Valencia Community College subscribes to and endorses the nondiscrimination clause in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor are incorporated herein. This statement includes compliance with 41 CFR Chapter 60, Part I (Job and Recruitment Policies Related to Sex).

Valencia Community College reserves the right to make changes in the regulations and offerings announced in this Bulletin as circumstances require.

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**ACCREDITATION**

Valencia Community College is accredited by the Southern Association of Colleges and Schools.

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**BULLETIN**

**VALENCIA COMMUNITY COLLEGE**

Volume 11  No. 1  June, 1977

Published by
Valencia Community College at Orlando, Florida
VALENCIA
COMMUNITY COLLEGE

A Community College Publicly Supported
by the State of Florida

EAST CAMPUS
701 NORTH ECONLOCKHATCHEE TRAIL
ORLANDO, FLORIDA 32807

WEST CAMPUS
1800 SOUTH KIRKMAN ROAD
ORLANDO, FLORIDA 32811

DOWNTOWN CENTER
1 WEST CHURCH STREET
ORLANDO, FLORIDA 32801

TELEPHONE (305) 299-5000
P.O. BOX 3028
ORLANDO, FLORIDA 32802
OPEN CAMPUS HEADQUARTERS
AND
DOWNTOWN CENTER

1 West Church Street
Orlando, Florida 32801
Telephone: 299-5000

VALENCIA
COMMUNITY
COLLEGE

D.T.C.
1 WEST
CHURCH
STREET.
# SPECIAL COLLEGE CALENDAR DATES

## 1977-78

### IMPORTANT DATES

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SEE COLLEGE CALENDAR FOR DETAILS

Valencia Community College
VALENCIA COMMUNITY COLLEGE
Orlando, Florida

Calendar for Session I
1977-78
(Subject to Change)

July 1 (Friday) Last day to make application for financial aid for the 1977-78 academic year.
August 1 (Monday) through August 9 (Tuesday) Advance registration for Session I, 1977-78, by appointment for currently enrolled students and returning students. Academic counseling should be arranged prior to the appointment. By this date admission requirements should have been met and final registration appointments made for Session I, 1977-78. Students applying after this date will be considered on an individual basis.
August 19 (Friday) Advance registration for Session I, 1977-78, by appointment for new students. Academic counseling should be arranged prior to the appointment.
August 22 (Monday) through August 28 (Friday) All faculty report for duty at 8:00 a.m.
August 30 (Tuesday) Labor Day Holiday. Administrative offices will be closed.
September 5 (Monday) Classes begin for Session I, 1977-78.
September 6 (Tuesday) through September 9 (Friday) and September 12 (Monday) Late registration and DROP-ADD PERIOD. Schedule changes and adjustments on these dates only (11:00 a.m. to 7:30 p.m. except Friday which is 8:00 a.m. to 3:00 p.m.)
September 12 (Monday) Deadline for refund requests for Session I, 1977-78.
October 25 (Tuesday) College Night Program. Supper hour and evening classes will not meet. Day classes will meet as usual.

November 23 (Wednesday) Supper hour and evening classes will not meet. Day classes will meet as usual.
November 24 (Thursday) and November 25 (Friday) Thanksgiving Holiday for faculty, staff and students.
November 26 (Saturday) Classes will not meet.
November 28 (Monday) through December 2 (Friday) Advance registration for Session II, 1977-78, by appointment for currently enrolled students and returning students. Academic counseling should be arranged prior to the appointment.
December 1 (Thursday) Last day to make application for graduation at the end of Session I, 1977-78.
December 5 (Monday) through December 9 (Friday) Advance registration for Session II, 1977-78, by appointment for new students. Academic counseling should be arranged prior to the appointment. By this date admission requirements should have been met for Session II, 1977-78. Students applying after this date will be considered on an individual basis.
December 12 (Monday) Final examination period for Session I classes. (A final examination schedule will be published.)
December 14 (Wednesday) through December 20 (Tuesday) End of Session I, 1977-78.
December 20 (Tuesday) Final grades may be turned in as late as 12:00 noon.
December 21 (Wednesday) Christmas and New Year Holiday. Administrative offices will be closed.
November 28 (Monday) through December 2 (Friday) Advance registration for Session II, 1977-78, by appointment for currently enrolled students and returning students. Academic counseling should be arranged prior to the appointment.

December 5 (Monday) through December 9 (Friday) Advance registration for Session II, 1977-78, by appointment for new students. Academic counseling should be arranged prior to the appointment.

December 12 (Monday) By this date admission requirements should have been met for Session II, 1977-78. Students applying after this date will be considered on an individual basis.

January 3 (Tuesday) All faculty report for duty at 8:00 a.m.

January 5 (Thursday) Evening classes begin for Session II, 1977-78.

January 6 (Friday) Day classes begin for Session II, 1977-78.

January 6 (Friday) through January 12 (Thursday) Late registration and DROP-ADD PERIOD. Schedule changes and adjustments on these dates only (11:00 a.m. to 7:30 p.m. except Friday which is 8:00 a.m. to 3:00 p.m.)

January 12 (Thursday) Deadline for refund requests for Session II, 1977-78.

February 16 (Wednesday) Last day to make application for graduation at the end of Session II, 1977-78.

February 17 (Friday) Spring Holiday. Administrative offices will be closed.

March 8 (Wednesday) Matador Day. Day classes dismissed between 11:00 a.m. and 5:00 p.m. Supper hour and evening classes will meet as usual.

March 13 (Monday) through March 17 (Friday) Advance registration for Session III, IIIA and IIIB, 1977-78, by appointment for currently enrolled students and returning or new students. Academic counseling should be arranged prior to the appointment.

March 23 (Thursday) Supper hour and evening classes will not meet. Day classes will meet as usual.

April 19 (Wednesday) Easter Holiday for faculty, staff and students.

April 20 (Thursday) Classes will not meet.

April 21 (Friday) Final examination period for Session II classes. (A final examination schedule will be published.)

April 19 (Wednesday) By this date admission requirements should have been met and final registration appointments made for Sessions III and IIIA, 1977-78. Students applying for admission after this date will be considered on an individual basis.

April 20 (Thursday) End of Session II, 1977-78.

April 21 (Friday) Final grades may be turned in as late as 9:00 a.m.

APRIL

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
Calendar for Session III
(Including Sessions IIIA & IIIB)
1977-78
(Subject to Change)

March 13 (Monday) through March 17 (Friday)
Advance registration for Sessions III, IIIA and IIIB, 1977-78, by appointment for currently enrolled students and returning or new students. Academic counseling should be arranged prior to the appointment.

April 17 (Monday)
By this time admission requirements should have been met for Sessions III and IIIA, 1977-78. Students applying for admission after this date will be considered on an individual basis.

April 24 (Monday) and April 25 (Tuesday)
All Session III and IIIA faculty report for duty, at 8:00 a.m.

April 25 (Tuesday)
Late registration and DROP-ADD PERIOD for Sessions III and IIIA, 1977-78. Schedule changes and adjustments on these dates only (11:00 a.m. to 7:30 p.m.).

April 25 (Tuesday)
Classes begin for Sessions III and IIIA, 1977-78.

April 25 (Tuesday)
Deadline for refund requests for Sessions III and IIIA.

May 22 (Monday) through May 26 (Friday)
Advance registration for Session IIIB, 1977-78, by appointment for currently enrolled students and returning or new students. Academic counseling should be arranged prior to the appointment.

May 29 (Monday)
Memorial Day Holiday for faculty, staff and students.

June 2 (Friday)
Last day to make application for graduation at the end of Session IIIA, 1977-78.

June 12 (Monday)
By this date admission requirements should have been met for Session IIIB, 1977-78. Students applying after this date will be considered on an individual basis.

June 14 (Wednesday) and June 16 (Thursday)
Final examination period for Session IIIA classes. (A final examination schedule will be published.)

June 15 (Thursday)
End of Session IIIA, 1977-78.

June 16 (Friday)
Final grades for Session IIIA may be turned in as late as 12:00 noon.

June 19 (Monday)
All Session IIIB faculty report for duty at 8:00 a.m. Session III classes will not meet. Holiday for students only.

June 19 (Monday) and June 20 (Tuesday)
Late registration and DROP-ADD PERIOD for Session IIIB, 1977-78. Schedule changes and adjustments on these dates only (11:00 a.m. to 7:30 p.m.).

June 20 (Tuesday)
Classes begin for Session IIIB, 1977-78, and resume for Session III, 1977-78.

June 20 (Tuesday)
Deadline for refund requests for Session IIIB, 1977-78.

July 3 (Monday)
Supper hour and evening classes will not meet. Day classes will meet as usual.

July 4 (Tuesday)
Independence Day Holiday for faculty, staff and students.

July 14 (Friday)
Last day to make application for financial aid for the 1978-79 academic year.

August 1 (Tuesday)
Last day to make application for graduation at the end of Sessions III and IIIB, 1977-78.

August 9 (Wednesday) and August 10 (Thursday)
Final examination period for Session III and IIIB classes. (A final examination schedule will be published.)

August 10 (Thursday)
End of Sessions III and IIIB, 1977-78.

August 11 (Friday)
Final grades for Sessions III and IIIB may be turned in as late as 12:00 noon.
DISTRICT BOARD OF TRUSTEES

(left) Mrs. Dan L. McKinnon
(right) Raymer F. Maguire, Jr.

(Left) Vice Chairman —
Murray W. Overstreet, Jr.
(right) Chairman —
Andrew N. Serros

Judge Bernard C. Muszynski
(right) administering oath to new
board member Willie J. Bruton
(left) May 20, 1977

(left) Albert H. Chubb
(right) Mrs. Barbara G. Lupfer

Joseph B. Shirah

(right) Mrs. Barbara G. Lupfer
## ADMISSION REQUIREMENTS

You should submit the following materials before you register:

- Application for Admission form
- Residency affidavit
- Social Security number
- A $5.00 non-refundable application service fee. THIS MUST ACCOMPANY THE FIRST APPLICATION FOR ADMISSION.

**NOTE:** A completed high school transcript indicating the date of graduation. Ask your high school to forward the transcript directly to the Registrar's Office.

**Note:** Persons who have completed the General Education Development Test through a state department of education and as a result have been issued a high school equivalency certificate (or diploma) are eligible for admission.

An applicant eighteen (18) years of age or older who has not completed high school may be admitted as a provisional student and will remain in this category until such time as he provides a high school diploma, an equivalency diploma or completes twelve (12) or more credit hours and is in good academic standing.

### WANT TO ENROLL AT VCC AND WORK TOWARD A DEGREE

- **If you have never attended college:**
  - You should submit the following materials before you register: A completed Application for Admission form • Residency affidavit • Social Security number • A $5.00 non-refundable application service fee. THIS MUST ACCOMPANY THE FIRST APPLICATION FOR ADMISSION • An early Admission-Dual Enrollment form (a permission form signed by your parents and your high school principal outlining the specific course or courses recommended by the high school counselors).

  **NOTE:** Transfer students must be eligible to return to the last college attended.

- **If you have attended another college or university:**
  - You should submit the following materials before you register: A completed Application for Admission form • Residency affidavit • Social Security number • A $5.00 non-refundable application service fee. THIS MUST ACCOMPANY THE FIRST APPLICATION FOR ADMISSION • Official records of all former enrollments. Request each college or university previously attended send a transcript to the Registrar's Office.

  **NOTE:** You will be registered at the college while still enrolled in high school. You must be a senior in high school and must have a 3.0 average for 10th and 11th grades.

- **If you are still enrolled in high school:**
  - You should submit the following materials: A completed Application for Admission form • A $5.00 non-refundable application service fee. THIS MUST ACCOMPANY THE FIRST APPLICATION FOR ADMISSION • Official records of all previous schooling (English translations should accompany the record). A completed Declaration of Finances • A minimum score of 485 on the Test of English as a Foreign Language (TOEFL) if English is not your native tongue.

  **NOTE:** Application materials should be submitted three (3) months prior to admission.

- **If you are from a foreign country:**
  - You should submit the following materials before you register: A completed Application for Admission form • Residency affidavit • Social Security number • A $5.00 non-refundable application service fee. THIS MUST ACCOMPANY THE FIRST APPLICATION FOR ADMISSION.

  **NOTE:** If you are not a high school graduate, you will not be admitted prior to the date of your eighteenth (18th) birthday. You may change your status to that of a regular student and have your earned credits apply toward a degree when all regular student admission requirements have been met.

### IF YOU . . .

- **If you desire courses for personal enrichment, job improvement, etc.:**
  - You should submit the following materials before you register as an audit student: A completed Application for Admission form • Residency affidavit • Social Security number • A $5.00 non-refundable application service fee. THIS MUST ACCOMPANY THE FIRST APPLICATION FOR ADMISSION.

  **NOTE:** If you are not a high school graduate you will not be admitted prior to the date of your eighteenth (18th) birthday.

- **If you do not wish to earn college credit:**
  - You should submit the following materials before you register: A completed Application for Admission form • Residency affidavit • Social Security number • A $5.00 non-refundable application service fee. THIS MUST ACCOMPANY THE FIRST APPLICATION FOR ADMISSION.

  **NOTE:** If you are not a high school graduate you will not be admitted prior to the date of your eighteenth (18th) birthday.

- **If you are currently enrolled at another college or university:**
  - You should submit the following materials before you register: A completed Application for Admission form • Residency affidavit • Social Security number • A $5.00 non-refundable application service fee. THIS MUST ACCOMPANY THE FIRST APPLICATION FOR ADMISSION. A transient form (permission from appropriate administrator of your institution indicating a course or courses you may take at Valencia Community College).

  **NOTE:** The transient form is required each time you enroll at Valencia Community College.
GENERAL INFORMATION
What Is Valencia's History?

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

In the fall of 1967, the Charter Class, limited to freshmen students, began classes in temporary facilities at 2908 West Oak Ridge Road, Orlando.

On July 1, 1969, the College Advisory Committee became the Valencia Junior College District Board of Trustees and replaced the Orange County Board of Public Instruction as the governing body of the college.

The granting of full accreditation by the Southern Association of Colleges and Schools in 1969, changing of our name from Valencia Junior College to Valencia Community College in 1971, moving to our first permanent campus in 1971, the adding of Osceola County to the college district in 1974, the creating of the Open Campus in 1974, and the opening of the East Campus in 1975 all contributed to the early, exciting and formative years of growth.

Valencia's Growth

Valencia has grown to a multi-campus institution. Our West Campus is located on a 180 acre site at 1800 South Kirkman Road. The Open Campus, with headquarters in the college's Downtown Center at One West Church Street, brings the needed courses and programs at more than two hundred locations to residents of the entire college district. Valencia's East Campus is located on an 80 acre site at 701 North Econlockhatchee Trail. The college is now serving over 20,000 Central Florida residents each year.

What Is Valencia's Future?

Valencia will continue to expand its services to more citizens in the ever growing Central Florida area. In order to meet the needs of the community, further development of education facilities will be necessary. With the assistance of an Advanced Institutional Development Program (AIDP) federal grant, continuous planning and an in-depth needs analysis will provide exceptional opportunities both for the college and the community. Valencia's future is bright and our doors will remain open to you.

What Is Valencia's Mission?

Valencia's mission is to provide comprehensive post-secondary education and lifelong learning opportunities that foster individual growth and community development.

What Are The Guiding Principles of Valencia?

In accordance with the principles specified by the Florida State Legislature, the following guiding principles have been adopted for Valencia Community College:

1. Every effort shall be made to remove the geographic, economic, physical and cultural barriers to higher education. All citizens should be encouraged to continue their education to the limits of their abilities and interests.

2. The college shall provide a diversity of programs to meet the needs of the community.

3. The college shall attempt to instill in all its students an understanding of the value and necessity of work. An appreciation of all workers and a respect for all types of work shall be cultivated.

4. The college shall attempt to emphasize the fact that the rights of citizens in a democracy are inseparably associated with their responsibilities.

5. The college shall attempt to instill in each student a desire for continued learning which will help him understand and adapt to the many rapid changes in contemporary American society.

What Are The Objectives Of Valencia?

In conformity with the principles described above, Valencia Community College has developed the following specific objectives:

1. To provide a two year college parallel program which will prepare students to transfer to senior colleges and universities upon completion of the Associate in Arts Degree.

2. To provide career programs that will prepare the student for gainful employment in the community upon completion of an Associate in Science Degree.

3. To provide continuing education courses, programs and activities to meet the needs of the community in the areas of vocational training, cultural and recreational activities and to upgrade professional skills as requested by the citizens of the college district.

4. To provide guidance and counseling services for all students. These services shall be available to day and evening students and shall be organized to assist the students in a self-evaluation and in making appropriate decisions dealing with personal, academic and career planning.

5. To provide basic and developmental programs to give students needing academic assistance a greater chance for success.

6. To provide, as a community service, cultural recreational and personal improvement programs designed to meet individual needs and interests.

7. To provide educational leadership, especially in the improvement of instruction, in research and in curriculum.

8. To provide an additional cultural center for the community.
What Are The Functions Of Valencia?

The effective role of any college can best be described by the services offered to its consumers. The functions of Valencia Community College are as varied as the students who seek admission. Thus, for Valencia, the six major roles and functions include:

1. The Transfer Function — Valencia Community College provides the first two years of study leading to a baccalaureate degree. In addition to general education courses that are required, students may select courses needed as preparation for later specialization.

2. The Career Education Function — The college has a responsibility for meeting the post-high school needs of the area in vocational and technical education. For many students, this means encouraging improvement in work habits and developing techniques to solve problems.

3. The Community Service Function — Valencia Community College has a responsibility to provide a variety and scope of educational services needed and/or desired by all segments of its community. This may include such activities as continuing education, courses of an enrichment or occupational nature, counseling services, short courses, cultural activities, workshops, conferences, seminars and refresher courses.

To determine the various needs of the community, the college uses advisory committees consisting of citizens from all areas of the community to recommend courses and programs and welcomes suggestions from interested individuals.

Strongly believing in the philosophy that the community is the college, the college is committed to take these courses and programs to all areas of the college district, thereby making them readily available to all of its citizens.

4. The General Education Function — This function provides a basic, liberal education through courses designed to prepare students for their responsibilities as citizens in a free society, for wholesome and creative participation in a wide range of life activities and for intelligent choices toward their relationship with their environment.

5. The Counseling Function — This function is designed to assist every student in assessing and fulfilling his potential through academic, career and personal counseling.

6. The Developmental Function — This function is designed to assist those students who need special help to develop self-confidence and to achieve academic success.

ADMISSIONS, RECORDS AND ACADEMIC POLICIES

What Are The Admissions, Records And Academic Policies?

ADMISSION

You may be admitted to Valencia Community College for acceptance as a student if you:

1. Graduated from a high school accredited by the Florida State Department of Education.

2. Graduated from a regionally accredited high school.

3. Completed the General Education Development (G.E.D.) Test through a state department of education and have been issued a high school equivalency certificate.

4. Passed your eighteenth (18th) birthday and have not completed high school. You may be admitted as a Provisional Student and remain so classified until you:
   a. Provide a high school diploma, or
   b. Provide an equivalency diploma, or
   c. Complete twelve (12) or more semester hours credit in good academic standing (2.0) and make written request to be a Regular Student.

ADVANCED PLACEMENT

It is possible for you to earn college credits prior to enrollment at Valencia Community College under a Florida state-wide Advanced Placement Program agreement. To be eligible, you must present a valid score of 5, 4, or 3 on the examination administered by the College Entrance Examination Board (CEEB). Credit thus granted by the college is transferable among Florida institutions of higher education participating in the state-wide advanced placement agreement. (See the Catalog section on Testing.)

SERVICEMEN'S OPPORTUNITY COLLEGE

You may benefit from the college's special efforts to aid servicemen in securing a post-secondary education. The American Association of Community and Junior Colleges has designated Valencia Community College as a "Servicemen's Opportunity College" (SOC). 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 credit by satisfactory completion of Advanced Placement Examinations. (See Catalog section on Advanced Placement)
2. You may earn a maximum of fifteen (15) semester hours credit through extension and/or correspondence courses. (See Catalog section on Correspondence and Extension Credit)

3. Credit can be given you through relevant validated military service training including military service schools, United States Armed Forces Institute (USAFI) courses and acceptable G.E.D. test scores. The recommendation of the American Council on Education, A Guide to the Evaluation of Educational Experiences in the Armed Services, will be used in evaluating military service training.

4. You may be allowed up to forty-five (45) semester hours credit without overlap through General and Subject examinations in the College Level Examination Program (CLEP).

5. College departmental examinations are available to you in certain subjects. (See appropriate department head)

6. You may transfer credit earned at other accredited institutions. (See Catalog section on Transfer Students)

7. You or your dependent(s) may satisfy the tuition residence requirements. (See Catalog section on Residency)

8. You may obtain professional counseling and advisement by contacting the Counseling Office.

RESTRICTIONS ON ENROLLMENT

When limited facilities or programs restrict the size of enrollment, admission to the college will be granted in the order in which applications are received by the Registrar's Office. The Admissions Committee reserves the right to deny you admission if your secondary school record provides evidence that you would be unlikely to make satisfactory progress in the educational programs provided by the college. The committee may further determine that you be admitted on Provisional or Probationary status. In such case, you would be informed by letter of the conditions of your admission and the means by which the restricted status may be removed.

APPLICATION

Before your first registration, you must submit in person or by mail to the Registrar's Office a completed Application for Admission form together with the non-refundable application service fee. You should ask your high school or previously attended college(s) to forward a transcript of your records directly to the Valencia Community College Registrar's Office. Your acceptance is based upon this evidence. You are urged to transact this business as early as possible to assure complete records.

RECORDS

You have a choice of campuses when coming to Valencia Community College: East, West or Open. You may attend classes at any or all of these locations but should declare your "home" campus by stating on your Application for Admission where you plan to take most of your classes. Your records will be kept at the campus (East or West) which you designate. You can receive counseling, utilize student services and transact your business there. If you wish your records transferred to a different campus, you must complete a Change of Campus form in the registrar's office of your "home" campus. It is your responsibility to notify any change in your status, address, etc. You have a right to view your records.

TRANSCRIPTS

If you desire to have transcripts or other information sent from Valencia Community College to another institution, you must complete in the Registrar's Office a Transcript Request form. There is no charge.

RELEASE OF INFORMATION

You are protected from release of student information under the Family Educational Rights and Privacy Act, whereby only the following information may be released by the college: Student name, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. Student directories, which are accessible to the public, may list student name, Social Security number, local and permanent address, telephone number, classification and major field of study.

If you refuse to permit the college to release "directory information," you must so inform the Registrar's Office in writing within the first five (5) days after the first class day of each session, and such notification will remain in effect until written notice to the contrary is received from you by the Registrar's Office. Your decision to refuse release of information means also that your name would not appear on lists of honor students, candidates for graduation, athletic programs, news releases, etc.

What Is Residency?

You are classified as a bona fide resident of Florida and are not required to pay out-of-state tuition when you have completed the Valencia Community College Application for Admission form with the residency affidavit properly notarized. You are a bona fide Florida resident, for purposes of admission and finance at Valencia Community College, if you are a citizen of the United States of America or a resident alien who has resided and has habitation, domicile, home and permanent abode in the State of Florida for at least twelve (12) months immediately prior to the start of classes for the session in which you plan to enroll.

You may also be considered a Florida resident for tuition purposes if you are a:

1. Military personnel of the United States of America on active duty stationed in Florida or a dependent member of such family.
2. Veteran of military service of the United States of America retired with twenty (20) or more years of active duty, or a dependent member of the veteran's immediate family, residing in Florida at the time of retirement or have moved to Florida within one (1) year following retirement and intend to make Florida your permanent home.

3. Community college, secondary or elementary faculty member under current teaching contract in the State of Florida.

4. Full-time faculty or career employee of the community college system of Florida or a member of such immediate family.

NON-FLORIDA RESIDENT

If you do not qualify as a Florida resident, you do not submit a residency affidavit with your Application for Admission form but must pay the tuition and charges required of non-Florida residents. College fees and tuition assessments are based on your legal residence or that of your parents or legal guardian, if you are under eighteen (18) years of age.

CHANGE OF RESIDENCE

The burden of proof rests with you, the student, to establish Florida residency. The law provides that you can change your place of residence from another state to Florida only by actually and physically coming into the state and establishing residence with the intention of becoming a permanent resident. Ownership of real property without actual residence is not enough. The domicile or legal residence of a wife is that of the husband or the domicile or legal residence of the husband is that of the wife as determined by the couple and duly expressed in writing. The legal residence of a minor is that of the parents or legal guardian.

As a non-Florida resident, you may apply in writing for reclassification prior to any subsequent registration upon meeting the requirements stated above, filing a declaration of intent to become a resident of the state and registering to vote in the state. If you are an alien, you must present United States immigration and naturalization certification that you are a resident alien. Classification as a Florida resident will then be recorded if your application is supported by satisfactory evidence.

CAUTION ON FRAUD

You may be denied college credits for work done at Valencia Community College if it is determined you have made false or fraudulent statements concerning your legal residence or your intentions as to legal residence in connection with, or supplemental to, your application for admission.

How Do I Register?

You may register in person for classes upon acceptance of your application for admission or as a continuing currently enrolled or returning student at either the East or West Campus prior to the start of classes each session according to the dates and hours established in the published Schedule of Classes. (See the Catalog section on College Calendar for tentative dates.)

You can find specific registration information in the Schedule of Classes available prior to registration each session. You should avail yourself of the full benefits of college orientation, counseling and an advantageous class schedule by applying and registering as early as possible.

COUNSELING

Before making a registration appointment as a new student, you are required to be counseled as to your educational program. Day students are counseled on a walk-in basis and evening students by scheduled appointments. If you are a returning student to Valencia Community College, you may not require counseling but it is highly advised; nonetheless.

CLASSIFICATION OF STUDENTS

Who Is A Regular Student?

You are classified as a Regular Student when you have provided the Registrar's Office with all the required admission credentials and are officially working toward a degree. You are eligible to register as a full-time or part-time day or evening student in any session.

Full-time — You are a full-time student if enrolled for twelve (12) or more semester hours credit in Session I, II or III and six (6) or more semester hour credit in Session IIIA or IIIB.

Part-time — You are a part-time student if enrolled for less than twelve (12) semester hours credit in Session I, II or III and less than six (6) semester hours credit in Session IIIA or IIIB.

Freshman — You are classified as a Freshman if you have completed less than twenty-four (24) semester hours credit of college work.

Sophomore — If you are regularly enrolled in college credit courses and have completed twenty-four (24) semester hours credit and are still taking courses toward your initial degree, you are classified as a Sophomore.

What Determines Provisional Student Status?

You are classified as a Provisional Student when you do not have on file in the Registrar's Office all the necessary requirements for admission as a Regular Student or have some restriction placed upon your admission. If you intend to work for a degree, you may write a request for change of status to Regular Student upon removal of the admission deficiencies and/or completion of twelve (12) or more semester hours credit with a minimum grade point average (G.P.A.) of 2.0 ("C") if applicable. Upon change of status to Regular Student, you may then have your earned credits applied toward a degree.

Who Is A Special Student?

You may not wish to qualify as a Regular Student as you may desire to enroll in college for personal
enrichment, job improvement or some reason other than seeking a degree. You would register for at least one credit course and likely be a part-time student and would be classified as neither freshman nor sophomore. Valencia Community College transcripts will indicate this Special status.

1. You cannot be admitted prior to your eighteenth (18th) birthday if not a high school graduate, unless an Early Admission-Dual Enrollment form has been completed.

2. If you attended another college or university, you must sign a statement certifying that you are eligible to return to the last college attended and that you are not now under any suspension.

3. You may change your status to Regular Student upon written request in the Registrar's Office when all admission requirements for Regular Students have been met.

4. Upon change of status to Regular Student, your credits earned may be applied toward a degree.

Who Is A Transfer Student?

You are classified as a transfer student if you registered previously at another college or university, regardless of the length of attendance or credit earned. You must be eligible to return to the last college attended. YOU MUST REQUEST that each college or university you previously attended send a TRANSCRIPT of your record directly to the Registrar's Office prior to your registration. You must answer all items on the appropriate application form completely and accurately regarding all former enrollments if you expect to receive credit and/or graduate from Valencia Community College. FAILURE TO FURNISH COMPLETE AND ACCURATE INFORMATION MAY RESULT IN CANCELLATION OF REGISTRATION AND LOSS OF ALL CREDITS EARNED AT THIS COLLEGE.

1. Your credits earned at fully accredited colleges or universities will be accepted, provided the work was in an area and on a level normally included within the first two years of college and a grade of "D" or better was earned.

2. Credits from non-regionally accredited colleges may be accepted provisionally and validated by your earning a "C" average or better for the first twelve (12) semester hours credit at Valencia Community College.

3. If you are on academic suspension from another college, you are eligible for enrollment upon written recommendation from your transfer institution.

4. If you are on disciplinary suspension from another institution, you must secure approval of the Committee on Student Appeals to be eligible for admission.

5. If you have transfer quality point deficiencies, they will be included in the computation of grade point requirements for graduation as over-all averages must be used.

Final determination of the number of transfer credits you will be granted rests with the Registrar.

Who Is A Transient Student?

You are classified as a Transient Student when you attend a college other than your "home" college where you are seeking a degree. With permission of the proper authorities, usually the respective registrars, credits may be earned at one institution to be applied toward a degree at your "home" institution. Forms for this purpose are available in the registrar's office of your "home" college or university.

1. If you wish to take a course at another college to apply the credit toward your degree at Valencia Community College, you must have an over-all "C" (2.0) academic average or higher and have written approval of the Registrar on a Transient Student form. Regulations pertaining to acceptance of transfer credit from other institutions apply to Transient Students.

2. If you are seeking a degree at another institution and desire to take a course at Valencia Community College for transfer credit there, you are not required to submit a transcript of your other college records but you must have permission of your "home" college or university and complete the Valencia Community College Application for Admission form.

Who Is An Audit Student?

When you register for a college credit course for which you do not want credit you are an Audit Student. You need not have special permission but you must register during the regularly scheduled registration period and indicate on the registration form that you plan to audit the class for no credit.

1. As an Audit Student you must meet the admission requirements of the college.

2. Your fees and tuition are the same as for credit.

3. You must be regular in attendance in your class and make regular class preparation. You may participate in all class activities but you will not be required to take examinations and will be given neither grades nor credit.

4. You may not change to credit status once the registration period has ended. Credit students can change to audit any time prior to final examinations. Once changed to audit, you cannot change back to credit.

What Is Early Admission-Dual Enrollment?

You may omit the senior year of high school as an academically outstanding student and enroll as an early admission student at Valencia Community College. While enrolled as a high school senior, you may dual enroll for college credit at Valencia Community College. In either case, you must be qualified and have the written approval of your parents and high school principal or guidance counselor.

Eligibility for early admission or dual enrollment is determined by requirements of the Orange or Osceola
County Board of Public Instruction and Valencia Community College based upon such criteria as test scores, an average of “B” on all courses taken in grades ten (10) and eleven (11), maturity level, motivation level, attendance record, etc. If you have completed high school graduation requirements but are awaiting graduation with your class, you may be considered for early admission with even less than a “B” average.

College credit earned during early admission or dual enrollment is held in escrow and granted after your graduation from high school. It may be applied toward graduation from Valencia Community College. No high school credit is granted by the college.

Further information may be obtained from your guidance counselor at your high school.

What Is Cross-Enrollment?

Male and female students at Valencia Community College are eligible through a cross-enrollment agreement to apply for the United States Air Force R.O.T.C. program at Florida Technological University or the United States Army R.O.T.C. program at Stetson University. A maximum of four (4) semester hours or six (6) quarter hours of R.O.T.C. credits thus earned may be transferred to apply as elective credit toward a degree at Valencia Community College. Further information is available at the R.O.T.C. office of the appropriate university.

What Are International Student Requirements?

If you are a citizen of another country and wish to enroll at Valencia Community College, you must meet all the admission and other requirements of students who are citizens of the United States and your admission credentials are so evaluated. Your Application for Admission should be submitted to the Registrar’s Office three (3) months prior to the start of the session in which you wish to enroll.

1. As an international student you must satisfy admission requirements as a Regular Student.
2. You must have earned the equivalent of a high school education in the United States.
3. You must submit a certified declaration of finances proving you have the financial resources to attend Valencia Community College.
4. You must be covered by health insurance before your registration for classes.
5. You should be aware that while Valencia Community College provides some special services, such as special counseling, to international students, the college has no dormitories or living facilities. You are responsible for providing your own housing and transportation.
6. As the college does not have facilities for teaching English to non-English speaking persons, you should have adequate knowledge of the English language to pursue a full course of study for credit. As proof, the college will accept a minimum score of 485 on the Test of English as a Foreign Language (TOEFL) or successful completion of an approved English language institute in the United States.

What Determines Probation And Suspension?

PROBATION

You will be placed on academic probation beginning with your next session in attendance if you fail to maintain a “D” (1.0) overall grade point average during any session.

1. Your period of probation will extend until grades have been recorded in a total of at least twelve (12) semester hours credit of academic work.

2. You must have a minimum cumulative average at Valencia Community College of 1.5 (“D+”) at the end of the probationary period.

3. If you are admitted to the college on academic probation, you must also satisfy the above conditions to be removed from probation.

SUSPENSION

If you have been placed on academic probation and at the end of the probationary period, having completed twelve (12) semester hours, you fail to attain a 1.5 average, you will then be placed on academic suspension for one (1) session. During this time you will not be permitted to enroll. If you re-enter at a later date, you will be placed on probation automatically. You may avail yourself of one of these alternatives if you are placed on academic suspension:

1. You may appeal to the Committee on Student Appeals for possible reinstatement. In this case, you should write a letter of appeal to the committee stating your petition and citing any significant extenuating circumstances.

2. You may contact the Registrar’s Office and ask to be enrolled on an audit basis only.

3. You may re-enter the college after one session of absence.

May I Appeal Certain Decisions?

You have the right, individually, to appeal any administrative decision under existing policies which adversely affects you. Such appeals should be directed to the Committee on Student Appeals, which may consider appeals for many types of administrative actions including:

1. Reinstatement from academic suspension.
2. Waiver of certain admission requirements.
3. Reinstatement of credit status.
What Student Conduct Is Expected?

CONDUCT

You attend Valencia Community College as a privilege. You are expected to conduct yourself honorably and with dignity at all times. As a registered student, you assume the responsibility for learning and abiding by the general rules of good conduct stated in the current Valencia Community College Catalog and Student Handbook.

DISCIPLINE

In the event that you receive notice and have had a hearing on charges of misconduct subject to disciplinary action, the President of Valencia Community College or his authorized representative shall have the authority to suspend or expel you if it is found that you have violated any of the rules of conduct as stated in the Valencia Community College Student Handbook.

HEARINGS

Hearings shall be conducted by the President or an officer or committee appointed by him or his designate. At such hearings, you as the student charged shall have right to counsel or a representative of your choice. Determination of your guilt or innocence in the commission of the act of misconduct may be made by the President after the hearing. If you are convicted for a criminal offense involving personal misconduct of a kind which, if condoned by the college, would reflect dishonor or discredit on the college, there shall be sufficient ground for suspension or expulsion.

DISCIPLINE POLICY

In any case, the President is granted discretionary power to summarily suspend a student pending a hearing. Hearings shall be scheduled as promptly as possible without prejudicing the rights of the accused. All college administered financial support of a student so suspended or expelled shall be terminated as of the date of the suspension or expulsion.

Violations of college regulations or other forms of student misconduct will be investigated by the appropriate campus dean. The Dean shall have original jurisdiction in such matters and may take the following degrees of disciplinary action: warning, censure, disciplinary probation or restitution.

Nothing in this policy regarding discipline shall be construed as preventing the President or his authorized representative from taking any immediate action which may be deemed necessary.

DISCIPLINE APPEAL

You may appeal within ten (10) working days of any administrative disciplinary action to the Committee of Student Review. This committee shall make a recommendation on a case to the President of the college by majority committee vote on any of the following: warning, censure, disciplinary probation, restitution, suspension, expulsion or removal of charges.

The recommendation of the Committee of Student Review shall be carefully evaluated by the President of the college or his authorized representative, with whom rests final determination of the matter. The decision must be made within ten (10) working days of the recommendation and copies shall be sent to the President, the campus provost, the appropriate campus dean and the student requesting the committee hearing. Any further appeal from the decision of the President shall be formally lodged with the Board of Trustees of the college.

What Is The Policy On Withdrawals?

WITHDRAWAL FROM A CLASS

You may wish to withdraw from a class or from all your classes for some reason. If you officially withdraw prior to the end of the Refund Period, a refund of tuition and appropriate fees will be processed for you. If you withdraw after the Refund Period, you will be entitled to no refund of tuition and no credit.

For an official withdrawal, you must complete proper withdrawal forms in the Registrar’s Office. Your withdrawal must be prior to the scheduled final examination or special examination, if one has been approved. Proper withdrawal will result in a grade of “W” (Withdrawn). If you do not withdraw properly, an automatic “W” will be assigned unless your instructor turns in an “I” (Incomplete).

WITHDRAWAL FROM COLLEGE

In the event you withdraw from all your courses, you must abide by the procedure stated above plus the following additional requirements:


2. Turn in your college I.D. (registration receipt) to the Registrar’s Office.

How Are Academic Averages And Honors Determined?

Your grade point average (G.P.A.) is determined by dividing total quality points earned by total academic credit hours attempted — not just those earned. Only the last attempt of a repeated course counts in computing grade point average. A minimum 2.0 (“C”) average is required for graduation. Quality points you may earn are calculated as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Rating</th>
<th>Quality Points (per credit hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing below Average</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>*Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn or Dropped</td>
<td>0</td>
</tr>
<tr>
<td>X</td>
<td>Audit</td>
<td>0</td>
</tr>
<tr>
<td>N</td>
<td>No Grade or Non-Credit</td>
<td>0</td>
</tr>
</tbody>
</table>

*Automatically changed to “W” if not made up in the ensuing session.
As an example, if you signed up for the maximum full-time semester hours in a regular semester, as in Session I, with six (6) courses simply identified here by numbers with the credit hours and grades indicated, your grade point average would be thirty-two (32) quality points divided by sixteen (16) academic hours attempted or exactly 2.0 ("C").

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Semester Hours</th>
<th>Earned Grade</th>
<th>Hours Attempted</th>
<th>Hours Passed</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3</td>
<td>A</td>
<td>3</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>B</td>
<td>3</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>C</td>
<td>4</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>4</td>
<td>3</td>
<td>D</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>5</td>
<td>3</td>
<td>F</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6</td>
<td>3</td>
<td>W</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>19</strong></td>
<td><strong>16</strong></td>
<td><strong>13</strong></td>
<td><strong>32</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REPEATED COURSES**

If you repeat a course, or take two courses in which credit cannot be received in both, credit can be allowed only in the course taken most recently even if it bears a lower grade than the previous attempt. You cannot be given multiple credit for the same course unless specifically indicated in the Catalog. You may not repeat a course for credit for which you have previously earned a grade of "A" or "B." CLEP and Independent Study credit cannot be used to repeat a course or raise a grade in which a grade of "C" or better has been earned.

**What Can I Do If A Grade Seems Unfair?**

**GRIEVANCE PROCESS**

You may resort to the Student Academic Grievance Process provided by the college, if you sincerely disagree with the final course grade you receive in a class and have exhausted all normal efforts to seek an equitable solution.

Your first effort must be to meet with the instructor concerned and discuss how the grade was determined and examine the evidence. If the matter is not resolved, you should then meet with the instructor's department head on the West Campus, the Dean on the East Campus, or the Director of Continuing Education on the Open Campus, depending upon where you took the course.

If you still feel you have not received a fair resolution of the differences, the matter may be referred to the Student Academic Grievance Committee composed of faculty and students. Guidelines that must be followed:

1. "W" and "I" grades are not grievable.
2. Only final end-of-course grades may be brought before the grievance committee.
3. You must apply to the grievance committee for a hearing within thirty (30) days after receiving final course grade.
4. You must request the grievance committee to review your grade on an official form for this purpose available in the office of the Dean on the East and West Campuses and of the Provost on the Open Campus.

**GRIEVANCE HEARING**

An informal hearing will be conducted by the Student Academic Grievance Committee within thirty (30) days after receipt of your grievance form and will provide you an opportunity to present your position and supporting facts. The hearings are conducted by professional educators and are non-adversarial and non-legalistic. 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 is 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 college President, who will notify you in writing as to the resolution of the grievance.

**ADVICE TO STUDENTS**

You as a student should learn and understand the evaluation system used in each of your classes and meet with your instructors often enough during the session to know exactly where you stand at all times. Constructive response in your student evaluation of instruction will be helpful to you, your instructor and the college.

**How Do I Achieve Academic Honors?**

Academic honor lists are published each session in recognition of scholastic achievement at Valencia Community College. Students are eligible when they complete a minimum of twelve (12) semester hours of course work during a semester or part-time students when they complete increments of twelve (12) semester hours of course work accumulated over several sessions. Once the student completes twelve (12) semester hours of course work, a new increment of accumulating semester hours begins with the next session of enrollment. Two lists of academic honors are prepared, using the criteria described above and applied to all courses attempted:

1. President's Honor List — 3.5 ("B+") grade point average or higher.
2. Dean's Honor List — 3.0 ("B") grade point average or higher.

Questions pertaining to inclusion of names on the President's or Dean's Honor List should be directed to the Registrar.
What Is Meant By Academic Course Load?

Your normal full-time academic course load during Session I, II or III is fifteen (15) or sixteen (16) semester hours, with a maximum of nineteen (19) semester hours. During Sessions IIIA and IIIB, seven (7) semester hours is considered the maximum full-time course load, these two sessions being half as long as regular semesters but equally full in class hours per course. In unusual cases, the appropriate dean or a counselor may grant special permission to deviate from these maximums. The college reserves the right to limit the number of semester hours carried if your academic record indicates need for further preparation for college level work. A counselor can assist you in determining your academic course load.

Are Final Examinations Required?

If you expect 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 published each session the East Campus EAST WIND and West Campus ARENA and are available in the Registrar’s Office. You may be absent from a final examination or deviate from the examination schedule only upon approval by the appropriate dean and the instructor.

What If I Miss A Class?

You are expected to attend all sessions of all classes for which you are duly registered unless prevented by illness or emergency. Regular attendance and regular class participation are the two most significant factors which promote success in college. In the event of absence, you should contact your instructor as soon as practical to indicate the reason and to secure necessary information to make up the loss.

If your absences in a class become excessive that continued attendance has little or no value, your instructor will contact you in writing requesting a conference with you by a stated date and indicating that further absence will result in withdrawal from the course. If you fail to respond by that stated date, your withdrawal from the class will be processed and a grade of “W” assigned.

Are There Courses I Can Take Independently And Complete At My Own Rate Of Learning?

INDEPENDENT STUDY

Yes. Valencia offers Independent Study (IS) in various courses to provide you an opportunity to progress at your own rate of speed. Independent Study is designed to meet course requirements through individual student/faculty interaction in a non-classroom situation and provides an alternative to the regular fixed schedule. Courses offered through Independent Study are designated (IS) in the course description section of the catalog. Independent study arrangements are dependent on the availability of an instructor. Regardless of the date of enrollment in an Independent Study course, you must complete the course prior to the end of the following session or receive a grade of “W.”

You may not take a course in which you have already received credit under Independent Study.

- If you are interested in Independent Study, make preliminary arrangements with instructors and/or department chairmen. Formal applications are available from the Registrar’s Office of department chairmen. A non-refundable fee of twenty-five dollars ($25.00) is charged in addition to the regular tuition for each Independent Study course in which you enroll.

Can I Get Correspondence And Extension Course Credit?

Under certain conditions, you can earn up to but not exceeding fifteen (15) semester hours credit through correspondence and/or extension courses and apply this toward a degree at Valencia Community College.

1. You must have permission of the Registrar before registering for correspondence or extension courses.
2. The course or courses must be offered by a regionally accredited institution.
3. The minimum grade acceptable must be at least the equivalent of a “D” at Valencia Community College.
4. The credit must be acceptable toward one of its own degrees by the institution conducting the correspondence and/or extension course.
5. None of the final fifteen (15) semester hours credit before your graduation may be earned through correspondence and/or extension courses.

If you plan to transfer from Valencia Community College to another institution, you should learn its acceptance policy regarding correspondence and extension courses.

Do You Accept Credits From Mid-Florida Technical Institute?

Yes. In order to promote career education programs, Valencia Community College accepts transfer credits from Mid-Florida Technical Institute in Drafting and Architectural Design Technology and in Hotel-Motel-Restaurant Management. Further information can be obtained from the West Campus Department of Technical and Engineering Related Programs and Department of Business Related Programs.
FINANCIAL INFORMATION

What Fees Are Required?

APPLICATION FEE

When you first apply for admission to Valencia Community College you are required to pay a five dollar ($5.00) application fee. This fee is not refundable nor transferable. It is payable only once and covers all subsequent enrollments even though they be interrupted and not continuous. This applies whether you are a credit, audit, full-time, part-time, day or evening student.

FEE AND TUITION SCHEDULE

Required fees and tuition are established by the Valencia Community College Board of Trustees and the Florida State Legislature. They are subject to change without notice. Legislation and amendments to the Regulations of the State Board of Education require that seven dollars ($7.00) per semester shall be collected at the time of registration from each full-time student (those taking twelve (12) credit hours or more) and shall be remitted to the Department of Education Student Financial Aid Trust Fund pursuant to Section 295.70, Florida Statutes.

The Tuition and Fee Schedule applying to all Valencia Community College students taking credit courses is as follows:

1. Florida Students $14.00 per credit hour
2. Out-of-State Students $29.00 per credit hour
3. All Full-time Students $ 7.00 Scholarship Fee

LABORATORY FEE

A Laboratory Fee of five dollars ($5.00) is assessed for certain courses and is included in the course description in this Catalog in the following areas: Air Conditioning Technology, Architectural and Building Construction Technology, Art, Automotive Service Technology, Biology, Chemistry, Civil Technology, Dental Hygiene, Drafting and Design Technology, Graphic Arts Technology, Horticulture Technology (Ornamental), Medical Laboratory Technology, Music, Nursing, Physics, Respiratory Therapy and Surveying Technology.

MUSIC FEES

The following special fees are assessed at the time of registration for these music courses:

1. Applied Music $60.00
2. Performance I, II, III and IV $60.00
3. Secondary Instruments $30.00

DENTAL HYGIENE EXPENSES

Dental Hygiene students will incur the following costs above tuition, fees, books, meals and transportation to the campus. These expenses are subject to change without notice:

1. Dental hygienist instrument kit $325.00
2. Uniforms, laboratory costs, caps shoes and white hose 110.00
3. Graduate pins 30.00
4. Liability insurance (annually) 8.50
5. Miscellaneous supplies and materials (annually) 25.00

Approximate total for two years $532.00

NURSING EXPENSES

Nursing students will accrue the following costs above tuition, fees and books. These expenses are subject to change without notice:

1. Uniforms, caps and shoes $80.00
2. Achievement tests (two year period) $15.00
3. Name pins and uniform patches $3.00
4. Liability insurance (annually) $8.50
5. Graduate pins $30.00
6. Pin guards $8.00
7. Miscellaneous supplies and materials (annually) $10.00

Approximate total for two years $173.00

Nursing students will be responsible for furnishing transportation to the community and/or hospital facilities used by the college for clinical practice.

CONTINUING EDUCATION FEES

The non-credit Continuing Education courses vary in length, nature and amount of fees. Fees for these special courses are not refundable after the starting date of the course. In the event of class cancellation or written request for student withdrawal prior to the starting of the class, full refund will be made. (See the Catalog section on Continuing Education.)

