Valencia Community College subscribes to equal access-equal opportunity; endorses non-discrimination on the basis of race, color, religion, national origin, sex, age, and handicap; and implements Title VI, Civil Rights Act of 1964; Executive Order Number 11246; Title IX, Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; Section 493A, Title IV of the Higher Education Act of 1965 as added by Section 131 of the Education Amendments of 1976, Dissemination of Financial Aid Information; Title 36, United States Code, Veterans' Benefits; the Family Educational Rights and Privacy Act of 1974 as amended, also known as the Buckley Amendment; and the Immigration and Nationality Act. This school is authorized under federal law to enroll nonimmigrant alien students.

The person designated to coordinate this implementation is the EA-EO Officer at Valencia Community College.

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

Volume 13                    Number 1                       June, 1979

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

A Community College Publicly Supported by the State of Florida

EAST CAMPUS
701 NORTH ECONLOCKHATCHEE TRAIL
ORLANDO, FLORIDA 32807

WEST CAMPUS
1800 SOUTH KIRKMAN ROAD
ORLANDO, FLORIDA 32811

DOWNTOWN CENTER
1 WEST CHURCH STREET
ORLANDO, FLORIDA 32801

TELEPHONE (305) 299-5000
P.O. BOX 3028
ORLANDO, FLORIDA 32802
EAST CAMPUS

701 North Econlockhatchee Trail
Orlando, Florida 32807
Telephone: 299-5000

LEGEND:

1. FIRST FLOOR
   - Biology, Learning Resources Center, Offices, Showers/Lockers
2. SECOND FLOOR
   - Administration, Registrar, Counseling, Biology, Physics, Instructional Laboratory, Classrooms, Bookstore, Offices
3. THIRD FLOOR
   - Chemistry, Classrooms, Special Services, Offices

FIRST FLOOR
- Performing Arts Complex, Air Conditioning Laboratory, Classrooms, Offices
SECOND FLOOR
- Business Related Lab, Instructional Laboratory, Classroom
THIRD FLOOR
- Business Related Laboratories

- Food Services
- Classrooms
- Storage
- Greenhouse
DISTRICT BOARD OF TRUSTEES

Each of the 28 community colleges in Florida's statewide system is under the local control of a lay District Board of Trustees composed of citizens who serve without pay and are legally vested with decision-making power in all matters of college policy, programs, building, budget, and personnel. Eight Orange and Osceola County citizens form the Valencia Community College District Board of Trustees. Meeting in regular session once each month, these civic-minded individuals contribute their time and talent to guiding the development of Valencia Community College so that it remains responsive to the educational needs of its local community.

Murray W. Overstreet, Jr. is the 1978-79 Chairman of the Valencia Community College District Board of Trustees. He is an attorney who lives and practices in Kissimmee.

Barbara G. Lupfer (Mrs. Sam L. Lupfer, III) is the 1978-79 Vice Chairman of the Valencia Community College District Board of Trustees. A resident of Kissimmee, she is active in state and national Trustee organizations.

Raymer F. Maguire, Jr. is an Orlando attorney who has served on governing boards of the college since its founding in 1967. He was elected the first Chairman of the District Board of Trustees when that body was established.
Andrew M. Serros, immediate past Chairman of the Board, is an Orlando insurance executive who has been prominent for many years in several local civic organizations.

Joseph B. Shirah is a resident of St. Cloud who is a landscape contractor and the owner of a nursery in Osceola County.

Anne M. McKinnon (Mrs. Dan L. McKinnon) is a resident of Winter Garden who, among other civic contributions, works as a Pink Lady at West Orange Memorial Hospital.

Robert C. Scott is president of John's Nursery in Apopka and has devoted time to countless Central Florida civic organizations over the years.

Willie J. Bruton is the owner of Bruton's Funeral Home in Orlando and is involved in state and national organizations for funeral directors.

James F. Gollattscheck, President of Valencia Community College, serves as Secretary to the Board.
## IMPORTANT COLLEGE CALENDAR DATES
### 1979-80

<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>
</tr>
</thead>
<tbody>
<tr>
<td>Returning Student Registration (Appointment Only)</td>
<td>July 30 - Nov. 12-13</td>
<td>Nov. 5-9 Nov. 12-13</td>
<td>March 24-28 March 24-28</td>
<td>May 27-30 May 27-30</td>
<td></td>
</tr>
<tr>
<td>New Student Registration (Appointment Only)</td>
<td>Begins Aug. 6</td>
<td>Begins Nov. 19</td>
<td>Begins March 31</td>
<td>Begins March 31</td>
<td>Begins June 2</td>
</tr>
<tr>
<td>Open Registration</td>
<td>Aug. 29-31</td>
<td>Jan. 2</td>
<td>April 7-8</td>
<td>April 7-8</td>
<td>June 5</td>
</tr>
<tr>
<td>Late Registration and Drop-Add</td>
<td>Sept. 4-7 and 10</td>
<td>Jan. 3-4 and 7-9</td>
<td>April 21-22 April 21-22</td>
<td>June 16-17 June 16-17</td>
<td></td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Sept. 4</td>
<td>Jan. 3</td>
<td>April 22 April 22</td>
<td>June 17 June 17</td>
<td></td>
</tr>
<tr>
<td>Deadline for Refund Requests</td>
<td>Sept. 10</td>
<td>Jan. 9</td>
<td>April 23 April 23</td>
<td>June 18 June 18</td>
<td></td>
</tr>
<tr>
<td>Holidays</td>
<td>Sept. 3 Nov. 22-23 Dec. 21 - Jan. 1</td>
<td>Feb. 21-22 May 26</td>
<td>May 26 July 4</td>
<td>July 4</td>
<td></td>
</tr>
<tr>
<td>Graduation Application Deadline</td>
<td>Nov. 16 Feb. 15</td>
<td>July 18 May 19</td>
<td>July 18 July 18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Examination Period (Day)</td>
<td>Dec. 13-14 14-5</td>
<td>April 9-11 14-15</td>
<td>Aug. 6-7</td>
<td>June 11-12 Aug. 6-7</td>
<td></td>
</tr>
<tr>
<td>Final Examination Period for Evening/Sat. Classes</td>
<td>Dec. 10-15</td>
<td>April 7-12 Aug. 6-7</td>
<td>June 11-12 Aug. 6-7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classes End</td>
<td>Dec. 19 April 15 Aug. 7</td>
<td>June 12 Aug. 7</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SEE COLLEGE CALENDAR ON FOLLOWING PAGES FOR DETAILS
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1</td>
<td>Last day to make application for financial aid for the 1979-80 academic year.</td>
</tr>
<tr>
<td>August 6 (Monday)</td>
<td>By this date admission requirements should have been met for Session I, 1979-80.</td>
</tr>
<tr>
<td></td>
<td>Students applying after this date will be considered on an individual basis.</td>
</tr>
<tr>
<td>Returning Student Registration</td>
<td>Advanced registration for Session I, 1979-80, by appointment.</td>
</tr>
<tr>
<td>July 30 (Monday) through August 3 (Friday)</td>
<td>Academic counseling should be arranged prior to registration.</td>
</tr>
<tr>
<td>New Student Registration</td>
<td>New students will be notified concerning registration dates.</td>
</tr>
<tr>
<td>Begins August 6 (Monday)</td>
<td></td>
</tr>
<tr>
<td>August 28 (Tuesday)</td>
<td>All faculty report for Session I, 1979-80. College opens at 8:00 a.m.</td>
</tr>
<tr>
<td>August 29 (Wednesday)</td>
<td>Open registration, walk-in students. No appointment necessary.</td>
</tr>
<tr>
<td>through August 31 (Friday)</td>
<td></td>
</tr>
<tr>
<td>September 3 (Monday)</td>
<td>Labor Day Holiday for faculty, staff, and students.</td>
</tr>
<tr>
<td></td>
<td>(Administrative offices will be closed.)</td>
</tr>
<tr>
<td>September 4 (Tuesday)</td>
<td>Day and evening classes begin for Session I, 1979-80</td>
</tr>
<tr>
<td>September 4 (Tuesday)</td>
<td>Late registration and drop-add period.</td>
</tr>
<tr>
<td>through September 7 (Friday) and September 10 (Monday)</td>
<td>Schedule adjustments will be made on these dates.</td>
</tr>
<tr>
<td></td>
<td>Times will be published.</td>
</tr>
<tr>
<td>October 23 (Tuesday)</td>
<td>College Night Program. Supper hour and evening classes will not meet. Day classes will meet as usual.</td>
</tr>
<tr>
<td>November 16 (Friday)</td>
<td>Last day to make application for graduation at the end of Session I, 1979-80.</td>
</tr>
<tr>
<td>November 21 (Wednesday)</td>
<td>Supper hour and evening classes will not meet. Day classes will meet as usual.</td>
</tr>
<tr>
<td>November 22 (Thursday) and November 23 (Friday)</td>
<td>Thanksgiving Holidays for faculty, staff, and students. (Administrative offices will be closed.)</td>
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<tr>
<td>November 24 (Saturday)</td>
<td>Classes will not meet.</td>
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<tr>
<td>Returning Student Registration</td>
<td>Advanced registration for Session II, 1979-80, by appointment. Academic counseling should be arranged prior to registration.</td>
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<tr>
<td>November 5-9 and 12-13</td>
<td></td>
</tr>
<tr>
<td>New Student Registration</td>
<td>New students will be notified concerning registration dates.</td>
</tr>
<tr>
<td>Begins November 19 (Monday)</td>
<td></td>
</tr>
<tr>
<td>November 19 (Monday)</td>
<td>By this date admission requirements should have been met for Session II, 1979-80.</td>
</tr>
<tr>
<td></td>
<td>Students applying after this date will be considered on an individual basis.</td>
</tr>
<tr>
<td>December 10 (Monday)</td>
<td>Final examination period for Session I, 1979-80, evening</td>
</tr>
<tr>
<td>through December 15 (Friday)</td>
<td>Final examination period for Session I, 1979-80, evening and Saturday classes. (A final examination schedule will be published.)</td>
</tr>
<tr>
<td>December 13-14 and 17-19</td>
<td>Final examination period for Session II, 1979-80, day classes. (A final examination schedule will be published.)</td>
</tr>
<tr>
<td>December 19 (Wednesday)</td>
<td>End of Session I, 1979-80.</td>
</tr>
<tr>
<td>December 20 (Thursday)</td>
<td>Final grades for Session I, 1979-80, may be turned in as late as 12:00 noon.</td>
</tr>
<tr>
<td>December 21 (Friday) through January 1 (Tuesday)</td>
<td>Christmas and New Year Holidays for faculty, staff and students. (Administrative offices will be closed.)</td>
</tr>
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</table>
CALENDAR FOR SESSION II
1979-80
(Subject to Change)

Returning Student Registration
November 5-9 and 12-13
Advanced registration for Session II, 1979-80, by appointment. Academic counseling should be arranged prior to registration.

New Student Registration
Begins November 19 (Monday)
New students will be notified concerning registration dates.

November 19 (Monday)
By this date admission requirements should have been met for Session II, 1979-80. Students applying after this date will be considered on an individual basis.

January 2 (Wednesday)
All faculty report for Session II, 1979-80. College opens at 8:00 a.m.

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

January 3 (Thursday)
Day and evening classes begin for Session II, 1979-80.

January 3 (Thursday) and
January 4 (Friday) and
January 7 (Monday) through
January 9 (Wednesday)
Late registration and drop-add period.
Schedule adjustments will be made on these dates.
Times will be published.

January 9 (Wednesday)
Deadline for refund requests for Session II, 1979-80.

February 15 (Friday)
Last day to make application for graduation at the end of Session II, 1979-80.

February 21 (Thursday) and
February 22 (Friday)
Spring Holidays for faculty, staff and students.
(Administrative offices will be closed.)

February 23 (Saturday)
Classes will not meet.

March 12 (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 24-28
Advanced registration for Session III, IIIA, 1979-80, by appointment. Academic counseling should be arranged prior to registration.

New Student Registration
March 31 (Monday)
New students will be notified concerning registration dates.

March 31 (Monday)
By this date admission requirements should have been met for Session III and IIIA, 1979-80. Students applying after this date will be considered on an individual basis.

April 1 (Tuesday)
Last day to make application for financial aid for the 1980-81 academic year.

April 7 (Monday) and
April 8 (Tuesday)
Open registration for Sessions III, IIIA, 1979-80, walk-in students.
No appointment necessary.

April 7 (Monday) through
April 12 (Saturday)
Final examination period for Session II, 1979-80, evening and Saturday classes.
(A final examination schedule will be published.)

April 9 (Wednesday) through
April 11 (Friday) and
April 14 (Monday) and
April 15 (Tuesday)
Final examination period for Session II, 1979-80, day classes.
(A final examination schedule will be published.)

April 15 (Tuesday)
End of Session II, 1979-80.

April 15 (Tuesday)
Final grades for Session II, 1979-80, may be turned in as late as 5:00 p.m.

April 17 (Thursday)
GRADUATION
CALENDAR FOR SESSION III
(Including Sessions IIIA & IIIB)
1979-80

(Subject to Change)

March 31 (Monday) By this date admission requirements should have been met for Sessions III and IIIA, 1979-80. Students applying for admission after this date will be considered on an individual basis.

Returning Student Registration
March 24-28 Advanced registration for Sessions III, IIIA, 1979-80, by appointment. Academic counseling should be arranged prior to registration.

New Student Registration Begins March 31 (Monday) New students will be notified concerning registration dates.

April 7 (Monday) and April 8 (Tuesday) Open registration for Sessions III, IIIA, 1979-80, walk-in students. No appointment necessary.

April 21 (Monday) All faculty report for Sessions III and IIIA, 1979-80. College opens at 8:00 a.m.

April 21 (Monday) and April 22 (Tuesday) Late registration and drop-add period.
Schedule adjustments will be made on these dates. Times will be published.

April 22 (Tuesday) Day and evening classes begin for Sessions III and IIIA, 1979-80.

April 23 (Wednesday) Deadline for refund requests for Session III and IIIA, 1979-80.

May 19 (Monday) Last day to make application for graduation at the end of Session IIIA, 1979-80.

May 26 (Monday) Memorial Day Holiday for faculty, staff, and students.
(Administrative offices will be closed.)

Returning Student Registration
May 27-30 Advanced registration for Session IIIB, 1979-80, by appointment. Academic counseling should be arranged prior to registration.

New Student Registration Begins June 2 (Monday) New students will be notified concerning registration dates.

May 30 (Friday) By this date admission requirements should have been met for Session IIIB, 1979-80. Students applying for admission after this date will be considered on an individual basis.

June 5 (Thursday) Open registration for Session IIIB, 1979-80, walk-in students. No appointment necessary.

June 11 (Wednesday) and June 12 (Thursday) Final examination period for Session IIIA, 1979-80, day and evening classes. (A final examination schedule will be published.)

June 12 (Thursday) End of Session IIIA, 1979-80.

June 13 (Friday) Final grades for Session IIIA, 1979-80, may be turned in as late as 12:00 noon.

June 16 (Monday) and June 17 (Tuesday) Late registration and drop-add period.
Schedule adjustments will be made on these dates. Times will be published.

June 16 (Monday) All faculty report for Session IIIB, 1979-80. College opens at 8:00 a.m.

June 17 (Tuesday) Day and evening classes begin for Session IIIB, 1979-80.

June 18 (Wednesday) Deadline for refund requests for Session IIIB, 1979-80.

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

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

July 18 (Friday) Last day to make application for graduation at the end of Session III and IIIB, 1979-80.

August 6 (Wednesday) and August 7 (Thursday) Final examination period for Session III and IIIB, 1979-80, day and evening classes. (A final examination schedule will be published.)

August 7 (Thursday) End of Sessions III and IIIB, 1979-80.

August 8 (Friday) Final grades for Session III and IIIB, 1979-80, may be turned in as late as 12:00 noon.
**ADMISSION REQUIREMENTS**

### IF YOU...

<table>
<thead>
<tr>
<th>... have never attended college...</th>
</tr>
</thead>
<tbody>
<tr>
<td>You must submit a completed Application for Admission form and a non-refundable application fee before you can register. Ask your high school to forward directly to the Admissions Office a transcript indicating the date of graduation.</td>
</tr>
<tr>
<td><strong>NOTE:</strong> 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 diploma are eligible for admission. Applicants who have not received a high school diploma may be admitted as provisional students and will remain in this category until such time as they provide a high school diploma, an equivalency diploma, or complete twelve (12) or more credit hours with a &quot;C&quot; (2.00) grade point average.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>... have attended another college or university...</th>
</tr>
</thead>
<tbody>
<tr>
<td>You must submit a completed Application for Admission form and a non-refundable application fee before you can register. Request each college or university previously attended to send a transcript to the Admissions Office.</td>
</tr>
<tr>
<td><strong>NOTE:</strong> Transfer students must be eligible to return to the last college attended.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>... are still enrolled in high school...</th>
</tr>
</thead>
<tbody>
<tr>
<td>You must submit a completed Application for Admission form, a non-refundable application fee, and an Early Admission and a Dual Enrollment form (a permission form signed by you and your parents or guardian before you can register).</td>
</tr>
<tr>
<td><strong>NOTE:</strong> 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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>... are from a foreign country...</th>
</tr>
</thead>
<tbody>
<tr>
<td>You must submit the following materials: A completed Application for Admission form, a non-refundable application fee, official records of all previous schooling (English translations should accompany the record), a completed Declaration of Finances, a minimum score of 500 on the Test of English as a Foreign Language (TOEFL) or demonstrate successful completion of an approved language institute in the United States (if English is not your native tongue).</td>
</tr>
<tr>
<td><strong>NOTE:</strong> Application materials should be submitted three (3) months prior to admission.</td>
</tr>
</tbody>
</table>

---

**WANT TO ENROLL AT VCC AND WORK TOWARD A DEGREE**
# ADMISSION REQUIREMENTS

**IF YOU ...**

... desire courses for personal enrichment, job improvement, etc. ...

You must submit a completed Application for Admission form and a non-refundable application fee before you can register.

