Valencia Community College subscribes to and endorses non-discrimination on basis of handicap and implements Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 706; 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 1 (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.

BULLETIN  
VALENCIA COMMUNITY COLLEGE

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No. 1  
June, 1978

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Valencia Community College at Orlando, Florida
VALENCIA
COMMUNITY COLLEGE

A Community College Publicly Supported
by the State of Florida

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ORLANDO, FLORIDA 32807

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1800 SOUTH KIRKMAN ROAD
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1 WEST CHURCH STREET
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TELEPHONE (305) 299-5000
P.O. BOX 3028
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DOWNTOWN CENTER
Open Campus Headquarters
and
College Administrative Offices

1 West Church Street
Orlando, Florida 32801
Telephone: 299-5000
Vice-Chairman Murray W. Overstreet, Jr. (left) and Chairman Andrew N. Serros

Anne M. McKinnon (left) and Willie J. Bruton

Joseph B. Shirah (left) and Robert C. Scott

Raymer F. Maguire, Jr. (left) and Barbara G. Lupfer
## Important College Calendar Dates

**1978-79**

<table>
<thead>
<tr>
<th>EVENT</th>
<th>SESSION I</th>
<th>SESSION II</th>
<th>SESSION III</th>
<th>SESSION IIIA</th>
<th>SESSION IIIB</th>
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</thead>
<tbody>
<tr>
<td>Returning Student Registration (Appointment only)</td>
<td>July 31-Aug. 4</td>
<td>November 6-10 and 13-14</td>
<td>March 26-30</td>
<td>March 26-30</td>
<td>May 29-31</td>
</tr>
<tr>
<td>New Student Registration (Appointment only)</td>
<td>Begins August 7</td>
<td>Begins November 20</td>
<td>Begins April 2</td>
<td>Begins April 2</td>
<td>Begins June 1</td>
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<td>August 30-September 1</td>
<td>January 2-3</td>
<td>April 9-10</td>
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<td>June 7</td>
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<tr>
<td>Late Registration and Drop-Add</td>
<td>September 5-8 and 11</td>
<td>January 4-5 and 8-10</td>
<td>April 23-24</td>
<td>April 23-24</td>
<td>June 18-19</td>
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<tr>
<td>Classes Begin</td>
<td>September 5</td>
<td>January 4</td>
<td>April 23-24</td>
<td>April 23-24</td>
<td>June 18-19</td>
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<td>Deadline for Refund Requests</td>
<td>September 11</td>
<td>January 11</td>
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<td>September 4</td>
<td>February 22-23</td>
<td>May 28</td>
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<td>November 23-25</td>
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<td>December 21-January 1</td>
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<td>Graduation Application Deadline</td>
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<tr>
<td>Classes End</td>
<td>December 19</td>
<td>April 17</td>
<td>August 9</td>
<td>June 14</td>
<td>August 9</td>
</tr>
</tbody>
</table>

See College Calendar on following pages for details.
CALENDAR FOR SESSION I
1978-79

(Subject to Change)

July 31 (Monday) Last day to make application for financial aid for the 1978-79 academic year.

August 7 (Monday) By this date admission requirements should have been met for Session I, 1978-79. Students applying after this date will be considered on an individual basis.

Returning Student Registration
July 31 through August 4
New Student Registration
Begins August 7 (Monday)

Academic counseling should be arranged prior to registration. New students will be notified concerning registration dates.

August 29 (Tuesday) All faculty report for Session I, 1978-79. College opens at 8:00 a.m.

August 30 (Wednesday) through September 1 (Friday) Open registration, walk-in students. No appointment necessary.

September 4 (Monday) Labor Day Holiday for faculty, staff, and students. (Administrative offices will be closed.)

September 5 (Tuesday) Day and evening classes begin for Session I, 1978-79.

September 5 (Tuesday) through September 8 (Friday) and September 11 (Monday) Late registration and drop-add period. Schedule adjustments will be made on these dates. Times will be published.

September 11 (Monday) Deadline for refund requests for Session I, 1978-79

October 24 (Tuesday) College Night Program. Supper hour and evening classes will not meet. Day classes will meet as usual.

November 17 (Friday) Last day to make application for graduation at the end of Session I, 1978-79.

November 22 (Wednesday) Supper hour and evening classes will not meet. Day classes will meet as usual.

November 23 (Thursday) and November 24 (Friday) Thanksgiving Holidays for faculty, staff, and students. (Administrative offices will be closed.)

November 25 (Saturday) Classes will not meet.

Returning Students Registration
November 6-10 and 13-14
New Student Registration
Begins November 20 (Monday)

By this date admission requirements should have been met for Session II, 1978-79. Students applying after this date will be considered on an individual basis.

November 20 (Monday) Final examination period for Session I, 1978-79, evening and Saturday classes. (A final examination schedule will be published.)

December 11 (Monday) through December 16 (Saturday) Final examination period for Session I, 1978-79, day classes. (A final examination schedule will be published.)

December 13 (Wednesday) through December 15 (Friday) and December 18 (Monday) and December 19 (Tuesday) End of Session I, 1978-79.

December 19 (Tuesday) Final grades for Session I, 1978-79, may be turned in as late as 12:00 noon

December 20 (Wednesday) Christmas and New Year Holidays for faculty, staff, and students. (Administrative offices will be closed.)

December 21 (Thursday) through January 1 (Monday)
CALENDAR FOR SESSION II
1978-79
(Subject to Change)

Returning Student Registration
November 6-10 and 13-14
New Student Registration Begins November 20 (Monday)

November 20 (Monday)
Academic counseling should be arranged prior to registration.
New students will be notified concerning registration dates.

January 2 (Tuesday)
All faculty report for Session II, 1978-79. College opens at 8:00 a.m.

January 2 (Tuesday) and January 3 (Wednesday)
Open registration, walk-in students. No appointment necessary.

January 4 (Thursday)
Day and evening classes begin for Session II, 1978-79.

January 4 (Thursday) and January 5 (Friday) and
January 8 (Monday) through January 10 (Wednesday)
Late registration and drop-add period.
Schedule adjustments will be made on these dates.
Times will be published.

January 11 (Thursday)

February 16 (Friday)
Last day to make application for graduation at the end of Session II, 1978-79.

February 22 (Thursday) and February 23 (Friday)
Spring Holidays for faculty, staff, and students.
(Administrative offices will be closed.)

March 14 (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.

Returning Student Registration
March 26-30
New Student Registration Begins April 2 (Monday)

April 2 (Monday)
By this date admission requirements should have been met for Sessions III and IIIA, 1978-79. Students applying after this date will be considered on an individual basis.

April 9 (Monday) and April 10 (Tuesday)

April 7 (Saturday) through April 13 (Friday)
Final examination period for Session II, 1978-79, evening and Saturday classes.
(A final examination schedule will be published.)

April 11 (Wednesday) through April 13 (Friday) and April 16 (Monday) and April 17 (Tuesday)
Final examination period for Session II, 1978-79, day classes.
(A final examination schedule will be published.)

April 17 (Tuesday)
End of Session II, 1978-79.

April 18 (Wednesday)
Final grades for Session II, 1978-79, may be turned in as late as 12:00 noon.

April 19 (Thursday)
GRADUATION - 8:00 p.m.
CALENDAR FOR SESSION III
(INCLUDING SESSIONS IIIA & IIIB)
1978-79

(SUBJECT TO CHANGE)

April 2 (Monday)
By this date admission requirements should have been met for Sessions III and IIIA, 1978-79. Students applying for admission after this date will be considered on an individual basis.

Returning Student Registration
March 28-30
New Student Registration
Begins April 2 (Monday).

April 9 (Monday) and
April 10 (Tuesday)
Advanced registration for Sessions III, IIIA, 1978-79, by appointment. Academic counseling should be arranged prior to registration. New students will be notified concerning registration dates.

April 23 (Monday)

April 23 (Monday) and
April 24 (Tuesday)
All faculty report for Sessions III and IIIA, 1978-79. College opens at 8:00 a.m.

April 23 (Monday)
Late registration and drop-add period. Schedule adjustments will be made on these dates. Times will be published.

April 24 (Monday)
Evening classes begin for Sessions III and IIIA, 1978-79.

April 24 (Tuesday)
Day classes begin for Sessions III and IIIA, 1978-79.

April 24 (Tuesday)
Deadline for refund requests for Sessions III and IIIA, 1978-79.

May 18 (Friday)
Last day to make application for graduation at the end of Session IIIA, 1978-79.

May 28 (Monday)
Memorial Day Holiday for faculty, staff, and students. (Administrative offices will be closed.)

Returning Student Registration
May 29-31
New Student Registration
Begins June 1 (Friday)

June 1 (Friday)
Advanced registration for Session IIIB, 1978-79, by appointment. Academic counseling should be arranged prior to registration. New students will be notified concerning registration dates.

June 7 (Thursday)
By this date admission requirements should have been met for Session IIIB, 1978-79. Students applying for admission after this date will be considered on an individual basis.


June 13 (Wednesday) and
June 14 (Thursday)
Final examination period for Session IIIA, 1978-79, day and evening classes. (A final examination schedule will be published.)

June 14 (Thursday)
End of Session IIIA, 1978-79

June 15 (Friday)
Final grades for Session IIIA, 1978-79, may be turned in as late as 12:00 noon.

June 18 (Monday) and
June 19 (Tuesday)
Late registration and drop-add period. Schedule adjustments will be made on these dates. Times will be published.

June 18 (Monday)
All faculty report for Session IIIB, 1978-79. College opens at 8:00 a.m.

June 18 (Monday)
Evening classes begin for Session IIIB, 1978-79.

June 19 (Tuesday)
Day classes begin for Session IIIB and resume for Session III, 1978-79.

June 19 (Tuesday)
Deadline for refund requests for Session IIIB, 1978-79.

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

July 4 (Wednesday)
Independence Day Holiday for faculty, staff, and students. (Administrative offices will be closed.)

July 20 (Friday)
Last day to make application for graduation at the end of Sessions III and IIIB, 1978-79.

July 31 (Tuesday)
Last day to make application for financial aid for the 1979-80 academic year.

August 8 (Wednesday) and
August 9 (Thursday)
Final examination period for Sessions III and IIIB, 1978-79, day and evening classes. (A final examination schedule will be published.)

August 9 (Thursday)

August 10 (Friday)
Final grades for Sessions III and IIIB, 1978-79, may be turned in as late as 12:00 noon.
# ADMISSION REQUIREMENTS

### 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 ● 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 received a high school diploma 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

...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 ● Complete information regarding all former enrollments. Request each college or university previously attended to send a transcript to the Registrar’s Office.

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

### ...are still enrolled in high school...

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:** 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.

### ...are from a foreign country...

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.
# ADMISSION REQUIREMENTS

**IF YOU...**

<table>
<thead>
<tr>
<th>... desire</th>
<th>courses for personal enrichment, job improvement, etc. . . .</th>
</tr>
</thead>
</table>
| 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. |

| ... do not wish to earn college credit . . . |
| 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. |

| ... 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 inditing 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. |

**IF YOU...**

| ... just want a particular non-credit class . . . |
| You should submit the following materials for admission to the course: An application blank furnished by the Open Campus • The course fee. |

**WANT TO ENROLL AT VCC AS A NON-DEGREE SEEKING STUDENT**
GENERAL INFORMATION
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 freshman 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, the changing of our name from Valencia Junior College to Valencia Community College in 1971, the moving to our first permanent campus in 1971, the adding of Osceola County to the college district in 1974, the creating of Open Campus in 1974, and the opening of the East Campus in 1975 all contributed to the early, exciting and formative years.

VALENCIA'S MISSION

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

VALENCIA'S GUIDING PRINCIPLES

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

1. The college shall make every effort to remove 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 interest.

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 insepapably associated with their responsibilities.

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

VALENCIA'S OBJECTIVES

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.

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. The college welcomes suggestions from interested individuals.

Strongly believing in the philosophy that the community is the college, the college is committed to taking 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.

VALENCIA’S ROLES AND FUNCTIONS

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.

COMMUNITY SERVICES: 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 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 Trustees, 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. (See Continuing Education in the Index.)

Included in the programs and services offered by the Open Campus are regular college credit courses offered at neighborhood centers throughout the two county area; 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 two hundred (200) 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.
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 Division 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 maintains 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 provides parents of blind children with the necessary skills, information and psychological support to help their children develop socially, emotionally and intellectually. Instruction includes classroom and laboratory activities, as well as home consultation.

**Does Valencia Provide Training to Upgrade Licensed Nurses?**

Yes. The Continuing Education Program for Nurses is designed to provide nurses with current knowledge and skills 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 citizens age 55 and over that offers non-credit classes in the areas of enrichment, recreation, vocational up-grading and life skills.

Registration fees are waived for those over 55 since funds for these classes are made available through Community Instructional Service (CIS) appropriations. Classes are held 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, Junior Sorosis Club of Orlando and the United Way.
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.

**EMT**

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

**EMT - PARAMEDIC**

The EMT-Paramedic is qualified in advanced life support skills performed at the scene under a physician’s supervision via voice communication. He is able to administer drugs, identify cardiac arrhythmias and initiate emergency treatment as ordered to stabilize the critically ill emergency patient.

Does the College Offer Credit for Television Classes

Yes. Many persons in the community find television courses to be a very exciting, convenient and economical way to earn college credit. Television programs are offered in such areas as anthropology, biology, business 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 register for the class, pay the regular course tuition, watch the telecasts, do the textbook and workbook assignments and visit Valencia’s West Campus three times during the semester for the orientation, mid-term examination and final examination. If a telecast is missed, make-up viewing may be accomplished at the student’s convenience at the audio-visual section of the East or West Campus Learning Resources Center.

**ADMISSIONS, RECORDS, ACADEMIC POLICIES**

**ADMISSION**

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

1. Received a diploma from a high school accredited by the Florida State Department of Education.
2. Received a diploma from a regionally accredited high school.
3. Completed the General Education Development (G.E.D.) Test through a state department of education and been issued a high school equivalency certificate.
4. Passed your eighteenth (18th) birthday and have not received a high school diploma. 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.
5. Received a Certificate of Attendance from a Florida high school. You will be admitted as a Provisional student and remain so classified until you 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 postsecondary 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 credits 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 college level 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.

OTHER CONDITIONS WHICH APPLY TO ALL STUDENTS INCLUDING SOC

1. 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).

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

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

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

5. 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 entrance status is based upon this evidence. You are urged to transact this business as early as possible to assure complete records.

YOUR HOME CAMPUS 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 the Registrar's Office of 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, address, telephone listing, race, sex, date and place of birth, 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 programs, news releases, etc. The student must give written consent for release of information to second parties.

RESIDENCY

What Is A Florida Resident?

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.

What Is A 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.

What About 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 recategorization 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.

What About 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.

REGISTRATION PROCESS

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.

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 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 hours credit in Session IIA or IIB.

**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 IIA or IIB.

**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”). 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 because you 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 attend 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 will be accepted if earned at colleges or universities fully accredited by regional accrediting agencies (Southern Association of Colleges and Schools in Southeastern USA), provided the work was on a level normally included within the first two years of college at the other institutions 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.
6. Transfer credits earned more than ten (10) years previously must be validated by earning a "C" average or better in the first twelve (12) semester hours credit completed at Valencia Community College.

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 overall "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.

What 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?

This college is authorized under federal law to enroll nonimmigrant alien students. If you wish to enroll at Valencia Community College on a nonimmigrant visa as a student (F-1 or J-1), you must meet all the admission requirements as outlined below. Your application materials 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. You must satisfy the admission requirements as a Regular Student.

2. You must submit a Nonimmigrant Student Application.

3. You must submit a regular Application for Admission.
4. You must pay a non-refundable application fee of $5.00.

5. You must have the equivalent of a high school education in the United States and you must submit a complete record of all subjects taken and examinations passed. These records must carry the official seal of the educational institution.

6. Since instruction is in the English language, you must have adequate knowledge of the English language to pursue a full course of study for credit. To demonstrate this competency, if you do not speak English as a native language, you may submit a minimum score of 500 on the Test of English as a Foreign Language (TOEFL) or demonstrate successful completion of an approved English language institute in the United States.

Prior to enrollment and classes, you must take a communications (reading, writing, and speaking) placement test for placement in appropriate communications courses.

7. You must submit a statement of finances proving that you have the financial resources to attend Valencia Community College.

8. This college has no dormitories or living facilities; thus, you are responsible for providing your own housing and transportation.

9. You must be covered by health insurance that is effective in the United States during your entire period of study at Valencia Community College.

Applicants who hold nonimmigrant visas other than F-1 or J-1 may be admitted on an individual basis with the requirements being determined by the applicant’s immigration status and purpose for enrolling.

**PROBATION AND SUSPENSION**

**What Is 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.

**What Is 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 yours or 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.

**APPEAL OF ADMINISTRATION 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.

**EXPECTED STUDENT CONDUCT**

**What Student Conduct Is Expected?**

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.

**What About Disciplinary Action?**

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.

**What About Misconduct 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.

**What is Valencia's 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.

**What About Disciplinary 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.

**WITHDRAWAL FROM A CLASS**

You may wish to withdraw from a class or from all your courses 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. You must turn in your college I.D. (registration receipt) to the Registrar's Office.

**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. Part-time students are eligible 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.

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 Rating</th>
<th>Points (per credit hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>0</td>
</tr>
<tr>
<td>X</td>
<td>0</td>
</tr>
<tr>
<td>N</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) representative courses identified here by prefix and number 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>Sem Hrs</th>
<th>Emd Grade</th>
<th>Hrs Attempted</th>
<th>Hrs Passed</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1103</td>
<td>3</td>
<td>A</td>
<td>3</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>POS 1041</td>
<td>3</td>
<td>B</td>
<td>3</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>CHM 1040</td>
<td>4</td>
<td>C</td>
<td>4</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>COG 1300</td>
<td>3</td>
<td>D</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1104</td>
<td>3</td>
<td>F</td>
<td>3</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>HUM 2213</td>
<td>3</td>
<td>W</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td></td>
<td>16</td>
<td>13</td>
<td>32 25</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.

GRIEVANCE PROCESS

What Can I Do If A Grade Seems Unfair?

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 Campus, the Dean of Academic Affairs on the West Campus, and the Provost on the Open Campus.

What Is A 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. 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.

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, since these two sessions are 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 maxima. 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.

FINAL EXAMINATIONS

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 in 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.

CLASS ATTENDANCE

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 so 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.

INDEPENDENT STUDY

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 or department chairmen. A non-refundable fee of ten dollars ($10.00) per student semester hour is charged in addition to the regular tuition for each Independent Study course in which you enroll. This is not covered under government grant programs but may be eligible by special permission under Veterans programs.

CORRESPONDENCE AND EXTENSION COURSE CREDITS

Under certain conditions, you can earn up to but not exceeding fifteen (15) semester hours credit through correspondence and/or extension courses and apply these 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 offered by a regionally accredited institution.

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.

Correspondence and extension (television and newspaper) courses are not eligible for government grant programs but are eligible for Veterans programs under special conditions.

CREDITS FROM MID-FLORIDA TECHNICAL INSTITUTE

In order to promote career education programs, Valencia Community College accepts transfer credits from Mid-Florida Technical Institute in Drafting and Design Technology, in Graphic Arts 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

REQUIRED FEES

How Much Is The 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.

What Is The Schedule For Fees And Tuition?

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 239.70, Florida Statues.

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

What About Laboratory Fees?

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 and Refrigeration Technology, Architectural and Building Construction Technology, Art, Automotive Service Technology, Biology, Chemistry, Civil Technology, Horticulture Technology (Ornamental), Medical Laboratory Technology, Music, Nursing, Physics, Respiratory Therapy and Surveying Technology.

What About Fees For Music Courses?

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

What Additional Expenses Apply To Dental Hygiene Students?

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
What Additional Expenses Apply to Nursing Students?

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.

What About Fees For Continuing Education Courses?

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.)

What About 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) per student semester hour $10.00

4. Graduation Fee (includes cap and gown when required) $12.00

5. Rental of band and orchestral instruments (per session) $10.00

6. Child Development Program food fee per child (per session) $10.00

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 aid 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 apply annually before April 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

Who Should Report Parents’ Financial Information?

1. Did (or Will) you live with your parents for more than two (2) consecutive weeks during 1977, 1978, or 1979?

2. Were (or Will) you be listed as an exemption on your parents’ U.S. Income Tax return for 1977, 1978, or 1979?

3. Did (or Will) you receive $600 or more in financial assistance from your parents during 1977, 1978 or 1979?
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 complete the student’s section 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, waivers or loans;
3. Show academic achievement;
4. Be in good standing academically (making normal progress toward a degree);
5. Not have existing financial obligations to the college;
6. Be enrolled for at least six (6) semester hours (half-time);
7. 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, she/he 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 financially 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 April 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 Aid 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 $2.65 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.

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 Aid 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. Certain other persons may be eligible for veterans benefits. See the Office of Veterans Affairs.

**Where Do I Apply For Veteran's Benefits?**

Students planning to receive veterans 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 Aid 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.

Veterans and other persons eligible for veterans educational benefits MUST receive academic counseling prior to registration.

**How Soon After Application Can I Expect To Receive My First Benefit Check?**

If you apply when you register for classes, you can expect your first check in approximately eight weeks.

**Must I Pay My Fees When I Register For Classes?**

As an eligible veteran you may defer tuition fees for sixty (60) days. This is a state law to help you overcome the initial expense of enrolling in college while you are waiting for your first benefit check. Books and other expenses are not included in this law. You must make arrangements prior to registration with the Finance Office to take advantage of this deferred payment privilege. One deferment is allowed per calendar year.
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 para-professional 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 I 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.

CAREER DEVELOPMENT CENTERS

How Can The Career Development Centers Help Me?

If you are undecided about a career and feel you need help in deciding, the Centers have many resources to help you. There is 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 Centers 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.

Students having their CLEP scores sent to other institutions must accept the responsibility for securing the CLEP policies of those institutions.

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. No letter grade or quality points will be assigned.

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.

CLEP CREDIT AWARDED AT VALENCIA

General Examinations

<table>
<thead>
<tr>
<th>Subject</th>
<th>Code 1</th>
<th>Code 2</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>ENC 1103 - ENC 1136</td>
<td>6 Hrs.</td>
<td></td>
</tr>
<tr>
<td>Social Science</td>
<td>POS 1041 - PUP 1002</td>
<td>6 Hrs.</td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>HUM 2213 - HUM 2230</td>
<td>6 Hrs.</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>MGF 1113</td>
<td>3 Hrs.</td>
<td></td>
</tr>
<tr>
<td>Natural Science</td>
<td>PSC 1513 - APB 1150</td>
<td>6 Hrs.</td>
<td></td>
</tr>
</tbody>
</table>

Subject Examinations

<table>
<thead>
<tr>
<th>Subject</th>
<th>Code 1</th>
<th>Code 2</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afro-Amer. History</td>
<td>AFA 2150</td>
<td>3 Hrs.</td>
<td></td>
</tr>
<tr>
<td>American History</td>
<td>AMH 2010 - AMH 2020</td>
<td>6 Hrs.</td>
<td></td>
</tr>
<tr>
<td>American Literature</td>
<td>AML 2020 - AML 2022</td>
<td>6 Hrs.</td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>BSC 1101C</td>
<td>4 Hrs.</td>
<td></td>
</tr>
<tr>
<td>Calculus/Analytic Geom.</td>
<td>MAC 2311</td>
<td>5 Hrs.</td>
<td></td>
</tr>
<tr>
<td>College Algebra</td>
<td>MAC 1104</td>
<td>3 Hrs.</td>
<td></td>
</tr>
<tr>
<td>Dental Materials</td>
<td>DES 2100C</td>
<td>3 Hrs.</td>
<td></td>
</tr>
<tr>
<td>Educational Psychology</td>
<td>EDP 2002</td>
<td>3 Hrs.</td>
<td></td>
</tr>
<tr>
<td>English Composition</td>
<td>ENC 1103-ENC 1136</td>
<td>6 Hrs.</td>
<td></td>
</tr>
<tr>
<td>English Literature</td>
<td>ENL 2012-ENL 2023</td>
<td>6 Hrs.</td>
<td></td>
</tr>
<tr>
<td>General Chemistry</td>
<td>CHM 1045C</td>
<td>4 Hrs.</td>
<td></td>
</tr>
<tr>
<td>General Psychology</td>
<td>PSY 1012</td>
<td>3 Hrs.</td>
<td></td>
</tr>
<tr>
<td>Human Growth and</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Development</td>
<td>DEP 2002</td>
<td>3 Hrs.</td>
<td></td>
</tr>
<tr>
<td>Introductory Accounting</td>
<td>ACC 2001 - ACC 2021</td>
<td>6 Hrs.</td>
<td></td>
</tr>
<tr>
<td>Intro. Macro-Economics</td>
<td>ECO 2013</td>
<td>3 Hrs.</td>
<td></td>
</tr>
<tr>
<td>Intro. Micro-Economics</td>
<td>ECO 2023</td>
<td>3 Hrs.</td>
<td></td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>SOC 2000</td>
<td>3 Hrs.</td>
<td></td>
</tr>
<tr>
<td>Oral Radiology</td>
<td>DES 1200C</td>
<td>2 Hrs.</td>
<td></td>
</tr>
<tr>
<td>Statistics</td>
<td>STA 2014</td>
<td>3 Hrs.</td>
<td></td>
</tr>
<tr>
<td>Tooth Morphology and</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Function</td>
<td>DES 100C</td>
<td>3 Hrs.</td>
<td></td>
</tr>
<tr>
<td>Trigonometry</td>
<td>MAC 1114</td>
<td>3 Hrs.</td>
<td></td>
</tr>
<tr>
<td>Western Civilization</td>
<td>EUH 1000 - EUH 1001</td>
<td>6 Hrs.</td>
<td></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. Transferability 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

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 classwork; 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 campus resources for further assistance in achieving success in your educational goals.