SPECIAL FEES

Special services offered by the college carry special fees as follows:

1. Credit by Examination:
   - CLEP General Examination (one only) $20.00
     (two only) $30.00
     (three to five) $40.00
   - CLEP Subject Examination (per exam) $20.00
   - Local Credit by Examination (per exam) $15.00
2. Other tests approved by the Board of Trustees To be announced
3. Independent Study fee (non-refundable and payable in addition to regular course tuition) $25.00
4. Graduation Fee (includes cap and gown when required) $10.00
5. Rental of band and orchestral instruments (per session) $10.00
6. Child Development Program food fee per child (per session) $10.00

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REFUNDS

If you must withdraw from the college, you must notify the Registrar's Office at once and complete the necessary withdrawal form. If withdrawal is within the Drop-Add Refund Period, all tuition and appropriate fees will be refunded. Refunds are processed through the Finance Office and must be mailed to the student. There are no refunds after the Drop-Add Refund Period expires. Application fees and certain other fees are not refundable.

STUDENT FINANCIAL AID

What Is The Purpose Of Financial Aid?

Valencia Community College subscribes to the principle that the purpose of financial aid is to provide assistance to students who have demonstrated a need as determined by an approved need analysis system. Financial aid is awarded according to each individual's need in relation to college cost. Awards may come from one or any combination of the following: grants, scholarships, loans, or part-time employment. The financial aid administered to students may be from federal, state or local funds. Students interested in applying for financial assistance should contact the Financial Aid Office on the campus which they anticipate attending.

How Do I Apply For Financial Aid?

Applications for financial aid at Valencia Community College should be filed before the last work day of July for the following academic year. One application serves for all of the sources of financial aid. Aid may be renewed only within the limits of available resources. It is necessary for recipients to reapply annually before July 1 in order to be considered for continued assistance.

The following steps are necessary for application:

1. File an Application for Financial Aid with the Financial Aid Office. The Application for Admission and the Application for Financial Aid are not the same.
2. File a Financial Aid Form (FAF) available from a high school counselor or the Financial Aid Office. The Financial Aid Form should be mailed with the appropriate fee to:
   College Scholarship Service
   P.O. Box 176
   Princeton, New Jersey 08540
3. File a Basic Educational Opportunity Grant (BEOG) application. The BEOG application should be mailed to:
   Basic Grants
   P.O. Box P
   Iowa City, Iowa 52240

Who Should Report Parents' Financial Information?

1. Did (or Will) you live with your parents for more than two (2) consecutive weeks during 1976, 1977, or 1978?
2. Were (or Will) you listed as an exemption on your parents' U.S. Income Tax return for 1976, 1977, or 1978?
3. Did (or Will) you receive $600 or more in financial assistance from your parents during 1976, 1977, or 1978?

If you answered YES to any of the above questions, your parents must complete the parents' section of the FAF.

If you answered NO to ALL of the above questions, you need only to complete the student's sections of the FAF.

On What Basis Is Financial Aid Granted?

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

1. Be accepted for admission to the college;
2. Prove financial need except for direct academic scholarships, waiver or loans;
3. Show academic achievement;
4. Be in good standing academically (making normal progress toward a degree);
5. Be enrolled for at least six (6) semester hours (half time);
6. Be a citizen of the United States, or live in the United States for other than a temporary purpose and intend to become a permanent resident.

Must I Maintain Academic Progress?

All students receiving financial assistance must maintain satisfactory progress. This means that students must pass at least 50% of the courses in which they have enrolled. Also, students must have a 2.0 minimum GPA figured over two consecutive semesters. If a student fails to maintain a 2.0, he/she will be placed on financial aid probation. After a student has been placed on financial aid probation and fails to attain the cumulative GPA of 2.0 at the end of the financial aid probation period, the student will be notified of unsatisfactory progress.

The student who has made unsatisfactory progress will not be eligible to receive financial assistance until satisfactory progress is reestablished. In such a case, the student will not be paid retroactively for the terms where eligibility was lost.

A student who withdraws from all courses prior to the end of a given session will be required to repay the weekly prorated portion of the financial assistance. In the event that the student fails to repay any debt no further payments will be made under any federally funded program.

Will I Have To Repay A Grant Or Loan?

Yes, if any of the following conditions exist:

1. If you withdraw from all classes.
2. If you withdraw from courses and have less than six credit hours during Session I and II.
What Financial Assistance Programs Are Available If I Qualify For Aid?

1. Grants:
   - Basic Educational Opportunity Grant (BEOG)
   - Supplemental Educational Opportunity Grant (SEOG)
   - Florida Student Assistance Grant (FSAG)
   - Law Enforcement Education Program (LEEP)

2. Tuition Waivers:
   - Academic
   - Need

3. Scholarships:
   - Local
   - Nursing

4. Loans:
   - Federally Insured
   - Florida Insured
   - Short-Term

5. Part-time Employment:
   - College Work-Study Program (CWSP)
   - Institutional Work-Study

What Requirements Are Necessary To Receive Assistance In The Above Programs?

BASIC EDUCATIONAL OPPORTUNITY GRANT PROGRAM (BEOG)

This grant program, sponsored by the federal government, provides assistance to financial needy students. To receive a grant you must meet the following criteria:

1. File a Basic Educational Opportunity Grant application;
2. Submit your Student Eligibility Report to the Financial Aids Office showing that you are eligible for a grant;
3. Be at least a half-time student (6 hours).

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

Qualified students who are of exceptional financial need may receive assistance under this federally funded program. Applicants must need and agree to accept an equivalent amount of matching funds from sources, such as scholarships, loans and employment programs.

To be considered for this grant, you must meet the following requirements:

1. Have a demonstrated financial need as determined by a FAF;
2. Be a citizen of the United States or live in the United States for other than a temporary purpose;
3. Maintain normal academic progress;
4. Show exceptional financial need;
5. Be registered for at least six (6) semester hours (half time).

Grants will range from $200 to $1000 a year and can be no more than one-half of the total assistance awarded to you.

FLORIDA STUDENT ASSISTANCE GRANT PROGRAM (FSAG)

This grant program sponsored by the State of Florida, is designed to provide assistance for qualified students who show exceptional financial need. To be considered for the Florida Student Assistance Grant you will be required to meet the following criteria:

1. File an application with the State of Florida and a Financial Aid Form (FAF);
2. Be a full-time student (12 semester hours);
3. Be a resident of Florida for two (2) years;
4. Have a demonstrated financial need;
5. Submit an application to the Florida Department of Education no later than March 1.

LAW ENFORCEMENT EDUCATION PROGRAM (LEEP)

The Law Enforcement Education Program is designed to assist with their educational costs full-time and part-time students who are degree candidates in an area related to Law Enforcement or Criminal Justice. At present, this program is only open to full-time Law Enforcement and Criminal Justice personnel and is awarded in the form of grants which cover only the actual cost of tuition.

To apply, returning in-service LEEP recipients of Valencia Community College should contact the Financial Aids Office each session within a one-week period immediately following the Drop-Add period. New in-service LEEP applicants should contact the Financial Aids Office prior to registration to determine their eligibility.

TUITION WAIVERS

The District Board of Trustees of Valencia Community College has approved several types of tuition waiver scholarships. These waivers are made only during Sessions I and II of each academic year. Final approval of all of these waivers rests with the Valencia Community College District Board of Trustees.

All tuition waivers are awarded for one session at a time. If you are awarded a waiver, you may not receive it for more than four sessions. In order for you to maintain a waiver, you may not carry an incomplete grade beyond the first ten days of the following session. If you pass at least ten (10) hours with the appropriate grade point average, you may then follow the college-wide regulation on making up the incomplete grade(s).

A limited number of waivers are available if you meet the qualifications. They are available in the Financial Aids Office on each campus.

Academic and need tuition waivers are granted to a limited number of students. To be considered for an academic tuition waiver you must have displayed academic achievement in high school. Currently enrolled applicants must have a minimum over-all grade point average of 3.0 from the previous semester.

Need tuition waivers are awarded to Qualified students whose need has been approved by the Financial Aids Office.
The following types of waivers are available to qualified students through the persons responsible for the respective activities:

1. Athletic:
   - Baseball
   - Basketball
   - Golf
   - Softball (Women)
   - Tennis (Men and Women)
   - Volleyball (Women)
2. Music
3. Student Government
4. Operation Student Concern
5. Publications

LOCAL SCHOLARSHIPS

Many area organizations, firms and individuals offer scholarships to students. The majority of the recipients are selected by the organizations and the funds are administered by the Financial Aids Office.

Interested students should contact the Financial Aids Office.

NURSING SCHOLARSHIP AWARD

This grant is awarded to qualified students enrolled as full or half-time students in the Valencia Community College Nursing Program.

To receive a grant under this program you must have exceptional financial need, be in good academic standing and be a United States citizen. Applications are available through the Financial Aids Office on each campus.

FEDERALLY INSURED STUDENT LOAN PROGRAM

This program provides a federal guarantee for a loan personally arranged by you with a bank, credit union or other eligible lender. This loan must be repaid beginning nine (9) to twelve (12) months after you stop attending school.

FLORIDA INSURED STUDENT LOAN PROGRAM

This program provides a Federal guarantee for a loan arranged with the State of Florida. To be eligible for this loan, you must be a resident of Florida for twelve (12) months and be eligible for federal interest benefits. (If your adjusted family income is less than $15,000, you will automatically qualify for interest benefits.) This loan must be repaid beginning twelve (12) months after you stop attending school.

COLLEGE SHORT-TERM LOANS

These loans are available up to the maximum amount of $100 and are applicable only to tuition, fees and books. Residents of Orange and Osceola Counties will be given first consideration. Requirements are as follows:

1. Grade point average of 2.0 or better for the previous session;
2. Repayment within three (3) months from the date of the loan during Sessions I and II, and within forty-five (45) days from the date of the loan during Sessions III, IIIA and IIIB;
3. A co-signer is required if the loan is for more than $50.

Application may be made at the Financial Aids Office at any time during the school year. One (1) week is usually required to process college loans.

PART-TIME EMPLOYMENT

Federal College Work-Study Program: Qualifying students who need a job to help pay for college expenses are eligible for employment by the college under federally supported Work-Study Programs.

The basic pay rate will be $2.30 per hour, paid in accordance with the Board approved pay scale.

On-campus jobs can include work in offices, laboratories, libraries and maintenance. Off-campus jobs in a variety of governmental and non-profit agencies are also available.

To be eligible for this program you must:
1. Be enrolled or accepted for enrollment as at least a half-time student;
2. Show evidence of financial need;
3. Be capable of maintaining good academic standing while employed under the program.

Application may be made at any time during the school year in the Financial Aids Office.

Institutional Work-Study: Each year a number of students are employed on campus in administrative and departmental offices, libraries and laboratories. Applicants may qualify on the basis of need, satisfactory academic standing and the possession of a particular skill needed for the job assignment.

VETERANS

Can I Receive Veterans Benefits While Attending Valencia?

Valencia Community College is approved for veterans educational benefits. Veterans who served and service persons currently serving on active duty for more than one hundred and eighty (180) continuous days who were released under conditions other than dishonorable, or were discharged for a service-connected disability are eligible to receive VA educational benefits.

Where Do I Apply For Veterans’s Benefits?

Students planning to receive veteran’s benefits should contact the Office of Veterans Affairs for assistance in applying for VA educational benefits.

Offices of Veterans Affairs are located on both the East and West campuses. These are one-stop offices which will process all Veterans Administration
educational benefits for the veteran. There is no need to contact any other VA or government office.

**While Receiving VA Educational Assistance, Am I Eligible For Other Financial Aid?**

You might be. Check with the Financial Aids Office for eligibility requirements.

**Are There Any Academic Requirements For Students Receiving Veterans' Benefits?**

In order to receive veterans' benefits, you are required to meet the Valencia Community College Standards of Progress for Veterans. This requires you to complete at least fifty percent (50%) of the courses for which you have enrolled each session and to maintain a 2.0 GPA figured over two (2) consecutive semesters.

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**STUDENT SERVICES**

**ADVISING AND COUNSELING SERVICES**

**Who Can Help Me Plan My College Program?**

Counselors and educational advisors have program planning sheets for transfer (A.A.) majors and Valencia's career programs (A.S.). They will discuss options for various majors with you to help you meet your educational goals.

**If I Need Someone To Discuss My Problems, What Should I Do?**

Go to any counselor's office or check with the Counseling Office to see when a counselor will be available.

**When Can I See A Counselor?**

You can see a counselor or educational advisor during the day on a walk-in basis by going to the Counseling Office. If you desire to see a counselor in the evening, please call ahead of time to make an appointment.

**What Help Can A Counselor Offer Me?**

You are encouraged to have an appointment with a member of the counseling staff to review your previous educational background, interests and appropriate program of study at Valencia. Since we feel it is important for you to feel comfortable with your counselor, you will not be assigned to a counselor but may select your own.

You may want to see a counselor for a variety of reasons: career decisions, academic difficulties, personal problems, degree requirements, university transfer information or test interpretations. Educational advisors, the paraprofessional members of the counseling staff, discuss academic and career programs, explain requirements for college majors and assist you in selecting appropriate courses. Counselors are here to help you make college a productive and rewarding experience.

**How Can I Be Sure To Take The Correct Courses For My Major?**

Talk with a counselor and take advantage of the planned program sheets prepared for you. Don't guess that you are taking the correct courses. Follow the prepared programs for the smoothest transfer from Valencia to your chosen college or university.

Since listing all requirements for all majors at all universities is impossible, if you expect to transfer to a senior institution it is your responsibility to write the registrar or appropriate department of that institution for information concerning work to be taken at Valencia Community College.

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**CAREER DEVELOPMENT CENTER**

**How Can The Career Development Center Help Me?**

If you are undecided about a career and feel you need help in deciding, the Center has many resources to help you. There is a Center on both East and West Campuses and no appointment is necessary. Just drop by and a staff member will be glad to help you select an interest inventory, operate the audio-visual equipment and locate career information. Current and accurate career information is a recommended basis for making realistic career decisions. Occupational inventories, career information files and career cassettes are available in the Center to help you plan your future realistically.
TESTING SERVICES

Do I Have To Submit Test Scores For Admission To Valencia Community College?

No. As an open-door institution, Valencia does not use test scores for the purpose of admission. However, counselors and educational advisors use test scores and other academic records to assist in academic advising.

Can I Take Tests To Help Me With My Career Goals?

Yes. Valencia offers a variety of tests that will assist you in one or all of the following:

1. Interest Clarification
2. Personality Assessment
3. Career Exploration

Can I Receive College Credit At Valencia Community College Through The Advanced Placement Examinations (CEEB)?

Yes. Valencia Community College does grant college credit to you if you present a score of 5, 4, or 3 on one or more of the Advanced Placement Program examinations of the College Entrance Examination Board (CEEB). To be eligible, you must take the examination(s) prior to enrolling in college.

Can I Receive College Credit Through The College Level Examination Program (CLEP)?

Yes. As a Valencia student, you may gain credit in certain specified courses through examinations of the College Level Examination Program (CLEP) administered by the Educational Testing Services (ETS) for the College Entrance Examination Board (CEEB). The CLEP General Examinations and CLEP Subject Examination(s) are administered periodically at Valencia. You may register for either the CLEP General Exam(s) or CLEP Subject Exam(s), BUT NOT BOTH ON THE SAME TEST DATE. You may take only three (3) Subject Exams on any one Test Date at Valencia.

What Happens To My CLEP Scores?

If you earn acceptable CLEP scores and request that these scores be sent to Valencia, the credits will be recorded as a part of your official Valencia transcript. No letter grades or quality points will be assigned.

Can I Use CLEP To Repeat A Course?

Yes. You may use CLEP credit under the repeat course policy for “D” or “F” grades only. Credit will not be awarded for courses in which a “C” or better has been earned.

Can I Use CLEP Credit To Improve My Grade Point Average (GPA)?

Yes. Under the repeat policy, only the last attempt of a course is counted in your GPA. If you earn an acceptable CLEP score in a course where a “D” or “F” has been earned, the CLEP credit will be recorded and the “D” or “F” will no longer be computed in your GPA.

Where Can I Obtain Information Concerning CLEP?

You may obtain information concerning test dates and application procedures from the West Campus Counseling Department or the East Campus Testing Center.

Valencia will accept a maximum of forty-five (45) semester hours of credit through CLEP, General and Subject Examinations combined.

<table>
<thead>
<tr>
<th>CLEP Credit Awarded at Valencia</th>
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<tbody>
<tr>
<td>General Examinations</td>
</tr>
<tr>
<td>English</td>
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<tr>
<td>ENC 1103 — ENC 1136 — 6 Hrs.</td>
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<tr>
<td>Social Science</td>
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<tr>
<td>POS 1041 — PUP 1002 — 6 Hrs.</td>
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<tr>
<td>Humanities</td>
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<tr>
<td>HUM 2218 — HUM 2230 — 6 Hrs.</td>
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<tr>
<td>Mathematics</td>
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<tr>
<td>MGF 1113 — 3 Hrs.</td>
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<tr>
<td>Natural Science</td>
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<tr>
<td>PSC 1513 — APB 1150 — 6 Hrs.</td>
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<tr>
<th>Subject Examinations</th>
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<tbody>
<tr>
<td>Afro-Amer. History</td>
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<tr>
<td>APA 2150 — 3 Hrs.</td>
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<tr>
<td>American History</td>
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<tr>
<td>AMH 2100 — AMH 2200 — 6 Hrs.</td>
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<tr>
<td>American Literature</td>
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<tr>
<td>AML 2020 — AML 2022 — 6 Hrs.</td>
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<tr>
<td>Biology</td>
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<tr>
<td>BSC 1101C — 4 Hrs.</td>
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<tr>
<td>Calculus/Analytic Geom.</td>
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<tr>
<td>MAC 2211 — 5 Hrs.</td>
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<tr>
<td>College Algebra</td>
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<tr>
<td>MAC 1104 — 3 Hrs.</td>
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<tr>
<td>Educational Psychology</td>
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<tr>
<td>EDP 2002 — 3 Hrs.</td>
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<tr>
<td>English Composition</td>
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<tr>
<td>ENC 1103 — ENC 1136 — 6 Hrs.</td>
</tr>
<tr>
<td>English Literature</td>
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<tr>
<td>ENL 2012 — ENL 2023 — 6 Hrs.</td>
</tr>
<tr>
<td>General Chemistry</td>
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<tr>
<td>CHM 1045C — 4 Hrs.</td>
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<tr>
<td>General Psychology</td>
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<tr>
<td>FST 1012 — 3 Hrs.</td>
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<tr>
<td>Human Growth and Development</td>
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<tr>
<td>DEP 2002 — 3 Hrs.</td>
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<tr>
<td>Introductory Accounting</td>
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<tr>
<td>ACC 2001 — ACC 2021 — 6 Hrs.</td>
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<tr>
<td>Intro. Macro-Economics</td>
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<tr>
<td>ECO 2013 — 3 Hrs.</td>
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<tr>
<td>Intro. Micro-Economics</td>
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<tr>
<td>ECO 2222 — 3 Hrs.</td>
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<tr>
<td>Introductory Sociology</td>
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<tr>
<td>SOC 2000 — 3 Hrs.</td>
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<tr>
<td>Statistics</td>
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<tr>
<td>STA 2014 — 3 Hrs.</td>
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<tr>
<td>Trigonometry</td>
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<tr>
<td>MAC 1114 — 3 Hrs.</td>
</tr>
<tr>
<td>Western Civilization</td>
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<tr>
<td>EUH 1000 — EUH 1001 — 6 Hrs.</td>
</tr>
</tbody>
</table>

NOTE: Credit awarded is subject to change according to current Valencia policies.

The fee schedule is as follows:

| One Exam                  | $20.00 |
| Two Exams                | $30.00 |
| Three to Five Exams     | $40.00 |

Can I Receive Credit Through Local Credit-By-Examination?

Yes. If you are a Valencia Community College student, you may receive credit-by-examination in courses which are designated as career courses if you have a substantial background, including experience and training in a specified field. This type of credit might not be acceptable for transfer to other institutions.

Applications and information regarding the specific career courses available through the local credit-by-examination program should be obtained from the department offering the course. The fee for a local credit-by-exam is $15.00.

Is It Possible For Me To Earn Foreign Language Credit by Examination?

Yes. Credit for foreign languages is available to you as a Valencia Community College student. Trans-
ferability of this credit is dependent upon the policies of the receiving institution. Information and applications may be obtained from the Foreign Language Department.

Is It Possible For Me To Take Credit-By-Examination In Subject Areas Not Listed Above?

Yes. You should contact the department concerned and explore other test possibilities.

LEARNING RESOURCES CENTER (LRC)

What Is A Learning Resources Center?

The Learning Resources Center (Library) is people, resources and facilities designated to serve you. The Learning Resources Center is here to assist you with locating and utilizing materials for research, exploration of new fields, leisure time activities, personal development and general support for your academic program.

A wide variety of material — books, periodicals and audio-visual materials are available for your use and qualified staff are always ready to assist you. You are urged to become familiar with and take advantage of these resources.

SPECIAL SERVICES

What Is The Special Services Program?

The Special Services Program is a federally funded program which might be able to assist you if you are from an economically, academically or culturally disadvantaged background, have limited English speaking ability or have a physical handicap.

If I Qualify, How Can This Program Assist Me?

This program can provide you with various services designed to help you realize success in your educational goals. Some of these services include academic, career, and personal counseling, tutoring, assessments, community referrals, transfer assistance and academic skills workshops.

What Will I Be Expected To Do If I Am Accepted Into This Program?

You will be expected to meet regularly with your program counselor; attend all seminars, workshops and meetings scheduled for program students reporting each session for academic advisement; utilize the program's tutorial services whenever you are having difficulties with your coursework; honor your course objectives as outlined by your instructors; contact your program counselor prior to withdrawing from a class or college or formally changing your academic program; and utilize other university resources for further assistance in achieving success in your educational goals.

STUDENT-CENTERED LEARNING LABORATORIES

Where Can I Receive Help In Reading, Writing And Mathematics?

The college provides student-centered learning laboratories on the West Campus and an open instructional laboratory on the East Campus. The laboratories are designed to provide assistance for students who need help in reading skills, writing skills and mathematical skills. For more information, please contact the Counseling Office on either campus.

Can I Get Tutoring At Valencia?

Yes. The West Campus maintains a list of students who are capable of tutoring in many subject areas. There is a nominal fee for tutoring. If you are interested in being a tutor or in need of tutorial assistance, please contact the Counseling Office on your campus.

The Veterans Affairs Office and the Special Services Program will also provide tutorial assistance for you if you meet their eligibility requirements.

COOPERATIVE EDUCATION

What Is Cooperative Education?

Cooperative Education is a planned and supervised educational program designed to integrate your classroom study with practical experience directly related to your college major. This is usually accomplished by alternating terms of full-time work with terms of full-time study or by enrolling in both classroom instruction and a work assignment simultaneously (Parallel Plan). However, other variations are available depending on your particular needs or those of the employer.

Two, three or four credits, based on the number of hours worked each week and the employment responsibilities involved, are granted for the satisfactory completion of each cooperative training assignment. The Cooperative Education Department grades each assignment using reports submitted by the student, evaluations from the employer and conferences with both you and your employer.
All full-time students who have completed one semester (12 credit hours) and are in good academic standing are eligible for the program. A maximum of six (6) cooperative education credits may apply toward elective credit in a degree program.

For further information, write or call the Cooperative Education Office.

EMPLOYMENT

How Can I Find Off-Campus Employment?
The Valencia Community College Placement Office offers placement services to currently enrolled students, graduates and interested persons in the community.

Applications for off-campus part-time or full-time employment are available in the Placement Office, in addition to specific information on job requirements and opportunities.

Current part-time and full-time job opportunities are posted on the placement bulletin boards located on the East and West Campuses.

PROJECT AHEAD

What Is Project Ahead?
Valencia Community College cooperates with the U.S. Army in a program called “Project Ahead” (Army Help for Education and Development). The college accepts for admission Army personnel, provides counseling and advisement and acts as a repository for credits earned during the service years. Since armed services personnel are frequently transferred, the program will allow Army personnel to organize a continuous education program, even though courses may be taken at several institutions.

In order to participate in “Project Ahead”, Valencia Community College follows the same policies, procedures and services listed in “Servicemen’s Opportunity College (SOC).”

BOOKSTORE

Is The Bookstore Privately Owned?
No. The Bookstore is owned and operated by Valencia Community College.

What Are The Operating Hours Of The Bookstore?
The Bookstore is open daily — Monday through Friday from 8:00 a.m. to 4:30 p.m. during the normal school year. Special evening hours, usually from 6:30 to 7:30 p.m., are observed during the first two weeks of each session and when registration is scheduled in the evening.

Should I Buy My Books Before Going To Class?
Yes. In most cases you should buy your books and supplies at the time you register. This will help to prevent the long lines that form on the opening day of classes. New and some used books are available priced as fairly as possible. If for any reason you feel you may drop the class or if you do not know who your instructor will be, you would be wise to wait until you attend class for the first time before you buy your books.

What If I Buy The Wrong Books, Or I Drop The Class?
If you buy books that you cannot use due to being unable to take the class or having purchased the wrong books, the Bookstore will give you a full refund provided that (1) you have not written in the books, (2) the books are in clean, new condition, (3) you have a drop notice, if applicable, and (4) you have a cashier receipt as proof of purchase. In order to get a full refund, you must return the books during the first two weeks of the class.

Can I Pay For Books And Other Items By Check?
Yes. You can write a check for the exact amount of the purchase. The Bookstore also provides Master Charge service.

FOOD SERVICE

Is There Somewhere To Eat On Campus?
Yes. A food service facility is operated for your benefit during class hours. The system provides quick, efficient service to a large number of people through both-cafeteria and vending facilities.
Is Group Insurance Available To Me?
A group accident and sickness policy is available to you through the Student Services Office.

What Should I Do In Event Of Emergency?
Campus Security personnel are on duty day and night to control traffic and parking and provide for the safety and welfare of students, faculty and staff.

Does Valencia Have Dormitories?
Valencia is a commuting institution and has no dormitory facilities. The college assumes no responsibility for the supervision of housing for you and other students.

What If I Lose Or Find Something?
A lost and found depository is maintained in the Student Services Office. All articles should be turned in to that office and you should check that office frequently when seeking a lost article.

Can I Have Mail Delivered To The College?
No. You should provide correspondents with your correct mailing address. Mail addressed to you will be returned to the sender. You should use your residence for delivery of all correspondence.

HEALTH SERVICE

Can I Receive Health Service At Valencia?
Limited health services are available to you while you are a student at Valencia Community College. In case of a serious emergency, your local guardian will be contacted. If your guardian is not available, you will be taken to a local emergency room at your expense. The college is in no way responsible or legally obligated for your medical expenses.

STUDENT ACTIVITIES

Do You Have Student Activities?
You are afforded the opportunity to participate in activities which enhance your physical, social, political, moral and intellectual life through student organizations, student publications, athletics, cultural events and social affairs. You are encouraged to participate in college sponsored extracurricular activities.
DEGREES AND PROGRAMS
What Degrees Does Valencia Community College Offer?

Valencia Community College offers you the choice of three basic degrees as follows:
The Associate in Arts Degree (AA)
The Associate in Science Degree (AS)
The Associate in General Studies Degree (AGS)

Briefly, the degrees can be distinguished as follows:
1. The AA Degree is designated for transfer to an upper division university or college.
2. The AS Degree is designed to prepare students to enter a career upon completing the degree, with no further study required.
3. The AGS Degree represents a student-designed degree which enables the student to select courses in which interested instead of following a prescribed program.

All of the degrees are described in detail in this Catalog. If you are interested in one of the degrees, you should read the Catalog very carefully to learn all the requirements and characteristics of each of the degrees.

Special Note: For a five (5) year period from the date you begin taking courses at Valencia Community College in a degree program, you have the right as a student to follow the catalog requirements under which you entered and meet the graduation requirements of that catalog even if the requirements are changed while you are a student.

There is another type of recognition which Valencia Community College offers students who complete courses in particular areas. That recognition is called a certificate. Certificates are available for students who complete a certain number of courses in Child Development, Clerical Sciences, Fire Technology, Law Enforcement and Preparations and Corrections. If you are interested in learning more about the certificates that are available, you are encouraged to talk to one of the counselors.

Will My Credits And Degree Be Recognized By The State Universities?

Yes. Valencia Community College subscribes to the Articulation Agreement adopted in April, 1971, by the state universities and public community/junior colleges of Florida. Under the auspices of this agreement, students receiving the Associate in Arts Degree will be admitted to junior standing within the Florida university system. (Copies of the Articulation Agreement are available in the campus Learning Resources Centers and in the Counseling Offices.)

If I Do Not Complete An Associate In Arts Degree, May I Still Transfer Credits To A State University?

Yes. However, acceptance of course credits will be evaluated by the senior-level institution on the basis of applicability of the courses to the baccalaureate program in the major field of the student.

UNIVERSITY PARALLEL PROGRAM
ASSOCIATE IN ARTS DEGREE

General Information

What Is The Associate In Arts Degree?

The Associate in Arts Degree provides the courses of study equivalent to those offered to the freshmen and sophomore students in the lower division of Florida’s state universities. If you receive the Associate in Arts Degree from Valencia, your degree will meet the lower division requirements of a university and will admit you to the junior level status. The degree requirements consist of the general education requirements which parallel the universities’ requirements and electives in preparation for a major area of study.

What Electives Can I Take For The Associate In Arts Degree?

If you choose to work toward an Associate in Arts Degree, you should talk with a member of the counseling staff about a suggested program leading to a Bachelor’s degree. The electives should be chosen to prepare you for transfer in a particular major field at a specific college or university. The counseling staff has prepared a program sheet for many of the popular majors. The following is a partial list of suggested programs found in the Counseling Department. If your interest area is not on the list, a counselor can help you develop a program.

ACCOUNTING
Agriculture
Architecture
Art
Astronomy

Biology (Botany, Zoology, Microbiology)
Building Construction
Business Administration
Chemistry
Computer Science
Dentistry
Dietetics and Nutrition
Drama
Ecology
Economics
Education
Engineering
Engineering Technology
Fashion Design
Fire Technology
Forestry
French
Geology

GERMAN
History
Home Economics
Humanities
Interior Design
Journalism
Landscape Architecture
Law
Library Science
Mathematics
Medical Technology
Medicine
Meteorology
Music
Nursing
Occupational Therapy
Oceanography
Optometry
Pharmacy
Physical Education
Physical Therapy
Physics
Political Science
Psychology
Public Administration  Speech
Respiratory Therapy  Statistics
Sociology and Social Work  Veterinary Medicine
Spanish

NOTE: The above list is not intended to be exhaustive. The first two years of most parallel programs are available at Valencia. Complete suggested programs may be obtained from the Counseling Office.

*A required program for a Major in Music is included in the Music Course Descriptions.

What Are The Requirements For The Associate in Arts Degree At Valencia Community College?

1. You must complete sixty-two (62) semester hours of acceptable college credits, of which two (2) semester hours of credit may be from physical education activity courses and/or four (4) semester hours credit from music ensemble courses.

2. You must complete the general education program.

3. You must earn a cumulative grade point average of at least 2.0 on all courses attempted, which apply toward the Associate in Arts Degree. You must earn a cumulative grade point average of at least 2.0 on all courses attempted at Valencia Community College. You must earn a total cumulative grade point average of at least 2.0 on all courses attempted in all colleges attended.

4. You must complete the last fifteen (15) college credit hours in residence at Valencia Community College.

5. You must request a graduation check in the Registrar's Office upon completion of forty (40) semester hours.

6. You must file an application for graduation in the Registrar's Office by the deadline date as listed in the College Calendar and Catalog.

7. You must fulfill all financial obligations to the college.

FINAL RESPONSIBILITY FOR MEETING THE REQUIREMENTS FOR GRADUATION FOR AN ASSOCIATE IN ARTS DEGREE RESTS WITH YOU, THE STUDENT.

Are There General Education Requirements At Valencia Community College?

Yes. The general education program at Valencia is designed to contribute to your educational growth and development by providing a basic liberal education and is an integral part of the Associate in Arts degree program. There are two approaches to general education at Valencia. The first is thirty-six (36) semester hours of academic credit, which serves as the core of the curriculum. The thirty-six hours are selected from six core areas of academic courses offered at Valencia Community College. The second approach is an Interdisciplinary Studies program which consists of twenty-four (24) semester hours of integrated coursework and twelve (12) semester hours selected from the six core areas.

The two programs are described on the pages that follow. You must request that completion of general education requirements be indicated on your student record.

GENERAL EDUCATION REQUIREMENTS

Area 1. Communications  
(A minimum of 6 semester hours)

Required Courses
ENC 1103 Freshman Composition I and ENC 1136 Freshman Composition II or Advanced Composition— 3 semester hours each
CRW 2020

Elective Courses
AML 2020-2022 American Literature — 3 semester hours each
ENL 2012-2023 English Literature — 3 semester hours each
FRE 1100-1101 Elementary French — 3 semester hours each
FRE 2200-2201 Intermediate French — 3 semester hours each
GER 1100-1101 Elementary German — 3 semester hours each
GER 2200-2201 Intermediate German — 3 semester hours each
LIT 2021 Introduction to Literature — 3 semester hours
LIT 2214-2223 World Literature — 3 semester hours each
SPC 1600 Fundamentals of Speech — 3 semester hours
SPN 1100-1101 Elementary Spanish — 3 semester hours each
SPN 2200-2201 Intermediate Spanish — 3 semester hours each

Area 2. Humanities  
(A minimum of 9 semester hours)

In meeting this requirement the student may:

(1) Complete all three (3) of the following Humanities courses:
HUM 2213 Humanities, Greek Through Gothic — 3 semester hours
HUM 2230 Humanities, Renaissance Through Romanticism — 3 semester hours
HUM 2250 Humanities in the Twentieth Century — 3 semester hours, or

(2) Complete one (1) of the Humanities courses listed above and two courses representing any two (2) areas listed below, for example, English and Music, Art and Music, Philosophy and Art, etc., or HUM 2740 European Study in Humanities — 6 semester hours, or

(3) Complete two (2) of the Humanities courses listed in (1) above, or HUM 2740 and select one (1) course from the following:
Art
ARH 1000 The Visual Arts Today — 3 semester hours
ARH 2050-2051 Introduction to Art History I and II — 3 semester hours each
<table>
<thead>
<tr>
<th>Foreign Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRE 2200-2201</td>
</tr>
<tr>
<td>GER 2200-2201</td>
</tr>
<tr>
<td>SPN 2200-2201</td>
</tr>
<tr>
<td>SPN 2510</td>
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<td>SPW 2100-2101</td>
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<table>
<thead>
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<th>Humanities</th>
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<td>HUM 1020</td>
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<tr>
<th>Literature</th>
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<tr>
<td>AML 2022-2022</td>
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<tr>
<td>ENL 2012-2023</td>
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<td>LIT 2021</td>
</tr>
<tr>
<td>LIT 2161</td>
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<tr>
<td>LIT 2214-2223</td>
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</table>

<table>
<thead>
<tr>
<th>Music</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUL 1011</td>
</tr>
<tr>
<td>MUL 1211</td>
</tr>
<tr>
<td>MUS 1111</td>
</tr>
<tr>
<td>Philosophy</td>
</tr>
<tr>
<td>PHI 2010</td>
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</table>

<table>
<thead>
<tr>
<th>Religion</th>
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<tbody>
<tr>
<td>REL 2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area 3. Mathematics</th>
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</thead>
<tbody>
<tr>
<td>MAT 1033</td>
</tr>
<tr>
<td>MAC 1104</td>
</tr>
<tr>
<td>MAC 1114</td>
</tr>
<tr>
<td>MAC 1132</td>
</tr>
<tr>
<td>MAC 2311-2312</td>
</tr>
<tr>
<td>MAC 2313</td>
</tr>
<tr>
<td>MAE 2811</td>
</tr>
<tr>
<td>MAS 2103</td>
</tr>
<tr>
<td>MAS 2301</td>
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<td>MAT 2930</td>
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<tr>
<td>MGF 1113</td>
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<td>STA 2014</td>
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<thead>
<tr>
<th>Area 4. Natural and Physical Sciences</th>
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<tbody>
<tr>
<td>APB 1150</td>
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<tr>
<td>APB 1151</td>
</tr>
<tr>
<td>APB 2200</td>
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<tr>
<td>APB 2190-2201</td>
</tr>
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<td>APB 2513</td>
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<tr>
<td>APB 2534</td>
</tr>
<tr>
<td>AST 1002</td>
</tr>
<tr>
<td>BCH 1000</td>
</tr>
<tr>
<td>BOT 1010</td>
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<tr>
<td>BSC 1011</td>
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<tr>
<td>BSC 1038</td>
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<td>BSC 2933</td>
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<tr>
<td>CHM 1040</td>
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<tr>
<td>CHM 1045-1046</td>
</tr>
<tr>
<td>CHM 2210</td>
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<td>CHM 2933</td>
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<td>CHM 2936</td>
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<td>GLY 2100</td>
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<td>GLY 2101</td>
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<td>GLY 2100</td>
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<tr>
<td>GLY 1000</td>
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<tr>
<td>MCB 2010</td>
</tr>
<tr>
<td>OCS 2008</td>
</tr>
<tr>
<td>PCB 2289</td>
</tr>
<tr>
<td>PCB 2859</td>
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<tr>
<td>PCB 2109</td>
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<tr>
<td>PHS 1101</td>
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<tr>
<td>PHY 1001</td>
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<tr>
<td>PHY 1020-1021</td>
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<td>PHY 1050-1051</td>
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<td>PHY 2040-2041</td>
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<td>PHY 2101</td>
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<td>PHY 2295</td>
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<tr>
<td>PSC 1513</td>
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<td>PSC 2121</td>
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<td>ZOO 2203</td>
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<td>ZOO 2303</td>
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<table>
<thead>
<tr>
<th>Area 5. Social Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A minimum of 6 semester hours)</td>
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<tr>
<td>Required Courses</td>
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<td>POS 1041</td>
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<th>Plus One of the Following 8 Courses:</th>
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<tr>
<td>ANT 2000</td>
</tr>
<tr>
<td>ECO 1000</td>
</tr>
<tr>
<td>Course Code</td>
</tr>
<tr>
<td>-------------</td>
</tr>
<tr>
<td>HIS 2225</td>
</tr>
<tr>
<td>INR 2002</td>
</tr>
<tr>
<td>POS 2112</td>
</tr>
<tr>
<td>PUP 1002</td>
</tr>
<tr>
<td>SOC 2000</td>
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</table>

**Elective Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH 2010-2020</td>
<td>United States History — 3 semester hours each</td>
<td></td>
</tr>
<tr>
<td>AMH 2420</td>
<td>History of Florida — 3 semester hours</td>
<td></td>
</tr>
<tr>
<td>CLP 1002</td>
<td>Psychology of Adjustment — 3 semester hours</td>
<td></td>
</tr>
<tr>
<td>CPO 2002</td>
<td>Introduction to Comparative Politics — 3 semester hours</td>
<td></td>
</tr>
<tr>
<td>DEP 1302</td>
<td>Psychology of Adolescence — 3 semester hours</td>
<td></td>
</tr>
<tr>
<td>DEP 2002</td>
<td>Developmental Psychology — 3 semester hours</td>
<td></td>
</tr>
<tr>
<td>ECO 1040</td>
<td>Consumer Economics — 3 semester hours</td>
<td></td>
</tr>
<tr>
<td>ECO 2013-2023</td>
<td>Principles of Economics I &amp; II — 3 semester hours each</td>
<td></td>
</tr>
<tr>
<td>EUH 1000-1001</td>
<td>Western Civilization — 3 semester hours each</td>
<td></td>
</tr>
<tr>
<td>GEA 1000</td>
<td>World Geography — 3 semester hours</td>
<td></td>
</tr>
<tr>
<td>IDS 1151</td>
<td>Man and Environment II — 3 semester hours</td>
<td></td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry — 3 semester hours</td>
<td></td>
</tr>
<tr>
<td>MAP 2200</td>
<td>Marriage and the Family — 3 semester hours</td>
<td></td>
</tr>
<tr>
<td>POS 1001</td>
<td>Introduction to Political Science — 3 semester hours</td>
<td></td>
</tr>
<tr>
<td>PSY 1012</td>
<td>General Psychology — 3 semester hours</td>
<td></td>
</tr>
<tr>
<td>SOC 2020</td>
<td>Contemporary American Social Problems — 3 semester hours</td>
<td></td>
</tr>
</tbody>
</table>

**Area 6. Electives**

(A minimum of 6 hours from a combination of at least two separate areas listed on preceding pages or from the course offerings listed below):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ART 2800</td>
<td>Selected Topics in Art — 1 semester hour</td>
<td></td>
</tr>
<tr>
<td>ARV 1200</td>
<td>Introduction to Graphic Communication — 3 semester hours</td>
<td></td>
</tr>
<tr>
<td>CCJ 1020</td>
<td>Introduction to Criminal Justice — 3 semester hours</td>
<td></td>
</tr>
<tr>
<td>CCJ 1300</td>
<td>Introduction to Corrections — 3 semester hours</td>
<td></td>
</tr>
<tr>
<td>COC 1300</td>
<td>Introduction to Data Processing — 3 semester hours</td>
<td></td>
</tr>
<tr>
<td>COC 2001</td>
<td>Computer for Everyone — 3 semester hours</td>
<td></td>
</tr>
<tr>
<td>COP 1110</td>
<td>Fortran Programming — 3 semester hours</td>
<td></td>
</tr>
<tr>
<td>CAP 2930</td>
<td>Selected Topics in Data Processing — 1-3 semester hours each</td>
<td></td>
</tr>
<tr>
<td>DAA 2200</td>
<td>Ballet I — 1 semester hour</td>
<td></td>
</tr>
<tr>
<td>ECO 2932</td>
<td>Selected Topics in Economics — 1-3 semester hours each</td>
<td></td>
</tr>
<tr>
<td>EDF 1005</td>
<td>Orientation to Education — 3 semester hours</td>
<td></td>
</tr>
<tr>
<td>EDG 2941</td>
<td>Field Experience in Education — 1-3 semester hours each</td>
<td></td>
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<tr>
<td>EDG 2935</td>
<td>Selected Topics in Education — 1-3 semester hours each</td>
<td></td>
</tr>
<tr>
<td>ENG 2123</td>
<td>Introduction to Film — 3 semester hours</td>
<td></td>
</tr>
<tr>
<td>EDP 2002</td>
<td>Educational Psychology — 3 semester hours</td>
<td></td>
</tr>
<tr>
<td>HES 1000</td>
<td>Personal and Community Health — 3 semester hours</td>
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</tr>
<tr>
<td>HFT 2930</td>
<td>Selected Topics in Hotel-Motel-Restaurant Area — 1-3 semester hours each</td>
<td></td>
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<tr>
<td>HIS 2935</td>
<td>Selected Topics in History — 1-3 semester hours each</td>
<td></td>
</tr>
<tr>
<td>IDS 1101</td>
<td>Interdisciplinary Studies in General Education I 6 semester hours</td>
<td></td>
</tr>
<tr>
<td>IDS 1102</td>
<td>Interdisciplinary Studies in General Education II 6 semester hours</td>
<td></td>
</tr>
<tr>
<td>IDS 2103</td>
<td>Interdisciplinary Studies in General Education III 6 semester hours</td>
<td></td>
</tr>
<tr>
<td>IDS 2104</td>
<td>Interdisciplinary Studies in General Education IV 6 semester hours</td>
<td></td>
</tr>
<tr>
<td>JOU 2930</td>
<td>Selected Topics in Journalism — 1-3 semester hours each</td>
<td></td>
</tr>
<tr>
<td>MAN 1700</td>
<td>Introduction to Business — 3 semester hours</td>
<td></td>
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<tr>
<td>MAN 2934</td>
<td>Selected Topics in Business — 1-3 semester hours each</td>
<td></td>
</tr>
<tr>
<td>MTB 1304</td>
<td>Modern Computational Methods — 2 semester hours</td>
<td></td>
</tr>
<tr>
<td>MUS 2930</td>
<td>The Metric System — 1 semester hour</td>
<td></td>
</tr>
<tr>
<td>PHI 1100</td>
<td>Practical Logic — 3 semester hours</td>
<td></td>
</tr>
<tr>
<td>PHI 2101</td>
<td>Formal Logic — 3 semester hours</td>
<td></td>
</tr>
<tr>
<td>PHI 2900</td>
<td>Ethics — 3 semester hours</td>
<td></td>
</tr>
<tr>
<td>POS 2930</td>
<td>Selected Topics in Political Science — 1-3 semester hours each</td>
<td></td>
</tr>
<tr>
<td>PSY 2930</td>
<td>Selected Topics in Psychology — 1-3 semester hours each</td>
<td></td>
</tr>
<tr>
<td>SOC 2935</td>
<td>Selected Topics in Sociology — 1-3 semester hours each</td>
<td></td>
</tr>
<tr>
<td>SPC 1300</td>
<td>Informal Communication — 3 semester hours</td>
<td></td>
</tr>
<tr>
<td>SPC 1601</td>
<td>Public Speaking — 3 semester hours</td>
<td></td>
</tr>
<tr>
<td>SPC 2930</td>
<td>Selected Topics in Speech — 1-3 semester hours each</td>
<td></td>
</tr>
<tr>
<td>SSI 2941</td>
<td>Field Experience in Social Sciences — 1-3 semester hours each</td>
<td></td>
</tr>
<tr>
<td>STD 1151</td>
<td>Career Development — 3 semester hours</td>
<td></td>
</tr>
</tbody>
</table>

**Is There An Alternative Approach To General Education?**

Yes. As an alternative approach to general education you may elect to enter the Interdisciplinary Studies to General Education Program (West Campus only). Through this program you can complete 24 of the 36 hours required in general education. The IDS Program is a four (4) semester program which consists of four (4) six (6) hour courses taught during Session I and II of each academic year.

Courses in the IDS Program are as follows:

IDS 1101 — Interdisciplinary Studies in General Education I
IDS 1102 — Interdisciplinary Studies in General Education II
IDS 2103 — Interdisciplinary Studies in General Education III
IDS 2104 — Interdisciplinary Studies in General Education IV

The goals and guiding philosophy of the IDS program are to develop skills in analytical thinking and written and verbal communications through an interdisciplinary study of human values and behavior. The program is taught by a team of faculty members representing different academic disciplines and uses instructional techniques to facilitate individual learning and development.

Enrollment in the program is open to any student who plans to register for day classes. For further information, you should contact the West Campus Counseling Office.

CAREER PROGRAMS

ASSOCIATE IN SCIENCE DEGREE

General Information

You may be interested in earning an Associate in Science Degree at Valencia Community College. The college offers several programs for students who are interested in preparing for a career that requires study beyond the high school level but does not require a four year degree. Valencia Community College offers many Associate in Science Degree programs. They range from our secretarial science programs to our health related programs such as dental hygiene and registered nursing.

When you make the decision to follow an Associate in Science Degree program, you are not necessarily preparing yourself for transfer to a state university. You should understand that your decision will result in your earning a degree which should lead to a productive career for you. If later you decide to attend a university, you may be required to do additional work at the freshman or sophomore level in order to earn enough credit hours to transfer.

In the Associate in Science Degree program which you choose, you will take courses in two basic areas. One area will be your specialized courses. For instance, if you are going to be a student in Architectural and Building Construction Technology, you will be taking specialized courses in architecture and construction.

The second major area of courses which you will take at Valencia Community College will be general education. General education courses are designed to help you develop as a well-rounded individual capable of thinking and acting as a mature, educated and enlightened citizen. It is our belief that these courses in general education, such as English Composition and American Government, will enhance your overall employment potential since it will broaden your knowledge.