**NOTE:** You may have your earned credits apply toward a degree when all regular student admission requirements have been met.

---

**WANT TO ENROLL AT VCC AS A NON-DEGREE SEEKING STUDENT**

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

You must submit a completed Application for Admission form and a non-refundable application fee before you can register.

---

... are currently enrolled at another college or university ...

You must submit a completed Application for Admission form, a non-refundable application fee, and a transient form (permission from appropriate administrator of your institution indicating a course or courses you may take at Valencia Community College) before you can register.

**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 an application blank furnished by the Open Campus and the course fee.
VALENCIA COMMUNITY COLLEGE

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 2906 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 MULTI-CAMPUS GROWTH

Valencia has grown to a multi-campus institution. Our West Campus is located on a 180 acre site at 1800 South Kirkman Road. The Open Campus, with headquarters in the college's Downtown Center at One West Church Street, brings needed courses and programs at more than 200 locations to residents of the entire college district. Valencia's East Campus is located on an 80 acre site at 701 North Econlockhatchee Trail. The college is now serving over 20,000 Central Florida residents each year.

VALENCIA'S FUTURE

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

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 inseparably 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.

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.

THE VALENCIA COMMUNITY COLLEGE FOUNDATION, INC.

The Valencia Community College Foundation, Inc. is a separate, nonprofit organization which receives, holds, and disburses funds for the furtherance of the college. The Foundation was set up in 1974 as a means of allowing people to participate in the support of the college.

The direct management of the Foundation is vested in its Board of Directors, composed of business and professional leaders from the community and representatives of the college’s administrative staff. Valencia’s President, as well as one member of the District Board of Trustees, serve as permanent Board members.

The Foundation is empowered to solicit and receive gifts (whether money or other tangible assets) from individuals, partnerships, corporations or any other sources. Such gifts may be directed toward specific purposes or may be given without restriction to be used as determined by the Board of Directors and the College Board of Trustees.

COMMUNITY SERVICES THROUGH THE OPEN CAMPUS

Since 1974 Valencia’s Open Campus has brought learning opportunities and community service programs to locations throughout Orange and Osceola counties.

Created to serve ever-changing community needs with solutions not traditionally available at the other campuses, the Open Campus brings courses in continuing education and community services near homes and businesses of people throughout Valencia’s two-county service area. (See Continuing Education in the Index.)
Paramedic Assistant

The Paramedic Assistant is a Basic EMT trained to assist the Paramedic in non-invasive procedures at the emergency scene.

Extrication/Rescue

The Extrication/Rescue program provides fire, rescue, ambulance and police personnel with training in extrication and emergency treatment of victims trapped in wreckage and cave-ins.

Department Of Governmental Services

The Department of Governmental Services administers continuing education programs for government agencies and personnel.

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

Center For Aging Studies

The Center for Aging Studies offers credit courses with a multidisciplinary approach to gerontology. The program is both practical and enriching, with value for the elderly and those who work in nutrition, education, medicine, parole, drug abuse, law, helping services, nursing, state and local agencies, and paraprofessional vocations. Courses are offered in cooperation with Valencia Community College and the Florida Nurses Association.

Continuing Education For Health Professionals

The program for Continuing Education for Health Professionals is designed to serve both mental and physical health care providers. Planned learning experiences to enhance performance and competence are scheduled with flexibility. Times, locations, and length of offerings vary to meet the needs of health professionals who need to achieve educational goals while employed.

Credit By Television And Newspaper

Many in the community find television and newspaper courses to be an exciting, convenient, and economical way to earn college credit. Television programs are offered in such areas as biology, business, and psychology. Courses are televised weekly on WMFE, Channel 24, on various scheduled days and times. Each semester a new course by newspaper, with weekly articles appearing in a local paper or papers, is offered.
To obtain credit, the student must apply and register for the class, pay the regular course tuition, watch the telecast or read the newspaper, do the textbook and workbook assignments, and visit a Valencia campus three times during the semester for orientation, mid-term examination, and final examination. If a telecast is missed, make-up viewing is available at the student’s convenience in the audio-visual section of the East or West Campus Learning Resources Center.

CITE

The Center for Independence, Training and Education (CITE) is sponsored by the Open Campus through a grant made possible by the Division of Blind Services and Title XX of the Social Security Act.

Its program is two-fold. The first area provides training for adult blind in personal safety and hygiene, personal management, orientation and mobility, and communication skills, as well as in daily living skills. The ultimate goal of training is increased independence and self-reliance in the visually impaired adult. The Center maintains a house at 223 Pasadena Place in Orlando to teach these skills.

The second area of the program, “Child Management for Parents of Visually Impaired Children,” 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.

Adult Literacy League

The Adult Literacy League is a program whereby volunteer tutors receive training enabling them to work with non-readers on a one-to-one basis. The tutor and student work at times and locations convenient for both.

Central Florida Institute Of Lifetime Learning

The Institute of Lifetime Learning offers noncredit courses and seminars in the areas of enrichment, recreation, vocational upgrading and life skills especially for citizens age 55 and over.

Registration fees are waived for those over 55 since funds for this program are made available through State Department of Education appropriations. Many courses and seminars are held in cooperation with community agencies involved and concerned with seniors, including senior citizen centers and organizations, churches, congregate living facilities, retirement residences, and nursing homes.

Women’s Programs

The Center for Continuing Education for Women helps women assess and fulfill their needs through services which may include referral to academic or vocational education programs and testing and evaluation.

Counseling is offered to help women examine their values and set goals for the future. A variety of courses for women are offered as part of this program.

A special program is offered to give employability skills to Displaced Homemakers, those formerly dependent on another who, through divorce, separation, or death of spouse, have become head of household.

Parent Education

Valencia has an outstanding program for parents which consists of classes, workshops, and co-op laboratories offered at many locations. The program is run cooperatively by Valencia’s Parent Education Project and the Parent Resource Center, Inc.

Educational materials and information helpful to parents can be obtained at the Parent Resource Center, 42 East Jackson, Orlando.

Assessment/Development Center

The Assessment/Development Center provides an opportunity for students and people in the community to evaluate themselves and set education, career, and personal development goals. A variety of methods are available such as credit and noncredit courses, personality and career interest inventories, and small group discussions.

Courses are available in Values Clarification, Time Management, Career Exploration and Employability Skills, Personal Assessment and Goal Setting, and Study Skills and Reading Techniques. A supportive and informal atmosphere is provided in these courses, which includes group activities and personal participation.

Courses are offered at many locations and are scheduled throughout each semester.
ADMISSION REQUIREMENTS

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

1. You have a diploma from a high school accredited by the Florida State Department of Education or a diploma from a regionally accredited high school.

2. You have a Certificate of Completion from a Florida high school. You will be admitted as a Provisional student and remain so classified until you:
   a. Provide a high school equivalency diploma after completing the G.E.D. Test through a state department of education, or
   b. Complete twelve (12) or more semester hours credit with a minimum grade point average (G.P.A.) of 2.0 ("C").

3. You are at least 18 years of age and, after completing the General Education Development (G.E.D.) Test through a state department of education, have been issued a high school equivalency diploma.

4. You are under 18 years of age and, after completing the General Education Development (G.E.D.) Test through a state department of education, have been issued a high school equivalency diploma.

5. You are at least 18 years of age 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 a high school equivalency diploma after completing the G.E.D. Test through a state department of education, or
   c. Complete twelve (12) or more semester hours credit with a minimum grade point average (G.P.A.) of 2.0 ("C").

6. 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.

7. You are seeking a degree at another institution and desire to take a course at Valencia Community College for transfer of 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.

8. You desire to enroll in college for personal enrichment, job improvement, teacher recertification, 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.

   a. You cannot be admitted prior to your eighteenth (18th) birthday if not a high school graduate, unless you have completed (1) an Early Admission-Dual Enrollment form or (2) the General Education Development (G.E.D.) Test through a state department of education and have been issued a high school equivalency diploma.

   b. 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.

c. 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.

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

9. 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. 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. You must be qualified and have the approval of your parents and guidance counselor. You may also enroll after school hours as an early admission student.

10. While a high school senior you may dual enroll in Valencia classes taught on your high school campus during school hours.

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. 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.

11. You meet 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 Admissions Office three (3) months prior to the start of the session in which you wish to enroll:

a. You must satisfy the admission requirements as a Regular Student.

b. You must submit an International Student Application.

c. You must submit a regular Application for Admission.

d. You must pay a non-refundable application fee.

e. 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.

f. 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.

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

h. Prior to enrollment and classes, you must take assessments in reading, English, and mathematics for placement in appropriate courses, unless you have completed twelve or more credits in a U. S. college or university with at least a 2.00 average.

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

j. 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.

THE ADMISSION PROCESS

1. Before your first registration, you must submit in person or by mail to the Admissions Office a completed Application for Admission form and the nonrefundable application fee.

2. You should ask your high school or previously attended college(s) to forward a transcript of your records directly to the Valencia Community College Admissions Office. Your entrance status is based upon this evidence. You are urged to transact this business as early as possible to assure complete records.

What Information Is Needed To Complete The Application?

1. Residency Information.

a. 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
The law provides that you can change your place of residence from another state to Florida only by actually and physically coming into the state and establishing residence with the intention of becoming a permanent resident. Ownership of real property without actual residence is not enough. The domicile or legal residence of a wife is that of the husband or the domicile or legal residence of the husband is that of the wife as determined by the couple and duly expressed in writing. The legal residence of a minor is that of the parents or legal guardian. As a non-Florida resident, you may apply in writing for reclassification prior to any subsequent registration upon meeting the requirements stated above, filing a declaration of intent to become a resident of the state and registering to vote in the state. If you are an alien, you must present United States immigration and naturalization certification that you are a resident alien. Classification as a Florida resident will then be recorded if your application is supported by satisfactory evidence.

d. 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.

2. You may attend classes at East Campus (Econlockhatchee Trail), West Campus (Kirkman Road), or through the Open Campus, or at all of these locations but should declare your “home” campus by stating on your Application for Admission form 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 Records Office of your “home” campus. It is your responsibility to notify the Records Office of any change in your status, address, etc. You have a right to view your records.

What Are The Steps For New Students In The Registration Process?

1. The first step for new students at Valencia Community College is completing the Initial Assessment Packet. The purpose of this packet is to help you evaluate your abilities in math, English, reading, and study skills. It takes approximately two hours to complete the entire packet. You may receive a packet when you submit your application in person at the Admissions and Assessment Office or one will be mailed to you. There is no charge to you for this service.
2. The second step for new students at Valencia is attending an Initial Assessment and Goal Planning Session. In this three-hour session you will have help choosing your courses before enrolling in your first semester. At the end of the session, you will register for your classes and have the opportunity to pay your registration fees. These three-hour sessions are conducted both during the day and in the evening. Completing the Initial Assessment Packet and attending an Initial Assessment Goal Planning Session are OPTIONAL if (1) you have a two or four year college degree; (2) you plan to enroll in one class your first semester; (3) you have completed 12 or more hours in college credit with a "C" or better grade point average; or (4) you have been enrolled in another college and plan to return to that institution. If you are in one of these categories and do not choose to participate in the initial assessment and goal planning process, we encourage you to contact the Counseling Office on the campus where you plan to enroll:

West Campus   Building 3   Room 125  
East Campus   Building 1   Room 216  

Advising is available on a walk-in basis between 8:30 a.m. and 11:30 a.m. and between 1:30 p.m. and 4:30 p.m. Advising in the evening is available by appointment. You may call 299-5000, extension 315 on the West Campus or 7-310 on the East Campus for an appointment.

If you do not choose to participate but plan to register for courses through the Open Campus, you may contact the Counseling Office at:

Downtown Center, 1 West Church Street   Room 306  
Osceola Center, 511 West Vine Street   Kissimmee  

Advising is available by appointment only. You may call 299-5000, extension 235 at the Downtown Center or 847-9496 at the Osceola Center.

REQUIREMENTS FOR ADMISSION TO THE HEALTH RELATED PROGRAMS

Valencia Community College offers four health related programs which lead to A.S. Degrees. They are Dental Hygiene, Nursing, Medical Laboratory Technology, and Respiratory Therapy. Admission to these programs is limited because of clinical facilities and staff. Therefore, students who wish to pursue one of the four programs must meet requirements of that program.

Admission to the college does not imply acceptance into a Health Related Program. By May 1, an Application for Admission to Valencia Community College and transcripts must be received by the Admissions Office. An Application for Admission may be obtained from the Admissions Office.

On completion of the following requirements, an applicant then submits the appropriate Health Related Programs Application to the Health Related Programs Office. This application must be received by May 1 for the applicant to be considered for admission into the next Health Related Program class.

1. An applicant must be at least 17 years of age.
2. An applicant must be a graduate of a high school or its equivalent.
3. An applicant who has not attended college but has attended high school must have attained an overall grade point average of "B" in high school.
4. An applicant must have earned either in high school, adult education, or in college within the last five years a minimum grade of "C" in:
   a. algebra
   b. biology with a lab, and
   c. chemistry with a lab.

For the Dental Hygiene Program, a minimum grade of "B" in high school or adult education is required. For the Nursing Program, general math will meet the algebra requirement.

5. An applicant who has attended college must have earned a minimum of 10 credit hours in college and attained an overall grade point average of 2.5; otherwise, high school grades will be used for admission.
6. An applicant is required to complete Valencia's Initial Assessment Packet which can be obtained from the Admissions Office.
7. Six weeks prior to enrollment in a health related program course and each year thereafter, the student must have a physical exam by a licensed physician.

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 Admissions 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.

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,
physician and must submit a Health Related Programs Physical Examination form signed by that physician to the Health Related Programs Office.

8. For Dental Hygiene Program applicants only: An applicant must complete the Dental Hygiene Aptitude Test (DHAT) and submit the DHAT score to the Health Related Program Office.

Is There Additional Information That Health Related Program Applicants Need To Know?

Yes, there is general information for all Health Related Program applicants and specific information for Nursing Program and Dental Hygiene Program applicants. This information follows.

Information for all Health Related Program Applicants

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

2. Resident priorities for Medical Laboratory Technology, Nursing, and Respiratory Therapy are:
   a. Orange and Osceola Counties
   b. other Florida counties, and
   c. out-of-state

3. Resident priority for Dental Hygiene is certain designated Florida counties, which are Brevard, Flagler, Gilchrist, Lake, Levy, Marion, Orange, Osceola, Seminole, Sumter, and Volusia.

4. An applicant who has a physical disability and is concerned about future employability is encouraged to meet with the director of the health related program.

5. A part of the selection process for the Medical Laboratory Technology, Nursing, or Respiratory Therapy Programs includes meeting program admission requirements and the date by which the Health Related Program Application is received.

6. Applicants not accepted into a program may reapply for a future class by submitting another Health Related Program Application.

Information for Nursing Program Applicants

1. After acceptance but before registration, students must complete the Math Pre-test for Nursing, which is scheduled by the Health Related Programs Department.

2. It is strongly recommended that applicants consult with a counselor if their goal is to obtain a Bachelor of Science in Nursing.

Additional Information and Requirements for Dental Hygiene Applicants

Criteria used in selection of applicants include the Dental Hygiene Aptitude Test score, the grade point average, and health related work experience.

1. If applicable, applicants may submit either a certificate or a letter notarized on professional stationery substantiating any health-related work experience.

2. After acceptance but before registration, students must have an interview with a Dental Hygiene faculty member and complete assessments in the areas of depth perception and manual dexterity.

CONDITIONS THAT APPLY TO ALL STUDENTS

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 Admission Requirements.)

4. You or your dependents may satisfy the tuition residency requirements. (See Catalog Section on Residency.)

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

6. 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.

CLASSIFICATION OF STUDENTS

Who Is A Regular Student?

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

1. **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 IIIA or IIIB.

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

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

4. **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.

Who Is An Audit Student?

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

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

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

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

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

What Is 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 the University of Central Florida 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.

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 (USAFA) 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 INFORMATION

What Do I Need To Do If I Want To Take Courses For Credit At Another College To Apply Toward A Degree At Valencia?

You must have an overall “C” (2.00) academic average or higher and have written approval of the Registrar on a Transient Student form. Forms for this purpose are available in the Registrar’s Office at Valencia.

What Do I Need To Do If I Want To Have Transcripts Sent From Valencia Community College To Another Institution?

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

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 yourself of one of these alternatives if you are placed on academic suspension:

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

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

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

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.

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

*Automatically changed to “W” if not made up in the ensuing session.
As an example, if you signed up for the maximum full-time semester hours in a regular semester, as in Session I, with six (6) 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>Semester Hours</th>
<th>Earned Grade</th>
<th>Hours Attempted</th>
<th>Hours 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>6</td>
</tr>
<tr>
<td>COS 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>0</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><strong>Total</strong></td>
<td><strong>19</strong></td>
<td></td>
<td><strong>16</strong></td>
<td><strong>13</strong></td>
<td><strong>32</strong></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 of Academic Affairs 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 of Academic Affairs on the East or 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 maximums. The college reserves the right to limit the number of
semester hours carried if your academic record indicates need for further preparation for college level work. A counselor can assist you in determining your academic course load.

**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. 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.

**COLLEGE CREDIT FOR THE CERTIFIED PROFESSIONAL SECRETARY (CPS) DESIGNATOR**

Valencia Community College recognizes the professional achievement of the secretary who has earned and been awarded the CPS designator. Certain college credits may be allowed the applicant who enrolls and elects to pursue an Associate in Science (AS) or an Associate in Arts (AA) Degree. Contact a Cluster Manager on the East Campus or the Chairman of the Department of Business on the West Campus for further details.
REQUIRED FEES

How Much Is The Application Fee?

When you first apply for admission to Valencia Community College, you are required to pay a $5.00 application fee ($10.00 beginning with application for Session II, 1979-80). 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.

1. Florida Students $15.00 per credit hour
2. Out-of-State Students $30.00 per credit hour

What About Laboratory Fees?

A Laboratory Fee of five dollars ($5.00) is assessed for certain credit courses and is included in the course descriptions in this catalog.