Interested students are encouraged to visit the special services office on their respective campus.
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.

TUTORING ASSISTANCE

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 study with terms of full-time work (Alternating Plan) 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 Monday through Thursday from 7:30 a.m. to 7:00 p.m. and Friday from 7:30 a.m. to 4:30 p.m., holidays excepted, during the normal college year. During the first two weeks of each session, special hours are observed until 9:00 p.m. Monday through Thursday and from 8:00 a.m. until 12:00 noon Saturday. The Bookstore is open during the hours of registration. After 5:00 p.m., when the Bookstore is open, the telephone number is 299-5011.

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 and 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 because of 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 and Visa service.

FOOD SERVICE

Is There Somewhere To Eat On Campus?

Yes. A food service facility is operated for your benefit during class hours on both East and West Campuses. The system provides quick, efficient service to a large number of people through both cafeteria and vending facilities.

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.

Is Dental Care Available?

The Dental Hygiene Clinic is available to students, staff and the general public for cleaning and polishing teeth on an appointment basis by telephoning the college extension 305 or 306. Charges are $2.00 for students and staff and $4.00 for the general public.

STUDENT ACTIVITIES

Does Valencia 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.

OTHER QUESTIONS OF CONCERN TO STUDENTS

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 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.

Is Group Insurance Available To Me?

A group accident and sickness policy is available to you through the Student Services Office.
DEGREES

AND

PROGRAMS
DEGREES
AND
PROGRAMS

INTRODUCTION

What Degrees Does Valencia Community College Offer?

Valencia Community college offers you the choice of three basic degrees as follows:

1. The Associate in Arts Degree (AA)
2. The Associate in Science Degree (AS)
3. The Associate in General Studies Degree (AGS)

Briefly, the degrees can be distinguished as follows:

1. The AA Degree is designed 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 of interest 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.

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 may 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.

Must I Pursue A Degree?

No. You may enroll in both credit and non-credit courses without planning to work toward a degree from the college. You might be especially interested in the Continuing Education courses listed at the end of this section of the catalog.

Or you might be interested in 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; Criminal Justice-Corrections, Law Enforcement, and Loss Prevention; and Fire Technology. If you are interested in learning more about the certificates that are available, you are encouraged to talk to one of the counselors.
GENERAL INFORMATION

What Is The Associate In Arts Degree?

The Associate in Arts Degree provides the course 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. Courses not acceptable in the AA Degree program include those specialized courses in Air Conditioning and Refrigeration Technology, Automotive Service Technology, Dental Hygiene, Nursing, Medical Laboratory Technology and Respiratory Therapy.

What University Parallel Programs Can I Pursue At Valencia?

Accounting  
Agriculture  
Allied Legal Services  
Architecture  
Art  
Art Education  
Astronomy  
Biology (Botany, Zoology, Microbiology)  
Biology Education  
Building Construction  
Business Administration  
Chemistry  

German  
History  
Home Economics  
Humanities  
Interior Design  
Journalism  
Landscape Architecture  
Law  
Library Science  
Mathematics  
Mathematics Education  
Medical Technology  
Medicine  

Meteorology  
Music*  
Music Education  
Nursing  
Occupational Therapy  
Oceanography and Marine Biology  
Optometry  
Pharmacy  
Physical Education  
Physical Therapy  
Physics  
Physics Education  
Political Science  
Psychology  
Public Administration  
Public Relations  
Respiratory Therapy  
Sociology and Social Work  
Spanish  
Speech  
Statistics  
Veterinary Medicine

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 (60) hours of acceptable college credits, of which four (4) semester hours credit may be 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 course work 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.

What Is A Typical A.A. Degree Program?

GENERAL EDUCATION:
Area 1. Communications including ENC 1103
Area 2. Humanities including HUM 2213, 2230 or 2250
Area 3. Mathematics excluding review courses
Area 4. Natural Science
Area 5. Social Science including POS 1041
Area 6. General Education Elective

Minimum Semester Hours Credit 36 credits
MAJOR AND/OR ELECTIVE excluding unacceptable courses 26 credits
Total Semester Hours Credit 62 credits

GENERAL EDUCATION REQUIREMENTS FOR ALL A.A. DEGREE PROGRAMS

Area 1. Communications
Required Courses — A minimum of 6 semester hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I — 3 credits</td>
</tr>
<tr>
<td>ENC 1136 or ENC 2230</td>
<td>Freshman Composition II — 3 credits</td>
</tr>
<tr>
<td>CRW 2020</td>
<td>Advanced Composition — 3 credits</td>
</tr>
</tbody>
</table>

Elective Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AML 2020-2022</td>
<td>American Literature — 3 credits each</td>
</tr>
<tr>
<td>ENC 1213</td>
<td>Honors Freshman Composition I — 3 credits</td>
</tr>
<tr>
<td>ENC 1226</td>
<td>Honors Freshman Composition II — 3 credits</td>
</tr>
<tr>
<td>ENL 2012-2023</td>
<td>English Literature — 3 credits each</td>
</tr>
<tr>
<td>FRE 1100-1101</td>
<td>Elementary French — 3 credits each</td>
</tr>
<tr>
<td>FRE 2200-2201</td>
<td>Intermediate French — 3 credits each</td>
</tr>
<tr>
<td>GER 1100-1101</td>
<td>Elementary German — 3 credits each</td>
</tr>
<tr>
<td>GER 2200-2201</td>
<td>Intermediate German — 3 credits each</td>
</tr>
<tr>
<td>LIT 2021</td>
<td>Introduction to Literature — 3 credits</td>
</tr>
<tr>
<td>LIT 2211-2223</td>
<td>World Literature — 3 credits each</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech — 3 credits</td>
</tr>
<tr>
<td>SPN 1100-1101</td>
<td>Elementary Spanish — 3 credits each</td>
</tr>
<tr>
<td>SPN 2200-2201</td>
<td>Intermediate Spanish — 3 credits each</td>
</tr>
</tbody>
</table>

Area 2. Humanities

Required Courses — A minimum of 9 semester hours

In meeting this requirement the student may:
(1) Complete all 3 of the following Humanities courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 2213</td>
<td>Humanities, Greek Through Gothic — 3 credits</td>
</tr>
<tr>
<td>HUM 2230</td>
<td>Humanities, Renaissance Through Romanticism — 3 credits</td>
</tr>
<tr>
<td>HUM 2250</td>
<td>Humanities in the Twentieth Century — 3 credits</td>
</tr>
</tbody>
</table>

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

(3) Complete 2 of the Humanities courses listed in (1) above, or HUM 2740 and select 1 course from the following:

Art

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARH 1000</td>
<td>The Visual Arts Today — 3 credits</td>
</tr>
<tr>
<td>ARH 2050-2051</td>
<td>Introduction to Art History I and II — 3 credits each</td>
</tr>
</tbody>
</table>


Area 3. Mathematics

Required Courses — A minimum of 3 semester hours each

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 1033</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1104</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1114</td>
<td>College Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1132</td>
<td>College Algebra and Trigonometry</td>
<td>4</td>
</tr>
<tr>
<td>MAC 2311</td>
<td>Calculus with Analytic Geometry I &amp; II</td>
<td>5</td>
</tr>
<tr>
<td>MAC 2313</td>
<td>Calculus III</td>
<td>3</td>
</tr>
<tr>
<td>MAE 2811</td>
<td>Mathematics for Elementary Education Majors</td>
<td>3</td>
</tr>
<tr>
<td>MAS 2103</td>
<td>Introduction to Matrices</td>
<td>3</td>
</tr>
<tr>
<td>MAS 2301</td>
<td>Introduction to Modern Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAT 2930</td>
<td>Selected Topics in Mathematics</td>
<td>1-3</td>
</tr>
<tr>
<td>MGF 1113</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1114</td>
<td>Advanced College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>STA 2014</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

Area 4. Natural and Physical Sciences

Required Courses — A minimum of 6 semester hours each

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>APB 1150</td>
<td>Man and Environment I</td>
<td>3</td>
</tr>
<tr>
<td>APB 1151</td>
<td>Biological Sciences</td>
<td>3</td>
</tr>
<tr>
<td>APB 2190</td>
<td>Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>APB 2934</td>
<td>Seminar Ecology</td>
<td>1</td>
</tr>
<tr>
<td>AST 1002</td>
<td>Elementary Astronomy</td>
<td>3</td>
</tr>
<tr>
<td>BOT 2010</td>
<td>Botany</td>
<td>4</td>
</tr>
<tr>
<td>BSC 1011</td>
<td>Fundamentals of Biology</td>
<td>4</td>
</tr>
<tr>
<td>BSC 2933</td>
<td>Selected Topics in Biology</td>
<td>1-3</td>
</tr>
<tr>
<td>BSC 2938</td>
<td>Seminar: Evolution</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1010</td>
<td>Chemical Calculations</td>
<td>2</td>
</tr>
<tr>
<td>CHM 1040</td>
<td>Introductory Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1045</td>
<td>General Chemistry and Quantitative Analysis</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2120</td>
<td>Quantitative Analysis</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2933</td>
<td>Special topics in Chemistry</td>
<td>1-3</td>
</tr>
<tr>
<td>CHM 2210</td>
<td>Organic Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>GLY 1000</td>
<td>Earth Sciences</td>
<td>3</td>
</tr>
<tr>
<td>GLY 2010</td>
<td>Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>GLY 2100</td>
<td>Historical Geology</td>
<td>3</td>
</tr>
<tr>
<td>MCB 2010</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>OCB 2003</td>
<td>Marine Biology</td>
<td>3</td>
</tr>
<tr>
<td>PCB 2039</td>
<td>Seminar: Genetics</td>
<td>1</td>
</tr>
<tr>
<td>PCB 2109</td>
<td>Seminar: Cellular Biology</td>
<td>1</td>
</tr>
<tr>
<td>PCB 2269</td>
<td>Seminar: Development</td>
<td>1</td>
</tr>
<tr>
<td>PCB 2303</td>
<td>Aquatic Biology</td>
<td>3</td>
</tr>
<tr>
<td>PHS 1101</td>
<td>Physics Calculations</td>
<td>2</td>
</tr>
<tr>
<td>PHY 1001</td>
<td>Applied Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1020</td>
<td>Basic Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1050</td>
<td>Introductory Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHY 2040</td>
<td>General Physics with Calculus</td>
<td>4</td>
</tr>
</tbody>
</table>
PHY 2101  Modern Physics — 3 credits
PHY 2936  Special Topics in Physics — 1-3 credits each
PSC 1513  The Ecology of Physical Science — 3 credits
PSC 2121  Selected Topics in Physical Science — 1-3 credits each
ZOO 2203  Zoology I — 4 credits
ZOO 2303  Zoology II — 4 credits

Area 5. Social Sciences

Required courses — A minimum of 6 semester hours credit
POS 1041  American Government I — 3 credits

Plus — One of the Following 8 Courses:
AFA 2150  Afro-American History and Culture — 3 credits
ANT 2000  Introduction to Anthropology — 3 credits
ECO 1000  Basic Economics — 3 credits (for both ECO 2013 and ECO 2023)
HIS 2225  Recent and Contemporary History — 3 credits
INR 2002  International Politics — 3 credits
POS 2112  State and Local Government — 3 credits
PSY 1012  General Psychology — 3 credits
PUP 1002  American Government II — 3 credits
SOC 2000  Introductory Sociology — 3 credits

Elective Courses
AMH 2010-2020 United States History — 3 credits each
AMH 2420  History of Florida — 3 credits
CLP 1002  Psychology of Adjustment — 3 credits
CPO 2002  Introduction to Comparative Politics — 3 credits
DEP 1302  Psychology of Adolescence — 3 credits
DEP 2002  Developmental Psychology — 3 credits
ECO 1040  Consumer Economics — 3 credits
ECO 2013-2023 Principles of Economics I & II — 3 credits each
EUH 1000-1101 Western Civilization — 3 credits each
GEA 1000  World Geography — 3 credits
IDS 1151  Man and Environment II — 3 credits
INS 1301  Psychology in Business and Industry — 3 credits
MAF 2200  Marriage and the Family — 3 credits
POS 1101  Introduction to Political Science — 3 credits
PSY 1012  General Psychology — 3 credits
SOC 2020  Contemporary American Social Problems — 3 credits

Area 6. General Education Electives

Required Courses — 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:

ART 2800  Selected Topics in Art — 1 credit
ARV 1200  Introduction to Graphic Communication — 3 credits
CAP 2930  Selected Topics in Data Processing — 1-3 credits each
CCJ 1020  Introduction to Criminal Justice — 3 credits
CCJ 1300  Introduction to Corrections — 3 credits
COC 1300  Introduction to Data Processing — 3 credits
COC 2001  Computers for Everyone — 3 credits
COP 1110  Fortran Programming — 3 credits
DAA 2200  Ballet I — 1 semester hour
ECO 2932  Selected Topics in Economics — 1-3 credits each
EDF 1005  Orientation to Education — 3 credits
EDG 2935  Selected Topics in Education — 1-3 credits each
EDG 2941  Field Experience in Education — 1-3 credits each
EDP 2002  Educational Psychology — 3 credits
ENG 2123  Introduction to Film — 3 credits
GEB 1011  Introduction to Business — 3 credits
HES 1000  Personal and Community Health — 3 credits
HFT 2930  Selected Topics in Hotel-Motel-Restaurant Area — 1-3 credits
HIS 2935  Selected Topics in History — 1-3 credits each
IDS 1101  Interdisciplinary Studies in General Education I — 6 credits
IDS 1102  Interdisciplinary Studies in General Education II — 6 credits
IDS 2103  Interdisciplinary Studies in General Education III — 6 credits
IDS 2104  Interdisciplinary Studies in General Education IV — 6 credits
JOU 2930  Selected Topics in Journalism — 1-3 credits each
MAN 2934  Selected Topics in Business — 1-3 credits each
MAT 1905  Directed Individual Studies — 1-4 credits each
MTB 1304  Modern Computational Methods — 2 credits
MTB 1364  The Metric System — 1 credit
MUS 2930  Selected Topics in Music — 1-3 credits each
PHI 1100  Practical Logic — 3 credits
PHI 2101  Formal Logic — 3 credits
PHI 2600  Ethics — 3 credits
POS 2930  Selected Topics in Political Science — 1-3 credits each
PSY 2930  Selected Topics in Psychology — 1-3 credits each
REA 1205  Reading Techniques — 3 credits
SOC 2935  Selected Topics in Sociology — 1-3 credits each
SPC 1300  Informal Communication — 3 credits
SPC 1601  Public Speaking — 3 credits
SPC 2930  Selected Topics in Speech — 1-3 credits each
SSI 2941  Field Experience in Social Sciences — 1-3 credits each
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 additional twelve (12) hours should be from Areas 1-6 and include POS 1041 American Government I. 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 — 6 credits
- **IDS 1102** — Interdisciplinary Studies in General Education II — 6 credits
- **IDS 2103** — Interdisciplinary Studies in General Education III — 6 credits
- **IDS 2104** — Interdisciplinary Studies in General Education IV — 6 credits

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 they 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 on all courses attempted which you apply toward the Associate in Science Degree at Valencia Community College. A nursing student who has not succeeded in a nursing course (fails or withdraws) after two attempts will be withdrawn from the nursing program and may petition the admission committee of the College for re-admission.

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 - Corrections Option
Criminal Justice - Law Enforcement Option
Criminal Justice - Loss Prevention 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 Folkage 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

Air Conditioning
And Refrigeration Technology
Associate in Science

This program is designed to produce competent Air Conditioning and Refrigeration 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

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<th>Title</th>
<th>Credit Hours</th>
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<td>MAC 1104</td>
<td>College Algebra</td>
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<td>ETD 1100C</td>
<td>Engineering Drawing</td>
<td>3</td>
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<tr>
<td>CHM 1140</td>
<td>Introduction to General Chemistry</td>
<td>3</td>
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<tr>
<td>EMT 1610C</td>
<td>Heating, Ventilating &amp; Air Conditioning I</td>
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<td>PHY 1020C</td>
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<td>PHY 1050C</td>
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<td>HUM 1020</td>
<td>Humanities in a Technological Society</td>
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<td>EMT 1613C</td>
<td>Refrigeration I</td>
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<td>EMT 1611</td>
<td>Air Conditioning II</td>
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SOPHOMORE YEAR

ETG 2949 Cooperative Education: Air Conditioning and Refrigeration Field Experience 2-4
ENC 1313 Technical Communication 3
ETM 2633 Electricity for Air Conditioning & Refrigeration 4
ETM 2634 Refrigeration II 3
ETM 2615C Air Conditioning III 4
BCN 2563 Building Service Systems 4
GEB 1011 Introduction to Business 3
ETM 2650C Control Systems for Air Conditioning & Refrigeration 3
BCN 1705C Contracts, Codes, Specifications & Office Practices 3
MAR 2011 or Principles of Marketing or 3
MAR 2101 Salesmanship

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

Architectural And Building Construction Technology
Associate in Science

This program is designed to train competent technicians capable of working with architects, engineers, contractors, building officials and others. The program is planned for persons just entering the field of construction as well as for those currently employed who desire advancement. Instruction in this program provides a balanced curriculum in theory and practical application of typical work experiences and problems. 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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<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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<tr>
<td>BCN 1200C</td>
<td>Building Materials and Construction Methods</td>
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<td>Technical Mathematics II or</td>
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<td>MAC 1114</td>
<td>College Trigonometry</td>
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<tr>
<td>PHY 1053C</td>
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<td>BCN 1721</td>
<td>Construction Planning &amp; Control</td>
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<td>ARC 1120C</td>
<td>Architectural Drawing I (Wood Frame Structures)**</td>
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<tr>
<td>BCN 1705</td>
<td>Contracts, Codes, Specifications &amp; Office Practices</td>
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SOPHOMORE YEAR

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<tr>
<td>PHY 1054C</td>
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<td>BCN 2563</td>
<td>Building Service Systems (Mechanical and Electrical)</td>
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<td>ARC 2122C</td>
<td>Architectural Drawing II (Steel Structures)**</td>
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<td>ETC 1325C</td>
<td>Surveying &amp; Measurements</td>
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<td>ARC 2154</td>
<td>Architectural Drawing III (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 this list: COC 1300 Introduction to Data Processing — 3 credits, COP 1110 Fortran Programming — 3 credits, ARV 2310 Pictorial Rendering — 3 credits, BCN 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

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<tr>
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<tr>
<td>AER 1110</td>
<td>Engines</td>
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<td>AER 1101</td>
<td>Electricity</td>
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<td>College Trigonometry</td>
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<td>AER 1111</td>
<td>Engine Diagnosis &amp; Tune-up</td>
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<td>AER 1160</td>
<td>Service Management &amp; Parts Procurement</td>
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<tr>
<td>AER 1121</td>
<td>Steering, Suspension and Brakes</td>
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<td>MAN 2000</td>
<td>Principles of Management</td>
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**SOPHOMORE YEAR**

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<td>Psychology in Business and Industry</td>
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<td>AER 2132</td>
<td>Transmission and Drive Lines</td>
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<td>ACC 1009</td>
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<td>AER 2103</td>
<td>Electrical Systems</td>
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<td>AER 2171</td>
<td>Air Conditioning</td>
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<td>MAR 2101</td>
<td>Salesmanship</td>
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<tr>
<td><strong>NOTE:</strong> Specialized program courses are offered at the McCoy center.</td>
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<td>31-33</td>
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</table>

*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 business courses.*

**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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<td>GEB 1011</td>
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<td>POS 1041</td>
<td>American Government I</td>
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<td>COC 1300</td>
<td>Introduction to Data Processing</td>
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<td>MTH 1103</td>
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<td>SES 1335</td>
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<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
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<td>ECO 2013 &amp; 2023</td>
<td>Principles of Economics</td>
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<td>ACC 2509</td>
<td>Federal Income Tax</td>
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<td>ACC 2021</td>
<td>Principles of Accounting II</td>
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<td>BUL 2111 &amp; 2112</td>
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**SOPHOMORE YEAR**

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<td>BUL 2111</td>
<td>Business Law I</td>
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<td>BAN 2800</td>
<td>Credit Laws and Regulations</td>
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*Students may select electives from: RMI 1015 Principles of Insurance, REE 1000 Real Estate Principles & Practices I, BAN 2700 Principles of Finance, MAR 2151 Retailing,

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.

### Child Development Technology
#### 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 for 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.

#### FRESHMAN YEAR

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<td>CHD 1333</td>
<td>Art for Young Children</td>
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<td>CHD 1220</td>
<td>Child Development and Management &amp; Supervised</td>
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<td>CHD 1334</td>
<td>Literature for Young Children</td>
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<td>CHD 1332</td>
<td>Curriculum for the Young Child</td>
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<td>CHD 1430</td>
<td>Observing and Recording Child Behavior*</td>
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<td>CHD 1320</td>
<td>Principles of Pre-School Education</td>
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<tr>
<td>CHD 1410</td>
<td>Foods for the Young Child</td>
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#### SOPHOMORE YEAR

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<td>CHD 1339</td>
<td>Movement Exploration</td>
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<td>CHD 2260</td>
<td>Advanced Child Development</td>
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<td>POS 1041</td>
<td>American Government</td>
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<td>SOC 2000</td>
<td>Introduction to Sociology</td>
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<td>Humanities in a Technological Society or ARH 1000</td>
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<td>PSY 1012</td>
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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.

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<td>Introductory Physics I</td>
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<td>BCN 1200C</td>
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<td>ETD 2202</td>
<td>Administrative Management of a Technical Business</td>
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<td>College Trigonometry</td>
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<td>Surveying and Measurements</td>
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<tr>
<td>PHY 1053C</td>
<td>Statics and Strength of Materials</td>
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NOTES: Specialized courses in this program are offered on the West campus.

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 permit the student to enroll and learn more about one or more of the areas of Corrections, Law Enforcement, 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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<td>Introduction to Loss Prevention or Physical Security systems</td>
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<td>Introduction to Corrections</td>
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<td>CCJ 1100</td>
<td>Introduction to Police Services</td>
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SOPHOMORE YEAR

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<td>Criminal Evidence and Legal Procedure or Legal Issues in Corrections</td>
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<td>CCJ 2350 or CCJ 2340</td>
<td>Essentials of Interviewing or Group and Individual Counseling</td>
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<td>Introduction to Sociology Electives General Education Area*</td>
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<td>Elective or Loss Prevention Course**</td>
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**Criminal Justice Electives: Any course from the Corrections, Law Enforcement, or Loss Prevention sections of the catalog.

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

Criminal Justice Corrections Option Associate in Science

This program has 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 serves.

A student desiring to earn a certificate may do so by completing a total of 24 hours of credit in Corrections courses. Law Enforcement courses CCJ 1020, CCJ 1010 or CCJ 2230 may also be counted toward the certificate. However, receipt of the 24 hour certificate does NOT satisfy Florida Correctional Standards Council 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 institutions.
**FRESHMAN YEAR**

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<td>CCJ 1020</td>
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<td>CCJ 1010</td>
<td>Crime and Delinquency</td>
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<td>CCJ 1300</td>
<td>Introduction to Corrections</td>
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<tr>
<td>SOC 2020</td>
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**SOPHOMORE YEAR**

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<td>Group &amp; Individual Counseling</td>
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<td>Legal Issues in Corrections</td>
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<td>Probation &amp; Parole or Community Correctional Services</td>
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*For General Education suggested electives refer to General Education Courses listed under Criminal Justice Careers Option.

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

***Prerequisite of CCJ 1300 or consent of instructor.

****Prerequisite of nine (9) hours of Criminal Justice course work or consent of Program Director.

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

**FRESHMAN YEAR**

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<td>Police Administration and Organization</td>
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<td>Introduction to Police Services</td>
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<td>INP 1131 or PSY 1012</td>
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**SOPHOMORE YEAR**

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<td>CCJ 2430</td>
<td>Police Personnel Supervision or Law Enforcement Elective**</td>
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<td>PHI 1100</td>
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*For General Education suggested electives, refer to the General Education courses listed under the Criminal Justice Careers option.

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

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

**Criminal Justice - Law Enforcement Option Associate in Science**

This program has 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.
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.

**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 Corrections, Law Enforcement or Loss Prevention courses.

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

Data Processing
Associate in Science

This program is designed for the student who wishes to be usefully 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.

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<td>CNM 1005</td>
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<td>POS 1041 &amp;</td>
<td>American Government</td>
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<td>I &amp; II</td>
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<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
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<td>Principles of Accounting I</td>
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<td>COP 2226</td>
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<td>*CCJ 2821</td>
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<td>*CCJ 2812</td>
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CAP 2930 Selected Topics in Data Processing, 1-3 credits, may be taken in addition to the above 60 credit hours by permission of department.

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.

A minimum grade of "C" must be achieved in all Dental Hygiene courses to meet a prerequisite or graduation requirement.

ADMISSION REQUIREMENTS

1. Applicants are encouraged to consult with a member of the counseling staff to review program requirements.

2. Applicants must be at least 17 years of age.

3. Applicants must be graduates of an accredited high school or its equivalent and have one unit each in algebra, biology and chemistry.

4. 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 an A.D.H.A. Dental Hygiene Aptitude Test score.

5. College students who meet the following requirements will be considered:
   A. Students who have earned credit in algebra and 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.