The Associate in Science Degree programs are described on the following pages. You can learn additional information about the courses by visiting with counselors in the Counseling Offices or by contacting the program directors and department heads who work with the programs. Some of our Associate in Science Degree programs are restricted to one campus. When this is the case, a note is made at the bottom of the program description. However, the general education courses which are in each of the programs may be taken at any campus of the college.

What Are The Graduation Requirements For An Associate in Science Degree?

In order to earn an Associate in Science Degree you must complete the following requirements:

1. You must complete a prescribed course of study in one of the career programs. These courses of study are described in the pages that follow.

2. You must earn a cumulative grade point average of at least 2.0 (C) on all courses attempted which you apply toward the Associate in Science Degree at Valencia Community College. As a student in the nursing program, an additional graduation requirement is that you must earn at least a "C" in each nursing course which counts toward your graduation.

3. If you are a transfer student to Valencia Community College, you must complete fifteen (15) college credit hours in residence at Valencia Community College in order to be eligible for an Associate in Science Degree.

4. Finally, you must have a graduation check by the Registrar's Office and file an Application for Graduation by the deadline as listed in the college calendar.

5. You must fulfill all financial obligations to the college.

FINAL RESPONSIBILITY FOR MEETING THE REQUIREMENTS FOR GRADUATION FOR AN ASSOCIATE IN SCIENCE DEGREE RESTS WITH YOU, THE STUDENT.

ASSOCIATE IN SCIENCE DEGREE PROGRAMS

Air Conditioning and Refrigeration Technology
Architectural and Building Construction Technology
Automotive Service Technology
Business — Finance Option
Business — Management Option
Child Development
Civil Technology
Criminal Justice — Careers Option
Criminal Justice — Law Enforcement Option
Criminal Justice — Loss Prevention Option
Criminal Justice — Prevention/Corrections Option
Data Processing
Dental Hygiene
Drafting and Design Technology
Electro-Mechanical Technology
Electronics Technology
Executive Secretarial — Clerical Certificate
Executive Secretarial Science
Fire Technology
Graphic Arts Technology — Illustrating Major
Graphic Arts Technology — Printing Management Major
Horticulture (Ornamental) Technology — Greenhouse Foliage Production Option
Horticulture (Ornamental) Technology — Nursery Management Landscape Option
Hotel-Motel-Restaurant Management
Lawyer's Assistant
Legal Secretarial Science
Marketing
Medical Laboratory Technology
Medical Secretarial Science
Nursing
Real Estate
Respiratory Therapy
Surveying Technology

Architectural And Building Construction Technology
Associate in Science

This program is designed to train competent technicians capable of working with architects, engineers, contractors, and others who function in one of the many facets of the total occupational cluster. If you wish to transfer any credits from this program to another institution, you are responsible for securing advance approval from the transfer institution.

FRESHMAN YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1321 or</td>
<td>Technical Mathematics I or</td>
<td></td>
</tr>
<tr>
<td>MAC 1104</td>
<td>College Algebra</td>
<td>3</td>
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<tr>
<td>ETD 1100C</td>
<td>Engineering Drawing</td>
<td>3</td>
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<td>EMT 1610C</td>
<td>Heating, Ventilating &amp; Air Conditioning I</td>
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<tr>
<td>MTB 1322 or</td>
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<tr>
<td>MAC 1114</td>
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<tr>
<td>PHY 1020C or</td>
<td>Basic Physics or Introductory</td>
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<tr>
<td>PHY 1050C</td>
<td>Physics I</td>
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<tr>
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<td>EMT 1613C</td>
<td>Refrigeration I</td>
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<td>EMT 1611</td>
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SOPHOMORE YEAR

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<tr>
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<td>Technical Communication</td>
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<td>Electricity for Air Conditioning &amp; Refrigeration</td>
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<td>EMT 2634</td>
<td>Refrigeration II</td>
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<td>EMT 2615C</td>
<td>Air Conditioning III</td>
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<td>BNC 2563</td>
<td>Building Service Systems</td>
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<tr>
<td>MAN 1700</td>
<td>Introduction to Business</td>
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<tr>
<td>EMT 2650C</td>
<td>Control Systems for Air Conditioning &amp; Refrigeration</td>
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<tr>
<td>BNC 1705C</td>
<td>Contracts, Codes, Specifications &amp; Office Practices</td>
<td>3</td>
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<tr>
<td>MAR 2011 or</td>
<td>Principles of Marketing or</td>
<td></td>
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32-34

NOTE: Specialized program courses are offered at the McCoy Center.

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<th>Credit Hours</th>
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<tr>
<td>MTB 1321 or</td>
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<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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<td>BNC 1200C</td>
<td>Building Materials and Construction Methods</td>
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<td>MTB 1322 or</td>
<td>Technical Mathematics II or</td>
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<tr>
<td>MAC 1114</td>
<td>College Trigonometry</td>
<td>3</td>
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<tr>
<td>ENC 1313</td>
<td>Technical Communications</td>
<td>3</td>
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<tr>
<td>PHY 1020C or</td>
<td>Basic Physics I or Introductory Physics I</td>
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</tr>
<tr>
<td>PHY 1050C</td>
<td>Construction Planning &amp; Control</td>
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<tr>
<td>BNC 1705</td>
<td>Architectural Drawing I (Wood Frame Structures)**</td>
<td>4</td>
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<tr>
<td>BNC 1705</td>
<td>Contracts, Codes, Specifications &amp; Office Practices</td>
<td>3</td>
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<tr>
<td>BNC 1705</td>
<td>Architectural Design</td>
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</tr>
<tr>
<td>BNC 2405C</td>
<td>Statics &amp; Strength of Materials</td>
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<tr>
<td>PHY 1021C or</td>
<td>Basic Physics II or Introductory Physics II</td>
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<td>PHY 1051C</td>
<td>Building Service Systems</td>
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<tr>
<td>BNC 2563</td>
<td>Architectural Drawing II (Steel Structures)**</td>
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<td>ARS 1332C</td>
<td>Surveying &amp; Measurements</td>
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<td>ARC 2154</td>
<td>Architectural Design (Concrete Structure)**</td>
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<tr>
<td>ARC 2033</td>
<td>Architectural Design</td>
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*Students shall select one recommended elective from the list below:

- COC 1300 Introduction to Data Processing — 3 credits
- COP 1110 Fortran Programming — 3 credits
- ARV 2210 Pictorial Rendering — 3 credits
- BNC 2949 Cooperative Education: Building Construction Field Experience — 2-4 credits.

**Graduates of Mid-Florida Technical Institute's drafting program will be awarded credit in these courses after attending Valencia Community College for one semester.

NOTE: Specialized program courses are offered on the West Campus.
Automotive Service Technology
Associate in Science

This program is designed for students who wish to prepare for responsible positions in the automotive industry. A selected balance of general education courses, industry-related courses and automotive courses are chosen which will give the graduate the necessary specific knowledge of the automotive service industry and supportive businesses. Human relations, communications, computational and management skills are stressed. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

FRESHMAN YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
<td>3</td>
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<tr>
<td>MTB 1321 or MAC 1104</td>
<td>Technical Math I or College Algebra</td>
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<tr>
<td>AS 150</td>
<td>Engines</td>
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<tr>
<td>AS 160</td>
<td>Electricity</td>
<td>3</td>
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<tr>
<td>MTB 1322 or MAC 1114</td>
<td>Technical Math II or College Trigonometry</td>
<td>3</td>
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<tr>
<td>AS 155</td>
<td>Engine Diagnosis &amp; Tune-up</td>
<td>3</td>
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<td>AS 186</td>
<td>Service Management &amp; Parts Procurement</td>
<td>3</td>
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<tr>
<td>AS 191</td>
<td>Steering, Suspension and Brakes</td>
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<td>MAN 2000</td>
<td>Principles of Management</td>
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<td>Elective (General Education)</td>
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SOPHOMORE YEAR

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<td>AS 201</td>
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<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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<tr>
<td>PHY 1023C or PHY 1053C (AS 275)</td>
<td>Basic Physics I or Introductory Physics I or Transmission and Drive Lines</td>
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<tr>
<td>PHY 1024C or PHY 1054C</td>
<td>Basic Physics II or Introductory Physics II</td>
<td>4</td>
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<tr>
<td>ACC 1009</td>
<td>Basic Accounting</td>
<td>3</td>
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<tr>
<td>AS 260</td>
<td>Electrical Systems</td>
<td>3</td>
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<td>AS 280</td>
<td>Air Conditioning</td>
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<td>MAR 2101</td>
<td>Salesmanship</td>
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<td>31-33</td>
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</table>

NOTE: Specialized program courses are offered at the McCoy Center.

Business — Finance Option
Associate in Science

This option is designed to train and educate students for gainful employment in business institutions which lend money, extend credit and/or engage in collective amounts. The course offerings will permit the student to receive both classroom instruction and on-the-job experience during the program. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

FRESHMAN YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
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<td>Freshman Composition I</td>
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<td>MAN 1700</td>
<td>Introduction to Business</td>
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<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
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<tr>
<td>COC 1300</td>
<td>Introduction to Data</td>
<td>3</td>
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<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
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<tr>
<td>SES 1335</td>
<td>Business Communications</td>
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<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
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<tr>
<td>ECO 2013 &amp; ECO 2023</td>
<td>Principles of Economics</td>
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SOPHOMORE YEAR

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<th>Credit Hours</th>
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<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
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<tr>
<td>BAN 2890</td>
<td>Credit Laws and Regulations</td>
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<tr>
<td>ACC 2001 &amp; ACC 2021</td>
<td>Principles of Accounting</td>
<td>6</td>
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<tr>
<td>HUM 2000</td>
<td>Financial Institutions</td>
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<td>Humanities Elective</td>
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<td>*Electives</td>
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*Students are encouraged to supplement the above and enroll in one or more courses: SES 2321 Business Machines, ACC 2509 Federal Income Tax, BUL 2112 Business Law II, SES 1100 or SES 1110 Beginning or Intermediate Typewriting, ENC 1313 Technical Communication or other recommended business courses.

NOTE: Specialized program courses BAN 2000, BAN 2700, BAN 2890, BAN 2940 and BAN 2941 are offered at the East Campus.

Business — Management Option
Associate in Science

This program is designed for students who seek immediate employment in the field of business and for those presently employed in some business career and desiring advancement but not a transfer degree.

Instruction in this program provides a balanced curriculum of general education and business related subjects. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.
### Freshman Year

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<tr>
<td>SES 1355</td>
<td>Business Communications</td>
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<td>MAN 1700</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>MTE 1103</td>
<td>Business Mathematics or MAC 1104, MAT 1024, MGF 1113 or MGF 1114</td>
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<tr>
<td>COC 1300</td>
<td>Introduction to Data Processing</td>
<td>3</td>
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<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
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<tr>
<td>INF 1301</td>
<td>Psychology in Business and Industry</td>
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<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
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<tr>
<td>ACC 2001</td>
<td>Principles of Accounting I</td>
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### Sophomore Year

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<tr>
<td>ACC 2509</td>
<td>Federal Income Tax</td>
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<tr>
<td>ACC 2021</td>
<td>Principles of Accounting II</td>
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<td>ACC 2501</td>
<td>Managerial Accounting</td>
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<tr>
<td>BUL 2111 &amp; BUL 2112</td>
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<td>MAR 2011</td>
<td>Principles of Marketing</td>
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<td>MAN 2000</td>
<td>Principles of Management</td>
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<tr>
<td>MAR 2101</td>
<td>Salesmanship</td>
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<td>Elective*</td>
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<td><strong>Total</strong></td>
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Students interested in Insurance Careers should take RMI 1015 Principles of Risk and Insurance as an elective.

**Note:** Do not confuse this program with the Business Administration Program for the Associate in Arts Degree for which program sheets are available in the Counseling Office.

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### Child Development

**Associate in Science**

This program is designed for students who seek employment in pre-school centers, for those persons currently employed in child care centers and parents who are interested in learning more about children. Many of these courses are offered in the evening as well as in the daytime.

A student desiring to earn a certificate may do so by completing a total of 27 credit hours in Child Development courses, excluding student participation courses. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

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### Civil Technology

**Associate in Science**

This program provides theoretical and classroom experience which closely parallels on-the-job situations found in a civil engineer’s office and applies to the designs of bridges, causeways, highways, airports, water control systems and structures and numerous other areas within the total occupational cluster. Some state universities accept this A.S. Degree but it is the student’s responsibility to secure advance approval from the transfer institution if desiring to transfer credits from this program.
### FRESHMAN YEAR

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<td>MAC 1104</td>
<td>College Algebra</td>
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<td>PHY 1053C</td>
<td>Introductory Physics I</td>
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<tr>
<td>BCN 1200C</td>
<td>Building Materials and Construction Methods</td>
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<td>ETD 1100C</td>
<td>Engineering Drawing</td>
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<td>MTB 1322 or</td>
<td>Technical Math II or</td>
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<tr>
<td>MAC 1114</td>
<td>College Trigonometry</td>
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<td>Basic Physics II or</td>
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<tr>
<td>PHY 1055C</td>
<td>Introductory Physics II</td>
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<td>ETC 1325C</td>
<td>Surveying and Measurements</td>
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<tr>
<td>BCN 2405C</td>
<td>Statics and Strength of Materials</td>
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### SOPHOMORE YEAR

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<td>ENC 1313</td>
<td>Technical Communication</td>
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<tr>
<td>BCN 2949</td>
<td>Cooperative Education: Building Construction Field Experience or Elective from Area 2 General Education</td>
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<tr>
<td>ARC 2122C</td>
<td>Architectural Drawing II</td>
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<td>ARC 2124C</td>
<td>Architectural Drawing III</td>
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<td>POS 1041</td>
<td>American Government I</td>
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<tr>
<td>ETC 2220C</td>
<td>Soils and Foundations</td>
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<td>BCN 2613</td>
<td>Estimating and Office Practice</td>
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<td>ETC 2330C</td>
<td>Highway Drafting and Route Design</td>
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<tr>
<td>EVS 2215C</td>
<td>Hydraulics and Drainage, Sewage &amp; Sewers</td>
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### CRIMINAL JUSTICE — CAREERS OPTION

#### Associate in Science

This program is designed to impart skills, knowledge, and attitudes for the student who desires to enter the field of Criminal Justice but is not prepared to declare an area of specialization at time of enrollment. The program is specifically designed to allow the student to enroll and learn more about one or more of the areas of Law Enforcement, Prevention/Corrections, and Loss Prevention. The program is structured to permit the student to leave this program and enter one of these specialized areas if he elects to do so with a minimum loss of credit. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

### FRESHMAN YEAR

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<tr>
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<tr>
<td>ENC 1136 or</td>
<td>Freshman composition II or</td>
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<tr>
<td>ENC 1913</td>
<td>Technical Communication</td>
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<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
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<td>PUP 1002</td>
<td>American Government II or Elective</td>
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<td>INP 1131 or</td>
<td>Applied Psychology for Criminal Justice or General Psychology</td>
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<td>PSY 1012</td>
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<td>CCJ 1010</td>
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<td>CCJ 1800 or</td>
<td>Crime and Delinquency</td>
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<tr>
<td>CCJ 1810</td>
<td>Introduction to Loss Prevention</td>
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<tr>
<td>CCJ 1850</td>
<td>or Physical Security Systems</td>
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<tr>
<td>CCJ 1100</td>
<td>Introduction to Corrections</td>
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### SOPHOMORE YEAR

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<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<td>Humanities or Practical Logic</td>
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<tr>
<td>PHI 1100</td>
<td>Criminal Law and Legal Procedures</td>
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<tr>
<td>CCJ 2230</td>
<td>Criminal Evidence and Legal Procedure or Legal Issues in Corrections</td>
<td>3</td>
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<tr>
<td>CCJ 2240 or</td>
<td>Essentials of Interviewing or Counseling</td>
<td>3</td>
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<td>CCJ 2281</td>
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<td>CCJ 2350 or</td>
<td>Elective other Law Enforcement Course</td>
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<td>CCJ 2340</td>
<td>Elective other Prevention/Corrections Course**</td>
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</table>


**Criminal Justice Electives: Any course from the Law Enforcement, Prevention/Corrections, or Loss Prevention sections of the catalog.

### CRIMINAL JUSTICE — LAW ENFORCEMENT OPTION

#### Associate in Science

These programs have been planned in cooperation with various members of the Criminal Justice System. The Criminal Justice Program offers the
student major areas of concentration in Police Science and Corrections. It provides a curriculum designed to enable students to become familiar with the basic nature of certain career field services while providing an overview of the entire Criminal Justice System and the common client it shares.

A student desiring to earn a certificate may do so by completing a total of 24 hours of credit in Law Enforcement courses. However, this certificate does not satisfy the Florida Police Standards Board certification.

Students expecting employment in law enforcement must meet all established entrance requirements of the field. The A.S. Degree in this program will transfer into similar upper-division programs at Florida Technological University and Rollins College but students wishing to transfer any credits from the program to other institutions must accept the responsibility for securing approval in advance from the transfer institution.

**FRESHMAN YEAR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1196 or ENC 1197</td>
<td>Freshman Composition II or I</td>
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<td>ENC 1913</td>
<td>Technical Communication</td>
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<tr>
<td>CCJ 1020</td>
<td>Criminal Justice Electives **</td>
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<tr>
<td>CCJ 1030</td>
<td>Introduction to Criminal Justice</td>
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</tr>
<tr>
<td>CCJ 1010</td>
<td>Crime and Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1410</td>
<td>Police Administration and Organization</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1100</td>
<td>Introduction to Police Services Elective — Science (Natural or Physical)*</td>
<td>3</td>
</tr>
<tr>
<td>INP 1131</td>
<td>Applied Psychology for Criminal Justice</td>
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**SOPHOMORE YEAR**

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<tr>
<th>Course</th>
<th>Title</th>
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<td>CJT 2110</td>
<td>Criminal Investigation I</td>
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<tr>
<td>JT 2100</td>
<td>Criminal Law and Legal Procedures</td>
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<tr>
<td>CCJ 2240</td>
<td>Criminal Evidence and Legal Procedures</td>
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<td>CCJ 2430</td>
<td>Police Personnel Supervision or Law Enforcement Elective **</td>
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<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
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<tr>
<td>PUP 1002</td>
<td>American Government II or Elective</td>
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<td>MGF 1113 or MGT 1103</td>
<td>College Math or Business Math</td>
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</tr>
<tr>
<td>SOC 2000 or SOC 2020</td>
<td>Introductory Sociology or Contemporary American Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>PHI 1100</td>
<td>Practical Logic</td>
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</tr>
</tbody>
</table>

**For the general education suggested electives, refer to the general education electives listed under the Criminal Justice Careers option.**

**CRIMINAL JUSTICE — Loss Prevention Option**

**Associate in Science**

This program is designed to impart skills, knowledge and attitudes necessary to enter into this specialized field at various levels in private, industrial, governmental and retail security. The interest of industry in the academically trained security professional is demonstrated by active recruitment of graduates. The program is designed to recognize the increasing complexity of the role and function of security in our society.

A student wishing to earn a certificate rather than the A.S. Degree may do so by completing only the courses preceded by an asterisk (*). The certificate student is encouraged to continue his studies for the A.S. Degree. He may apply the credits earned in the certificate program toward the A.S. Degree requirements.

Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

**FRESHMAN YEAR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<td>Freshman Composition I</td>
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<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
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<tr>
<td><strong>CCJ 1800</strong></td>
<td>Introduction to Industrial Security</td>
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<tr>
<td><strong>CCJ 1810</strong></td>
<td>Physical Security Systems</td>
<td>3</td>
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<tr>
<td><strong>CCJ 1820</strong></td>
<td>Fundamentals of Fire Prevention</td>
<td>3</td>
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<tr>
<td><strong>CCJ 1020</strong></td>
<td>Security &amp; Personnel Administration</td>
<td>3</td>
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<tr>
<td><strong>HUM 1029</strong></td>
<td>Introduction to Criminal Justice</td>
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<tr>
<td><strong>ENC 1136 or ENC 1313</strong></td>
<td>Humanities in a Technological Society</td>
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<tr>
<td><strong>SPC 1600</strong></td>
<td>Elective from General Education area courses **</td>
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**For the Criminal Justice suggested electives, choose from among any other Loss Prevention, Prevention/Corrections or Law Enforcement courses.**

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### SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
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<td>MAN 1700 Introduction to Business</td>
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<tr>
<td>BUL 2111 Business Law I</td>
<td>3</td>
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<tr>
<td>*CCJ 2811 Current Problems in Loss Prevention</td>
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<tr>
<td>*CCJ 2812 Commercial &amp; Retail Loss Prevention</td>
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<td><em>CJT 2110 Criminal Investigation or Elective</em>**</td>
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<tr>
<td>*CCJ 2230 Criminal Law &amp; Legal Procedures or Elective</td>
<td>3</td>
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<tr>
<td>INP 1301 or INP 1131 Psychology in Business &amp; Industry or Applied Psychology</td>
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<tr>
<td>*HES 2432 Elective from Criminal Justice Area</td>
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**For General Education suggested electives refer to General Education courses listed under the Careers option.

***For Criminal Justice suggested electives choose from among any other Loss Prevention, Preventions/Corrections or Law Enforcement courses.

### FRESHMAN YEAR

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<th>Course</th>
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<tr>
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<td>Freshman composition II or. Technical Communication</td>
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<td>PUP 1092</td>
<td>American Government I</td>
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<td>CCJ 1020</td>
<td>American Government II</td>
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<td>CCJ 1010</td>
<td>Introduction to Criminal Justice</td>
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<td>CCJ 1300</td>
<td>Crime and Delinquency</td>
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<tr>
<td>INP 1131</td>
<td>Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1012</td>
<td>Applied Psychology for Criminal Justice or General Psychology</td>
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<tr>
<td>SOC 2000</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2020</td>
<td>Contemporary American Social Problems or General Education Elective</td>
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### SOPHOMORE YEAR

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<td>CCJ 2230 Criminal Law and-Legal Procedures</td>
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<td>CCJ 1440</td>
<td>Correctional Administration***</td>
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<td>CCJ 2350</td>
<td>Essential of Interviewing</td>
<td>3</td>
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<td>CCJ 2340</td>
<td>Group &amp; Individual Counseling</td>
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<td>CCJ 2231</td>
<td>Legal Issues in Corrections</td>
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<tr>
<td>CCJ 2330 or CCJ 2320</td>
<td>Probation &amp; Parole or Community Correctional Services</td>
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<tr>
<td>CCJ 2940</td>
<td>Field Work Experience***</td>
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<td>SPC 1600</td>
<td>Speech or Elective*</td>
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<tr>
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<td>Criminal Justice Electives**</td>
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### Data Processing

**Associate in Science**

This program is designed for the student who wishes to be useful employed in one of several business data processing fields. With training beyond basic skills, the student may progress to managerial positions.

Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.
FRESHMAN YEAR

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<td>Freshman Composition I</td>
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<td>ENC 1313</td>
<td>Technical Communication</td>
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<tr>
<td>CNM 1005</td>
<td>Data Processing Mathematics</td>
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<td>POS 1041 &amp;</td>
<td>American Government I &amp; II</td>
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<td>PUP 1002</td>
<td>Psychology in Business &amp; Industry</td>
<td>3</td>
</tr>
<tr>
<td>INF 1301</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>COC 1300</td>
<td>Introduction to Business Processing</td>
<td>3</td>
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<tr>
<td>MAN 1700</td>
<td>Principles of Accounting I</td>
<td>3</td>
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<tr>
<td>ACC 2001</td>
<td>COBOL Programming</td>
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SOPHOMORE YEAR

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<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
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<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
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<tr>
<td>STA 2014</td>
<td>Elementary Statistics</td>
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<tr>
<td>CIS 2221</td>
<td>Data Systems and Management</td>
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<tr>
<td>ACC 2021</td>
<td>Principles of Accounting II</td>
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<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
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<td>COP 2120</td>
<td>Humanities Elective</td>
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NOTE: Specialized program courses are offered on the West Campus.

Dental Hygiene
Associate in Science

This program is designed to prepare students for careers as dental hygienists. After completing the two-year program of study, students are eligible to take the Florida examination for licensure as registered dental hygienists.

It is the student’s responsibility to secure advanced approval from the transfer institution in transfer of credits from this program.

ADMISSION REQUIREMENTS

1. The applicant must be at least 17 years of age.
2. The applicant must be a graduate of an accredited high school or its equivalent and have one unit of each in algebra, biology and chemistry.
3. High school graduates who meet the following requirements will be considered:
   A. Students who have earned a minimum grade of B in algebra, chemistry and biology within the previous five years.
   B. Students who have earned an overall grade point average of 3.0 “B.”

C. Students who have submitted a Florida Senior Placement score or its equivalent (i.e., SCAT, ACT, SAT).
D. Students who have submitted an A.D.H.A. Dental Hygiene Aptitude Test score.

4. College students who meet the following requirements will be considered:
   A. Students who have earned credit in biology and chemistry with laboratory within the previous five years.
   B. Students who have earned an overall college average of 2.5.
   C. Students who have submitted an A.D.H.A. Dental Hygiene Aptitude Test score.

5. Residents of Central Florida will receive priority.
6. Students will be required to have a physical and dental examination prior to admission and each year after admission.
7. The student must submit a completed college application including all transcripts to the Registrar’s Office and the special application to the Health Related Office by May 1 for the subsequent fall session.

FRESHMAN YEAR

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<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
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</tr>
<tr>
<td>APB 2193C-APB</td>
<td>Human Anatomy &amp; Physiology</td>
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<tr>
<td>MCB 2010C</td>
<td>Microbiology</td>
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<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
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<tr>
<td>DES 1000C</td>
<td>Dental Anatomy</td>
<td>3</td>
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<td>DEH 1000C</td>
<td>Clinical Dental Hygiene I</td>
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<tr>
<td>DES 1200C</td>
<td>Dental Radiology</td>
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<tr>
<td>DEH 1120</td>
<td>General &amp; Oral Histology</td>
<td>2</td>
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<tr>
<td>DEH 1802C</td>
<td>Clinical Dental Hygiene II</td>
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<td>DEH 1820C</td>
<td>Office Emergencies</td>
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<td>DEH 1894C</td>
<td>Clinical Dental Hygiene III</td>
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<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
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SOPHOMORE YEAR

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<tr>
<td>DEH 2400</td>
<td>General and Oral Pathology</td>
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<tr>
<td>DEH 2700</td>
<td>Dental Health Education</td>
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<td>DEH 2806C</td>
<td>Clinical Dental Hygiene IV</td>
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<tr>
<td>DEH 2600</td>
<td>Periodontics</td>
<td>2</td>
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<td>DES 2100C</td>
<td>Dental Materials</td>
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<tr>
<td>DEH 2803</td>
<td>Pharmacology</td>
<td>2</td>
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<tr>
<td>DEH 2701</td>
<td>Dental Public Health &amp; Preventive Dentistry</td>
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<td>DEH 2594</td>
<td>Dental Specialties</td>
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<td>Practice Management</td>
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<tr>
<td>DEH 2830C</td>
<td>Clinical Dental Hygiene V</td>
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<td>SOC 2000</td>
<td>Introductory Sociology</td>
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<tr>
<td>POS 1041</td>
<td>American Government I</td>
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</table>

NOTE: Specialized program courses are offered on the West Campus.
Drafting And Design Technology
Associate in Science

This program is designed to train technicians who can be assistants to engineers and architects by transplanting ideas, rough sketches, specifications and calculations into complete and accurate working drawings. To transfer credits from this program to another institution, it is the student's responsibility to secure advance approval from that institution.

FRESHMAN YEAR

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<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
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<tr>
<td>MTB 1321 or</td>
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<tr>
<td>MAC 1104</td>
<td>College Algebra</td>
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<tr>
<td>ETD 1528</td>
<td>Engineering Materials &amp; Processes</td>
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<td>COC 1300</td>
<td>Introduction to Data Processing</td>
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<tr>
<td>ETD 100C</td>
<td>Engineering Drawing</td>
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<td>Technical Communication</td>
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<td>PHY 105C</td>
<td>Introductory Physics I</td>
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<td>EGN 1130C</td>
<td>Descriptive Geometry</td>
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<tr>
<td>ETD 1701C</td>
<td>Mechanical Drafting I</td>
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SOPHOMORE YEAR

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<td>MTB 1304</td>
<td>Modern Computational Methods</td>
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<td>PHY 102C or</td>
<td>Basic Physics II or</td>
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<td>PHY 105C</td>
<td>Introductory Physics II</td>
<td>4</td>
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<td>ETD 2641C</td>
<td>Electromechanical Drafting I</td>
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<td>ETD 270C</td>
<td>Mechanical Drafting II</td>
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<td>ECO 1000</td>
<td>Basic Economics</td>
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<td>INF 1301</td>
<td>Psychology in Business</td>
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<td>ETD 2642C</td>
<td>Electromechanical Drafting III</td>
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<tr>
<td>ETD 270C</td>
<td>Mechanical Drafting III</td>
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</table>

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*Graduates of Mid-Florida Technical Institute's drafting program will be awarded credit in these courses after attending Valencia Community College for one semester.

NOTE: Specialized program courses are offered on the West Campus.

Electro-Mechanical Technology
Associate in Science

This program will produce a technician not only competent in areas that require combined or overlapping skills in electronics, mechanics, fluids, optics, acoustics and thermodynamics, but also capable of entering several technical occupations.

Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
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<td>Freshman Composition I</td>
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<td>PHY 102C or</td>
<td>Basic Physics I or</td>
<td>4</td>
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<td>PHY 105C</td>
<td>Introductory Physics I</td>
<td>4</td>
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<td>ETE 1010C</td>
<td>Electric Circuits I</td>
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<td>MTB 1322 or</td>
<td>Technical Mathematics II</td>
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<td>MAC 1314</td>
<td>College Trigonometry</td>
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<td>Basic Physics II or</td>
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<td>PHY 105C</td>
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<td>COC 1300</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>ETE 1405C</td>
<td>Mechanisms</td>
<td>4</td>
</tr>
<tr>
<td>ETE 2630C</td>
<td>Pulse and Digital Circuits</td>
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35

SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
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</tr>
<tr>
<td>ETE 2232C</td>
<td>Control Systems</td>
<td>4</td>
</tr>
<tr>
<td>ETE 2721C</td>
<td>Electromechanical Components</td>
<td>4</td>
</tr>
<tr>
<td>ETE 2618C</td>
<td>Digital Systems Fundamentals</td>
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</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business &amp; Industry</td>
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</tr>
<tr>
<td>CRM 2012</td>
<td>Storage Principles &amp; Devices</td>
<td>4</td>
</tr>
<tr>
<td>CRM 2010</td>
<td>Input/Output Devices</td>
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</tr>
<tr>
<td>COC 2010L</td>
<td>Digital Computing Systems</td>
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</table>

30

NOTE: Specialized program courses are offered on the West Campus.

Electronics Technology
Associate in Science

This program is designed to produce skilled technicians capable of assisting in the design, production, operation and servicing of electrical and electronic systems and equipment. It is organized to provide the latest theory and practice in electrical and electronics circuitry to enable students to gain responsible positions in one of the many clusters of occupations in the electronics field.

To transfer credits from this program, the student should secure advance approval from the transfer institution.
FRESHMAN YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1321 or</td>
<td>Technical Math I or</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1104</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1023C or</td>
<td>Basic Physics or</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1054C</td>
<td>Introductory Physics I</td>
<td>4</td>
</tr>
<tr>
<td>ETD 1100C</td>
<td>Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ETE 1010C</td>
<td>Electric Circuits I</td>
<td>4</td>
</tr>
<tr>
<td>MTB 1322 or</td>
<td>Technical Math II or</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1114</td>
<td>College Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1024C or</td>
<td>Basic Physics or</td>
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<tr>
<td>PHY 1054C</td>
<td>Introductory Physics II</td>
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<td>ETE 1031C</td>
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<tr>
<td>ETE 1141C</td>
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<table>
<thead>
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<th>Credit Hours</th>
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<tr>
<td>ETE 2949</td>
<td>Cooperative Education or Elective</td>
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<td>ETE 2850C</td>
<td>Pulse and Digital Circuits</td>
<td>4</td>
</tr>
<tr>
<td>ETE 2411C</td>
<td>Electronic Communications I</td>
<td>4</td>
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<tr>
<td>ETE 2145C</td>
<td>Semiconductor Circuits II</td>
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</tr>
<tr>
<td>ETE 2618C</td>
<td>Digital Systems Fundamentals</td>
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</tr>
<tr>
<td>ETE 2232C</td>
<td>Control Systems</td>
<td>4</td>
</tr>
<tr>
<td>ETE 2421C</td>
<td>Electronic Communications II</td>
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</tr>
<tr>
<td>ENC 1313</td>
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SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>SES 1835</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>SES 2212</td>
<td>Advanced Shorthand</td>
<td>3</td>
</tr>
<tr>
<td>SES 2213</td>
<td>Shorthand Transcription</td>
<td>3</td>
</tr>
<tr>
<td>SES 2120</td>
<td>Advanced Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 1009</td>
<td>Basic Accounting**</td>
<td>3</td>
</tr>
<tr>
<td>COC 1300</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>SES 2401</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>SES 2402</td>
<td>Secretarial Procedures</td>
<td>3</td>
</tr>
<tr>
<td>SES 2490</td>
<td>Executive Secretarial Seminar &amp; Work Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

**Students with prior instruction and/or experience should enroll in next higher shorthand and/or typewriting course. They should select electives in lieu of SES 1810, SES 1811, SES 1100 or SES 1110 or take credit by exam (CE) for the course waived. Recommended electives as substitutes: ECO 1000 Basic Economics; BUL 2112 Business Law II; PSY 1012 General Psychology; SOC 2000 Introduction to Sociology; MAN 2000 Principles of Management.**

**Capable students are encouraged to take ACC 2001 Accounting I in lieu of ACC 1069.

INSURANCE SECRETARY OPTION. Recommended Courses: RMI 1015 Principles of Insurance in lieu of any course waived; RMI 2060 Insurance Office Practice in lieu of SES 2402 Secretarial Procedures; MAN 2940 Work Seminar for SES 2490 Executive Secretarial Seminar & Work Experience. A minimum of (60) sixty semester hours required for graduation.

NOTE: Specialized program courses are offered on the West Campus.

Executive Secretarial Science

Associate in Science

This program is designed to meet the needs of students desiring college level training in Secretarial Science. Included in the program are provisions for an Option in Insurance Secretarial training or the Clerical Certificate.

To transfer credits from this program to another institution, the student should secure advance approval from the transfer institution.

FRESHMAN YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SES 1210</td>
<td>Beginning Shorthand*</td>
<td>3</td>
</tr>
<tr>
<td>SES 1100</td>
<td>Beginning Typewriting*</td>
<td>3</td>
</tr>
<tr>
<td>SES 1110</td>
<td>Intermediate Typewriting*</td>
<td>3</td>
</tr>
<tr>
<td>SES 1211</td>
<td>Intermediate Shorthand*</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>INF 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>MAN 1700</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>SES 2321</td>
<td>Business Machines</td>
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<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>SES 1335</td>
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<tr>
<td>SES 1110</td>
<td>Intermediate Typewriting</td>
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</tr>
<tr>
<td>SES 2321</td>
<td>Business Machines</td>
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<tr>
<td>INF 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>SES 2490</td>
<td>Executive Secretarial Seminar &amp; Work Experience</td>
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</tbody>
</table>

Executive Secretarial Science

Clerical Certificate

This is a one-year certificate program comprised of selected courses offered as a part of the Executive Secretarial Program. It is designed to provide the student with the basic fundamentals in typing and record keeping, as well as a basic general educational background that will be valuable to the student working in a clerical position.

Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.
SESSION III

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>SES 2402</td>
<td>Secretarial Procedures</td>
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<td>SES 2120</td>
<td>Advanced Typewriting</td>
<td>3</td>
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<tr>
<td></td>
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</tbody>
</table>

Students selecting this option are encouraged to enroll in elective courses related to this career area by use of the waiver in lieu of credit by examination where possible.

Fire Technology

Associate in Science

This program is designed for potential firemen, firemen aspiring to become officers, officers wanting State Fire Fighters Standards Council Certification and those desiring to expand their technical, theoretical and general knowledge.

A student wishing to earn a certificate rather than an A.S. Degree may do so by completing only the Fire Technology courses.

Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

FRESHMAN YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
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<tr>
<td>ENC 1313</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1000</td>
<td>Introduction to Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1110</td>
<td>Supervision and Leadership</td>
<td>3</td>
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<tr>
<td>FFP 1410</td>
<td>Company Fire Ground Management</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1113</td>
<td>College Mathematics</td>
<td>3</td>
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<tr>
<td>POS 1041 &amp;</td>
<td>American Government</td>
<td></td>
</tr>
<tr>
<td>PUP 1002</td>
<td>I &amp; II</td>
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<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
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SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2000</td>
<td>Introductory Sociology</td>
<td>3</td>
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<tr>
<td>CHM 1040</td>
<td>Introduction to General Chemistry</td>
<td>4</td>
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<tr>
<td>FFP 2200</td>
<td>Fundamentals of Fire Prevention*</td>
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<td></td>
<td>Humanities Elective</td>
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<tr>
<td></td>
<td>Electives</td>
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<tr>
<td>FFP 2620</td>
<td>Fire Protection Systems &amp; Extinguishing Agents**</td>
<td>3</td>
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<tr>
<td>FFP 2310</td>
<td>Building Construction and Fundamentals</td>
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<tr>
<td>FFP 2180</td>
<td>Fire Department Management**</td>
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</tbody>
</table>

*Students with prior experience in the area of Fire Prevention and code enforcement may take FFP 2020 by Credit by Examination (CE).

**If a fire department employee, no prerequisite required.

NOTE: Specialized program courses are offered on the West Campus.

Graphic Arts Technology

Associate in Science

This program is structured for the student who wishes to pursue a career in Graphic Arts with special emphasis on the managerial aspects of the photolithographic and reproduction phases or in layout, design and illustration. Core courses plus major courses are required to complete the program.

To transfer credits from this program to another institution, the student should secure approval from the transfer institution.

CORE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTR 1321 or</td>
<td>Technical Math I or</td>
<td>3</td>
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<tr>
<td>MAC 1104</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>ARV 1200</td>
<td>Introduction to Graphic Communications</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1020C or</td>
<td>Basic Physics or</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1050C</td>
<td>Introductory Physics</td>
<td>3</td>
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<tr>
<td>ARV 1202</td>
<td>Fundamentals of Typography</td>
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<tr>
<td>ARV 2266</td>
<td>Cooperative Education: Graphic Arts Field Experience</td>
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<tr>
<td>INF 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
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<tr>
<td>MTR 1322 or</td>
<td>Technical Math II or</td>
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<tr>
<td>MAC 1114</td>
<td>College Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>ARV 1210C</td>
<td>Layout Design and Copy Preparation</td>
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</tr>
<tr>
<td>MAN 1700</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ARV 1234</td>
<td>Photolithography I</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2331</td>
<td>Graphics Production Management</td>
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<tr>
<td>HUM 1020</td>
<td>Humanities in a Technological Society</td>
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<tr>
<td>ARV 2260</td>
<td>Graphic Arts Estimating</td>
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</tr>
<tr>
<td>ART 1201C</td>
<td>Design I</td>
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ILLUSTRATING MAJOR

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<tr>
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</thead>
<tbody>
<tr>
<td>ETD 1100C</td>
<td>Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1313</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>ARV 2208</td>
<td>Illustrating</td>
<td>3</td>
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<tr>
<td>ARV 2330</td>
<td>Graphic Presentation of Data</td>
<td>3</td>
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<td>ARV 2310</td>
<td>Pictorial Rendering Elective</td>
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PRINTING MANAGEMENT MAJOR

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<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ARV 2250</td>
<td>Offset Stripping &amp; Lithographic Plates</td>
<td>3</td>
</tr>
<tr>
<td>ARV 2264</td>
<td>Work Simplification</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2111</td>
<td>Printing Salesmanship</td>
<td>3</td>
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<tr>
<td>ARV,2241C</td>
<td>Photolithography III</td>
<td>3</td>
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<tr>
<td>ARV,2222</td>
<td>Graphic Reproduction Processes II</td>
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SUGGESTED ELECTIVES

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</thead>
<tbody>
<tr>
<td>ART 1301</td>
<td>Drawing I</td>
<td>3</td>
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<tr>
<td>ART 2609</td>
<td>Photography</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2302</td>
<td>Advertising</td>
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<tr>
<td>JOU 1420L</td>
<td>College Newspaper</td>
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<tr>
<td>JOU 2200</td>
<td>Editing &amp; Makeup or selected courses from other graphics major</td>
<td>3</td>
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</table>

NOTE: Specialized program courses are offered on the West Campus.
### Horticulture (Ornamental Technology — Greenhouse Production Option

**Associate in Science**

The following program is designed to prepare the student to work in the area of ornamental horticulture, with specialization in greenhouse and foliage production.

Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
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<tr>
<td>MAT 1033 or MAC 1104</td>
<td>Intermediate Algebra or College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>HOS 1010</td>
<td>Introduction to Horticultural Science</td>
<td>3</td>
</tr>
<tr>
<td>BSC 1010C</td>
<td>Fundamentals of Biology</td>
<td>4</td>
</tr>
<tr>
<td>ENC 1136 or ENC 1313</td>
<td>Freshman Composition II or Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1040 or CHM 1045</td>
<td>Introduction to General Chemistry or General Chemistry with Qualitative Analysis</td>
<td>4</td>
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<tr>
<td>ORH 1005L</td>
<td>Introduction to Foliation and Flowering House Plants I</td>
<td>4</td>
</tr>
<tr>
<td>MAN 1700</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>ORH 1006</td>
<td>Introduction to Foliation and Flowering House Plants II</td>
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</tr>
<tr>
<td>HOS 2002 or BOT 2010C</td>
<td>Introduction to Horticulture or Botany</td>
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</table>

### Freshman Year

**Total Credits: 33**

### Sophomore Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<td>Fundamentals of Speech</td>
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<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>SOS 2102L</td>
<td>Introduction to Soils and Fertilizers</td>
<td>4</td>
</tr>
<tr>
<td>HOS 2004L</td>
<td>Introduction to Plant Propagation</td>
<td>3</td>
</tr>
<tr>
<td>PLP 2001</td>
<td>Introduction to Plant Pathology</td>
<td>4</td>
</tr>
<tr>
<td>ENY 1007</td>
<td>Introduction to Horticultural Plant Pests</td>
<td>4</td>
</tr>
<tr>
<td>ORH 2201</td>
<td>Greenhouse Operation and Management</td>
<td>3</td>
</tr>
<tr>
<td>ORH 2943</td>
<td>Cooperative Education: Horticulture Field Experience</td>
<td>2-4</td>
</tr>
<tr>
<td>ORH 2802L</td>
<td>Interior-scaping with Foliage Plants</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Humanities, World Geography, American Government or Geology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits: 32-34**

**NOTE:** Specialized program courses are offered on the West Campus.

---

### Horticulture (Ornamental Technology — Nursery Management Landscape Option

**Associate in Science**

The following program prepares the student in ornamental horticulture, with specialization in nursery management and landscape planning.

Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

### Freshman Year

**Total Credits: 33**

### Sophomore Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>SOS 2102L</td>
<td>Introduction to Soils and Fertilizers</td>
<td>4</td>
</tr>
<tr>
<td>HOS 2004L</td>
<td>Introduction to Plant Propagation</td>
<td>3</td>
</tr>
<tr>
<td>PLP 2001</td>
<td>Introduction to Plant Pathology</td>
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<tr>
<td>ENY 1007</td>
<td>Introduction to Horticultural Plant Pests</td>
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<tr>
<td>ORH 2801</td>
<td>Greenhouse Operation and Management</td>
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</tr>
<tr>
<td>ORH 2943</td>
<td>Cooperative Education: Horticulture Field Experience</td>
<td>2-4</td>
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<tr>
<td>ORH 2802L</td>
<td>Interior-scaping with Foliage Plants</td>
<td>3</td>
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<tr>
<td>Elective</td>
<td>Humanities, World Geography, American Government or Geology</td>
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</tbody>
</table>

**Total Credits: 32-34**

**NOTE:** Specialized program courses are offered on the West Campus.

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### Hotel-Motel-Restaurant Management

**Associate in Science**

This program is designed for persons desiring employment in the field of hotel-motel-restaurant man-
management as well as for those currently employed who desire advancement.

This program includes work experience in local hotel-motel-restaurant organizations.

Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

**FRESHMAN YEAR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SES 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>COC 1300</td>
<td>Introduction to Data</td>
<td>3</td>
</tr>
<tr>
<td>HFT 1000</td>
<td>Introduction to the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>ACC 2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>HFT 1201</td>
<td>Hotel-Motel-Restaurant Organization</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
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<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
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**SOPHOMORE YEAR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
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<tr>
<td>HFT 1410</td>
<td>Hotel-Motel Front Office Management</td>
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</tr>
<tr>
<td>HFT 2200</td>
<td>Hotel-Motel-Restaurant Management</td>
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<tr>
<td>FSS 2251</td>
<td>Hotel-Motel-Restaurant Food and Beverage Management</td>
<td>3</td>
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<tr>
<td>HFT 2411</td>
<td>Hotel-Motel-Restaurant Accounting</td>
<td>3</td>
</tr>
<tr>
<td>FSS 2500</td>
<td>Hotel-Motel-Restaurant Food and Beverage Control</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2600</td>
<td>Law and Insurance</td>
<td>3</td>
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<tr>
<td>HFT 2941</td>
<td>Internship in Hotel-Motel-Restaurant Management</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2930</td>
<td>Selected Topics in Hotel-Motel-Restaurant Area*</td>
<td>1, 2 or 3</td>
</tr>
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</table>

Certain courses in this field taken at Mid-Florida Technical Institute are acceptable. Check with the department.

*Students may select any combination of 1, 2 or 3 credit hour seminars.

**Freshman Composition I**

**American Government I**

**Real Estate Principles & Practices I**

**Business Mathematics**

**Business Law I**

**Business Communications**

**Legal Research & Theory**

**Business Law II**

**Mechanics of Real Estate Law**

**Psychology in Business and Industry**

**SPC 1600**

**Fundamentals of Speech**

**ACC 1009**

**Basic Accounting**

**BUL 2653**

**Civil Litigation**

**RMII 2862**

**Estate Planning & Administration**

**BUL 2949**

**Cooperative Education: Lawyer's Assistant Field Experience**

**BUL 2652**

**Family Law**

**CCJ 2230**

**Criminal Law & Legal Procedures**

**MAN 2702**

**Business Organizations**

**SES 2484**

**Law Office Management**

**BUL 2949**

**Cooperative Education: Lawyer's Assistant Field Experience or Elective**

Students are encouraged to supplement the above and enroll in one or more courses: SES 1100 or SES 1110 Beginning or Intermediate Typewriting; SES 2231 Business Machines; ACC 2509 Federal Income Tax; COC 1300 Data Processing; ENC 1313 Technical Communication; humanities elective.

**NOTE:** Specialized program courses are offered on the East Campus.

**Lawyer's Assistant Associate in Science**

This program is designed to train and educate students for gainful employment as lay employees in a law office to assist the lawyer in the performance of legal services for the client. It is organized to permit the student to receive both classroom instruc-
Legal Secretarial Science  
Associate in Science  

Students desiring clerical-secretarial employment dealing primarily with law would elect the Legal Secretarial two-year degree program.

This program includes a seminar and work experience in local law offices, as well as legal terminology.