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 Hygiene instrument kit $350.00
2. Uniforms, laboratory costs, caps, shoes, white hose, and safety glasses $145.00
3. Graduate pins $ 25.00
4. Liability insurance (annually) $ 10.50
5. Miscellaneous supplies and materials $ 35.00

Approximate total for two years $565.50

NOTE:

Subsequent to successful completion of the program, the graduate must sit for:

1. National Dental Hygiene Examination $ 20.00
2. Florida State Dental Hygiene Examination $ 85.00

$105.00

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) $22.00
3. Name pins and uniform patches $ 3.00
4. Liability insurance (annually) $10.50
5. Graduate pins (estimated) $30.00
6. Miscellaneous supplies and materials (annually) $ 10.00

Approximate total for two years $155.50

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
2. CLEP Subject Examination (per exam) $20.00
   Local Credit by Examination (per exam) $15.00
3. Other tests approved by the Board of Trustees To be announced
4. Independent Study fee (non-refundable and payable in addition to regular course tuition) per student semester hour $10.00
5. Graduation Fee (includes cap and gown when required) $12.00
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 a demonstrated need as determined by an approved need analysis system or who show academic or special talent. Awards may come from one or any combination of grants, scholarships, loans or part-time employment. The financial aid administered to students may be from Federal, State or local funds. Students interested in applying for financial assistance should contact the Financial Aid Office on the campus which they anticipate attending.

What Are The General Eligibility Requirements

All financial aid is dependent upon the availability of Federal, State, and institutional resources. To be eligible for financial aid the student must satisfy the following:

1. Be accepted for admission to the college;
2. Be making satisfactory progress, as applicable to financial aid recipients, towards a degree;
3. Be enrolled at least half-time, 6 semester hours;
4. Be a U.S. citizen, or live in the U.S. for other than a temporary purpose and intend to become a permanent resident;
5. Must not be in default of a Guaranteed Student Loan or National Direct Student Loan;
6. Must not owe a refund to BEOG or SEOG;
7. Must not have existing financial obligations to the college.

Must I Maintain Satisfactory 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 term 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.

What Financial Aid Programs Are Available?

Grants: Gift aid that is not repayable.

Basic Educational Opportunity Grant (BEOG)
A federal aid program designed to provide assistance to financially needy students. Grant amounts range from $176 to $912 at Valencia Community College.

Supplemental Educational Opportunity Grant (SEOG)
A federally funded program designed to assist qualified students who show ex-
exceptional financial need as demonstrated by the Need Analysis Report processed by the College Scholarship Service. Grants range from $200 to $1000 a year.

**Florida Student Assistance Grant (FSAG)**

This program is sponsored by the State of Florida and designed to provide assistance for qualified students who show exceptional financial need as demonstrated by the Need Analysis Report processed by the College Scholarship Service. To apply, students must file a FAF by April 1 for the coming academic year, must be a resident of Florida for two years, and must be a full-time (12 semester hours) student.

**Law Enforcement Education Program (LEEP)**

The Law Enforcement Education Program is designed to assist with the educational costs of 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 Aid Office each session within a one-week period immediately following the Add/Drop period. New in-service LEEP applicants should contact the Financial Aid Office prior to registration to determine their eligibility.

**Tuition Waivers:** An institutional waiver of tuition and fees.

The District Board of Trustees of Valencia Community College has approved several types of tuition waivers. These waivers are made only during Sessions I and II of each academic year.

**Academic and Need Tuition Waivers** are administered and awarded by the Financial Aid Office to a limited number of students. To be considered for an academic tuition waiver, currently enrolled students must have a minimum overall GPA of 3.0 from the previous semester. New students will be considered on the basis of their 12th grade test scores, high school GPA and high school class rank.

To apply, students must submit to the Financial Aid Office either verification of their Valencia Community College GPA and hours completed or, if they are new students, their high school transcript.

Academic Tuition Waiver applicants must also request that their name be placed on the Academic Tuition Waiver List for evaluation.

To be considered for a Need Tuition Waiver the student must show financial need as demonstrated by the Need Analysis Report processed by the College Scholarship Service.

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**

**Scholarships:** Gift aid that is not repayable.

**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 Aid Office. Interested students should contact the Financial Aid Office.

**Nursing Scholarships**

A federal aid program designed to assist qualified students pursuing a nursing degree. To receive a Nursing Scholarship, students must be enrolled in Valencia Community College’s Nursing Program and must have exceptional need as demonstrated by the Need Analysis Report processed by the College Scholarship Service. To apply, students must request that their name be placed on the Nursing Scholarship list for evaluation.

**Loans:** Borrowed monies which must be repaid in accordance with the Promissory Note.

**Federal Insured Student Loan (FISL)**

This program provides a federal guarantee for a loan borrowed by the student directly from a bank, credit union, or other eligible lender. To qualify for this loan students must have already processed a previous FISL before January 1, 1979. This loan must be repaid beginning nine (9) to twelve (12) months after the student stops attending school.

**Guaranteed Student Loan (GSL)**

This program provides a Florida State Guarantee for a loan borrowed by the student directly from a bank, credit union or other eligible lender. To qualify a student must not have previously borrowed under the FISL program. This loan must be repaid beginning nine (9) to twelve (12) months after you stop attending school.

**Short-Term Loans**

Short-term loans are administered by Valencia Community College's Financial Aid Office and are available up to a maximum of $100.00 for tuition and fees and up to a maximum of $50.00 for books. These loans are not for cash but for the transfer of monies from a specific loan account to the general fund. Loans for
tuition and fees are issued during registration; however, loans for books are not issued until the add/drop period has ended. Each student may receive only one loan per session. No loan will be issued to a student who has an outstanding or current financial obligation, such as a VA deferment, at Valencia Community College.

Loans greater than $50.00 require a co-signer, who is over 18 years old and employed, and the co-signer is required to either appear in the Financial Aid Office to sign the promissory note or have a notary witness his/her signature.

All loans must be repaid no later than the due date indicated on the promissory note. Failure to repay by the due date will result in a collection fee and possible refusal of future loans. An overdue loan will result in a hold being placed on the student's records.

Students on Financial Aid Suspension are not eligible to receive a short-term loan. Any exceptions to these short-term loan procedures will be the responsibility of the Director of Financial Aid.

Part-Time Employment

Federal College Work-Study Program
The College Work-Study Program is a federally funded program designed to assist students who need a job in order to offset their college expenses. Students eligible for the CWSP are employed by Valencia Community College and may work up to a maximum of twenty hours per week, provided funds are available, while attending classes a minimum of half-time (six credit hours). The basic pay rate will be paid in accordance with board approved pay scale. Eligibility is determined by the student's evidence of financial need as determined by the Financial Need Analysis Report. Awarded students must arrange for a job placement interview with the Work-Study Coordinator before classes begin each session.

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. These applications are not difficult; however, it is most important that the student provides complete and accurate information on all applications. Failure to do so will cause unnecessary delays in evaluation of the student's need.

General Application Procedures

1. Valencia Community College Financial Aid Application:

   Students applying for any type of financial aid must complete this form. All blanks must be completed before the application will be processed and the Affidavit of Educational Purpose must be signed and notarized.

2. Financial Aid Form:

   Student must complete the FAF in order to be considered for the following financial aid programs that are based on need:
   - Supplemental Educational Opportunity Grant (SEOG)
   - College Work-Study (CWS)
   - Nursing Scholarship (NS)
   - Need Tuition Waiver (NTW)

   This form calculates eligibility to receive funds from Federal, State, Institutional and other programs. The FAF may be used to apply for BEOG & FSA — separate applications are not necessary.

3. BEOG Application:

   This separate application should be used only in the following two cases:
   A. The student is only applying for BEOG and is not applying for other types of financial assistance.
   B. Due to drastic changes in the student's or his/her family's financial situation, it is necessary for the student to file a BEOG Application and Supplemental Form jointly.

4. Students should be sure to check under the Program Information Section, as the application procedures may vary somewhat with each individual type of aid.

VETERANS

Can I Receive Veterans Benefits While Attending Valencia?

Valencia Community College is approved for the enrollment of veterans and other eligible persons. Veterans who served on active duty, for more than one hundred eighty (180) continuous days after January 31, 1955, and before January 1, 1977, who were released under conditions other than dishonorable or were discharged for a service connected disability are eligible to receive VA educational benefits. Those who entered the service after January 1, 1977, service persons currently serving on active duty and certain other persons may be eligible. See the Office of Veterans Affairs.
Where Do I Apply For Veterans 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 offices will process all Veterans Administration educational benefits for the veteran.

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

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

Are There Any Academic Requirements For Students Receiving Veterans Benefits?

In order to meet the Valencia Community College Standards of Progress for Veterans a veteran or eligible student is required 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 and are required to follow the specific degree program that they choose.

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

You can expect your first check in approximately eight weeks after the beginning of the term.

Must I Pay My Fees When I Register For Classes?

The Office of Veteran Affairs will issue a deferment for your initial enrollment at the time of registration providing you are eligible and all necessary documents are on file.

STUDENT SERVICES

ADVISING AND COUNSELING SERVICES

What Services Can The Counseling Staff Provide For Me?

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 or educational advisor to 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.

When Can I See A Counselor?

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

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.

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 a Center on both East and West Campuses and at the Downtown Center. Drop by and a staff member will be glad to help you. 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
4. Skills assessment

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 Examinations 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 any four (4) of the General Exams on any one test date. You may take only three (3) Subject Exams on a 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**

- English  
  ENC 1103 - ENC 1136  6 Hrs.
- Social Science  
  POS 1041 - PUP 1002  6 Hrs.
- Humanities  
  HUM 2213 - HUM 2230  6 Hrs.
- Mathematics  
  MGF 1113  3 Hrs.
- Natural Science  
  PSC 1513 - APB 1120  6 Hrs.

**Subject Examinations**

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

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

The fee schedule for CLEP exams is as follows:

- General and Subject Exams  $20.00 Each
- Dental Exams: one or two  $20.00  
  three or four  $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.

It is also possible to take credit-by-examination in other subject areas. You should contact the department concerned and explore other test possibilities.

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.

**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.

![Image](image-url)

**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

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 (1) alternative modes of instruction which are parallel in content to the standard method of instruction, and (2) assistance for students who need help in reading skills, writing skills and mathematics skills. For more information, please contact the counseling office on either campus.

TUTORING ASSISTANCE

A list of students who are capable of tutoring in many subject areas is maintained in the West Campus Counseling Office and the East Campus Open Instructional Laboratory. 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 the West Campus or the Open Instructional Laboratory on the East Campus.

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

STUDY ABROAD

Valencia offers a diversity of short-term, overseas programs such as Humanities in Europe, Spanish Language and Culture in Spain, and Geology of Jamaica to provide students with academics while exposed to other countries and cultures. In addition, students may study in a community college in Canada for a semester or a year through the Canadian exchange program. Further information is available in the International Education Office on East or West Campus.

Materials on study, work and travel abroad are located in the Career Development Center on the West Campus and the Learning Resources Center on the East Campus.

COOPERATIVE EDUCATION

Cooperative Education is a planned and supervised educational program designed to integrate classroom study with practical experience directly related to a 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 student or employer needs.

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 the student and the 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.
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
INTRODUCTION

What Degrees Does Valencia Community College Offer?

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

- The Associate in Arts Degree (AA)
- The Associate in Science Degree (AS)
- The Associate in General Studies Degree (AGS)

Briefly, the degrees can be distinguished as follows:

1. The AA Degree is 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.
What Is The Associate In Arts Degree?

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

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

If you choose to work toward an Associate in Arts Degree, you should talk with a member of the counseling staff about a suggested program leading to a Bachelor's degree. The electives should be chosen to prepare you for transfer in a particular major field at a specific college or university. The counseling staff has prepared a program sheet for many of the popular majors. The following is a partial list of suggested programs found in the Counseling Department. If your interest area is not on the list, a counselor can help you develop a program. 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
Chemistry Education
Communications
Computer Science (Business)
Computer Science (Scientific)
Criminal Justice
Dentistry
Dietetics and Nutrition
Drama
Ecology and Environment Economics
Education
Engineering
Engineering Technology
English and English Education
Fashion Design and Merchandising
Fire Technology
Forestry and Wildlife
Ecology
French
Geology
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.**

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**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.

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**What Is A Typical A.A. Degree Program?**

**GENERAL EDUCATION:**

<table>
<thead>
<tr>
<th>Area</th>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area 1</td>
<td>Communications including ENC 1103</td>
<td>6</td>
</tr>
<tr>
<td>Area 2</td>
<td>Humanities including HUM 2213, 2230 or 2250</td>
<td>9</td>
</tr>
<tr>
<td>Area 3</td>
<td>Mathematics excluding review courses</td>
<td>3</td>
</tr>
<tr>
<td>Area 4</td>
<td>Natural Science</td>
<td>6</td>
</tr>
<tr>
<td>Area 5</td>
<td>Social Science including POS 1041</td>
<td>6</td>
</tr>
<tr>
<td>Area 6</td>
<td>General Education Elective</td>
<td>6</td>
</tr>
</tbody>
</table>

Minimum Semester Hours Credit: 36 credits

Major and/or Elective excluding unacceptable courses: 24 credits

Total Semester Hours Credit: 60 credits

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**GENERAL EDUCATION REQUIREMENTS FOR ALL A.A. DEGREE PROGRAMS**

**Area 1. Communications**

**Required Courses** — A minimum of 6 semester hours credit

- ENC 1103 or ENC 1213: Freshman Composition I — 3 credits
- Honors Freshman Composition I — 3 credits

Plus one of the following courses:

- ENC 1136: Freshman Composition II — 3 credits
- ENC 1226: Honors Freshman Composition II — 3 credits
- CRW 2020: Creative Writing and Advanced Composition — 3 credits
- JOU 1410: Advanced Reporting — 3 credits

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**Area 2. Humanities**

**Required Courses** — A minimum of 9 semester hours credit

In meeting this requirement the student may:

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

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

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

**Art**

- ARH 1000: The Visual Arts Today — 3 credits
- ARH 2050-2051: Introduction to Art History I and II — 3 credits each

**Foreign Language**

- FRE 2200-2201: Intermediate French — 3 credits each
- GER 2200-2201: Intermediate German — 3 credits each
- SPN 2200-2201: Intermediate Spanish — 3 credits each
- SPW 1300-1301: Introduction to Spanish Literature — 3 credits each
- SPN 1170-2270: Overseas Study in Spanish Language and Culture I and II — 6 credits each
Area 3. Mathematics

Required Courses — A minimum of 3 semester hours credit

MAT 1033 Intermediate Algebra — 3 credits
MAC 1104 College Algebra — 3 credits
MAC 1114 College Trigonometry — 3 credits
MAC 1122 College Algebra and Trigonometry — 4 credits
MAC 2311-2312 Calculus with Analytic Geometry I & II — 5 credits each
MAC 2313 Calculus III — 4 credits
MAE 2811 Mathematics for Elementary Education Majors — 3 credits
MAP 2302 Differential Equations — 3 credits
MAS 2103 Introduction to Matrices — 3 credits
MAS 2301 Introduction to Modern Algebra — 3 credits
MAT 2930 Selected Topics in Mathematics — 1-3 credits each
MGF 1113 College Mathematics — 3 credits
MGF 1114 Advanced College Mathematics — 3 credits
STA 2014 Elementary Statistics — 3 credits

Area 4. Natural And Physical Sciences

Required Courses — A minimum of 6 semester hours credit:

APB 1120 Man and Environment I — 3 credits
APB 1150 Biological Sciences — 3 credits
AP 2190-2201C Human Anatomy and Physiology — 4 credits each
APB 2934 Seminar Ecology — 1 credit
AST 1002 Elementary Astronomy — 3 credits
BOT 2010C Botany — 4 credits
BSC 1010C Fundamentals of Biology — 4 credits
BSC 2933 Selected Topics in Biology — 1-3 credits each
BSC 2938 Seminar: Evolution — 1 credit
CHM 1010 Chemical Calculations — 2 credits
CHM 1020 Chemistry in Everyday Life — 3 credits
CHM 1034C General Chemistry for Laboratory Technology — 6 credits
CHM 1040C Introductory Chemistry — 4 credits
CHM 1045-1046C General Chemistry and Qualitative Analysis — 4 credits each
CHM 1200C Introductory Organic and Biochemistry — 4 credits
CHM 2120C Quantitative Analysis — 4 credits
CHM 2933 Special Topics in Chemistry — 1-3 credits each
CHM 2210-2211C Organic Chemistry — 4 credits each
GLY 1000 Earth Sciences — 3 credits
GLY 2010C Physical Geology — 4 credits
GLY 2100 Historical Geology — 3 credits
MCB 2010C Microbiology — 4 credits
OCB 2003 Marine Biology — 3 credits
PCB 2059 Seminar: Genetics — 1 credit
PCB 2109 Seminar: Cellular Biology — 1 credit
PCB 2269 Seminar: Development — 1 credit
PCB 2303 Aquatic Biology — 3 credits
PHS 1101 Physics Calculations — 2 credits
PHY 1001C Applied Physics — 4 credits
PHY 1023-1024C Basic Physics — 4 credits each
PHY 1053-1054C Introductory Physics — 4 credits each
PHY 2048-2049C General Physics with Calculus — 4 credits each
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 2013C General Zoology — 4 credits
ZOO 2303C Vertebrate Zoology — 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 courses:
AFA 2150 Afro-American History and Culture — 3 credits
Area 6. General Education Electives

Required — 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:
AMH 2010-2020 United States History — 3 credits each

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
IDS 1101 Interdisciplinary Studies in General Education I — 6 credits
IDS 1102 Interdisciplinary Studies in General Education II — 6 credits
IDS 1151 Interdisciplinary Studies in General Education III — 6 credits
IDS 2103 Interdisciplinary Studies in General Education IV — 6 credits
INP 1301 Psychology in Business and Industry — 3 credits
JOU 2930 Selected Topics in Journalism — 1-3 credits
MAF 2200 Marriage and the Family — 3 credits
MAN 2934 Selected Topics in Business — 1-3 credits
MAT 1901 Directed Individual Studies — 1-4 credits
MTB 1304 Modern Computational Methods — 2 credits
MTB 1364 The Metric System — 1 credit
MUS 2930 Selected Topics in Music — 1-3 credits
PHI 1100 Practical Logic — 3 credits
PHI 2101 Formal Logic — 3 credits
PHI 2600 Ethics — 3 credits
POS 1001 Introduction to Political Science — 3 credits
POS 2930 Selected Topics in Political Science — 1-3 credits
PSY 1012 General Psychology — 3 credits
PSY 2930 Selected Topics in Psychology — 1-3 credits
REA 1205 Reading Techniques — 3 credits
SOC 2020 Contemporary American Problems — 3 credits
SOC 2935 Selected Topics in Sociology — 1-3 credits
SPC 1300 Informal Communication — 3 credits
SPC 1600 Fundamentals of Speech — 3 credits
SPC 1601 Public Speaking — 3 credits
SPC 2930 Selected Topics in Speech — 1-3 credits
SPN 1100-1101 Elementary Spanish — 3 credits each
SST 2941 Field Experience in Social Sciences — 1-3 credits
STD 1106 Student Development — 3 credits
STD 1151 Career Development — 3 credits
Is There An Alternative Approach To General Education?