6. Residents of Central Florida will receive priority.

7. Students will be required to have a physical and dental examination prior to admission and each year after admission.

8. Applicants 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.

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</table>

34

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 translating 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

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credit Hours</th>
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<td>Engineering Materials &amp; Processes</td>
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<td>COC 1300</td>
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<td>ETD 1100C</td>
<td>Engineering Drawing</td>
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<td>ENC 1313</td>
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<td>MAC 1114</td>
<td>College Trigonometry</td>
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<td>Basic Physics I or</td>
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<td>PHY 1053C</td>
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<tr>
<td>ETD 1010C</td>
<td>Mechanical Drafting I</td>
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<td>PHY 1024C or</td>
<td>Basic Physics II or</td>
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<tr>
<td>PHY 1054C</td>
<td>Introductory Physics II</td>
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<td>Pulse and Digital Circuits</td>
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**Total:** 31

### SOPHOMORE YEAR

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<td>PHY 1054C</td>
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<td>ETD 2614C</td>
<td>Electromechanical Drafting I</td>
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<tr>
<td>ETD 2703C</td>
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<td>INP 1301</td>
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<td>Elective</td>
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<td>ETD 2642C</td>
<td>Electromechanical Drafting II</td>
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<tr>
<td>ETD 2703C</td>
<td>Mechanical Drafting III</td>
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</table>

**Total:** 29-31

*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.

### 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1103</td>
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<tr>
<td>PHY 1054C</td>
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<td>Engineering Drawing</td>
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</tr>
<tr>
<td>ETE 1010C</td>
<td>Electric Circuits I</td>
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</tr>
<tr>
<td>MTB 1322 or</td>
<td>Technical Math II or</td>
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<tr>
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<td>Basic Physics I or</td>
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<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>
<td>Semiconductor Circuits I</td>
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**Total:** 32
**SOPHOMORE YEAR**

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<tr>
<td>SES 1335</td>
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<td>SES 2212</td>
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<td>SES 2213</td>
<td>Shorthand Transcription</td>
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<td>Office Procedures</td>
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<td>Secretarial Procedures</td>
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<td>SES 2490</td>
<td>Executive Secretarial Seminar &amp; Work Experience</td>
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</table>

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

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*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 1210, SES 1211, SES 1100 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 1009.**

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**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 Insuance 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.

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**FRESHMAN YEAR**

<table>
<thead>
<tr>
<th>Course</th>
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<td>SES 1100</td>
<td>Beginning Typewriting</td>
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<td>SES 1110</td>
<td>Intermediate Typewriting**</td>
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<td>Intermediate Shorthand**</td>
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<td>Business Mathematics</td>
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<td>POS 1041</td>
<td>American Government I</td>
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<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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<td>GEB 1011</td>
<td>Introduction to Business</td>
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<tr>
<td>SES 2321</td>
<td>Business Machines</td>
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**SESSION I**

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<td>MTB 1103</td>
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<td>POS 1041</td>
<td>American Government I</td>
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**SESSION II**

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<td>Business Machines</td>
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<td>SES 2490</td>
<td>Executive Secretarial Seminar &amp; Work Experience</td>
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**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.

**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 students with the basic fundamentals in typing and record keeping, as well as a basic general education background that will be valuable to students working in clerical 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.
SESS 2402  Secretarial Procedures  3
SESS 2120  Advanced Typewriting  3

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

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<th>Course</th>
<th>Title</th>
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<td>FFP 1000</td>
<td>Introduction to Fire Protection</td>
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<td>FFP 1130</td>
<td>'Supervision and Leadership</td>
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<td>FFP 1110</td>
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<td>FFP 1410</td>
<td>Company Fire Ground Management</td>
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SOPHOMORE YEAR

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<tr>
<td>SOC 2000</td>
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<tr>
<td>CHM 1040</td>
<td>Introduction to General Chemistry</td>
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<td>FFP 2200</td>
<td>Fundamentals of Fire Prevention*</td>
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<td>FFP 2620</td>
<td>Fire Protection Systems &amp; Extinguishing Agents**</td>
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<td>FFP 2310</td>
<td>Building Construction and Fundamentals</td>
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<td>Fire Department Management**</td>
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*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

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<th>Credit Hours</th>
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<tr>
<td>MAC 1104</td>
<td>College Algebra</td>
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<tr>
<td>ARV 1200</td>
<td>Introduction to Graphic Communications</td>
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<td>PHY 1023C or</td>
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<td>ARV 1202</td>
<td>Fundamentals of Typography</td>
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<td>Cooperative Education: Graphic Arts Field Experience</td>
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<td>Psychology in Business and Industry</td>
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<td>MAC 1114</td>
<td>College Trigonometry</td>
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<tr>
<td>ARV 1210C</td>
<td>Layout Design and Copy Preparation</td>
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<td>GEB 1011</td>
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<td>*ARV 1234</td>
<td>Photolithography I</td>
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<td>MAR 2331</td>
<td>Graphics Production Management</td>
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<td>HUM 1020</td>
<td>Humanities in a Technological Society</td>
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<td>Graphic Arts Estimating</td>
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45-47

ILLUSTRATING MAJOR

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<td>ARV 2208</td>
<td>Illustrating</td>
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<td>ARV 2330</td>
<td>Graphic Presentation of Data</td>
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<td>ARV 2310</td>
<td>Pictorial Rendering</td>
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Total Credit Hours 18
PRINTING MANAGEMENT MAJOR

*ARV 2250 Offset Stripping & Lithographic Plates 3
ARV 2264 Work Simplification 3
MAR 2111 Printing Salesmanship 3
*ARV 2241C Photolithography III 3
*ARV 2222 Graphic Reproduction Processes II 3
Elective 3
Total Credit Hours 18

SUGGESTED ELECTIVES

ART 1301 Drawing I 3
ART 2600 Photography 3
MAR 2302 Advertising 3
JOU 1420L College Newspaper 1
JOU 2200 Editing & Makeup or selected courses from other graphics major 3

*Courses taught at and by Mid-Florida Technical Institute following the Curriculum for Graphic Arts Technology. Registration must be accomplished at the Mid-Florida Technical Institute campus.

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

Horticulture (Ornamental) Technology — Greenhouse Production Option
Associate in Science

This 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.

FRESHMAN YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
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<tr>
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<td>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>3</td>
</tr>
<tr>
<td>ENC 1136 or ENC 1313</td>
<td>Freshman Composition II or Technical Communication</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1040 or CHM 1045</td>
<td>Introduction to General Chemistry or General Chemistry with Qualitative Analysis</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1005L</td>
<td>Introduction to Foliage and Flowering House Plants I</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1006</td>
<td>Introduction to Foliage and Flowering House Plants II</td>
<td>3</td>
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<tr>
<td>HOS 2002 or BOT 2010C</td>
<td>Introduction to Horticulture Botany or Botany</td>
<td>4</td>
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</tbody>
</table>

33 55

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

SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</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>
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<tr>
<td>HOS 2004L</td>
<td>Introduction to Plant Propagation</td>
<td>3</td>
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<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>
<td>4</td>
</tr>
<tr>
<td>ORH 2201</td>
<td>Greenhouse Operation and Management</td>
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<tr>
<td>ORH 2943</td>
<td>Cooperative Education: Horticulture Field Experience</td>
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<tr>
<td>ORH 2802L</td>
<td>Interior-scaping with Foliage Plants</td>
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<tr>
<td>Elective</td>
<td>Humanities, World Geography, American Government or Geology</td>
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</tr>
</tbody>
</table>

32-34

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

Horticulture (Ornamental) Technology — Nursery Management Landscape Option
Associate in Science

This 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

<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 or</td>
<td>Intermediate Algebra</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>HOS 1010</td>
<td>Introduction to Horticultural Science</td>
<td>3</td>
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<tr>
<td>BSC 1010C</td>
<td>Fundamentals of Biology</td>
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</tr>
<tr>
<td>ENC 1136 or</td>
<td>Freshman Composition II or</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1313</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1040 or</td>
<td>Introduction to General Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1045</td>
<td>General Chemistry with Qualitative Analysis</td>
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</tr>
<tr>
<td>HOS 2002 or</td>
<td>Introduction to Horticulture</td>
<td>4</td>
</tr>
<tr>
<td>BOT 2010C</td>
<td>Botany or Botany</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1510</td>
<td>Landscape Plant Materials I</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1511</td>
<td>Landscape Plant Materials II</td>
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</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
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**Total:** 33

### SOPHOMORE YEAR

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<tr>
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<th>Title</th>
<th>Credit Hours</th>
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<td>SPC 1600</td>
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<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>SOS 2101L</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>HOS 2054</td>
<td>Nursery Operation and Management</td>
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<tr>
<td>ORH 2831</td>
<td>Introduction to Landscape Design</td>
<td>3</td>
</tr>
<tr>
<td>ORH 2943</td>
<td>Cooperative Education: Horticulture Field Experience</td>
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</tr>
<tr>
<td>Elective</td>
<td>Humanities, World Geography, American Government, Geology, Design I or Engineering Drawing</td>
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</tbody>
</table>

**Total:** 32-34

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

### Hotel-Motel-Restaurant Management

**Associate in Science**

This program is designed for persons desiring employment in the field of hotel-motel-restaurant 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>
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<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
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<tr>
<td>SES 1335</td>
<td>Business Communications</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>MSA 1103</td>
<td>Business Mathematics</td>
<td>3</td>
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<tr>
<td>ROC 1300</td>
<td>Introduction to Data Processing</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>
</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
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</table>

**Total:** 30

### SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>HFT 1410</td>
<td>Hotel-Motel Front Office Management</td>
<td>3</td>
</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>
</tr>
<tr>
<td>HFT 2411</td>
<td>Hotel-Motel-Restaurant Accounting</td>
<td>3</td>
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<tr>
<td>FSS 2500</td>
<td>Hotel-Motel-Restaurant Food and Beverage Control</td>
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<tr>
<td>HFT 2600</td>
<td>Law and Insurance</td>
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<tr>
<td>HFT 2941</td>
<td>Internship in Hotel-Motel-Restaurant Management</td>
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</tr>
<tr>
<td>HFT 2930</td>
<td>Selected Topics in Hotel-Motel-Restaurant Area</td>
<td>1, 2 or 3 credits</td>
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</tbody>
</table>

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

*These seminars are not a part of the H-M-R program requirements.

NOTE: Specialized program courses are offered on the West Campus.
Lawyer's Assistant
Associate in Science

This program is designed to train and educate the student for gainful employment as a lay employee 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 instruction and work experience during the course of 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>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
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</tr>
<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>LEA 1201</td>
<td>Real Property I</td>
<td>3</td>
</tr>
<tr>
<td>LEA 2202</td>
<td>Real Property II</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2112</td>
<td>Business Law II</td>
<td>3</td>
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<tr>
<td>SES 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>LEA 1013</td>
<td>Legal Research &amp; Theory</td>
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<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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30 credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

SOPHOMORE YEAR

<table>
<thead>
<tr>
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<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>ACC 1009</td>
<td>Basic Accounting</td>
<td>3</td>
</tr>
<tr>
<td>LEA 2101</td>
<td>Civil Litigation I</td>
<td>3</td>
</tr>
<tr>
<td>LEA 2102</td>
<td>Civil Litigation II</td>
<td>3</td>
</tr>
<tr>
<td>LEA 2211</td>
<td>Wills, Trusts, &amp; Estate Administration</td>
<td>3</td>
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<tr>
<td>LEA 2212</td>
<td>Wills, Trusts &amp; Estate Administration II</td>
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<tr>
<td>BUL 2114</td>
<td>Business Organizations</td>
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<td>LEA 2401</td>
<td>Law Office Management</td>
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<tr>
<td>LEA 2949</td>
<td>Cooperative Education: Lawyer's Assistant Field Experience or Elective</td>
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</tbody>
</table>

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

NOTE: Specialized program courses are offered at the East Campus.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
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</tr>
<tr>
<td>SES 1210</td>
<td>Beginning Shorthand</td>
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</tr>
<tr>
<td>*SES 1100</td>
<td>Beginning Typewriting</td>
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</tr>
<tr>
<td>SES 1100</td>
<td>Intermediate Typewriting</td>
<td>3</td>
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<tr>
<td>GEB 1011</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>
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<tr>
<td>POS 1041</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
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</tr>
<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
</tr>
</tbody>
</table>

Students are encouraged to supplement the above and enroll in one or more elective courses: LEA 2501 Family Law; CCJ 2230 Criminal Law and Legal Procedures; LEA 2105 Real Property III; SES 1100 or SES 1110 Beginning or Intermediate Typewriting; SES 2321 Business Machines; ACC 2509 Federal Income Tax; COC 1300 Data Processing; ENC 1313 Technical Communication; or a humanities elective.

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

Marketing
Associate in Science

This program includes a cooperative plan in which classroom instruction is supplemented with on-the-job training in an approved marketing occupation. Marketing, often referred to as "distribution," includes all the activities necessary to move goods from producers to consumers. The college-appointed coordinator for this program will give assistance where possible; however, the responsibility for securing an acceptable business position rests with the student. To transfer credits from this program to another institution, it is the student's 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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<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
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<tr>
<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>MKA 1931</td>
<td>Marketing Seminar I &amp; II</td>
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<tr>
<td>MAR 1931</td>
<td>Marketing Seminar</td>
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<tr>
<td>MKA 1301</td>
<td>Marketing Practicum I &amp; II</td>
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<td>MKA 1311</td>
<td>Technical Communication</td>
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<tr>
<td>ENC 1313</td>
<td>American Government I</td>
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30

SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ACC 1009</td>
<td>Basic Accounting</td>
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<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
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<tr>
<td>MAR 2151</td>
<td>Retailing</td>
<td>3</td>
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<tr>
<td>MAR 2302</td>
<td>Advertising</td>
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<td>MAR 2937 &amp;</td>
<td>Marketing Seminar</td>
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<td>MAR 2938</td>
<td>III &amp; IV</td>
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<td>Marketing Practicum I &amp; II</td>
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<td>MKA 2331</td>
<td>III &amp; IV</td>
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<td>Introduction to Data Processing</td>
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</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
</tbody>
</table>

30

Capable students are encouraged to take ACC 2001 in place 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 credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

A minimum grade of "C" must be achieved in all Medical Laboratory Technology courses to meet a prerequisite or graduation requirement.

ADMISSION REQUIREMENTS

1. Applicants are encouraged to consult with a member of the counseling staff to review program requirements.

2. Applicants must be at least 17 years of age.

3. Applicants must be graduates of an accredited high school or its equivalent, and have one unit 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.
   B. Lake Sumter Community College, Seminole Community College.
   C. Out-of-state.

8. Students must be in good physical health.

9. Students must have a physical exam each year.

10. In order to be considered for the program applicants must:
    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>
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<td>ENC 1213</td>
<td>Technical Communication</td>
<td>3</td>
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<tr>
<td>APB 2103C &amp; APB 2201C</td>
<td>Animal Anatomy and Physiology</td>
<td>8</td>
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<td>CHM 1033C</td>
<td>General Chemistry for Laboratory Technology</td>
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<td>MCB 2010C</td>
<td>Microbiology</td>
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<td>MLS 1000</td>
<td>Introduction to Medical Laboratory Technology</td>
<td>2</td>
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<tr>
<td>MLS 1300C</td>
<td>Hematology</td>
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<td>MLS 1200C</td>
<td>Basic Urinalysis</td>
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<tr>
<td>MLS 1530</td>
<td>Immunology: Serology and Blood Bank Techniques</td>
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**SOPHOMORE YEAR**

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<td>POS 1041</td>
<td>American Government I</td>
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<tr>
<td>POS 2620C</td>
<td>Clinical Chemistry</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>
</tr>
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</table>

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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, INP 1301; Social Science area.

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

**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.

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>POS 1041</td>
<td>American Government I</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>
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<tr>
<td>APB 1390 &amp; APB 1391</td>
<td>Medical Terminology</td>
<td>3-3</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>
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</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
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</tbody>
</table>

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**ADMISSION REQUIREMENTS**

1. Applicants are encouraged to consult with a member of the counseling staff to review program requirements.

2. Applicants must be at least 17 years of age.

3. Applicants must be graduates of an accredited high school or its equivalent, and have one unit 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 alloted quotas to Regional agreement members.
      (Lake Sumter Community College,
      Seminole Community College).
   B. Other Florida counties.
   C. Out-of-state.

8. Students must be in good physical health.

9. Students must have a physical exam each year.

10. In order to be considered for the program applicants must:
    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 or Fundamentals of the Nursing Process 8-10*</td>
<td>4</td>
</tr>
<tr>
<td>NUR 1111C</td>
<td>Maternity Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 1310</td>
<td>Psychiatric Nursing</td>
<td>4</td>
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<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>
</tr>
<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>DEP 2003</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
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</table>

**SOPHOMORE YEAR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUU 2430</td>
<td>Team Leadership</td>
<td>2</td>
</tr>
<tr>
<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>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>
</tr>
<tr>
<td>ENC 1313 or ENC 1136</td>
<td>Technical Communication or Freshman Composition II</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2000</td>
<td>Introductory Sociology</td>
<td>3</td>
</tr>
</tbody>
</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>
</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>
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<tr>
<td>GEB 1011</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>
</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>REE 1000</td>
<td>Real Estate Principles &amp; Practices I</td>
<td>3</td>
</tr>
<tr>
<td>BUL 1303</td>
<td>Florida Real Estate Law</td>
<td>3</td>
</tr>
<tr>
<td>REE 1010</td>
<td>Housing &amp; Home Ownership</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>30</strong></td>
</tr>
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</table>

SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 1009</td>
<td>Basic Accounting</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2101</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2101</td>
<td>Salesmanship</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>
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<tr>
<td></td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

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

Respiratory Therapy
Associate in Science

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

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

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.

A minimum grade of “C” must be achieved in all Respiratory Therapy courses to meet a prerequisite or graduation requirement.

ADMISSION REQUIREMENTS

1. Applicants are encouraged to consult with a member of the counseling staff to review program requirements.

2. Applicants must be at least 17 years of age.

3. Applicants must be graduates 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 quotes to Regional agreement members. (Lake Sumter Community College, Seminole Community College).
   B. Other Florida counties.
   C. Out-of-state.
8. Students must be in good physical health.

9. Students must have a physical exam each year.

10. In order to be considered for the program applicants must:
    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*

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<tr>
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</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>
</tr>
<tr>
<td>APB 2201C</td>
<td>Physiology</td>
<td>4</td>
</tr>
<tr>
<td>MCB 2010C</td>
<td>Microbiology</td>
<td>4</td>
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<tr>
<td>HNC 1028</td>
<td>Humanities Elective</td>
<td>3</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>
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</tbody>
</table>

**Total: 42 credit hours**

*Twelve calendar months.

### SOPHOMORE YEAR

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<th>Course</th>
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</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>
</tr>
<tr>
<td>APB 2293</td>
<td>Respiratory Pathology</td>
<td>3</td>
</tr>
<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>
</tr>
<tr>
<td>RET 2934</td>
<td>Advanced Cardiopulmonary Therapy</td>
<td>4</td>
</tr>
<tr>
<td>RET 2977</td>
<td>Clinical Practice IV</td>
<td>2</td>
</tr>
<tr>
<td>RET 2978</td>
<td>Clinical Practice V</td>
<td>2</td>
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<tr>
<td>HCA 2301</td>
<td>Hospital Organization and Management</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total: 30 credit hours**

**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

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<tr>
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<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1321 or MAC 1104</td>
<td>Technical Mathematics I or College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1100C</td>
<td>Engineering Drawing</td>
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<tr>
<td>MTB 1304</td>
<td>Modern Computational Methods</td>
<td>2</td>
</tr>
<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 MAC 1114</td>
<td>Technical Mathematics II or College Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>ETC 1325</td>
<td>Surveying and Measurements</td>
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</tr>
<tr>
<td>ETC 2202</td>
<td>Humanities General Education Elective from Area 2</td>
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</tr>
<tr>
<td>ETC 1301</td>
<td>Technical Management of a Technical Business</td>
<td>3</td>
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**Total: 33 credit hours**

### SOPHOMORE YEAR

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<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ETC 2949</td>
<td>Cooperative Education: Surveying Field Experience</td>
<td>2-4</td>
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<tr>
<td>ETC 2330C</td>
<td>Highway Drafting and Route Design</td>
<td>4</td>
</tr>
<tr>
<td>ETC 2323C</td>
<td>Surveying II</td>
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</tr>
<tr>
<td>ETC 2326C</td>
<td>Surveying III</td>
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</tr>
<tr>
<td>ETC 2342</td>
<td>Electronic and Geodetic Surveying</td>
<td>3</td>
</tr>
<tr>
<td>ETC 2344</td>
<td>Subdivisions</td>
<td>3</td>
</tr>
<tr>
<td>ETC 2339C</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 2334C</td>
<td>Land Surveying and Descriptions</td>
<td>3</td>
</tr>
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</table>

**Total: 31-33 credit hours**

**NOTE:** Specialized program courses are offered on the West Campus.
ASSOCIATE IN GENERAL STUDIES DEGREE

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.

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 interested in enrolling for college credit but are interested in upgrading skills or learning to make better use of leisure and recreational time. They are offered throughout Orange and Osceola counties and can begin 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 participation under qualified instruction. The student may request the Registrar’s Office to forward transcripts 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 particular 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 - Noncredit
*Basic Photography, CN 126 - Noncredit
*Beginning Yogo, CN 9 - Noncredit
*Cake Decorating I, CN 135 - Noncredit
*Cake Decorating II, CN 160 - Noncredit
*Computers in Everyday Life, CN 28 - Noncredit
Conversational Arabic, CN 393 - Noncredit
Conversational French I, CN 124 - C.E.U.
Conversational German I, CN 143 - 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 - Noncredit
Creative Career Concepts, CN 59 - C.E.U.
Current Topics Facing America, CN 82 - Noncredit
Environmental Problems of Today, CN 118 - Noncredit
Flower Arranging, CN 54 - Noncredit
Graduate Record Examination (G.R.E.) Review, CN 122 - C.E.U.
Great Decisions, CN 51 - Noncredit
Health Education for Persons with Lung Problems, CN 108 - Noncredit

History of Photography: Its Evolution as A Fine Art, CN 56 - C.E.U.
How To Use Your Money Wisely, CN 55 - Noncredit
Introduction to Creative Writing, CN 133 - Noncredit
Introduction to Recreational Activities, CN 78 - Noncredit
Landscape Horticulture, CN 12 - Noncredit
Law for the Layperson, CN 132 - Noncredit
Life Stages/Patterns and Passages, CN 408 - Noncredit
"Making It", Jobs Ahead, CN 145 - C.E.U.
Microwave Cooking, CN 394 - Noncredit
Metric System, CN 125 - C.E.U.
Nutritional and Mental Health, CN 74 - Noncredit
Orientation to Leadership Skills, CN 115 - Noncredit
Parent Education, CN 76 - Noncredit
Parent Education and Co-Op Laboratory, CN 62 - Noncredit
Parliamentary Procedure, CN 30 - C.E.U.
Personal Development in Business, CN 121 - Noncredit
Personal Insurance Planning, CN 130 - Noncredit
Philosophy of Leisure, Recreation and Play, CN 47 - Noncredit
Pre-Release Orientation (Sp.), CN 150 - Noncredit
Scientific Relaxation, CN 296 - Noncredit
Selected Topics in Psychology, CN 144 - Noncredit
Self Defense, CN 129 - Noncredit
Speed Reading, CN 36 - C.E.U.

Standard First Aid and Personal Safety, CN 120 - C.E.U.
*The Study of Gem Stones and Jewelry, CN 116 - Noncredit
Tax Aids for Senior Citizens, CN 63 - Noncredit
*Taxidermy of Birds, CN 101 - Noncredit
Techniques of Job Hunting, CN 64 - C.E.U.
Toy Safety Workshop, CN 137 - Noncredit
Transactional Analysis, CN 52 - Noncredit
Values Clarification, CN 219 - Noncredit
Volunteer Tutoring in Reading, CN 49 - C.E.U.
Woman Alone, CN 31 - Noncredit
Women's Film Festival, CN 318 - Noncredit
Women in Citrus, CN 75 - C.E.U.
You and Your Constitutional Rights, CN 83 - Noncredit

Business and Professional:
Abnormal Blood Cell Morphology, CN 77 - C.E.U.
Biology of Aging, CN 446 - C.E.U.
Boundry 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 - Noncredit
Effective Public Relations, CN 17 - C.E.U.
Emergency Cardiac Technician, CN 57 - C.E.U.
Emergency Medical Technician, CN 37 - 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.
Health Claims Processing and Administration, CN 372 - 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.

Own Your Own: Starting a Business Enterprise, CN 161 - C.E.U.

Paramedic Internship, CN 391 - C.E.U.
Paramedic Refresher, CN 442 - C.E.U.
Photogrammetry Workshop for Surveyors, CN 51 - C.E.U.

Pre-Apprenticeship Training in the Building Trades, CN 371 - C.E.U.