Students wishing to transfer any credit from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

FRESHMAN YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
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<td>Freshman Composition I</td>
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<td>SES 1210</td>
<td>Beginning Shorthand</td>
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<tr>
<td>*SES 1100</td>
<td>Beginning Typewriting</td>
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<tr>
<td>SES 1110</td>
<td>Intermediate Typewriting</td>
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<tr>
<td>MAN 1700</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>*SES 1211</td>
<td>Intermediate Shorthand</td>
<td>3</td>
</tr>
<tr>
<td>SES 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
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<td>MTB 1103</td>
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<td>3</td>
</tr>
<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
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SOPHOMORE YEAR

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ACC 1009</td>
<td>Basic Accounting</td>
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<tr>
<td>SES 2212</td>
<td>Advanced Shorthand</td>
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</tr>
<tr>
<td>SES 2213</td>
<td>Shorthand Transcription</td>
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<tr>
<td>SES 2120</td>
<td>Advanced Typewriting</td>
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<tr>
<td>BUL 2112</td>
<td>Business Law II</td>
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<tr>
<td>SES 2401</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>SES 2450</td>
<td>Legal Secretarial Seminar and</td>
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<tr>
<td></td>
<td>Work Experience</td>
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<tr>
<td>SES 2431 &amp;</td>
<td>Legal Secretarial Practices &amp;</td>
<td>6</td>
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<tr>
<td>SES 2432</td>
<td>Procedures</td>
<td></td>
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<tr>
<td></td>
<td>Humanities Elective</td>
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</table>

*Students with prior instruction and/or experience in shorthand and/or typewriting should enroll in the next higher shorthand and/or typewriting courses. Such students should select elective courses in lieu of SES 1210 or SES 1100 or take credit by exam (CE) for the course waived. SES 2221, INF 1301, or SPC 1600 are recommended as electives.

Capable students are encouraged to take ACC 2001 in lieu of ACC 1009.

NOTE: Specialized program courses are offered on the West Campus.

Medical Laboratory Technology  
Associate in Science  

This program has been planned with local hospital officials and representatives of the Medical Related Programs in the State Department of Education.

The Medical Laboratory Technology program is designed for persons who desire preparation for employment as Medical Laboratory Technicians. Graduates are eligible to take the State Medical Laboratory Technician examination for licensure and the national registry examination entitling successful graduates to use the initials MLT (ASCP) after their names.

Students wishing to transfer any credit from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

ADMISSION REQUIREMENTS

1. Applicants are encouraged to consult with a member of the counseling staff to review program requirements.
2. The applicant must be at least 17 years of age.
3. The applicant must be a graduate of an accredited high school, or its equivalent, and
have one unit of each in Algebra, Biology, and Chemistry.

4. High school graduates who meet the following requirements will be considered:
   A. A minimum of "C" in Algebra, Chemistry, and Biology within the previous five years.
   B. An overall grade point average of 3.0 (B).

5. Subject area requirements not completed (Specifically Chemistry with a lab, Biology with a lab and Algebra) may be completed at the college level or through adult education with a minimum of "C" within the previous five years.

6. College students must have earned a minimum of 10 credit hours with an overall grade point average of 2.5.

7. Residency requirement priorities will be:
   A. Orange, Osceola counties and allotted quotas to Regional agreement members. (Lake Sumter Community College, Seminole Community College).
   B. Other Florida counties.
   C. Out-of-state.

8. The student must be in good physical and mental health and of good moral character.

9. The student must have a physical exam each year.

10. In order to be considered for the program the applicant must by July 1:
    A. Submit college application to Registrar's Office including all transcripts.
    B. Submit special application to Health Related Program's Office upon completion of minimum requirements.
    C. Complete appropriate requirements listed above.

Students not meeting the above requirements by July 1 who plan to complete the requirements in the summer will be considered on a space-available basis.

11. After meeting minimum requirements, students will be selected based upon their Application Date to the Health Related Programs Office.

12. Applicants whose native language is other than English will be required to demonstrate proficiency in writing, reading and speaking the English language.

FRESHMAN YEAR*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1313</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>APB 2193C &amp; APB 2201C</td>
<td>Human Anatomy and Physiology</td>
<td>8</td>
</tr>
<tr>
<td>CHM 1034C</td>
<td>General Chemistry for Laboratory Technology</td>
<td>6</td>
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<tr>
<td>MCB 2010C</td>
<td>Microbiology</td>
<td>4</td>
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<tr>
<td>MLS 1060</td>
<td>Introduction to Medical Laboratory Technology</td>
<td>2</td>
</tr>
<tr>
<td>MLS 1300C</td>
<td>Basic Urinalysis</td>
<td>4</td>
</tr>
<tr>
<td>MLS 1530</td>
<td>Immunology; Serology and Blood Bank Techniques</td>
<td>8</td>
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</table>

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*Sophomore Year

<table>
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<th>Course</th>
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<td>MLS 1400C</td>
<td>Medical Microbiology</td>
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<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
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<tr>
<td>MLS 2620C</td>
<td>Clinical Chemistry</td>
<td>4</td>
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<td>PSY 1012</td>
<td>General Psychology</td>
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<tr>
<td>MLS 2805L</td>
<td>Hospital Practicum</td>
<td>12</td>
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</table>

26

*12 calendar months

NOTE: Specialized program courses are offered on the West Campus.

Medical Secretarial Science

Associate in Science

This program is designed to meet the needs of students desiring employment as medical secretaries in medical offices and hospitals. This program includes work experience in local hospitals and doctors' offices.

Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>SES 1100 &amp; SES 1110</td>
<td>Beginning Typewriting &amp; Intermediate Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>APB 1390</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>SES 1257</td>
<td>Medical Transcription I</td>
<td>3</td>
</tr>
<tr>
<td>SES 1461</td>
<td>Medical Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>SES 2258</td>
<td>Medical Transcription II</td>
<td>3</td>
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<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
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SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ACC 1009</td>
<td>Basic Accounting</td>
<td>3</td>
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<tr>
<td>SES 1335</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
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<tr>
<td>SES 2120</td>
<td>Advanced Typewriting</td>
<td>3</td>
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<td>MAN 1700</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>SES 2259</td>
<td>Medical Transcription III</td>
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<td>SES 2462</td>
<td>Medical Secretary Procedures</td>
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<td>SES 2470</td>
<td>Internship as Medical Secretary</td>
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<td>PSY 1012</td>
<td>General Psychology</td>
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</tr>
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<td>Humanities Elective</td>
<td>3</td>
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*Students with prior instruction and/or experience in SES 1100 or SES 1110 may enroll in next higher typewriting course or select elective courses or take credit by exam (CE) for the course waived. Recommended electives are: COC 1300; SPN 1030; SPC 1600; INF 1301; social science area.

Capable students are encouraged to take ACC 2001 in place of ACC 1609.

NOTE: Specialized program courses are offered on the West Campus.
Nursing
Associate in Science

This program has been coordinated with local medical representatives, the State Department of Education and the State Board of Nursing. It is accredited by the State Board of Nursing and the National League for Nursing. Graduates of this program are prepared to administer nursing care as general staff duty nurses and are eligible to take the Florida examination for licensure as registered nurses.

Admission to the college does not infer acceptance into the Nursing Program. Applications for the Nursing Program must be filed before July 1st for the following academic year. After meeting the minimum requirements below, selection is made on an individual basis by the Admissions Committee according to the date of application.

Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

ADMISSION REQUIREMENTS

1. Applicants are encouraged to consult with a member of the counseling staff to review program requirements.
2. The applicant must be at least 17 years of age.
3. The applicant must be a graduate of an accredited high school, or its equivalent, and have one unit of each in Algebra, Biology, and Chemistry.
4. High school graduates who meet the following requirements will be considered:
   A. A minimum “C” in Algebra, Chemistry, and Biology within the previous five years.
   B. An overall grade point average of 3.0 (B).
5. Subject area requirements not completed (Specifically Chemistry with a lab, Biology with a lab and Algebra) may be completed at the college level or through adult education with a minimum of “C” within the previous five years.
6. College students must have earned a minimum of 10 credit hours with an overall grade point average of 2.5.
7. Residency requirement priorities will be:
   A. Orange, Osceola counties and allotted quotas to Regional agreement members.
      (Lake Sumter Community College, Seminole Community College).
   B. Other Florida counties.
   C. Out-of-state.
8. The student must be in good physical and mental health and of good moral character.
9. The student must have a physical exam each year.
10. In order to be considered for the program the applicant must by July 1:
   A. Submit college application to Registrar’s Office including all transcripts.
   B. Submit special application to Health Related Program’s Office upon completion of minimum requirements.
C. Complete appropriate requirements listed above.
11. After meeting minimum requirements, students will be selected based upon their Application Date to the Health Related Programs Office.
12. Applicants whose native language is other than English will be required to demonstrate proficiency in writing, reading and speaking the English language.

FRESHMAN YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>NUU 1140C or NUU 1210C</td>
<td>Fundamentals of Nursing</td>
<td>8-10*</td>
</tr>
<tr>
<td>NUR 1111C</td>
<td>Maternity Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NUR 1310</td>
<td>Psychiatric Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NUR 1210C</td>
<td>Introduction to Medical-Surgical Nursing</td>
<td>4</td>
</tr>
<tr>
<td>APB 2193C &amp; APB 2201C</td>
<td>Human Anatomy &amp; Physiology</td>
<td>8</td>
</tr>
<tr>
<td>MCB 2010C</td>
<td>Microbiology</td>
<td>4</td>
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<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
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<td>DEP 2003</td>
<td>Developmental Psychology</td>
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SOPHOMORE YEAR

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<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tr>
<td>NUU 2430</td>
<td>Team Leadership</td>
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<td>NUR 2120C</td>
<td>The Nursing Care of Children</td>
<td>4</td>
</tr>
<tr>
<td>NUR 2221C</td>
<td>Nursing Care of Adults with Motor &amp; Sensory Deprivation</td>
<td>4</td>
</tr>
<tr>
<td>NUR 2240C</td>
<td>Nursing Care of Adults with Problems of Inadequate Oxygenation</td>
<td>4</td>
</tr>
<tr>
<td>NUR 2222C</td>
<td>Nursing Care of Adults with Problems of Nutrition, Elimination and Regulatory Mechanisms</td>
<td>4</td>
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<tr>
<td>ENC 1313 or ENC 1136</td>
<td>Technical Communication or Freshman Composition II</td>
<td>3</td>
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<tr>
<td>FOS 1041</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2000</td>
<td>Introductory Sociology</td>
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</table>

*Students who do not achieve a passing grade on the math pretest for nursing are required to register for MTB 1320 Applied Mathematics for Health Care concurrently with NUU 1140C or NUU 1210C.

Nursing students must earn at least a “C” on each nursing course which counts toward graduation.

NOTE: Specialized program courses are offered on the West Campus.
Real Estate
Associate in Science

This program is designed for the student who wishes to become gainfully employed in the Real Estate Profession.

Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

FRESHMAN YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
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<tr>
<td>SES 1355</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>MAN 1700</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
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<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
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<tr>
<td>REE 1000</td>
<td>Real Estate Principles &amp; Practices I</td>
<td>3</td>
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<tr>
<td>BUL 1303</td>
<td>Florida Real Estate Law</td>
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<tr>
<td>REE 1010</td>
<td>Housing &amp; Home Ownership</td>
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SOPHOMORE YEAR

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<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 1909</td>
<td>Basic Accounting</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>REE 2200</td>
<td>Real Estate Finance I</td>
<td>3</td>
</tr>
<tr>
<td>REE 2205</td>
<td>Real Estate Finance II</td>
<td>3</td>
</tr>
<tr>
<td>REE 2100</td>
<td>Real Estate Appraising I</td>
<td>3</td>
</tr>
<tr>
<td>REE 2101</td>
<td>Real Estate Appraising II</td>
<td>3</td>
</tr>
<tr>
<td>REE 2700</td>
<td>Real Estate Consumption</td>
<td>3</td>
</tr>
<tr>
<td>REE 2500</td>
<td>Real Estate Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

30

Capable students are encouraged to take ACC 2001 in place of ACC 1009.

Respiratory Therapy
Associate in Science

The Respiratory Therapy program is designed for students who desire preparation for employment as Respiratory Therapists. Graduates are eligible for registry.

This program is approved by the American Medical Association and the Joint Review Committee for Respiratory Therapy Education.

Admission to the college does not infer acceptance into the Respiratory Therapy Program. Selection is made by the college Admissions Committee.

Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

ADMISSION REQUIREMENTS

1. Applicants are encouraged to consult with a member of the counseling staff to review program requirements.
2. The applicant must be at least 17 years of age.
3. The applicant must be a graduate of an accredited high school, or its equivalent, and have one unit of each in Algebra, Biology, and Chemistry.
4. High school graduates who meet the following requirements will be considered:
   A. A minimum "C" in Algebra, Chemistry, and Biology within the previous five years.
   B. An overall grade point average of 3.0 (B).
5. Subject area requirements not completed (Specifically Chemistry with a lab, Biology with a lab and Algebra) may be completed at the college level or through adult education with a minimum of "C" within the previous five years.
6. College students must have earned a minimum of 10 credit hours with an overall grade point average of 2.5.
7. Residency requirement priorities will be:
   A. Orange, Osceola counties and allotted quotas to Regional agreement members. (Lake Sunter Community College, Seminole Community College).
   B. Other Florida counties.
   C. Out-of-state.
8. The student must be in good physical and mental health and of good moral character.
9. The student must have a physical exam each year.
10. In order to be considered for the program the applicant must by July 1:
    A. Submit college application to Registrar's Office including all transcripts.
    B. Submit special application to Health Related Program's Office upon completion of minimum requirements.
    C. Complete appropriate requirements listed above.

Students not meeting the above requirements by July 1 who plan to complete the requirements in the summer will be considered on a space-available basis.

11. After meeting minimum requirements, students will be selected based upon their Application Date to the Health Related Program Office.
12. Applicants whose native language is other than English will be required to demonstrate proficiency in writing, reading and speaking the English language.

FRESHMAN YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1033</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>APB 2193C&amp;APB 2201C</td>
<td>Human Anatomy &amp; Physiology</td>
<td>8</td>
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<tr>
<td>PHY 1001C</td>
<td>Applied Physics</td>
<td>4</td>
</tr>
<tr>
<td>MCB 2010C</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>RET 1024</td>
<td>Introduction to Respiratory Therapy</td>
<td>2</td>
</tr>
<tr>
<td>RET 1026</td>
<td>Basic Respiratory Equipment</td>
<td>3</td>
</tr>
<tr>
<td>APB 1650</td>
<td>Introduction to Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>APB 2263</td>
<td>Pulmonary Physiology</td>
<td>4</td>
</tr>
<tr>
<td>RET 1264</td>
<td>Advanced Respiratory Equip. &amp; Functions</td>
<td>4</td>
</tr>
<tr>
<td>RET 1874</td>
<td>Clinical Practice I</td>
<td>2</td>
</tr>
</tbody>
</table>

*Twelve calendar months
### SOMOMORE YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1313</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>RET 2875</td>
<td>Clinical Practice II</td>
<td>2</td>
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<tr>
<td>APF 2296</td>
<td>Respiratory Pathology</td>
<td>3</td>
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<tr>
<td>RET 2284</td>
<td>Cardiopulmonary Therapy</td>
<td>4</td>
</tr>
<tr>
<td>RET 2876</td>
<td>Clinical Practice III</td>
<td>2</td>
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<tr>
<td>RET 2394</td>
<td>Advanced Cardiopulmonary Therapy</td>
<td>4</td>
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<tr>
<td>RET 2877</td>
<td>Clinical Practice IV</td>
<td>2</td>
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<tr>
<td>RET 2878</td>
<td>Clinical Practice V</td>
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</tr>
<tr>
<td>HCA 2301</td>
<td>Hospital Organization and Management</td>
<td>2</td>
</tr>
</tbody>
</table>

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**NOTE:** Specialized program courses are offered on the West Campus.

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### Surveying Technology

**Associate in Science**

The Surveying program is designed to train technicians to enter the land surveying profession in one of several areas related to the total occupational cluster.

Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

### FRESHMAN YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
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<tr>
<td>MTB 1521 or</td>
<td>Technical Mathematics I or</td>
<td>3</td>
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<tr>
<td>MAC 1104</td>
<td>College Algebra</td>
<td>3</td>
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<tr>
<td>ETD 1100C</td>
<td>Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1304</td>
<td>Modern Computational Methods</td>
<td>2</td>
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<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1313</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1322 or</td>
<td>Technical Mathematics II or</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1114</td>
<td>College Trigonometry</td>
<td>3</td>
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<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
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<tr>
<td>ETC 1325C</td>
<td>Surveying and Measurements</td>
<td>4</td>
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<tr>
<td>ETC 1326C</td>
<td>Humanities General Education</td>
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<td>elective from Area 2</td>
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30

### SOPOMORE YEAR

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<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ETC 2949</td>
<td>Cooperative Education: Surveying Field Experience</td>
<td>2-4</td>
</tr>
<tr>
<td>ETC 2330C</td>
<td>Highway Drafting and Route Design</td>
<td>4</td>
</tr>
<tr>
<td>ETC 2333C</td>
<td>Surveying II</td>
<td>3</td>
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<tr>
<td>ETC 2336C</td>
<td>Elective</td>
<td>3</td>
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<tr>
<td>ETC 2342</td>
<td>Electronic and Geodetic Surveying</td>
<td>4</td>
</tr>
<tr>
<td>ETC 2344</td>
<td>Subdivisions</td>
<td>3</td>
</tr>
<tr>
<td>ETC 2345C</td>
<td>Topography and Mapping</td>
<td>3</td>
</tr>
<tr>
<td>ETC 2345</td>
<td>Legal Aspects of Surveying</td>
<td>3</td>
</tr>
<tr>
<td>ETC 2346C</td>
<td>Land Surveying and Descriptions</td>
<td>3</td>
</tr>
</tbody>
</table>

31-33

**NOTE:** Specialized program courses are offered on the West Campus.

---

### What is the Associate in General Studies Degree Program?

The Associate in General Studies Degree is designed for students who elect to follow their own prescribed course of study. The degree is individualized in that students may elect courses within program areas that meet their individual needs. Additionally, the degree allows a student to plan an individualized program in a concentrated subject area.

Students are encouraged to consult a counselor or educational advisor for specific transfer information since the Associate in General Studies Degree may not be transferable to some senior institutions. Students will be asked to sign a form indicating their complete understanding of the limitations of this degree program.

Students receiving the Associate in General Studies Degree are eligible to continue work toward meeting degree requirements for an Associate in Arts or Associate in Science.

### GRADUATION REQUIREMENTS FOR THE ASSOCIATE IN GENERAL STUDIES DEGREE

1. Completion of a minimum of sixty (60) semester hours of credit with a grade of "C" or above in each course.
2. Completion of fifteen (15) of the above semester hours in residence at Valencia Community College.
3. Completion of a graduation check (record evaluation) with the Registrar's Office prior to applying for graduation.
4. Filing of an Application for Graduation in the Registrar's Office by the deadline date as listed in the college calendar and catalog.
5. Fulfilling of all financial obligations to the college.

Final Responsibility for meeting the requirements for graduation for an Associate in General Studies degree rests with you, the student.

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### OPEN CAMPUS

**What is The Open Campus?**

In 1974, the Valencia Community College District Board of Trustees approved the development of the Open Campus. The Open Campus is the non-traditional type of campus, which many times is referred to as the "campus without walls."

In order to fulfill the community service function of the college as prescribed by the District Board of Trustess, the Open Campus was created to serve those needs not normally found on the other campuses. The purpose of this campus is to meet the changing educational needs of the entire community by offering courses in Continuing Education and Community Services near the homes and places of employment of students throughout the entire college district of Orange and Osceola counties.
Included in the programs and services offered by the Open Campus are regular college credit courses offered off the East and West Campuses; continuing education non-credit courses; upgrading of present occupational skills through short courses, seminars and workshops; cultural activities, guest speakers and conferences. These services are offered in over one hundred and eighty (180) different locations in Orange and Osceola counties. All of the Community Services programs, classes and projects are under the administrative supervision of the Open Campus.

EXAMPLES OF OPEN CAMPUS PROGRAMS

What Is The Adult Literacy League?

It is a program whereby volunteer tutors receive training enabling them to work with the non-reader on a one-to-one basis. The tutor and student work at locations convenient for both.

Does Valencia Have Women's Programs?

Yes. The Center for Continuing Education for Women helps women to assess and fulfill their needs through services which may include referral to academic or vocational education programs and testing and evaluation. Counseling is offered to assist women in examining their values and in setting their goals for the future. A variety of courses for women are offered as part of this program.

Governmental Services: What Are They?

The Department of Governmental Services, Valencia Community College, is a division of the Open Campus and is responsible for administering Continuing Education programs for governmental entities and personnel.

The goals of the department are to plant, develop and implement governmental-related continuing education modules, such as workshops and seminars, designed to offer governmental employees opportunities for job improvement while providing an efficient and professional level of service to the public. Currently included and/or in the planning stages are courses in law enforcement, fire technology, corrections, Special Weapons Assault Team (SWAT) operations, and many short courses, workshops and seminars.

C.I.T.E.: What's That?

The Center for Independence, Training and Education (C.I.T.E.) is a program sponsored by the Open Campus through a grant made possible by the Office of Blind Services and Title XX of the Social Security Act.

The program is two-fold. The first area provides training for adult blind in the area of personal safety and hygiene. This training includes instruction in personal management, orientation and mobility and communication skills, as well as in daily living skills. The purpose of this component is to increase independence and self-reliance in the visually impaired adult. In order to achieve these goals, the Center has rented a house at 223 Pasadena Place in Orlando to teach these skills.

The second area of the program is entitled "Child Management for Parents of Visually Impaired Children." This component will provide parents of blind children with the necessary skills, information and psychological support to help their child develop socially, emotionally and intellectually. Instruction includes classroom and laboratory activities, as well as home consultation.

What Is OSHA?

The Occupational Safety and Health Act (OSHA) program provides on-site consultation to employer/employee groups without charge in Voluntary Compliance General Industry, Voluntary Compliance Agriculture, Voluntary Compliance Construction, and Occupational Health and Industrial Hygiene. Funding is provided through a contract with the American Association of Community and Junior Colleges under sponsorship of the U.S. Department of Labor. Courses can be offered at any location throughout the state of Florida.

Does Valencia Provide Training To Upgrade Registered Nurses?

Yes. The Continuing Education Program for Nurses is designed to provide nurses with current knowledge and skill relevant to various aspects of nursing in order to enhance performance and competence. This program enables nurses to achieve their educational goals while employed.

What Is The Central Florida Institute Of Lifetime Learning?

It is a program for senior citizens age 55 and over that offers you the opportunity to choose non-credit classes in the areas of enrichment, recreation, vocational up-grading and life skills.

There is no fee required since this program is provided by Title I of the Higher Education Act in cooperation with the American Association of Retired Persons and The National Retired Teacher's Association.

Is There A Special Program For Parents?

Yes. Valencia has an outstanding program for parents which consists of classes, workshops and co-op laboratories and is offered at many locations. Educational materials and information helpful to parents can be obtained at the Parent Resource Center, 42 East Jackson, Orlando. The Parent Education Project is sponsored by Valencia's Staff and Program Development Fund and Junior Sorosis Club of Orlando.

How About Emergency Medical Training?

Two Emergency Medical Technician (E.M.T.) programs are available. These programs provide training
for the technicians to perform life saving skills at
an emergency scene or during emergency transport to
a health care facility.

E.M.T. — I

The E.M.T.-I is trained as an advanced first aid
technician and may perform basic life support skills
which do not require the supervision of a physician.

E.M.T. — II

The E.M.T.-II is qualified in advanced life sup-
sport skills performing at the scene under a phy-
sician’s supervision via voice communication. He is
able to administer drugs, identify cardiac arrhyth-
mas and initiate emergency treatment as ordered to
stabilize the critically ill emergency patient.

In order to maintain and upgrade the skills of the
E.M.T.-II, a Career Development course is available
for E.M.T.-II graduates.

Does The College Offer
Credit For Television Classes?

Yes, Many persons in the community find televi-
sion courses to be a very exciting, convenient and
 economical way to earn college credit. Television pro-
grams are offered in such areas as anthropology, bio-
logy, business, data processing, English, government
and psychology. Most of the courses are televised
weekly on WMFE, Channel 24, at various scheduled
days and times.

To obtain credit, the student must apply and regis-
ter for the class, pay the regular course tuition,
watch the telecasts, do the textbook and workbook as-
signments and visit Valencia’s West Campus three
times during the semester for the orientation, mid-
term examination and final examination. If a tele-
cast is missed, make-up viewing may be made at the
student’s convenience at the audio-visual section of
the West Campus Learning Resources Center.

CONTINUING EDUCATION

The Open Campus Continuing Education Program
consists of a comprehensive offering of courses some
of which are listed below. For more information
about course content and length, class schedules, etc.,
consult the Continuing Education schedule or contact
the Open Campus. Continuing Education courses are
designed to meet the needs of individual students
or groups of students who may or may not be inter-
ested in enrolling for college credit but are inter-
ested in upgrading skills or learning to make better
use of leisure and recreational time. They are offered
throughout Orange and Osceola counties and can be
begun whenever fifteen (15) or more students express
a common interest.

Courses designated “Non-Credit” carry no college
credit and cannot be used in fulfilling graduation
requirements at Valencia Community College.

Students satisfactorily completing courses designated
“C.E.U.” can earn one (1) Continuing Education
Unit for every ten (10) contact hours of par-
ticipation under qualified instruction. The student
may request the Registrar’s Office to forward tran-
scripts of C.E.U.’s earned. While C.E.U.’s will not
apply toward fulfilling graduation requirements,
these nationally approved Units are being used by
business and industry to validate competencies.

Open campus continuing educational unit courses
and services are especially available to businesses,
industries, clubs and organizations that have par-
ticular training needs, such as special bodies of
information or requirements for presentation at
specific times of the day.

Home and Personal Improvement:

*Antique Jewelry, CN 117 — Non-Credit
Basic Photography, CN 126 — Non-Credit
*Beginning Yoga, CN 9 — Non-Credit
*Cake Decorating I, CN 125 — Non-Credit
*Cake Decorating II, CN 140 — Non-Credit
*Common Sense Cooking, CN 57 — Non-Credit
Computers in Everyday Life, CN 28 — Non-Credit
Conversational French I, CN 124 — C.E.U.
Conversational German I, CN 149 — C.E.U.
Conversational Italian I, CN 81 — C.E.U.
Conversational Spanish I, CN 34 — C.E.U.
*Cooking for the Connoisseur, CN 60 — Non-Credit
Creative Career Concepts, CN 59 — C.E.U.
Creative Career Concepts, CN 59 — C.E.U.
Creative Career Concepts, CN 59 — C.E.U.
Creative Career Concepts, CN 59 — C.E.U.
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Creative Career Concepts, CN 59 — C.E.U.
Creative Career Concepts, CN 59 — C.E.U.
Women in Citrus, CN 75 — C.E.U.
You and Your Constitutional Rights, CN 83 — Non-Credit

**Business and Professional:**
Abnormal Blood Cell Morphology, CN 77 — C.E.U.
Boundary Description and Legal Principles, CN 67 — C.E.U.
Certified Professional Secretary (CPS) Review, CN 146 — C.E.U.
Communications, CN 163 — C.E.U.
Credit Management Training (Sp), CN 147 — C.E.U.
Drug Administration (Sp), CN 149 — C.E.U.
Effective Listening CN 11 — Non-Credit
Effective Public Relations, CN 17 — C.E.U.
Emergency Cardiac Technician, CN 57 — C.E.U.
Emergency Medical Technician, CN 87 — C.E.U.
Emergency Medical Technician, (Refresher), CN 41 — C.E.U.
Financial Officer Training (Sp), CN 107 — C.E.U.
Fire Investigation and Arson Detection Seminar, CN 114 — C.E.U.
Fire Technology Seminar, CN 44 — C.E.U.
Group Leadership in the 70's: Persons and Skills, CN 114 — C.E.U.
Intestinal Protozoa, CN 26 — C.E.U.
Introduction to Hotel Law, CN 79 — C.E.U.
Introduction to Real Estate Principles and Practices I, CN 21 — C.E.U.
Introduction to Retailing, CN 10 — C.E.U.
Introduction to the Bank Teller's Position, CN 24 — C.E.U.
Legal Aspects of Nursing, CN 70 — C.E.U.
Management in Child Care I, CN 48 — C.E.U.
Management in Child Care II, CN 50 — C.E.U.
Medical Terminology, CN 113 — C.E.U.
Methods of Teaching for Fire Instructors, CN 45 — C.E.U.
Now is the Time: Your Place in Politics, CN 158 — C.E.U.
Nursing Forums, CN 43 — C.E.U.
Occupational Safety and Health, CN 38 — C.E.U.
Occupational Safety and Health Volunteer Compliance, CN 156 — C.E.U.

**Recreation and Sports:**
Advanced Tennis, CN 106 — Non-Credit
Basketball, CN 96 — Non-Credit
Beginning Archery, CN 105 — Non-Credit
Beginning Bowling, CN 86 — Non-Credit
Beginning Golf, CN 103 — Non-Credit
*Beginning Guitar, CN 71 — Non-Credit
Beginning Tennis, CN 104 — Non-Credit
*Boating Safety and Seamanship, CN 8 — Non-Credit
Care of Horses, CN 5 — Non-Credit
Contemporary Dance, CN 92 — Non-Credit
*Dance Workshop, CN 152 — C.E.U.
*Hawaiian Dancing, CN 123 — Non-Credit
Individual Conditioning for Men, CN 90 — Non-Credit
Intermediate Golf, CN 85 — Non-Credit
Intermediate Tennis, CN 99 — Non-Credit
*Jazz Dance, CN 138 — Non-Credit
*Judo, CN 139 — Non-Credit
Judo, CN 142 — Non-Credit
*Orientation to Sky Diving, CN 80 — Non-Credit
Physical Fitness and Slimness to Music, CN 136 — Non-Credit
*Sailing, CN 141 — Non-Credit
Senior Life Saving, CN 89 — Non-Credit
Slimness and Individual Conditioning, CN 87 — Non-Credit
Softball, CN 93 — Non-Credit
Sports Officiating I, CN 97 — Non-Credit
Sports Officiating II, CN 98 — Non-Credit
Touch Football, CN 95 — Non-Credit
*Travel Trailer Lore, CN 3 — Non-Credit
Tumbling and Gymnastics, CN 91 — Non-Credit
Volleyball, CN 94 — Non-Credit
Weight Training, CN 88 — Non-Credit

*This course is supported entirely by Student Fees at no expense to the Taxpayer.

**Creative Arts, Crafts, Music**

**And Cultural Enrichment:**
*Beginning Ceramics, CN 33 — Non-Credit
*Beginning Painting, CN 32 — Non-Credit
Community Chorus, CN 69 — Non-Credit

*Introduction to Music: Selected Topics, CN 158 — Non-Credit
*Japanese Flower Arranging, CN 4 — Non-Credit
Modern Popular Music, CN 59 — C.E.U.
*Music to Munch By!, CN 16 — Non-Credit
Musical Theatre Work Experience Program, CN 66 — C.E.U.
Opera Workshop Chorus, CN 110 — Non-Credit
*Quilling, CN 42 — Non-Credit
*Quilting, CN 164 — Non-Credit
Readers Theater, CN 119 — Non-Credit
"Rusty Lady" Lecture Series, CN 61 — Non-Credit
Selected Oratorio Studies, CN 134 — Non-Credit
*Shakespeare Without Tears, CN 123 — Non-Credit
*Weaving: Non-Loom Techniques, CN 15 — Non-Credit

Other:
*Basic Dog Obedience, CN 14 — Non-Credit
Bible History, CN 40 — C.E.U.
Community Urban Education, CN 1 — Non-Credit
Contemporary Issues in Biblical Interpretation, CN 162 — Non-Credit
Marine Biology, CN 131 — C.E.U.
Study of the Florida Keys, CN 19 — C.E.U.
COURSE DESCRIPTIONS
COURSE DESCRIPTIONS

All courses which are taught at Valencia Community College are described in the following section. The courses are listed alphabetically within broad discipline classifications such as air conditioning, art, business, mathematics or social sciences. If you are interested in learning about the courses offered in history, for example, you should look through the catalog section until you locate the history section.

Valencia Community College, along with all public post-secondary Florida institutions, is following a new common course numbering system. The numbering system is designed to help you, the student, transfer among Florida colleges and universities with a minimum of credit loss and transfer frustrations.

The course numbering system involves a three letter alpha and a four number identifier. For example, the course Freshman Composition is identified by the following: ENC 1103. In previous Valencia Community College catalogs, Freshman Composition was identified by EH 151. Now all the English courses in Florida universities and community colleges which are equivalent will be identified by the new number: ENC 1103.

To assist you in making the transfer from the old system to the new system, the catalog description carries the former letter and number. Therefore, English Composition is listed as ENC 1103 (EH 151).

To help you in understanding the new course numbering system, two directories have been prepared for your assistance. The directories precede the course descriptions and allow you to find the new abbreviation and number for old courses. A second directory enables you to translate the abbreviations to a full title.

A few additional items about the course descriptions may be helpful. They are as follows:

Courses designated with a CE are eligible for credit by examination. Courses designated by an IS are eligible for independent study.

Not all courses are offered every session. Please read carefully the class schedule for each session and consult counselors or the appropriate department for specialized courses not likely to be offered each session.

Valencia Community College
Course Conversion Table

The following listing represents the courses taught at Valencia Community College under the 1976-77 catalog and the new statewide common course number. The courses are listed alphabetically with the 1976-77 course numbers in the left column and the new numbers in the right column.

<table>
<thead>
<tr>
<th>1976-77 Identifier</th>
<th>New Identifier</th>
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<tbody>
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**Directory of Course Prefixes**

The following directory will enable you to understand what the various course abbreviations mean. All of the course abbreviations which are used throughout the post-secondary institutions in Florida are not listed in the directory; however, all of the abbreviations used at Valencia Community College are listed for your information.

To use the directory, you follow the column alphabetically until you locate the abbreviation in which you are interested. Then you read the title for the abbreviation.

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<tr>
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66
AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

ETG 2949 (AC 201) — Cooperative Education: Air Conditioning and Refrigeration
Field Experience 2-4 credits
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. A maximum of six (6) co-op credits may apply toward elective credit in a degree program. May be repeated for credit.

ETM 1610C (AC 102) — Heating, Ventilating and Air Conditioning I 4 credits
Three class periods and one 1 hour laboratory. Co-requisite: MTD 1321. A study of various types of heating, ventilating and air conditioning equipment; warm air, hot water and steam heating systems and piping layouts; fan performance and fan laws; operation and test of actual equipment.

ETM 1611 (AC 113) — Air Conditioning II 3 credits
Three class periods. Prerequisite: ETM 160C. Psychrometrics of air-water vapor mixtures, fundamental principles of heat transfer, heating and cooling load calculations.

ETM 1613C (AC 111) — Refrigeration I 4 credits
Three class periods and one 1 hour laboratory. Pre or co-requisite: MTD 1321. A study of fundamental principles and their application to the basic refrigeration cycle, types of equipment and system components. Operation and test of refrigeration systems.

ETM 2615C (AC 213) — Air Conditioning III 4 credits
Three class periods and one 1 hour laboratory. Prerequisites: ETM 1610C and ETM 1611. A study and analysis of the various types of air conditioning systems and their application, refrigeration systems used, equipment selection, air distribution systems and components, air conditioning system design and layout. System operation, testing, balancing and trouble shooting.

ETM 2633 (AC 204) — Electricity for Air Conditioning and Refrigeration 4 credits
Three class periods and one 1 hour laboratory. Prerequisites: ETM 1610C and ETM 1613C. Basic electricity: DC and AC motors, generators, circuits, resistance, inductance, capacitance, transformers, starting equipment, application to air conditioning and electrical test equipment in trouble shooting electrical problems.

ETM 2634 (AC 212) — Refrigeration II 3 credits
Three class periods. Prerequisites: ETM 1610 and ETM 1613C. Commercial and industrial refrigeration systems and equipment, Cooling loads and load calculations for food preservation, storage and freezing; beverages; low temperature applications, compound and cascade refrigeration systems; process cooling applications.

ETM 2650C (AC 214) — Control Systems for Air Conditioning and Refrigeration 3 credits
Two class periods and one 2 hour laboratory. Prerequisites: ETM 2634 and ETM 2615C. Prerequisite or co-requisite: ETM 2633. Design, selection, application and trouble shooting of refrigeration and air conditioning control systems. Covers general, electronic, and pneumatic controls and control systems.

ANTHROPOLOGY

ANT 2000 (AY 201) — Introductory Anthropology 3 credits (IS)
Three class periods. An introduction to the study of man and his culture with special attention given to physical anthropology, archaeology and linguistics. The main emphasis of this course will be on the social, political, religious and economic institutions in selected preliterate societies.

ARCHITECTURAL AND BUILDING CONSTRUCTION TECHNOLOGY

ARC 1120C (AL 161) — Architectural Drawing I (Wood Frame Structures) 4 credits
Four class periods. Prerequisite: A minimum of one unit of high school drafting or equivalent work experience in drafting or ETG 1100C for those students with no drafting experience. Covers residential design and wood frame construction with additional study in aspects of housing, aesthetics, and working drawings. Students will prepare assigned drawings and construct a model or rendering of their choice. (Laboratory fee)

ARC 2033C (AL 265) — Architectural Design 4 credits
Four class periods. Prerequisite: ARC 1120C, ARC 2122C or ARC 2154. Introduction to architectural planning and design. Project team concept is utilized. Student projects will include: shopping centers, industrial complexes, warehouses, production facilities, apartment complexes and hi-rise buildings. Students will prepare the necessary drawings to construct the project including site plan, building plans, sections, etc. Students will also build a model of their project. (Laboratory fee)

ARC 2122C (AL 261) — Architectural Drawing II (Steel Structures) 4 credits
Four class periods. Prerequisite: ARC 1120C. Course offers introduction to steel-frame buildings, commercial or institutional, and the problems involved in their representation. Steel frame terminology, fundamentals of design elements, typical details, framing plans, shop drawings and architectural design drawings are covered. (Laboratory fee)

ARC 2154 (AL 262) — Architectural Drawing III (Concrete Structures) 4 credits
Four class periods. Prerequisite: ARC 1120C. Course provides experiences in preparing working drawings of commercial structures with specific application to reinforced concrete. Major areas of coverage include: symbols, conventions, standards of reinforced concrete drawings; typical details; precast and prestressed concrete, and preparation of the working drawings. (Laboratory fee)

BCN 1200C (AL 190) — Building Materials and Construction Methods 4 credits
Four class periods. Survey of materials and methods used in construction. Covers broad areas of wood, concrete, masonry, metal, finishes and preservatives, and other materials. Student will construct various projects utilizing different materials and shop equipment for school exhibits and displays.

BCN 1765 (AL 194) — Contracts, Codes Specifications and Office Practices 3 credits
Three class periods. Course covers organization and operation of architect's, engineer's or contractor's office and includes study of office practices, codes, restrictions, standards, specifications and legal documents related to the construction industry.

BCN 1721 (AL 192) — Construction Planning and Control 3 credits
Three class periods. Survey of the important points to be considered in a construction project. Covers development of a CPM (Critical Path Method) plan with emphasis on construction activities, time durations, scheduling, and sequence of operations, follow-up methods, project control and integration of calendar dates to the plan.
BCN 2405C (AL 291) — Statics and Strength of Materials 4 credits
Four class periods. Prerequisite: PHY 1024C or 1053C.
Course covers principles of statics, structural mechanics and the effects of loads and loading on building elements and frames. Some of the major areas covered include: materials, stress and deformation; properties of sections; gravity loads, shear and bending in beams, stresses in columns.

BCN 2563 (AL 292) — Building Service Systems 4 credits
Four class periods. Course involves study of materials and equipment used in mechanical and electrical service systems of buildings and methods of designing parts of various systems. Major areas covered include: illumination; heat loss and heat gain; heating and heating systems; air conditioning and climate control; and building acoustics.

BCN 2616 (AL 295) — Building Construction Estimating 3 credits
Three class periods. Course covers the basic steps of estimating from review of drawings and specifications to the development of a final estimate including overhead and profit factors. Prepares students to make some of the kinds of estimates that are commonly used in the construction industry.

ART
ART 1000 (AT 175) — The Visual Arts Today 3 credits
Three class periods. The course is designed to provide the student with a foundation for understanding the contemporary visual arts. Class work will include field trips, guest speakers, and discussion relating to current trends in art.

ART 2050 (AT 271) — Introduction to Art History I 3 credits (IS)
Three class periods. A survey of the development of visual art forms from pre-history through the Middle Ages.

ART 2051 (AT 272) — Introduction to Art History II 3 credits (IS)
Three class periods. A survey of the development of the visual arts from the Renaissance to the present.

ART 1001C (AT 155) — Introduction to Drawing and Painting 3 credits
Three class periods. A laboratory course designed for non-art majors who wish to explore drawing and painting techniques and media. (Laboratory fee)

ART 1200C (AT 150) — Fundamentals of Applied Art 3 credits
Three class periods. An introductory studio art course for non-art majors. The course will place emphasis on creative expression and critical evaluation, using a variety of two-dimensional media, such as painting, sculpture, printmaking, and three-dimensional media, such as clay, wood, fibers. (Laboratory fee)

ART 1201C (AT 161) — Design I 3 credits
Six class periods. An introduction to studio art through the analytical use of the elements and principles of design.

ART 1202C (AT 162) — Design II 3 credits
Six class periods. Prerequisite: ART 1201C. A continuation of Design I through the study of the visual elements and principles and their application in three-dimensional form. (Laboratory fee)

ART 1301 (AT 151) — Drawing I 3 credits
Six class periods. Introduction to the basic skills and concepts of drawing with emphasis on the human figure. (Laboratory fee)

ART 1302 (AT 152) — Drawing II 3 credits
Six class periods. Prerequisite: ART 1301. A continuation of Drawing I with emphasis on further development of technique, individual imagery and content. (Laboratory fee)

ART 2110 (AT 202) — Ceramics I 3 credits
Six class periods. An introductory course in pottery design; handbuilding techniques, glazing, and firing. (Laboratory fee)

ART 2111 (AT 203) — Ceramics II 3 credits
Six class periods. Prerequisite: ART 2110. A continuation of Ceramics I with emphasis on wheel throwing, advanced glaze formulation, kiln loading and firing. (Laboratory fee)

ART 2130 (AT 206) — Introduction to Weaving: Off-Loom Techniques 3 credits
Six class periods. An introduction to fiber processes, including primitive loom building, carding, spinning, and sewing. Emphasis will be on the use of fiber as a medium for expression in the visual arts. (Laboratory fee)

ART 2400 (AT 204) — Printmaking I 3 credits
Six class periods. The course will consist of basic mastery of the graphic techniques of intaglio and/or relief printmaking. The class will consist of studio work, demonstrations of each technique to be mastered, and selected studies of the history of printmaking. (Laboratory fee)

ART 2401 (AT 205) — Printmaking II 3 credits
Six class periods. Prerequisite: ART 2400 or permission of the instructor. The course will consist of an experimental approach to individual expression with emphasis on imagery, content and refinement of the techniques of printmaking. (Laboratory fee)

ART 2510 (AT 207) — Painting I 3 credits
Six class periods. Prerequisite: ART 1301 and ART 1201C or consent of instructor. Introduction to materials and techniques of painting using acrylics or oils. (Laboratory fee)

ART 2520 (AT 208) — Painting II 3 credits
Six class periods. Prerequisite: ART 2510. Continuation of Painting I with further exploration of problems relating to basic concepts, technical competency and personal imagery. (Laboratory fee)

ART 2600 (AT 213) — Photography I 3 credits
Six class periods. An introduction to black and white photography with emphasis upon the following: use of the camera, darkroom procedures of developing, printing and the study of visual design in photography. Student should have camera with adjustable lens and shutter speeds. (Laboratory fee)

ART 2601 (AT 214) — Photography II 3 credits
Six class periods. Prerequisite: ART 2600. Continuation of Photography I with emphasis on imagery, content and refinement of techniques of the medium. (Laboratory fee)

ART 2701 (AT 211) — Sculpture I 3 credits
Six class periods. Experiences with a variety of three-dimensional media such as wood, metal (cast and fabricated), clay and plastics. Designed to introduce the student to the handling of materials and tools necessary to gain an understanding of the arrangement and relationship of three-dimensional forms. (Laboratory fee)

ART 2800 (AT 290) — Selected Topics in Art 1-3 credits
One-six class periods. These seminars are for students who are interested in further study in a specific art area.

ART 2949 — Cooperative Education: Art Field Experience 2-4 credits
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credits by working in a supervised training assignment directly related to the student’s college major. A maximum of six (6) co-op credits may apply toward elective credit in a degree program. May be repeated for credit.
AUTOMOTIVE SERVICE TECHNOLOGY

(AS 150) — Engines 3 credits
Two class periods and one two-hour laboratory. Major objective is to offer the student foundation knowledge in engine theory and limited practical experience in engine maintenance. Principles, design, construction, operation and service procedures are studied. The student learns to disassemble, clean, inspect and assemble an engine. (Laboratory fee)

(AS 155) — Engine Diagnosis and Tune-Up 3 credits
Two class periods and one two-hour laboratory. Prerequisite: AS 150. Diagnosis and tune-up procedures as they pertain to the function and control of the engine are covered with emphasis on the fuel, ignition and starting systems. Types of carburetion are studied along with air cleaners and emission system malfunctions. Students perform tests with oscilloscopes, generator, regulator alternator testers, battery starter testers and distributor testers. (Laboratory fee)

(AS 160) — Electricity 3 credits
Two class periods and one two-hour laboratory. Prerequisites: AS 150 and AS 155. Fundamental theory, Ohm’s Law, circuit identification, electrical symbols, magnetism, induction, generators, alternators and motors are covered. Use of such test equipment as the voltmeter, ammeter, ohmmeter and other devices used in trouble-shooting and diagnosing automotive electrical problems will be stressed. Principles of automotive electrical systems are studied including: batteries; charging, cranking and ignition systems; electronic diagnostic equipment; and transistor circuits and electronic control devices. (Laboratory fee)

(AS 186) — Service Management and Parts Procurement 3 credits
Three class periods. Various types of business organizations are studied in relation to the automotive industry. Wholesale and retail, with final focus directed to the automotive service and parts department: Service department management covered in depth, ranging from the large organization to the smaller shop. The conventional line method of management is stressed. Human relations aspects of management are stressed.

(AS 191) — Steering, Suspension and Brakes 3 credits
Two class periods and one two-hour laboratory. Nomenclature of suspensions and brakes, theory of operation and service procedures on automotive suspension systems, brake systems, wheels and tires, steering gears and related components are studied stressing self-adjusting brakes. Emphasis will be places on power alignment, brakes and shock absorbers. (Laboratory fee)

(AS 201) — Cooperative Education: Automotive Service Field Experience 2-4 credits
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student’s college major. A maximum of six (6) co-op credits may apply toward elective credit in a degree program. May be repeated for credit.

(AS 260) — Electrical Systems 3 credits
Two class periods and one two-hour laboratory. Prerequisite: AS 160. Intensive study is given to chassis and body wiring diagrams as basis for diagnosis of malfunctions. Replacement or repair of lights, horn and accessory circuits, gauges, signal and warning devices will be determined through use of testing instruments and tools. Mockup circuits are built on test panels in the laboratory. Experiments are conducted on generators and alternators with disassembly and assembly of all electrical components. (Laboratory fee)

(AS 275) — Transmission and Drive Lines 3 credits
Two class periods and one two-hour laboratory. Maintenance and servicing techniques of driveline units, such as clutch assemblies, manual and automatic transmission, propeller shafts and joints, final drives and differentials are covered. Practical experience in disassembly and reassembly of working units will provide functional knowledge of systems. (Laboratory fee)

(AS 280) — Air Conditioning 3 credits
Two class periods and one two-hour laboratory. Principles, design, construction, installation, maintenance, removal, problems and service of automotive air conditioners, including temperature controls and air distribution are studied. Nomenclature, testing and trouble-shooting are stressed. Safe service procedures are taught through practice. (Laboratory fee)

BIOLOGY

APB 1120 (BY 151) — Man and Environment 3 credits (CE) (IS)
A general education course designed to provide students and the public with an understanding of how man's interdependence with his environment and his responsibility for it. Many aspects of our environmental crisis such as pollution, urbanization, population trends and changes in life styles will be investigated along with present and projected solutions to our problems.