Yes. As an alternative approach to general education you may elect to enter the Interdisciplinary Studies Program 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
Business — Finance Option
Business — Management Option
Business — Marketing 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
Fire Technology
Graphic Arts Technology — Illustrating Major
Graphic Arts Technology — Printing Management Major
Horticulture (Ornamental) Technology — Greenhouse Foliage Production Option
Horticulture (Ornamental) Technology — Nursery Management Landscape Option
Hotel-Motel-Restaurant Management
Lawyer's Assistant
Nursing
Real Estate
Respiratory Therapy
Secretarial Science — Executive Secretary Option
Secretarial Science — Legal Secretary Option
Secretarial Science — Medical Secretary Option
Secretarial Science — Clerical Option (Certificate)
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

<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>MAC 1104</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1100C</td>
<td>Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1040</td>
<td>Introduction to General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>ETM 1610C</td>
<td>Heating, Ventilating &amp; Air Conditioning I</td>
<td>4</td>
</tr>
<tr>
<td>MAC 1114</td>
<td>College Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1023C</td>
<td>Basic Physics or Introductory Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1053C</td>
<td>Physics I</td>
<td>4</td>
</tr>
<tr>
<td>HUM 1020</td>
<td>Humanities in a Technological Society</td>
<td>3</td>
</tr>
<tr>
<td>ETM 1613C</td>
<td>Refrigeration I</td>
<td>4</td>
</tr>
<tr>
<td>ETM 1611</td>
<td>Air Conditioning II</td>
<td>3</td>
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SOPHOMORE YEAR

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ETG 2949</td>
<td>Cooperative Education: Air Conditioning and Refrigeration Field Experience or Elective</td>
<td>2-4</td>
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<tr>
<td>ENC 1313</td>
<td>Technical Communication</td>
<td>3</td>
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<tr>
<td>ETM 2633</td>
<td>Electricity for Air Conditioning &amp; Refrigeration</td>
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<td>ETM 2634</td>
<td>Refrigeration II</td>
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<tr>
<td>ETM 2615C</td>
<td>Air Conditioning III</td>
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<tr>
<td>BCN 2563</td>
<td>Building Service Systems</td>
<td>4</td>
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<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ETM 2650C</td>
<td>Control Systems for Air Conditioning &amp; Refrigeration</td>
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<tr>
<td>BCN 1705C</td>
<td>Contracts, Codes, Specifications &amp; Office Practices</td>
<td>3</td>
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<tr>
<td>MAR 2011 or MAR 2101</td>
<td>Principles of Marketing or Salesmanship</td>
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</table>

**NOTE:** Specialized program courses are offered at the McCoy Center and, beginning in 1980, will be offered on the East Campus.

Architectural And Building Construction Technology
Associate in Science

This program is designed to train competent techni- calilians capable of working with architects, engineers, contractors, building officials and others. The program is planned for persons just entering the field of construc-
tion 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.

FRESHMAN YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
<td>3</td>
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<tr>
<td>MTB 1321</td>
<td>Technical Mathematics I or College Algebra</td>
<td>3</td>
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<tr>
<td>MAC 1104</td>
<td></td>
<td>3</td>
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<tr>
<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>
<td>4</td>
</tr>
<tr>
<td>MTB 1322</td>
<td>Technical Mathematics II or College Trigonometry</td>
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<tr>
<td>MAC 1114</td>
<td></td>
<td>3</td>
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<tr>
<td>ENC 1313</td>
<td>Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1023C</td>
<td>Basic Physics I or Introductory Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1053C</td>
<td></td>
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<tr>
<td>BCN 1721</td>
<td>Construction Planning &amp; Control</td>
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<tr>
<td>ARC 1120C</td>
<td>Architectural Drawing I</td>
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<td>BCN 1705</td>
<td>Contracts, Codes, Specifications &amp; Office Practices</td>
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SOPHOMORE YEAR

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>BCN 2405C</td>
<td>Statics &amp; Strength of Materials</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1024C</td>
<td>Basic Physics II or Introductory Physics II</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1054C</td>
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<tr>
<td>BCN 2563</td>
<td>Building Service Systems</td>
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<tr>
<td>ARC 2122C</td>
<td>Architectural Drawing II</td>
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<tr>
<td>SUR 1100C</td>
<td>Surveying &amp; Measurements</td>
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<tr>
<td>BCN 2616</td>
<td>Building Construction Estimating</td>
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<tr>
<td>ARC 2154C</td>
<td>Architectural Drawing III</td>
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<tr>
<td>ARC 2033C</td>
<td>Architectural Designs</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.

Business-Finance Option
Associate in Science

This option is designed to train and educate students for gainful employment in business institutions which lend money, extend credit, and/or engage in collection activities. Students wishing to transfer any credits from this option to another institution must accept the responsibility for securing approval in advance from the transfer institution.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1023</td>
<td>Principles of Economics-Micro</td>
<td>3</td>
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<tr>
<td>ECO 2013</td>
<td>Principles of Economics-Macro</td>
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<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</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>SPC 1600</td>
<td>Fundamentals of Speech</td>
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INTERMEDIATE COURSES

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<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
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<tr>
<td>MTB 1103</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>SES 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>COC 1300</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
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<tr>
<td>HUM 1101</td>
<td>Humanities Elective</td>
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ADVANCED COURSES

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<tbody>
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<td>ACC 2000</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 2021</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BAN 2000</td>
<td>Financial Institutions</td>
<td>3</td>
</tr>
<tr>
<td>BAN 2700</td>
<td>Principles of Finance</td>
<td>3</td>
</tr>
<tr>
<td>BAN 2800</td>
<td>Credit Laws and Regulations</td>
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</tbody>
</table>

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* Students are encouraged to supplement the above and enroll in one or more courses: SES 2321 Business Machines, ACC 2509 Federal Income Tax, BUL 2112 Business Law II, SES 1100 or SES 1110 Beginning or Intermediate Typewriting, ENC 1313 Technical Communications, or other business courses.

NOTE: Specialized option courses BAN 2000, BAN 2700, and BAN 2800 are offered at the East Campus.
Business-Management Option
Associate in Science

This program is designed for students who seek immediate employment in the field of business and for those presently employed in some business career and desiring advancement but not a transfer degree. Instruction in this program provides a balanced curriculum of general education and business related subjects. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

**FRESHMAN YEAR**

<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>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics or MAC 1104, MAT 1024, MGF 1113 or MGF 1114</td>
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<tr>
<td>COC 1300</td>
<td>Introduction to Data Processing</td>
<td>3</td>
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<tr>
<td>POS 1041</td>
<td>American Government I</td>
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<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
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<tr>
<td>ACC 2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
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<td></td>
<td>Humanities Elective</td>
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**SOPHOMORE YEAR**

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<th>Course</th>
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<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
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<tr>
<td>ACC 2509</td>
<td>Federal Income Tax</td>
<td>3</td>
</tr>
<tr>
<td>ACC 2021</td>
<td>Principles of Accounting II</td>
<td>3</td>
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<tr>
<td>ACC 2301</td>
<td>Managerial Accounting</td>
<td>3</td>
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<tr>
<td>BUL 2111 &amp; BUL 2112</td>
<td>Business Law I &amp; II</td>
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<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
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<tr>
<td>MAN 2000</td>
<td>Principles of Management</td>
<td>3</td>
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<tr>
<td>MAR 2101</td>
<td>Salesmanship</td>
<td>3</td>
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<td></td>
<td>Elective*</td>
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<td><strong>Total</strong></td>
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Students interested in Insurance Careers should take RMI 1015 Principles of Risk and Insurance as an elective.

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

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**Business-Marketing Option**
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 to secure 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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<tr>
<td>ENC 1103</td>
<td>Freshman Composition</td>
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</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MIB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2111</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2000</td>
<td>Principles of Management</td>
<td>3</td>
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<tr>
<td>MAR 2101</td>
<td>Salesmanship</td>
<td>3</td>
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<tr>
<td>MAN 2934</td>
<td>Selected Topics in Business</td>
<td>2</td>
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<tr>
<td>MAR 2949</td>
<td>Cooperative Education Field Experience</td>
<td>4</td>
</tr>
<tr>
<td>SES 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
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**SOPHOMORE YEAR**

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<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>
</tr>
<tr>
<td>MAR 2151</td>
<td>Retailing</td>
<td>3</td>
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<tr>
<td>MAR 2302</td>
<td>Advertising</td>
<td>3</td>
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<tr>
<td>MAN 2934</td>
<td>Selected Topics in Business</td>
<td>2</td>
</tr>
<tr>
<td>MAR 2947</td>
<td>Cooperative Education Field Experience</td>
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<td>COC 1300</td>
<td>Introduction to Data Processing</td>
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</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
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<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
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<td><strong>Total</strong></td>
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</table>

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

**NOTE:** Specialized program courses are offered on the West Campus.
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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<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
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</tr>
<tr>
<td>CHD 1333</td>
<td>Art for Young Children</td>
<td>3</td>
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<tr>
<td>CHD 1220 &amp; Management</td>
<td>Child Development and Management</td>
<td>3</td>
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<td>CHD 1440</td>
<td>Supervised Student Participation</td>
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<td>MVK 1811</td>
<td>Class Piano I</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>SPC 1600</td>
<td>Fundamentals of Speech</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>
<td>3</td>
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<tr>
<td>CHD 1410</td>
<td>Foods for the Young Child</td>
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<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>MTB 1321 or</td>
<td>Technical Math I or</td>
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<tr>
<td>MAC 1104</td>
<td>College Algebra</td>
<td>3</td>
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<td>PHY 1023C or</td>
<td>Basic Physics I or</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1053C</td>
<td>Introductory Physics I</td>
<td>4</td>
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<tr>
<td>BCN 1200C</td>
<td>Building Materials and Construction Methods</td>
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<tr>
<td>ETC 2202</td>
<td>Administrative Management of a Technical Business</td>
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<td>MTB 1322 or</td>
<td>Technical Math II or</td>
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<td>MAC 1114</td>
<td>College Trigonometry</td>
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<td>PHY 1023C or</td>
<td>Basic Physics II or</td>
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<tr>
<td>PHY 1053C</td>
<td>Introductory Physics II</td>
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<td>SUR 1100C</td>
<td>Surveying and Measurements</td>
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<tr>
<td>BCN 2405C</td>
<td>Statics and Strength of Materials</td>
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### SOPHOMORE YEAR

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<th>Course</th>
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<tbody>
<tr>
<td>BCN 1220</td>
<td>Construction Methods and Equipment</td>
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<tr>
<td>ENC 1313</td>
<td>Technical Communication</td>
<td>3</td>
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<tr>
<td>BCN 2949</td>
<td>Cooperative Education: Building Construction Field Experience or Elective from Area 2 General Education</td>
<td>2-4</td>
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<tr>
<td>ARC 2122C</td>
<td>Architectural Drawing II (Steel Structures)</td>
<td>4</td>
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<td>ARC 2124C</td>
<td>Architectural Drawing III (Concrete Structures)</td>
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<td>POS 1041</td>
<td>American Government I</td>
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<tr>
<td>ETC 2220C</td>
<td>Soils and Foundations</td>
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<td>BCN 2613</td>
<td>Estimating and Office Practice</td>
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<tr>
<td>SUR 2201C</td>
<td>Highway Drafting and Route Design</td>
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<tr>
<td>EVS 2215C</td>
<td>Hydraulics and Drainage, Sewage &amp; Sewers</td>
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</tbody>
</table>

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

### 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<td>ENC 1103</td>
<td>Freshman Composition I</td>
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</tr>
<tr>
<td>MTB 1321 or</td>
<td>Technical Math I or</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1104</td>
<td>College Algebra</td>
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<tr>
<td>PHY 1023C or</td>
<td>Basic Physics I or</td>
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<td>PHY 1053C</td>
<td>Introductory Physics I</td>
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<td>BCN 1200C</td>
<td>Building Materials and Construction Methods</td>
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<td>ETC 2202</td>
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<td>BCN 2405C</td>
<td>Statics and Strength of Materials</td>
<td>4</td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1321 or</td>
<td>Technical Math I or</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1104</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1023C or</td>
<td>Basic Physics I or</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1053C</td>
<td>Introductory Physics I</td>
<td>4</td>
</tr>
<tr>
<td>BCN 1200C</td>
<td>Building Materials and Construction Methods</td>
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<tr>
<td>ETC 2202</td>
<td>Administrative Management of a Technical Business</td>
<td>3</td>
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<tr>
<td>MTB 1322 or</td>
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<tr>
<td>MAC 1114</td>
<td>College Trigonometry</td>
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</tr>
<tr>
<td>PHY 1023C or</td>
<td>Basic Physics II or</td>
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<td>PHY 1053C</td>
<td>Introductory Physics II</td>
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<td>SUR 1100C</td>
<td>Surveying and Measurements</td>
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<tr>
<td>BCN 2405C</td>
<td>Statics and Strength of Materials</td>
<td>4</td>
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</tbody>
</table>

**NOTE:** Specialized program courses 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 or she 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.

It has been found that if courses are taken in a logical sequence, learning and ease of learning are improved. Below is a sequence of courses under three headings: "Foundation," "Intermediate," and "Advanced." Although scheduling may not always permit strict adherence, students should use this sequence as a guide to planning their program each term. Under all circumstances, students should consult with academic counselors prior to enrolling each semester.

FOUNDATION COURSES

<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>
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<tr>
<td>INP 1131 or</td>
<td>Applied Psychology for Criminal Justice</td>
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<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1020</td>
<td>Introduction to Criminal Justice</td>
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</tr>
<tr>
<td>CCJ 1800 or</td>
<td>Introduction to Loss Prevention or Physical Security Systems</td>
<td>3</td>
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<tr>
<td>CCJ 1810</td>
<td>Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1300</td>
<td>Introduction to Police Services</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1100</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2000</td>
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INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1136 or</td>
<td>Freshman Composition II or Technical Communications</td>
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</tr>
<tr>
<td>ENB 1313</td>
<td>American Government II or Elective*</td>
<td>3</td>
</tr>
<tr>
<td>PUP 1002</td>
<td>Crime and Delinquency</td>
<td>3</td>
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<tr>
<td>HUM 1000</td>
<td>Humanities or Practical</td>
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<tr>
<td>PHI 1100</td>
<td>Logic</td>
<td>3</td>
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<tr>
<td>CCJ 2230</td>
<td>Criminal Law and Legal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2350 or</td>
<td>Essentials of Interviewing or Counseling</td>
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<tr>
<td>CCJ 2340</td>
<td>Group and Individual</td>
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ADVANCED COURSES

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<tr>
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<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CCJ 2240 or</td>
<td>Criminal Evidence and Legal Procedure or Legal Issues in Corrections</td>
<td>3</td>
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<tr>
<td>CCJ 2281</td>
<td>Electives: General Education*</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Elective: Law Enforcement**</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Elective: Corrections***</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Elective: Loss Prevention***</td>
<td>3</td>
</tr>
</tbody>
</table>


**Criminal Justice Electives: The student may choose among any courses from the Corrections or Law Enforcement or Loss Prevention Options listings.

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

Criminal Justice
Correction 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 or eight courses from among any of the following courses: CCJ 1010, CCJ 1020, CCJ 1300, CCJ 1310, CCJ 2350, CCJ 2360, CCJ 2340, CCJ 2330, CCJ 2320, CCJ 1440, CCJ 2281, CCJ 2930, or CCJ 2940. However, receipt of the 24 hour certificate does NOT satisfy Florida Correctional Standards Council requirements.

Students expecting employment in Corrections 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 Universities and at 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.

While all courses are open to students with the consent of the program director, the experience of other students suggests that learning and ease of learning is improved if courses are taken in a logical sequence. Below is a sequence of courses under three headings — “Foundations,” “Intermediate,” and “Advanced.” In planning their programs, students should complete “Foundation” courses before “Intermediate,” and “Intermediate” before “Advanced.” Although scheduling may not always permit strict adherence, students should use this sequence as a guide to planning their program each term.

### FOUNDATION COURSES

<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>CCJ 1020</td>
<td>Intro. to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1300</td>
<td>Intro. to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2350</td>
<td>Essentials of Interviewing</td>
<td>3</td>
</tr>
<tr>
<td>IN 1131 or PSY 1012</td>
<td>Applied Psych. for C.J. or General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2000</td>
<td>Intro. to Sociology</td>
<td>3</td>
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### INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>PUP 1002</td>
<td>American Government II</td>
<td>3</td>
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<tr>
<td>CCJ 1010</td>
<td>Crime and Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2020</td>
<td>Contemporary Social Problem or General Education Elective*</td>
<td>3</td>
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<tr>
<td>HUM 1020 or PHI 1100</td>
<td>Humanities or Practical Logic</td>
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<tr>
<td>CCJ 2230</td>
<td>Criminal Law &amp; Legal Procedure</td>
<td>3</td>
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<tr>
<td>CCJ 2340</td>
<td>Group and Individual Counseling</td>
<td>3</td>
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<tr>
<td>CCJ 2330 or CCJ 2320</td>
<td>Probation &amp; Parole or Community Corrections Services</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Speech or General Education Elective*</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1136 or ENC 1313</td>
<td>Freshman Comp II or Technical Communications</td>
<td>3</td>
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### ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CCJ 1440</td>
<td>Correctional Administration***</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2281</td>
<td>Legal Issues in Correction</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2940</td>
<td>Field Work****</td>
<td>3</td>
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<tr>
<td></td>
<td>Criminal Justice Electives**</td>
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</tbody>
</table>

*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.