Principles of Bank Operations, CN 13 - C.E.U.
Principles of Business Management, CN 155 - C.E.U.
Refresher Course for Registered Nurses, CN 111 - C.E.U.
Creative Arts, Crafts, Music and Cultural Enrichment

*Beginning Ceramics, CN 33 - Noncredit
*Beginning Painting, CN 32 - Noncredit
Community Chorus, CN 69 - Noncredit
*Introduction to Music: Selected Topics, CN 153 - Noncredit
*Japanese Flower Arranging, CN 4 - Noncredit
Modern Popular Music, CN 39 - C.E.U.
*Music to Munch By!, CN 16 - Noncredit
Musical Theatre Work Experience Program, CN 66 - C.E.U.
Opera Workshop Chorus, CN 110 - Noncredit
*Quilling, CN 42 - Noncredit
*Quilting, CN 164 - Noncredit
Readers Theatre, CN 119 - Noncredit
"Rusty Lady" Lecture Series, CN 61 - Noncredit
Selected Oratorio Studies, CN 134 - Noncredit
*Shakespeare Without Tears, CN 123 - Noncredit
*Weaving: Non-Loom Techniques, CN 15 - Noncredit

Recreation and Sports:

Advanced Tennis, CN 106 - Noncredit
Backpacking, CN 355 - Noncredit
Basketball, CN 96 - Noncredit
Beginning Archery, CN 106 - Noncredit
Beginning Bowling, CN 86 - Noncredit
Beginning Golf, CN 103 - Noncredit
*Beginning Guitar, CN 71 - Noncredit
Beginning Tennis, CN 104 - Noncredit
*Boating Safety and Seamanship, CN 8 - Noncredit
Care of Horses, CN 5 - Noncredit
Contemporary Dance, CN 92 - Noncredit
*Dance Workshop, CN 152 - C.E.U.
*Hawaiian Dancing, CN 128 - Noncredit
Individual Conditioning for Men, CN 90 - Noncredit
Intermediate Golf, CN 85 - Noncredit
Intermediate Tennis, CN 99 - Noncredit
*Jazz Dance, CN 138 - Noncredit
*Judo, CN 139 - Noncredit
*Judo, CN 142 - Noncredit
*Orientation to Sky Diving, CN 80 - Noncredit
Physical Fitness and Slimnastics to Music, CN 136 - Noncredit
*Sailing, CN 141 - Noncredit
Slimnastics and Individual Conditioning, CN 87 - Noncredit
Softball, CN 93 - Noncredit
Sports Officiating I, CN 97 - Noncredit
Touch Football, CN 95 - Noncredit
Tumbling and Gymnastics, CN 91 - Noncredit
Volleyball, CN 94 - Noncredit
Weight Training, CN 88 - Noncredit

Other:

*Basic Dog Obedience, CN 14 - Noncredit
Bible History, CN 40 - C.E.U.
Community Urban Education, CN 1 - Noncredit
Contemporary Issues in Biblical Interpretation, CN 162 - Noncredit
Marine Biology, CN 131 - C.E.U.
Study of the Florida Keys, CN 19 - C.E.U.
Time Management, CN 409 - Noncredit

*This course is supported entirely by student fees at no expense to the taxpayer.
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 aid in advisement and communication and 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 help you in understanding the new course numbering system, a directory of course prefixes has been prepared for your assistance to enable 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.

Florida's Statewide Course Numbering System

The course numbers appearing in the catalog are part of a statewide system of prefixes and numbers developed for use by all public post-secondary and participating private institutions in Florida. One of the major purposes of this system is to make transferring easier by identifying courses which are equivalent, no matter where they are taught in the state. All courses designated as equivalent will carry the same prefix and last three digits.

The classifying and numbering of courses was done by community college and university faculty members in each academic discipline. Their work was reviewed by faculty members in all of Florida's postsecondary institutions who made suggestions and criticisms to be incorporated into the system.

The course numbering system is, by law, descriptive and not prescriptive. It in no way limits or controls what courses may be offered or how they are taught. It does not affect course titles or descriptions at individual schools. It seeks only to describe what is being offered in postsecondary education in Florida in a manner that is intelligible and useful to students, faculty and other interested users of the system.

The course numbering system was developed so that equivalent courses could be accepted for transfer without misunderstanding. Each public institution is to accept for transfer credit any course which carries the same prefix and last three digits as a course at the receiving institution. For example, if a student has taken SOC 000 at a community college, he cannot be required to repeat SOC 000 at the school to which he transfers. Further, credit for any course or its equivalent, as judged by the appropriate faculty task force and published in the course numbering system, which can be used by a native student to satisfy degree requirements at a state university can also be used for that purpose by a transfer student regardless of where the credit was earned.

It should be noted that a receiving institution is not precluded from using non-equivalent courses for satisfying certain requirements.

General Rule for Course Equivalencies

All undergraduate courses bearing the same alpha prefix and last three numbers (and alpha suffix, if present) have been agreed upon to be equivalent. For example, an introductory course in sociology is offered in over 40 postsecondary institutions in Florida. Since these courses are considered to be equivalent, each one will carry the designator SOC 000.

First Digit

The first digit of the course number is assigned by the institution, generally to indicate the year it is offered—i.e., 1 indicates freshman year, 2 indicates sophomore year. In the sociology example mentioned above, one school which offers the course in the freshman year will number it SOC 1000. A school offering the same course in the sophomore year will number it SOC 2000. The variance in first numbers does not affect the equivalency. If the prefix and last three digits are the same, the courses are substantively equivalent.
Titles

Each institution will retain its own title for each of its courses. The sociology courses mentioned above are titled at differ-
ent schools "Introductory Sociology," "General Sociology," and "Principles of Sociology." The title does not affect the
equivalency. The courses all carry the same prefix and last three digits; that is what identifies them as equivalent.

Lab Indicators

Some courses will carry an alpha suffix indicating a lab. The alpha suffixes "L" and "C" are used as follows to indicate
laboratories:

"L" means either (a) a course, the content of which is entirely laboratory or (b) the laboratory component of a lecture-lab
sequence in which the lab is offered at a different time/place from the lecture.

"C" means a combined lecture-lab course in which the lab is offered in conjunction with the lecture at the same
time/place.

Examples:

Marine Biology OCB_013 (lecture only)
Marine Biology OCB_013L (lab only)
with Lab OCB_013C (lecture and lab combined)

Therefore, OCB_013C is equivalent to OCB_013 plus OCB_013L.

Equivalency of Sequences

In certain cases, sequences of courses in a given discipline are equivalent rather than the individual courses which make
up these sequences. (For example, MAC_132, 133, 134). In these cases the subject matter topics may not be taught
in the same sequence, course by course, in several institutions; however, upon completion of the full sequence at any of the
several institutions, students have completed substantively equivalent content. These sequences are clearly identified in the
Course Equivalency Profiles.

Explanation of Prefixes and Numbers

Prefixes and numbers in the course numbering system are not chosen at random; they are designed to describe course
content in an organized fashion within a classification system developed for each subject matter area.

Generally, each of the major classifications in a discipline is represented by a three-alpha prefix. In some cases, one
three-alpha prefix has been sufficient for the entire discipline. A discipline may use as many prefixes as necessary to accom-
modate its major classifications. The logic of the system allows it to be infinitely expandable with minimal disruption to ex-
isting numbers.

History, for example, has seven prefixes: AFH, African History; AMH, American History; ASH, Asian History; EUH, Eu-
ropean History; HIS, History-General; LAH, Latin American History; and WOH, World History. All history courses in the state
will carry one of these prefixes.

A more specific example is AMH 3421.

<table>
<thead>
<tr>
<th>AMH</th>
<th>3</th>
<th>4</th>
<th>2</th>
<th>1</th>
<th>Early Florida History</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>M</td>
<td>H</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Broad Area of American History; part of discipline of History

Junior level offering (at this particular institution)

In Taxonomy for AMH 400 series indicates "Areas in American History"
In Taxonomy for AMH this digit indicates courses in "History of Florida"
Last digit in this case refers to group of equated courses dealing with "Early History of Florida"

Notes: (Local titles are used for each particular course. The last three numbers are used to indicate equivalency.)
The number of prefixes is a function of the extent of the subclassifications of the given subject matter area.

When this work began there were 920 alpha prefixes in existence, with the new system there are now 370. As in most states there existed no uniformity in Florida's prefixes as indicated by the example below:

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Before</th>
<th>After</th>
</tr>
</thead>
<tbody>
<tr>
<td>History</td>
<td>20</td>
<td>7</td>
</tr>
<tr>
<td>Sociology</td>
<td>24</td>
<td>3</td>
</tr>
<tr>
<td>Philosophy</td>
<td>23</td>
<td>4</td>
</tr>
<tr>
<td>Religion</td>
<td>17</td>
<td>1</td>
</tr>
<tr>
<td>Mathematics</td>
<td>50</td>
<td>10</td>
</tr>
<tr>
<td>English</td>
<td>39</td>
<td>6</td>
</tr>
<tr>
<td>Nutrition</td>
<td>38</td>
<td>4</td>
</tr>
</tbody>
</table>

Although it is true that a student majoring at one of the 38 participating institutions may have had only one alpha prefix for his major (e.g., HY-History) and now he will have seven, all prefixes in the same subject matter areas will be the same throughout these institutions.

A complete inventory of taxonomic listings, equivalent and unique courses has been made available to each academic department of every institution in the state. Students, through their local advisors, should use this information in designing programs which will transfer smoothly.

Exceptions to the Rule for Equivalencies

The following are exceptions to the general rule for course equivalencies:

A. All graduate level courses (except those which the faculty and their reviewing colleagues have determined to be substantively equivalent with undergraduate courses) are not automatically transferable.

B. All numbers which have a second digit of 9 (Ex.: ART 2905) are "place keeper" numbers for such courses as directed independent study, thesis hours, etc. Courses with 900 numbers must be evaluated individually and are not automatically transferable.

C. All internships, practicums, clinical experiences and study abroad courses, whatever numbers they carry, are not automatically transferable.

D. Performance or studio courses in Art, Dance, Theatre, and Music are not automatically transferable but must be evaluated individually.

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.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Title</th>
<th>Abbreviation</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC</td>
<td>Accounting</td>
<td>AMM</td>
<td>American History</td>
</tr>
<tr>
<td>ADV</td>
<td>Advertising</td>
<td>AML</td>
<td>American Literature</td>
</tr>
<tr>
<td>AEB</td>
<td>Agricultural Economics and Business</td>
<td>AMS</td>
<td>American Studies</td>
</tr>
<tr>
<td>AER</td>
<td>Automotive Service</td>
<td>ANT</td>
<td>Anthropology</td>
</tr>
<tr>
<td>AFA</td>
<td>Afro-American Studies</td>
<td>APB</td>
<td>Applied Biology</td>
</tr>
<tr>
<td>AFH</td>
<td>African History</td>
<td>APH</td>
<td>Anatomy/Organismal Physiology</td>
</tr>
<tr>
<td>AFS</td>
<td>African Studies</td>
<td>ARC</td>
<td>Architecture</td>
</tr>
<tr>
<td>AGG</td>
<td>Agriculture General</td>
<td>ARE</td>
<td>Art Education</td>
</tr>
<tr>
<td>AGR</td>
<td>Agronomy</td>
<td>ARH</td>
<td>Art History</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ART</td>
<td>Art</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ART</td>
<td>Arts: Vocational</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ARV</td>
<td>Astronomy: Instrumentation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ASI</td>
<td>Asian Studies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ASN</td>
<td>Astronomy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AST</td>
<td>Banking</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BAN</td>
<td>Basic Clinical Clerkship</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BCC</td>
<td>Biochemistry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BCH</td>
<td>Building Construction</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BCN</td>
<td></td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Title</td>
<td>Abbreviation</td>
<td>Title</td>
</tr>
<tr>
<td>--------------</td>
<td>-------</td>
<td>--------------</td>
<td>-------</td>
</tr>
<tr>
<td>BMS</td>
<td>Basic Medical Sciences</td>
<td>EGM</td>
<td>Engineering: Mechanical</td>
</tr>
<tr>
<td>BOT</td>
<td>Botany</td>
<td>EGN</td>
<td>Engineering: General</td>
</tr>
<tr>
<td>BSC</td>
<td>Introductory Biology</td>
<td>EIN</td>
<td>Engineering: Industrial</td>
</tr>
<tr>
<td>BTE</td>
<td>Business Teacher Education</td>
<td>ELR</td>
<td>Engineering: Electrical Lab and Related Areas</td>
</tr>
<tr>
<td>BUL</td>
<td>Business Law</td>
<td>EMA</td>
<td>Engineering: Mechanical</td>
</tr>
<tr>
<td>CAP</td>
<td>Computer Applications</td>
<td>EMC</td>
<td>Engineering: Mechanical - Chemical</td>
</tr>
<tr>
<td>CBH</td>
<td>Comparative Psychology and Animal Behavior</td>
<td>EML</td>
<td>Engineering: Mechanical</td>
</tr>
<tr>
<td>CCJ</td>
<td>Criminology and Criminal Justice</td>
<td>EMR</td>
<td>Education: Mental Retardation</td>
</tr>
<tr>
<td>CDA</td>
<td>Computer Design/Architecture</td>
<td>ENC</td>
<td>Emergency Medical Technology</td>
</tr>
<tr>
<td>CES</td>
<td>Civil Engineering Structures</td>
<td>ENG</td>
<td>English Composition</td>
</tr>
<tr>
<td>CHD</td>
<td>Child Development</td>
<td>ENL</td>
<td>English Literature</td>
</tr>
<tr>
<td>CHM</td>
<td>Chemistry</td>
<td>ENV</td>
<td>Engineering: Environmental</td>
</tr>
<tr>
<td>CHS</td>
<td>Chemistry: Specialized</td>
<td>ENY</td>
<td>Entomology</td>
</tr>
<tr>
<td>CJS</td>
<td>Computer and Information Systems</td>
<td>ESE</td>
<td>Education: Secondary</td>
</tr>
<tr>
<td>CJD</td>
<td>Criminal Justice Development</td>
<td>ESI</td>
<td>Engineering Systems: Industrial</td>
</tr>
<tr>
<td>CJT</td>
<td>Criminal Justice Technology</td>
<td>ETC</td>
<td>Engineering Tech: Civil</td>
</tr>
<tr>
<td>CLA</td>
<td>Classical and Ancient Studies</td>
<td>ETD</td>
<td>Engineering Tech: Drafting</td>
</tr>
<tr>
<td>CLP</td>
<td>Clinical Psychology</td>
<td>ETE</td>
<td>Engineering Tech: Electrical</td>
</tr>
<tr>
<td>CLT</td>
<td>Classical Literature in Translation</td>
<td>ETG</td>
<td>Engineering Tech: General</td>
</tr>
<tr>
<td>CMB</td>
<td>Cell and Molecular Biology</td>
<td>ETI</td>
<td>Engineering Tech: Industrial</td>
</tr>
<tr>
<td>CNM</td>
<td>Computational/Numerical Methods</td>
<td>ETM</td>
<td>Engineering Tech: Mechanical</td>
</tr>
<tr>
<td>COA</td>
<td>Consumer Affairs</td>
<td>ETN</td>
<td>Electroencephalographic Technology</td>
</tr>
<tr>
<td>COC</td>
<td>Computer Concepts</td>
<td>EUH</td>
<td>European History</td>
</tr>
<tr>
<td>COE</td>
<td>Cooperative Education</td>
<td>EUS</td>
<td>European Studies</td>
</tr>
<tr>
<td>COM</td>
<td>Communication</td>
<td>EVS</td>
<td>Environmental Science</td>
</tr>
<tr>
<td>COP</td>
<td>Computer Programming</td>
<td>EXP</td>
<td>Experimental Psychology</td>
</tr>
<tr>
<td>COT</td>
<td>Computer Theory</td>
<td>FAD</td>
<td>Family Development</td>
</tr>
<tr>
<td>CPO</td>
<td>Comparative Politics</td>
<td>FFP</td>
<td>Fire Fighting and Protection</td>
</tr>
<tr>
<td>CPS</td>
<td>Comparative Policy Studies (Multi-National)</td>
<td>FIL</td>
<td>Film</td>
</tr>
<tr>
<td>CPT</td>
<td>Cardiopulmonary Technology</td>
<td>FIN</td>
<td>Finance</td>
</tr>
<tr>
<td>CRM</td>
<td>Computer Resources/Management</td>
<td>FOS</td>
<td>Food Science</td>
</tr>
<tr>
<td>CRW</td>
<td>Creative Writing</td>
<td>FRE</td>
<td>French Language</td>
</tr>
<tr>
<td>CYP</td>
<td>Community Psychology</td>
<td>FRT</td>
<td>French Literature in Translation</td>
</tr>
<tr>
<td>DAA</td>
<td>Dance Activities</td>
<td>FRW</td>
<td>French Literature (Writings)</td>
</tr>
<tr>
<td>DAE</td>
<td>Dance Education</td>
<td>FSS</td>
<td>Food Service Systems</td>
</tr>
<tr>
<td>DAN</td>
<td>Dance</td>
<td>GEA</td>
<td>Geography: Regional (Area)</td>
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<tr>
<td>DEH</td>
<td>Dental Hygiene</td>
<td>GEB</td>
<td>General Business</td>
</tr>
<tr>
<td>DEP</td>
<td>Developmental Psychology</td>
<td>GEN</td>
<td>Genetics and Evolution</td>
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<tr>
<td>DES</td>
<td>Dental Support</td>
<td>GEO</td>
<td>Geography: Systematic</td>
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<tr>
<td>DHE</td>
<td>Demography and Human Ecology</td>
<td>GER</td>
<td>German Language</td>
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<td>DIE</td>
<td>Dietetics</td>
<td>GET</td>
<td>German Literature in Translation</td>
</tr>
<tr>
<td>DTE</td>
<td>Dental Lab Technology</td>
<td>GEW</td>
<td>German Literature (Writings)</td>
</tr>
<tr>
<td>EAB</td>
<td>Experimental Analysis of Behavior</td>
<td>GEY</td>
<td>Gerontology</td>
</tr>
<tr>
<td>ECH</td>
<td>Engineering: Chemical</td>
<td>GLY</td>
<td>Geology</td>
</tr>
<tr>
<td>ECI</td>
<td>Engineering: Civil</td>
<td>HES</td>
<td>Health Education and Safety</td>
</tr>
<tr>
<td>ECL</td>
<td>Ecology</td>
<td>HFT</td>
<td>Hospitality: Food, Tourism</td>
</tr>
<tr>
<td>ECM</td>
<td>Engineering: Computer Mathematics</td>
<td>HMD</td>
<td>Housing and Home Design</td>
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<td>ECO</td>
<td>Economics</td>
<td>HIS</td>
<td>History: General</td>
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<tr>
<td>ECP</td>
<td>Economic Problems and Policy</td>
<td>HLP</td>
<td>Health, Leisure and Physical Education</td>
</tr>
<tr>
<td>ECS</td>
<td>Economic Systems and Development</td>
<td>HME</td>
<td>Home Management and Equipment</td>
</tr>
<tr>
<td>EDE</td>
<td>Education: Elementary</td>
<td>HOE</td>
<td>Home Economics: General</td>
</tr>
<tr>
<td>EDF</td>
<td>Education: Foundations</td>
<td>HOS</td>
<td>Horticultural Sciences</td>
</tr>
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<td>EDG</td>
<td>Education: General</td>
<td>HSC</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>EDP</td>
<td>Educational Psychology</td>
<td>HUM</td>
<td>Humanities</td>
</tr>
<tr>
<td>EEC</td>
<td>Education: Early Childhood</td>
<td>HUN</td>
<td>Human Nutrition</td>
</tr>
<tr>
<td>EED</td>
<td>Education: Emotional Disorders</td>
<td>HUS</td>
<td>Human Services</td>
</tr>
<tr>
<td>EEL</td>
<td>Engineering: Electrical</td>
<td>IDS</td>
<td>Interdisciplinary Studies</td>
</tr>
<tr>
<td>EES</td>
<td>Environmental Engineering Science</td>
<td>INP</td>
<td>Industrial and Applied Psychology</td>
</tr>
<tr>
<td>EEX</td>
<td>Education: Exceptional Child - Core Competencies</td>
<td>INR</td>
<td>International Relations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ISC</td>
<td>Interdisciplinary Natural Science</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Title</td>
<td>Abbreviation</td>
<td>Title</td>
</tr>
<tr>
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<td>--------------------------------------------</td>
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<td>--------------------------------------------</td>
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<tr>
<td>JOU</td>
<td>Journalism</td>
<td>PCB</td>
<td>Process Cell Biology</td>
</tr>
<tr>
<td>LAA</td>
<td>Landscape Architecture</td>
<td>PCO</td>
<td>Psychology for Counseling</td>
</tr>
<tr>
<td>LEA</td>
<td>Legal Assistant</td>
<td>PEL</td>
<td>Physical Education Acts (Gen)</td>
</tr>
<tr>
<td>LIN</td>
<td>Linguistics</td>
<td>PET</td>
<td>Object Central., Land</td>
</tr>
<tr>
<td>LIT</td>
<td>Literatures</td>
<td>PHA</td>
<td>Physical Education Theory</td>
</tr>
<tr>
<td>MAA</td>
<td>Mathematics: Analysis</td>
<td>PHH</td>
<td>Pharmacy</td>
</tr>
<tr>
<td>MAC</td>
<td>Mathematics: Calculus and</td>
<td>PHI</td>
<td>Philosophy</td>
</tr>
<tr>
<td></td>
<td>Precalculus</td>
<td>PHM</td>
<td>Philosophy</td>
</tr>
<tr>
<td>MAD</td>
<td>Mathematics: Discrete</td>
<td>PHP</td>
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<td>Political Theory</td>
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<td>Psychology of Personality</td>
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<td>MGF</td>
<td>Mathematics: General and Finite</td>
<td>PSB</td>
<td>Psychobiology</td>
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<td>RMI</td>
<td>Risk Management and Insurance</td>
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<td>Music: Conducting</td>
<td>ROT</td>
<td>Reactor Operator Technology</td>
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<td>Music: Opera/Musical Theatre</td>
<td>RTV</td>
<td>Radio-Television</td>
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<td>SWP</td>
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<td>Music: Applied - Percussion</td>
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<td>MVS</td>
<td>Music: Applied - Strings</td>
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<td>Student Development</td>
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<td>MVV</td>
<td>Music: Applied - Voice</td>
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<td>MVW</td>
<td>Music: Applied - Woodwinds</td>
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<td>Oral Interpretation</td>
<td>ZEE</td>
<td>Zoology</td>
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AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

ETG 2949  2-4 Credits
COOPERATIVE EDUCATION: AIR CONDITIONING AND REFRIGERATION FIELD EXPERIENCE
Prerequisite: Permission of the 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  4 Credits
HEATING, VENTILATING AND AIR CONDITIONING I
Includes one-hour laboratory. Co-requisite: MTB 1321. A study of various types of heating, ventilating and air conditioning equipment; warm air, hot water and steam heating systems and piping layouts; fire performance and fire laws; operation and test of actual equipment. (Laboratory fee)

ETM 1611  3 Credits
AIR CONDITIONING II
Prerequisite: ETM 1610C. Psychrometrics of air-water vapor mixtures, fundamental principles of heat transfer, heating and cooling load calculations.

ETM 1613C  4 Credits
REFRIGERATION I
Includes one-hour laboratory. Prerequisite or corequisite: MTB 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. (Laboratory fee)

ETM 2615C  4 Credits
AIR CONDITIONING III
Includes one-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 troubleshooting. (Laboratory fee)

ETM 2633  4 Credits
ELECTRICITY FOR AIR CONDITIONING AND REFRIGERATION
Includes one-hour laboratory. Prerequisites: ETM 1610C, 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. (Laboratory fee)

ETM 2634  3 Credits
REFRIGERATION II
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 applica-
cations, compound and cascade refrigeration systems; process cooling applications.

ETM 2650C  3 Credits
CONTROL SYSTEMS FOR AIR CONDITIONING AND REFRIGERATION
Includes two-hour laboratory. Prerequisite: ETM 2634 and ETM 2615C. Prerequisite or corequisite: ETM 2633. Design, selection, application and trouble shooting of refrigeration and air conditioning control systems. Covers electrical, electronic and pneumatic controls and control systems. (Laboratory fee)

ANTHROPOLOGY

ANT 2000  3 Credits (IS)
INTRODUCTORY ANTHROPOLOGY
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 is on the social, political, religious and economic institutions in selected preliterate societies.

ARCHITECTURAL AND BUILDING CONSTRUCTION TECHNOLOGY

ARC 1120C  4 Credits
ARCHITECTURAL DRAWING I (Wood Frame Structures)
Prerequisite: A minimum of one unit of high school drafting or equivalent work experience in drafting or ETM 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 prepare assigned drawings and construct a model or rendering of their choice. (Laboratory fee)

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

ARC 2122C  4 Credits
ARCHITECTURAL DRAWING II (Steel Structures)
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
ARCHITECTURAL DRAWING III 4 Credits
(Concrete Structures)
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
BUILDING MATERIALS AND CONSTRUCTION METHODS
4 Credits
Survey of materials and methods used in construction. Covers broad areas of wood, concrete, masonry, metal, finishes and preservatives, and other materials. Student constructs various projects utilizing different materials and shop equipment for school exhibits and displays. (Laboratory fee)

BCN 1705
CONTRACTS, CODES, SPECIFICATIONS AND OFFICE PRACTICES
3 Credits
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
CONSTRUCTION PLANNING AND CONTROL
3 Credits
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
STATICS AND STRENGTH OF MATERIALS
4 Credits
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
BUILDING SERVICE SYSTEMS
4 Credits
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 system; air conditioning and climate control; and building acoustics.

BCN 2616
BUILDING CONSTRUCTION ESTIMATING
3 Credits
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
THE VISUAL ARTS TODAY
3 Credits
The course is designed to provide the student with a foundation for understanding the contemporary visual arts. Class work includes field trips, guest speakers, and discussion relating to current trends in art.

ART 2050
INTRODUCTION TO ART HISTORY I
3 Credits (IS)
A survey of the development of visual art forms from prehistory through the Middle Ages.

