each Fall term

Math Path – The sequence of math courses and prerequisites at Valencia

Multiple Credit Course – A course designated as “multiple credit” in the course description, meaning it can be repeated for credit; a repeat will not count as an attempt for full cost of instruction or for withdrawal; and grade forgiveness cannot be applied

My Atlas – Atlas home page that provides personal and campus messages, academic resource links, headline news links, and links to the Valencia home page. Sign on at atlas.valenciac.edu.

My Career Planner – Valencia’s Web-based tool in Atlas that provides assessments, and exploration of careers and majors

My Courses – Atlas page that provides links to course home pages for students and faculty

My Education Plan – Valencia’s Web-based education planning tool in Atlas that allows students to plan their degree completion requirements, determine course sequence, and project the time it will take to complete a degree. A student can save up to three education plans.

My Financial Planner – Valencia’s Web-based tool in Atlas that assists students in developing a budget plan for financing their education. The current content includes modules for learning about the budget planning process

My Job Prospects – Valencia’s Web-based tool in Atlas to learn about job and occupational information in Central Florida through an easily-searchable database

My LifeMap – Atlas page that describes the LifeMap System and provides links to educational and career planning tools including My Education Plan, My Career Planner, My Job Prospects and My Portfolio

My Portfolio – Valencia’s Web-based tool in Atlas through which students save examples of their academic work, receive faculty reviews, post an online resume and link learning to the Valencia Student Core Competencies of Think, Value, Communicate, and Act

Nonimmigrant Student – A student who has entered the United States on a nonimmigrant visa, most often an individual on a student visa

Official Transcript - See Transcript, Official Transcript

Online Course – A course in which all of the content is delivered online using the college-approved course management system (WebCT)

Orientation – Prior to registering for courses, degree-seeking students new to Valencia must participate in a New Student Orientation program that includes information on education planning and college resources, and group advising

Osceola On Campus – Osceola Campus Student Development publication which contains announcements and important information for students and staff

Park News – Winter Park Campus Student Development publication which contains announcements and important information for students and staff

Part-Time Student – Student enrolled for fewer than 12 credits in Fall, Spring or Summer Term

PIN - Personal Identification Number used to access your Atlas account

Pre-Major – Prepares you for transfer to a Florida public university to pursue a bachelor’s degree with the majority of the prerequisites met within a specific major

Prerequisite – Course which must be satisfactorily completed before a higher-level related course can be taken

Prerequisite or Corequisite – Course that is required to be taken prior to, or with, a specific course

Probation, Academic – A status given to students who fail to maintain satisfactory academic progress

Probation, Financial Aid – A status given to students receiving financial aid who fail to meet the standards of satisfactory academic progress for financial aid

Provisional Student – A student who has not met all necessary requirements for admission and, thus, has restrictions on the courses that may be taken

Quality Points – The value, ranging from 0 to 4, for grades from A to F for all courses completed, used in determining a grade point average. (Also see GPA.)

Readmit Student - A returning student not enrolled in credit courses within the 24 months prior to the beginning of the full Term in which the student intends to enroll

Registration – The process of selecting courses and class times for an academic term

Residency for Degree - Percentage of courses (25%) that must be completed at Valencia in order for a degree to be awarded

Residency for Tuition Purposes – A Florida resident for tuition purposes is a person who, or a dependent person whose parent or legal guardian, has established and maintained legal residence in Florida for at least 12 consecutive months immediately preceding his/her first enrollment at Valencia

ROTC Courses – Military Science courses offered at the University of Central Florida through which Valencia students may earn college credit

SAT (Scholastic Assessment Test) – College entrance test which may be used for placement in college-credit English and mathematics courses

Scholarships – Financial assistance for tuition and fee payment granted by donors to qualified recipients

Servicemembers Opportunity College – Programs and special services designed to meet the unique needs of active-duty military personnel

SGA (Student Government Association) – Official representatives of the student body to the administration in matters concerning student life

Sophomore – A student who has completed at least 30 college-level credits toward a degree

Student Activities – Various college-sanctioned projects, endeavors, contests, and functions of an extracurricular nature engaged in by students

Student Classification – Pertains to a student's status as active or inactive, full-time or part-time, freshman or sophomore, degree-seeking or non-degree-seeking

Student Development – Located on each campus, provides access to and coordination of campus activities, student clubs, student government, photo IDs and information services

Student ID Card - Your student ID card must be presented to utilize Campus services such as the Library and Testing Centers. You can obtain your student ID card at any Campus Student Development office once you have registered and paid for courses.

Subject Prefix – The three letter code related to each course offering, e.g., ENC (English), MAT (mathematics), PSY (psychology)

Suspension – Student status under which a student is not permitted to attend college for a specific period of time

Term – Academic time period for which classes meet. Fall, Spring and Summer Full Terms are approximately 14 weeks each; through Flex Start scheduling courses also are taught in five, six, eight, and ten week time periods

Testing – See Entry Testing entry in this Glossary

Third Attempt – Related to the number of times a student enrolls in the same course, the rule has different meanings in the contexts of attempts for academics and for full cost of instruction fees. See the Index for reference to sections of the catalog that describe “third attempt” in these contexts.

Three-Fourths Time Student - A student enrolled in 9 to 11 credits in Fall, Spring or Summer Term

TOEFL (Test of English as a Foreign Language) – Test used for entry testing of English language proficiency of non-native speakers of English

Traditional Course – A course with face-to-face classroom delivery in which no online technology is used

Transcript – A student's academic record of courses

Complete Transcript – A transcript that includes course work and final grades for all credits attempted and earned at an educational institution

Official Transcript – A transcript Valencia receives electronically or in a sealed envelope from another educational institution or an evaluation agency. A transcript issued to the student may be considered official by Valencia as long as the seal on the sending institution's envelope has not been broken

Transfer Plan - A transfer guide for the State University System

Transfer Student – Student who attended a college or university before coming to Valencia

Transient Student – Student who takes one or more courses at Valencia to apply to academic requirements at another institution or a Valencia student who takes one or more courses at another institution to apply to degree requirements at Valencia. Information for students who wish to attend a Florida public institution as a transient student is available at facts.org.

Tutorial Assistance – Special academic help in specified subjects

Tutorial, Intensive - See Intensive Tutorial

University Parallel Program – Courses of study leading to the A.A. degree which parallel the lower division requirements of a bachelor's degree

Valencia Voice – Collegewide student newspaper published online biweekly during Fall and Spring Terms as part of journalism offerings

Valencia Volunteers – Community service organization that matches student interest in service projects with community needs

Video-on-Demand – A course in which the content is delivered via high-speed Internet connection and/or videotape

Web-Enhanced/Facilitated Course – A course which uses Web-based technology to enhance a face-to-face course delivery

WebCT - See Course Management System

Weekend Courses – Classes offered Friday evenings through Sunday evenings

Withdrawal – Removal from a course(s) at the student's request or by a faculty member or by the College. No credit is awarded for the course. Tuition and fees are not refunded. (See entry on Withdrawal in this catalog.)



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LifeMap™