### Criminal Justice

#### Law Enforcement Option

**Associate in Science**

This program has been planned in cooperation with various members of the Criminal Justice system. This Criminal Justice Program offers students a major area of concentration in Police Science. 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. All courses are open to non-Criminal Justice majors with the consent of the program director.

A student desiring to earn a Law Enforcement certificate may do so by completing a total of 24 hours of credit or 8 courses from among any of the following courses: CCJ 1010, CCJ 1020, CCJ 1100, CCJ 1410, CCJ 1420, CCJ 2130, CCJ 2230, CCJ 2240, CCJ 2430, CCJ 2460, CCJ 2482, CCJ 2640, CJT 1340, CJT 2100, or CJT 2110. 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 state and private universities; 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.

It has been found that if courses are taken in a logical sequence, learning and ease of learning are improved. Below is a sequence of courses under three
headings: "Foundation," "Intermediate," and "Advanced." Although scheduling may not always permit strict adherence, students should use this sequence as a guide to planning their program each term. Under all circumstances, students should consult with academic counselors prior to enrolling each semester.

**FOUNDATION COURSES**

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<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
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</tr>
<tr>
<td>CCJ 1020</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1100</td>
<td>Introduction to Police Services</td>
<td>3</td>
</tr>
<tr>
<td>INP 1131 or PSY 1012</td>
<td>Applied Psych. for Criminal Justice or General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1113 or MTB 1103</td>
<td>College Math or Business Math</td>
<td>3</td>
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<tr>
<td>SOC 2000 or SOC 2002</td>
<td>Introductory Sociology or Contemporary Am. Social Problems</td>
<td>3</td>
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**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1136 or ENC 1313</td>
<td>Freshman Composition II or Technical Communication</td>
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</tr>
<tr>
<td>CCJ 1010</td>
<td>Crime and Delinquency</td>
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<tr>
<td>CJT 2110 or CCJ 2230</td>
<td>Elective: Science (Natural or Physical)</td>
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<tr>
<td>CCJ 2230</td>
<td>Criminal Law &amp; Legal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>PUP 1002</td>
<td>American Government II or General Education Elective</td>
<td>3</td>
</tr>
<tr>
<td>PHI 1100</td>
<td>Practical Logic</td>
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**ADVANCED COURSES**

- Criminal Justice Electives** 6
  - CCJ 1410 | Police Administration & Organization | 3 |
  - CTJ 2100 | Criminal Investigation II | 3 |
  - CCJ 2240 | Criminal Evidence & Legal Procedures | 3 |
  - CCJ 2430 | Police Personnel Supervision or Law Enforcement Elective** | 3 |

*For General Education suggested electives, refer to the General Education course 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 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.

It has been found that if courses are taken in a logical sequence, learning and ease of learning are improved. Below is a sequence of courses under three headings: "Foundation," "Intermediate," and "Advanced." Although scheduling may not always permit strict adherence, students should use this sequence as a guide to planning their program each term. Under all circumstances, students should consult with academic counselors prior to enrolling each semester.

**Foundation Courses**

<table>
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<th>Title</th>
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<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Comp. I</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>*CCJ 1800</td>
<td>Introduction to Industrial Security</td>
<td>3</td>
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<tr>
<td>CCJ 1020</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>SPC 1600</td>
<td>Speech or Elective**</td>
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**INTERMEDIATE COURSES**

<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>
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<tr>
<td>*CCJ 1810</td>
<td>Physical Security Systems</td>
<td>3</td>
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<tr>
<td>*CCJ 1820</td>
<td>Fund. of Fire Prevention</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1020</td>
<td>Introduction to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1136 or ENC 1313</td>
<td>Technical Communication or General Education Elective**</td>
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<tr>
<td>*CCJ 2811</td>
<td>Current Problems in Loss Prevention</td>
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<tr>
<td>INP 1301 or INP 1131</td>
<td>Psychology in Business &amp; Industry</td>
<td>3</td>
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<tr>
<td>HES 2432</td>
<td>Applied Psychology</td>
<td>3</td>
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<tr>
<td>*CCJ 2812</td>
<td>Commercial Retail Loss Prevention</td>
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</table>

**ADVANCED COURSES**

- *CCJ 2821 | Personnel Security | 3 |
- *CJT 2110 | Criminal Investigation or elective*** | 3 |
- *CCJ 2230 or | Criminal Law & Legal Procedures | 3 |
- *CCJ 2430 or | or Elective*** | 3 |
- *CCJ 2811 | Criminal Justice Elective*** | 3 |
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>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
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</tr>
<tr>
<td>MTB 1321 or</td>
<td>Technical Mathematics I or</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1104</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>ETM 1828</td>
<td>Engineering Materials &amp; Processes</td>
<td>3</td>
</tr>
<tr>
<td>COC 1300</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1100C</td>
<td>Engineering Drawing</td>
<td>3</td>
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<tr>
<td>ENC 1313</td>
<td>Technical Communication</td>
<td>3</td>
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<td>Technical Mathematics II or</td>
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</tr>
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<td>MAC 1114</td>
<td>College Trigonometry</td>
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<td>PHY 1023C or</td>
<td>Basic Physics I or</td>
<td>4</td>
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<tr>
<td>PHY 1054C</td>
<td>Introductory Physics II</td>
<td>4</td>
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<tr>
<td>*EGN 1130C</td>
<td>Descriptive Geometry</td>
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<tr>
<td>ETD 1710C</td>
<td>Mechanical Drafting I</td>
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**SOPHOMORE YEAR**

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<td>Cooperative Education:</td>
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<tr>
<td>MTB 1304</td>
<td>Modern Computational Methods</td>
<td>2</td>
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<tr>
<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>
<td>3</td>
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<tr>
<td>*ETD 2642C</td>
<td>Electromechanical Drafting II</td>
<td>3</td>
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<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>*ETD 2703C</td>
<td>Mechanical Drafting III</td>
<td>3</td>
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</tbody>
</table>

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

Electronics Technology Associate in Science

This program is designed to produce skilled technicians capable of assisting in the design, production, operation and servicing of electrical and electronic systems and equipment. It is organized to provide the latest theory and practice in electrical and electronics circuitry to enable students to gain responsible positions in one of the many clusters of occupations in the electronics field. To transfer credits from this program, the student should secure advance approval from the transfer institution.

**FRESHMAN YEAR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Freshman Composition I</td>
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</tr>
<tr>
<td>MTB 1327</td>
<td>Mathematics for Electronics I</td>
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<td>MTB 1328</td>
<td>Mathematics for Electronics II</td>
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<td>PHY 1023C or</td>
<td>Basic Physics or</td>
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</tr>
<tr>
<td>PHY 1054C</td>
<td>Introductory Physics I</td>
<td>4</td>
</tr>
<tr>
<td>ETD 1100C</td>
<td>Engineering Drawing</td>
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<tr>
<td>ETE 1010C</td>
<td>Electric Circuits I</td>
<td>4</td>
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<tr>
<td>PHY 1024C or</td>
<td>Basic Physics or</td>
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</tr>
<tr>
<td>PHY 1054C</td>
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<td>ETE 1031C</td>
<td>Electric Circuits II</td>
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<tr>
<td>ETE 1141C</td>
<td>Semiconductor Circuits I</td>
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</tbody>
</table>

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

Electro-Mechanical Technology Associate in Science

This program will produce a technician not only competent in areas that require combined or overlapping skills in electronics, mechanics, fluids, optics, acoustics and thermodynamics, but also capable of entering several technical occupations. Students wishing to transfer any credits from this program to another in-

stitution 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.

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**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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**FRESHMAN YEAR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1313</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>CNM 1005</td>
<td>Data Processing Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041 &amp; American Government</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>PUP 1002</td>
<td>I &amp; II</td>
<td>6</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business &amp; Industry</td>
<td>3</td>
</tr>
<tr>
<td>COC 1300</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ACC 2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>COP 2226</td>
<td>COBOL Programming I</td>
<td>3</td>
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**SOPHOMORE YEAR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>STA 2014</td>
<td>Elementary Statistics</td>
<td>3</td>
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<tr>
<td>CJS 2321</td>
<td>Data Systems and Management</td>
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</tr>
<tr>
<td>ACC 2021</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
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<tr>
<td></td>
<td>Humanities Elective</td>
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<tr>
<td>COP 2120</td>
<td>COBOL Programming II</td>
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</tr>
<tr>
<td>CRM 2121</td>
<td>Data Processing Management</td>
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</tr>
<tr>
<td></td>
<td>Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL**

**30**

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.

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**Dental Hygiene**

**Associate in Science**

This program is approved by the American Dental Association Commission on Accreditation for dental hygiene education.

The Dental Hygiene Program is designed to prepare students for careers as dental hygienists. Graduates are eligible to take the Florida examination for licensure as registered dental hygienists. 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 Dental Hygiene courses to meet a prerequisite or graduation requirement.

Requirements and further information about admission to this program can be found in the Admissions and Records section of this catalog.

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**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>APB 2193C &amp; APB 2201C</td>
<td>Human Anatomy &amp; Physiology</td>
<td>8</td>
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<tr>
<td>MCB 2010C</td>
<td>Microbiology</td>
<td>4</td>
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<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
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<tr>
<td>DES 100C</td>
<td>Dental Anatomy</td>
<td>3</td>
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<tr>
<td>DEH 1000C</td>
<td>Clinical Dental Hygiene I</td>
<td>4</td>
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<tr>
<td>DES 1200C</td>
<td>Dental Radiography</td>
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<tr>
<td>DEH 1120</td>
<td>General &amp; Oral Histology</td>
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<tr>
<td>DEH 1802C</td>
<td>Clinical Dental Hygiene II</td>
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<tr>
<td>DEH 1804C</td>
<td>Clinical Dental Hygiene III</td>
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<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
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**TOTAL**

**40**

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**SOPHOMORE YEAR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>HUN 1001</td>
<td>Fundamentals of Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>DEH 2400</td>
<td>General and Oral Pathology</td>
<td>3</td>
</tr>
<tr>
<td>DEH 2700</td>
<td>Dental Health Education</td>
<td>2</td>
</tr>
<tr>
<td>DEH 2806C</td>
<td>Clinical Dental Hygiene IV</td>
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<tr>
<td>DEH 2800</td>
<td>Periodontics</td>
<td>2</td>
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<tr>
<td>DES 2100C</td>
<td>Dental Materials</td>
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</tr>
<tr>
<td>DEH 2303</td>
<td>Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>DEH 2701</td>
<td>Dental Public Health &amp; Preventive Dentistry</td>
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</tr>
<tr>
<td>DEH 2504</td>
<td>Dental Specialties</td>
<td>1</td>
</tr>
<tr>
<td>DEH 2908C</td>
<td>Clinical Dental Hygiene V</td>
<td>5</td>
</tr>
<tr>
<td>SOC 2000</td>
<td>Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>American Government I</td>
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</tbody>
</table>

**TOTAL**

**34**

**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>
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</thead>
<tbody>
<tr>
<td>ETE 2949</td>
<td>Cooperative Education or Elective</td>
<td>3</td>
</tr>
<tr>
<td>ETE 2630C</td>
<td>Pulse and Digital Circuits</td>
<td>4</td>
</tr>
<tr>
<td>ETE 2411C</td>
<td>Electronic Communications I</td>
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<tr>
<td>ETE 2145C</td>
<td>Semiconductor Circuits II</td>
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<tr>
<td>ETE 2616C</td>
<td>Digital Systems Fundamentals</td>
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<tr>
<td>ETE 2323C</td>
<td>Control Systems</td>
<td>4</td>
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<tr>
<td>ETE 2421C</td>
<td>Electronic Communications II</td>
<td>4</td>
</tr>
<tr>
<td>ENC 1313</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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**Graphic Arts Technology**

**Associate in Science**

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

**CORE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
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</tr>
<tr>
<td>MTB 1321 or 1322</td>
<td>Technical Math I or II</td>
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<tr>
<td>MAC 1104</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>ARV 1200</td>
<td>Introduction to Graphic Communications</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1023C or 1053C</td>
<td>Basic Physics or Introductory Physics</td>
<td>4</td>
</tr>
<tr>
<td>ARV 1202</td>
<td>Fundamentals of Typography</td>
<td>3</td>
</tr>
<tr>
<td>ARV 2266</td>
<td>Cooperative Education: Graphic Arts Field Experience or Elective</td>
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<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
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<tr>
<td>MTB 1322 or 1322</td>
<td>Technical Math II or II</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1114</td>
<td>College Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>ARV 1210C</td>
<td>Layout Design and Copy Preparation</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>*ARV 1234</td>
<td>Photolithography I</td>
<td>3</td>
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<tr>
<td>MAR 2331</td>
<td>Graphics Production Management</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1020</td>
<td>Humanities in a Technological Society</td>
<td>3</td>
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<tr>
<td>ARV 2260</td>
<td>Graphic Arts Estimating</td>
<td>3</td>
</tr>
<tr>
<td>ART 1201C</td>
<td>Design I</td>
<td>3</td>
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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>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2000</td>
<td>Introductory Sociology</td>
<td>3</td>
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<tr>
<td>CHM 1040</td>
<td>Introduction to General Chemistry</td>
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<tr>
<td>FFP 2200</td>
<td>Fundamentals of Fire Prevention</td>
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</tr>
<tr>
<td></td>
<td>Humanities Elective</td>
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<tr>
<td></td>
<td>Electives</td>
<td>6</td>
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<tr>
<td>FFP 2620</td>
<td>Fire Protection Systems &amp; Extinguishing Agents **</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2310</td>
<td>Building Construction and Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2180</td>
<td>Fire Department Management **</td>
<td>3</td>
</tr>
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</table>

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD 1100C</td>
<td>Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1313</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>ARV 2208</td>
<td>Illustrating</td>
<td>3</td>
</tr>
<tr>
<td>ARV 2330</td>
<td>Graphic Presentation of Data</td>
<td>3</td>
</tr>
<tr>
<td>ARV 2310</td>
<td>Pictorial Rendering</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>18</strong></td>
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</tbody>
</table>

PRINTING MANAGEMENT MAJOR

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

SUGGESTED ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1301</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 2600</td>
<td>Photography</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2302</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>JOU 1420L</td>
<td>College Newspaper</td>
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</tr>
<tr>
<td>JOU 2200</td>
<td>Editing &amp; Makeup or selected courses from other graphics major</td>
<td>3</td>
</tr>
</tbody>
</table>

*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.

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

**Horticulture (Ornamental) Associate in Science**

This program prepares students for employment in the foliage and landscape-nursery industry. The program is constantly updated to take into account the rapidly changing needs and technological advancements in the landscape-nursery industry. Specialized courses are offered in Greenhouse Production and Nursery Management Landscape.

**SUGGESTED COURSES FOR GREENHOUSE PRODUCTION OPTION**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORH 1005L</td>
<td>Introduction to Foliage and Flowering House Plants</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>ORH 2201</td>
<td>Greenhouse Operation and Management</td>
<td>3</td>
</tr>
<tr>
<td>ORH 2802L</td>
<td>Interior-scaping with Foliage Plants</td>
<td>3</td>
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</table>

**SUGGESTED COURSES FOR NURSERY MANAGEMENT LANDSCAPE OPTION**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<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>
<td>3</td>
</tr>
<tr>
<td>HOS 2054</td>
<td>Nursery Operation and Management</td>
<td>3</td>
</tr>
<tr>
<td>ORA 2831</td>
<td>Introduction to Landscape Design I</td>
<td>3</td>
</tr>
</tbody>
</table>

**NOTE:** If a student is interested in an AA Degree, check with the Counseling Department. 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>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SES 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>COC 1300</td>
<td>Introduction to Data 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>
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<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>
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**SOPHOMORE YEAR**

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Humanities Elective*</td>
<td>3</td>
</tr>
<tr>
<td>HFT 1410</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2200</td>
<td>Hotel-Motel Front Office Management</td>
<td>3</td>
</tr>
<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>
<td>3</td>
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<tr>
<td>HFT 2600</td>
<td>Law and Insurance</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2941</td>
<td>Internship in Hotel-Motel-Restaurant Management</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*HFT 2930</td>
<td>Selected Topics in Hotel-Motel-Restaurant Area</td>
<td>3</td>
</tr>
</tbody>
</table>

* A recommended elective

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

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

Below is a sequence of courses under three headings — “Foundation,” “Intermediate,” and “Advanced.” In planning their programs, students should complete “Foundation” courses before “Intermediate,” and “Intermediate” before “Advanced.” Although scheduling may not always permit strict adherence, students should use this sequence as a guide to planning their program each term.

**FOUNDATION COURSES**

<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>LEA 1201</td>
<td>Real Property I</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>LEA 1013</td>
<td>Legal Research &amp; Theory</td>
<td>3</td>
</tr>
</tbody>
</table>

**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>LEA 2202</td>
<td>Real Property II</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2112</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>SES 1335</td>
<td>Business Communications</td>
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<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
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<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
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<td>ACC 1009</td>
<td>Basic Accounting</td>
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<td>LEA 2101</td>
<td>Civil Litigation I</td>
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<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 I</td>
<td>3</td>
</tr>
<tr>
<td>LEA 2212</td>
<td>Wills, Trusts, &amp; Estate Administration II</td>
<td>3</td>
</tr>
<tr>
<td>LEA 2401</td>
<td>Law Office Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**ADVANCED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUL 2114</td>
<td>Business Organizations</td>
<td>3</td>
</tr>
<tr>
<td>LEA 2940</td>
<td>Internship as a Lawyer's Assistant or Elective</td>
<td>6</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 East Campus.