ART 2051
INTRODUCTION TO ART HISTORY II
3 Credits (IS)
A survey of the development of the visual arts from the Renaissance to the present.

ART 1001C
INTRODUCTION TO DRAWING AND PAINTING
3 Credits
A laboratory course designed for non-art majors who wish to explore drawing and painting techniques and media. (Laboratory fee)

ART 1200C
FUNDAMENTALS OF APPLIED ART
3 Credits
An introductory studio art course for non-art majors. The course places emphasis on creative expression and critical evaluation, using a variety of two-dimensional media, such as painting, stitchery, printmaking, and three-dimensional media, such as clay, wood, fibers. (Laboratory fee)

ART 1201C
DESIGN I
3 Credits
Includes extra periods. An introduction to studio art through the analytical use of the elements and principles of design.

ART 1203C
DESIGN II
3 Credits
Includes extra 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.
ART 1301C  
DRAWING I  
3 Credits  
Includes extra periods. Introduction to the basic skills and concepts of drawing with emphasis on the human figure. (Laboratory fee)

ART 1302C  
DRAWING II  
3 Credits  
Includes extra periods. Prerequisite: ART 1301C. A continuation of Drawing I with emphasis on further development of technique, individual imagery and content. (Laboratory fee)

ART 2110C  
CERAMICS I  
3 Credits  
Includes extra periods. An introductory course in pottery design; handbuilding techniques, glazing, and firing. (Laboratory fee)

ART 2111C  
CERAMICS II  
3 Credits  
Includes extra periods. Prerequisite: ART 2110C. A continuation of Ceramics I with emphasis on wheel throwing, advanced glaze formulation, kiln loading and firing. (Laboratory fee)

ART 2130C  
INTRODUCTION TO WEAVING: OFF-LOOM TECHNIQUES  
3 Credits  
Includes extra periods. An introduction to fiber processes, including primitive loom building, carding, spinning, stitching. Emphasis is on the use of fiber as a medium for expression in the visual arts. (Laboratory fee)

ART 2400C  
PRINTMAKING I  
3 Credits  
Includes extra periods. The course consists of basic mastery of the graphic techniques of intaglio and/or relief printmaking. The class consists of studio work, demonstrations of each technique to be mastered and selected studies of the history of printmaking. (Laboratory fee)

ART 2401C  
PRINTMAKING II  
3 Credits  
Includes extra periods. Prerequisite: ART 2400C or permission of the instructor. The course consists of an experimental approach to individual expression with emphasis on imagery, content and refinement of the techniques of printmaking. (Laboratory fee)

ART 2510C  
PAINTING I  
3 Credits  
Includes extra periods. Prerequisite: ART 1301C and ART 1201C or consent of instructor. Introduction to materials and techniques of painting using acrylics or oils. (Laboratory fee)

ART 2520C  
PAINTING II  
3 Credits  
Includes extra periods. Prerequisite: ART 2510C. Continuation of Painting I with further exploration of problems relating to basic concepts, technical competency and personal imagery. (Laboratory fee)

ART 2600C  
PHOTOGRAPHY I  
3 Credits  
Includes extra 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 2601C  
PHOTOGRAPHY II  
3 Credits  
Includes extra periods. Prerequisite: ART 2600C. Continuation of Photography I with emphasis on imagery, content and refinement of techniques of the medium. (Laboratory fee)

ART 2701C  
SCULPTURE I  
3 Credits  
Includes extra 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 2800C  
SELECTED TOPICS IN ART  
1-3 Credits  
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 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.

AUTOMOTIVE  
SERVICE TECHNOLOGY

AER 1101  
ELECTRICITY  
3 Credits  
Includes two-hour laboratory. 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 is 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)

AER 1110  
ENGINES  
3 Credits  
Includes 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)
AER 1111
ENGINE DIAGNOSIS AND TUNE-UP
3 Credits
Includes two-hour laboratory. Prerequisites: AER 1110 and AER 1101. 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)

AER 1121
STEERING, SUSPENSION AND BRAKES
3 Credits
Includes two-hour laboratory. Nomenclatures 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 is placed on power alignment, brakes and shock absorbers. (Laboratory fee)

AER 1160
SERVICE MANAGEMENT AND PARTS PROCUREMENT
3 Credits
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.

AER 2103
ELECTRICAL SYSTEMS
3 Credits
Includes two-hour laboratory. Prerequisite: AER 1101. 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 are determined through use of testing instruments and tools. Mock-up 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)

AER 2132
TRANSMISSION AND DRIVE LINES
3 Credits
Includes two-hour laboratory. Maintenance and servicing techniques of drive line 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 provides functional knowledge of systems. (Laboratory fee)

AER 2171
AIR CONDITIONING
3 Credits
Includes 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)
detail, to do research on topics, to present information and to lead discussions with other students and faculty members.

**BOT 2010C**  
**BOTANY**  
4 Credits  
Includes three-hour laboratory. Prerequisite: BSC 1010C. A study of the structural organization, classification, physiology, reproduction, heredity and evolution of plants. (Laboratory fee)

**BSC 1010C**  
**FUNDAMENTALS OF BIOLOGY**  
4 Credits (CE)  
Includes three-hour laboratory per week. An introduction to basic biological principles emphasizing the common attributes of all living organisms. These uniting 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 2933**  
**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 dictate.

**BSC 2938**  
**SEMINAR: EVOLUTION**  
1 Credit  
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**  
**MICROBIOLOGY**  
4 Credits  
Includes one (1) three-hour laboratory. Prerequisite: BSC 1010C and prerequisite or co-requisite: CHM 1040, or CHM 1045. A survey of microbial forms with emphasis on the bacteria, their morphology, physiology and genetic mechanisms. (Laboratory fee)

**OCB 2003**  
**MARINE BIOLOGY**  
3 Credits  
Prerequisite: BSC 1010C. A survey of basic aspects of oceanography, marine organisms and salt water aquariums. Some of the class meetings during the semester are held at Sea World. (Laboratory fee)

**PCB 2059**  
**SEMINAR: GENETICS**  
1 Credit  
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.

**PCB 2109**  
**SEMINAR: CELLULAR BIOLOGY**  
1 Credit  
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.

**PCB 2269**  
**SEMINAR: DEVELOPMENT**  
1 Credit  
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.

**PCB 2303C**  
**AQUATIC BIOLOGY**  
3 Credits  
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, evaluation of streams, and biogeochemical cycles of freshwater. The biology of polluted water is discussed. (Laboratory fee)

**ZOO 2203C**  
**ZOOLOGY I**  
4 Credits  
Includes 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 2303C  
ZOOLOGY II  
Includes three-hour laboratory. Prerequisite: BSC 1010C and ZOO 2203C. 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  
COMPARATIVE VERTEBRATE ANATOMY  
Includes three-hour laboratory. Prerequisite: ZOO 2203C. An evolutionary approach to a comparative study of organ systems of several representative vertebrates. Dissection of these organisms is performed in sequence in the laboratory to gain an understanding of similarities. (Laboratory fee)

**BUSINESS**

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<td>ACC 1009</td>
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<td>BASIC ACCOUNTING</td>
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<tr>
<td>Prerequisites: MTB 1103 or equivalent. The course provides instruction and practice in the fundamentals of financial record-keeping and reporting for professionals, service and merchandising enterprises.</td>
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<td>PRINCIPLES OF ACCOUNTING I</td>
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<tr>
<td>Prerequisite: MTB 1103 or equivalent. The concepts, principles and techniques applicable to the accounting cycle, notes, accruals, deferrals, receivables, inventory valuation, depreciation, asset valuation and payrolls.</td>
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<th>Course Code</th>
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<tbody>
<tr>
<td>ACC 2021</td>
<td>3</td>
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<tr>
<td>PRINCIPLES OF ACCOUNTING II</td>
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<tr>
<td>Prerequisite: ACC 2001. The principles and techniques of accounting applicable to partnerships and corporations and controlling enterprises and managerial decision-making.</td>
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<tr>
<td>ACC 2301</td>
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<tr>
<td>MANAGERIAL ACCOUNTING</td>
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<tr>
<td>Prerequisite: ACC 2021 or equivalent. Emphasis is given to the use of accounting information for planning, controlling and decision-making in business activities.</td>
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<tr>
<td>ACC 2509</td>
<td>3</td>
</tr>
<tr>
<td>FEDERAL INCOME TAX</td>
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</tr>
<tr>
<td>Fundamental regulations covering the Federal Income Tax applicable to individuals and business entities. Includes computation of tax, preparation of forms, and tax planning.</td>
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<tr>
<td>ACC 2949</td>
<td>2-4</td>
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<tr>
<td>COOPERATIVE EDUCATION: ACCOUNTING FIELD EXPERIENCE</td>
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<tr>
<td>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.</td>
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<tr>
<td>BAN 2000</td>
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<tr>
<td>FINANCIAL INSTITUTIONS</td>
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<tr>
<td>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.</td>
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<tr>
<td>BAN 2700</td>
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<tr>
<td>PRINCIPLES OF FINANCE</td>
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<tr>
<td>A study of business finance in the American economy, equity, credit and intermediate capital, working capital, turnover ratios and cash flow budgets.</td>
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<tr>
<td>BAN 2800</td>
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<tr>
<td>CREDIT LAWS AND REGULATIONS</td>
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<tr>
<td>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.</td>
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<tr>
<td>BAN 2949</td>
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<tr>
<td>COOPERATIVE EDUCATION: BANKING AND CONSUMER CREDIT FIELD EXPERIENCE</td>
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<tr>
<td>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.</td>
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<tr>
<td>BUL 1303</td>
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<tr>
<td>FLORIDA REAL ESTATE LAW</td>
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<tr>
<td>Co-requisite: 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.</td>
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<td>BUL 2111</td>
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<tr>
<td>BUSINESS LAW I</td>
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<tr>
<td>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.</td>
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<tr>
<td>BUL 2112</td>
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<tr>
<td>BUSINESS LAW II</td>
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<tr>
<td>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.</td>
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<tr>
<td>BUL 2114</td>
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<tr>
<td>BUSINESS ORGANIZATIONS</td>
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| 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.

**GEB 1011**  
**INTRODUCTION TO BUSINESS**  
The fundamentals of business organization and procedures to acquaint the student with management, terms, organization and control of large and small business.

**MAN 2000**  
**PRINCIPLES OF MANAGEMENT**  
Prerequisite: GEB 1011. 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 2934**  
**SELECTED TOPICS IN BUSINESS**  
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**  
**WORK SEMINAR**  
Prerequisite: Approval by instructor. The student works in selected offices in the community a maximum of fifteen (15) hours each week during the final session. Seminar is held weekly to evaluate personal experiences and different aspects of the secretarial work.

**MAN 2949**  
**COOPERATIVE EDUCATION: MANAGEMENT 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.

**MAR 1931**  
**MARKETING SEMINAR II**  
Prerequisite: MBA 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**  
**PRINCIPLES OF MARKETING**  
Prerequisite: GEB 1011. The functions, institutions, methods and problems of marketing goods and services.

**MAR 2101**  
**SALESMANSHIP**  
Prerequisite: GEB 1011 or experience. This course is a combination of the principles and techniques of selling. Emphasis is placed on personal situations, consumer motivations, persuasion, and problems dealing with the psychology of sales situations.

**MAR 2111**  
**PRINTING SALESMANSHIP**  
3 Credits  
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**  
**RETAILING**  
3 Credits  
Prerequisite: GEB 1011 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**  
**ADVERTISING**  
3 Credits  
Prerequisite: GEB 1011 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**  
**GRAPHICS PRODUCTION MANAGEMENT**  
3 Credits  
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**  
**MARKETING SEMINAR III**  
1 Credit  
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**  
**MARKETING SEMINAR IV**  
1 Credit  
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 & 1311**  
**2-2 Credits**  
**MARKETING PRACTICUM I-II**  
Prerequisite: Instructor approval. Maximum of 15 hours on-the-job per week. One research project per course is completed directly related to the career objectives in the area of Distribution and/or Marketing.
MARKETING SEMINAR I
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.

MARKETING PRACTICUM III-IV
Prerequisite: Recommended completion of MKA 1301, 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.

BUSINESS MATHEMATICS
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, analysis and computations applicable to merchandising.

REAL ESTATE PRINCIPLES AND PRACTICES I
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.

HOUSING AND HOME OWNERSHIP
An introduction to the economic, physical, legal, and aesthetic 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.

REAL ESTATE CONSUMPTION
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.

REAL ESTATE APPRAISING I
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.

REAL ESTATE APPRAISING II
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.

REAL ESTATE FINANCE I
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.

REAL ESTATE FINANCE II
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.

REAL ESTATE MANAGEMENT
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.

COOPERATIVE EDUCATION: REAL ESTATE 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.

PRINCIPLES OF INSURANCE
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.

INSURANCE OFFICE PRACTICES I-II
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, records, filing, insurance vocabulary and terminology and insurance office routines.
SES 1100
BEGINNING TYPWRITING
3 Credits
Includes extra 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
INTERMEDIATE TYPWRITING
3 Credits
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 manuscripts.

SES 1210
BEGINNING SHORTHAND
3 Credits
Includes extra period. 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
INTERMEDIATE SHORTHAND
3 Credits
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
MEDICAL TRANSCRIPTION I
3 Credits
Prerequisite or co-requisite: APB 1390. Stressing fundamentals of transcribing medical correspondence and simple dictation from medical recording devices.

SES 1335
BUSINESS COMMUNICATIONS
3 Credits
Prerequisite: ENC 1103. Practice in developing effective oral and written business communication skills to create successful human relations. Emphasis is placed on written business correspondence.

SES 1461
MEDICAL OFFICE PROCEDURES
3 Credits
Emphasis is given to receptionist duties, modern filing methods (terminal digit and coundex), 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 2120
ADVANCED TYPWRITING
3 Credits
Prerequisite: SES 1110 or equivalent. Intensive work with business letters, forms, papers and duplication materials. Continuing effort is made to increase speed and accuracy on both straight copy and production work.

SES 2212
ADVANCED SHORTHAND
3 Credits
Prerequisite: SES 1211 or equivalent. Dictation and transcription from new material at measured rates of speed, spelling, punctuation and vocabulary are emphasized in transcription.

SES 2213
SHORTHAND TRANSCRIPTION
3 Credits
Prerequisite: SES 2212 or equivalent. New material dictation at measured and unmeasured speed, and transcription of that dictation into mailable copy free of errors in spelling, grammar and punctuation.

SES 2258
MEDICAL TRANSCRIPTION II
3 Credits
Prerequisite: SES 1257. An advanced course in transcription of medical documents using more difficult medical terminology.

SES 2259
MEDICAL TRANSCRIPTION III
3 Credits
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 2321
BUSINESS MACHINES
3 Credits
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
OFFICE PROCEDURES
3 Credits
Offered Session I only. Prerequisite: SES 1110. Corequisite 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
SECRETARIAL PROCEDURES
3 Credits
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 is placed on developing personal qualities and traits important in an office setting. Units and projects presented are selected in terms of the learning differences and needs of the individual student.
LEGAL SECRETARIAL PRACTICES AND PROCEDURES
Prerequisite or co-requisite: 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 2450
LEGAL SECRETARIAL SEMINAR AND WORK EXPERIENCE
Prerequisite: Approval of the Program Director. The student works in selected legal offices in the community fifteen (15) hours a week. There is a seminar each week to answer questions, share experiences, and gain further knowledge of the varying aspects of legal secretarial work.

SES 2462
MEDICAL SECRETARY PROCEDURES
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
INTERNSHIP AS MEDICAL SECRETARY
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, an extended care facility or a hospital. Course culminates in evaluation seminars with various instructors and on-the-job trainers.

SES 2490
EXECUTIVE SECRETARIAL SEMINAR AND WORK EXPERIENCE
Prerequisite: Approval of the Program Director. The student works in a selected office a maximum of fifteen (15) hours per week. Seminars are held to answer questions, share experiences and give further knowledge of the varying aspects of secretarial work.

CAREER DEVELOPMENT

STD 1151
CAREER DEVELOPMENT
This course emphasizes the development of decision-making skills enabling individuals to explore potential careers in terms of their interests, values and educational goals. The use of career resources is an important aspect of this course.

STD 2932
SELECTED TOPICS IN CAREER AND LIFE PLANNING
The student develops and explores in depth stated personal objectives and goals as related to potential career areas and life planning.

CHEMISTRY

CHM 1010
CHEMICAL CALCULATIONS
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 1034
GENERAL CHEMISTRY FOR LABORATORY TECHNOLOGY
Includes extra periods and one (1) 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
INTRODUCTION TO GENERAL CHEMISTRY
Includes 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 inorganic 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
GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS I
Includes three-hour laboratory. Prerequisites: 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
GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS II
Includes three-hour laboratory. Prerequisite: 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)
CMH 2120  4 Credits (15)
QUANTITATIVE ANALYSIS
Includes two (2) three-hour laboratories. Prerequisite: CMH 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)

CMH 2210  4 Credits
ORGANIC CHEMISTRY I
Includes three-hour laboratory. Prerequisite: CMH 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)

CMH 2211  4 Credits
ORGANIC CHEMISTRY II
Includes three-hour laboratory. Prerequisite: Satisfactory completion of CMH 2210. A continuation of CMH 2210 with the laboratory devoted to multistep synthesis. (Laboratory fee)

CMH 2933  1-3 Credits
SPECIAL TOPICS IN CHEMISTRY
Prerequisite: CMH 1045 and permission of the department. This seminar is for the honor 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  3 Credits
CHILD DEVELOPMENT AND MANAGEMENT
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  3 Credits
PRINCIPLES OF PRE-SCHOOL EDUCATION

CHD 1332  3 Credits
CURRICULUM FOR THE YOUNG CHILD
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  3 Credits
ART FOR THE YOUNG CHILD
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  3 Credits
LITERATURE FOR THE YOUNG CHILD
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  3 Credits
MUSIC FOR YOUNG CHILDREN
Teaching of basic skills necessary to involve children in simple music activities. Familiarity with simple musical instruments is stressed.

CHD 1339  3 Credits
MOVEMENT EXPLORATION
Study of techniques of using physical activities with young children. Games and play equipment for young children are researched and designed in class.

CHD 1410  3 Credits
FOODS FOR THE YOUNG CHILD
Designed to teach awareness of the nutritional needs of the pre-school child. Includes in-class preparation of snacks and light lunches suitable for the young child.

CHD 1430  4 Credits
OBSERVING AND RECORDING CHILD BEHAVIOR
Includes three (3) three-hour laboratory periods. 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 pre-schoolers. Case studies are 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 are included. (No laboratory fee)

CHD 1440  4 Credits
SUPERVISED STUDENT PARTICIPATION
Includes four (4) three-hour laboratory periods. Prerequisite: CHD 1220. Students participate in the child care laboratory on campus under a qualified supervisor. (No laboratory fee)

CHD 2260  3 Credits
ADVANCED CHILD DEVELOPMENT AND MANAGEMENT
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.

CHD 2433  2 Credits
SEMINAR IN CHILD DEVELOPMENT
Prerequisite: CHD 2440. Provides the opportunity for students to raise questions about problems in child development and child care. Explores the opportunities of child care as a business and helps the student become an administrator.
CHD 2440
SUPervised Student Participation
4 Credits
Includes four (4) three-hour laboratory periods. Prerequisites: CHD 1410, 1333 and 1440. Participation in the child care laboratory on campus. Mastery of the planning necessary for the operation of a child care center under supervision of the instructor. Decision on units to be taught, supply purchasing and general responsibility of the center. (No laboratory fee)

CIVIL TECHNOLOGY

BCN 1220
Construction Methods and Equipment
3 Credits
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
Estimating and Office Practice
3 Credits
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 Construction 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.

ETC 1321C
Surveying and Measurements
4 Credits
Includes 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 distance; 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 2202
Administrative Management of a Technical Business
3 Credits
This course deals with selected principles necessary to operate a technically oriented business. Emphasis on forms of compensation and payment, financial statements and general record keeping, sources and conditions of obtaining start-up and working capital, specific Federal tax consequences, project planning, cash flow analysis, rates of return, risk, ranking of alternative decisions, and forms of business entities suitable for technical businesses.

ETC 2220C
Soils and Foundations
4 Credits
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)

ETC 2330C
Highway Drafting and Route Design
4 Credits
Prerequisite: ETC 1325C. Highway drafting includes topographic maps, plans and profiles and cross sections. Route design covers traffic and vehicular characteristics, curvature and elevation of road-beds, earthwork, and aerial photography as they affect cost and route design. (Laboratory fee)

EVS 2215C
Hydraulics, Drainage, Sewage and Sewers
4 Credits
Prerequisite: ETC 2220C. A study of the basic theory of the hydraulics of flow in pipes and in open channel including also the hydrology of drainage areas, storm water runoff and streamflow analysis. Design concepts and techniques cover subsurface drainage and storm drainage structures such as ditch, checks, conduit systems and bridges, with major emphasis on culverts. (Laboratory fee)

CRIMINAL JUSTICE

CCJ 1010
Crime and 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
Introduction to Criminal Justice
3 Credits
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
Introduction to Police Services
3 Credits
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 1300
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 3 Credits
INSTITUTIONAL PROCEDURES, JAILS AND DETENTION
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 1410 3 Credits
POLICE ADMINISTRATION AND ORGANIZATION
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 3 Credits
POLICE OPERATIONS
Principles of organization and administration as applied to operational functions. Patrol, criminal investigation, vice, juvenile and traffic. (Formerly offered as Police Administration II.)

CCJ 1440 3 Credits
CORRECTIONAL ADMINISTRATION
Prerequisite: CCJ 1300 or consent of instructor. A comprehensive examination is made of principles of contemporary correctional administration, organization, and personnel management. Emphasis is placed on the role of the mid-level supervisor in the operations of community correctional agencies, residential facilities, and custody institutions. Topics include: organizational structure and planning; personnel recruitment, training and supervision; and public relations.

CCJ 1800 3 Credits
INTRODUCTION TO SECURITY
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 3 Credits
PHYSICAL SECURITY SYSTEMS
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 3 Credits
SECURITY AND PERSONNEL ADMINISTRATION
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 2130 3 Credits
POLICE COMMUNITY RELATIONS
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 3 Credits
CRIMINAL LAW AND LEGAL PROCEDURES
Theory, history and purpose 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 3 Credits
CRIMINAL EVIDENCE AND LEGAL PROCEDURES
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 2281 3 Credits
LEGAL ISSUES IN CORRECTIONS
Course examines 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 liabilities and responsibilities of correctional personnel are examined.

CCJ 2320 3 Credits
COMMUNITY CORRECTIONAL SERVICES
Community resources that are endemic to the correctional process; their functions, organizations, and operations are reviewed. Organizations studied include those offering legal, social, welfare, counseling, psychological, vocational, medical, guidance or other rehabilitative services.
CCJ 2330
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
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 are discussed.

CCJ 2350
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 the 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 the 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 2430
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
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
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 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 are identified and logical solutions suggested.

CCJ 2640
ORGANIZED CRIME IN THE UNITED STATES
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 crimes in a democracy are revealed.

CCJ 2811
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
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
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 are emphasized.

CCJ 2940
FIELD WORK EXPERIENCE
3 Credits
Prerequisite: Nine (9) hours of 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.

CCJ 2948
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.

CJT 1340
PATROL PROCEDURES AND 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 note-taking, interrogation, conducting the preliminary investigation and performing the duties related to crime scene evidence technicians.

CJT 2100
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.

CJT 2110
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.
HES 2432 3 Credits
SAFETY MANAGEMENT
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.

DATA PROCESSING
CAP 2201 3 Credits
SCIENTIFIC PROGRAM APPLICATIONS
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 1-3 Credits
SELECTED TOPICS IN DATA PROCESSING
Prerequisite: Department permission. This seminar is for students interested in discussion, exploration and observation of select topics in the area of Data Processing.

CIS 2321 3 Credits (IS)
DATA SYSTEMS AND MANAGEMENT
This course covers the analysis, design and control of data systems. Methods in information storage and retrieval, magnetic tape and disk file organization are stressed.

CIS 2949 2-4 Credits
COOPERATIVE EDUCATION: DATA PROCESSING 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.

COC 2001 3 Credits
COMPUTERS FOR EVERYONE
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 are investigated along with the impact and role of computers in society.

COP 1110 3 Credits (IS)
FORTRAN PROGRAMMING
An extensive study of FORTRAN statements and their use in the solution of appropriate problems. Emphasis is placed on problem organization, data manipulation and input-output operations.

COP 2121 3 Credits (IS)
ADVANCED PROGRAMMING
Prerequisite: COC 1300, COP 2226, and COP 2120 or permission of instructor. A survey of other programming languages available and a continuation of COP 2120, providing for wider and more extensive applications of COBOL to business data processing applications and problems. Major emphasis on program writing, testing, debugging and complete documentation.

COP 2226 & COP 2120 3-3 Credits (IS)
COBOL PROGRAMMING I & II
Prerequisite: COC 1300 or permission of instructor. The study of a high level business oriented programming language (COBOL) in sufficient detail to enable students to effectively solve problems normally encountered in the business area.

CRM 2121 3 Credits (IS)
DATA PROCESSING MANAGEMENT
Prerequisite: CIS 2321 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 role planning, evaluating, organizing and decision-making functions are continuously stressed.