APB 1150 (BY 152) — Biological Science 3 credits (IS)
Three class periods. This general, non-laboratory course is designed for the student not majoring in biology and is not a prerequisite for any other biology course. This course includes a study of the human body, human evolution, genetics, reproduction, development, and diseases of man. The emphasis is placed on the human organism as the central figure in the biosphere and concepts are covered concerning his interaction with the environment.

APB 1390-1391 (BY 110-111) — Medical Terminology I, II 3-3 credits
Two class periods and two one-hour laboratory periods. This course deals with the structure, functions and diseases of the human body.

APB 2195C (BY 255) — Human Anatomy and Physiology 4 credits
Three class periods and one three-hour laboratory. Prerequisite: CHM 1040 and BSC 1010C or permission of Department. This course deals with the structure, function and chemistry of the human body including the cell and tissues with the integumentary, skeletal, muscular, endocrine, circulatory and reproductive systems. Laboratory exercises emphasize physiological and biochemical principles associated with classroom work. See course description for APB 2200C for alternate one-semester presentation. (Laboratory fee)

APB 2200C (BY 251) — Introduction to Human Anatomy and Physiology 4 credits
Three class periods and one three-hour laboratory. Prerequisite: BSC 1010C or permission of the Department. This course deals with the structure of the human body and the normal functions of its systems: the cell, tissues, organs, systems, and the body as an integrated whole. (Laboratory fee)
APB 2201C (BY 256) — Human Anatomy and Physiology 4 credits
Three class periods and one three-hour laboratory. Prerequisite: Satisfactory completion of APB 2193C. A continuation of APB 2193C including the nervous, respiratory, digestive and excretory systems, the organs of special sense and chemistry of body fluids. (Laboratory fee)

APB 2303C (BY 265) — Aquatic Biology 3 credits
Three class periods. Prerequisite: BSC 1010C or permission of the Department. A lecture, laboratory and field biological survey of lakes and streams including the taxonomy, ecology and life cycles of freshwater organisms with emphasis on the invertebrates. Covers the physical and chemical factors of freshwater ecosystems such as the origin of lakes, evolution of streams, and biogeochemical cycles of freshwater. The biology of polluted water is discussed. (Laboratory fee)

APB 2534 (BY 285) — Seminar: Ecology 1 credit
One class period. Prerequisite: BSC 1010C and permission of the Department. These courses are for the honor student in biology who wishes to pursue certain biological areas in greater detail, to do research on topics, to present information and to lead discussions with other students and faculty members.

BOT 2010 (BY 262) — Botany 4 credits
Three class periods and one three-hour laboratory. Prerequisite: BSC 1010C. A study of the structural organization, classification, physiology, reproduction, heredity and evolution of plants. (Laboratory fee)

BSC 1010C (BY 172) — Fundamentals of Biology 4 credits (CE)
Three class periods and one three-hour laboratory per week. An introduction to basic biological principles emphasizing the common attributes of all living organisms. These unifying concepts of biology include the chemical structure of living matter, the structure and function of the cell, specialized cells, major metabolic functions, control systems, reproduction, genetics, evolution, and ecology. This course is intended for those planning to take more advanced biology courses. (Laboratory fee)

BSC 2533 (BY 290) — Selected Topics in Biology 1-3 credits
This course deals with selected topics in the biological sciences based on an historical, traditional or contemporary approach as the background and interest of the students and instructor dictates.

BSC 2938 (BY 288) — Seminar: Evolution 1 credit
One class period. Prerequisite: BSC 1010C and permission of the Department. These courses are for the honor student in biology who wishes to pursue certain biological areas in greater detail, to do research on topics, to present information and to lead discussions with other students and faculty members.

BSC 2949 — Cooperative Education: Biology Field Experience 2-4 credits
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. A maximum of six (6) co-op credits may apply toward elective credit in a degree program. May be repeated for credit.

MCB 2010C (BY 280) — Microbiology 4 credits
Three class periods and two two-hour laboratories. Prerequisite: BSC 1010C and pre- or co-requisite: CHM 1045. Survey of microbial forms with emphasis on the bacteria, their morphology, physiology and genetic mechanisms. (Laboratory fee)

OCB 2003 (BY 266) — Marine Biology 3 credits
Three class periods. Prerequisite: BSC 1010C. A survey of basic aspects of oceanography, marine organisms and salt water aquariums. Some of the class meetings during the semester will be held at Sea World. (Laboratory fee)

PCB 2659 (BY 277) — Seminar: Genetics 1 credit
One class period. Prerequisite: BSC 1010C and permission of the Department. These courses are for the honors student in biology who wishes to pursue certain biological areas in greater detail, to do research on topics, to present information and to lead discussions with other students and faculty members.

PCB 2109 (BY 289) — Seminar: Cellular Biology 1 credit
One class period. Prerequisite: BSC 1010C and permission of the Department. These courses are for the honors student in biology who wishes to pursue certain biological areas in greater detail, to do research on topics, to present information and to lead discussions with other students and faculty members.

ZOO 2033C (BY 261) — Zoology I 4 credits
Three class periods and one three-hour laboratory. Prerequisite: BSC 1010C. A lecture and laboratory study of invertebrate animals, from simple to complex. Emphasis is placed on taxonomy, structure, function and evolution. (Laboratory fee)

ZOO 2203 (BY 263) — Zoology II 4 credits
Three class periods and one three-hour laboratory. Prerequisite: BSC 1010C and ZOO 2033C. A lecture and laboratory study of chordate zoology with emphasis on the taxonomy, ecology, evolution, function, and structure of the vertebrates. (Laboratory fee)

ZOO 2713C (BY 295) — Comparative Vertebrate Anatomy 4 credits
Three class periods and one three-hour laboratory. Prerequisite: ZOO 2203C. An evolutionary approach to a comparative study of organ systems of several representative chordates. Dissection of these organisms will be performed in sequence in the laboratory to gain an understanding of similarities. (Laboratory fee)

BUSINESS

ACC 1009 (BA 101) — Basic Accounting 3 credits (IS)
Three class periods. Prerequisites: MTB 1103 or equivalent. The course provides instruction and practice in the fundamentals of financial record-keeping and accounting for professionals, service and merchandising enterprises.

ACC 2001 (BA 251) — Principles of Accounting I 3 credits
Three class periods. Prerequisite: MTB 1103 or equivalent. The concepts, principles and techniques applicable to the accounting cycle, notes, accruals, deferrals, receivables, inventory evaluation, depreciation, asset valuation and payrolls.
ACC 2921 (BA 252) — Principles of Accounting II 3 credits
Three class periods. Prerequisite: ACC 2001. The principles and techniques of accounting applicable to partnerships and corporations and controlling enterprises and managerial decision-making.

ACC 2301 (BA 256) — Managerial Accounting 3 credits
Three class periods. Prerequisite: ACC 2021 or equivalent. Emphasis is given to the use of accounting information for planning, controlling and decision-making in business activities.

ACC 2509 (BA 227) — Federal Income Tax 3 credits
Three class periods. Fundamental regulations governing the Federal Income Tax applicable to individuals and business entities. Includes computation of tax, preparation of forms, and tax planning.

ACC 2949 — Cooperative Education: Accounting Field Experience 2-4 credits
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. A maximum of six (6) co-op credits may apply toward elective credit in a degree program. May be repeated for credit.

BAN 2000 (BA 232) — Financial Institutions 3 credits
Three class periods. A review and discussion is given to the organization, administration and important functions of financial institutions serving consumers. The primary institutions studied are: commercial banks, savings and loan companies, department stores, hospitals, commercial finance companies and credit bureaus.

BAN 2700 (BA 231) Principles of Finance 3 credits
Three class periods. A study of business finance in the American economy, equity, credit and intermediate capital, working capital, turnover ratios and cash flow budgets.

BAN 2800 (BA 288) — Credit Laws and Regulations 3 credits
Three class periods. A study is given to the Florida State and Federal Laws and Regulations which affect credit transactions. The impact of each law is explained in such important operations as installment sales, consumer loans, credit cards, debt adjustments, fine-print clauses, default, Truth-In-Lending, the credit bureau, credit reports and civil penalties.

BAN 2946-BAN 2941 (BA 238, 293) — Financial Institution Practicum I, II 1-3 credits
Prerequisite: Approval by instructor. The student will select a financial institution of his choice. Maximum allowable is 15 hours on-the-job experience per week. Job critiques will be scheduled at least monthly by the instructor in coordination with the employer and student.

BAN 2949 — Cooperative Education: Banking and Consumer Credit Field Experience 2-4 credits
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. A maximum of six (6) co-op credits may apply toward elective credit in a degree program. May be repeated for credit.

BUL 1303 (BA 116) — Florida Real Estate 3 credits
Three class periods. Prerequisite: REE 1000. An 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 the real estate field and for State Real Estate License Examinations.

BUL 1654 (BA 181) — Legal Research and Theory 3 credits
Three class periods. The student will study the law library system and its functions. He will develop research skills through the use of digests, encyclopedias, report systems and practice manuals.

BUL 2111 (BA 275) — Business Law I 3 credits
Three class periods. An introduction to law, its social forces and agencies for enforcement; the effects of governmental regulation on business and society including environmental law, community planning and consumer protection; contracts; personal property, including bailments and sales.

BUL 2112 (BA 276) — Business Law II 3 credits
Three class periods. Prerequisite: BUL 2111. A continuation of the study of law, including commercial paper, creditors' rights under secured transactions, insurance, bankruptcy, agency, employment, partnerships, corporations and real property.

BUL 2652 (BA 249) — Family Law 3 credits
Three class periods. A study of the elements of a valid marriage, grounds for divorce, dissolution and annulment; separation, defenses, custody, support, alimony, property rights and tax consequences, Florida Law concerning children, parental support, adoption and guardianship.

BUL 2653 (BA 245) — Civil Litigation 3 credits
Three class periods. This course focuses on the litigation process as it relates to the court system of Florida. Attention is given to the function of law, the role of the attorney, the basic substantive law, pleadings, discovery, trial, settlement and appeal.

BUL 2949 — Cooperative Education: Lawyer's Assistant Field Experience 2-4 credits
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. A maximum of six (6) co-op credits may apply toward elective credit in a degree program. May be repeated for credit.

MAN 1700 (BA 175) — Introduction to Business 3 credits (IS)
Three class periods. The fundamentals of business organization and procedures to acquaint the student with management, terms, organization and control of large and small business.

MAN 2000 (BA 282) — Principles of Management 3 credits
Three class periods. Prerequisite: MAN 1700. The principles encompassed in the managerial functions of planning, organizing, staffing, coordinating and controlling and their application to the operation of a business enterprise.

MAN 2702 (BA 246) — Business Organizations 3 credits
Three class periods. Emphasis is given to the primary entities under which business is conducted in the State of Florida; sole proprietorship, partnership and corporation. Study is given to the Fictitious Name Statute and the several partnership agreements. Attention is given to procedure and form preparation in filing documents to create and operate corporations, employment agreements, stock options and stock restrictions, Security Exchange Commission filing and the New York Stock and American Stock Exchange filings.
MAN 2834 (BA 290) — Selected Topics in Business 1-3 credits
One-hour three times per week. Prerequisite: Permission of instructor. This seminar is for students interested in discussion, exploration, and observation of special topics in the area of business.

MAN 2940 (BA 209) — Work Seminar 3 credits
Prerequisite: Approval by instructor. The student will work in selected offices in the community a maximum of fifteen (15) hours each week during the final session. Seminar will be held weekly to evaluate personal experiences and different aspects of the secretarial work.

MAN 2949 — Cooperative Education:
Management Field Experience 2-4 credits
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. A maximum of six (6) co-op credits may apply toward elective credit in a degree program. May be repeated for credit.

MAR 1931 (BA 112) — Marketing Seminar II 1 credit
One class period. Prerequisite: MK 1931 and instructor's approval. Continues study of small business management with emphasis on the starting and managing of small business under competitive situations.

MAR 2011 (BA 280) — Principles of Marketing 3 credits (IS)
Three class periods. Prerequisite: MAN 1700. The functions, institutions, methods and problems of marketing goods and services.

MAR 2101 (BA 284) — Salesmanship 3 credits (IS)
Three class periods. Prerequisite: MAN 1700 or experience. This course is a combination of the principles and techniques of selling. Emphasis is placed on person to person situations, consumer motivations, persuasion, and problems dealing with the psychology of sales situations.

MAR 2111 (BA 242) — Printing Salesmanship 3 credits
Three class periods. This course employs a maximum use of case study and is designed as a self-development program emphasizing the sales objectives of contacts, relationships, follow-up calls, suggestions, objections, resistance, acceptance and repeat business.

MAR 2151 (BA 283) — Retailing 3 credits (IS)
Three class periods. Prerequisite: MAN 1700 or experience. This course gives an introduction to the nature and scope of retail merchandising as seen within the total economic structure. Emphasis is given to the many functions of a retail establishment including employee services and consumer relationships.

MAR 2302 (BA 285) — Advertising 3 credits
Three class periods. Prerequisite: MAN 1700 or experience. Study of modern advertising from the marketing, communications, consumer and legal viewpoints. Emphasis given to media selection, sales promotion, and creative development of advertising.

MAR 2331 (BA 244) — Graphics Production Management 3 credits
Three class periods. This course is designed to acquaint owners and managers of businesses with the fundamental principles, policies and procedures in the successful operation of graphics production. Twelve areas are covered: organization, planning, estimating, scheduling, routing, the production order, purchasing, inventory control, quality control, personnel, plant layout and records of performance.

MAR 2937 (BA 210) — Marketing Seminar III 1 credit
One class period. Prerequisite: Instructor's approval. A course in career development. A comprehensive study is made in how to achieve career success in one or more of the areas of Distribution and/or Marketing.

MAR 2938 (BA 212) — Marketing Seminar IV 1 credit
One class period. Prerequisite: Instructor's approval. MAR 2937 recommended. A comprehensive study is made of personnel management, from the marketing approach. Special attention is given on how to handle people in the job as a marketing manager under business situations.

MAR 2949 — Cooperative Education:
Marketing Field Experience 2-4 credits
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. A maximum of six (6) co-op credits may apply toward elective credit in a degree program. May be repeated for credit.

MKA 1301, MKA 1311 (BA 111, BA 113) —
Marketing Practicum I and II 2-2 credits
Prerequisite: Instructor's approval. Maximum of 15 hours on-the-job per week. One research project per course will be completed directly related to the career objectives in the area of Distribution and/or Marketing.

MKA 1931 (BA 110) — Marketing Seminar I 1 credit
One class period. Prerequisite: Instructor's approval. A comprehensive study is made of small business management with the marketing concept. Planning, financing and structuring of small businesses is stressed.

MKA 2321, MKA 2331 (BA 211, BA 213) —
Marketing Practicum III, IV 2-2 credits
Prerequisite: Recommended completion of MKA 1931, MKA 1311. Instructor's approval. Maximum of 15 hours per week on the job. Continuation of research project requirements. Project selection of more sophistication encouraged.

MTB 1103 (BA 180) — Business Mathematics 3 credits (IS)
Three class periods. Prerequisite: MAT 0013 or placement test. The practical application of mathematics to the computational problems of business and consumerism. Includes percent, simple and compound interest, payrolls, ratios, analyses and computations applicable to merchandising.

REE 1000 (BA 115) — Real Estate Principles and Practices I 3 credits
Three class periods. A study of the legal and economic aspects of real estate with emphasis on ownership, realty market, instruments of record, mortgages, taxes, and government regulations. A standardized final examination given. Successful students may apply to State Real Estate Commission for examination as licensed salesmen.

REE 1010 (BA 120) — Housing and Home Ownership 3 credits
Three class periods. An introduction to the economic, physical, legal, and esthetic properties of home ownership, home construction, and design. Specific attention is given to those factors which should be considered in the purchase and maintenance of a home.

REE 2100 (BA 223) — Real Estate Appraising I 3 credits
Three class periods. An introduction to the basic theories and policies pertaining to the social, economic, and governmental forces influencing property values. Treatment is given to such factors as urban forces versus property values, site analysis, neighborhood characteristics and building construction.

REE 2101 (BA 224) — Real Estate Appraising II 3 credits
Three class periods. Prerequisite: REE 2100. A continuation of Real Estate Appraising I. Emphasis is given to the
application of theories studied in REE 2100 as well as the
study of the current methods of determining property valuation by use of the market, cost, and income
approaches.

REE 2200 (BA 221) — Real Estate Finance I 3 credits
Three class periods. A detailed study of the basic concepts of financing real estate with emphasis given to legal
aspects, sources of funds, and methodologies of major lenders for real estate transactions.

REE 2205 (BA 222) — Real Estate
Finance II 3 credits
Three class periods. Prerequisite: REE 2200. A continuation of Real Estate Finance I. Emphasis is given to
the application of the management approach to financing with special attention given to the use of funds, the many facets
of mortgages, long-term leases, purchases, and lease-back arrangements.

REE 2420 (BA 248) — Mechanics
of Real Estate Law 3 credits
Three class periods. Prerequisite: REE 1000. The student will study the procedures and the instruments in a basic
real estate transaction. Specific attention will be given to the contract, the loan commitment, legal descriptions and
surveys, abstract and title work including opinions and insurance. Business items including termite bonds and zoning
evidence, closing instruments and laws applicable thereto. (This course is designed especially for the student
pursuing a degree as a Lawyer's Assistant.)

REE 2500 (BA 226) — Real
Estate Management 3 credits
Three class periods. Prerequisite: REE 2700. A study of the theories and techniques of professional management of real
estate. Areas covered include residential, business, industrial and investment properties.

REE 2700 (BA 225) — Real
Estate Consumption 3 credits
Course is designed to develop an understanding of urban land economics. The legal and social factors influencing the
usage and ownership of real property. Special attention is given to those commercial and financial transactions
necessary to the conveyance of interests and ownership in real property.

REE 2949 — Cooperative Education: Real
Estate Field Experience 2-4 credits
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working
in a supervised training assignment directly related to the student's college major. A maximum of six (6) co-op credits
may apply toward elective credit in a degree program. May be repeated for credit.

RMI 1015 (BA 104) — Principles
of Insurance 3 credits
Three class periods. Introduction to the basic principles of insurance. Emphasis is given to the several kinds of
insurance, the purposes served by each and details of insurance regulations and administration.

RMI 2060-RMI 2061 (BA 203-BA 204) —
Insurance Office Practices I, II 3-3 credits
Three class periods each during first and second sessions of sophomore year. Prerequisite: RMI 2060 for entry to RMI
2061. Intensive practice in the handling of insurance forms and policies, record keeping, filing, insurance vocabulary and
terminology and insurance office routines.

RMI 2802 (BA 247) — Estate
Planning and Administration 3 credits
Three class periods. This course is a study of the preparation and probate of wills, citations, appointments of
administrators, trust and estate accounting, administering estates and trust agreements. Attention is also given to the
legal procedures concerning gifts, inheritance and estate taxes.

SES 1100 (BA 171) — Beginning
Typewriting 3 credits
Five class periods. The basic skills of typewriting including their applications to correspondence and statistical typing.
For students with less than one year of high school typewriting.

SES 1110 (BA 172) — Intermediate
Typewriting 3 credits
Three class periods. Prerequisite: SES 1100 or one year of high school typewriting. A continuation of the skills of
 typewriting, including their application to more advanced styles of correspondence, statistical typing and manu-
scripts.

SES 1210 (BA 151) — Beginning Shorthand 3 credits
Four class periods. The basic principles of Gregg (Diamond Jubilee) shorthand with emphasis on theory and development
of reading and writing skills. For students with less than one year of high school shorthand.

SES 1211 (BA 152) — Intermediate
Shorthand 3 credits
Three class periods. Prerequisite: SES 1210 or one year of high school shorthand. A continuation of Gregg (Diamond
Jubilee) shorthand with continued emphasis on theory and the development of dictation skills.

SES 1257 (BA 118) — Medical
Transcription I 3 credits
Three class periods. Prerequisite or co-requisite: APB 1590. Stressing fundamentals of transcribing medical
 correspondence and simple dictation from medical recording devices.

SES 1335 (BA 159) — Business
Communications 3 credits
Three class periods. Prerequisite: ENC 1103. Practice in developing effective oral and written business communica-
tion skills to create successful human relations. Emphasis will be placed on written business correspondence.

SES 1461 (BA 165) — Medical
Office Procedures 3 credits
Three class periods. Emphasis is given to receptionist duties, modern filing methods (terminal digit and
conductor), bookkeeping, and proper completion of insurance billing forms, workman's compensation forms,
governmental and medicare forms, and requests from third party payers and outside agencies.

SES 2129 (BA 271) — Advanced
Typewriting 3 credits
Three class periods. Prerequisite: SES 1110 or equivalent. Intensive work with business letters, forms, papers and
duplication materials. Continuing effort will be made to increase speed and accuracy on both straight copy and
production work.

SES 2212 (BA 253) — Advanced
Shorthand 3 credits
Three class periods. Prerequisite: SES 1211 or equivalent. Dictation and transcription from new material at
measured rates of speed, spelling, punctuation and vocabulary will be emphasized in transcription.

SES 2213 (BA 255) — Shorthand
Transcription 3 credits
Three class periods. Prerequisite: SES 2212 or equivalent. New material dictation at measured and unmeasured
speed, and transcription of that dictation into typable copy free of errors in spelling, grammar and punctuation.

SES 2258 (BA 218) — Medical
Transcription II 3 credits
Three class periods. Prerequisite: SES 1257. An advanced
course in transcription of medical documents using more difficult medical terminology.

SES 2259 (BA 219) — Medical
Transcription III 3 credits
Three class periods. Prerequisite: SES 2258. This course uses sophisticated medical terminology such as employed in the surgical specialties of cardiovascular surgery, orthopedics, neurosurgery and plastic surgery.

SES 2261 (BA 210) — Business
Machines 3 credits
Three class periods. Prerequisite: MTB 1103. This course is designed to acquaint the student with the fundamental operations of present day business machines, including electronic calculators, duplicating equipment, and modern adding machines.

SES 2401 (BA 260) — Office
Procedures 3 credits
Three class periods. Offered Session I only. Prerequisite: SES 1110. Co-requisite or prerequisite: SES 1211. Development and practice in such secretarial-managerial operations as records management, processing mail, telephone techniques, handling travel arrangements and expediting meetings.

SES 2402 (BA 261) — Secretarial
Procedures 3 credits
Three class periods. Prerequisite: SES 2401 recommended. A course designed to aid the secretarial or clerical student in mastering office skills, such as: managing records, presenting statistical information, following payroll procedures and handling tax duties. Special emphasis will be placed on developing personal qualities and traits important in an office setting. Units and projects presented will be selected in terms of the learning differences and needs of the individual student.

SES 2431, SES 2432 (BA 267, BA 268) — Legal
Secretarial Practices and Procedures 3-4 credits
Three class periods each semester. Pre- or co-requisites: SES 1211 and SES 1110, or their equivalents. Intensive practice in the handling of legal forms, filing and records, legal vocabulary and terminology and legal office routines. SES 2431 offered only in Session II and SES 2432 offered only in Session I.

SES 2434 (BA 250) — Law
Office Management 3 credits
Three class periods. The student will study a law office organization, specialized bookkeeping and accounting for attorneys, fees and billing procedures, scheduling and calendaring, management of personnel, legal drafting and legal office correspondence. Special attention will be given to those canons, ethical considerations and disciplinary rules which define the type of ethical conduct the public has a right to expect from both the lawyer and the non-professional employee. (This course is designed especially for the student pursuing a degree as a Lawyer’s Assistant.)

SES 2450 (BA 265) — Legal Secretarial
Seminar and Work Experience 3 credits
Prerequisite: Approval of the Program Director. The student will work in selected legal offices in the community fifteen (15) hours a week. There will be a seminar each week to answer questions, share experiences, and gain further knowledge of the varying aspects of legal secretarial work.

SES 2462 (BA 230) — Medical
Secretary Procedures 3 credits
Three class periods. Prerequisite: SES 1461. Instruction is given in the office procedures dealing with physical examinations, medical research and an understanding of the care and sterilization of surgical instruments. Basic instruction is given in pharmacology, immunology, diagnostic laboratory procedures as well as orientation in the administration of extended health care facilities.

SES 2470 (BA 240) — Internship as Medical Secretary 4 credits
Prerequisite: Approval by the instructor. An internship in which the student spends a maximum of fifteen (15) hours a week either in a physician’s office, public health facility, or extended care facility or a hospital. Course culminates in evaluation seminars with various instructors and on-the-job trainers.

SES 2490 (BA 263) — Executive
Secretarial Seminar and Work Experience 3 credits
Prerequisite: Approval of the Program director. The student will work in a selected office a maximum of 15 hours per week. Seminars will be held to answer questions, share experiences and give further knowledge of the varying aspects of secretarial work.

CAREER DEVELOPMENT

STD 1151 (CD 101) — Career Development 3 credits
Three class periods. This course emphasizes the development of decision-making skills enabling individuals to explore potential careers in terms of this interests, values and educational goals. The use of career resources will be an important aspect of this course.

CHEMISTRY

BCH 1000C (CY 160) — Introduction to Inorganic, Organic and Biochemistry 4 credits
Three class periods and one three-hour laboratory. Prerequisite: High school chemistry or CHM 1045. The course is designed to introduce the fundamentals of a study of biochemistry. Laboratory experience will include experiments - inorganic, organic and biochemistry. This course provides the necessary background in chemistry for further studies in the health related fields as well as toward General Education requirements. It is not designed for students majoring in chemistry or for those whose curriculum requires a full year of college chemistry. (Laboratory fee)

CHM 1010 (CY 156) — Chemical Calculations 2 credits
One two-hour class period. Prerequisite: CHM 1040 or one year of high school chemistry and one year of high school algebra or MAT 1024. Designed to be taken concurrently with CHM 1045 in order to provide special instruction for the student who needs additional work in the quantitative aspects of chemistry. Students are instructed in the use of the slide rule, logarithms and dimensional analysis. Topics include weight relationships in chemical reactions, gas laws and solution chemistry. This course may not be taken for credit subsequent to a grade of "C" or better in CHM 1045-CHM 1046.

CHM 1034C (CY 186) — General Chemistry for Laboratory Technology 6 credits
Five class periods and one three-hour laboratory. Prerequisite: Admission to the Medical Laboratory Technology Program. This course emphasizes essentials of general chemistry, chemical calculations, and a brief introduction to the structure and nomenclature of organic chemistry. (Laboratory fee)

CHM 1040 (CY 155) — Introduction to General Chemistry 4 credits
Three class periods and one three-hour laboratory. Prerequisite: One year of high school algebra or MAT 1024. This course is designed to prepare students without high school chemistry or those with an inadequate background for CHM 1045. Modern chemical theories are used to develop an understanding of the fundamentals of in-
organic chemistry and its applications. Quantitative relationships are emphasized throughout the course, using dimensional analysis to solve all problems. Laboratory experiences are an integral part of the course. The course may not be taken for credit subsequent to earning a grade of "C" or better in CHM 1045, CHM 1046. (Laboratory fee)

CHM 1045 (CY 171) — General Chemistry with Qualitative Analysis I 4 credits (CE)
Three class periods and one three-hour laboratory. Pre-requisites: CHM 1040 or one year of high school chemistry completed with a grade of "C" or better and MAT 1024 or two years of high school algebra. A study of the basic principles of chemistry, emphasizing the formation of a unifying model from a collection of observations and measurements. The laboratory illustrates principles discussed in the classroom. Students who need extra instruction in the problem solving aspects of chemistry are urged to take CHM 1010 concurrently with this course. (Laboratory fee)

CHM 1046 (CY 172) — General Chemistry With Qualitative Analysis II 4 credits
Three class periods and one three-hour laboratory. Pre-requisite: Satisfactory completion of CHM 1045. A continuation of CHM 1045 dealing mainly with equilibrium theory and the thermodynamics. The laboratory is designed to illustrate the principles of ionic equilibria within the framework of qualitative analysis. (Laboratory fee)

CHM 2120 (CY 275) — Quantitative Analysis 4 credits (IS)
Two class periods and two three-hour laboratories. Pre-requisite: CHM 1046. Introduction to the theoretical principles and laboratory practice of modern analytical chemistry including separations and gravimetric, titrimetric, electrometric, absorption spectrometric and chromatographic techniques. (Laboratory fee)

CHM 2210 (CY 265) — Organic Chemistry I (Session I only) 4 credits
Three class periods and one three-hour laboratory. Pre-requisite: CHM 1046 or a comparable college level general chemistry course. A basic course dealing with aliphatic aromatic compounds, their properties, reactions, and synthesis, emphasizing the dependence of properties and reaction mechanisms upon structure. The laboratory illustrates techniques of separation, identification and purification. (Laboratory fee)

CHM 2211 (CY 266) — Organic Chemistry II (Session II only) 4 credits
Three class periods and one three-hour laboratory. Pre-requisite: Satisfactory completion of CHM 2210. A continuation of CHM 2210 with the laboratory devoted to multistep synthesis. (Laboratory fee)

CHM 2833 (CY 290) — Special Topics in Chemistry 1-3 credits
Prerequisite: CHM 1045 and permission of the department. This seminar is for the honors student in chemistry who wishes to pursue certain topics in chemistry, as chosen by the class, in detail; to research topics; to present information and lead discussion with other students and faculty members. This course may be repeated for a maximum of three semester hours of credit.

CHILD DEVELOPMENT

CHD 1220 (CT 101) — Child Development and Management 3 credits
Three class periods. An introductory study of the growth and development of the child from conception through the age of five, including physical, social, emotional and intellectual development, influences of environment, principles and theories of development in home and pre-school situations.

CHD 1320 (CT 110) — Principles of Pre-School Education 3 credits

CHD 1332 (CT 118) — Curriculum for the Young Child 3 credits
Three class periods. The study of basic concepts, methods and materials of social studies, mathematical concepts and science investigations appropriate to the education of the young child.

CHD 1333 (CT 105) — Art for Young Children 3 credits
Three class periods. An introductory course designed to acquaint students with the wide variety of arts suitable for use with young children. Designed to assist in understanding the importance of art media in enriching opportunities for children. A combination of lectures and demonstrations.

CHD 1334 (CT 107) — Literature for Young Children 3 credits
Three class periods. Designed to acquaint the student with the various forms of children's literature and develop ability to select quality literature appropriate for various age groups.

CHD 1335 (CT 109) — Music for Young Children 3 credits
Three class periods. Teaching of basic skills necessary to involve children in simple music activities. Familiarity with simple musical instruments is stressed.

CHD 1339 (CT 115) — Movement Exploration 3 credits
Three class periods. Study of techniques of using physical activities with young children. Games and play equipment for young children will be researched and designed in class.

CHD 1410 (CT 103) — Foods for the Young Child 3 credits
Three class periods. Designed to teach awareness of the nutritional needs of the pre-school child. Will include in-class preparation of snacks and light lunches suitable for the young child.

CHD 1430 (CT 102) — Observing and Recording Child Behavior 4 credits
One two-hour class period, and 3 three-hour labs. Designed to increase objectivity and proficiency in observing, recording, interpreting children's behavior, and increase awareness of normal patterns of behavior of children from birth through five years of age. Includes observation of toddlers and preschoolers. Case studies will be done in off-campus child care centers. Selection and use of basic equipment, materials for young children, and identification of the role of the staff will be included.

CHD 1440 (CT 106) — Supervised Student Participation 4 credits
One two-hour lecture period and four 3 hour laboratory periods. Corequisite: CHD 1220. Students will participate in the child care laboratory on campus under a qualified supervisor.

CHD 2260 (CT 210) — Advanced Child Development and Management 3 credits
Three class periods. Prerequisite: CHD 1220. A continuation of CHD 1220. Study of a child's development up to pre-adolescence. Included are child guidance and behavior problems such as emotions, attitudes and values.
CIVIL TECHNOLOGY

BCN 1220 (CV 102) — Construction Methods and Equipment 3 credits
Three class periods. Prerequisite: ETD 1100C. An introductory study of methods to determine quantities of materials, equipment, labor and money required for construction projects. Covers characteristics and capabilities of work equipment, methods of obtaining unit costs of in-place construction, and field reporting practices and responsibilities of field inspection.

BCN 2613C (CV 294) — Estimating and Office Practice 3 credits
Three class periods. Introduction to estimating and construction office practice to familiarize student with the construction process as a whole, ways contractors organize offices to accomplish a job of construction, the generation of plans and specifications and their use systems of accounting and how material quantity "take-off" forms the basis for accounting. Critical-path method of planning and scheduling is studied intensively to teach this increasingly important technique.

BCN 2949 — Cooperative Education: Building 2-4 credits
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. A maximum of six (6) co-op credits may apply toward elective credit in a degree program. May be repeated for credit.

ETC 1325C (CV 195) — Surveying and Measurements 4 credits
Three class periods and one-three hour laboratory. Prerequisite: MTB 1322/MAC 1114. Elementary surveying course including fundamentals of plane surveying and use and care of equipment. Accurate measuring of distances; theory and practice of leveling; angles and bearings; principles and use of transit; curves; stadia; and topographic and land surveying studied in coordinated class, laboratory and field assignment. (Laboratory fee)

ETC 2220C (CV 293) — Solids and Foundations 4 credits
Four class periods. Prerequisite: BCN 1220. Course covers criteria used in selection, design and construction of the elements of a structure that transfers its total load to the underlying formations. Theoretical aspects considered and treated are: analysis of subsoil conditions, bearing capacity and settlement analysis, character of natural soil deposits, earth pressure and retaining wall theory and stability of slopes and sub-grades. Foundation design, behavioral characteristics and pile driving are also covered. (Laboratory fee)

DATA PROCESSING

CAP 2201 (DP 240) — Scientific Program Applications 3 credits
Three class periods. This course is designed to acquaint the student with typical scientific Data Processing applications. Students learn to apply through lecture and practical case studies the equipment and programming techniques in previous semesters.

CAP 2930 (DP 290) — Selected Topics in Data Processing 1-3 credits
One-three hours per week. Prerequisite: Department permission. This seminar is for students interested in discussion, exploration and observation of select topics in the area of Data Processing.

CIS 2221 (DP 219) — Data Systems and Management 3 credits (IS)
Three class periods. This course will cover the analysis, design and control of data systems. Methods in information storage and retrieval, magnetic tape and disk file organization will be stressed.

CIS 2949 — Cooperative Education: Data Processing Field Experience 2-4 credits
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. A maximum of six (6) co-op credits may apply toward elective credit in a degree program. May be repeated for credit.

CNM 1005 (DP 103) — Data Processing Mathematics 3 credits (IS)
Three class periods. Corequisite: COC 1300. A survey of the mathematics required in a dynamic data processing environment. Practical business applications are stressed. Course designed to meet the needs of students programmers, systems analysts and data processing managers. Covers basic math, math for computers, linear algebra and optimization techniques.

COC 1300 (DP 101) — Introduction to Data Processing 3 credits (IS)
Three class periods. An overview of the entire field of data processing. It will cover such topics as manual and automatic record keeping, types of computers, a brief history of computing devices, data representation, computer arithmetic, computer components and stored program concepts.

COC 2001 (DP 250) — Computers for Everyone 3 credits
This general education course is designed to provide a broad overview and understanding of computers. Many aspects about computers such as principles, methods and
applications will be investigated along with the impact and role of computers in our society.

COP 1110 (DP 105) — Fortran
Programming 3 credits (IS)
Three class periods. An extensive study of FORTRAN statements and their use in the solution of appropriate problems. Emphasis will be placed on problem organization, data manipulation and input-output operations.

COP 2121 (DP 205) — Advanced
Programming 3 credits (IS)
Three class periods. Prerequisite: COP 1110 and COP 2220 or permission of instructor. A survey of other programming languages available and their application to business data processing and applications problems. Major emphasis will be on program writing, testing, debugging and complete documentation.

COP 2220-COP 2120 (DP 201-202) — COBOL
Programming 3 credits (IS)
Three class periods. Prerequisite: COP 2220 or permission of instructor. A study of how a high level business oriented programming language (COBOL) is efficient to enable students to effectively solve problems normally encountered in the business area.

CRM 2121 (DP 231) — Data Processing Management 3 credits (IS)
Three class periods. Prerequisite: CIS 2220 or permission of instructor. A study of the critically important management principles concerned with the administration and control of the data processing function. The manager's role in planning, evaluating, organizing and decision-making functions is continually stressed.

DENTAL HYGIENE

DEH 1000C (DH 102) — Introduction to Clinical Dental Hygiene I 4 credits
One two-hour class period and two four-hour clinical periods. This course is an introduction to the duties of the dental hygienist in oral hygiene care. Emphasis is placed upon the preventive procedures which must be performed by the dental hygienist and the patient to decrease the incidence of oral disease. The course will include topics such as sterilization techniques and medical history procedures, dental charting and mastery of beginning techniques in caring for the dental patient. (Laboratory fee)

DEH 1120 (DH 104) — General Oral Histology 2 credits
One two-hour class period. Prerequisites: APB 2193C and DEH 1000C. Corequisite: APB 2201C and MCB 2010C. A detailed study of the minute structure of tissue. Lecture material will include the morphology of different tissues, early embryonic development and histologic features of the structures of the oral cavity of particular interest to the dental hygienist.

DEH 1802C (DH 105) — Clinical Dental Hygiene II 4 credits
One two-hour class period and two four-hour clinical sessions. Prerequisite: DEH 1000C. Students will be required to complete a specific number of dental prophylaxes for adults and children in the clinic under the supervision of the clinical staff. Includes practical experience in dental radiology. (Laboratory fee)

DEH 1804C (DH 107) — Clinical Dental Hygiene III 3 credits
Prerequisite DEH 1802C. Continuation of Dental Hygiene II. (Laboratory fee)

DEH 1820 (DH 106) — Office Emergencies 1 credit
One class period. First aid procedures and treatments for emergency care of patients involved in any dental office emergency such as control of hemorrhage, treatment of shock, syncope, cardiac failure, respiratory failure and phylactic reactions and sensitivity to medicine.

DEH 2303 (DH 206) — Pharmacology 2 credits
One two-hour class period. Prerequisites: APB 2193C-APB 2201C, MCB 1010C. Presentation of basic aspects relating to the physical and chemical properties, dosage, methods of administration, and therapeutic use of pharmaceutical preparations used in dentistry.

DEH 2400 (DH 201) — General and Oral Pathology 2 credits
Prerequisites: MCB 2101C and DEH 1120. Corequisite: DEH 2600. One two-hour class period. Introduction to general pathology with consideration of the more common diseases affecting the human body. Particular emphasis is given to the study of pathological conditions of the teeth and their supporting structures, and their relationship to systemic disturbances.

DEH 2504 (DH 208) Dental Specialties 1 credit
One class period. A series of lecture demonstrations in the fields of restorative dentistry, periodontia, oral diagnoses, orthodontia, pedodontia, dental surgery, anesthesia and endodontics. These observations are for the purpose of giving the student a better understanding of the specialized fields of dentistry and their relation to dental hygiene.

DEH 2600 (DH 204) — Periodontics 2 credits
One two-hour class period. Prerequisites: DEH 1120 and MCB 2010C. Corequisite: DEH 2400. This course presents the classification of periodontal disease, the clinical picture, causative factors, treatment planning, therapy and the dental hygienist's role in working with periodontal disease. Included will be training in root planning and gingival curettage.

DEH 2700 (DH 202) — Dental Health Education 2 credits
One two-hour class period. Prerequisite: PSY 1012. Series of lectures to familiarize the dental hygienist with the methods and materials used in dental health education. Each student will be required to design lesson plans and appropriate visual aids to be used in dental health education for school children, adult groups and office patients.

DEH 2701 (DH 207) — Dental Public Health and Preventive Dentistry 2 credits
One two-hour class period. Prerequisite: PSY 1012. Corequisites: DEH 2303, DEH 2504, DEH 2700, DEH 2808C, and SOC 2000. Philosophy and practices of public health and public health dentistry. A study of the newest concepts of preventive dentistry, its meaning and aims and the responsibilities of the dental hygienist in this field of practice.

DEH 2806C (DH 203) — Clinical Dental Hygiene IV 5 credits
One two-hour class period and three four-hour clinical sessions. Prerequisite: DEH 1804C. Continuation of Clinical Dental Hygiene III. (Laboratory fee)

DEH 2808C (DH 210) — Clinical Dental Hygiene V 5 credits
One two-hour lecture and three four-hour clinical sessions. Prerequisite: DEH 2806C. This course familiarizes the student with the duties of the dental assistant and teaches expanded functions that dental auxiliaries are performing in Florida. The dental hygienist, upon graduation, will be qualified in root planning and gingival curettage. (Laboratory fee)
DEH 2830 (DH 209) — Practice Management
1 credit
One class period. Prerequisite: PSY 1012. Corequisites: DEH 2903, DEH 2701, DEH 2504, DEH 2806. Principles of dental ethics and economics as they relate to the dental hygienist. This course will also include a study of jurisprudence, dental hygiene history and office procedures.

DES 1000C (DH 101) — Dental Anatomy
3 credits
Pre or corequisite: APB 2193C. One two-hour class period and one three-hour laboratory. The study of the structure, morphology and function of the primary and permanent dentition. Laboratory procedures include the identification and the reproduction of tooth forms by drawing and carving representative teeth.

DES 1200C (DH 103) — Dental Radiology
2 credits
One two-hour class period. Prerequisite: APB 2193C and DES 1000C. Corequisites: APB 2201C and MCB 2100C. Orientation of the student to the nature, physical behavior, biological effects, methods of control, safety precautions and the techniques for exposing, processing, and mounting x-rays. Laboratory procedures will include the application of these techniques in clinical practice. (Laboratory fee)

DES 2100C (DH 205) — Dental Materials
3 credits
One two-hour class period and one three-hour laboratory. A series of lecture-demonstrations designed to acquaint the student with the nomenclature, characteristics, proper manipulation and application of materials used in the laboratory and clinical practice of dentistry. The procedures for purchasing and storage of supplies will be considered. (Laboratory fee)

DRAFTING & DESIGN

ETD 1701C (DG 111) — Mechanical Drafting I
3 credits
Two class periods and one two-hour laboratory. Prerequisite: ETD 1100C. 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 an assembly and details from pictorial drawings and sectional views of assemblies. (Laboratory fee)

ETD 2641C (DG 201) — Electromechanical Drafting I
3 credits
Two class periods and one two-hour laboratory. Prerequisite: ETD 1701C. Emphasis placed on drawing to specifications; chassis, panels, terminal boards, resistors, capacitors, inductors, transformers, tubes, diodes, transistors, etc. Basic electronic package design will be developed through complete multiple drawing series suitable for manufacturing purposes by utilization of the Design Team Concept. (Laboratory fee)

ETD 2642C (DG 202) — Electromechanical Drafting II
3 credits
Two class periods and one two-hour laboratory. Prerequisite: ETD 2641C. A continuation of ETD 2641C with emphasis on printed circuit drafting, microcircuit and integrated circuit drafting techniques. (Laboratory fee)

ETD 2702C (DG 211) — Mechanical Drafting II
3 credits
Two class periods and one two-hour laboratory. Prerequisite: ETD 1701C. A continuation of ETD 1701C which includes basic instruction in piping and structural drawing as related to mechanical drafting; integrates knowledge previously acquired in mechanical mechanisms and introduces charts, graphs, diagrams and various pictorial presentations of engineering information. Additional emphasis on jigs, tools and fixtures. (Laboratory fee)

ETD 2703C (DG 212) — Mechanical Drafting III
3 credits
Two class periods and one two-hour laboratory. Prerequisite: ETD 2702C. A continuation of ETD 2702C which includes advanced assembly and detailed drawings of small machines, mechanical mechanisms or electro-mechanical devices with consideration given to application of principles covered in ETD 2702C. Attention given to designating specifications on shafting, gears, clutches, brakes and miscellaneous machine elements. (Laboratory fee)

ETD 2949 — Cooperative Education; Drafting and Design Field Experience
2-4 credits
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credits by working in a supervised training assignment directly related to the student's college major. A maximum of six (6) co-op credits may apply toward elective credit in a degree program. May be repeated for credit.

ECONOMICS

ECO 1000 (ES 151) — Basic Economics
3 credits (IS)
Three class periods. A general survey course of basic economic concepts and institutions to prepare the student for intelligent citizenship. Emphasis is on the principles of production, the determination of prices, the distribution of income and economic problems of everyday life. Not intended for majors in economics or certain business curricula requiring six semester hours of "Principles of Economics." No credit will be granted if ECO 2106 has been satisfactorily completed. (Offered as ECO 251 prior to 1966-67)

ECO 1040 (ES 130) — Consumer Economics
3 credits
Three class periods. An experience in the practical and theoretical evaluation of personal and family financial planning, buying, borrowing, protection and investing.

ECO 2013 (ES 261) — Principles of Economics I
3 credits (CE) (IS)
Three class periods. Introduction to economic theory, fundamental problems of any economy and the market economy. Macroeconomics to include National Income accounting, consumption, saving and investment, the influence of government, money and banking and the problem of unemployment.

ECO 2023 (ES 262) — Principles of Economics II
3 credits (CE) (IS)
Three class periods. Continuation of ECO 2103. Microeconomics, the theory of the market, price determination, factors of production, distribution of income, the theory of the firm, monopoly and oligopoly in competition, international trade, the challenge of the future. Students who have had no prior course in economics are encouraged to consult a counselor or an economics instructor prior to enrollment.

ECO 2992 (ES 290) — Selected Topics in Economics
1-3 credits
One-three class periods. These seminars are for students who are interested in special topics and desire to explore further the field of economics through research, discussion and observation.

EDUCATION

EDF 1005 (EN 150) — Orientation to Education
3 credits (IS)
Three class periods. A general overview of teaching developed through a study of the processes of teaching and learning, the organization and structure of American education, and current issues and problems related to education.
EDG 2935 (En 291) — Selected
Topics in Education 1-3 credits
One-three class periods. Prerequisite: EDF 1005 or permission of the instructor. These seminars are for students who are interested in special topics and desire to explore further the field of education through research, discussion and observation.

EDG 2941 (En 290) — Field Experience in Education 1-3 credits
One class period plus a minimum of two hours per week of appropriate field experience under professional supervision. Co-requisite: EDF 1005. This course is designed for students who wish to pursue particular interests in the field of education and to gain some actual experience in the field. The course may be repeated for a maximum of three semester hours of credit.

EDG 2949 — Cooperative Education
Education Field Experience 2-4 credits
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student’s college major. A maximum of six (6) co-op credits may apply toward elective credit in a degree program. May be repeated for credit.

ELECTROMECHANICAL

COC 2010L (En 202) — Digital Computing Systems 4 credits
Three class periods and one three-hour laboratory. Prerequisite: ETE 2618C. Study of the computer as a system; its external data forms and functions, data input, program flow charts, instructions, programs, use of the digital computer and its peripheral equipment as a total system.

CRM 2010 (EM 240) — Input/Output Devices 4 credits
Three class periods and one three-hour laboratory. Prerequisite: ETE 2618C and ETE 2232C. Includes discussion of input and output requirements of a computing system introducing the student to types of devices in typical systems; individual equipment presented with the object of stressing mechanical, electrical and logical principles of operation.