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**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.

While all courses are open to students with the consent of the program director, the experience of other students suggests that learning and ease of learning are improved if courses are taken in a logical sequence.

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**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 a national registry examination. 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.

Requirements and further information about admission to this program can be found in the Admissions and Records section of this catalog.

**FRESHMAN & SOPHOMORE YEAR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1313</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>APB 2193C</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>APB 2201C</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1034</td>
<td>General Chemistry for Laboratory Technology</td>
<td>6</td>
</tr>
<tr>
<td>MLS 1000C</td>
<td>Introduction and Urinalysis</td>
<td>3</td>
</tr>
<tr>
<td>MCB 2010C</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>MLS 1300C</td>
<td>Hematology</td>
<td>4</td>
</tr>
<tr>
<td>MLS 1530C</td>
<td>Immunology</td>
<td>4</td>
</tr>
<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MLS 1400C</td>
<td>Medical Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>MLS 2620C</td>
<td>Clinical Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>MLS 2807L</td>
<td>Blood Bank Practicum</td>
<td>2</td>
</tr>
<tr>
<td>MLS 2800</td>
<td>Instrumentation</td>
<td>1</td>
</tr>
<tr>
<td>MLS 2809L</td>
<td>Hematology Practicum</td>
<td>4</td>
</tr>
<tr>
<td>MLS 2810L</td>
<td>Chemistry Practicum</td>
<td>4</td>
</tr>
<tr>
<td>MLS 2811L</td>
<td>Micro Practicum</td>
<td>4</td>
</tr>
<tr>
<td>MLS 2809L</td>
<td>Serology/Urinalysis Practicum</td>
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<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Credit Hours:** 66

**Students will be advised of course sequence.**

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

Students accepted into the Medical Laboratory Technology Program must pay liability insurance annually in the amount of $10.50. This expense is subject to change without notice.

**Nursing**

**Associate in Science**

This program has been coordinated with local medical representatives, the State Department of Education and the State Board of Nursing. It is accredited by the State Board of Nursing and the National League for Nursing.

Graduates of this program are prepared to administer nursing care as general staff duty nurses and are eligible to take the Florida examination for licensure as registered nurses.

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

Requirements and further information about admission to this program can be found in the Admissions and Records section of this catalog.

**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 1210</td>
<td>Fundamentals of Nursing or Fundamentals of the Nursing Process</td>
<td>8-10*</td>
</tr>
<tr>
<td>NUR 1111C</td>
<td>Maternity Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NUR 1310</td>
<td>Psychiatric Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NUR 1210C</td>
<td>Introduction to Medical-Surgical Nursing</td>
<td>4</td>
</tr>
<tr>
<td>APB 2193C &amp; APB 2201C</td>
<td>Human Anatomy &amp; Physiology</td>
<td>8</td>
</tr>
<tr>
<td>MCB 2010C</td>
<td>Microbiology</td>
<td>4</td>
</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>
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**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>Nursing Care of Adults with Problems of Inadequate Oxygenation</td>
<td>4</td>
</tr>
<tr>
<td>NUR 2222C</td>
<td>Nursing Care of Adults with Problems of Nutrition, Elimination and Regulatory Mechanisms</td>
<td>4</td>
</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>
<tr>
<td>NUR 2943C</td>
<td>Patient Care Management</td>
<td>6</td>
</tr>
</tbody>
</table>

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

**NOTE:** For more detailed information, students should consult the "Nursing Student Handbook."
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 1331</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>MAH 1700</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PCS 1041</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>IMP 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 1301</td>
<td>Florida Real Estate Law</td>
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</tr>
<tr>
<td>REE 1010</td>
<td>Housing and Home Ownership</td>
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</table>

30 Credit Hours

SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ACC 1009</td>
<td>Basic Accounting</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011</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 2040</td>
<td>Real Estate Consumption</td>
<td>3</td>
</tr>
<tr>
<td>REE 2500</td>
<td>Real Estate Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

30 Credit Hours

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

Credit by Examination: Students who have successfully completed the non-credit real estate course CN-21 Real Estate Principles, Practices and Law may apply and take an examination for credit in REE 1000, Real Estate Principles and Practices I, 3 credit hours, and BUL 1303, Florida Real Estate Law, 3 credits. Cost is $15 for each 3 credit hour course.

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, and graduates are eligible for registry examination. 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.

Requirements and further information about admission to this program can be found in the Admissions and Records section of this catalog.

FRESHMAN YEAR

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

*Twelve calendar months

SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1313</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>RET 2875</td>
<td>Clinical Practice II</td>
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<tr>
<td>APB 2293</td>
<td>Respiratory Pathology</td>
<td>3</td>
</tr>
<tr>
<td>RET 2284</td>
<td>Cardiopulmonary Therapy</td>
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</tr>
<tr>
<td>RET 2876</td>
<td>Clinical Practice III</td>
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</tr>
<tr>
<td>RET 2934</td>
<td>Advanced Cardiopulmonary Therapy</td>
<td>4</td>
</tr>
<tr>
<td>RET 2877</td>
<td>Clinical Practice IV</td>
<td>2</td>
</tr>
<tr>
<td>RET 2878</td>
<td>Clinical Practice V</td>
<td>2</td>
</tr>
<tr>
<td>HCA 2301</td>
<td>Hospital Organization and Management</td>
<td>2</td>
</tr>
</tbody>
</table>

30 Credit Hours

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

Students accepted into the Respiratory Therapy Program must pay liability insurance annually in the amount of $10.50. This expense is subject to change without notice.

Secretarial Science — Executive Secretary Option
Associate in Science

This program is designed to meet the needs of students desiring college level training in Secretarial Science. Included within the program are provisions for skills training to meet the clerical requirement (see Clerical Option) and select courses to benefit the insurance secretary enrollee. To transfer credits from this program to another institution, 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>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SEC 1210</td>
<td>Beginning Shorthand*</td>
<td>3</td>
</tr>
<tr>
<td>SES 1100</td>
<td>Beginning Typewriting*</td>
<td>3</td>
</tr>
<tr>
<td>SES 1110</td>
<td>Intermediate Typewriting*</td>
<td>3</td>
</tr>
<tr>
<td>SES 1211</td>
<td>Intermediate Shorthand*</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>IMP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
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</tr>
<tr>
<td>SES 2321</td>
<td>Business Machines</td>
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**SOPHOMORE YEAR**

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SES 1331</td>
<td>Business Communications</td>
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</tr>
<tr>
<td>SES 2212</td>
<td>Advanced Shorthand</td>
<td>3</td>
</tr>
<tr>
<td>SES 2240</td>
<td>Shorthand Transcription</td>
<td>3</td>
</tr>
<tr>
<td>SES 2120</td>
<td>Advanced Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 1009</td>
<td>Basic Accounting**</td>
<td>3</td>
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<tr>
<td>COC 1300</td>
<td>Introduction to Data Processing</td>
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<td>SES 2341</td>
<td>Office Procedures</td>
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<tr>
<td>SES 2401</td>
<td>Secretarial Procedures</td>
<td>3</td>
</tr>
<tr>
<td>SES 2490</td>
<td>Executive Secretarial Seminar &amp; Work Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

**Students with prior instruction and/or experience should enroll in next higher shorthand and/or typing course. They should select electives in lieu of SES 1210, SES 1121, SES 1100, or SES 1110 or take credit by exam (CE) for the course waived. Recommended electives as substitutes: ECO 1000 Basic Economics; BUL 2112 Business Law II; PSY 1012 General Psychology; SOC 2000 Introduction to Sociology; MAN 2000 Principles of Management.

**Students with prior instruction and/or experience in shorthand and/or typing should enroll in the next higher shorthand and/or typing courses. Such students should select electives or take credit by exam (CE) for the course waived. SES 2321, INP 1301, or SPC 1600 are recommended as electives.

**Students are encouraged to take ACC 2001 Accounting I in lieu of ACC 1009.

**INSURANCE RELATED INSTRUCTION:** Recommended courses:
Students enrolled in the executive secretarial option who desire to receive instruction in insurance, office practice and procedures and work seminars may elect to substitute the following insurance course(s) for the indicated executive secretary course(s):
- RMI 1015 Principles of Insurance for INP 1301 Psychology in Business and Industry
- RMI 2060 Insurance Office Practice for SES 2401 Secretarial Procedures
- MAN 2940 Work Seminar for SES 2490 Executive Secretarial Seminar and Work Experience

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**Secretarial Science — Medical Secretary Option**

**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>
<td>3</td>
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<tr>
<td>APB 1390 &amp; APB 1391</td>
<td>Medical Terminology I &amp; II</td>
<td>3-3</td>
</tr>
<tr>
<td>SES 1257</td>
<td>Medical Transcription I</td>
<td>3</td>
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<tr>
<td>SES 1461</td>
<td>Medical Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>SES 2268</td>
<td>Medical Transcription II</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

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**Secretarial Science — Legal Secretary Option**

**Associate In Science**

Students desiring clerical-secretarial employment dealing primarily with law would elect the Legal Secretary 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 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>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 1009</td>
<td>Basic Accounting**</td>
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</tr>
<tr>
<td>SES 1331</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>SES 2120</td>
<td>Advanced Typing</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>SES 2259</td>
<td>Medical Transcription III</td>
<td>3</td>
</tr>
<tr>
<td>SES 2464</td>
<td>Medical Secretary Procedures</td>
<td>3</td>
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<tr>
<td>SES 2470</td>
<td>Internship as Medical Secretary</td>
<td>4</td>
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<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
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<td></td>
<td>Humanities Elective</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>31</strong></td>
</tr>
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*Students with prior instruction and/or experience in SES 1100 or SES 1110 may enroll in next higher typing-writing 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.

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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.

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**FRESHMAN YEAR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1321</td>
<td>Technical Mathematics I or</td>
<td></td>
</tr>
<tr>
<td>MAC 1104</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1100C</td>
<td>Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1304</td>
<td>Modern Computational Methods</td>
<td>2</td>
</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</td>
<td>Technical Mathematics II or</td>
<td></td>
</tr>
<tr>
<td>MAC 1114</td>
<td>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>SUR 1100C</td>
<td>Surveying and Measurements</td>
<td>4</td>
</tr>
<tr>
<td>ETC 2202</td>
<td>Administrative Management of a Technical Business</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 33

---

**SOPHOMORE YEAR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETC 2949</td>
<td>Cooperative Education:</td>
<td>2-4</td>
</tr>
<tr>
<td>SUR 2201C</td>
<td>Surveying Field Experience</td>
<td></td>
</tr>
<tr>
<td>SUR 2610C</td>
<td>Highway Drafting and Route Design</td>
<td>4</td>
</tr>
<tr>
<td>SUR 2640C</td>
<td>Surveying II</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2500C</td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2460C</td>
<td>Surveying III</td>
<td>4</td>
</tr>
<tr>
<td>SUR 2300C</td>
<td>Electronic and Geodetic Surveying</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2400C</td>
<td>Subdivisions</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2402C</td>
<td>Topography and Mapping</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2402C</td>
<td>Legal Aspects of Surveying</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2402C</td>
<td>Land Surveying and Descriptions</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 31-33

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

---

**Session I**

<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 1100</td>
<td>Beginning Typing</td>
<td>3</td>
</tr>
<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>
</tbody>
</table>

**Total:** 15

**Session II**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
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<tr>
<td>SES 1331</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>SES 1110</td>
<td>Intermediate Typing</td>
<td>3</td>
</tr>
<tr>
<td>SES 2322</td>
<td>Business Machines</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>SES 2490</td>
<td>Executive Secretarial Seminar &amp; Work Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 15

**Session III**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SES 2401</td>
<td>Secretarial Procedures</td>
<td>3</td>
</tr>
<tr>
<td>SES 2120</td>
<td>Advanced Typing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 6

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.
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 concerning personal, occupational, and avocational interests. Examples 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 are not 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 15 or more students express a common interest.

Courses designated "Noncredit" 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
*Cake Decorating I, CN 135, Noncredit
*Cake Decorating II, CN 160, Noncredit
Basic EMT, CN 37, CEU
Biology of Aging, CN 446, CEU
Boundary Description and Legal Principles, CN 67, CEU
Building Staff and/or Personal Resources, CN 483, CEU
Certified Professional Secretary (CPS) Review, CN 146, CEU
Communications, CN 163, CEU
Computers in Everyday Life, CN 28, Noncredit
Conversational French I, CN 124, CEU
Conversational German I, CN 143, CEU
Conversational Italian I, CN 81, CEU
Conversational Spanish, CN 34, CEU
Developmental Reading, CN 224, Noncredit
Displaced Homemakers: Building for Success I, CN 374, CEU

Effective Communication for Couples, CN 249, CEU
Graduate Record Examination (GRE) Review, CN 122, CEU
Great Decisions, CN 51, Noncredit
Health Education for Persons With Lung Problems, CN 108, Noncredit
Helping Families and Children, CN 545, CEU
History of Photography: Its Evolution as a Fine Art, CN 56, CEU
Improving Reading Efficiency, CN 36, CEU
Keeping Your Cool: Stress/Conflict Management, CN 407, CEU
Landscape Horticulture, CN 12, Noncredit
Law for the Consumer, CN 132, Noncredit
Life Stages/Patterns and Passages, CN 408, Noncredit
Literacy Tutor Training (Workshop), CN 223, Noncredit
Living Creatively With Children, CN 288, CEU
Metric System, CN 125, CEU
Microwave Cooking, CN 394, Noncredit
Nutritional and Mental Health, CN 74, Noncredit
Orientation to Leadership Skills, CN 115, Noncredit
Parent Education, CN 76, CEU
Parent Education Leadership, CN 531, CEU
Parent Education Seminar, CN 180, CEU
Parent Education: Special Topics, CN 197, CEU
Parent Education Workshop, CN 176, CEU
Parent Education and Co-op Laboratory, CN 62, CEU
Parent-Infant Stimulation Laboratory, CN 222, CEU
Parent-Toddler Laboratory, CN 546, CEU
Parliamentary Procedures, CN 30, CEU
Personal Development in Business, CN 121, Noncredit
Scientific Relaxation I, CN 296, Noncredit
Selected Topics in Psychology, CN 144, Noncredit
Self Defense for Women, CN 129, Noncredit
Standard First Aid and Personal Safety, CN 120, CEU
*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, CEU
Transactional Analysis, CN 52, Noncredit
Values Clarification Workshop, CN 219, Noncredit
Volunteer Tutoring in Reading, CN 49, CEU
The Woman Alone, CN 31, Noncredit
Women in Citrus, CN 75, CEU
Women's Film Festival, CN 318, Noncredit
*Yoga I, CN 9, Noncredit

*This course is supported entirely by student fees at no expense to the taxpayer.

**Business and Professional:**

Abnormal Blood Cell Morphology, CN 77, CEU
Credit Management Training (Special), CN 147, CEU
Development of Business and/or Personal Resources, CN 443, CEU
Drug Administration (Special), CN 149, CEU
Effective Listening, CN 11, Noncredit
Effective Public Relations, CN 17, CEU
Emergency Cardiac Technician, CN 57, CEU
Emergency Medical Technician (Refresher), CN 41, CEU
Financial Officer Training (Special), CN 107, CEU
Fire Investigation and Arson Detection Seminar, CN 114, CEU
Fire Technology Seminar, CN 44, CEU
Health Claims Processing and Administration, CN 372, CEU
Intestinal Protozoa, CN 26, CEU
Introduction to Hotelman's Law, CN 79, CEU
Introduction to Retailing, CN 10, CEU
Introduction to the Bank Teller's Position, CN 24, CEU
Legal Aspects of Nursing, CN 70, CEU
Management in Child Care I, CN 48, CEU
Management in Child Care II, CN 50, CEU
Medical Terminology, CN 113, CEU
Methods of Teaching for Fire Instructors, CN 45, CEU
Moving Up: Women in Management, CN 261, CEU
Nursing Forums, CN 43, CEU
Own Your Own: Starting a Business Enterprise, CN 161, CEU
Paramedic Internship, CN 391, CEU
Paramedic Refresher, CN 442, CEU
Photogrammetry Workshop for Surveyors, CN 151, CEU
Pre-apprenticeship Training in the Building Trades, CN 371, CEU
Principles of Bank Operations, CN 13, CEU
Real Estate Principles, Practices, and Law, CN 21, CEU
Refresher Course for Registered Nurses, CN 111, CEU
Science-Fiction or Reality (Modern Technology), CN 140, Noncredit
Secretarial Training in Word Processing, CN 23, CEU
Self-assessment and Career Exploration, CN 549, CEU
Stock Purchasing and Trading, CN 2, Noncredit
Trauma Nursing, CN 148, CEU
Travel Agency Techniques, CN 102, CEU
Volunteer Administration, CN 35, CEU
What Do I Want Out of Nursing — Who Am I, CN 381, CEU

Creative Arts, Crafts, Music and Cultural Enrichment

*Beginning Painting, CN 32, Noncredit
*Ceramics I, CN 33, Noncredit
*Community Chorus, CN 69, Noncredit
*Introduction to Music: Selected topics, CN 153, Noncredit
*Quilling, CN 42, Noncredit
*Quilting, CN 164, Noncredit
*Reader's Theatre, CN 119, Noncredit
*"Rusty Lady" Lecture Series, CN 61, Noncredit
*Shakespeare Without Tears, CN 123, Noncredit
*Weaving: Off-the-Loom Techniques, CN 15, Noncredit

*This course is supported entirely by student fees at no expense to the taxpayer.