DENTAL HYGIENE
DEH 1000C 4 Credits
INTRODUCTION TO CLINICAL DENTAL HYGIENE I
Includes two (2) 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 incidents of oral disease. The course includes topics such as sterilization techniques, medical history procedures, dental charting and mastery of beginning techniques in caring for the dental patient. (Laboratory fee)

DEH 1120 2 Credits
GENERAL ORAL HISTOLOGY
Prerequisites: APB 2193C and DEH 1000C. Co-requisite: APB 2201C and MCB 2010C. A detailed study of the minute structure of the tissues. Lecture material includes the morphology of different tissues, early embryonic de-
Development and histologic features of the structures of the oral cavity of particular interest to the dental hygienist. (Laboratory fee)

DEH 1802C  
CLINICAL DENTAL HYGIENE II  
4 Credits  
Includes two (2) four-hour clinical sessions. Prerequisite: DEH 1000C. Students are 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  
CLINICAL DENTAL HYGIENE III  
3 Credits  
Prerequisite: DEH 1802C. Continuation of Dental Hygiene II. (Laboratory fee)

DEH 1820  
OFFICE EMERGENCIES  
1 Credit  
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  
PHARMACOLOGY  
2 Credits  
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  
GENERAL AND ORAL PATHOLOGY  
2 Credits  
Prerequisites: MCB 2010C and DEH 1120. Co-requisite: DEH 2600. One (1) 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 mouth, teeth and their supporting structures, and their relationship to systemic disturbances.

DEH 2504  
DENTAL SPECIALTIES  
1 Credit  
A series of lecture demonstrations in the fields of restorative dentistry, periodontia, oral diagnosis, orthodontia, pedodontia, oral 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  
PERIODONTICS  
2 Credits  
Prerequisites: DEH 1120 and MCB 2010C. Co-requisite: 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 is training in root planning and gingival curettage.

DEH 2700  
DENTAL HEALTH EDUCATION  
2 Credits  
Prerequisite: PSY 1012. Series of lectures to familiarize the dental hygienist with the methods and materials used in dental health education. Each student is 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  
DENTAL PUBLIC HEALTH AND PREVENTIVE DENTISTRY  
2 Credits  
Prerequisite: PSY 1012. Co-requisites: DEH 2303, DEH 2504, DEH 2803, 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  
CLINICAL DENTAL HYGIENE IV  
5 Credits  
Prerequisite: DEH 2504C. Continuation of Clinical Dental Hygiene III. (Laboratory fee)

DEH 2808C  
CLINICAL DENTAL HYGIENE V  
5 Credits  
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  
PRACTICE MANAGEMENT  
1 Credit  
Prerequisite: PSY 1012. Co-requisites: DEH 2303, DEH 2701, DEH 2504, DEH 2808C. Principles of dental ethics and economics as they relate to the dental hygienist. This course also includes a study of jurisprudence, dental hygiene history and office procedures.
DES 1000C
DENTAL ANATOMY
3 Credits
Prerequisite or co-requisite: APB 2193C. Includes one (1) 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. (Laboratory fee)

DES 1200C
DENTAL RADIOGRAPHY
2 Credits
Prerequisite: APB 2193C and DES 1000C. Co-requisites: APB 2201C and MCB 2010C. 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 include the application of these techniques in clinical practice. (Laboratory fee)

DES 2100C
DENTAL MATERIALS
3 Credits
Includes 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 are considered. (Laboratory fee)

DRAFTING & DESIGN TECHNOLOGY

ETD 1701C
MECHANICAL DRAFTING I
3 Credits
Includes two-hour laboratory. Prerequisite: ETD 1100C. Drawing basic machine elements and subassemblies including screw threads, linkages, 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
ELECTROMECHANICAL DRAFTING I
3 Credits
Includes 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 is developed through complete multiple drawing series suitable for manufacturing purposes by utilization of the Design Team Concept. (Laboratory fee)

ETD 2642C
ELECTROMECHANICAL DRAFTING II
3 Credits
Includes 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
MECHANICAL DRAFTING II
3 Credits
Includes 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
MECHANICAL DRAFTING III
3 Credits
Includes two-hour laboratory. Prerequisite: ETD 2702C. A continuation of ETD 2702C which includes advanced assembly and detailed drawings of small machines, mechanical mechanisms or electromechanical devices; with consideration given to application of principles covered in ETM 2828. Attention given to designating specifications on shafting gears, belts, 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 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.

ECONOMICS

ECO 1000
BASIC ECONOMICS
3 Credits (IS)
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 2013 has been satisfactorily completed.

ECO 1040
CONSUMER ECONOMICS
3 Credits
An experience in the practical and theoretical evaluation of personal and family financial planning, buying, borrowing, protection and investing.

ECO 2013
PRINCIPLES OF ECONOMICS I
3 Credits (CE) (IS)
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
PRINCIPLES OF ECONOMICS II
3 Credits (CE) (IS)
Continuation of ECO 2013. 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 2932
SELECTED TOPICS IN ECONOMICS
1-3 Credits
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.

EDF 1005
3 Credits (IS)
ORIENTATION TO EDUCATION
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
SELECTED TOPICS IN EDUCATION
1-3 Credits
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
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. Prerequisite or 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.

CRM 2012
STORAGE PRINCIPLES AND DEVICES
4 Credits
Includes 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. (Laboratory fee)

ETE 2323C
CONTROL SYSTEMS
4 Credits
Includes 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. (Laboratory fee)

ETE 2721C
ELECTROMECHANICAL COMPONENTS
4 Credits
Includes three-hour laboratory. Prerequisites: ETEM 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. (Laboratory fee)

ETM 1405C
MECHANISMS
4 Credits
Includes three-hour laboratory. Co-requisites: MTB 1321/MAC 1104 and PHY 1023C/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. (Laboratory fee)

ELECTROMECHANICAL TECHNOLOGY

COC 2010L
DIGITAL COMPUTING SYSTEMS
4 Credits
Includes 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. (Laboratory fee)

CRM 2010
INPUT/OUTPUT DEVICES
4 Credits
Includes three-hour laboratory. Prerequisites: ETE 2618C and ETE 2323C. 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. (Laboratory fee)

ELECTRONICS TECHNOLOGY

ETE 1010C
ELECTRIC CIRCUITS I
4 Credits
Includes three-hour laboratory. Prerequisite: A minimum of one unit of high school algebra or equivalent. Co-requisite: MTB 1321 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. (Laboratory fee)

ETE 1031C
ELECTRIC CIRCUITS II
4 Credits
Includes 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. Co-requisite: MTB 1322 or MAC 1114 or departmental 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. (Laboratory fee)

ETE 1141C 4 Credits
SEMICONDUCTOR CIRCUITS I
Includes three-hour laboratory. Prerequisite: ETE 1010C or departmental approval. Co-requisite: ETE 1031C 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, feedback transistor, multistage amplifiers, large signal amplifiers and stability criteria. (Laboratory fee)

ETE 2145C 4 Credits
SEMICONDUCTOR CIRCUITS II
Includes 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. (Laboratory fee)

ETE 2411C 4 Credits
ELECTRONIC COMMUNICATIONS I
Includes three-hour laboratory. Prerequisite: ETE 1141C or departmental approval. Co-requisite: ETE 2145C or departmental approval. A course introducing 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. (Laboratory fee)

ETE 2421C 4 Credits
ELECTRONIC COMMUNICATIONS II
Includes three-hour laboratory. Prerequisite: ETE 2411C and ETE 2630C or departmental approval. This course emphasizes the system aspects of electronic communications utilizing the basic circuits and methods discussed in ETE 2411C and continues with the study of transmission and radiation. Topics include information transmission, noise, transmission bandwidth, pulse communication techniques, multiplexing, television methods, transmission lines, antenna gain, path loss and related subjects. (Laboratory fee)

ETE 2618C 4 Credits
DIGITAL SYSTEMS FUNDAMENTALS
Includes three-hour laboratory. Prerequisite: ETE 2630C 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, testing and trouble-shooting digital circuits. The functions and applications of digital integrated circuits are strongly emphasized. (Laboratory fee)

ETE 2630C 4 Credits
PULSE AND DIGITAL CIRCUITS
Includes three-hour laboratory. Prerequisite: ETE 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. (Laboratory fee)

ETE 2949 2-4 Credits
COOPERATIVE EDUCATION: ELECTRONICS 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.

ENGINEERING

EGN 1130C 3 Credits
DESCRIBITIVE GEOMETRY
Includes 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 3 Credits
ENGINEERING DRAWING
Includes 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 3 Credits
ENGINEERING MATERIALS AND PROCESSES
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 3 Credits (CE) (IS)
SURVEY IN AMERICAN LITERATURE: COLONIAL PERIOD TO CIVIL WAR
Prerequisite: ENC 1103 or permission of the department. A survey of literary trends from the Colonial period to the Civil War. Emphasis is placed on the romantic rediscovery (nature, man, society) in the works of such writers as Poe, Emerson, Thoreau, Hawthorne, Melville and Whitman.

AML 2022 3 Credits (CE) (IS)
SURVEY IN AMERICAN LITERATURE: CIVIL WAR TO PRESENT
Prerequisite: ENC 1103 or permission of the department. An introduction to the main themes 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  3 Credits (IS)
CREATIVE WRITING AND ADVANCED COMPOSITION
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  3 Credits
FUNDAMENTAL ENGLISH I
A study of grammar, usage, punctuation, capitalization 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  1-3 Credits
FUNDAMENTAL ENGLISH II
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  3 Credits (CE) (IS)
FRESHMAN COMPOSITION I
Instruction and practice in effective writing. Reading of modern essays combined with multi-media approach. General Education course.

ENC 1136  3 Credits (CE) (IS)
FRESHMAN COMPOSITION II
Prerequisite: ENC 1103 or permission of the department. Instruction and practice in effective writing. Various literary types combined with multi-media approach. General Education course.

ENC 1213  3 Credits
HONORS FRESHMAN COMPOSITION I
A course to improve the expository writing skills of the academically advanced student. Emphasis on reading, thinking, and writing skills and translation of these skills into clear, well-organized prose. Enrollment by permission of department.

ENC 1226  3 Credits
HONORS FRESHMAN COMPOSITION II
Prerequisite: ENC 1213 or ENC 1103. A course that builds on the skills developed in ENC 1213 or 1103. It provides the academically advanced student further emphasis on reading, thinking, and writing skills. Special emphasis on using the library; reading objectively and critically; taking notes; and planning, writing, and documenting research. Enrollment by permission of department.

ENC 1313  3 Credits (IS)
TECHNICAL COMMUNICATION
Prerequisite: ENC 1103. Emphasis on clear, simple and precise English. Writing of business letters, office memos, technical reports, proposals and recommendations. Practice in collecting and organizing data and preparing report formats. Oral reports and interview techniques included.

ENG 2123  3 Credits
INTRODUCTION TO FILM
An introduction to the developments in American, British and foreign films. Emphasis on films of the 30’s through the 70’s. Attention given to silent films, early talkies and documentaries.

ENG 2930  1-3 Credits
SELECTED TOPICS IN ENGLISH
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  3 Credits (CE) (IS)
SURVEY IN ENGLISH LITERATURE:1300 TO 1800
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 qualities and ethical meaning, with emphasis on human values and application to life.

ENL 2023  3 Credits (CE) (IS)
SURVEY IN ENGLISH LITERATURE:1800 TO PRESENT
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  3 Credits (15)
INTRODUCTION TO LITERATURE
Prerequisite: ENC 1103 or permission of the department.
An introduction to the following literary types: short story, novel, drama and poetry, with the emphasis on contemporary literary works.

LIT 2161  3 Credits (15)
CONTEMPORARY LITERATURE
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 is 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, Malamud, Sartre.

LIT 2214  3 Credits (15)
SURVEY IN WORLD LITERATURE: 900 B.C. TO 1700
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  3 Credits (15)
SURVEY IN WORLD LITERATURE: 1700 TO PRESENT
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  3 Credits (15)
INTRODUCTION TO FIRE PROTECTION
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 also conducts a detailed examination of fire, its control and extinguishment, and how fire relates to municipal, industrial and national backgrounds.

FFP 1110  3 Credits
COMPANY MANAGEMENT
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 are discussed and solved in class.

FFP 1130  3 Credits
SUPERVISION AND LEADERSHIP
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  3 Credits
COMPANY FIRE GROUND MANAGEMENT
Basic concepts of fire fighting, size-up, fire attack principles, utilization of manpower and equipment, at the company level. Emphasis is on developing thinking skills in relation to common fires and operations at more serious ones.

FFP 2150  3 Credits
METHODS OF TEACHING FOR FIRE TECHNOLOGY INSTRUCTORS
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  3 Credits
FIRE DEPARTMENT MANAGEMENT
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 2200  3 Credits
FUNDAMENTALS OF FIRE PREVENTION
Structure and organization of fire prevention organizations; conducting inspections, interpreting and applying code regulations; 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  3 Credits
BUILDING CONSTRUCTION AND FUNDAMENTALS
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 3 Credits
SPECIAL FIRE HAZARDS AND PROBLEMS
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 3 Credits
FIRE PROTECTION SYSTEMS AND EXTINGUISHING AGENTS
Prerequisite: FFP 1000. The functions and general design principles of gaseous and solid particle suppressing 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 2-4 Credits
COOPERATIVE EDUCATION: FIRE SCIENCE 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) coop credits may apply toward elective credit in a degree program. May be repeated for credit.

GEOMETRY

GEOLOGY 4 Credits
GLY 2010C
PHYSICAL GEOLOGY
Includes 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 3 Credits
HISTORICAL GEOLOGY
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 1100-1101 3-3 Credits (CE) (IS)
ELEMENTARY GERMAN
Beginning course in fundamental German grammar and communication skills.

GER 2200-2201 3-3 Credits (CE) (IS)
INTERMEDIATE GERMAN
Prerequisite: GER 1101 or equivalent or two years of high school German. Conversational approach with reading from modern and classic authors.

FRENCH

FRE 1000 3 Credits
BASIC FRENCH
A conversational approach to French. The stress is placed on the everyday use of the language. Students are introduced to basic grammar, vocabulary and composition. This course, two years of high school French, or permission of the instructor is a prerequisite for FRE 1100.

FRE 1100-1101 3-3 Credits (CE) (IS)
ELEMENTARY FRENCH
Prerequisite: FRE 1000, two years of high school French, or permission of the instructor is a prerequisite for FRE 1100. Fundamental French grammar and communication skills.

FRE 2200-2201 3-3 Credits (CE) (IS)
INTERMEDIATE FRENCH
Prerequisite: FRE 1101 or equivalent or two years of high school French. Conversational approach with readings from modern and classic authors.

GRAPHIC ARTS TECHNOLOGY

ARV 1200 3 Credits
INTRODUCTION TO GRAPHIC COMMUNICATIONS
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 3 Credits
FUNDAMENTALS OF TypOGRAPHY
Includes two-hour laboratory. The fundamentals of typography cover printer's measurements; 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 3 Credits
LAYOUT, DESIGN AND COPY PREPARATION
Includes 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 in-
volving design balance and color psychology. The appropriate mix of typography, illustration, and photography. Also covered are type specification, paste-up and keylining for posters, displays, reports, magazines, packaging, labels and letterheads. (Laboratory fee)

ARV 2201 3 Credits
GRAPHIC REPRODUCTION PROCESSES
Includes 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 2208 3 Credits
ILLUSTRATING
Includes two-hour laboratory. Prerequisite: ETI 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 art-work for brochures, reports, manuals and other industrial/commercial publications. (Laboratory fee)

ARV 2240C 3 Credits
PHOTOLITHOGRAPHY I
Includes 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 the line copy, and the stripping methods used in photolithography. (Laboratory fee)

ARV 2241C 3 Credits
PHOTOLITHOGRAPHY II
Includes two-hour laboratory. Prerequisite: ARV 2240C 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 3 Credits
OFFSET STRIPPING AND LITHOGRAPHIC PLATES
Includes 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 3 Credits
GRAPHIC ARTS ESTIMATING
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 3 Credits
WORK SIMPLIFICATION
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 2-4 Credits
COOPERATIVE EDUCATION: GRAPHIC ARTS 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.

ARV 2310 3 Credits
PICTORIAL RENDERING
Includes 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 are 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 is included in the airbrush section of this course. (Laboratory fee)
ARV 2330  
GRAPHICAL PRESENTATION OF DATA  
3 Credits  
Includes 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 are investigated along with the development of information networks such as PERT and CPM. The preparation of finished art for reproduction or projection is performed and instruction given on flip chart techniques, and the use of tapes and special materials. (Laboratory fee)

HEALTH

HES 1000  
PERSONAL AND COMMUNITY HEALTH  
3 Credits (IS)  
The aim of this course is to acquaint each individual with sound principles of healthful living. Emphasis is placed upon helping the student meet the physical, mental and social stresses of daily life. Topics to be discussed include adjustment to college, nutrition, exercise fatigue, circulatory system, mental health, reproduction and birth, alcohol, nicotine and drug education. Modern practices of public health agencies are also considered.

HES 1400  
FIRST AID AND SAFETY  
2 Credits  
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. Required for admission to Emergency Medical Technician non-credit courses.

MHT 1511  
CONTEMPORARY DRUG PROBLEMS  
3 Credits  
This course is designed to provide information concerning drug problems. The topics include the use, abuse, and prevention of drug use and rehabilitation of drug users.

HISTORY

AFA 2150  
AFRO-AMERICAN HISTORY AND CULTURE  
3 Credits (IS)  
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  
UNITED STATES HISTORY TO 1865  
3 Credits (CE) (IS)  
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  
UNITED STATES HISTORY 1865 TO PRESENT  
3 Credits (CE) (IS)  
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  
HISTORY OF FLORIDA  
3 Credits (IS)  
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 constitute the format of the course.

EUH 1000  
WESTERN CIVILIZATION TO 1750  
3 Credits (CE) (IS)  
The major social, political, economic and cultural characteristics of western society.

EUH 1001  
WESTERN CIVILIZATION 1750 TO PRESENT  
3 Credits (CE) (IS)  
A continuation of EUH 1000 with emphasis on the modern world.

HIS 2206  
RECENT AND CONTEMPORARY HISTORY  
3 Credits (IS)  
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  
SELECTED TOPICS IN HISTORY  
1-3 Credits  
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
4 Credits (IS)
INTRODUCTION TO HORTICULTURAL PLANT PESTS (ENTOMOLOGY)
Includes 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
3 Credits (IS)
FRUIT PRODUCTION (POMOLOGY)
Includes 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
3 Credits (IS)
CITRUS CULTURE
Includes one-hour laboratory. Prerequisite: HOS 1010. Citrus production and marketing. This includes a study of such practices as propagation, planting, pruning, cultivating, fertilizing, spraying, irrigating, harvesting, grading, storing and marketing. (Laboratory fee)

HOS 1010
3 Credits
INTRODUCTION TO HORTICULTURAL SCIENCE
Includes 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 cover such practices as pruning, propagation, plant classification. (Laboratory fee)

HOS 2002
3 Credits
INTRODUCTION TO HORTICULTURAL BOTANY
Includes two-hour laboratory. Prerequisite: BSC 1010C; can substitute BOT 2010 for HOS 2002. Students are introduced to the basic concepts of life and the composition of the plant kingdom. Emphasis is 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. (Laboratory fee)

HOS 2004L
3 Credits (IS)
INTRODUCTION TO PLANT PROPAGATION
Includes 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
3 Credits (IS)
INTRODUCTION TO TROPICAL AIR PLANTS (EPHYTIES)
Includes 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 is on the bromeliads and fern groups. (Laboratory fee)

HOS 2054
3 Credits (IS)
NURSERY OPERATION AND MANAGEMENT
Includes 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 2932
1-4 Credits (IS)
SELECTED TOPICS IN HORTICULTURE
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. (Laboratory fee)

ORH 1005L
3 Credits (IS)
INTRODUCTION TO FOLIAGE AND FLOWERING HOUSE PLANTS I
Includes 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. (Laboratory fee)

ORH 1006
3 Credits (IS)
INTRODUCTION TO FOLIAGE AND FLOWERING HOUSE PLANTS II
Includes 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 are dealt with in depth. (Laboratory fee)

ORH 1265
3 Credits (IS)
INTRODUCTION TO FLORICULTURE
Includes 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. (Laboratory fee)

ORH 1510
3 Credits (IS)
LANDSCAPE PLANT MATERIALS I
Includes 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, are discussed along with methods for identification, growth characteristics, propagation, culture and uses. The student is intro-
duced to the use of taxonomic keys and literature for the identification of plant materials. Labs taught off campus at Harry P. Leu Gardens. (Laboratory fee)

ORH 1511
LANDSCAPE PLANT MATERIALS II
3 Credits (IS)
Includes 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. (Laboratory fee)

ORH 2201
GREENHOUSE OPERATION AND MANAGEMENT
3 Credits (IS)
Includes 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 practices of growing foliage and other house plants with regard to propagation, pest and disease control and plant acclimatization and marketing. (Laboratory fee)

ORH 2220L
INTRODUCTION TO LAWN AND TURFGRASS CARE AND MANAGEMENT
3 Credits (IS)
Includes 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 relationship, fertilizing and liming, drainage and irrigation and pesticide treatments. (Laboratory fee)

ORH 2281L
INTRODUCTION TO ORCHIDOLOGY
3 Credits (IS)
Includes two-hour laboratory. Prerequisites: HOS 1010, HOS 2002. A survey course covering the taxonomy, morphology, ecology and culture of the orchid family. Emphasis upon cultural aspects for the Central Florida area. (Laboratory fee)

ORH 2802L
INTERIOR-SCAPING WITH FOLIAGE PLANTS AND FLOWERING HOUSE PLANTS
3 Credits (IS)
Includes 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 also emphasized. (Laboratory fee).

ORH 2831
INTRODUCTION TO LANDSCAPE DESIGN I
3 Credits
Includes two-hour laboratory. Prerequisites: HOS 1010, ETD 1100C, ORH 1510, HOS 2002. The application of principles of design to landscaping the home grounds. The identification, use and maintenance of ornamental plants and lawn grasses. Special attention is given to the use of native plants for home beautification. Lecture, field trips and laboratory. (Laboratory fee)

ORH 2943
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
INTRODUCTION TO PLANT PATHOLOGY
4 Credits (IS)
Includes 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. (Laboratory fee)

SOS 2102L
INTRODUCTION TO SOILS AND FERTILIZERS
4 Credits (IS)
Includes 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. (Laboratory fee)

VEC 1201
INTRODUCTION TO VEGETABLE GARDENING
3 Credits (IS)
Includes one-hour laboratory. Prerequisite: HOS 1010. A study of the fundamental principles underlying commercial production of vegetables; seeding, fertilization, harvesting and storage. (Laboratory fee)

HOTEL-MOTEL-RESTAURANT MANAGEMENT

FSS 2251
HOTEL-MOTEL-RESTAURANT FOOD AND BEVERAGE MANAGEMENT
3 Credits
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
HOTEL-MOTEL-RESTAURANT FOOD AND BEVERAGE CONTROL
3 Credits
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
INTRODUCTION TO HOSPITALITY INDUSTRY
3 Credits
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
HOTEL-MOTEL-RESTAURANT ORGANIZATION
3 Credits
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**  
**3 Credits (IS)**  
**HOTEL-MOTEL FRONT OFFICE MANAGEMENT**  
A study of front desk procedures with emphasis on responsibilities of front desk personnel for sales, guest accounts and guest relations.

**HFT 2200**  
**3 Credits**  
**HOTEL-MOTEL-RESTAURANT MANAGEMENT**  
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**  
**3 Credits**  
**HOTEL-MOTEL-RESTAURANT ACCOUNTING**  
Instructions in the use of accounting machines used in hotels and motels for front desk procedures and night audits.

**HFT 2600**  
**3 Credits**  
**LAW AND INSURANCE**  
Study is made of the nature and function of the 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**  
**1-3 Credits**  
**SELECTED TOPICS IN HOTEL-MOTEL-RESTAURANT AREA**  
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**  
**3 Credits**  
**INTERNSHIP IN HOTEL-MOTEL-RESTAURANT MANAGEMENT**  
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.

**HUMANITIES**

**HUM 1020**  
**3 Credits**  
**HUMANITIES IN A TECHNOLOGICAL SOCIETY**  
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 the world today. The second part focuses on how these concepts are integrated in contemporary American culture.

**HUM 2213**  
**3 Credits (CE) (IS)**  
**HUMANITIES, GREEK THROUGH GOTHIC**  
An integrated study of dominant ideas in western culture as they have been expressed through the various creative media including art, literature, music, philosophy and reli-

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**HUM 2230**  
**3 Credits (CE) (IS)**  
**HUMANITIES, RENAISSANCE THROUGH ROMANTICISM**  
An integrated study of ideas dominating thought from the Renaissance through the Romantic period. The first part of the course emphasizes the rebirth of classical ideas and the synthesis of Christian and secular elements during Renaissance. The second part deals with the emergence of modern man in the Baroque period. The third part shows a modern concern with the ancient concepts of reason vs. emotion as they relate to Neo-Classicism and romanticism.

**HUM 2250**  
**3 Credits (CE) (IS)**  
**HUMANITIES IN THE TWENTIETH CENTURY**  
An examination of the creative forces which have shaped 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 Berg. 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**  
**6 Credits**  
**EUROPEAN STUDY IN HUMANITIES**  
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 visit Italy, France and England and are 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**

**SELECTED TOPICS IN HUMANITIES**

1-3 Credits

These seminars are 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**

**UNDERSTANDING RELIGIOUS MAN**

3 Credits (15)

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, others, and helps the students broaden their perspective on religion.

**INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION**

**IDS 1101**

**INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION I**

6 Credits

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 focuses on the Greek contributions to this process, compares them to modern culture and integrates the disciplines of physics, mathematics, language, rhetoric, psychology and the humanities.