CRM 2012 (EM 230) — Storage Principles and Devices 4 credits
Three class periods and one three-hour laboratory. Prerequisite: ETE 2618C. Study of storage as a basic need in computer systems including temporary, permanent, partial, and final; fundamental information pertaining to addressing, access, synchronization and characteristics of the various media; major areas of study to include magnetic fundamentals, core storage, thin-film memory, magnetic drum storage, magnetic disk storage, magnetic tape storage, card random access memory, read only memories, tunnel-diode memory, electronic storage, mechanical and electromechanical storage, electrostatic storage devices.

ETE 2323C (EM 215) — Control Systems 4 credits
Three class periods and one three-hour laboratory. Prerequisite: ETE 2145C, PHY 1024C or PHY 1054C or department approval. A course designed to develop a basic understanding of control systems theory, applications, and the operation of components utilized in typical systems. The different types of control systems are analyzed and the concepts of system stability introduced.

ETE 2721C (Em 220) — Electromechanical Components 4 credits
Three class periods and one three-hour laboratory. Prerequisite: ETM 1405C or department approval. An in-depth study of mechanisms as they are specifically related to use in business machines and data processing machines applying the principles and concepts learned in mechanisms.

ETM 1405C (EM 150) — Mechanisms 4 credits
Three class periods and one three-hour laboratory. Co-requisites: MTB 1231/MAC 1104 and PHY 1025C/PHY 1053C. The study of fundamental concepts as found in basic mechanical and electromechanical mechanisms, studies in terms of their function, specification and operating characteristics with emphasis on the use of these mechanisms in integrated electromechanical systems as found in business machines and data processing equipment; to include study of levers and linkages, gears, transmission components and electric controls.

ELECTRONICS TECHNOLOGY

ETE 1010C (El 101) — Electric Circuits I 4 credits
Three class periods and one three-hour laboratory. Prerequisite: A minimum of one unit of high school algebra or equivalent. Corequisite: MTB 1221 or MAC 1104 or department approval. The first basic course covering the concepts of voltage, current and resistance, basic resistive circuits, network theorems, inductance and capacitance. Basic measuring instruments and techniques are utilized.

ETE 1031C (EL 105) — Electric Circuits II 4 credits
Three class periods and one three-hour laboratory. Prerequisite: ETE 1010C or departmental approval. It is recommended that the student have one unit of high school trigonometry or the equivalent. Corequisite: MTB 1222 or MAC 1114 or department approval. A continuation of ETE 1010C covering fundamentals of reactive circuits, including series and parallel RL, RC and RLC circuits, network theorems and analysis, resonance, power, transformers, filters and other selected topics.

ETE 1141C (EL 109) — Semiconductor Circuits I 4 credits
Three class periods and one three-hour laboratory. Prerequisite: ETE 1010C or departmental approval. A course covering techniques of analysis and design of linear transistor amplifiers and other semi-conductor circuits. Topics include DC circuit biasing, small signal AC hybrid analysis, field-effect transistor, multistage amplifiers, large signal amplifiers and stability criteria.

ETE 2145C (El 210) — Semiconductor Circuits II 4 credits
Three class periods and one three-hour laboratory. Prerequisite: ETE 1141C or departmental approval. A continuation of ETE 1141C covering applications of circuits and techniques previously studied. Linear integrated circuits, operational amplifier theory, feedback theory, oscillators, AGC circuits, regulators, rectifiers and filters will be covered.

ETE 2411C (El 208) — Electronic Communications I 4 credits
Three class periods and one three-hour laboratory. Prerequisite: ETE 1141C or departmental approval. Corequisite: ETE 2145C or departmental approval. This course introduces the principles and circuits used in electronic communications. Included are system requirements, basic techniques of modulation and demodulation, principles of transmitters and receivers, oscillators, tuned amplifiers, antennas, and other communication system components and using them in circuit relationships with other units. The laboratory provides experience in connecting, testing, and troubleshooting circuits and systems similar to those studied in class utilizing oscilloscopes, signal generators and other electronic test equipment.
ETE 2421C (EI 212) — Electronic Communications II 4 credits
Three class periods and one three-hour laboratory. Prerequisite: ETE 2411C and ETE 2630C or departmental approval. This course emphasizes the system aspects of electronic communications using the basic circuits and methods discussed in ETE 2411C and continues with the study of transmission and radiations. Topics include use of information transmission, noise, bandwidth, pulse communication techniques, multiplexing, television methods, transmission lines, antenna gain, path loss and related subjects.

ETE 2618C (EL 202) — Digital Systems Fundamentals 4 credits
Three class periods and one three-hour laboratory. Prerequisite: ETE 2830C or departmental approval. A study of digital logic elements and functions, including number systems, boolean algebra, digital codes, logic gates, multivibrators, decoders, arithmetic units, counters, shift registers and other complex digital functions. The laboratory provides experience in connecting and testing digital circuits. The functions and applications of digital integrated circuits are strongly emphasized.

ETE 2830C (EI 201) — Pulse and Digital Circuits 4 credits
Three class periods and one three-hour laboratory. Prerequisite: ETC 1031C or departmental approval. A course covering pulse and other types of nonsinusoidal wave forms, network response, transistor switching circuits, boolean algebra and basic digital logic circuits.

ETE 2949 — Cooperative Education: Electronics Field Experience 2-4 credits
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credits by working in a supervised training assignment directly related to the student's college major. A maximum of six (6) co-op credits may apply toward elective credit in a degree program. May be repeated for credit.

ENGINEERING

EGN 1130C (EG 152) — Descriptive Geometry 3 credits
Two class periods and one two-hour laboratory. Prerequisite: ETD 1100C. This course includes the theory and practice in solving graphic problems involving point, line and space relationships. (Laboratory fee)

ETD 1100C (EG 151) — Engineering Drawing 3 credits
Two class periods and one two-hour laboratory. A survey course of the principles and practices involved in making and reading engineering drawings. Emphasis is placed on lettering, industrial symbolism, visualization, orthographic projection, and line techniques. (Laboratory fee)

ETM 1828 (EG 157) — Engineering Materials and Processes 3 credits
Three class periods. This is a survey of the basic materials used in industry, metallic and non-metallic, and the processes used to form, fabricate and finish these materials.

ENGLISH

AML 2020 (EH 253) — Survey in American Literature. Colonial Period to Civil War 3 credits (CE) (IS)
Three class periods. Prerequisite: ENC 1103 or permission of the department. A survey of literary trends from the Colonial period to the Civil War. Emphasis will be placed on the romantic redescravery (nature, man, society) in the works of such writers as Poe, Emerson, Thoreau, Hawthorne, Melville and Whitman.

AML 2022 (EH 254) — Survey in American Literature, Civil War to Present 3 credits (CE) (IS)
Three class periods. Prerequisite: ENC 1103 or permission of the department. An introduction to the main trends and personalities of the American Literary scene from the Civil War to the present, including Afro-American authors. New direction of modern poetry, rise in realism and naturalism in short stories and approach to symbolic drama.

CRW 2020 (EH 260) — Creative Writing and Advanced Composition 3 credits (IS)
Three class periods. Prerequisite: ENC 1103 or permission of the department. Offered for students desiring experience in writing short stories, poems, plays, novels, personal essays and magazine articles with students free to develop writing skills in chosen literary type. Instruction in advanced techniques of composition leading to development of writing style and form compatible with individual interests.

ENC 1013 (EH 140) — Fundamental English I 3 credits
Three class periods. A study of grammar, usage, punctuation, capitals and spelling. Emphasis on writing clear, concise, grammatically accurate sentences and putting those sentences together in a unified paragraph. ENC 1013 is aimed to prepare the student to succeed in ENC 1103 and in other courses where writing clear paragraphs is needed.

ENC 1025 (EH 141) — Fundamental English II 1-3 credits
A series of mini-courses that focus on each student’s specific writing problems. Some examples of mini-course titles are Spelling Improvement, Capitalization and Punctuation, Using Verbs Correctly, Frequent Grammatical Errors. Other short courses help students take notes, answer essay questions, prepare job applications and resumes, summarize, use dictionaries, outline. Can be taken for one, two or three credits as arranged with course facilitator. Students may take ENC 1025 as a continuation of ENC 1013, or in conjunction with ENC 1103, or to learn or polish specific writing skills.

ENC 1103 (EH 151) — Freshman Composition I 3 credits (CE) (IS)
Three class periods. Instruction and practice in effective writing. Reading of modern essays combined with multimedia approach. General Education course.

ENC 1136 (EH 152) — Freshman Composition II 3 credits (CE) (IS)
Three class periods. Prerequisite: ENC 1103 or permission of the Department. Instruction and practice in effective writing. Various literary types combined with multimedia approach. General Education course.

ENC 1318 (EH 157) — Technical Communication 3 credits (IS)
Three class periods. Prerequisite: ENC 1103. Focus on clear, simple and precise English. Writing of business letters, office memo, technical reports, proposals and recommendations. Practice in collecting and organizing data and preparing report formats. Oral report and interview techniques included.

ENG 2123 (Eh 209) — Introduction to Film 3 credits
Three class periods. An introduction to the developments in American, British and foreign films. Emphasis on films of the 20’s through the 70’s. Attention given to silent films, early talkies and documentaries.
ENG 2930 (EH 290)  —  Selected Topics
in English  1-3 credits
One-three hours per week. Prerequisite: ENC 1103 or permission of instructor. This seminar is for students interested in research, discussion and observation of special topics in writing and literature.

ENL 2012 (EH 251)  —  Survey in English Literature, 1300-1800  3 credits (CE) (IS)
Three class periods. Prerequisite: ENC 1103 or permission of the department. A humanistic study of British Literature through the eighteenth century. Representative selections from each period are studied for interpretation, background, artistic quality, and ethical meaning, with emphasis on human values and application to life.

ENL 2023 (EH 252)  —  Survey in English Literature, 1800 to Present  3 credits (CE) (IS)
Three class periods. Prerequisite: ENC 1103 or permission of the department. A study of British Literature of the nineteenth and twentieth centuries from the same approach as that of ENL 2012.

LIT 2021 (EH 250)  —  Introduction to Literature  3 credits (IS)
Three class periods. Prerequisite: ENC 1103 or permission of the department. An introduction to the following literary types: short story, novel, drama and poetry, with emphasis on contemporary literary works.

LIT 2161 (EH 256)  —  Contemporary Literature  3 credits (IS)
Three class periods. Prerequisite: ENC 1103. A study of representative works of contemporary American, British, and Continental poets, novelists, short story writers, science fiction writers, dramatists and non-fiction writers especially significant since World War II. Emphasis will be placed on the issues and ideas as related to our present and future society. To include the works of such authors as Baldwin, Bellow, Brooks, Camus, Ellison, Hesse, Malmed, Sartre.

LIT 2214 (EH 258)  —  Survey in World Literature, 900 B.C. to 1700  3 credits (IS)
Three class periods. Prerequisite: ENC 1103 or permission of the department. A study of the major poetry, fiction, drama and essays of world literature from the Ancients to and including the Renaissance. Emphasis on selections that make reading stimulating and pleasurable.

LIT 2223 (EH 269)  —  Survey in World Literature, 1700 to Present  3 credits (IS)
Three class periods. Prerequisite: ENC 1103 or permission of the department. A study of world literature from the Renaissance to the Modern from the same approach as that of LIT 2214.

FIRE TECHNOLOGY

FFP 1000 (FT 1010)  —  Introduction to Fire Protection  3 credits (IS)
A study of chemistry and physics of fire; a detailed study of the effects of fire on national economy, as well as a review of the fire experience of the United States; a detailed examination of basic fire classifications, fire causes and leading fire problems. The student will also conduct a detailed examination of fire, its control and extinguishment, and how fire relates to municipal, industrial and national backgrounds.

FFP 1110 (FT 112)  —  Company Management  3 credits
Prerequisite: FFP 1130. Practical application of principles covered in FFP 1130. This unit covers the non-firefighting functions of the company officer including planning, report writing, rating employee performance, pre-fire planning, and public relations. Case studies of various problems at the company level will be discussed and solved in class.

FFP 1130 (FT 111)  —  Supervision and Leadership  3 credits
Principles of effective supervisory practices with emphasis on human behavior and motivation, including both individuals and groups, types of leadership, and effective leadership practices. All instruction based upon practical fire-related experiences utilizing a case history method.

FFP 1410 (FT 113)  —  Company Fire Ground Management  3 credits
Basic concepts of fire fighting, size-up, fire attack principles, utilization of manpower and equipment, at the company level. Emphasis will be on developing thinking skills in relation to common fires and operations at more serious ones.

FFP 2150 (FT 245)  —  Methods of Teaching for Fire Technology Instructors  3 credits
Principles, procedures and techniques of teaching are presented with emphasis on methods of instruction, developing training outlines, use of visual aids and testing procedures for Fire Technology instructors.

FFP 2180 (FT 231)  —  Fire Department Management  3 credits
Prerequisites: FFP 1130 and FFP 1110. Principles and functions of fire department management. The chief officer's role as a manager including objectives of the fire department, planning, budgeting, water supplies, relationship of insurance to fire protection, communications and fire alarms, organization and legal aspects of the prevention, fire investigation and changing concepts in management.

FFP 2220 (FT 201)  —  Fundamentals of Fire Prevention  3 credits
Structure and organization of fire prevention organizations; conducting inspections; interpreting and applying code regulations; a study of procedures and techniques of fire prevention, including surveying and mapping, recognition and elimination of fire hazards; fire risk analysis as applied to municipal and industrial occupations.

FFP 2310 (FT 222)  —  Building Construction and Fundamentals  3 credits
State and federal laws applicable to fire protection and construction, building codes and their application to fire protection and fire prevention, building construction and design with emphasis on fire prevention features.

FFP 2500 (FT 224)  —  Special Fire Hazards and Problems  3 credits
Prerequisite: FFP 1000. Special emphasis on hazardous materials and the fire problems associated with storage, handling and fire control; examination of special fire problems of expanding urban areas and industries; and fire investigation, problems and principles.

FFP 2620 (FT 221)  —  Fire Protection Systems and Extinguishing Agents  3 credits
Prerequisite: FFP 1000. The functions and general design principles of gaseous and solid particle suppression systems. A review of standards and principles for installation of detection, signaling and communication systems. A review of the principles, characteristics and limitations of extinguishing agents.

FFP 2949  —  Cooperative Education:
Fire Science Field Experience  3-4 credits
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. A maximum of six (6) co-op credits may apply toward elective credit in a degree program. May be repeated for credit.
FRENCH

FRE 1100-FRE 1101 (FH 151-FH 152) — Elementary French
3-3 credits (CE) (IS)
Three class periods. Beginning course in fundamental French grammar and communication skills.

FRE 2200-FRE 2201 (FH 251-FH 252) — Intermediate French
3-3 credits (CE) (IS)
Three class periods. Prerequisite: FRE 1101 or equivalent or two years of high school French. Conversational approach with readings from modern and classic authors.

GEOGRAPHY

GEA 1000 (GY 151) — World Geography
3 credits (IS)
Three class periods. An introductory study of the basic geographic concepts and terms, the problems of conservation of natural resources, and the human and natural resources of the major regions of the world with an in-depth study of one or more countries in each region.

GEOLOGY

GLY 2010C (GL 201) — Physical Geology
4 credits
Three class periods and one three-hour laboratory per week. The course deals with the physical structure of the earth. It 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 the crust), sediments, erosional features, rock and mineral formation along with new and current geological developments.

GLY 2100 (GL 202) — Historical Geology
3 credits
Three class periods with lecture, demonstrations and activities. Prerequisite: GLY 1000, Earth Science, GLY 2010, Physical Geology, or equivalent. This course deals with the historical aspect of the earth from Archeozoic to present time relating and describing patterns, changes and trends of geological features and the flora and fauna of fossil forms.

GERMAN

GER 1100-GER 1101 (GN 151-GN 152) — Elementary German
3-3 credits (CE) (IS)
Three class periods. Beginning course in fundamental German grammar and communication skills.

GER 2200-GER 2201 (GN 251-GN 252) — Intermediate German
3-3 credits (CE) (IS)
Three class periods. Prerequisite: GER 1101 or equivalent or two years of high school German. Conversational approach with reading from modern and classic authors.

GRAPHIC ARTS TECHNOLOGY

ARV 1200 (GA 101) — Introduction to Graphic Communications
3 credits
Three class periods. Introduction to the various printing techniques: letterpress, offset, gravure, silk screen and other reproduction processes. Includes basic printing methods and terminology and a study of the history and development of graphic arts.

ARV 1202 (GA 110) — Fundamentals ofTypography
3 credits
Two class periods and one two-hour laboratory. The fundamentals of typography covers printer’s measure-ments, arithmetic and copy fitting, history of typography and recognition of popular type faces, specifications of types, proof reading and marking of proofs, use of type face specimen books. (Laboratory fee)

ARV 1210C (GA 115) — Layout, Design and Copy Preparation
3 credits
Two class periods and one two-hour laboratory. A practical course in planning and visualizing advertising and industrial copy. The student converts his rough ideas and designs into comprehensive layouts from which he prepares camera-ready copy. Experiments are conducted with various media involving design balance and color psychology. The appropriate mix of typography, illustration, and photography. Also covered is type specification, paste-up and key-lining for posters, displays, reports, magazines, packaging, labels and letterheads. (Laboratory fee)

ARV 1234 (GA 250) — Photolithography I
3 credits
Two class periods and one two-hour laboratory. A basic course in the fundamental photographic principles, theory, procedures and the application of the photographic techniques in the production of negatives for the printing process. This includes camera operation, developing, enlarging, printing, scaling, the reproduction of line copy, and the stripping methods used in photolithography. (Laboratory fee)

ARV 2208 (GA 230) — Illustrating
3 credits
Two class periods and one two-hour laboratory. Prerequisite: ETD 1100C. A basic course in the application of freehand sketching and mechanical projection to industrial/commercial problems using axonometric and perspective techniques. Also included are studies in planning, production, and completion of finished artwork for brochures, reports, manuals and other industrial/commercial publications. (Laboratory fee)

ARV 2222 (GA 210) — Graphic Reproduction Processes
3 credits
Two class periods and one two-hour laboratory. Prerequisite: ARV 1202 or permission of the instructor. Theory and practice of letterpress work, using platen and cylinder presses as well as a study of the principles and methods of offset press-work. Mechanics of the equipment, press functions, operations, care and maintenance of the equipment, and materials used in both methods of reproduction are explored in depth. In addition, the application of special techniques such as die cutting, scoring, numbering, perforating and embossing are examined. (Laboratory fee)

ARV 2241C (GA 260) — Photolithography II
3 credits
Two class periods and one two-hour laboratory. Prerequisite: ARV 1234 or permission of the instructor. An advanced study of the photographic process involved in the reproduction of black and white continuous tone copy, halftone negatives and color separation. Included is an analysis of the various halftone screens, dot patterns, and percentages as they relate to the printing process. Direct and indirect methods of color separation are investigated with emphasis on photomechanical reproduction; the use of filters for color halftone separation, color corrections methods. Opaque and transparent overlays for line color separation, masking requirements and color proofing systems are studied in depth. (Laboratory fee)

ARV 2250 (GA 235) — Offset Stripping and Lithographic Plates
3 credits
Two class periods and one two-hour laboratory. Fundamentals of single and multi-color layout and stripping procedures, imposition, tools, and terms involved in lithographic platemaking. This course introduces the student to the various operations and techniques used in the stripping and masking of negatives and the preparation of
plates for single and multi-color offset press applications. A study in the elements of platemaking includes work with direct image, electrostatic, transfer image, photo direct, presensitized and plastic plates. Emphasis here is placed on imaging methods, processing sets and applications in addition to related operations such as step-and-repeat and room-light contact films. (Laboratory fee)

ARV 2260 (GA 275) — Graphic Arts Estimating 3 credits
Three class periods. An analysis of the economic principles and procedures involved in estimating printing production; both letterpress and offset. An investigation is conducted into the various kinds, uses, sizes, weights and finishes of paper stock; establishing hourly cost rates by the construction and use of scales, charts and budget forecasts/analysis of specifications, costs of materials and outside services, profit margins and pricing from time/cost data.

ARV 2264 (GA 237) — Work Simplification 3 credits
Three class periods. A study of basic time and motion theories, improvement of work environment, job enrichment, compiling and determining work standards (operation time requirements) and work flow.

ARV 2266 (GA 201) — Cooperative Education: Graphic Arts Field Experience 2-4 credits
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. A maximum of six (6) co-op credits may apply toward elective credit in a degree program. May be repeated for credit.

ARV 2310 (GA 280) — Pictorial Rendering 3 credits
Two class periods and one two-hour laboratory, designed to give the student a basic grounding in the construction and drawing methods necessary to produce accurate pictorials and architectural renderings. Various mediums will be explored including airbrush and wash drawings, caseins, acrylics, and ink techniques required to produce drawings suitable for reproduction in advertisements and catalogs or for production planning and or for production planning and design analysis. Photo retouching will be included in the airbrush section of this course. (Laboratory fee)

ARV 2330 (GA 240) — Graphical Presentation of Data 3 credits
Two class periods and one two-hour laboratory. A study of the different types of charts, graphs, and diagrams and the various methods of presentation. The fundamentals of interpreting and plotting scientific data will be investigated along with the development of information networks such as PERT and CPM. The presentation of finished art for reproduction or projection will be performed and instruction given on flip chart techniques, and the use of tapes and special materials. (Laboratory fee)

HES 1400 (HH:165) — First Aid and Safety 2 credits
Two class periods. Designed to acquaint the individual with the principles of safety and first aid in daily living. Approved practices and training essential for use in emergencies.

MHT 1511 (HH:155) — Contemporary Drug Problems 3 credits
Three class periods. This course is designed to provide information concerning drug problems. The topics will include the use, abuse, and prevention of drug use and rehabilitation of drug users.

HISTORY

AFA 2150 (HY:261) — Afro-American History and Culture 3 credits (IS)
Three class periods. Designed to acquaint students with and stimulate interest in the life and history of the Afro-American with emphasis on his origins, enslavement, subculture and his struggle for civil rights and human dignity.

AMH 2010 (HY:251) United States History to 1865 3 credits (CE) (IS)
Three class periods. The history of the United States beginning with the European background and dealing with the evolution of the American nation until the end of the Civil War in 1865.

AMH 2020 (HY:252) — United States History 1865 to Present 3 credits (CE) (IS)
Three class periods. The history of the United States from the Reconstruction Era until the present with special emphasis on the rise of America to world power and its position in the twentieth century.

AMH 2420 (HY:255) — History of Florida 3 credits (IS)
Three class periods. Designed to create an understanding of and appreciation for the historical evolution of Florida. The course emphasizes direct student involvement in compiling and collecting documents, artifacts, photographs, slides, tapes, papers, etc. Individual reports, guest speakers and lectures will constitute the format of the course.

EUA 1000 (HY:181) — Western Civilization to 1750 3 credits (CE) (IS)
Three class periods. The major social, political, economic and cultural characteristics of western society.

EUA 1001 (HY:182) — Western Civilization 1750 to Present 3 credits (CE) (IS)
Three class periods. A continuation of EUA 1000 with emphasis on the modern world.

HIS 2206 (HY:270) — Recent and Contemporary History 3 credits (IS)
Three class periods. Designed to create an understanding of the political, social, economic, intellectual and ideological forces rampant in recent years through study and analysis of recent and contemporary national and international problems.

HIS 2935 (HY:290) — Selected Topics in History 1-3 credits
One or three class periods. These seminars are for students who are interested in special topics and desire to explore further the field of history through research, discussion and observation.
HORTICULTURE
(ORNAMENTAL)

ENY 1007 (HT 194) — Introduction to Horticultural Plant Pests (Entomology) 4 credits (IS)
Three class periods and one two-hour laboratory.
Prerequisite: HOS 1010. A survey of the major plant insect pests, their characteristics, identification, life cycles and type of injury inflicted; control including cultural, biological and chemical methods; pesticides, their methods of application and precautions in handling. (Laboratory fee)

FRC 2001L (HT 210) — Fruit Production (Pomology) 3 credits (IS)
Two class periods and one one-hour laboratory. Prerequisite: HOS 1010. General principles and practices involved in handling home and commercial plantings of the major fruit crops. (Laboratory fee)

FRC 2211L (HT 211) — Citrus Culture 3 credits (IS)
Three class periods and one one-hour laboratory. Prerequisite: HOS 1010. Citrus production and marketing. This includes study of such practices as propagation, planting, pruning, cultivating, fertilizing, spraying, irrigating, harvesting, grading, storing and marketing. (Laboratory fee)

HOS 1010 (HT 176) — Introduction to Horticultural Science 3 credits
Three class periods and one one-hour laboratory. Prerequisite: BSC 1010C or departmental approval. A study of the scientific concepts on which horticulture is based. For the beginning horticulture student, Part I introduces the biology of horticulture; Part II deals with techniques of horticulture; and Part III surveys the industry, emphasizing its distinguishing characteristics and special problems. The aesthetic aspects of horticulture are included. Laboratory periods will cover such practices as pruning, propagation, plant classification. (Formerly HT 155) (Laboratory fee)

HOS 2002 (HT 262) — Introduction to Horticulture Botany 3 credits
Three class periods and one two-hour laboratory. Prerequisite: BSC 1010C; can substitute BOT 2010 for HOS 2002. Students will be introduced to the basic concepts of life and the composition of the plant kingdom. Emphasis will be on the higher flowering plants, their morphology, phases of growth and development, the cellular construction of the plants and basic tissues, modifications of form and specialized structures, seed germination, the inflorescence, flower, pollination and fertilization. (Formerly HT 174) (Laboratory fee)

HOS 2004L (HT 282) — Introduction to Plant Propagation 3 credits (IS)
Two class periods and one two-hour laboratory. Prerequisites: HOS 1010, HOS 2002. A study of the methods of propagating horticultural plants. Includes cuttings, grafting, air layering and budding. (Laboratory fee)

HOS 2005 (HT 267) — Introduction to Tropical Air Plants (Epiphytes) 3 credits (IS)
Two class periods and one two-hour laboratory. Prerequisites: HOS 1010, HOS 2002. A survey course covering the taxonomy, morphology and culture of the dominant groups of tropical “air plants.” Emphasis will be on the bromeliads and fern groups. (Formerly HT 291) (Laboratory fee)

HOS 2054 (HT 205) — Nursery Operation and Management 3 credits (IS)
Two class periods and one two-hour laboratory. Prerequisites: HOS 1010 and ORH 1510. Methods used in the production of nursery stocks; soil composition and function, pH, the use of lime, fertilizers, and organic soils, amendments, soil testing and sterilization procedures; mass production techniques in propagation; water and feeding of field and container grown stock; design and organization of the nursery shade structures and special equipment. (Laboratory fee)

HOS 2992 (HT 295) — Selected Topics in Horticulture 1-4 credits (IS)
Prerequisite: HOS 1010. This course is designed to encompass topics of interest or research in horticulture. Subject matter may include topics not offered specifically in other courses in the program. (Formerly HT 290) (Laboratory fee)

ORH 1005L (HT 180) — Introduction to Foliage and Flowering House Plants 1 3 credits (IS)
Two class periods and one two-hour laboratory. Prerequisite: HOS 1010. An intensive study of the rare and exotic foliage and flowering plants of tropical and subtropical regions of the world including the identification, adaptation, cultural requirements, propagation and economic importance. Specific problems in taxonomy, physiology and anatomy of these plants. (Formerly HT 268) (Laboratory fee)

ORH 1006 (HT 182) — Introduction to Foliage and Flowering House Plants II 3 credits (IS)
Two class periods lectures and two class periods laboratory. Prerequisite: ORH 1005L. A continuing, comprehensive study of rare and exotic foliage and flowering house plants suitable for home use. Their identification, use, culture and special handling will be dealt with in depth. (Formerly HT 181) (Laboratory fee)

ORH 1265 (HT 184) — Introduction to Floriculture 3 credits (IS)
Two class periods and one one-hour laboratory. Prerequisite: HOS 1010. A detailed study of specific groups of flowers such as bulbs, annuals, biennials, perennials and roses as to their culture and use. (Formerly HT 265) (Laboratory fee)

ORH 1510 (HT 178) — Landscape Plant Materials I 3 credits (IS)
Two class periods and one two-hour laboratory. Prerequisite: HOS 1010 or department approval. A detailed study of the more common woody plants used outdoors in Florida. Trees, shrubs and vines, both evergreen and deciduous will be discussed along with methods for identification, growth characteristics, propagation, culture and uses. The student will be introduced to the use of taxonomic keys and literature for the identification of plant materials. Labs taught off campus at Harry P. Leu Gardens. (Formerly HT 168) (Laboratory fee)

ORH 1511 (HT 179) — Landscape Plant Materials II 3 credits (IS)
Two class periods and one two-hour laboratory. Prerequisite: ORH 1510. A continuation of the study of woody plants to include some of the less common species, also palms, cycads, conifers, ground covers, etc. Labs taught off campus at Harry P. Leu Gardens. (Formerly HT 169) (Laboratory fee)

ORH 2201 (HT 260) — Greenhouse Operation and Management 3 credits
Two class periods and one two-hour laboratory. Prerequisites: HOS 1010 and ORH 1005L. A study of producing plants under transparency. Includes greenhouse management problems; heating, cooling and humidity control; also culture techniques of growing foliage and other house plants with regard to propagation, pest and disease control and plant acclimatization and marketing. (Laboratory fee)
ORH 2220L (HT 245) — Introduction to Lawn and Turfgrass Care and Management 3 credits (IS)
Three class periods and one one-hour laboratory. Prerequisites: HOS 1010, SOS 2102L. A detailed study of varieties of fine turf grasses and the establishment and maintenance of the turf, including soil and turf relationships, fertilizing and liming, drainage and irrigation and pesticide treatments. (Laboratory fee)

ORH 2231L (HT 263) — Introduction to Ornithology 3 credits (IS)
Two class periods and one two-hour laboratory. Prerequisites: HOS 1010, HOS 2002. A survey course covering the taxonomy, morphology, ecology and culture of the bird families. Emphasis upon cultural aspects for the Central Florida area. (Formerly HT 290) (Laboratory fee)

ORH 2802L (HT 264) — Interior-scaping with Foliage Plants and Flowering House Plants 3 credits (IS)
Two class periods and one two-hour laboratory. Prerequisites: HOS 1010, ORH 1005L, ORH 1006. The application of principles of design to interior-scaping with foliage and flowering house plants in a home or commercial situation. Emphasis on care, maintenance and management of plants. Acclimatization is also emphasized. (Laboratory fee)

ORH 2831 (HT 215) — Introduction to Landscape Design 3 credits
Two class periods and one two-hour laboratory. Prerequisites: HOS 1010, ETD 1100C, ORH 1610, HOS 2002. The application of principles of design to landscaping the home ground. The identification, use and maintenance of ornamental plants and lawn grasses. Special attention will be given to the use of native plants for home beautification. (Laboratory fee)

ORH 2943 (HT 201) — Cooperative Education: Horticulture Field Experience 2-4 credits
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. A maximum of six (6) co-op credits may apply toward elective credit in a degree program. May be repeated for credit.

PLP 2001 (HT 266) — Introduction to Plant Pathology 4 credits (IS)
Three class periods and one two-hour laboratory. Prerequisites: HOS 1010, HOS 2002. This course deals with the more common and important diseases of horticultural plants. The signs, symptoms, life history of the causal organisms, and treatments of the diseases are discussed. (Formerly HT 183) (Laboratory fee)

SOS 2102L (HT 200) — Introduction to Soils and Fertilizers 4 credits
Three class periods and one two-hour laboratory. Prerequisites: HOS 1010, CHM 1040 or CHM 1045. A general study of properties and processes with emphasis upon their influence on soil management, fertilizer and lime usages and crop production. (Formerly HT 250) (Laboratory fee)

VEC 1201 (HT 193) — Introduction to Vegetable Gardening 3 credits (IS)
Two class periods and one one-hour laboratory. Prerequisite: HOS 1010. A study of the fundamental principles underlying commercial production of vegetables; seeding, fertilization, harvesting and storage. (Formerly HT 270) (Laboratory fee)

HOTEL-MOTEL-RESTAURANT MANAGEMENT

FSS 2251 (HM 210) — Hotel-Motel-Restaurant Food and Beverage Management 3 credits
Three class periods. Application of principles in menu planning, kitchen layout and equipment section. Also trains students how to design restaurants for ease in operation as well as promotion of principles in menu planning, kitchen layout and safety and health standards.

FSS 2500 (HM 230) — Hotel-Motel-Restaurant Food and Beverage Control 3 credits
Three class periods. Emphasis given to methods of menu pricing, systems of controlling and accounting for food and beverage costs and methods for controlling sales income.

HFT 1000 (HM 101) — Introduction to Hospitality Industry 3 credits
Three class periods. Introduction to the many facets of the hotel-motel and food service industries. This course includes a study of the history, scope and innovations in the industry as well as orientation visits to local establishments.

HFT 1201 (HM 105) — Hotel-Motel-Restaurant Organization 3 credits
Three class periods. A study of the practical applications of organizational theory to the hospitality industries. This course is designed to provide a thorough understanding of the many administrative techniques required to manage today's motel. Emphasis will be placed on four (4) areas of activity: customers, employees, buildings and equipment and finances.

HFT 1410 (HM 110) — Hotel-Motel Front Office Management 3 credits (IS)
Three class periods. A study of front desk procedures with emphasis on responsibilities of front desk personnel for sales, guest accounts and guest relations.

HFT 2200 (HM 201) — Hotel-Motel-Restaurant Management 3 credits
Three class periods. Emphasis on management theory and scientific management principles along with their relationship to the hospitality industry. Introduction to market and feasibility studies. Also stresses the importance of human relations.

HFT 2411 (HM 212) — Hotel-Motel Restaurant Accounting 3 credits
Three class periods. Instructions in the use of accounting machines used in hotels and motels for front desk procedures and night audits.

HFT 2600 (HM 232) — Law and Insurance 3 credits
Three class periods. Study is made of the nature and function of our legal system as it applies to the operation of an inn. Specific attention is given to the inn-keeper-guest relationship, contracts, torts, civil and property rights and insurable risks.

HFT 2930 (HM 290) — Selected Topics in Motel-Restaurant Area 1-3 credits
One-three hours per week. Prerequisite: Permission of the instructor. This seminar is for students interested in discussion, exploration and observation of special topics in the area of the hospitality industry.

HFT 2941 (HM 240) — Internship in Hotel-Motel-Restaurant Management 3 credits
Prerequisite: Permission of instructor. On-the-job training program of 240 hours of employment in a hotel-motel-restaurant under supervision of an industry manager and college instructor.
HUM 1020 (HS 151) — Humanities In A Technological Society 3 credits
This course is designed for the student who needs a basic introduction to the study of humanities. In the first part of the course each of the separate disciplines — philosophy, architecture, music, religion and art — is examined to gain an understanding of the nature of the discipline to develop concepts which are relevant to our world today. The second part focuses on how these concepts are integrated in contemporary American culture.

HUM 2213 (HS 251) — Humanities, Greek Through Gothic 3 credits (CE) (IS)
An integrated study of dominant ideas in western culture as they have been expressed through the various media including art, literature, music, philosophy and religion. The first part of the course will cover the era from the fall of Troy through the fall of Rome emphasizing the cultural integration of ideas from Greek through Roman dominance. The second part will cover the early Roman Christian Church through the Gothic Age emphasizing the evolution of Christian concepts and showing their relationship to the Greeks and Romans.

HUM 2330 (HS 252) — Humanities, Renaissance Through Romanticism 3 credits (CE) (IS)
An integrated study of ideas dominating thought from the Renaissance through the Romantic period. The first part of the course will emphasize the rebirth of classical ideas and the synthesis of Christianity and secular elements during the Renaissance. The second part will deal with the emergence of modern man in the Baroque period. The third part will show a modern concern with the ancient concepts of reason vs. emotion as they relate to Neo-Classicism and romanticism.

HUM 2250 (HS 253) — Humanities in the Twentieth Century 3 credits
An examination of the creative forces which have shaped our modern thinking processes. The first part of the course examines some of the pioneers and shapers of contemporary culture such as Einstein, Picasso, Stravinsky and Bergson. The second part examines the effect of the two world wars on European thought. The third part provides an in-depth study of the development of the myth of objective consciousness and its effect on contemporary American society. The fourth part examines the emergence of a new American myth which seems to balance objectivity and subjectivity.

HUM 2740 (HS 270) — European Study in Humanities 6 credits
Prerequisite: Permission of the Department Chairman. The Humanities travel course consists of two phases: seminars and travel. In seminars preceding the travel a foundation is established for critically examining art, philosophy, literature, and religion in relationship to the significant historical and philosophical currents of western civilization. The meetings of the seminars are held at the discretion of the instructor relative to the material to be covered. During the travel phase, the students will visit Italy, France and England and be given the opportunity to apply their general knowledge by visiting cities such as Rome, Florence, Venice, Paris and London which best exemplify the development of western culture. Cost: Registration fee plus cost of tour.

HUM 2930 (HS 290) — Selected Topics in Humanities 1-3 credits
One-three hours per week. These seminars will be offered for students who are interested in special topics in the humanities. Topics may be selected from the special areas of Art, Architecture, Literature, Religion, Music and Philosophy or may include combinations of these areas.

REL 2020 (HS 260) — Understanding Religious Man 3 credits (IS)
This course is designed for the student who is interested in exploring the various ways people have expressed their religious views. Discussion focuses on both the questions which people ask and which lead them to formulate religious answers and the various religious doctrines which formalize these human concerns. The course balances different opinions from the major religious traditions such as Christianity, Judaism, Hinduism and Buddhism, among others, and helps the students broaden their perspective on religion.

INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION

IDS 1101 (ID 101) — Interdisciplinary Studies in General Education I 6 credits
Six class periods. An introduction to the process of rational thought and how people have organized this process to define human values and the physical universe. This introduction will focus on the Greek contributions to this process, compare them to modern culture and integrate the disciplines of physics, mathematics, language, rhetoric, psychology and the humanities.

IDS 1102 (ID 102) — Interdisciplinary Studies in General Education II 6 credits
Six class periods. An examination of the change in the thinking process that occurred as a result of the scientific revolution of the 17th, 18th and 19th centuries. This examination will focus on the process itself and its impact that this process has had on modern culture. This examination will integrate information from astronomy, physics, mathematics, biology, psychology, economics, communications and the humanities.

IDS 2103 (ID 201) — Interdisciplinary Studies in General Education III 6 credits
Six class periods. An examination of the new cosmology which emerged in the early 20th century as a result of relativity theory and quantum theory. This examination will focus on the changing attitudes towards the physical world and its impact on contemporary human values. This examination will integrate physics, politics, mathematics, psychology, sociology, communications and the humanities.

IDS 2104 (ID 202) — Interdisciplinary Studies in General Education IV 6 credits
Six class periods. An examination of a new awareness of the universe which resulted from new astronomical discoveries about "time" and "space" in the past fifteen years. This examination will focus on how these discoveries are forcing us to re-examine our values in light of present-day knowledge. This examination will integrate astronomy, mathematics, biology, sociology, psychology, politics, communications and the humanities.

JOURNALISM

JOU 1100 (JM 100) — News Reporting 3 credits
Three hours per week. A course in journalistic writing designed for mastery of writing reporting with an emphasis on the modern news and feature story. Elements of news, style, structure of news stories, news sources and the mechanics of newspaper production are stressed. It is recommended that students taking JOU 1100 also enroll in either College Newspaper or College Magazine.

JOU 1401 (JM 102) — Advanced Reporting 3 credits
Three hours per week. Prerequisite: JOU 1100. Develops student as specialized newsgatherer and reporter.
Sharpens in-depth reportorial skills; emphasis on investigative reporting. Students submit material to campus newspaper and other publications.

JOU 1420L, 1421L, 2422L, 2423L (JM 103-104-203-204) — College Newspaper 1 credit each
Three hours per week. A laboratory course for the production of the college newspaper. The staff will meet for three hours each week. Reporting, editing, business, makeup and other phases of newspaper production will also be undertaken.

JOU 1440L, 1441L, 2442L, 2443L (JM 113-114-213-214) — College Magazine 1 credit each
Three class periods. A laboratory course for the production of the college magazine. The staff will meet for three hours each week. Writing, editing, lay-out and other phases of the magazine will also entail activity outside the regular class.

JOU 2200 (JM 210) — Editing and Makeup 3 credits
Three hours per week. Learning and application of copydesk techniques, evaluation and copy editing, correction of faulty news stories, headline writing, page layout design and work with wire copy. It is recommended that students taking JOU 2200 also enroll in either College Newspaper or College Magazine.

JOU 2930 (JM 290) — Selected Topics in Journalism 1-3 credits (IS)
One-three hours per week. These seminars are for students interested in research, discussion and observation of special topics in journalism.

JOU 2946 (JM 220-221-222-223) — Journalism Internship 1 credit each
Three hours per week. Prerequisite: JOU 1100 or permission of the instructor. Qualified students will receive practical experience working with local or college communications media under supervision of professional media specialists and the journalism faculty. May be repeated for credit.

JOU 2949 — Cooperative Education: Journalism Field Experience 2-4 credits
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. A maximum of six (6) co-op credits may apply toward elective credit in a degree program. May be repeated for credit.

MMC 1000 (JM 101) — Survey of Mass Communications 3 credits
Three class periods. An introduction to the history, development and current practices of the media of mass communication — designed to present functions of newspapers, magazines, radio, television and advertising in light of their responsibilities to the public.

MMC 2100 (JM 250) — Writing for Mass Communications 3 credits
Three class periods. Provides fundamental instruction and practice in writing for journalism, advertising, broadcasting and public relations. Designed as a pre-professional course for students majoring in journalism and communications.

LAW ENFORCEMENT

CCJ 1010 (LE 121) — Crime & Delinquency 3 credits
A survey of the nature and extent of crime and delinquency, together with the major approaches to causation, apprehension, control and treatment.

CCJ 1020 (LE 101) — Introduction to Criminal Justice 3 credits
Three class periods. Introduction to legislative, preventive, executive, judicial and correctional aspects of the American Criminal Justice System; examination of police, courts and corrections and their interrelatedness as a system.

CCJ 1100 (LE 110) — Introduction to Police Services 3 credits
Three class periods. History and philosophy of the police role in American criminal justice. Examination of contemporary police roles and goals. A survey of current police concepts.

CCJ 1410 (LE 131) — Police Administration and Organization 3 credits
Principles of organization and administration as applied to line auxiliary and staff functions. Planning and research, personnel and training, inspection and control. (Formerly offered as Police Administration I.)

CCJ 1420 (LE 132) — Police Operations 3 credits
Principles of organization and administration as applied to operational functions. Patrol, criminal investigation, vice, juvenile and traffic. (Formerly offered as Police Administration II.)

CCJ 2130 (LE 235) — Police-Community Relations 3 credits
A study of human relations and its effect on policing and confrontation management. Prejudice, discrimination, civil rights and the individual liberties are evaluated. Sources of trouble, unrest and tension are identified. Demonstration, protests, and civil disorders are discussed. Methods of confrontation management and other remedial resources are presented.

CCJ 2230 (LE 221) — Criminal Law and Legal Procedures 3 credits
Theory, history, and purposes of criminal law; role of the Supreme Court and the Constitution in law enforcement. The law and procedures from incident through arrest. This course also covers the structure, definitions and most frequently used sections of the Florida Statutes dealing with crimes against persons and property.

CCJ 2240 (LE 222) — Criminal Evidence and Legal Procedures 3 credits
Prerequisite: CCJ 2230. The student becomes familiar with the kinds of degrees of evidence and with the rules governing the acquisition and admissibility of evidence in court. Emphasis is placed on search and seizure, rules of evidence and trial procedures as related to Constitutional provisions.

CCJ 2430 (LE 231) — Police Personnel Supervision 3 credits
A consideration of supervisory problems peculiar to a police organization, equating sound principles of human relations and supervisory techniques with effective police performance.

CCJ 2460 (LE 232) — Police Personnel Administration 3 credits
Contemporary police personnel functions are reviewed. Includes a study of salary administration, employee recruitment, training, career development and promotional policies. Disciplinary machinery, employee grievances and collective bargaining concepts are explored.

CCJ 2482 (LE 203) — Criminal Justice and the Media 3 credits
Defines the role and responsibilities of members of the Criminal Justice System when reporting news. Identifies the role of criminal justice journalism in a contemporary society. Various news gathering and reporting techniques are reviewed. Students will understand the need for a cooperative atmosphere to exist between the criminal justice system and the media in order to attain mutual objectives. Frustration leading to negative reactions
between the media and the criminal justice system will be identified and logical solutions suggested.

CCJ 2640 (LE 211) — Organized Crime in the U.S. 3 credits
History of organized crime to its present position of operation in the United States. Syndicates, gangs, racketeers. Mafia operations are researched and evaluated. The professional criminal and his modus operandi are discussed. The political and social implications of organized crime in a democracy are revealed.

CJFT 1340 (LE 111) — Patrol Procedures & Field Operations 3 credits
Theories, history and development of police patrol. Examines the methods and techniques of the various types of patrol and their importance to the police function. Focuses on the responsibilities of patrol officers and supervisors in identifying police hazards, crime prevention and repression and establishing public relations. Emphasis is placed on field notetaking, interviewing, conducting the preliminary investigation and performing the duties related to crime scene evidence technicians.

CCJ 2100 (LE 202) Criminal Investigation II 3 credits
Tactics of investigation are applied to specific types of crimes. The modus operandi, motives and corpus delicti of various crimes and crimes scene evidence technicians.

CCJ 2110 (LE 201) — Criminal Investigation I 3 credits
Recording the crime scene, collecting and preserving evidence. Familiarization with police crime laboratory and interview and interrogation theories are presented.

LOGIC

PHI 1100 (LC 151) — Practical Logic 3 credits (IS)
Three class periods. A study of effective thinking based on procedures of logic. To assist in decision making, there will be an appraisal of the evaluation of evidence, practice in the detection of fallacies and irrelevancies and the testing of arguments for validity and reliability.

PHI 2101 (LC 251) Formal Logic 3 credits
This course presents a formal, rigorous approach to symbolic logic. Emphasizes techniques of sound deductive reasoning through the use of rules of inference and truth tables. The course provides practice with translation of ordinary language into symbolic form.

LOSS PREVENTION

CCJ 1800 (IS 101) — Introduction to Security 3 credits
The historical, philosophical and legal basis of security. The role of security and the security individual in modern society; the concept of professionalism; a survey of the administrative, personnel and physical aspects of the security field.

CCJ 1810 (IS 111) — Physical Systems 3 credits
The concept of physical security integrated with management systems; physical security requirements and standards; study of alarm and surveillance devices; study of various aspects of protection; costing, planning and engineering.

CCJ 1820 (IS 131) — Security and Personnel Administration 3 credits
Organization, administration and management of security personnel and plant protection units. Policy and decision making. Personnel selection including hiring, management, and budgeting. Programs in business, industry and government, including retailing, transportation, and public and private institutions. Private guard and alarm services.

CCJ 2811 (IS 201) — Current Problems in Loss Prevention 3 credits
A study of current problems in the field of loss prevention. Topics to be covered include drug abuse in the industry, transportation security, organized crime in business, civil disturbances and riot control, bomb threats, and other subjects as they become of current interest and concern to loss prevention administrators.

CCJ 2812 (IS 200) — Commercial and Retail Loss Prevention 3 credits
An examination of loss problems encountered in retail sales establishments. Emphasis is placed upon prevention of shoplifting, employee theft, credit card fraud, inventory shrinkage, fraudulent checks and related problems.

CCJ 2821 (IS 202) — Personnel Security 3 credits
A study of standards and criteria for the screening and selection of personnel. An analysis of current legal restrictions on personnel screening, background investigation procedures, and employer practices. Techniques of information gathering will be emphasized.