Recreation and Sports:

*Archery, CN 105, Noncredit
*Backpacking, CN 355, Noncredit
*Basketball, CN 96, Noncredit
*Boating Safety and Seamanship, CN 8, Noncredit
*Care of Horses, CN 6, Noncredit
*Contemporary Dance, CN 92, Noncredit
*Dance Workshop, CN 152, Noncredit
*Golf I, CN 103, Noncredit

*Guitar I, CN 71, Noncredit
*Hawaiian Dancing, CN 128, Noncredit
*Jazz Dance, CN 138, Noncredit
*Judo, CN 139, Noncredit (Males)
*Judo, CN 142, Noncredit
*Orientation to Sky Diving, CN 80, Noncredit
*Physical Fitness, CN 136, Noncredit
*Sailing, CN 141, Noncredit
*Stimnastics and Individual Conditioning, CN 87, Noncredit
*Softball, CN 93, Noncredit
*Sports Officiating I, CN 97, Noncredit
*Tennis I, CN 104, Noncredit
*Tennis II, CN 106, Noncredit
*Tennis III, CN 106, Noncredit
*Touch Football, CN 95, Noncredit
*Tumbling and Gymnastics, CN 91, Noncredit
*Volleyball, CN 94, Noncredit
*Weight Training, CN 88, Noncredit

*This course is supported entirely by student fees at no expense to the Taxpayer.

Other:

*Basic Dog Obedience, CN 14, Noncredit
*Biblical Interpretation of Contemporary Issues, CN 162, Noncredit
Community Urban Education, CN 1, Noncredit
Sea Life and Its Survival (Marine Biology), CN 131, CEU
Study of the Florida Keys, CN 19, CEU
Time Management, CN 409, Noncredit
Understanding the Bible, CN 40, CEU

*This course is supported entirely by student fees at no expense to the Taxpayer.
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:

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 postsecondary 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 criticism 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 different 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/same place.

Examples:

Marine Biology

Marine Biology

with Lab

OCB _013 (lecture only)
OCB _013L (lab only)
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 accommodate its major classifications. The logic of the system allows it to be infinitely expandable with minimal disruption to existing numbers.

History, for example, has seven prefixes: AFH, African History; AMH, American History; ASH, Asian History; EUH, European 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.

```
  A M H 3 4 2 1
  |   |   |   |
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"
```

(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>10</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.

Authority for Acceptance of Equivalent Courses

The following amendment to Section 6A-10.24(7) of the Articulation Agreement was approved by the Community Colleges Council on Instructional Affairs, the Presidents Council, the Division of Community Colleges, the State University System Council of Vice Presidents for Academic Affairs, the Council of Presidents, and the Board of Regents. It was adopted by the State Board of Education on March 7, 1978: "...Students who earn credit in a course determined by the appropriate faculty task force to be equivalent and which is published in the state-wide course numbering system, and who later transfer to another institution within the system can transfer and use the credit in that course at the receiving institution for the same purpose as that course can be used by native students who complete the course at the receiving institution."

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>AER</td>
<td>Automotive Service</td>
<td>AFA</td>
<td>Afro-American Studies</td>
</tr>
<tr>
<td>AFH</td>
<td>African History</td>
<td>AGS</td>
<td>African Studies</td>
</tr>
<tr>
<td>AFS</td>
<td>Agriculture General</td>
<td>AGG</td>
<td>Agronomy</td>
</tr>
<tr>
<td>AGR</td>
<td>American History</td>
<td>AML</td>
<td>American Literature</td>
</tr>
<tr>
<td>AML</td>
<td>American Studies</td>
<td>AMS</td>
<td>American Studies</td>
</tr>
<tr>
<td>ANT</td>
<td>Anthropology</td>
<td>APB</td>
<td>Applied Biology</td>
</tr>
<tr>
<td>APH</td>
<td>Anatomy/Organismal Physiology</td>
<td>ARC</td>
<td>Architecture</td>
</tr>
<tr>
<td>ARE</td>
<td>Art Education</td>
<td>ARH</td>
<td>Art History</td>
</tr>
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</tr>
<tr>
<td>--------------</td>
<td>-----------------------------------------------------------------------</td>
<td>--------------</td>
<td>-----------------------------------------------------------------------</td>
</tr>
<tr>
<td>ARV</td>
<td>Arts: Vocational</td>
<td>EED</td>
<td>Education: Emotional Disorders</td>
</tr>
<tr>
<td>ASI</td>
<td>Astronomy: Instrumentation</td>
<td>EEL</td>
<td>Engineering: Electrical</td>
</tr>
<tr>
<td>ASN</td>
<td>Asian Studies</td>
<td>EES</td>
<td>Environmental Engineering</td>
</tr>
<tr>
<td>AST</td>
<td>Astronomy</td>
<td>EEX</td>
<td>Science</td>
</tr>
<tr>
<td>BAN</td>
<td>Banking</td>
<td>EGM</td>
<td>Education: Exceptional Child —</td>
</tr>
<tr>
<td>BCC</td>
<td>Basic Clinical Clerkship</td>
<td>EGN</td>
<td>Core Competencies</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. Prerequisite: MAC 1104. A study of various types of heating, ventilating and air conditioning equipment; warm air, hot water and steam heating systems and piping layouts; fan performance and fan laws; operation and test of actual equipment. (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: MAC 1104. 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 trouble shooting. (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 1 Credit
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 applications, compound and cascade refrigeration systems; process cooling applications.

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

ANTHROPOLOGY

ANT 2000 3 Credits
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 ETI 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 develop a project of their choice. (Laboratory fee)

ARC 2033C 4 Credits
ARCHITECTURAL DESIGN
Prerequisite: ARC 1120C, ARC 2122C or ARC 2154C. Co-requisite: ARC 2122C or ARC 2154C. 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 2154C 4 Credits
ARCHITECTURAL DRAWING III (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 4 Credits
BUILDING MATERIALS AND CONSTRUCTION METHODS
Survey of materials and methods used in construction. Covers broad areas of wood, concrete, masonry, metal and other building materials. Students select various topics for class presentation. A variety of audiovisual material is utilized to enhance student understanding of these topics. (Laboratory fee)

BCN 1705 3 Credits
CONTRACTS, CODES, SPECIFICATIONS AND OFFICE PRACTICES
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 3 Credits
CONSTRUCTION PLANNING AND CONTROL
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 method, project control and integration of calendar dates to the plan.

BCN 2405C 4 Credits
STATICS AND STRENGTH OF MATERIALS
Prerequisite: PHY 1023C 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 4 Credits
BUILDING SERVICE SYSTEMS
Surveying of the design and installation of various mechanical and electrical systems used in buildings. Some of the areas covered are: water systems, comfort control, system installation and coordination, illumination and other selected topics.

BCN 2616 3 Credits
BUILDING CONSTRUCTION ESTIMATING
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

ARH 1000 3 Credits
THE VISUAL ARTS TODAY
The course, an introductory art appreciation 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.

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

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

ART 1304C 3 Credits
INTRODUCTION TO DRAWING AND PAINTING
A laboratory course designed for non-art majors who wish to explore drawing and painting techniques and media. (Laboratory fee)

ART 1001C 3 Credits
FUNDAMENTALS OF APPLIED ART
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 3 Credits
DESIGN I
Includes extra periods. An introduction to studio art through the analytical use of the elements and principles of design.

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

ART 1302C 3 Credits
DRAWING II
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
Includes extra periods. An introductory course in pottery design, handbuilding techniques, glazing, and firing. (Laboratory fee)

ART 2111C
CERAMICS II
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
Includes extra periods. An introduction to fiber processes, including primitive loom building, carding, spinning, stitchery. Emphasis is on the use of fiber as a medium for expression in the visual arts. (Laboratory fee)

ART 2400C
PRINTMAKING I
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
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
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
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
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
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
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 volt-meter, 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. Prerequisite: 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. Nomenclature of suspensions and brakes, theory of operation and service procedures on automotive suspension systems, brake systems, wheels and tires, steering gears and related components are studied stressing self-adjusting brakes. Emphasis 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)

AER 2949  COOPERATIVE EDUCATION: AUTOMOTIVE SERVICE FIELD EXPERIENECE  3 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.

BIOLOGY

APB 1120  MAN AND ENVIRONMENT  3 Credits
A general education course designed to provide students and the public with an understanding of man's interdependence with his environment and his responsibility for it. Many aspects of the environmental crisis such as pollution, urbanization, population trends and changes in life styles are investigated along with present and projected solutions to problems.

APB 1150  BIOLOGICAL SCIENCE  3 Credits
This general, non-laboratory course is designed for the student not majoring in biology and is not a prerequisite for any other biology course. This course includes a study of the human body, human evolution, genetics, reproduction, development, and diseases of man. The emphasis is placed on the human organism as the central figure in the biosphere and concepts are covered concerning his interaction with the environment.

APB 1390-1391  MEDICAL TERMINOLOGY 1-11  3-3 Credits
Six hours lecture/laboratory instruction. This course deals with the structure, functions and diseases of the human body.

APB 2191C  HUMAN ANATOMY AND PHYSIOLOGY I  4 Credits
Six hours lecture/laboratory instruction. Prerequisite: CHM 1040C and BSC 1010C or permission of department. This course deals with the structure, function and chemistry of the human body including the cell and tissues with the integumentary, skeletal, muscular, endocrine, circulatory and reproductive systems. Laboratory exercises emphasize physiological and biochemical principles associated with classroom work. (Laboratory fee)

APB 2201C  HUMAN ANATOMY AND PHYSIOLOGY II  4 Credits
Six hours lecture/laboratory instruction. Prerequisite: Satisfactory completion of APB 2193C. A continuation of APB 2193C including the nervous, respiratory, digestive and excretory systems, the organs of special sense and chemistry of body fluids. (Laboratory fee)

APB 2934  SEMINAR: ECOLOGY  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.
BOT 2010C 4 Credits
BOTANY
Six hours lecture/laboratory instruction. Prerequisite: BSC 1010C. A study of the structural organization, classification, physiology, reproduction; heredity and evolution of plants. (Laboratory fee)

BSC 1010C 4 Credits
FUNDAMENTALS OF BIOLOGY
Six hours lecture/laboratory instruction. An introduction to basic biological principles emphasizing the common attributes of all living organisms. These unifying concepts of biology include the chemical structure of living matter, the structure and function of the cell, specialized cells, major metabolic functions, control systems, reproduction, genetics, evolution, and ecology. This course is intended for those planning to take more advanced biology courses. (Laboratory fee)

BSC 2933 1-3 Credits
SELECTED TOPICS IN BIOLOGY
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 1 Credit
SEMINAR: EVOLUTION
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 2-4 Credits
COOPERATIVE EDUCATION: BIOLOGY 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.

MCB 2010C 4 Credits
MICROBIOLOGY
Six hours lecture/laboratory instruction. Prerequisite: BSC 1010C and prerequisite or co-requisite: CHM 1040C, or CHM 1045C. A survey of microbial forms with emphasis on the bacteria, their morphology, physiology and genetic mechanisms. (Laboratory fee)

OCB 2003 3 Credits
MARINE BIOLOGY
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 1 Credit
SEMINAR: GENETICS
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 1 Credit
SEMINAR: CELLULAR BIOLOGY
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 1 Credit
SEMINAR: DEVELOPMENT
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 3 Credits
AQUATIC BIOLOGY
Prerequisite: BSC 1010C or permission of the department. A lecture, laboratory and field biological survey of lakes and streams including the taxonomy, ecology and life cycles of freshwater organisms with emphasis on the invertebrates. Covers the physical and chemical factors of freshwater ecosystems such as the origin of lakes, evolution of streams, and biogeochemical cycles of freshwater. The biology of polluted water is discussed. (Laboratory fee)

ZOO 2013C 4 Credits
GENERAL ZOOLOGY
Six hours lecture/laboratory instruction. Prerequisite: BSC 1010C. A lecture and laboratory study of animals, from simple to complex. Emphasis is placed on taxonomy, structure, function and evolution. (Laboratory fee)

ZOO 2303C 4 Credits
VERTEBRATE ZOOLOGY
Six hours lecture/laboratory instruction. Prerequisite: BSC 1010C and ZOO 2013C. 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  
Six hours lecture/laboratory instruction. Prerequisite: ZOO 2013C. An evolutionary approach to a comparative study of organ systems of several representative chordates. Dissection of these organisms is performed in sequence in the laboratory to gain an understanding of similarities. (Laboratory fee).

BUSINESS

ACC 1009  
BASIC ACCOUNTING  
3 Credits  
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.

ACC 2001  
PRINCIPLES OF ACCOUNTING I  
3 Credits  
Prerequisite: MTB 1103 or equivalent. The concepts, principles and techniques applicable to the accounting cycle, notes, accruals, deferrals, receivables, inventory evaluation, depreciation, asset valuation and payrolls.

ACC 2021  
PRINCIPLES OF ACCOUNTING II  
3 Credits  
Prerequisite: ACC 2001. The principles and techniques of accounting applicable to partnerships and corporations and controlling enterprises and managerial decision-making.

ACC 2301  
MANAGERIAL ACCOUNTING  
3 Credits  
Prerequisite: ACC 2021 or equivalent. Emphasis is given to the use of accounting information for planning, controlling and decision-making in business activities.

ACC 2509  
FEDERAL INCOME TAX  
3 Credits  
Fundamental regulations covering the Federal Income Tax applicable to individuals and business entities. Includes computation of tax, preparation of forms, and tax planning.

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

BAN 2000  
FINANCIAL INSTITUTIONS  
3 Credits  
Prerequisite: GEB 1011. A review and discussion is given to the organization, administration and important functions of financial institutions. The primary institutions studied are: commercial banks, savings and loan associations, department stores, hospitals, commercial finance companies, and credit bureaus.

BAN 2700  
PRINCIPLES OF FINANCE  
3 Credits  
Prerequisite: GEB 1011. A study of business finance in the American economy, money, monetary systems, monetary standards, flow of funds, sources of funds, money markets, capital markets, savings, channeling savings into investments, corporate financial structures, financing large businesses, financing small businesses, financing real estate, public finance, fiscal policies, international finance, international financial policies.

BAN 2800  
CREDIT LAWS AND REGULATIONS  
3 Credits  
Prerequisites: GEB 1011 and BUL 2111. 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, collections, Truth-in-Lending, credit bureaus, credit reports, and civil penalties.

BAN 2949-Cooperative Education: 2-4 Credits  
FINANCE 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 option. May be repeated for credit.

BUL 1303  
FLORIDA REAL ESTATE LAW  
3 Credits  
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.

BUL 2111  
BUSINESS LAW I  
3 Credits  
An introduction to law, its social forces and agencies for enforcement; the effects of governmental regulation on business and society including environmental law, community planning and consumer protection; contracts; personal property, including bailments and sales.
BUL 2112
BUSINESS LAW II
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.

3 Credits

BUL 2114
BUSINESS ORGANIZATIONS
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 filings and the New York Stock and American Stock Exchange filings.

3 Credits

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.

3 Credits

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.

3 Credits

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.

1-3 Credits

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.

3 Credits

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.

2-4 Credits

MAR 2111
PRINCIPLES OF MARKETING
Prerequisite: GEB 1011. The functions, institutions, methods and problems of marketing goods and services.

3 Credits

MAR 2101
SALESMASTERSHIP
Prerequisite: GEB 1011 or experience. This course is a combination of the principles and techniques of selling.

3 Credits

Emphasis is placed on person to person situations, consumer motivations, persuasion, and problems dealing with the psychology of sales situations.

3 Credits

MAR 2111
PRINTING SALESMASTERSHIP
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.

3 Credits

MAR 2151
RETAILING
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.

3 Credits

MAR 2302
ADVERTISING
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.

3 Credits

MAR 2331
GRAPHICS PRODUCTION MANAGEMENT
This course is designed to acquaint owners and managers of business 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.

3 Credits

MAR 2949
COOPERATIVE EDUCATION: MARKETING 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.

2-4 Credits

MTB 1103
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.

3 Credits

REE 1000
REAL ESTATE PRINCIPLES AND PRACTICES
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.

3 Credits
RE 1010
HOUSING AND HOME OWNERSHIP
3 Credits
An introduction to the economic, physical, legal, and esthetic properties of home ownership, home construction, and design. Specific attention is given to those factors which should be considered in the purchase and maintenance of a home.

RE 2040
REAL ESTATE CONSUMPTION
3 Credits
Course is designed to develop an understanding of urban land economics. The legal and social factors influencing the usage and ownership of real property. Special attention is given to those commercial and financial transactions necessary to the conveyance of interests and ownership in real property.

RE 2100
REAL ESTATE APPRAISING I
3 Credits
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.

RE 2101
REAL ESTATE APPRAISING II
3 Credits
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.

RE 2200
REAL ESTATE FINANCE I
3 Credits
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.

RE 2205
REAL ESTATE FINANCE II
3 Credits
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.

RE 2500
REAL ESTATE MANAGEMENT
3 Credits
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.

RE 2949
COOPERATIVE EDUCATION: REAL ESTATE FIELD EXPERIENCE
2-4 Credits
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. A maximum of six (6) coop credits may apply toward elective credit in a degree program. May be repeated for credit.

RMI 1015
PRINCIPLES OF INSURANCE
3 Credits
Introduction to the basic principles of insurance. Emphasis is given to the several kinds of insurance, the purposes served by each and details of insurance regulations and administration.

RMI 2060-2061
INSURANCE OFFICE PRACTICES I-II
3-3 Credits
First and second sessions of sophomore year. Prerequisite: RMI 2060 for entry to RMI 2061. Intensive practice in handling of insurance forms and policies, records, filing, insurance vocabulary and terminology and insurance office routines.

SES 1100
BEGINNING TYPEWRITING
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 TYPEWRITING
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 TYPEWRITING  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.

SES 2431-2432  LEGAL SECRETARIAL PRACTICES AND PROCEDURES  3-3 Credits
Prerequisites or co-requisites: SES 1211 and SES 1110, or their equivalents. Intensive practice in the handling of legal forms, filing and records, legal vocabulary and terminology and legal office routines. SES 2431 offered only in Session II, and SES 2432 offered only in Session I.

SES 2450  LEGAL SECRETARIAL SEMINAR AND WORK EXPERIENCE  3 Credits
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  3 Credits
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  4 Credits
Prerequisite: Approval by the instructor. An internship in which the student spends a maximum of fifteen (15) hours a week either in a physician's office, public health facility, 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  3 Credits
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.

SES 2930  SELECTED TOPICS IN SECRETARIAL SCIENCE  1-3 Credits
Prerequisite: Permission of instructor. This course is for students interested in acquiring knowledge and skills in areas not included in other secretarial science courses.