**IDS 1102**

**INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION II**

6 Credits

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 focuses on the process itself and the impact that this process has had on modern culture. This examination integrates information from astronomy, physics, mathematics, biology, psychology, economics, communications and the humanities.

**IDS 2103**

**INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION III**

6 Credits

An examination of the new cosmology which emerged in the early 20th century as a result of relativity theory and quantum theory. This examination focuses on the changing attitudes towards the physical world and its impact on contemporary human values. This examination integrates physics, politics, mathematics, psychology, sociology, communications and the humanities.

**IDS 2104**

**INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION IV**

6 Credits

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 focuses on how these discoveries are forcing re-examination of values in light of present-day knowledge. This examination integrates astronomy, mathematics, biology, sociology, psychology, politics, communications and the humanities.

**JOURNALISM**

**JOU 1100**

**NEWS REPORTING**

3 Credits

A course in journalistic writing designed for mastery of in-depth reporting with 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**

**ADVANCED REPORTING**

3 Credits

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**

each 1 Credit

**COLLEGE NEWSPAPER**

Three hours per week. A laboratory course for the production of the college newspaper. The staff meets for three hours each week. Reporting, editing, business, make-up and other phases of newspaper production also are undertaken. (No laboratory fee)

**JOU 1440L, 1441L, 2442L, 2443L**

each 1 Credit

**COLLEGE MAGAZINE**

Three hours per week. A laboratory course for the production of the college magazine. The staff meets for three hours each week. Writing, editing, layout and other phases of the magazine also entail activity outside the regular class. (No laboratory fee)

**JOU 2200**

**EDITING AND MAKEUP**

3 Credits

Learning and application of copy-desk 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**

**SELECTED TOPICS IN JOURNALISM**

1-3 Credits (15)

These seminars are for students interested in research, discussion and observation of special topics in journalism.
JOU 2946                  each 1 credit
JOURNALISM INTERNSHIP
Three hours per week. Prerequisite: JOU 1100 or permission of the instructor. Qualified students 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                  2-4 Credits
COOPERATIVE EDUCATION: JOURNALISM 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.

MMC 1000                  3 Credits
SURVEY OF MASS COMMUNICATIONS
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                  3 Credits
WRITING FOR MASS COMMUNICATIONS
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.

LEA 2102                  3 Credits
CIVIL LITIGATION II
Prerequisite: LEA 2101. This course includes an in-depth study of the Florida Rules of Civil Procedure, Florida Appellate Rules, and Florida Rules of Summary Procedure and stresses the teaching of practical skills which will enable the student to assist lawyers in the commencement of lawsuit, discovery, settlement, trial, appeal, and the collection of judgments.

LEA 2105                  3 Credits
REAL PROPERTY III
Prerequisite: LEA 2202. The student studies various aspects of real property litigation in Florida with an emphasis on practical skills which will enable the student to assist lawyers in real property litigation including mortgage foreclosure, partition, quiet title actions, mechanics’ liens, condemnation and zoning.

LEA 2202                  3 Credits
REAL PROPERTY II
Prerequisite: LEA 1201. The student studies the procedures and the instruments in a basic real estate transaction. Specific attention is 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.

LEA 2211                  3 Credits
WILLS, TRUSTS & ESTATE ADMINISTRATION I
This course stresses an in-depth analysis of the Florida Probate Code as the basic substantive law which governs wills, trusts, and estate administration in the state of Florida.

LEA 2212                  3 Credits
WILLS, TRUSTS, AND ESTATE ADMINISTRATION II
Prerequisite: LEA 2211. This course stresses the application of the Florida Probate Code to the process of will preparation and probate; trust preparation and administration; and the administration of estates with an emphasis on the teaching of practical skills which will enable the student to assist lawyers in wills, trusts, and estate administration work.

LEA 2401                  3 Credits
LAW OFFICE MANAGEMENT
The student studies 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 is given to those canons, ethical considerations and disciplinary rules which define the types 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.)

LEA 2501                  3 Credits
FAMILY LAW
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.

LEA 2949  2-4 Credits
COOPERATIVE EDUCATION: LAWYER’S ASSISTANT 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.

LOGIC

PHI 1100  3 Credits (IS)
PRACTICAL LOGIC
A study of effective thinking based on procedures of logic. To assist in decision making, there is 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  3 Credits
FORMAL LOGIC
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.

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 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  3 Credits (CE) (IS)
COLLEGE ALGEBRA
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 both this course and MGF 1114 or MAC 1132)

MAC 1114  3 Credits (CE) (IS)
COLLEGE TRIGONOMETRY
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 and MAC 1132)

MAC 1132  4 Credits (CE)
COLLEGE ALGEBRA AND TRIGONOMETRY
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 and MAC 1104 nor for both MAC 1132 and MAC 1114).

MAC 2311  5 Credits
CALCULUS WITH ANALYTIC GEOMETRY I
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  5 Credits
CALCULUS WITH ANALYTIC GEOMETRY II
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  3 Credits (IS)
CALCULUS WITH ANALYTIC GEOMETRY III
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  3 Credits (IS)
MATHEMATICS FOR ELEMENTARY EDUCATION MAJORS
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  3 Credits
INTRODUCTION TO MATRICES
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, determinants systems of linear equations, eigenvectors, special matrices.

MAS 2301  3 Credits (15)
INTRODUCTION TO MODERN ALGEBRA
Prerequisite: MAC 1114 or equivalent. A course designed for the prospective mathematic 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  1-3 Credits
INTRODUCTORY MATHEMATICS
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  3 Credits
ELEMENTARY ALGEBRA
Designed for students who have had little previous algebra. In this course the student identifies, defines and applies the language of algebra and the arithmetic of real numbers for solving first and second degree polynomial equations and inequalities, algebraically and/or graphically. May be used as a non-general education elective in degree programs.

MAT 1033  3 Credits (15)
INTERMEDIATE ALGEBRA
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 1033 may be waived if MS 81 has been satisfactorily completed, but it does not count toward the required 62 semester hours for graduation with the A.A. degree. In the A.S. degree programs where MS 80 or MS 81 were in the program, the hours do count.

MAT 1905  1-4 Credits
DIRECTED INDIVIDUAL STUDIES
Individual study in mathematics is designed to provide a student an opportunity to develop specific individual program related mathematical skills and/or concepts in an individualized setting. This course may not be used in lieu of any mathematics course listed in the catalog. Application must be made to the department.

MAT 2930  1-3 Credits (15)
SELECTED TOPICS IN MATHEMATICS
Prerequisites: MAC 1104 and instructor's approval. In these classes the student examines selected topics in mathematics based on an historical, theoretical, applicational or research approach.

MGF 1113  3 Credits (CE) (15)
COLLEGE MATHEMATICS
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  3 Credits (15)
ADVANCED COLLEGE MATHEMATICS
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 include BASIC as a computer language; matrices and linear programming; and a brief look at trigonometry, Euclidean geometries and calculus.

MGF 2949  2-4 Credits
COOPERATIVE EDUCATION: MATHEMATICS 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 6 co-op credits may apply toward elective credit in a degree program. May be repeated for credit.

MTB 1304  2 Credits (15)
MODERN COMPUTATIONAL METHODS
Includes two-hour 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 is 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. (No laboratory fee)

MTB 1320  1 Credit
APPLIED MATHEMATICS FOR HEALTH CARE
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 percent is reviewed. The Metric and Apothecaries' Systems are examined to include conversions between the systems. Specialized computational skills pertinent to health-related professions 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
TECHNICAL MATHEMATICS I
3 Credits
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 computations, 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
TECHNICAL MATHEMATICS II
3 Credits
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 is placed on numerical computations. The course is designed for students in technical programs.

MTB 1364
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
ELEMENTARY STATISTICS
3 Credits (CE) (IS)
Prerequisite: Two years of high school algebra with a grade of "C" or better. MAT 1033 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
INTRODUCTION TO MEDICAL LABORATORY TECHNOLOGY
2 Credits
Includes 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
BASIC URINALYSIS
4 Credits
Includes two-hour campus laboratory per week for seven and one-half (71/2) weeks followed by two (2) 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 are emphasized. Clinical application of urinalysis techniques is utilized in the clinical laboratory. (Laboratory fee)

MLS 1300C
HEMATOLOGY
4 Credits
Includes three-hour laboratory. Prerequisite: MLS 1000. Students study the formed elements of the blood and perform the laboratory procedures for identification of blood components. Emphasis is placed on complete blood counts, coagulation mechanisms and instrumentation. (Laboratory fee)

MLS 1400C
MEDICAL MICROBIOLOGY
4 Credits
Includes two (2) 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
IMMUNOLOGY: SEROLOGY AND BLOOD BANK TECHNIQUES
8 Credits
Includes two-hour campus laboratory per week for seven and one-half (71/2) weeks followed by four (4) 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 are emphasized and clinical application is applied during the hospital experience. (Laboratory fee)

MLS 2620C
CLINICAL CHEMISTRY
4 Credits
Includes 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
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. (Laboratory fee)

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 in Arts (Major in Music) degree. Students receiving credit for Principle Freshman or Principle Sophomore instruction are required to enroll in and observe good attendance in one or more ensembles as appropriate for the lesson taught. Failure to comply with the attendance requirement may result in concurrent withdrawals from both ensembles and private lessons.

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 at least one appropriate major ensemble each semester.

Completion of the following required program will prepare the music major for entrance into most four-year institutions as a junior.

ASSOCIATE IN ARTS
(MAJOR IN MUSIC)
FRESHMAN YEAR

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MUS 1111-1112</td>
<td>Musicianship I &amp; II</td>
<td>8</td>
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<tr>
<td></td>
<td>Performance I &amp; II (See Principal Freshman list)</td>
<td>4</td>
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<td></td>
<td>**Ensembles</td>
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<td></td>
<td>***Proficiency</td>
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<td>ENC 1103, 1136</td>
<td>Freshman Composition I, or CRW 2020</td>
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<tr>
<td>MAT 1033</td>
<td>Intermediate Algebra, College Mathematics or Advanced College Mathematics</td>
<td>3</td>
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<td>MGF 1113 or</td>
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<td>MGF 1114</td>
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<td>POS 1041</td>
<td>American Government I, Science Elective</td>
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SOPHOMORE YEAR

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<td>MUS 2121-2122</td>
<td>Musicianship III &amp; IV</td>
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<tr>
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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>MUL 1211</td>
<td>Music Literature</td>
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<td>Social Science Requirement</td>
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<td></td>
<td>Humanities Elective</td>
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<td>PHY 2936</td>
<td>Selected Topics in Physics-Musical Acoustics</td>
<td>3</td>
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<tr>
<td>HUM 2250</td>
<td>Twentieth Century Humanities</td>
<td>3</td>
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<td></td>
<td>(Recommended)</td>
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<td>31-33</td>
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</table>

*MUS 111 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 1310 Concert Choir
- MUN 1100 Symphonic Band
- MUN 2310 Valencia Singers (Audition)
- MUN 2710 Lab 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
INSTRUMENTAL TECHNIQUES
1 Credit
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
MUSIC APPRECIATION
3 Credits (IS)
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
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
SYMPHONIC BAND
1 Credit
Three hours weekly. Required of instrumental majors. Performance of standard concert band literature. Performance of serious literature. Open to all students who play appropriate instruments. May be repeated for credit.

MUN 1310
CONCERT CHOIR
1 Credit
Three hours weekly. 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.

MUN 2310
VALENCE SINGERS
1 Credit
Three hours weekly. 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
LAB BAND
1 Credit
Two hours weekly. 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
MUSICIANSHIP I
4 Credits (IS)
Includes three (3) 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. (No laboratory fee)

MUS 1112
MUSICIANSHIP II
4 Credits (IS)
Includes three (3) 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. (No laboratory fee)

MUS 2121
MUSICIANSHIP III
4 Credits (IS)
Includes three (3) 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. (No laboratory fee)

MUS 2122
MUSICIANSHIP IV
4 Credits (IS)
Includes three (3) 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. (No laboratory fee)

MUS 2930
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
JAZZ POPULAR MUSIC I
4 Credits
Includes two (2) 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. (No laboratory fee)

MUT 1352
JAZZ POPULAR MUSIC II
4 Credits
Includes two (2) 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. (No laboratory fee)

MUT 2231-2232
KEYBOARD HARMONY I & II
1-1 Credit (IS)
Prerequisite: Three semesters of piano or permission of the instructor. The application of the materials studied in Mu-
sic Theory, with particular attention to improvisation and harmonization of melodies and elementary score reading.

MVK 1111-1111A&B  
**1-1 Credit**  
**CLASS PIANO FOR MUSIC MAJORS I & II**  
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 transcription. Open to non-music majors by special permission of the instructor. May be repeated for credit. (Laboratory fee)

MVK 1811-1811A&B  
**1-1 Credit**  
**CLASS PIANO I & II**  
Group instruction on electronic pianos for students with little or no experience in reading music or playing the piano. Not recommended for music majors, who should register for MVK 1111. May be repeated for credit. (Laboratory fee)

MVS 1816A&B  
**1-1 Credit**  
**CLASS GUITAR I & II**  
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 1826A&B  
**1-1 Credit**  
**CLASS GUITAR III & IV**  
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 1111A&B  
**1-1 Credit**  
**CLASS VOICE I & II**  
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 1121A&B  
**1-1 Credit**  
**CLASS VOICE III & IV**  
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 (1) twenty-five minute lesson per week. Enrollment in appropriate ensemble required. Attendance at appropriate seminar and recitals recommended. (Laboratory fee: $30.00)

**1st Semester**

- MVB 1211A  
  Secondary Freshman Trumpet
- MVB 1212A  
  Secondary Freshman Horn
- MVB 1213A  
  Secondary Freshman Trombone
- MVB 1214A  
  Secondary Freshman Baritone Horn
- MVB 1215A  
  Secondary Freshman Tuba
- MVK 1211A  
  Secondary Freshman Piano
- MVK 1213A  
  Secondary Freshman Organ
- MVP 1211A  
  Secondary Freshman Percussion
- MVS 1211A  
  Secondary Freshman Violin
- MVS 1212A  
  Secondary Freshman Viola
- MVS 1213A  
  Secondary Freshman Cello
- MVS 1214A  
  Secondary Freshman String Bass
- MVS 1216A  
  Secondary Freshman Guitar
- MVS 1217A  
  Secondary Freshman Bass Guitar
- MVV 1211A  
  Secondary Freshman Voice
- MVV 1211B  
  Secondary Freshman Flute
- MVV 1212A  
  Secondary Freshman Oboe
- MVV 1213A  
  Secondary Freshman Clarinet
- MVV 1214A  
  Secondary Freshman Bassoon
- MVV 1215A  
  Secondary Freshman Saxophone

**Secondary Sophomore Instruction**  
**1 Credit**  
One (1) twenty-five minute lesson per week. Enrollment in appropriate ensemble required. Attendance at appropriate seminar and recitals recommended. (Laboratory fee: $30.00)

**NOTE:** First and second semester courses carry the same prefix and number for each subject and are repeat courses.

**1st Semester**

- MVB 2221A  
  Secondary Sophomore Trumpet
- MVB 2222A  
  Secondary Sophomore Horn
- MVB 2223A  
  Secondary Sophomore Trombone
- MVB 2224A  
  Secondary Sophomore Baritone Horn
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<td>MVS 2226A</td>
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<td>Secondary Sophomore Saxophone</td>
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**Preparatory Freshman Instruction**  
1 Credit  
One (1) fifty-minute lesson and one (1) 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. (Laboratory fee: $30.00)

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**Principal Sophomore Instruction**  
2 Credits  
One (1) fifty-minute lesson and one (1) one-hour seminar per week. Enrollment in appropriate ensemble required. (Laboratory fee: $60.00)  

**NOTE:** First and second semester courses (Performance III and IV) carry the same prefix and number and are repeat courses.

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**1st Semester**

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**2nd Semester**

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NURSING

APB 2562  
2 Credits  
PHARMACOLOGY FOR HEALTH RELATED MAJORS  
This course includes the study of drugs used in the treatment of diseases of the human body.

NUR 1111C  
4 Credits (CE)  
MATERNITY NURSING  
Includes 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." NUR 1111C focuses on maternal and neonatal 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 motherhood period and participate in selected nursing care experiences. Theory and clinical practice follow a concurrent pattern so the student may gain skills in understanding and meeting patient's nursing care needs. (Laboratory fee)

NUR 1210C  
4 Credits (CE)  
INTRODUCTION TO MEDICAL-SURGICAL NURSING  
Includes 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." NUR 1210C is an introduction to medical-surgical nursing utilizing a basic conceptual and development 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  
4 Credits (CE)  
PSYCHIATRIC NURSING  
Includes 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  
4 Credits  
THE NURSING CARE OF CHILDREN  
Includes 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 2010C, DEP 2003. This course is structured around Abdellah's 21 Nursing Problems. The emphasis throughout is 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 4 Credits
NURSING CARE OF ADULTS WITH MOTOR AND SENSORY DEPRIVATION
Includes 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 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 acquisition 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 are applicable to technical nursing practice. (Laboratory fee)

NUR 2222C 4 Credits
NURSING CARE OF ADULTS WITH PROBLEMS RELATED TO MAINTENANCE OF NUTRITION, ELIMINATION AND REGULATORY MECHANISMS
Includes 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 2010C. The emphasis throughout the course is on understanding the pathophysiology, treatment, and nursing care of patients with problems related to nutrition, elimination and chemical regulation. The approach consists 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 4 Credits
NURSING CARE OF ADULTS WITH PROBLEMS OF INADEQUATE OXYGENATION
Includes twelve (12) clinical laboratory hours per week for seven and one-half (7½) weeks. Prerequisite: 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 includes experiences in closely supervised and somewhat predictable settings. The student assists in patient care, planning, evaluation and nurse-patient teaching in highly technical and specialized areas of the hospital. (Laboratory fee)

NUR 2930 1-5 Credits
SELECTED TOPICS IN NURSING
This course is for students interested in obtaining additional nursing skills. Clinical experience and seminar type discussion activities are provided for the student who wishes to pursue selected topics in nursing.

NUR 2943C 6 Credits
CLINICAL PRACTICUM IN PATIENT CARE MANAGEMENT
Two (2) hours lecture and twenty-four (24) clinical hours for seven and one-half (7½) weeks. Prerequisite: Permission of Program Director of Nursing or completion of NUR 2120C, NUR 2221C, NUR 2240C, and NUR 2222C. Opportunities are offered for the student to apply the theoretical basis of nursing practice to extensive directed clinical experiences. Students have the opportunity to develop and enhance skill in the delivery of patient care and patient care management. (Laboratory fee)

NUU 1140C 8 Credits (CE)
FUNDAMENTALS OF NURSING
Includes twelve (12) clinical laboratory hours per week. Prerequisite or taken concurrently: APB 2193C. NUU 1140C is designed to introduce the student to basic health concepts and health maintenance measures in physiologic and psychological functioning of the individual. Selected principles from the physical, biological 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 2 Credits
FUNDAMENTALS OF THE NURSING PROCESS
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 2 Credits
TEAM LEADERSHIP
Prerequisite: NUR 1210C with a minimum grade of "C." NUU 2430 provides the opportunity for students to raise questions of problems in nursing practice, to 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 are considered. An attempt is made to facilitate the transition from the nursing student to the graduate nurse.

NUN 1001 3 Credits (IS)
FUNDAMENTALS OF NUTRITION
The basic fundamentals of nutrition including human nutritional requirements and the role of nutrition in the maintenance of good health.

PHI 2010 3 Credits (IS)
PHILOSOPHY
Contemporary problems are used to introduce the major areas of philosophy: metaphysics, ethics, aesthetics, theories 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 3 Credits (IS)
ETHICS
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 is illustrated by reading representative selections from the works of great philosophers from the classical period to 20th century.

PHYSICAL
AND EARTH SCIENCES

AST 1002
ASTRONOMY
3 Credits
An introductory non-mathematical qualitative survey of
the astronomical universe. Includes a study of the earth as
an astronomical body, solar systems, stars, galaxies, and
cosmological theories of the universe in general. Much
emphasis is placed on the unprecedented growth of
knowledge in astronomy during the past decade.

GLY 1000
EARTH SCIENCES
3 Credits (IS)
A survey of the earth sciences, including geology,
meteorology and descriptive astronomy.

PSC 1513
THE ECOLOGY OF PHYSICAL SCIENCE
3 Credits (CE) (IS)
An ecological approach to the physical sciences. The ele-
mentary aspects of physics and chemistry pertaining to
air, water and land environments. This course is designed
to help fulfill the general education requirement and
would complement APB 1150.

PSC 2121
SELECTED TOPICS IN PHYSICAL SCIENCE
1-3 Credits
This course deals with selected topics in the physical sci-
ences based on a historical, traditional or contemporary
approach, as the background and interests of the students
and instructor might dictate.

PHYSICAL EDUCATION

DAA 2160
CONTEMPORARY DANCE
1 Credit
Basic theory and practice in using body movements to ex-
press or demonstrate ideas of 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
BALLÉT I
1 Credit
The class consists of basic techniques at the barre using
basic foot, arm and body positions. There is center floor
work which will cover basic adagio movements and alleg-
ro combinations and use classical sequences for traveling
across the floor. Leotards, tights and ballet shoes needed.

DAA 2201
BALLÉT II
1 Credit
Prerequisite: Permission of instructor. The student ex-
periences intensification of barre and centre work. Students
are introduced to the eight basic body directions with cor-
responding arms and body alignment, pirouettes and use
of beats.

DAA 2560
JAZZ DANCE I
1 Credit
The student learns coordinated movements with isolated
parts of the body while using the jazz style of dance. Ba-
sic routines are choreographed to pop, rock and roll mu-
sic. Also offered as CN 138, non-credit.

DAA 2561
JAZZ DANCE II
1 Credit
Prerequisite: Permission of instructor. This class is a con-
tinuation of Jazz Dance I by using more complex rhythms
and more intricate steps. The student works in a variety of
jazz styles such as lyrical and rock.

PEL 1111L
BEGINNING BOWLING
1 Credit
Designed to introduce the individual to the sport of bow-
ling. 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
BEGINNING GOLF
1 Credit
The basic fundamentals pertaining to the grip, stance,
posture and swing are stressed. Work with the woods,
irons, chipping and putting is to be included. Discussions
are held on the rules of play, etiquette and purchase and
care of equipment. All equipment is furnished. The recrea-
tional and carry-over values of the sport are emphasized.
Also offered as CN 103, non-credit.
PEL 1141L  BEGINNING ARCHERY  1 Credit
The basic 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  SOFTBALL  1 Credit
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  VARSITY BASEBALL  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  VOLLEYBALL  1 Credit
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  TENNIS I  1 Credit
Designed specifically for the beginning tennis player. Body movements, positioning, footwork and stroke technique are introduced and related to the forehand drive, backhand drive, forehand and backhand volley and the serve. Practical playing experience is used to teach rules, etiquette and some strategy. All equipment is furnished.

PEL 1342L  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 are introduced while advanced development of the fundamental strokes is emphasized. Practical playing experience aids 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 1441L  RACQUETBALL I  1 Credit
Designed to introduce the student to the fundamental skills needed to enjoy playing racquetball. Basic strokes, footwork, body movement and positioning are emphasized in conjunction with court etiquette and rules.

PEL 1621L  BASKETBALL  1 Credit
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  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  TOUCH FOOTBALL  1 Credit
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  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  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.

PEL 2442L  RACQUETBALL II  1 Credit
Designed specifically for students wanting to develop advanced skills of a good racquetball player. The overhead, ceiling ball, and z-shot are introduced while advanced development of the fundamental strokes is explained. Practical playing experience aids in teaching techniques and strategy. Open to all students with consent of instructor.

PEM 1102L  INDIVIDUAL CONDITIONING FOR MEN  1 Credit
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  SLIMNASTICS AND INDIVIDUAL CONDITIONING FOR WOMEN  1 Credit
A program of physical fitness based on the popular ‘Aerobics’ exercise program. Special exercise programs are designed for women of all ages. There are discussions on the physical, emotional and medical benefits of the program. Also offered as CN 87, non-credit.
PEM 1361 L  
BEGINNING HORSEMANSHIP  
1 Credit  
Designed to create an interest in horsemanship and develop sufficient knowledge and skills to enjoy this sport as a recreational activity. Instructional emphasis is placed on seat, horse care, control and safety. (Special fee.)

PEM 2131 C  
WEIGHT TRAINING  
1 Credit  
Designed to introduce the individual to sound physiological principles of weight training for body development. Also offered as CN 88, non-credit.

PEN 1113 L  
SENIOR LIFE-SAVING  
1 Credit  
Includes 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. (No laboratory fee)

PEO 2003 C  
SPORTS OFFICIATING I  
1 Credit  
Theory and practice of officiating basketball, softball, baseball, track and field and swimming. Field work consists of officiating in the school’s intramural program. Also offered as CN 98, non-credit.

PEO 2013 C  
SPORTS OFFICIATING II  
1 Credit  
Theory and practice of officiating football, volleyball and basketball. Field work consists of officiating in the school’s intramural program. Also offered as CN 97, non-credit.

PEP 1200 L  
TUMBLING AND GYMNASTICS  
1 Credit  
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  
INTRODUCTION TO PHYSICAL EDUCATION  
3 Credits  
Designed primarily for students planning to major in physical education. An 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  
PHYSICS CALCULATIONS  
2 Credits  
Designed to be taken concurrently with PHY 1053 C or PHY 2048 C in order to provide special instruction for the student who needs additional work in solving physics problems. This course may not be taken for credit subsequent to a grade of “C” or better in PHY 1053 C, 1054 C, or PHY 2048 C, 2049 C.