HES 2432 (IS 232) — Safety Management 3 credits
An introduction to regulations, principles and methods pertaining to the field of occupational safety and health. Examines the development and current status of safety regulations promulgated by state and federal legislative bodies, reviews the responsibilities of safety personnel in the establishment and maintenance of safety programs and emphasizes the importance of proper planning for safety.

(IS 282) — Field Work Experience 3 credits
Prerequisite: Permission of Program Director. Students are offered the opportunity of applying the academic learning of the classroom to actual loss prevention practice in the field, agency and institutional settings.

MATHEMATICS

Each student enrolling in mathematics courses at Valencia Community College is encouraged to discuss his educational goals with a counselor or a mathematics instructor prior to registration. When a student is taking a sequence of mathematics courses, it is recommended that he have at least a “C” grade in any course which is a prerequisite to another.

The sequence of mathematics courses follows:

A. For general students and elementary education majors: MGF 1113 or MGF 1114, MAE 2811

B. For some general students, some business administration majors and other students who are interested in further development of their mathematics skills: MAT 1024, MAT 1033, MAC 1104

C. For students with strong mathematics backgrounds planning to enter careers requiring calculus: MAC 1132 (or separate courses MAC 1104, and MAC 1114) MAC 2311, MAC 2312, MAC 2313 (other recommended courses: MAS 2103, MAS 2301)

D. For technical students: MTB 1321, MTB 1322 (if student has no algebra prerequisite, begin MAT 0013 or MAT 1024)
MAC 1104 (MS 170) College Algebra
3 credits (CE) (IS)
Three class periods. Prerequisite: Two years of high school algebra and one year of high school geometry; MAT 1033 or equivalent. A study of the techniques of algebra. An analysis of the real number system is introduced. Topics include: factoring, exponents and radicals, linear and quadratic equations, systems of equations, introduction to matrices, graphs, mathematical induction, theory of equations. (Credit is not given for this course and MGF 1114 or MAC 1132.)

MAC 1114 (MS 171) — College Trigonometry
3 credits (CE) (IS)
Three class periods. Prerequisite: MAC 1104 or two years of high school algebra and one year of high school geometry with a grade of at least a "C". A study of angles and their measures, trigonometric functions of angles and of real numbers, solutions of plane triangles, trigonometric equations and inverse functions. (Credit is not given for both MAC 1114 & MAC 1132.)

MAC 1132 (MS 172) — College Algebra and Trigonometry
4 credits (CE)
Prerequisite: Two years of high school algebra, one year of geometry, one-half year of trigonometry with a grade of "C" or better or permission of the Mathematics Department. An integrated study of college algebra and trigonometry. Intended for the above average student planning to study analytic geometry and calculus. (Credit is not given for both MAC 1132 & MAC 1104 nor for both MAC 1132 and MAC 1114.)

MAC 2311 (MS 251) — Calculus with Analytic Geometry I
5 credits
Prerequisite: The equivalent of MAC 1104 and MAC 1114, or MAC 1132. Topics include the circle and parabola, limits and continuity, derivatives of algebraic forms, applications of the derivative, the definite and indefinite integral.

MAC 2312 (MS 252) Calculus with Analytic Geometry II
5 credits
Prerequisite: MAC 2311. Topics include differentiation and integration of the transcendental functions, polar coordinates, techniques of integration, applications of the integral, interdeterminant forms, conic sections, infinite series.

MAC 2313 (MS 253) — Calculus with Analytic Geometry III
3 credits (IS)
Prerequisite: MAC 2312. Topics include: vectors, three dimensional analytic geometry, parametric equations, partial derivatives, multiple integration. Offered in Session II; other sessions on demand.

MAE 2811 (MS 281) — Mathematics for Elementary Education Majors
3 credits (IS)
Prerequisite: MGF 1113 or MGF 1114. New approaches to arithmetic and mathematics appropriate for elementary school curricula. Topics selected from sets, systems of numeration, development of computational techniques, informal logic, development of ideas in geometry and algebra from a teaching perspective.

MAS 2103 (MS 261) — Introduction to Matrices
3 credits
Prerequisite: MAC 2311. A course designed to prepare students majoring in engineering, mathematics, the natural sciences or the behavioral sciences which require matrix techniques. Includes matrix algebra, determinant systems of linear equations, eigenvalues, special matrices.

MAS 2301 (MS 265) — Introduction to Modern Algebra
3 credits (IS)
Prerequisite: MAC 1114 or equivalent. A course designed for the prospective mathematics major or mathematics
teacher to develop the student's understanding of mathematical logic and proof. The study of selected topics in sets, groups, rings, integral domains and fields.

MAT 0013 (MS 61) — Introductory Mathematics
3 credits
This course is designed to increase the student's understanding of arithmetic and elementary algebra and to improve his manipulative skills. Required for those students not meeting admission standards for other mathematics courses. Not applicable toward an Associate in Arts Degree or an Associate in General Studies Degree at Valencia Community College.

MAT 1024 (MS 140) — Elementary Algebra
3 credits
Designed for students who have had little previous algebra. In this course the student will identify, define and apply the language of algebra and the arithmetic of real numbers for solving first and second degree polynomial equations and inequalities, algebraically and/or graphically.

MAT 1033 (MS 141) — Intermediate Algebra
3 credits (IS)
Three class periods. Prerequisite: MAT 1024 or equivalent. Primarily intended for the student who plans to take college algebra, and lacks the prerequisites, but also provides algebra required for other areas, such as statistics, respiratory therapy, and chemistry. Topics include a brief review of elementary algebra, rational expressions, negative and fractional exponents, radicals, first degree equations and inequalities, quadratic equations, systems of equations and computations with common logarithms. Some sections are offered by programmed instruction. (The programmed option is intended primarily for the student in need of review of his second year of algebra.)

MAT 2930 (MS 290) — Selected Topics in Mathematics
1-3 credits (IS)
Prerequisites: MAC 1104 and instructor's approval. In these classes the student will examine selected topics in mathematics based on an historical, theoretical, applicational or research approach.

MGF 1113 (MS 151) — College Mathematics
3 credits (CE) (IS)
Prerequisite: MAT 0013 or two years of high school mathematics including one full year of algebra. The course is designed to meet the General Education mathematics requirement. Topics selected from set theory, logic, probability, statistics, mathematics systems, numerical systems, calculators and computers, geometry and the history of mathematics. (Credit is not given for both MGF 1113 & MAC 1104 if MAC 1104 is taken first.)

MGF 1114 (MS 152) — Advanced College Mathematics
3 credits (IS)
Prerequisite: One year of high school geometry and one or more years of high school algebra with grade of "C" or better or permission of instructor. This course is designed to meet the General Education requirement for students with strong mathematical preparation in high school but not planning careers requiring college algebra. Emphasis is on concepts. Topics will include BASIC as a computer language, matrices and linear programming; and a brief look at trigonometry, Euclidean geometries and calculus.

MGF 2949 — Cooperative Education: Mathematics Field Experience
2-4 credits
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. A maximum of 6 co-op credits may apply toward elective credit in a degree program. May be repeated for credit.

MTB 1304 (MS 161) — Modern Computational Methods
2 credits (IS)
One class period and two hours of laboratory. This course is open to every student and is designed to enable the student to use the slide rule, adding machine, calculators, and programmable calculators to solve problems. Each student will be expected to complete an individual project in which he uses modern computational methods to solve problems in his field of study. This course is recommended for pre-engineering, pre-science, and pre-business students.

MTB 1320 (NG 111) — Applied Mathematics for Health Care
1 credit
Two class hours per week for seven and one-half (7½) weeks. This course is designed to enhance the student's knowledge and skill in basic mathematics relevant to health care. Study of the arithmetic of whole numbers, fractions, decimals, and percents will be reviewed. The Metric and Apothecaries' Systems will be examined to include conversions between the systems. Specialized computational skills pertinent to health-related professions will comprise the latter part of the course. Nursing students who do not achieve a passing grade on the math pretest are required to enroll in MTB 1320 concurrently with NUU 1140C or NUU 1210.

MTB 1321 (MS 137) — Technical Mathematics I
3 credits
Three class periods. Prerequisite: One year of high school algebra and one year of geometry, or MAT 1024. Applied mathematics including a brief review of arithmetic, slide rule computation, principles and laws of basic algebra.
linear equations, ratio and proportion, basic geometric concepts and formulas. The work is supplemented with problems of a technical nature.

**MTB 1322 (MS 138) — Technical Mathematics II**
3 credits
Three class periods. Prerequisite: MTB 1321 or MAC 1104. Applied mathematics involving the trigonometry of the right triangle; graphing of algebraic and trigonometric relations, solving both algebraic and trigonometric equations; oblique triangle solutions; and logarithms. Emphasis will be placed on numerical computations. The course is designed for students in technical programs.

**MTB 1364 (MS 125) — The Metric System**
1 credit
A course designed to familiarize the student with the metric system. The course includes a study of the history of the metric system, classroom applications of metric measurement, advantages and disadvantages of the metric system and conversion of units between the customary and metric systems and conversion of units within the metric system.

**STA 2014 (MS 255) Elementary Statistics**
3 credits (CE) (IS)
Prerequisite: Two years of high school algebra with a grade of "C" or better, MAT 1038 or MAC 1104. The collection, organization, analysis, and interpretation of numerical data. Probability, basic patterns of statistical inference, confidence estimation and significance testing regarding measures of location, variation, correlation and selected non-parametric statistics.

**MEDICAL LABORATORY TECHNOLOGY**

**MLS 1000 (MT 149) — Introduction to Medical Laboratory Technology**
2 credits
Two lecture sessions and one two-hour laboratory. Prerequisite: Acceptance into the Medical Laboratory Technology Program. Corequisite: CHM 1034C. An orientation to the field of medical laboratory technology introducing basic techniques and equipment, medical ethics and terminology, safety procedures and a general understanding of the role of the Medical Laboratory Technician in the clinical laboratory. (Laboratory fee)

**MLS 1200C (MT 150) — Basic Urinalysis**
4 credits
Two lecture sessions and one two-hour campus laboratory per week for seven and one-half weeks followed by two forty-hour weeks of clinical practice in the urinalysis department of the hospital laboratory. Prerequisite: MLS 1000. Principles of renal function, routine examination and special analysis of urine will be emphasized. Clinical application of urinalysis techniques will be utilized in the clinical laboratory. (Formerly MT 144) (Laboratory fee)

**MLS 1300C (MT 142) — Hematology**
4 credits
Three lecture sessions and one three-hour laboratory. Prerequisite: MLS 1000. Students will study the formed elements of the blood and perform the laboratory procedures for identification of blood components. Emphasis will be placed on complete blood counts, coagulation mechanisms and instrumentation. (Laboratory fee)

**MLS 1400C (MT 148) — Medical Microbiology**
4 credits
Three lecture sessions and two two-hour laboratories. Prerequisite: MLS 1000 and MCB 2010C. Bacteriology, parasitology, virology and mycology with emphasis on pathogenic organism culture, isolation and identification. (Laboratory fee)

**MLS 1530 (MT 151) — Immunology: Serology and Blood Bank Techniques**
8 credits
Two lecture sessions and one two-hour campus laboratory per week for seven and one-half weeks followed by four forty-hour weeks of clinical practice in the serology department and blood bank. Prerequisite: MLS 1000. Principles of antigen-antibody reactions, ABO-Rh typing and crossmatching will be emphasized and clinical application will be applied during the hospital experience. (Formerly MT 146) (Laboratory fee)

**MLS 2620C (MT 240) — Clinical Chemistry**
4 credits
Three lecture sessions and one three-hour laboratory. Prerequisites: MLS 1000 and CHM 1034C. Advanced clinical chemistry with emphasis on quality control, instrumentation and performance of all routine chemical analytical procedures. (Laboratory fee)

**MLS 2805L (MT 243) — Hospital Practicum**
12 credits
Forty hours per week. Prerequisite: Instructor permission. The student is placed in a functioning clinical laboratory where he/she performs tests under supervision to supplement the didactic sessions.
MUSIC

Valencia Community College offers courses in music for all students and strives to bring the performing arts to the community. The college seeks to contribute to the cultural life of the community by sponsoring or providing concerts, recitals, clinics, workshops and continuing education courses in music. Numerous opportunities for performance on the campus and in the community are available through ensembles.

The department offers a broad foundation of instruction in the first two years of a typical four-year degree in applied music, music education or various other related music programs.

Any student who desires to major in music must enroll concurrently in Musicianship, Performance, ensemble and proficiency courses. Enrollment in a performance course (private instruction in voice, piano, or principal band or orchestral instrument) has the prerequisite of an audition for freshman and transfer students, or a satisfactory grade in the previous performance course. If the audition of an entering student indicates a level of proficiency and potential below that expected of a freshman music major, the student will be required to enroll in the applicable Preparatory Freshman Instruction course until a subsequent audition reveals ability to perform satisfactorily in the applicable Principal Freshman Instruction course. Credit earned in preparatory instruction will not satisfy requirements in the student’s principal instrument.

Private instruction is offered primarily to music majors pursuing the Associate of Arts (Major in Music) Degree. Students who are not music majors should register for class instruction in piano, voice and/or guitar.

A student pursuing the Associate in Arts (Major in Music) Degree must observe the following requirements:

1. Be examined in performance before a panel of music faculty at the end of each semester. Advancements to higher levels of study will be determined by the recommendation of the panel and the instructor’s appraisal of the student’s development and proficiency during the semester in terms of department approved repertoire and technique.

2. Perform in at least one student recital each semester.

3. Attend all student recitals and seminars scheduled each semester.

4. Enroll in an instrumental or choral ensemble each semester (scholarship students must enroll in two ensembles per semester).

Completion of the following required program will prepare the music major for entrance into most four-year institutions as a junior:

ASSOCIATE OF ARTS (MAJOR IN MUSIC)

FRESHMAN YEAR

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<th>Title</th>
<th>Credit Hours</th>
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<td>Musicianship I &amp; II</td>
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<tr>
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<td>Performance I &amp; II (See Principal Freshman list)</td>
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<td></td>
<td>**Ensembles</td>
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31-33

SOPHOMORE YEAR

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<tr>
<td>MUS 2121-2122</td>
<td>Musicianship III &amp; IV</td>
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<td>Performance III &amp; IV (See Principal Sophomore list)</td>
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<td>**Ensembles</td>
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<td>***Proficiency</td>
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<td>MUL 1211</td>
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<td>Social Science Requirement</td>
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<td>Humanities Elective</td>
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<td>General Education Elective</td>
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<tr>
<td>PHY 2936</td>
<td>Selected Topics in Physics-Musical Acoustics</td>
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<tr>
<td>HUM 2250</td>
<td>Twentieth Century Humanities (Recommended)</td>
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*MUS 1111 Musicianship counts as 4 credit hours toward the satisfaction of 9 credit hours required in Area 2 of the General Education requirements.

**Choose from among the following:
MUN 1810 Concert Choir
MUN 1100 Concert Band
MUN 2310 Valencia Singers (Audition)
MUN 2710 Stage Band (Audition)

***All music majors must demonstrate proficiency in either voice or piano, depending upon the major instrument chosen. Non-keyboard majors who need additional instruction must register for secondary instruction in Private Piano or Class Piano until capable of demonstrating proficiency in piano. Candidates for a Music Education degree, except voice majors, should register for secondary instruction in Private Voice or Class Voice, after keyboard proficiency has been demonstrated.

MUE 1490 (MC 188) — Instrumental Techniques

1 credit
Two class periods. Introduction to the instruments of the orchestra, involving fundamentals of performance, acoustical principles, teaching methods and materials. Students are assigned to sections in either woodwinds, brass, strings or percussion. May be repeated for credit. (Laboratory fee)
MUL 1011 (MC 191) — Music Appreciation  3 credits (IS)
Three class periods. A general survey of music and its composers, with extensive listening in order to develop intelligent understanding and appreciation of the world's great music. This course is open to all students.

MUL 1211 (MC 192) — Music Literature  3 credits
A survey of the compositional and performance styles of significant composers from the Middle Ages to the present. Extensive live and recorded listening experiences. Required of all music majors.

MUN 1100 (MC 185) — College Band  1 credit
Three class periods. Required of instrumental majors. Performance of standard concert band literature. Performance of serious literature. Required of instrumental majors but open to all students who play appropriate instruments. May be repeated for credit.

MUN 1910 (MC 170) — Concert Choir  1 credit
Three class periods. Established for people who love to sing and perform, the Concert Choir does not require auditions or music reading. This large mixed choral group performs a variety of music throughout the area. Solos, duets and small ensemble experiences are provided for the more advanced students. Students may register for this course without prior approval of the instructor. Required of vocal majors.

MUN 2310 (MC 100) — Valencia Singers  1 credit
Three class periods. Open to all students of the college through auditions held before and during registration. A select performing group established for music majors and/ or students with experience in choral singing, or music reading ability. Literature and public performance stressed.

MUN 2710 (MC 220) — Stage Band  1 credit
Two class periods. Open to all students who play appropriate instruments. Performance of varied literature in areas of Jazz, Swing and Rock. May be repeated for credit.

MUS 1111 (MC 101) — Musicianship I  4 credits (IS)
Three one-hour lecture periods and three one hour laboratories. A study of the fundamentals of music through the analysis and composition of music in the Baroque and Classical styles. Development of basic skills in dictation and sight-singing.

MUS 1112 (MC 102) — Musicianship II  4 credits (IS)
Three one-hour lecture periods and three one hour laboratories. Prerequisite: MUS 1111 or permission of instructor. A continuation of the fundamentals of music through the analysis and composition of music in the Baroque and Classical styles. Continued development of basic skills in dictation and sight-singing.

MUS 2121 (MC 203) — Musicianship III  4 credits (IS)
Three one-hour lecture periods and three one hour laboratories. Prerequisite: MUS 1112 or permission of instructor. Advanced techniques of composition together with an 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.

MUS 2122 (MC 204) — Musicianship IV  4 credits (IS)
Three one-hour lecture periods and three one hour laboratories. Prerequisite: MUS 2121 or permission of instructor. Advanced techniques of composition to include the style of the 20th century. Composition and analysis of basic homophonic and contrapuntal forms of two and three parts. Extensive listening to live and recorded performances of selected literature. Further development of skills in dictation and sight-singing.

MUS 2930 (MC 290) — Selected Topics in Music  1-3 credits
Prerequisite: Permission of instructor. For students who desire an in-depth study of special topics in music through research, discussion, performance and observation.

MUT 1351 (MC 153) — Jazz
Popular Music I  4 credits
Three class periods and two one-hour laboratories. Prerequisite: Satisfactory grade on theory Aptitude Test or permission of the instructor. A study of harmony, arranging and improvisation for students interested in music in this idiom. Aural Laboratory includes dictation and sight-singing.

MUT 1352 (MC 154) — Jazz
Popular Music II  4 credits
Three lecture periods and two one-hour laboratories. Prerequisite: MUT 1351 or permission of the instructor. Advanced analysis and application of techniques and styles representative of the Jazz Popular idiom. Aural laboratory in dictation and sight-singing.

MUT 2231, MUT 2232 (MC 288, MC 289) — Keyboard Harmony I & II  1-1 credit (IS)
Two class periods. Prerequisite: Three semesters of piano or permission of the instructor. The application of the materials studied in Music Theory, with particular attention to improvisation and harmonization of melodies and elementary score reading.

MVK 1111 (MC 197, MC 198) — Class Piano I and II (for music majors)  1-1 credit
Two class periods. An elementary course in piano designed to prepare non-keyboard music majors for minimum proficiency requirements in music major programs. Involves major and minor scales, arpeggios, sight-reading and transposition. Open to non-music majors by special permission of the instructor. May be repeated for credit. (Laboratory fee)

MVK 1811 (MC 177-178) — Class Piano I-II
Two class periods. Group instruction on electronic pianos. Open to all students. Not recommended for students majoring in music. May be repeated for credit. (Laboratory fee)

MVS 1816 (MC 145-146) —
Class Guitar I-II  1-1 credit
Two class periods. Group instruction for beginning guitar students. Open to all students. Not recommended for students majoring in guitar. May be repeated for credit. (Laboratory fee)

MVS 1826 (MC 147-148) —
Class Guitar III-IV  1-1 credit
Two class periods. Group instruction for intermediate and advanced guitar students. Open to all students. Not recommended for students majoring in guitar. May be repeated for credit. (Laboratory fee)

MVV 1111 (MC 155-156) —
Class Voice I-II  1-1 credit
Two class periods. 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. May be repeated for credit. (Laboratory fee)

MVV 1811 (MC 157-158) —
Class Voice III-IV  1-1 credit
Two class periods. For intermediate and advanced students with vocal experience. Emphasis on interpretation, vocal development and literature. May be used for secondary instrument requirements for music majors. May be repeated for credit. (Laboratory fee)
APPLIED MUSIC LISTING

All students receiving private instruction are required to enroll in, and observe good attendance in one or more ensembles.

The following applied music courses are assigned to students according to proficiency as revealed through audition and/or conference with music faculty:

Secondary Freshman Instruction 1 credit
One twenty-five minute lesson per week. Enrollment in appropriate ensemble required. Attendance at appropriate seminar and recitals recommended.

1st Semester

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<tr>
<th>Course</th>
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<tr>
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2nd Semester

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<td>MVW 2215</td>
<td>Secondary Freshman Saxophone</td>
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Preparatory Freshman Instruction 1 credit
One fifty-minute lesson and one one-hour seminar per week. For music major candidates below freshman level proficiency. May be repeated for credit. Enrollment in appropriate ensemble may be required. Recital attendance required.

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<tr>
<td>MVB 1011</td>
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<td>MVB 1012</td>
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<td>MVW 1015</td>
<td>Preparatory Freshman Saxophone</td>
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Principal Freshman Instruction 2 credits
One fifty-minute lesson and one one-hour seminar per week. Enrollment in appropriate ensemble required.

1st Semester

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<td>Performance I Cello</td>
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<tr>
<td>MVS 1314</td>
<td>Performance I String Bass</td>
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NURSING

APB 2562 (HRP 200) — Pharmacology for Health Related Majors 2 credits
Two one-hour lectures. This course includes the study of drugs used in the treatment of diseases of the human body.

CIS 2949 — Cooperative Education: Health Related Field Experience 2-4 credits
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student’s college major. A maximum of six (6) co-op credits may apply toward elective credit in a degree program. May be repeated for credit.

NUR 1111C (NG 107) — Maternity Nursing 4 credits (CE)
Four (4) class hours and twelve (12) clinical laboratory hours per week for seven and one-half (7½) weeks. Prerequisite: NUU 1140C or NUU 1210 with a minimum grade of “C”. Nursing 1111C focuses on maternal and neonate nursing based upon the concept that optimum health care of mother and infant are basic to the health of the individual, family and society. The student is provided the opportunity to study the nursing care of the mother throughout the maternity cycle and participate in selected nursing care experiences. Theory and clinical practice will follow a concurrent pattern so the student may gain skills in understanding and meeting patient's nursing care needs. (Laboratory fee)

NUR 1210C (NG 109) — Introduction to Medical-Surgical Nursing 4 credits (CE)
Four (4) class hours and twelve (12) clinical laboratory hours per week for seven and one-half (7½) weeks. Prerequisite: NUU 1140C or NUU 1210 with a minimum grade of “C”. Nursing 1210C is an introduction to medical-surgical nursing utilizing a basic conceptual and developmental approach to the nurse’s role in the patient-side care of ill individuals. The course focuses upon the physical effects of illness on the individual. (Laboratory fee)

NUR 1310 (NG 108) — Psychiatric Nursing 4 credits (CE)
Four (4) class hours and twelve (12) clinical laboratory hours per week for seven and one-half (7½) weeks. Prerequisite: NUU 1140C or NUU 1210 with a minimum grade of “C”. Prerequisite or taken concurrently: PSY 1012. NUR 1310 is designed to assist the student in understanding the dynamics of human behavior and developing related attitudes and skills. Mental health concepts developed in NUU 1140C or NUU 1210, and the social sciences, are applied to the nursing care of patients with specific emotional problems. The clinical rotation is in the psychiatric hospital setting with limited experience in community mental health. (Laboratory fee)

NUR 2120C (NG 207) — The Nursing Care of Children 4 credits
Four (4) class hours and twelve (12) clinical laboratory hours per week for seven and one-half (7½) weeks. Prerequisites: NUR 1210C with a minimum grade of “C”. APB 2193C, APB 2201C, MCB 2610C, DEP 2003. This course will be structured around Abdellah’s 21 Nursing Problems. The emphasis throughout will be on understanding the needs of well, acutely ill and chronically ill children from infancy to adolescence and on developing the nursing skills, attitude, and appreciation essential to having a beginning competence in the care of children. (Laboratory fee)
NUR 2221C (NG 208) — Nursing Care of Adult
with Motor and Sensory Deprivation  4 credits
Four (4) class hours and twelve (12) clinical laboratory
hours per week for seven and one-half (7½) weeks. Pre-
requisites: NUR 1210C with a minimum grade of "C". APB
2193C. APB 2201C, MCB 2010C. This course utilizes a
conceptual and developmental approach to the nurse's role
in the bedside care of adult patients. The approach is to
consider broad problems of illness combined with the depth
required to provide essential knowledge with the acquisi-
tion of skills in areas of medical-surgical nursing
specifically related to patients with problems of motor and
sensory deprivation. The theory learned and skills gained
will be applicable to technical nursing practice. (Labora-
tory fee)

NUR 2222C (NG 210) — Nursing Care of Adults
with Problems Related to Maintenance of
Nutrition, Elimination and Regulatory
Mechanisms  4 credits
Four (4) class hours and twelve (12) clinical laboratory
hours per week for seven and one-half (7½) weeks. Pre-
requisites: NUR 1210C with a minimum grade of "C".
APB 2193C, APB 2201C, MCB 2010C. The emphasis
throughout the course will be on understanding the
pathophysiology, treatment, and nursing care of patients
with problems related to nutrition, elimination and
chemical regulation. The approach will consist of
increasing nursing skills, attitudes and appreciation which
will enable the student to give comprehensive nursing care
under supervision to adult patients. (Laboratory fee)

NUR 2240C (NG 209) — Nursing Care of Adults with
Problems of Inadequate Oxygenation  4 credits
Four (4) class hours and twelve (12) clinical laboratory
hours per week for seven and one-half (7½) weeks. Pre-
requisites: NUR 1210C with a minimum grade of "C".
APB 2193C, APB 2201C, MCB 2010C. This course is
designed to provide the knowledge related to care of
patients with problems of inadequate oxygenation and a
high degree of skill obtained through experience in the
special care areas (ICU, CCU, PCU). It will include
experiences in closely supervised and somewhat predicta-
table settings. The student will assist in patient care,
planning, evaluation and nurse-patient teaching in highly
technical and specialized areas of the hospital. (Laboratory
fee)

NUU 1140C (NG 101) — Fundamentals of Nursing
  8 credits (CE)
Four (4) class hours and twelve (12) clinical laboratory
hours per week. Prerequisite or taken concurrently: APB
2193C. Nursing 1140C is designed to introduce the student
to basic health concepts and health maintenance measures
in physiological and psychological functioning of the
individual. Selected principles from the physical, biologi-
cal and social sciences applicable to the development of
basic nursing skills are utilized. Observations, reporting
and beginning nursing care planning skills are an integral
part of this course. (Laboratory fee)

NUU 1210 (NG 110) — Fundamentals of the
Nursing Process  2 credits
Two (2) class hours per week. This course is designed for
Licensed Practical Nurses and other students with
experience in health care who have been accepted in the
nursing program and earned credit in NUU 1140C
through credit by examination. Students are presented
theory relative to the philosophy and process of professional
nursing. Skills of the nursing process of problem-solving of
a therapeutic nurse-patient relationship.

NUU 2430 (NG 206) — Team Leadership  2 credits
Two (2) class hours per week. Prerequisite: NUR 1210C
with a minimum grade of "C". NUU 2430 will provide
the opportunity for students to raise questions of problems
in nursing practice, consider ways of solution and to
understand the modifications necessary as indicated by
society's health needs. Leadership skills essential to the
management of patient care will be considered. An attempt
will be made to facilitate the transition from the nursing
student to the graduate nurse.

NUTRITION

HUN 1001 (HE 151) — Fundamentals of Nutrition
  3 credits (IS)
Three class periods per week. The basic fundamentals of
nutrition including human nutritional requirements
and the role of nutrition in the maintenance of good
health.

PHILOSOPHY

PHI 2010 (PI 251) — Philosophy  3 credits (IS)
Contemporary problems are used to introduce the major
areas of philosophy: metaphysics, ethics, aesthetics,
thories of knowledge, and the philosophy of religion.
Students explore the writings of notable philosophers,
past and present, and examine how their ideas have shed
light on these problems and their relevance to modern
life.

PHI 2600 (PI 261) — Ethics  3 credits (IS)
Three class periods. A study of the major theoretical
principles on which claims to the good life and moral
action have been based, such as hedonism, utilitarianism
and rationalism. Each theory will be illustrated by
reading representative selections from the works of
great philosophers from the classical period to 20th
century.

PHYSICAL AND EARTH SCIENCES

AST 1002 (PS 194) — Astronomy  3 credits
Three class periods. An introductory non-mathemati-
cal qualitative survey of the astronomical universe.
Includes a study of the earth as an astronomical body,
solar system, stars, galaxies, and cosmological theories
of the universe in general. Much emphasis will be placed
on the unprecedented growth of knowledge in astronomy
during the past decade.

GLY 1000 (PS 192) — Earth Sciences  3 credits (IS)
Three class periods. A survey of the earth sciences,
including geology, meteorology and descriptive astronomy.

PSC 1513 (PS 191) — The Ecology of
Physical Science  3 credits (CE) (IS)
Three class periods. An ecological approach to the
physical sciences. The elementary aspects of physics and
chemistry pertaining to air, water and land environ-
ments. This course is designed to help fulfill the gen-
eral education requirement and would complement APB
1150. (Formerly offered as Physical Science prior to
1972-73).

PSC 2121 (PS 290) — Selected
Topics in Physical Science  1-3 credits
This course deals with selected topics in the physical
sciences based on a historical, traditional or contem-
porary approach, as the background and interests of the
students and instructor might dictate.
PHYSICAL EDUCATION

DAA 2160 (PE 280) — Contemporary Dance 1 credit
Two class periods. Basic theory and practice in using body movements to express or demonstrate ideas or thoughts. To broaden knowledge of rhythms, music and self-expression through the medium of movement. Leotards are required. Also offered as CN 92, non-credit.

DAA 2200 (PE 282) — Ballet I 1 credit
Two class periods. The class will consist of basic techniques at the barre using basic foot, arm and body positions. There will be center floor work which will cover basic adagio movements and allegro combinations and use classical sequences for traveling across the floor. Leotards, tights, and ballet shoes needed.

DAA 2560 (PE 281) — Jazz Dance 1 credit
Two class periods. The student will learn coordinated movements with isolated parts of the body while using the jazz style of dance. Basic routines will be choreographed to pop, rock and roll music. Also offered as CN 138, non-credit.

PEL 1111L (PE 151) — Beginning Bowling 1 credit
Two class periods. Designed to introduce the individual to the sport of bowling. Stress is placed on correctness of performance as well as the competitive nature of the game. Physical demands in this course are low, and skills learned have value for use in leisure hours. Also offered as CN 86, non-credit.

PEL 1121L (PE 152) — Beginning Golf 1 credit
The basic fundamentals pertaining to the grip, stance, posture and swing will be stressed. Work with the woods, irons, chipping and putting will be included. Discussions will be held on the rules of play, etiquette and purchase and care of equipment. All equipment is furnished. The recreational and carry-over values of the sport are emphasized. Also offered as CN 103, non-credit.

PEL 1141L (PE 153) — Beginning Archery 1 credit
Two class periods. The basics fundamentals of shooting are stressed. Emphasis is on target archery. Experiences in barebow and sight shooting are provided. The recreational and carryover values of the sport are stressed. All equipment is furnished. Also offered as CN 105 non-credit.

PEL 1211L (PE 181) — Softball 1 credit
Two class periods. The class is designed for casual or intramural participants interested in improving their skills and knowledge of softball. Also offered as CN 93, non-credit.

PEL 1219L (PE 160, PE 161) — Varsity Baseball 1-1 credit
Student must participate as a member of the college varsity baseball team for a full season for each credit earned. Permission of head coach required.

PEL 1321L (PE 182) — Volleyball 1 credit
Two class periods. The class is designed for casual or intramural participants interested in improving their skills and knowledge of volleyball. Also offered as CN 94, non-credit.

PEL 1341L (PE 154) — Tennis I 1 credit
Designed specifically for the beginning tennis player. Body movements, positioning, footwork and stroke technique will be introduced and related to the forehand drive, backhand drive, fore and backhand volley and the serve. Practical playing experience will be used to teach rules, etiquette and some strategy. All equipment will be furnished.

PEL 1342L (PE 164) — Tennis II 1 credit
Designed specifically for the student wanting to develop advanced skills of a good tennis player. The lob, overhead and drop shot will be introduced while advanced development of the fundamental strokes will be emphasized. Practical playing experience will aid in teaching strategy. Students should have better than average tennis form for the ground strokes, volley and serve. Open to any student with consent of the instructor.

PEL 1440L (PE 170) — Handball-Racketball 1 credit
Designed to introduce the student to the fundamental skills, needed to enjoy playing racketball and handball. Basic strokes, foot work, body movement and positioning will be emphasized in conjunction with court etiquette and rules.

PEL 1621L (PE 180) — Basketball 1 credit
Two class periods. The class is designed for casual or intramural participants interested in improving their skills and knowledge of basketball. Also offered as CN 96 non-credit.

PEL 1624L (PE 162, PE 163) — Varsity Basketball 1-1 credit
Student must participate as a member of the college varsity basketball team for a full season for each credit earned. Permission of head coach required.

PEL 1646L (PE 183) — Touch Football 1 credit
Two class periods. The class is designed for casual or intramural participants interested in improving their skills and knowledge of touch football. Also offered as CN 95, non-credit.

PEL 2122L (PE 252) — Intermediate Golf 1 credit
Review of basic fundamentals. Advanced skills and emphasis on play and tournaments. Open to any student with consent of the instructor. Also offered as CN 85, non-credit.

PEL 2343L (PE 254) — Tennis III 1 credit
Specialized instruction with emphasis on technique and strategy used in competitive play. Open to any student with consent of the instructor. Also offered as CN 106, non-credit.

PEM 1102L (PE 155) — Individual Conditioning for Men 1 credit
Two class periods. A basic program consisting of physical testing, self-evaluation, and conditioning with an introduction to physiological principles of efficient movement. Also offered as CN 90, non-credit.

PEM 1107L (PE 156) — Slimmastics and Individual Conditioning for Women 1 credit
Two class periods. A program of physical fitness based on the popular 'Aerobics' exercise program. Special exercise programs will be designed for women of all ages. There will be discussions on the physical, emotional and medical benefits of the program. Also offered as CN 87, non-credit.

PEM 1361L (PE 158) — Beginning Horsemanship 1 credit
Two class periods. Designed to create an interest in horsemanship and develop sufficient knowledge and skills to enjoy this sport as a recreational activity. Instructional emphasis will be placed on seat, horse care, control and safety. Special fee.

PEM 2131C (PE 273) — Weight Training 1 credit
Two class periods. Designed to introduce the individual to sound physiological principles of weight training for body development. Also offered as CN 88, non-credit.

PEN 1113L (PE 175) — Senior Life Saving 1 credit
One class period and one two-hour laboratory. Prerequisite: Advanced swimming skills and good physical condition. Includes elements of personal and group water
safety with development of ability to assist or rescue others in danger. Satisfactory completion of course qualifies student for life-saving certificate. Also offered as CN 89, non-credit.

PEO 2003C (PE 276) — Sports Officializing 1 credit Two class periods. Theory and practice of officiating basketball, softball-baseball, track and field and swimming. Field work will consist of officiating in the school’s intramural program. Also offered as CN 98, non-credit.

PEO 2013C (PE 275) — Sports Officializing 1 credit Two class periods. Theory and practice of officiating football, volleyball and basketball. Field work will consist of officiating in the school’s intramural program. Also offered as CN 97, non-credit.

PEP 1200L (PE 157) — Tumbling and Gymnastics 1 credit Two class periods. A program of tumbling and gymnastics utilizing the trampoline and other apparatus. Emphasis is on personal enjoyment as well as development of self confidence and good body mechanics through coordination, rhythm and balance. Also offered as CN 91, non-credit.

PET 2000 (PE 269) — Introduction to Physical Education 3 credits Three class periods. Designed primarily for students planning to major in physical education. Examination of the place, function and contribution of physical education to the whole educational program. Discussion of history, philosophy and problems of physical education.

PHYSICS

PHS 1101 (PH 156) — Physics Calculations 2 credits One two-hour class period. Designed to be taken concurrently with PHY 1058C or PHY 2048C in order to provide special instruction for the student who needs additional work in solving physics problems. Course may not be taken for credit subsequent to receipt of "C" or better in PHY 1058C, 1054C, or PHY 2048C, 2049C.

PHY 1001C (PH 121) — Applied Physics 4 credits Three class periods and one three-hour laboratory. A one semester course for health related majors. Prerequisite: MAT 1033 or two (2) years high school algebra. A survey of those topics in physics which are related to the health field will be presented. Applications of physics to principles of mechanics, heat, light, sound, electricity and magnetism, and radioactivity as they apply to the health field. This course may not be taken for credit subsequent to receiving a grade of "C" or better in any higher physics course. (Laboratory fee)

PHY 1023C, PHY 1024C (PH 151, PH 152) — Basic Physics 4-4 credits Three class periods and one three-hour laboratory. Pre- or corequisite: MTB 1321 or equivalent for PHY 1023C. MTB 1922 or equivalent for PHY 1024C. The physical principles of mechanics, properties of matter, heat and thermodynamics are studied in the first semester. The second semester presents the physical principles of wave motion, sound, light, electricity and magnetism, and modern physics. Application of physics to technical fields will be emphasized in discussions and problems. Laboratory work is designed to develop the theories presented in the course. (Laboratory fee)

PHY 1058C (PH 161) — Introductory Physics I 4 credits Three class periods and one three-hour laboratory. Pre- or corequisite: MAC 1114 or MAC 1132. Mechanics, heat and sound are covered. The course is designed for students whose requirements for the baccalaureate degree includes a basic course in physics. Students who need extra instruction in the problem solving aspects of physics are urged to take PHS 1101 concurrently with this course. (Laboratory fee)

PHY 1054C (PH 162) — Introductory Physics II 4 credits Three class periods and one three-hour laboratory. Pre- or corequisite: PHY 1058C or MAC 1132 or PHY 1053C or departmental waiver. Electricity and magnetism, optics, and elements of modern physics are covered. (Laboratory fee)

PHY 2048C, PHY 2049C (PH 261, PH 262) — General Physics with Calculus I-II 4-4 credits Three class periods and one three-hour laboratory. Pre- or corequisite for PHY 2048C, MAC 2311. Pre- or co-requisite for PHY 2049C, MAC 2312. The first semester covers mechanics, heat, and sound with emphasis upon fundamental principles. The second semester covers electricity and magnetism, and optics. Designed for physics, mathematics, chemistry and pre-engineering majors. (Laboratory fee)

PHY 2101 (PH 270) — Modern Physics 3 credits Three class periods with demonstrations. Prerequisites: MAC 2311 & PHY 1052C or PHY 2048C. This course deals with relativity, atomic theory, quantum mechanics, solid state, laser techniques, the nucleus and modern particles.

PHY 2936 (PH 290) — Selected Topics in Physics 1-3 credits Prerequisites: PHY 1052C or PHY 2048C and departmental permission. For the student in science who desires in-depth study of special topics in the areas of classical and modern physics. Also, experimental topics may be included upon demand.

POLITICAL SCIENCE

CPO 2002 (PL 207) — Introduction to Comparative Politics 3 credits (IS) Three class periods. Prerequisite: POS 1041. A comparative study of foreign political systems in selected Western and non-Western nations, including political cultures, social change, public policy and institutions.

INR 2002 (PL 255) — International Politics 3 credits (IS) Three class periods. The nature of international politics: nationalism, armaments, imperialism, militarism, the history of international politics, foreign policies, international law and organizations, the United Nations, the human factor in international politics.

POS 1001 (PL 199) — Introduction to Political Science 3 credits (IS) Three class periods. A survey of the discipline of political science. An examination of important concepts in the development of Western political thought. A discussion of selected topics in various fields of inquiry within political science.

POS 1041 (PL 151) — American Government I 3 credits (CE, IS) Three class periods. Theory, organization, principles and functions of the national government, stressing the relationships of the individual to all levels of his government in the political system.

POS 2112 (PL 252) — State and Local Government 3 credits (IS) Three class periods. In-depth study of state, county and municipal government with emphasis on contemporary problems.
POS 2930 (PL 290) Selected
Topics in Political Science 1-3 credits
One-three class periods. Prerequisite: POS 1041 or permission of department. These seminars are for students who are interested in special topics and desire to explore further the field of political science through research, discussion and observation.

POS 2949 — Cooperative Education:
Political Science Field Experience 2-4 credits
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student’s college major. A maximum of six (6) co-op credits may apply toward elective credit in a degree program. May be repeated for credit.

PUP 1002 (PL 152) — American Government II
3 credits (CE), (IS)
Three class periods. A survey course covering an introduction to international politics, state and local government and fundamental economic concepts.

PREVENTION AND CORRECTIONS

CCJ 1300 (PC 101) — Introduction to Corrections 3 credits
An examination of the total correctional process from law enforcement through the administration of justice, probation, prisons, other correctional institutions, and parole.

CCJ 1310 (PC 158) — Institutional Procedures, Jails and Detention 3 credits
The function of the custodial staff is examined with special emphasis on the correctional office. Institutional procedures are reviewed, including reception, classification, program assignment, and release procedures. The jail and practices are examined.

CCJ 1440 (PC 151) — Correctional Administration 3 credits
Prerequisite is CCJ 1300 or consent of instructor. An examination of the total correctional administration, organization, and personnel management. Emphasis is placed on the role of the mid-level supervisor in the operation of community correctional agencies, residential facilities, and custody institutions. Topics include: organizational structure and planning; personnel recruitment, training and supervision; and public relations.

CCJ 2281 (PC 225) — Legal Issues in Corrections 3 credits
Course will examine current legal issues in the confinement and supervisory control of adjudicated and non-adjudicated offenders. The constitutional rights of confined prisoners, state and federal regulations, minimum correctional standards and the responsibilities of correctional personnel will be examined.

CCJ 2290 (PC 252) — Community Correctional Services 3 credits
Community resources that are endemic to the correctional process, their functions, organizations, and operations are reviewed. Organizations to be studied include those offering legal, social, welfare, counseling, psychological, vocational, medical, guidance or other rehabilitative services.

CCJ 2330 (PC 260) — Probation and Parole 3 credits
Evaluates and examines probation as a judicial process and parole as an executive function as related to community based correctional programs.

CCJ 2340 (PC 202) — Group and Individual Counseling 3 credits
Course is a continuation of CCJ 2350. Emphasis is on further development of individual counseling skills and on the processes and techniques of correctional group counseling. Role playing, guided group interaction, transactional analysis, and other group treatment approaches will be discussed.

CCJ 2350 (PC 201) — Essentials of Interviewing 3 credits
The emphasis of the course is on learning basic principles and developing effective techniques of interviewing and individual counseling skills applicable to correctional field, agency, and institutional settings. A foundation for interviewing and individual counseling is laid by first examining the nature of the correctional environment, its effect on interpersonal relationships between correctional workers and offender populations, and concepts of correctional treatment planning and behavior change. Comparisons are made with the techniques of interrogation.

CCJ 2940 (PC 280) — Field Work Experience 3 credits
Prerequisite: Nine (9) hours of Prevention and Corrections course work or consent of instructor. Students are offered the opportunity of applying the academic learning of the classroom to actual correctional practice in field, agency, or institutional settings.

PSYCHOLOGY

CLP 1002 (PY 101) — Psychology of Adjustment 3 credits
Three class periods. Biological and learned factors involved in the processes of personal and social adjustment and the study of mental health principles and their application to human adjustment.

DEP 1302 (PY 130) — Psychology of Adolescence 3 credits (IS)
Three class periods. This course approaches the 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.

DEP 2003 (PY 260) — Developmental Psychology 3 credits (IS)
Three class periods. Prerequisite: PSY 1012. A course designed to survey theory and research on development from prenatal stages through adulthood (childhood development is stressed). The course will emphasize the biological, psychological and social variables which influence human behavior.

EDP 2002 (PY 201) — Educational Psychology 3 credits (IS)
Three class periods. Prerequisite: PSY 1012. A study of psychological principles and how they apply to the educational process. Major areas considered are: principles of learning, individual differences, motivation, mental abilities, measuring outcomes of learning, and study of the teaching-learning situation. (This course is especially designed for prospective teachers).

INP 1131 (PY 180) — Applied Psychology for Criminal Justice 3 credits (IS)
Three class periods. The course will cover the basic elements of general psychology such as learning, perception, personality theory, etc., with emphasis on the application of psychological principles by law enforcement and correctional officers.
INP 1301 (PY 161) — Psychology in Business and Industry 3 credits (IS)
Three class periods. An introduction to the psychology of human behavior as applied to business and industry. A course designed to study the many psychological factors involved in the work situation including leadership, motivation, communications, morale, organizational structure, personnel selection, training and appraisal, consumer problems.

—PSY 1012 (PY 151) — General Psychology 3 credits (CE) (IS)
Three class periods. A life-oriented course in psychology designed to give the student a factual foundation in the techniques and vocabulary of psychology and a general understanding of human behavior. This course surveys the research and application of psychology in the areas of learning, intelligence, motivation, emotion, personality, behavior disorders, mental health and therapy.

PSY 2930 (PY 290) — Selected Topics in Psychology 1-3 credits
One-three class period. Prerequisite: PSY 1012. These seminars are for students who are interested in special topics and desire to explore further the field of psychology through research, discussion and observation.

PSY 2949 — Cooperative Education: Psychology Field Experience 2-4 credits
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. A maximum of six (6) co-op credits may apply toward elective credit in a degree program. May be repeated for credit.

READING

REA 1105 (RG 101) — Reading Skills 3 credits (IS)
Three class periods. Designed to improve competence in reading comprehension and vocabulary development requisite to acceptable college work.

REA 1605 (RG 102) — Reading Study Skills 3 credits (IS)
Prerequisite: REA 1105. A reading-study skills development course with emphasis on reading for comprehension in specific subject areas.

REA 1205 (RG 155) — Reading Techniques 3 credits (IS)
Three class periods. A college level course stressing increased efficiency and flexibility, proficiency in comprehension, study and retention techniques in subject areas, test-taking competence, and vocabulary improvements. Practice with specialized equipment and materials is provided. Recommended for average or above average readers who wish to improve their reading potential.

REA 2930 (RG 290) — Selected Topics in Reading 1-3 credits (IS)
One-three hours per week. This seminar is for students interested in research, discussion, and observation of special topics in reading.

RESPIRATORY THERAPY

APB 2263 (RT 231) — Pulmonary Physiology 4 credits
Three one-hour lectures and one three-hour laboratory. Prerequisites: CHM 1040, PHY 1001C, APB 2193C. This course includes the following pulmonary functions: normal ventilation and regulation of respiration, response to gases and ions, lung reflexes, and ventilatory and mechanical factors. Also included are pulmonary circulation, gas diffusion, manifestations of disease and blood gas analysis. (Laboratory fee)

APB 2293 (RT 239) — Respiratory Pathology 3 credits

HCA 2301 (RT 240) — Hospital Organization and Management 2 credits
One two-hour lecture. Prerequisite: Permission of instructor. Organization patterns in hospitals, clinics, and community health agencies, medical staff organization, principles and practices of management. Business and administrative management at the Comptroller and Chief Therapist levels.