PHY 1001 C  
APPLIED PHYSICS  
4 Credits  
Includes 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 is 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 1023 C-1024 C  
BASIC PHYSICS  
4-4 Credits  
Includes three-hour laboratory. Prerequisite or corequisite: MTB 1321 or equivalent for PHY 1023 C; MTB 1322 or equivalent for PHY 1024 C. 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 is emphasized in discussions and problems. Laboratory work is designed to develop the theories presented in the course. (Laboratory fee)

PHY 1053 C  
INTRODUCTORY PHYSICS I  
4 Credits  
Includes three-hour laboratory. Prerequisite 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 include 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)
PHYSICS

PHY 1054C
INTRODUCTORY PHYSICS II
4 Credits
Includes three-hour laboratory. Prerequisite or co-
requisite: MAC 1114 or MAC 1132 and PHY 1053C or
departmental waiver. Emphasis on quantum mechanics, optics,
elements of modern physics and fundamentals. Laboratory
fee.

PHY 2048C-2049C
GENERAL PHYSICS WITH CALCULUS I-II
4-4 Credits
Includes three-hour laboratory. Prerequisite or co-
requisite for PHY 2048C: MAC 2311. Prerequisite or co-
requisite for PHY 2049C: MAC 2312. The first semester covers me-
echanics, heat, and sound with emphasis upon fundamental
principles. The second semester covers electricity and
magnetism, and optics. Designed for physics, chemis-
tics, and pre-engineering majors. (Laboratory
fee)

PHY 2101
MODERN PHYSICS
3 Credits
Includes demonstrations. Prerequisites: MAC 2311 & PHY
1053C or PHY 2048C. This course deals with relativity,
atomic theory, quantum mechanics, solid state, laser tech-
niques, the nucleus and modern particles.

POS 2112
STATE AND LOCAL GOVERNMENT
3 Credits (IS)
In-depth study of state, county and municipal government
with emphasis on contemporary problems.

POS 2930
SELECTED TOPICS IN POLITICAL SCIENCE
1-3 Credits
Prerequisite: POS 1041 or permission of department.
These seminars are for students who are interested in spe-
cial topics and desire to explore further the field of politi-
cal science through research, discussion and observation.

POS 2949
COOPERATIVE EDUCATION: POLITICAL
SCIENCE FIELD EXPERIENCE
2-4 Credits
Prerequisite: Permission of instructor. The cooperative ar-
range 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 cred-
its may apply toward elective credit in a degree program.
May be repeated for credit.

PUP 1002
AMERICAN GOVERNMENT II
3 Credits (CE) (IS)
A survey course covering an introduction to international
politics, state and local government and fundamental eco-

POLITICAL SCIENCE

CPO 2002
INTRODUCTION TO COMPARATIVE POLITICS
3 Credits (IS)
Prerequisite: POS 1041. A comparative study of foreign
political systems in selected Western and non-Western na-
tions, including political cultures, social change, public
policy and institutions.

INR 2002
INTERNATIONAL POLITICS
3 Credits (IS)
The nature of international politics: nationalism, arma-
ments, imperialism, militarism, the history of international
politics, foreign policies, international law and organiza-
tions, the United Nations, the human factor in internation-

POS 1001
INTRODUCTION TO POLITICAL SCIENCE
3 Credits (IS)
A survey of the discipline of political science. An exami-
nation of important concepts in the development of West-
ern political thought. A discussion of selected topics in
various fields of inquiry within political science.

POS 1041
AMERICAN GOVERNMENT I
3 Credits (CE) (IS)
Theory, organization, principles and functions of the na-
tional government, stressing the relationships of the in-
dividual to all levels of his government in the political sys-
tem. General Education course.

PSYCHOLOGY

CLP 1002
PSYCHOLOGY OF ADJUSTMENT
3 Credits
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 adjust-
ment.

DEP 1302
PSYCHOLOGY OF ADOLESCENCE
3 Credits (IS)
This course approaches the study of adolescent develop-
ment from a multi-disciplinary viewpoint. Emphasizes
social, physical, and emotional development; adolescent
problems including delinquency and drugs; learning prob-
lems; and factors affecting life and vocational/career
choices.

DEP 2003
DEVELOPMENTAL PSYCHOLOGY
3 Credits (IS)
Prerequisite: PSY 1012. A course designed to survey the-
ory and research on development from prenatal stages
through adulthood (childhood development is stressed).
The course emphasizes the biological, psychological and
social variables which influence human behavior.

EDP 2002
EDUCATIONAL PSYCHOLOGY
3 credits (IS)
Prerequisite: PSY 1012. A study of psychological princi-
pies and how they apply to the educational process. Maj-
or areas considered are: principles of learning, individual
differences, motivation, mental abilities, measuring out-
comes of learning, and study of the teaching-learning sit-
uation. (This course is especially designed for prospec-
tive teachers).
INP 1131  3 Credits (IS)
APPLIED PSYCHOLOGY FOR CRIMINAL JUSTICE
The course covers 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  3 Credits (IS)
PSYCHOLOGY IN BUSINESS AND INDUSTRY
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, communication, morale, organizational structure, personnel selection, training and appraisal, consumer problems.

PSY 1012  3 Credits (CE) (IS)
GENERAL PSYCHOLOGY
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  1-3 Credits
SELECTED TOPICS IN PSYCHOLOGY
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  2-4 Credits
COOPERATIVE EDUCATION: PSYCHOLOGY
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.

READING

REA 1105  3 Credits (IS)
READING SKILLS
Designed to improve competence in reading comprehension and vocabulary development requisite to acceptable college work.

REA 1605  3 Credits (IS)
READING STUDY SKILLS
Prerequisite: REA 1105. A reading study skills development course with emphasis on reading for comprehension in specific subject areas.

REA 1205  3 Credits (IS)
READING TECHNIQUES
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  1-3 Credits (IS)
SELECTED TOPICS IN READING
This seminar is for students interested in research, discussion, and observation of special topics in reading.

RESPIRATORY THERAPY

APB 1650  2 Credits
INTRODUCTION TO PHARMACOLOGY
Prerequisites: PHY 1001C, CHM 1040, APB 2200C. History of pharmacology, regulatory agencies and regulations concerning the use of drugs. Drug action, absorption, distribution and use in the human body. Emphasis on respiratory drugs, cardiac drugs and related drugs the therapist is exposed to in the hospital.

APB 2263  4 Credits
PULMONARY PHYSIOLOGY
Includes 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  3 Credits
RESPIRATORY PATHOLOGY

HCA 2301  2 Credits
HOSPITAL ORGANIZATION AND MANAGEMENT
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  2 Credits
INTRODUCTION TO RESPIRATORY THERAPY
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  3 Credits
BASIC RESPIRATORY EQUIPMENT
ADVANCED RESPIRATORY EQUIPMENT AND FUNCTIONS
Includes 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)

CLINICAL PRACTICE I
Two hundred (200) hospital clock hours, approximately twelve and one-half (12½) hours for every two (2) 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)

CARDIOPULMONARY THERAPY
Includes three-hour laboratory. Prerequisites: RET 1264, RET 2287, 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)

CLINICAL PRACTICE II
Two hundred (200) hospital clock hours, approximately twelve and one-half (12½) hours for every two (2) 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)

CLINICAL PRACTICE III
Two hundred (200) hospital clock hours, approximately twelve and one-half (12½) hours for every two (2) semester hours credit. 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. (Laboratory fee)

CLINICAL PRACTICE IV
Two hundred (200) hospital clock hours, approximately twelve and one-half (12½) hours for every two (2) semester hours credit. Prerequisite: RET 2874, RET 2876. Each student assigned clinical tasks in Pediatrics, Pulmonary Rehabilitation, and Medicine, under the supervision of a Physician and Clinical Instructor. (Laboratory fee)

CLINICAL PRACTICE V
Two hundred (200) hospital clock hours, approximately twelve and one-half (12½) hours for every two (2) 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. (Laboratory fee)

ADVANCED CARDIOPULMONARY THERAPY
Includes 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 is presented. (Laboratory fee)

SOCIAL SCIENCE
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 are investigated along with possible solutions. Not a natural science.

FIELD EXPERIENCE IN SOCIAL SCIENCES
Two (2) 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.

MAF 2200
MARRIAGE AND THE FAMILY
A functional course designed to assist the student in developing perspective concerning the planning of courtship, marriage and family life. Attention is given to the problems of courtship, mate selection, engagement, marriage, child-rearing and family crises.

SOC 2000
INTRODUCTORY SOCIOLOGY
Nature and application of sociological concepts, theories, and methods; analysis of societies and groups; social processes and social change.

SOC 2020
CONTEMPORARY AMERICAN SOCIAL PROBLEMS
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 includes such topics as mental illness, crime, juvenile delinquency, race relations, pollution, population, urbanization, and influences detrimental to family stability (divorce, alcoholism, gambling, drug abuse).
SOC 2935  1-3 Credits
SELECTED TOPICS IN SOCIOLOGY
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  2-4 Credits
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 (6) co-op credits may apply toward elective credit in a degree program. May be repeated for credit.

SPANISH

SPN 1000  3 Credits
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 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 1030-1031  3-3 Credits
CONVERSATIONAL SPANISH FOR HEALTH RELATED PERSONNEL
Conversational Spanish for students in the Health Related Programs only. Emphasis on the practical application of Spanish to situations relative to patients.

SPN 1040-1041  3-3 Credits
CONVERSATIONAL SPANISH FOR CRIMINAL JUSTICE PERSONNEL
Beginning conversational class for students in Criminal Justice and other programs. Vocabulary presented would benefit those dealing with Spanish speaking people in all areas.

SPN 1100-1101  3-3 Credits (CE) (IS)
ELEMENTARY SPANISH
Includes one-hour laboratory. Beginning course in fundamental Spanish grammar and communication skills. Prerequisite: SPN 1000, two years of high school Spanish, or permission of the instructor is a prerequisite for SPN 1100. (No laboratory fee)

SPN 1170 & 2270  6-6 Credits
OVERSEAS STUDY IN SPANISH LANGUAGE AND CULTURE I & II
Prerequisite: Permission of the department chairman and certain essentials of grammar, composition and conversation. These courses consist of two phases: (1) The orientation program gives 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 offers the students excursions, field trips, and special activities. After the summer courses, there are organized travel tours that broaden the student’s cultural experience. The student will take for credit or audit 6 to 12 hours.

SPN 2200-2201  3-3 Credits (CE) (IS)
INTERMEDIATE SPANISH
Includes 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  3 Credits (IS)
INTRODUCTION TO SPANISH CIVILIZATION
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 2100-2101  3-3 Credits (IS)
INTRODUCTION TO SPANISH LITERATURE
Prerequisite: SPN 2201 or equivalent. The first semester is a survey of the literary masterpieces 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  3 Credits
ORAL INTERPRETATION
Prerequisite: SPC 1600. Principles of selection, analysis, preparation, and presentation of materials for oral reading. Experience in choral speaking and readers’ theater.

SPC 1051  3 Credits
SPEECH AND WRITING IMPROVEMENT
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  3 Credits
INFORMAL COMMUNICATION
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  3-Credits
FUNDAMENTALS OF SPEECH
Principles of oral communication common to all speaking and listening. Emphasis on the study, practice, and evaluation of preparation and delivery techniques for extemporaneous speaking.

SPC 1601  3 Credits
PUBLIC SPEAKING
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  3 Credits
ARGUMENTATION AND DEBATE
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
FORENSICS LABORATORY
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
SELECTED TOPICS IN SPEECH
1-3 Credits (15)
This seminar is for students interested in research, discussion, and observation of special topics in speech.

THE 1030-1031
INTRODUCTION TO THE THEATRE
3-3 Credits
(The 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.

STUDENT DEVELOPMENT

STD 1106
STUDENT LEADERSHIP DEVELOPMENT
3 Credits
A study of the dynamics of student organizational behavior with emphasis on personal and group goal setting, self affirmation, conflict resolution and the development of leadership skills.

SURVEYING TECHNOLOGY

ETC 2323C
SURVEYING II
3 Credits
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 typing 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
SURVEYING III
4 Credits
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
LAND SURVEYING AND DESCRIPTIONS
3 Credits
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 2333C
TOPOGRAPHY AND MAPPING
3 Credits
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
ELECTRONIC AND GEODETIC SURVEYING
3 Credits
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
SUBDIVISIONS
3 Credits
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
LEGAL ASPECTS OF SURVEYING
3 Credits
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.

ETC 2949
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 PERSONNEL
AND
ADVISORY COMMITTEES
COLLEGE ADMINISTRATION

Listing for 1978-1979
current as of printing
date April 21, 1978

JAMES F. GOLLATTSCHECK
President

COLLEGE-WIDE ADMINISTRATION

James F. Gollattscheck ...........................................President
Robert W. Gilbert ..............................................Vice President for Development
and Facilities Planning
Richard J. O'Sullivan .............................................Vice President for Administration
James R. Richburg ..............................................Vice President for Institutional Services
Lee P. Young ......................................................Vice President for Business Affairs
Claudia E. Pennington ...........................................Dean for Learning Resources
E. Michael Break .................................................Director of Personnel Services
and Employee Relations
Thelma J. Dudley .................................................Coordinator of Advanced Institutional
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Gary D. Hollingsworth ...........................................Director of Resource Development
M. Keese Perry ....................................................Director of Accounting and Controller
Ruth B. Salsberry .................................................Director of Communications

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Paul A. Kinzer ..................................................Director of Continuing Education
Robert L. Milke ..................................................Director of Governmental Services Program

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B.S.E., University of Florida  
M.Ed., University of Florida

Shermalya, 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, Counseling Department, West Campus  
B.A., Rollins College  
M.S., Florida State University  
Ph.D., Florida State University

Skeath, 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

Smith, Lisa  
Student Services Counselor  
B.A., University of Rhode Island  
M.Ed., Florida Technological University

Smith, Peter  
Biology  
B.S., Florida State University  
M.S., Florida State University

Snider, William  
Speech and Debate Coach  
B.A., Florida Technological University  
M.A., Florida Technological University

Sorrells, Winona S.  
Mathematics  
B.S.G.S., Rollins College  
M.A.T., Rollins College

Spencer, Marlene  
Humanities  
B.A., Barry College  
M.A., Florida State University
CAREER EMPLOYEES
Current as of printing date April 21, 1978

Adams, Gearlean
Special Services Educational Advisor

Allen, Carol
Secretary

Allen, Pamela
Secretary

Amendolara, Frank
Grounds Maintenance

Anderson, Arthur
Grounds Maintenance

Anderson, Arthur
Custodian (CETA)

Anderson, David
Custodian

Arnold, Elizabeth
Educational Advisor

Arnold, Helen
Financial Aids Clerk

Arnold, Kenneth
Air Conditioning Supervisor

Asher, Marsha
Secretary

Baacke, Jean
Admissions Clerk

Baldwin, Lawrence
Security Guard

Baldwin, Nathaniel
Custodian

Ball, Florence
Circulation Clerk

Ball, Jasiel
Physical Plant Supervisor

Barnes, Edward
Security Guard

Barnes, Patty
Word Processing Secretary

Steffancin, Mary
English
B.S., Ohio State University
M.A., Florida Technological University

Straub, Joseph T.
Program Director, Business and Management
B.S., Florida State University
M.A., Rollins College
M.S., Rollins College

Taylor, Mary Lorene
Sociology
B.A., Mercer University
M.S., Florida State University

Tetreault, Simone
Medical Laboratory Technology
B.S., Florida Technological University

Throm, Quentin P.
Chairman, Art Department, West Campus
B.A., Shorter College
M.A., Florida State University

Tighe, Donald J.
Chairman, Communications Department, West Campus
B.S.Ed., Concord College
M.A., West Virginia University

Tish, Samuel
Business
B.A., Florida Technological University
M.Ed., Florida Technological University

Trachy, Carol Law
Humanities
B.A., University of Massachusetts
M.A.T., University of Massachusetts
Ph.D., Florida Southern College

Twigg, Helen P.
Humanities
B.A., University of Florida
M.A., University of Florida
Ed.D., University of Florida

Vandermast, Roberta J.
Humanities
B.A., Florida State University
M.A., Florida State University

Ventry, Alice
English
B.S., Florida State University
M.S., Florida State University

Webb, Ruth Y.
Nursing
B.S.N., University of Florida
M.A.T., Rollins College

Whelchel, Donald C.
Mathematics
B.S., Clemson University
M.A.T., Rollins College

White, Helen S.
Assessment Counselor, CCEW
B.A., University of Florida
M.S., Florida State University

Williams, Audrey M.
English
B.A., Talladega 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, Darwin C.
Business
B.S., University of South Dakota
M.B.A., USAF Institute of Technology

Wink, Diane M.
Nursing
B.S., Adelphi University

Wright, Richard J.
Biology
B.S., Eastern Kentucky University
M.A., University of Kentucky
Ed.D., Nova University

Young, Lee P.
Vice President for Business Affairs
B.S., Florida State University
M.S., Florida State University
Adv. M.Ed., Florida State University

Wallace, Anna K.
Speech and Drama Coach
B.A., University of Mississippi
M.F.A., University of Mississippi

Ward, Joseph B., Jr.
Graphic Arts (CETA)
B.S., University of Kansas

Wasniewski, Emil
Director of Institutional Planning, AIDP
B.S., U.S. Merchant Marine Academy
B.S., U.S. Naval Post Graduate School
M.A., George Washington University
Ed.S., George Washington University
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<td>Campus Information Specialist</td>
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<td>Superintendent of Physical Plant</td>
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<td>Assistant Manager, Bookstore</td>
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<td>Supervisor, Mail &amp; Courier Services</td>
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<td>Purchasing Agent</td>
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<td>Supervisor, Grounds Maintenance</td>
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<td>Davis, James</td>
<td>Press Operator</td>
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<td>Davis, Roberta</td>
<td>MT/ST Composer Operator</td>
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<td>Day, Suzanne</td>
<td>Word Processing Cluster Coordinator</td>
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<td>Bookstore Cashier</td>
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<td>Denny, Maxine</td>
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Dudley, Cindi
AV Booking Clerk

Duke, Venita
Word Processing Secretary

Echon, Janet
Secretary

Edge, Georgia Ann
Secretary

Elder, Mary
Clerk/Receptionist

Ellis, Alfred
Security Guard (CETA)

Fowler, Sharon
Educational Advisor

Findley, Terry
Word Processing Supervisor

Flavelle, Ruth
Word Processing Secretary

Gaines, Jane
Word Processing Cluster Coordinator

Gant, Jean
Word Processing Secretary

Gehman, Carol
Secretary (CETA)

Gillette, Odena
Secretary

Gilliam, Teresa
Secretary

Gipson, Lonnie
Research Specialist (CETA)

Grant, James
Mail Clerk

Graves, Spencer
Coordinator of Construction & Facilities Planning

Griffin, Gertrude
Secretary

Gunn, Maurice
Security Guard

Hallamayor, Corrine
Word Processing Secretary

Hamill, George
Computer Systems Analyst

Hannan, Elliot
Security Supervisor

Hardaway, Emmett
Custodian

Hawkins, Lawrence
Registrar
(Acting Director: Data Processing Services)

Hayes, Julia
Custodian

Hazelliefer, Philip
Operations Supervisor

Henderson, Bernadette
Secretary

Henderson, Wallace
Security Guard (CETA)

Hiers, Vicky
Word Processing Cluster Coordinator

Higbee, Sybil
Secretary

Higgins, Carol
Programmer Analyst

Hill, Cecil
Building Maintenance

Holbrook, Janet
Secretary

Hollingsworth, Linda
Program Director, Crime Awareness & Prevention Effort Program

Holmes, Wilma
Custodian

Hood, Mildred
Accounts Receivable Clerk

Hooks, Laura
Research Analyst

Horn, Pamela
Secretary

Hosman, Cathy
Educational Advisor

Hovencamp, Gladys
Word Processing Secretary

Hull, Mary D.
Bookstore Cashier

Hull, Renae
Secretary

Hunt, Hilda
Technical Processing Clerk

Hunter, Barbara
Payroll Clerk

Jackson, Loatrice
Word Processing Secretary

Jackson, Romena
Custodian

Jacobs, Fairrell
Secretary

Johnson, Lillian
Bookstore Cashier

Johnson, Rhonda
Accounting Clerk

Jones, Alex
Carpenter

Jones, Barbara Reilly
Educational Advisor

Jones, David
Grounds Maintenance
<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Jones, Diane</td>
<td>Secretary</td>
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<td>Jones, Eugene</td>
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<td>Jones, Robert</td>
<td>Graphic Artist (CETA)</td>
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<td>Jones, Shirley</td>
<td>Psychometric Technician</td>
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<td>Jones, William</td>
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<td>King, Lovie</td>
<td>Veterans Advisor</td>
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<td>Kieschka, Thomas</td>
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<td>Kils, Judy</td>
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<td>Kuhn, Elisabeth</td>
<td>Supervisor, Custodial Services</td>
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<td>Lalonde, Marcel</td>
<td>Distribution Clerk</td>
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<td>Latham, Jean</td>
<td>Health Services Advisor</td>
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<td>Lawson, Harold</td>
<td>Supervisor, Custodial Services</td>
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<td>Lee, Harry</td>
<td>Paraprofessional (Student Centered Learning Laboratory)</td>
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<td>Leigh, Harold</td>
<td>Mechanic</td>
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<td>Love, Jeanette</td>
<td>Accounting Clerk</td>
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<td>Love, Melanie</td>
<td>Paraprofessional (Student Centered Learning Laboratory)</td>
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<td>Lugo, Udeth</td>
<td>Paraprofessional (Student Centered Learning Laboratory)</td>
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<td>Mackey, Grace</td>
<td>Secretary</td>
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<td>Magaz, Lisa</td>
<td>Visual Communications Specialist</td>
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<td>Marks, Frances</td>
<td>Financial Aids &amp; Veterans Affairs Specialist</td>
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<td>Marsh, Ruth</td>
<td>Admissions Clerk (CETA)</td>
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<td>Martin, Robert</td>
<td>Building Maintenance</td>
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<td>Matson, Paul</td>
<td>Tradesman (CETA)</td>
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<td>Mattingly, Patricia</td>
<td>Coordinator of Proposal Development (CETA)</td>
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<td>McReynolds, Doris</td>
<td>Special Services Follow-Up/Testing Coordinator</td>
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<td>Matts, Mary</td>
<td>Security Guard (CETA)</td>
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<td>Miller, Dialynn</td>
<td>Educational Advisor (On leave 1978-79)</td>
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<td>Miller, Joyce</td>
<td>Admissions Clerk</td>
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Ruffin, William
AV Booking Clerk (CETA)

Russell, Jerry
Custodian (CETA)

Russell, Mary
Custodian (CETA)

Scott, Melvin
Assistant Supervisor, Custodial Services

Scroggs, Jane
Administrative Assistant to the President & Board Recorder

Setaram, Raj
Grounds Maintenance (CETA)

Shively, John
Security Guard (CETA)

Sides, Vernelle
Accounting Coordinator for Data Systems

Simmons, Rusty
Acquisitions Clerk

Sims, Cheryl
Press Operator

Sims, Linda
PBX Operator

Sireno, Rosemarie
Word Processing Secretary

Slayton, Richard
Field Transportation Worker

Smith, Anthony
Tradesman (CETA)

Smith, Elizabeth
Word Processing Cluster Coordinator

Snell, Tommie
Secretary

Spaeth, Marc
Resource Development (CETA)

Spitzer, Diane
Admissions Clerk (CETA)

Starkweather, Frederick
Grounds Maintenance (CETA)

Stephen, Gail
Secretary

Stiles, Joan
Secretary

Stinett, Rhonda
Fiscal Analyst

Stokes, John
Circulation Clerk

Stokes, Sammy
Grounds Maintenance (CETA)

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Audiovisual Production Technician

Strickland, James
Admissions Clerk

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Stump, James
Word Processing Secretary

Taormina, Evelyn
Senior PBX Operator

Tarver, Rufus
Warehouseman

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Accounting Clerk

Thompson, Frank
Stock Clerk

Thurmond, Janet
Accounts Payable Clerk

Tighe, Ardella
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Toner, Joann
Records Supervisor

Torvik, Thelma
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Travaglini, Anthony
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Supervisor, Security

Van Doren, Arthur
Grounds Maintenance

Van Twyver, Pat
PBX Operator

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Witham, Alton
Cost Accountant

Witham, Dolores
Financial Aids Advisor

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Admissions Clerk

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Assistant Custodial Supervisor

Zimmerman, Frances
Technical Processing Clerk
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 programs that provide students with marketable job-entry skills. 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, curricular content, equipment and facilities.

The Advisory Committees serving Valencia Community College have contributed tremendous aid and assistance in the development of career programs, as 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. A Program Advisory Committee is composed of representatives from the specific occupational area concerned.

3. A Community Advisory Committee is composed of representatives from the community and Valencia Community College.

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Sea World

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Respiratory Education
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Mercy Hospital

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Chief Respiratory Therapist
Mercy Hospital

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Respiratory Therapy
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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 college 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 course 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 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).

Graduation Check — Formal list of courses completed and required to be completed prepared by the Registrar’s Office on request by the student. The request should be made after forty (40) semester hours have been accumulated.

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.

Open Campus — The “campus without walls” offers both credit and non-credit courses at numerous locations and times throughout Orange and Osceola counties to meet community educational needs.
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 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 fully met and who is working toward a degree.

Relocatable — 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.

Round - 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.

Transit 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.
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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.

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. Quentia 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, making it a fertile region.