RET 1024 (RT 127) — Introduction to Respiratory Therapy 2 credits
Two one-hour lectures. Prerequisites: None. A survey of the respiratory therapy profession including its history, ethics and standards. A survey of other health related sciences and their interrelationships. (Laboratory fee)

RET 1026 (RT 128) — Basic Respiratory Equipment 3 credits
Two one-hour lectures and one three-hour laboratory. Prerequisites: RET 1024, APB 2193C. Corequisites: PHY 1001C, APB 2201C, MCB 2010C. Fundamental functions of basic respiratory therapy equipment. Systems of oxygen storage. Safety precautions. Preparation for clinical practice. (Laboratory fee)

RET 1264 (RT 132) — Advanced Respiratory Equipment and Functions 4 credits
Three one-hour lectures and one three-hour laboratory. Prerequisite: RET 1026. Functions of advanced respiratory equipment. Arterial blood-gas equipment. Prolonged mechanical ventilation. Bedside respiratory volumetric monitoring. Evaluation prior to and during weaning from respirator. (Laboratory fee)

RET 1874 (RT 134) — Clinical Practice I 2 credits
Two-hundred hospital clock hours, approximately twelve and one-half (12½) hours for every two semester hours credit. Prerequisites: RET 1026, RET 1264 (may be taken concurrently), APB 1650. Each student assigned clinical tasks (on a level with RET 1026 and RET 1264) in patient floor care under the supervision of a staff Respiratory Therapist or Clinical Instructor. (Laboratory fee)

RET 2284 (RT 234) — Cardiopulmonary Therapy 4 credits
Three one-hour lectures and one three-hour laboratory. Prerequisites: RET 1264, RET 2875, concurrent with APB 2263. This course includes resuscitative procedures in respiratory and cardiac emergencies and airway maintenance, pulmonary function, spirometry and pulmonary rehabilitation. (Laboratory fee)

RET 2875 (RT 232) — Clinical Practice II 2 credits
Two hundred hospital clock hours, approximately twelve and one-half (12½) hours for every two semester hours credit. Prerequisite: RET 1874. Each student assigned clinical practice in the Intensive Care, Cardiac Care, Progressive Care and Emergency Room Units under the
supervision of a staff Respiratory Therapist or Clinical Instructor. Emphasis on volume ventilators and advanced patient care (Laboratory fee)

RET 2876 (RT 235) —
Clinical Practice III
Two hundred hospital clock hours, approximately twelve and one-half (12½) hours for every two semester hours. Prerequisite: RET 2875, concurrently with RET 2284. Each student assigned clinical tasks and orientation in Pulmonary Function Lab., Cardiac Catheterization, and Open Heart Surgery under the supervision of the staff Respiratory Therapist or Clinical Instructor.

RET 2877 (RT 237) —
Clinical Practice IV
Two hundred hospital clock hours, approximately twelve and one-half (12½) hours for every two semester hours credit. Prerequisite: RET 2284, RET 2876. Each student assigned clinical tasks in Pediatrics, Pulmonary Rehabilitation, and Medicine, under the supervision of a physician and Clinical Instructor.

RET 2878 (RT 238) —
Clinical Practice V
Two hundred hospital clock hours, approximately twelve and one-half (12½) hours for every two semester hours credit. Prerequisites: RET 2934, RET 2877. Each student assigned clinical tasks in the areas of General Thoracic and Neurosurgery. The student may be assigned other areas under the direction of the Clinical Instructor.

RET 2934 (RT 236) — Advanced Cardiopulmonary Therapy
Three one-hour lectures and one three-hour laboratory. Prerequisite: RET 2284. Surgical treatment of cardiopulmonary disorders and possible associated complications. Respiratory aspects of infancy and childhood. A unit on medicine will be presented. (Laboratory fee)

SOCIAL SCIENCE

IDS 1151 (SL 152) — Man and Environment II
This general education course is designed to provide an understanding of the interrelationship of man with the varying aspects of his natural and artificial environment from a resource management viewpoint. Many aspects of the environmental crisis such as the impact of political, economic, and social institutions, differing beliefs and myths, and individual and group maladjustments will be investigated along with possible solutions.

SSI 2941 (SL 290) — Field Experience in Social Sciences
One class period per week plus two hours per week of appropriate field experience under professional supervision. This course is designed for students who wish to pursue particular interests in areas related to any of the social sciences and to gain some actual experience in the field. The course may be repeated for a maximum of three semester hours of credit.

SOCIOLOGY

MAF 2200 (SY 271) —
Marriage and the Family
Three class periods. A functional course designed to assist the student in developing perspective concerning the planning of courtship, marriage and family life. Attention will be given to the problems of courtship, mate selection, engagement, marriage, child-rearing and family crises.

SOC 2000 (SY 261) — Introductory Sociology
Three class periods. Nature and application of sociological concepts, theories, and methods; analysis of societies and groups; social processes and social change.

SOC 2020 (SY 265) — Contemporary American Social Problems
Three class periods. Prerequisite: SOC 2000 or permission of instructor. An analysis of the major social problems confronting American society. Special emphasis is placed upon critical thinking abilities in evaluating causes, effects, and various approaches in dealing with social problems. Class discussion will include such topics as mental illness, crime, juvenile delinquency, race relations, pollution, population, urbanization, and influences detrimental to family stability (divorce, alcoholism, gambling, drug abuse).

SOC 2935 (SY 290) — Selected Topics in Sociology
One-three class periods. Prerequisite: SOC 2000 or permission of the instructor. These seminars are for students who are interested in special topics and desire to explore further the field of sociology through research, discussion, and observation.

SOC 2949 — Cooperative Education:
Sociology Field Experience
Prerequisite: Permission of Instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. A maximum of six (6) co-op credits may apply toward elective credit in a degree program. May be repeated for credit.

SPANISH

SPN 1000 (SH 141) — Basic Spanish
Students are recommended to take this course before taking SPN 1100. This course is designed for students without recent high school language skills. The stress is designed for students without recent high school language skills. The stress is placed on the everyday use of the language. Students are introduced to basic grammar, vocabulary, and composition through a conversational approach to basic Spanish.

SPN 1030, SPN 1031 (SH 101, SH 102) — Conversational Spanish for Allied Health Personnel
Three class periods. Conversational Spanish for students in the Allied Health Programs only. Emphasis on the practical application of Spanish to situations relative to patients.

SPN 1040, SPN 1041 (SH 103, SH 104) — Conversational Spanish for Criminal Justice Personnel
Three class periods. Beginning conversational class for students in Criminal Justice programs. Vocabulary presented would benefit those dealing with Spanish speaking people.

SPN 1100, SPN 1101 (SH 151, SH 152) — Elementary Spanish
Three class periods and one one-hour laboratory. Beginning course in fundamental Spanish grammar and communication skills.

SPN 1170, SPN 2270 (SH 170, SH 270) — Overseas Study in Spanish Language and Culture I-II
6-6 credits
Prerequisite: Permission of the department chairman and certain essentials of grammar, composition and conversa-
tion. These courses consist of two phases: (1) The orientation program will give the students the opportunity to make certain cultural, personal and educational adjustments prior to the beginning of their summer study at a Spanish University. (2) The period of study at the university will offer the students excursions, field trips, and special activities. After the summer courses, there will be organized travel tours that will broaden the student's cultural experience. The student will take for credit or audit 6 to 12 hours.

SPN 2200, SPN 2201 (SH 251, SH 252) —
Intermedial Spanish  3-3 credits (CE) (IS)
Three class periods and one one-hour laboratory. Prerequisite: SPN 1101, 2 years of high school Spanish or equivalent. Conversation approach with reading from modern Spanish and Spanish-American authors.

SPN 2510 (SH 261) — Introduction to Spanish Civilization  3 credits (IS)
Three class periods. Prerequisite: SPN 2201 or equivalent. A basic study of the history, culture, and art of Spain. Emphasis on the development of conversational skills in Spanish.

SPW 2100, SPW 2101 (SH 268, SH 269) —
Introduction to Spanish Literature  3-3 credits (IS)
Three class periods. Prerequisite: SPN 2201 or equivalent. The first semester is a survey of the literary masterpiece of Spain from the twelfth century to the golden age. The second semester is a continuation from 1800 to the twentieth century.

SPEECH

ORI 1000 (SP 167) — Oral Interpretation  3 credits
Three class periods. Prerequisite: SPC 1600. Principles of selection, analysis, preparation, and presentation of materials for oral reading. Experience in choral speaking and readers' theater.

SPC 1051 (SP 100) — Speech and Writing Improvement  3 credits
Three class periods. Emphasis on the improvement of language skills by developing and understanding the effective articulation of American English through the use of the audio-lingual approach.

SPC 1300 (SP 175) — Informal Communication  3 credits
Three class periods. The study and application of communication principles to remove verbal and non-verbal barriers. Emphasis on role playing, simulated conflicts, and dynamics of group discussion.

SPC 1600 (SP 165) — Fundamentals of Speech  3 credits
Three class periods. Principles of oral communication common to all speaking and listening. Emphasis on study, practice, and evaluation of preparation and delivery techniques for extemporaneous speaking.

SPC 1601 (SP 166) — Public Speaking  3 credits
Three class periods. Prerequisite: SPC 1600. Advanced principles of audience communication. Varied methods of presentation to include impromptu, extemporaneous and manuscript. Categories of speaking to include informative, entertainment, persuasion and group discussion.

SPC 2511 (SP 265) — Argumentation and Debate  3 credits
Three class periods. Prerequisite: SPC 1600 or permission of instructor. Principles of evidence, analysis, argument and refutation common to persuasive speaking and debate. Opportunity for competitive debate.

SPC 2594 (SP 267) — Forensics Laboratory  1 credit
Three class periods. A study of advanced techniques of debate and other forensics, keyed primarily to those interested in intercollegiate forensic competition. This course may be taken for one hour credit each semester for a total of three semester hours of credit.

SPC 2930 (SP 290) — Selected Topics in Speech  1-3 credits (IS)
One-three hours per week. This seminar is for students interested in research, discussion, and observation of special topics in speech.

THE 1030, THE 1031 (SP 151, SP 152) —
Introduction to the Theatre  3-3 credits
Three class periods. (Theatre Arts and Speech 101-102 at Rollins College.) A survey of the organization and economic structure of Broadway, educational, and amateur theatre; survey of theatre architecture; study of contemporary play forms; analysis of play structure. Open to all students. This course held on the Rollins College campus.

SURVEYING TECHNOLOGY

ETC 2323C (ST 212) —
Surveying II  3 credits
Three class periods. Prerequisite: ETC 1325C. A study of field techniques and their associated computations; adjustment of a transit; errors in angle measurements; errors in distance measurements; field techniques of traversing; traverse computations (closure and balancing); field techniques of tying points to control; tie-in computations; layout of horizontal curves; horizontal curve computations; field techniques and computations of precise levels; vertical curve computations.

ETC 2326C (ST 215) — Surveying III  4 credits
Four class periods. Prerequisite: ETC 2323C. A study of the advanced surveying office computations; traverse, horizontal curve, and vertical curve review; coordinates; area 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.

ETC 2334C (ST 270) — Land Surveying and Descriptions  3 credits
Three class periods. Prerequisites: ETC 2323C & 2345. A study of the construction of land descriptions and techniques of surveying the boundaries of a 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. (Including all associated computations.)

ETC 2339C (ST 230) — Topography and Mapping  3 credits
Three class periods. A study of the field and drafting techniques of map construction; control surveys, detail surveys, transit-tape; transit-stadia; plane table; map drafting; contour construction; use of contour maps; cross-section field work and drafting; earthwork computations; theory and use of state plane coordinate systems; map reproduction techniques.
ETC 2342 (ST 214) — Electronic and Geodetic Surveying 3 credits
Three class periods. Prerequisite: ETC 1325C. A study of electronic distance measurements and geodetic techniques in surveying: theory, construction and use of electronic measuring devices (geodimeter, telurometer, ranger-laser); applied geodetic astronomy (bearing and latitude determination using stars, sun, elongations, etc.); geodetic corrections to surveys of large extent.

ETC 2344 (ST 221) — Subdivisions 3 credits
Three class periods. Prerequisite: ETC 2323C. A study of plat construction from tract description to final record plat; plat drafting; necessary computations; lettering; meaning of legal parts; current plat laws and regulations.

ETC 2345 (ST 260) — Legal Aspects of Surveying 3 credits
Three class periods. Prerequisite: ETC 1325C. A study of the 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.

ETC2949 — Cooperative Education: Surveying Field Experience 2-4 credits
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. A maximum of six (6) co-op credits may apply toward elective credit in a degree program. May be repeated for credit.
COLLEGE ADMINISTRATION

JAMES F. GOLLATTSCHECK
President

OPEN CAMPUS ADMINISTRATION
Charles W. Sample.................... Provost
W. Michael Hooks.................... Director of Community Instructional Programs
Paul A. Kinser....................... Director of Continuing Education
Robert L. Miike...................... Director, Governmental Services Program

WEST CAMPUS ADMINISTRATION
Bobby T. Holland.................... Provost
James R. Richburg................... Dean of Academic Affairs
Jerry W. Odom....................... Dean of Student Affairs
A. Qurentia Throm................... Chairman of Art Department
Fred E. Hild......................... Chairman of Business and Public Safety Programs Department
Donald J. Tighe...................... Chairman of Communications Department
H. Eugene Simmons................... Chairman of Counseling Department
Rosario Martinez.................... Chairman of Foreign Language Department
Luis E. Folgueras.................... Chairman of Health Related Programs Department
J. Louis Schlegel.................... Chairman of Humanities Department
Louis M. Edwards.................... Chairman of Mathematics Department
Larry N. Graham.................... Chairman of Music Department
Boyd L. Johnson..................... Chairman of Physical Education Department
Ben H. Lynd......................... Chairman of Science Department
William C. Prentiss............... Chairman of Social Science Department
Robert L. Carmody.................. Chairman of Technical and Engineering Related Programs

EAST CAMPUS ADMINISTRATION
David L. Evans...................... Provost
Ruby M. Beat......................... Dean
Thomas J. Ribley.................... Director of Instructional Development
Paulette S. Poyner............... Coordinator of Learning Resources

COLLEGE ADMINISTRATION
James F. Gollattscheck............ President
Richard J. O’Sullivan.............. Vice President for Administration
Robert W. Gilbert.................. Vice President for Development and Facilities Planning
Lee P. Young......................... Vice President for Business Affairs
Gloria W. Raines................... Vice President for College-Wide Instructional Services
Claudia E. Pennington............... Dean for Learning Resources
Thelma J. Dudley................... Coordinator of Advanced Institutional Development Program
Louise McMullian................... Director of Personnel Services
M. Keese Perry...................... Director of Community Relations
................. Director of Accounting and Controller
................. Director of Resource Development
FACULTY AND STAFF

Gollattacheck, James F.
President
B.A., University of Florida
M.Ed., University of Florida
Ph.D., Florida State University

Adams, Mary W.
Speech
B.S., Indiana State College
M.A., Western Michigan

Anderson, Glynda B.
Education
B.S., Texas College of Architecture
M.Ed., The University of Texas

Applebaum, Ivan R.
Area Coordinator in Psychology
B.G.S., Rollins College
M.C.S., Rollins College

Archambeault, William G.
B.S., Indiana State University
M.A., Indiana State University

Arnold, Kenneth
Supervisor, Air Conditioning and Refrigeration

Baker, Marion H.
Chemistry
B.A., Swarthmore College
M.S., University of Michigan

Ball, Jasiel N.
Supervisor of Custodial Maintenance
West Campus

Barfield, Ona M.
English
A.B., Stetson University
M.A., Stetson University

Bartholomew, Phyllis Kay
Campus Information Specialist
B.A., Florida Technological University

Beal, Rubye
Dean, East Campus
B.A.E., University of Florida
M.Ed., University of Florida
Ed.D., University of Florida

Bean, Barbara
Audio Visual Production Technician

Belcher, Carolyn S.
Dental Hygiene
B.S., Loyola University
M.S., University of Missouri

Benefield, Jack W.
Chemistry
B.S. Ed., University of Georgia
M.Ed., University of Georgia

Bennett, Lula B.
Political Science
A.B., Valdosta State College
M.A.T., Rollins College

Blackney, W. Richard
Art
B.S., Western Michigan University
M.A., Western Michigan University

Blankenship, John
Paraprofessional, Science Laboratory, East Campus

Boardman, William M.
Superintendent of Physical Plant
B.S., University of Alabama

Bradbury, Jack E.
Psychology and Sociology
B.S., Indiana State University
M.S., Indiana State University
Ed.D., Indiana University

Branson, Haven
Paraprofessional, Science Laboratory, West Campus

Briggs, Dianne
Educational Advisor, AIDP, Downtown Center
B.A., University of Florida

Buckhannon, Annie R.
Counselor
B.S., Florida A&M
M.Ed., Florida Technological University

Bumbaugh, Mickey
Equal Access/Equal Opportunity Officer
B.S., University of Wyoming
M.Ed., Florida Atlantic University

Burrows, Lillian L.
Nursing
R.N., Mound Park Hospital
B.S.N., George Peabody College for Teachers
M.P.H., University of North Carolina

Butler, Fannie B.
History
B.S., Bluefield State College
M.A., West Virginia University

Byrnes, Thomas J.
Political Science
B.A., Marquette University
M.A., University of Florida

Calvin, Michael
Evening Services Advisor, West Campus
B.S., Florida Technological University

Capraun, Lynn W.
Respiratory Therapy
B.S., Florida Technology University

Carignan, Ann Marie
Nursing
B.S.N., St. Anselm College
M.S., Boston University

Carmody, Robert L.
Chairman, Technical & Engineering
Related Programs, West Campus
B.A., Michigan State University
M.B.A., Rollins College

Carter, Rosa
Business
B.S., Alabama State College
M.Ed., Florida Technological University

Carver, Donna J.
Librarian
B.A., Florida Technological University
M.L.S., Florida State University

Cashon, James R.
Counselor
B.A., Rutgers
M.Ed., Ohio University

Castellano, William R.
Student Services Counselor
B.A., Florida Technological University
M.A., Florida Technological University

Centko, John M.
Horticulture
B.S., Murray State University
M.S., Murray State University

Cheatham, Ben H.
Mathematics
B.A., University of Florida
M.Ed., University of Florida
Ed.D., University of Florida

Chittenden, George E.
Architectural and Building
Construction Technology
B.I.E., University of Florida
M.B.A., Rollins College

Cohen, Carol
Instructor, CITE Program
B.S., Memphis State University

Coleman, Hoyte A.
Special Services Counselor & Director
A.B., Florida Southern College
M.A.O.M., University of Southern California

Coto, Florence
Educational Advisor, AIDP
East Campus

Craig, Margaret A.
Art
B.A., University of South Florida
M.F.A., University of South Florida

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Croft, Christine W.
Program Director, Legal Secretary
B.S., Delta College
M.B.E., University of Mississippi

Cullom, Celia R.
English and Speech
B.S., University of Missouri
M.A., George Peabody College for Teachers

Curry, Ernest
Supervisor of Mail and Courier Services
A.S., Jones College

Curtis, Hiram
Purchasing Agent

Damon, Peter K.
Grounds Coordinator, East Campus

Daugherty, Joan G.
Dental Hygiene
B.S., Ohio State University
M.S., University of Michigan

DeLisle, Judith A.
Librarian
B.A., Michigan State University
M.L.S., University of Michigan

Denny, Maxine
Records Analyst

Downing, Linda
Financial Aids Assistant
B.A., Florida Technological University

Drosin, Charles A.
Area Coordinator for Cooperative Education
B.A., Florida Atlantic University
M.Ed., Florida Technological University

Dudley, Thelma J.
Coordinator of AIDP Project
B.A., Albany State College
M.A., Rollins College

Dunn, Joseph
Operations Supervisor
A.A., Daytona Beach Junior College

Dunn, Walter F.
Counselor and High School Relations
B.S., East Tenn. State University
M.A., George Washington University

During, Rudolph D.
Program Director, Fire Technology
B.A., University of Maryland

Edwards, David W.
Psychology
B.S., Ohio University
M.S., Indiana University
Ed.D., Nova University

Edwards, Louis M.
Chairman of Mathematics Department, West Campus
B.S., University of Florida
M.Ed., University of Florida

Elliot, Dana
Community Services Counselor, CCEW
A.B., Vassar College
M.Ed., Harvard University

Evans, David L.
Provost, East Campus
B.S., University of Tennessee
M.M., University of Michigan
Ph.D., University of Kentucky

Fansler, Sharon
Educational Advisor, East Campus

Fear, David E.
English
B.S., Ed., Southern Illinois University
M.S. Ed., Southern Illinois University

Ferguson, Josephine
Business Education
B.S., Ball Stae University
M.A.T., Rollins College

Fields, Thomas F.
Paraprofessional, Technical and Engineering Laboratories
A.S., Valencia Community College

Fikes, Janice
Parenting Education
B.S., University of Alabama
M.S., University of Alabama

Findley, Terry A.
Word Processing Coordinator, East Campus

Folgueras, Luis E.
Chairman, Health Related Programs, West Campus
R.N., Rockland State Hospital
B.S., New York University
M.A., New York University

Ford, Virginia J.
Nursing
B.S., University of Oregon

Gaines, George, Jr.
Real Estate
B.S., Jackson College
B.E., Jackson College

Garcia, Thomas A.
Physical Education and Golf Coach
B.S., Florida State University
M.S., Florida State University

Garrettson, William H.
Biology
B.S., Concord College
M.A., West Virginia University

Gastineau, G. Arlen
Program Director, Distribution & Marketing
B.S., Bethany Nazarene
M.C.S., Rollins College
Ed.D., Nova University

Germaine, Michael
Area Coordinator in Political Science
B.A., University of South Florida
M.S., Florida State University

Gilbert, Robert W.
Vice President for Development & Facilities Planning
B.A.E., University of Florida
M.P.H., University of Florida

Goodson, Donna R.
Area Coordinator for Acquisitions & Technical Processing
B.S., Mississippi State College for Women
M.S., Florida State University

Graham, Larry N.
Chairman, Music Department, West Campus
B.M., Samford University
M.M., University of Florida

Graves, Camille N.
Program Director, Child Development
B.S., University of Miami
M.A.T., Rollins College

Graves, H. Spencer
Coordinator of Construction and Facilities Planning

Greenwood, Elaine A.
English
B.A., Boston College
M.A., Boston College

Grosch, Randy A.
Sociology
B.A., Florida Atlantic University
M.A., Florida Atlantic University

Haburton, Eleanor C.
Reading
B.S., Missouri State Teachers College
M.A.T., Rollins College
Ed.D., University of Florida

Hanebutt, Deborah
Nursing
B.S., University of Evansville

Hannan, Eliot
Security Coordinator, East Campus
B.S., Florida Technological University

Hardy, George W.
Mathematics
B.S., University of Florida
M.Ed., University of Florida
Harmon, Diane
Emergency Medical Technology
B.S., Florida State University

Hayden, Glenn R.
English
B.A., Florida Technological University
M.A., University of Kentucky

Hawkins, Lawrence
Registrar
B.S., University of Nebraska
M.S., Rollins College

Helling, Dale D.
Drafting & Design Technology
B.B.C., University of Florida
M.A., University of Florida

Henderson, Patricia A.
Librarian
B.A., Florida State University
M.L.S., Emory University

Henkel, Thomas M.
Business
B.A., University of Florida
J.D., University of Florida

Hild, Fred E.
Chairman, Business & Public Safety Programs
B.A., Coe College
M.B.A., George Washington University

Hill, Joyce A.
Nursing
B.S.N., University of Florida

Hise, Kenneth W.
Economics
B.S., University of Maryland
M.S., Florida State University
Ed.D., Nova University

Hoff, Mary J.
English
B.A., Marymount College
M.A., University of Tulsa

Holland, Bobby T.
Provost, West Campus
A.B., Union University
B.D., Southeastern Baptist Theological Seminary
M.S.M., Southern Baptist Theological Seminary
Ph.D., Florida State University

Holland, Wallace D.
Business
B.B.A., University of Georgia
M.B.A., Rollins College
Ed.D., Nova University

Hollingsworth, Gary D.
Resource Development Officer
B.S., University of Nebraska
M.A.T., University of Florida

Hooks, William M.
Director of Community Instructional Programs, Open Campus
B.S., Indiana State University
M.S., Indiana State University

Hoover, Nancy Sue
French and German
B.A., Transylvania
M.A., Indiana University

Horton, Allison Norman
Counselor
B.A., University of Southern California
M.A., George Peabody College for Teachers
Ed.D., George Peabody College for Teachers

Hosman, Catherine
Educational Advisor, West Campus
B.A., Rollins College

Hosman, David K.
Counselor
B.A., Gordon College
M.A., Ball State University
Ed.D., Nova University

Howard, Dalton D.
Psychology
B.S., Florida State University
M.S., Florida State University

Howell, Diane M.
Special Services Counselor
B.A., Florida Technological University

Hundly, Janice M.
Instructor, CITE Program
B.S., Florida State University

Hunt, Louise E.
Medical Transcription
A.B., Trevecca Nazarene College

Hunt, William S.
Program Director, Loss Prevention
B.S., Florida State University
M.S., Michigan State University

Hunter, Janice K.
English
B.A., Eckerd College
M.A., University of South Florida

Jacobs, Wayne R.
Mathematics
B.S.E., University of Florida
M.Ed., University of Florida

Jay, Nancy E.
B.A., Georgia College at Milledgeville
M.F.A., Florida State University

Johnson, Annie Bell
Nursing
B.S., Stetson University
M.S., University of Colorado

Johnson, Boyd L.
Chairman of Physical Education Department, West Campus
B.A., University of Kentucky
M.A., University of Kentucky

Jones, Judith M.
Chemistry
B.A., Case-Western Reserve University
M.S., University of Florida

Jones, Shirley
Psychometric Technician, East Campus

Jones, William J.
Manager, Data Processing
B.A., Southern Illinois University

Kahn, William R.
Program Director, Hotel-Motel-Restaurant Management
B.A., University of South Florida
M.A., University of South Florida
Ph.D., Florida State University

Killinger, Charles L., III
Political Science
B.A., Southwestern at Memphis
M.A., College of William and Mary

Kimble, Daniel
Librarian
B.A.E., University of Florida
M.Ed., University of Florida

Kinner, Paul A.
Director of Continuing Education
B.A., Indiana State University
M.S., Indiana State University
Ed.D., Nova University

Kirkpatrick, Kenna N.
Psychology
B.A., Georgia State University
M.S., Florida Technological University

Kuhn, Elisabeth
Custodial Coordinator, East Campus

Lacey, Robert W.
Data Processing
B.S., Boston University
M.C.S., Rollins College
Ed.D., Nova University

Latham, Jean B.
Health Services Advisor
R.N., Lynn Hospital School of Nursing

Ledford, R. Keith
Music
B.M.E., Florida State University
M.Ed., Auburn University

Lee, Harry
Paraprofessional, Student Centered Learning Laboratories, AIDP
B.A., Florida Technological University

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Lehmann, Timothy J.
Psychology
B.A., University of Florida
M.Ed., University of Florida
Ed.D., University of Florida

Lemon, Julia C.
Instructional Supervisor, CITE Program
B.S., Ohio University

Lewis, Joseph W.
Mathematics
B.S., University of Florida
M.Ed., University of Florida
Ed.S., University of Florida

Lippert, Don F.
Coordinator, Veterans Cost-Instruction Program
B.S., University of Southern Mississippi
M.E., Florida Technological University

Love, Ray G.
Community Services & Admissions Counselor
B.S., University of Alabama
M.A., University of Alabama

Lugo, Udeth
Paraprofessional, Student Centered Learning Laboratories, AIDP
B.A., Brooklyn College

Lynd, Ben H.
Chairman of Science Department, West Campus
B.A., Marshall University
M.A., Marshall University.

Mack, Howard W., Jr.
Political Science
B.A., University of Florida
M.A.T., University of Florida

Magee, Rosemary
Evening Services Advisor, East Campus
B.A., Florida State University
M.A., Florida State University

Mangum, Thomas E., III
Science
B.A., Northwest Nazarene College
M.A., Ball State University
Ed.D., Ball State University

Marion, Freda B.
Special Services Counselor
B.S., Florida State University

Marks, Frances F.
Financial Aids and Veterans Affairs Specialist

Martin, Shirley D.
Nursing
B.S., Duke University School of Nursing
M.S.N., Duke University School of Nursing

Martinez, Rosario
Chairman of Foreign Language Department, West Campus
Degrees from Normal School for Teachers, Mantanzas, Cuba and the University of Havana
M.A., Middlebury College

Masterson, Jeanne C.
Music
B.G.S., Rollins College
M.A.T., Rollins College

Mathis, Ozle L.
English
B.A., Bethune Cookman College
M.A., University of Miami

McCord, Dolores
Counselor
B.A., University of Florida
M.Ed., University of Florida

McCord, William M.
Physics
B.A., Vanderbilt University
M.A., George Peabody College for Teachers
M.B.S., University of Colorado

McDonald, Robert C.
Chemistry
B.S., Florida State University
M.A., Appalachian State University
Ed.D., Nova University

McLoughlin, George C.
Humanities
M.B., Boston University
Ed.M., University of Pittsburgh
Ed.D., University of Kentucky

McMullian, Louise
Director of Personnel Services
B.S., Berry College
M.S., University of Tennessee

Meade, Don E.
Journalism
B.A., Florida Southern College
M.A., Stetson University

Melnick, Stanley
Political Science
B.S., Florida State University
M.S., Florida State University

Milke, Robert L.
Director, Governmental Services Program, Open Campus
B.S., Marquette University

Miller, Charles E.
Physical Education & Basketball Coach
B.S., Indiana State University
M.Ed., Stetson University

Miller, Dialynn
Educational Advisor West Campus

Miller, O. Anne
Nursing
B.S.N., University of Florida

Miller, Robin L.
Supervisor of Grounds Maintenance

Miller, Sherry L.
Sociology
B.A., University of Florida
M.Ed., University of Florida

Morris, Cliff
Mathematics
B.S., Florida A&M University
M.Ed., Florida A&M University

Neely, Charles V.
Manager of Bookstore

Nelson, Ronald B.
English
B.A., Florida State University
M.A., Florida State University
Ed.D., Nova University

Niblack, Ernest
Counselor and Basic Studies Advisor
B.S., Florida A&M University
M.Ed., Florida A&M University

Nickel, Donna A.
Director of the Curriculum & Instructional Development Center
B.S., Duequeose University
M.A., University of Detroit

Obrenski, Steven
Instructor, CITE Program
B.A., Eastern Connecticut State College

O'Brien, Ann Arline
Nursing
B.A., Jersey City State College
M.A., Jersey City State College

Odom, Jerry W.
Dean of Student Affairs, West Campus
B.S., Wake Forest College
M.Ed., University of North Carolina
Ed.D., Nova University

O'Sullivan, Richard J.
Vice President for Administration
B.S., Western Connecticut State College
M.A., Fairfield University
Ed.D., State University of New York at Albany
Page, Nancy
Program, Planning, & Budgeting
System Specialist

Page, Sara L.
Program Director, Institute of
Lifetime Learning
B.A., Sacramento State College
M.A.T., Rollins College
Ed.D., Nova University

Partridge, Robert P.
Music
B.M., Lawrence University Conservatory
M.A., Columbia Teachers College

Pattishall, Charlene
Media Design & Production Specialist
B.V.A., Georgia State University
M.Ed., Georgia State University

Paul, Joanna
Humanities
B.S., Florida State University
M.A., Florida State University

Pendergraft, Sandra L.
Nursing
B.S., University of North Carolina
M.S., University of North Carolina

Pennington, Claudia E.
Dean for Learning Resources
B.S.E., Henderson State Teachers College
M.A., George Peabody College for Teachers

Perez, Gloria D.
Nursing
B.S.N., University of Florida
M.Ed., University of Florida

Perry, Annie C.
Reading
B.A., University of North Carolina
M.A.T., Rollins College

Perry, Floyd D.
Physical Education and Baseball Coach
B.S., Jacksonville University
M.A., Middle Tennessee State University

Perry M. Keese
Director of Accounting & Controller
A.B., Mercer University
M.B.A., Stetson University

Pew, Robert W.
Program Director, Data Processing
B.G.S., Rollins College
M.B.A., Rollins College
Ed.D., Nova University

Phillips, Peggy H.
English
B.A., Lenoir Rhyne
M.Ed., University of Florida

Pierce, Clairette M.
Law Enforcement
B.A., Florida State University
M.S., Eastern Kentucky University

Pierce, Sam K., Jr.
OSHA Program Director

Pizycki, Michael E.
Hotel-Motel-Restaurant Management
B.S., Florida State University
M.S., Florida State University

Powell, Lana L.
Business
B.B.A., Stetson University
M.B.A., Stetson University

Poyner, Paulette
Coordinator of Learning Resources, East Campus
B.A., University of Iowa
M.L.S., University of Iowa

Prentiss, William C.
Chairman of Social Science Department, West Campus
B.A., University of the South
M.A., University of Virginia
Ed.D., University of Florida

Proctor, Edward H.
Supervisor of Property Records Accounting
B.S., Rollins College

Purkey, William E.
Humanities
B.A., Olivet College
M.A., Stetson University

Raines, Gloria J.
Vice President for College-Wide Instructional Services
B.A., Livingston University
M.A., University of Alabama
Ed.D., University of Alabama

Ravenscroft, Thomas A., Jr.
Recruitment & Information Specialist
A.A., Valencia Community College

Redick, Glen H.
Parenting Education
B.A., Concordia College
M.Div., Concordia Seminary
M.Ed., University of Florida
Ph.D., University of Florida

Reicherts, C. William
English
B.G.S., Rollins College
M.A.T., Rollins College

Reilly, Barbara
Educational Advisor, AIDS Project West Campus
A.A., Valencia Community College

Reinhard, Ronald W.
Political Science
B.A., University of Alabama
M.A., University of Alabama
Ed.D., Nova University

Reinschmidt, James R.
Earth Science & Geology
B.A., University of Cincinnati
M.S.T., University of Florida

Rhamstine, Ernest L.
Biology
B.A., University of South Florida
M.A., University of South Florida
Ed.D., Nova University

Ribley, Julia H.
Counselor
B.A., Birmingham Southern College
M.S., Florida State University

Ribley, Thomas J.
Director of Instructional Development, East Campus
B.S., Otterbein College
M.M., University of South Carolina
Ph.D., Wayne State University

Richburg, James R.
Dean of Academic Affairs, West Campus
B.S., University of Georgia
M.A., University of Georgia
Ed.D., University of Georgia

Roach, Eugene W.
Political Science and History
B.A., West Virginia Wesleyan
M.A., West Virginia University

Roberts, Charles L.
Humanities
B.A., Florida Southern College
M.Div., Garrett Theological Seminary
M.A., Florida State University

Rosen, Gisela R.
Mathematics
B.S., Barry College
M.A., University of Miami

Rose, Jean K.
Career Development Advisor, West Campus

Ross, Preston D.
Financial Aids & Veterans Affairs Counselor
B.S., Troy State University
M.S., Rollins College

Rowe, James F.
Political Science
B.A., San Francisco State College
J.D., University of Baltimore

Rutledge, Donald E.
Physical Education & Athletics
B.S.P.E., University of Florida
M.P.H., University of Florida

Salsberry, Ruth B.
English and Speech
B.A., Texas Women's University
M.A., Texas Women's University

Salter, Charlie Jean
Biology
B.S., Alabama State College
M.Ed., Florida A&M
M.A., Southern University

109
Salz, Harvey  
Electronics/Electromechanical Technology  
B.E.E., Polytechnic Institute of New York  
M.E.E., Polytechnic Institute of New York  

Sample, Charles W.  
Provost, Open Campus  
B.S., Davidson College  
M.Ed., Florida Atlantic University  

Sample, Margaret Nagelsen  
Biology  
B.A., Lindenwood College  
M.S., Ohio State University  

Sathre, Leroy  
Mathematics  
B.A., DePauw University  
M.S., University of Florida  

Schafer, Virginia R.  
Medical Laboratory Technology  
B.S., University of Bridgeport  
M.S., University of Bridgeport  

Schlegel, J. Louis, III  
Chairman of Humanities Department, West Campus  
B.M., Stetson University  
M.A., Florida State University  

Schlosser, Mara  
Program Coordinator, CITE Program  
B.A., State University of New York  
M.Ed., Florida Technological University  

Schrantz, Donald B.  
Veterans Advisor  

Schroge, Jane B.  
Administrative Assistant to the President and Board Recorder  

Senterfitt, Ruth  
English  
B.S.E., University of Florida  
M.Ed., University of Florida  

Shemelya, Phyllis K.  
Physical Education and Women's Tennis Coach  
B.A., University of Kentucky  
M.A., New York University  

Shirkey, Evelyn S.  
English  
B.S., Bowling Green University  
M.A., Bowling Green University  

Shuman, Gerry F.  
Chemistry and Biology  
B.S., University of Tampa  
M.N.S., University of Oklahoma  

Simmons, H. Eugene  
Chairman of Counseling Department, West Campus  
B.A., Rollins College  
M.S., Florida State University  
Ph.D., Florida State University  

Skate, Elbur J.  
Business  
B.S., University of Maryland  
M.S., Butler University  

Skinner, Kenneth David  
Psychology  
B.A., University of West Florida  
M.A., University of West Florida  

Skjersaa, Hazel  
Nursing  
B.A., Texas Christian University  
B.S.N., Cornell University  
M.A., Columbia University  

Small, Dwain E.  
Mathematics  
B.S., Ball State University  
M.A., M.S., Indiana University  
Ed.D., Indiana University  

Smith, David L.  
Area Coordinator in Biology  
B.S., Ball State University  
M.A., Purdue University  
Ed. D., Ball State University  

Smith, E. Frances  
Nursing  
B.S.N., University of North Carolina  
M.N., University of Florida  

Stinnett, Rhonda  
Fiscal Analyst  

Sorrells, Winona S.  
Mathematics  
B.G.S., Rollins College  
M.A.T., Rollins College  

Straub, Joseph T.  
Program Director, Business & Management  
B.S., Florida State University  
M.A., Rollins College  
M.S., Rollins College  

Summers, Peter  
Instructor, CITE Program  
B.A., Rollins College  

Taylor, Mary Lorene  
Sociology  
B.A., Mercer University  
M.S., Florida State University  

Tezak, John  
Lead Trader  

Thom, A. Quentin  
Chairman of Art Department, West Campus  
B.A., Shorter College  
M.A., Florida State University  

Tighe, Donald J.  
Chairman of Communications Department, West Campus  
B.S.Ed., Concord College  
M.A., West Virginia University  

Trivento, Victor  
Supervisor of Security, West Campus  

Twig, Helen P.  
Humanities  
B.A., University of Florida  
M.A., University of Florida  
Ed.D., University of Florida  

Vandermaal, Robert J.  
Humanities  
B.A., Florida State University  
M.A., Florida State University  

Wagner, Kenneth E.  
Director of Institutional Planning, AIDP  
B.S., Wayne State University  
M.C.S., Rollins College  
Ed.D., Nova University  

Watkins, Sara  
Word Processing Supervisor, West Campus  

Webb, Ruth Y.  
Nursing  
B.S.N., University of Florida  
M.A.T., Rollins College  

Weiler, John H.  
Registration Assistant  
A.A., Valencia Community College  

Wheelock, Donald C.  
Mathematics  
B.S., Clemson University  
M.A.T., Rollins College  

Wheelock, Martha  
Financial Aids Advisor  

White, Helen S.  
Assessment Counselor, CCEW  
B.A., University of Florida  
M.S., Florida State University  

Williams, Audrey M.  
English  
B.A., Talledega College  
M.A.T., Rollins College  

Williams, Joan E.  
Respiratory Therapy  
B.S., Florida Technological University  

Wilson, David L.  
Area Coordinator in Chemistry  
B.S., University of Florida  
M.S., Wayne State University  
Ph.D., Wayne State University  

Wilson, Dorwin C.  
Business  
B.S., University of South Dakota  
M.B.A., USAF Institute of Technology  

Wilson, M. Lee  
Nursing  
B.S.N., University of Virginia  

Wink, Diane M.  
Nursing  
B.S., Adelphi University  

Witham, Alton  
Cost Accountant  

Wright, Richard J.  
Biology  
B.S., Eastern Kentucky University  
M.A., University of Kentucky  

Young, Lee P.  
Vice President for Business Affairs  
B.S., Florida State University  
M.S., Florida State University  
Adv. M.Ed., Florida State University
ADVISORY COMMITTEES FOR CAREER AND COMMUNITY PROGRAMS

Valencia Community College recognizes the need for utilizing the resources of individuals within the community to help develop realistic and practical career and community programs. It is essential that career programs be cooperatively planned and that a close working relationship exist among career educators, industry, business and labor in order to create a marketable product (the student). To this end Advisory Committees are established to assist in the development and evaluation of new curricula and for constant reevaluation and updating of those curricula presently offered. In general, the duty of the Advisory Committees is to advise the professional staff of Valencia on such matters as current and projected employment needs, curricula content, equipment and facilities.

The Advisory Committees serving Valencia Community College have contributed tremendous aid and assistance in the development of career programs which is reflected in the strength and effectiveness of the curricula offered.

There are three types of advisory committees:

1. The General Advisory Committee is composed of one representative (usually the chairman) from each specific Program Advisory Committee. Its purpose is to relate the total occupational education effort to the community and to provide an atmosphere for liaison among the several Program Advisory Committees.

2. The Program Advisory Committee is composed of representatives from the specific occupational area concerned.

3. The Community Advisory Committee is composed of representatives from the community and Valencia Community College.

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GLOSSARY

Academic Average — Total of grades on all college courses attempted, exclusive of repeats.

Accreditation — Certification that the college has met established standards and is nationally recognized by the regional accrediting association.

Activity Period — A non-class hour set aside in the early afternoon for student activities and various presentations.

Advanced Institutional Development Program — AIDP is a U.S. Office of Education grant program providing funds to institute long-range planning and development.

Advanced Placement — Earning of college credits prior to enrollment at Valencia Community College by passing certain examinations, as those by the College Entrance Examination Board.

Arena — Weekly student affairs publication available throughout the West Campus with announcements and important information for students and faculty.

Articulation Agreement — Agreement between Florida's public junior/community colleges and universities assuring junior-level status to students who complete general education and graduation requirements in university parallel programs in community colleges.

Audit — Regular credit courses taken for non-credit.

Career Programs — Two-year Associate in Science Degree programs with courses designed to prepare the student for a specialized occupation.

Class Period — Normally a clock hour per week per credit hour carried.

College Level Examination Program — CLEP is credit by examination by College Entrance Examination Board tests in specified subjects, with such credit applicable toward a degree.

Continuing Education — A variety of subjects offered at numerous locations to adults of the community in short, non-credit courses, with nominal or no expense to the student.

Corequisite — A course required to be taken at the same time as another course.

Credit By Examination — College credit in specified subjects granted by successful completion of local or national tests.

Credit Hour — A semester hour of credit usually equal to the number of hours per week the class meets per session. There are a number of exceptions.

Cross-Enrollment — A student enrolled by mutual agreement at one educational institution where a degree is sought taking certain specified courses at another institution at the same time to meet particular degree requirements.

Dual Enrollment — A student enrolled at two educational institutions concurrently.

Early Admission — By special approval high school seniors may enroll in college classes for credit prior to their high school graduation, with the credits later applicable toward a college degree.

East Wind — Weekly student affairs publication available throughout the East Campus with announcements and important information for students and faculty.

Fee — A non-refundable financial charge for services rendered, as for admission, laboratory, special tests and graduation.

Full-Time Student — Enrollment for twelve (12) or more semester hours in Session I, II or III or six (6) or more semester hours in Session IIIA or IIIB.

General Education — Thirty-six (36) semester hours of basic liberal arts courses required as foundation in the university parallel Associate in Arts Degree programs.

Grade — Alphabetical measure of academic success ranging from superior to failure.

Grade Point Average — Dividing total quality points earned by total semester hours attempted, resulting in a decimal figure ranging from 4.00 downward (GPA).

Grant — Funds awarded for college expenses to qualified students in financial need.

Independent Study — Capable students may acquire course credit at their own rate through non-classroom student-faculty interaction.

Non-Credit — A course for which no college credit can be granted.

Operation Student Concern — Student participation in community service projects for which some academic credit may also be granted.

Part-Time Student — Enrollment for less than twelve (12) semester hours in Session I, II or III or for less than six (6) semester hours in Session IIIA or IIIB.

Prerequisite — A course which must be satisfactorily completed before taking the next higher level related course.

Probation — A status under which a student attends the college with a less than satisfactory academic overall average.

Project Ahead — Army Help for Education and Development by which U.S. Army personnel are provided admission, counseling and credit repository to continue their education, even at several institutions.

Provisional Student — One seeking a degree who has not met all the necessary requirements of admission.

Quality Points — The value, ranging from 4 to 0 for grades “A” to “F” for all courses attempted, used in determining academic average.

Regular Student — One whose admission requirements have been met and who is working toward a degree.

Relocatables — Temporary portable classroom and office buildings.

Reserve Officers Training Corps — R.O.T.C. programs are offered at Stetson University and Florida Technological University whereby Valencia Community College students may by cross-enrollment earn college R.O.T.C. credit and degree credit.

Residency — To qualify for local in-state tuition a student must sign a notarized statement as to having resided in the state of Florida twelve (12) calendar months prior to the start of classes.

Rotunda — Sunken area located in center areas of the permanent buildings where lounging and student activities may take place.

Scholarships — Financial assistance via tuition and fee payment granted by donors to certain qualified recipients, usually for some specified purpose.

School and College Ability Test — SCAT tests may be administered to facilitate counseling by learning more of the student's potential.
Servicemen’s Opportunity College — Programs and special services designed to meet unique needs of active duty military personnel.

Session — Period of weeks in which classes meet. Sessions I, II and III are fourteen weeks each. Sessions IIIA and IIIB are seven weeks each.

Special Services — Support, counseling, testing, tutoring and other services provided to students qualified due to educational, economic, cultural, language or physical disadvantage under a federally funded program.

Special Student — One taking credit courses but not for a degree.

Student Activities — Various projects, endeavors, contests, and functions of an extracurricular nature engaged in by students under college sanction.

Student Classification — As to full-time or part-time, regular or special, freshman or sophomore, audit or credit, career or university parallel, etc.

Student Load — Number of credit hours carried each session.

Study Hours — Normally a minimum of two hours of study is required for each hour the class meets.

Suspension — Student status when terms of academic or other probationary period expires without removal of the cause of probation and the student is no longer permitted to attend college.

Transcript — Official record in Registrar’s Office of all college courses taken by the student.

Transfer Student — One who comes from or goes to another educational institution for academic pursuit.

Transient Student — One taking one or a few classes at one educational institution to complete degree requirements and major course work at another institution.

Tuition — Financial charge for each credit hour of instruction.

Tutorial Assistance — Special academic help in specified subjects provided through Special Services or departmental referral.

University Parallel — Courses of study leading to Associate in Arts and advanced degrees requiring general education and usually certain pre-professional subjects.

Withdrawal — Removal from a class and/or college via completion of proper forms in the Registrar’s Office.
COLLEGE LOGO

The college logo, developed by an employee of the Reynolds, Smith and Hills architectural firm, is a contemporary symbol of Valencia Community College. The logo does not replace Valencia's official seal, but instead is utilized as the more common symbol of the college.

COLLEGE SEAL

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 teachers and students, headed by art teacher Mrs. Qurentia Throm.

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 which make it a fertile region.