CAREER DEVELOPMENT

STD 1151  CAREER DEVELOPMENT  3 Credits
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  1-3 Credits
The student develops and explores in depth stated personal objectives and goals as related to potential career areas and life planning.
CHEMISTRY

CHM 1010  2 Credits
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 measurements 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 1020  3 Credits
CHEMISTRY IN EVERYDAY LIFE
This course is designed to meet the general education requirement for the non-science major. Students will study some of the basic concepts in the fields of inorganic chemistry, organic chemistry, and biochemistry. They will apply these principles as they analyze, discuss, and make decisions on chemically related problems that affect everyday life. (Not a preparation for CHM 1045)

CHM 1034C  6 Credits
GENERAL CHEMISTRY FOR LABORATORY TECHNOLOGY
Eight hours lecture/laboratory instruction. 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 1040C  4 Credits
INTRODUCTION TO GENERAL CHEMISTRY
Six hours lecture/laboratory instruction. 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 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 1045C  4 Credits
GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS I
Six hours lecture/laboratory instruction. 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. (Laboratory fee)

CHM 1046C  4 Credits
GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS II
Six hours lecture/laboratory instruction. 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)

CHM 1200C  4 Credits
INTRODUCTORY ORGANIC AND BIOCHEMISTRY
Six hours lecture/laboratory instruction. Prerequisite: CHM 1040C (or one year of high school chemistry completed with a grade of C or better) and MAT 1033 (or one year of high school algebra). This course is designed to provide students planning a career in the health-related fields or in the life sciences with an introduction to organic and biochemistry. The students will study the structures and typical reactions of the functional groups, the structure and the functions of the classes of biomolecules, and the energy flow of biological systems. The laboratory portion of the course will provide students with exercises which illustrate the principles of organic and biochemistry.

CHM 2120C  4 Credits
QUANTITATIVE ANALYSIS
Nine hours lecture/laboratory instruction. Prerequisite: CHM 1046. Introduction to the theoretical principles and laboratory practice of modern analytical chemistry including separations and gravimetric, titrimetric, electrometric, absorption spectrometric and chromatographic techniques. (Laboratory fee)

CHM 2210C  4 Credits
ORGANIC CHEMISTRY I
Seven hours lecture/laboratory instruction. Prerequisite: CHM 1046C or a comparable college level general chemistry course. A basic course dealing with aliphatic aromatic compounds, their properties, reactions, and synthesis, emphasizing the dependence of properties and reaction mechanisms upon structure. The laboratory illustrates techniques of separation, identification and purification. (Laboratory fee)

CHM 2211C  4 Credits
ORGANIC CHEMISTRY II
Seven hours lecture/laboratory instruction. Prerequisite: Satisfactory completion of CHM 2210. A continuation of CHM 2210 with the laboratory devoted to multistep synthesis. (Laboratory fee)

CHM 2933  1-3 Credits
SPECIAL TOPICS IN CHEMISTRY
Seven hours lecture/laboratory instruction. Prerequisite: CHM 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 1430**

**4 Credits**

**OBSERVING AND RECORDING CHILD BEHAVIOR**

Designed to increase objectivity and proficiency in observing, recording and interpreting children’s behavior. The coursework will survey the developmental patterns of behavior of children from three through twelve years of age. Includes case studies and observation of children in various settings. Instructor’s approval.

**CHD 1440**

**4 Credits**

**SUPERVISED STUDENT PARTICIPATION**

Includes four (4) three-hour laboratory periods. Co-requisite: CHD 1220. Students participate in the child care laboratory on campus under a qualified supervisor.

**CHD 2260**

**3 Credits**

**MIDDLE CHILDHOOD**

Prerequisite: CHD 1220. A continuation of CHD 1220. Study of child's development from five to pre-adolescence. Included are in-depth studies and observations of the child's physical, social, emotional and intellectual development.

**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**

**4 Credits**

**SUPERVISED STUDENT PARTICIPATION**

Includes four (4) three-hour laboratory periods. Prerequisites: CHD 1220, 1333, 1334 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.

**CHD 2930**

**3 Credits**

**SELECTED TOPICS IN CHILD DEVELOPMENT**

Seminars for students who are interested in special topics and desire to explore further the field of pre-school education and child care through research, discussion, workshops, and observations.

**HUN 1410**

**3 Credits**

**FOODS FOR THE YOUNG CHILD**

Designed to teach awareness of the health, safety and nutritional needs of the pre-school child. Will include workshops on food preparation for children.
CIVIL TECHNOLOGY

BCN 1220 3 Credits
CONSTRUCTION METHODS AND EQUIPMENT
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 inplace construction, and field reporting practices and responsibilities of field inspection.

BCN 2613C 3 Credits
ESTIMATING AND OFFICE PRACTICE
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 2-4 Credits
COOPERATIVE EDUCATION: BUILDING CONSTRUCTION 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.

SUR 1100C 4 Credits
SURVEYING AND MEASUREMENTS
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 3 Credits
ADMINISTRATIVE MANAGEMENT OF A TECHNICAL BUSINESS
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 4 Credits
SOILS AND FOUNDATIONS
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 soil conditions, bearing capacity and settlement analysis, character of natural soil deposits, earth pressure and retaining wall theory and stability of slopes and subgrades. Foundation design, behavioral characteristics and pile driving are also covered. (Laboratory fee)

SUR 2201C 4 Credits
HIGHWAY DRAFTING AND ROUTE DESIGN
Prerequisite: SUR 1100C. 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 4 Credits
HYDRAULICS, DRAINAGE, SEWAGE AND SEwers
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, all storm water runoff and streamflow analysis. Design concepts and techniques cover subsurface drainage and storm drainage structures such as ditches, checks, conduit systems and bridges, with major emphasis on culverts. (Laboratory fee)

CRIMINAL JUSTICE

CCJ 1010 3 Credits
CRIME AND DELINQUENCY
A survey of the nature and extent of crime and delinquency, together with the major approaches to causation, apprehension, control and treatment.

CCJ 1020 3 Credits
INTRODUCTION TO CRIMINAL JUSTICE
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 3 Credits
INTRODUCTION TO POLICE SERVICES
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 3 Credits
INTRODUCTION TO CORRECTIONS
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  POLICE OPERATIONS  3 Credits
Principles of organization and administration as applied to operational functions. Patrol, criminal investigation, vice, juvenile and traffic. (Formerly offered as Police Administration II.)

CCJ 1440  CORRECTIONAL ADMINISTRATION  3 Credits
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  INTRODUCTION TO SECURITY  3 Credits
The historical, philosophical and legal basis of security. The role of security and the security individual in modern society; the concept of professionalism; a survey of the administrative, personnel and physical aspects of the security field.

CCJ 1810  PHYSICAL SECURITY SYSTEMS  3 Credits
The concept of physical security integrated with management systems; physical security requirements and standards; study of alarm and surveillance devices; study of various aspects of protection; costing, planning and engineering.

CCJ 1820  SECURITY AND PERSONNEL ADMINISTRATION  3 Credits
Organization, administration and management of security personnel and plant protection units. Policy and decision making. Personnel selection including hiring, management, and budgeting. Programs in business, industry and government, including retailing, transportation, and public and private institutions. Private guard and alarm services.

CCJ 2130  POLICE COMMUNITY RELATIONS  3 Credits
A study of human relations and its effect on policing and confrontation management. Prejudice, discrimination, civil rights and the individual liberties are evaluated. Sources of trouble, unrest and tension are identified. Demonstration, protests, and civil disorders are discussed. Methods of confrontation management and other remedial resources are presented.

CCJ 2230  CRIMINAL LAW AND LEGAL PROCEDURES  3 Credits
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  CRIMINAL EVIDENCE AND LEGAL PROCEDURES  3 Credits
Prerequisite: CCJ 2230. The student becomes familiar with the kinds of degrees of evidence and with the rules governing the acquisition and admissibility of evidence in court. Emphasis is placed on search and seizure, rules of evidence and trial procedures as related to Constitutional provisions.

CCJ 2281  LEGAL ISSUES IN CORRECTIONS  3 Credits
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  COMMUNITY CORRECTIONAL SERVICES  3 Credits
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 correctional field, agency, and institutional settings. A foundation for interviewing and individual counseling is laid by first examining the nature of the correctional environment, its effect on interpersonal relationships between correctional workers and offender populations, and concepts of correctional treatment planning and behavior change. Comparisons are made with the techniques of interrogation.

CCJ 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 2930
SELECTED TOPICS IN CRIMINAL JUSTICE
1-3 Credits
Designed for students who are interested in special criminal justice topics and desire to explore these further through research, discussions and observations. Topics may be selected from the areas of law enforcement, corrections, courts, and loss prevention. Students may earn from 1 to 3 hours of credit each time the course is offered, and the course may be repeated for credit providing a different topic is being explored each time.

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
SAFETY MANAGEMENT
3 Credits
An introduction to regulations, principles and methods pertaining to the field of occupational safety and health. Examines the development and current status of safety regulations promulgated by state and federal legislative bodies, reviews the responsibilities of safety personnel in the establishment and maintenance of safety programs and emphasizes the importance of proper planning for safety.

DATA PROCESSING

CAP 2201
SCIENTIFIC PROGRAM APPLICATIONS
3 Credits
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
SELECTED TOPICS IN DATA PROCESSING
1-3 Credits
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
DATA SYSTEMS AND MANAGEMENT
3 Credits
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.
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 incidence of oral disease. The course includes such topics 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
Prerequisite: 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 development and histologic features of the structures of the oral cavity of particular interest to the dental hygienist. (Laboratory fee)

DEH 1802C 4 Credits
CLINICAL DENTAL HYGIENE II
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 3 Credits
CLINICAL DENTAL HYGIENE III
Prerequisite: DEH 1802C. Continuation of Dental Hygiene II. (Laboratory fee)

DEH 2303 2 Credits
PHARMACOLOGY
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 3 Credits
GENERAL AND ORAL PATHOLOGY
Prerequisites: MCB 2010C and DEH 1120. Corequisite: DEH 2600. 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 1 Credit
DENTAL SPECIALTIES
A series of lecture demonstrations in the fields of restorative dentistry, periodontics, 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 2 Credits
PERIODONTICS
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 2 Credits
DENTAL HEALTH EDUCATION
Includes one two-hour laboratory session per week. Prerequisite: PSY 1012. Series of lectures familiarize the dental hygienist with the methods and materials used in dental health education. Each student will be required to design lesson plans and appropriate visual aids to be used in dental health education for school children, adult groups and office patients.

DEH 2701 2 Credits
DENTAL PUBLIC HEALTH AND PREVENTIVE DENTISTRY
Prerequisite: PSY 1012. Co-requisites: DEH 2303, DEH 2504, DEH 2830, 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 5 Credits
CLINICAL DENTAL HYGIENE IV
Includes three (3) four-hour clinical sessions. Prerequisite: DEH 1804C. Continuation of Clinical Dental Hygiene III. (Laboratory fee)

DEH 2808C 5 Credits
CLINICAL DENTAL HYGIENE V
Includes three (3) four-hour clinical sessions. Prerequisite: DEH 2806C. This course familiarizes the student with the duties of the dental assistant and teaches expanded functions that dental auxiliaries are performing in Florida. The dental hygienist, upon graduation, will be qualified in root planning and gingival curettage. (Laboratory fee)

DEH 2930 1-5 Credits
SELECTED TOPICS IN DENTAL HYGIENE
Prerequisite: Permission of department or faculty. This course is designed for students interested in obtaining additional dental hygiene skills.

DES 1000C 3 Credits
DENTAL ANATOMY
Prerequisite or co-requisite: APB 2103C. 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 3 Credits
DENTAL RADIOGRAPHY
Includes one three-hour laboratory. Prerequisite: APB 2193C and DES 1000C. Corequisites: 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 will include the application of these techniques in clinical practice. (Laboratory fee)

DES 2100C 3 Credits
DENTAL MATERIALS
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 3 Credits
MECHANICAL DRAFTING I
Includes two-hour laboratory. Prerequisite: ETD 1100C. Drawing basic machine elements and subassemblies including screw threads, linkage, gears and cams 'with consideration to precision and limit dimensioning, tolerance allowances and limits. Study of working assembly and outline drawings with attention to drawing of an assembly and details from pictorial drawings and sectional views of assemblies. (Laboratory fee)

ETD 2641C 3 Credits
ELECTROMECHANICAL DRAFTING I
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 3 Credits
ELECTROMECHANICAL DRAFTING II
Includes two-hour laboratory. Prerequisite: ETD 2641C. A continuation of ETD 2641C with emphasis on printed circuit drafting, microcircuit and printed circuit drafting techniques. (Laboratory fee)

ETD 2702C 3 Credits
MECHANICAL DRAFTING II
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 2702C**  
3 Credits  
MECHANICAL DRAFTING III  
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**  
2-4 Credits  
COOPERATIVE EDUCATION: DRAFTING AND DESIGN 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.

**TPA 2404**  
3 Credits  
PLAY PRODUCTION  
Designed to acquaint the student of theater with the over-all view of producing a play from the perspective of the director. Includes selecting and casting a play, planning rehearsals, working with actors, and directing; also includes supervising scenery, lighting, costuming, properties, make-up, and house management. Production techniques will be applied through public performance.

**TPP 1110**  
3 Credits  
BEGINNING ACTING  
An introduction to practical skills necessary to the art of acting and acting as a career. Includes mime and imitation, acting styles and methods, methods of analysis for structure and meaning of plays, character development, techniques for various kinds of stages, audition techniques, rehearsal behavior.

**TPP 1111**  
3 Credits  
INTERMEDIATE ACTING  
Prerequisite: TPP 1110. Further application of the principles studied in Beginning Acting. Includes preparing a resume, auditioning, memorizing techniques, acting styles, and public performance.

**DRAMA**

**THE 1301**  
3 Credits  
DEVELOPMENT OF THEATER AND DRAMA: BEGINNINGS TO IBSEN  
Survey of theater and drama from the primitive theater to the times of Ibsen. Places theater in social framework of its age with emphasis on producers, actors, audiences, and playhouses, including settings, lighting, music, costumes, and make-up. Representative plays studied.

**THE 1302**  
3 Credits  
DEVELOPMENT OF THEATER AND DRAMA: IBSEN TO PRESENT  
Survey of theater and drama from the times of Ibsen to the present. Places theater in social framework of its age with emphasis on producers, actors, audiences, and playhouses, including settings, lighting, music, costumes, and make-up. Representative plays studied.

**ECO 1000**  
3 Credits  
BASIC ECONOMICS  
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 1023**  
3 Credits  
PRINCIPLES OF ECONOMICS-MICRO  
Introduction to economic theory and fundamentals of economic analysis. Emphasis on the study of microeconomics: market structure, price determination, factors of production, the distribution of income and the effects of monopoly and oligopoly on the market. This is one half of a two-semester sequence and should normally be taken before ECO 1023, which completes the sequence.

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

**ECO 2013**  
3 Credits  
PRINCIPLES OF ECONOMICS — MACRO  
Emphasis on the study of macroeconomics: national income accounting, consumption, saving and investment, government spending in economic activity, influence of government, money and banking, problems of inflation and unemployment, international trade and its impact on domestic economic activity. This completes a two-semester sequence and should normally follow ECO 1023.
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.

EDU 1005
ORIENTATION TO EDUCATION
3 Credits
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
2-4 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.

EDG 2949
COOPERATIVE EDUCATION: EDUCATION FIELD EXPERIENCE
2-4 Credits
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student’s college major. A maximum of six (6) co-op credits may apply toward elective credit in a degree program. May be repeated for credit.

ELECTROMECHANICAL 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 department approval. A continuation of
ETE 1010C covering fundamentals of reactive circuits, including series and parallel RL, RC and RLC circuits, network theorems and analysis, resonance, power, transformers, filters and other selected topics. (Laboratory fee)

ETE 1141C
SEMI CONDUCTOR 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, field effect transistor, multistage amplifiers, large signal amplifiers and stability criteria. (Laboratory fee)

ETE 2145C
SEMI CONDUCTOR 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
ELECTRONIC COMMUNICATIONS I
Includes three-hour laboratory. Prerequisite: ETE 1141C or departmental approval. Co-requisite: ETE 2145C or departmental approval. This course introduces the principles and circuits used in electronic communications. Included are system requirements, basic techniques of modulation and demodulation, principles of transmitters and receivers, oscillators, tuned amplifiers, antennas, and other communication system components and using them in circuit relationships with other units. The laboratory provides experience in connecting, testing, and troubleshooting circuits and systems similar to those studied in class utilizing oscilloscopes, signal generators and other electronic test equipment. (Laboratory fee)

ETE 2421C
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, band-width, pulse communication techniques, multiplexing, television methods, transmission lines, antenna gain, path loss and related subjects. (Laboratory fee)

ETE 2618C
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, multi-vibrators, decoders, arithmetic units, counters, shift registers and other complex digital functions. The laboratory provides experience in connecting, testing and troubleshooting digital circuits. The functions and applications of digital integrated circuits are strongly emphasized. (Laboratory fee)

ETE 2630C
PULSE AND DIGITAL CIRCUITS
Includes three-hour laboratory. Prerequisite: ETE 1031C or departmental approval. A course covering pulse and other types of non-sinusoidal wave forms, network response, transistor switching circuits, boolean algebra and basic digital logic circuits. (Laboratory fee)

ETE 2949
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
DESCRIPTIVE 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
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 protection, and line techniques. (Laboratory fee)

ETM 1828
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.
AML 2020
SURVEY IN AMERICAN LITERATURE: COLONIAL PERIOD TO CIVIL WAR
3 Credits
A survey of literary trends from the Colonial period to the Civil War. Emphasis is placed on the romantic re-discovery (nature, man, society) in the works of such writers as Poe, Emerson, Thoreau, Hawthorne, Melville and Whitman.

AML 2022
SURVEY IN AMERICAN LITERATURE: CIVIL WAR TO PRESENT
3 Credits
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
CREATIVE WRITING AND ADVANCED COMPOSITION
3 Credits
Prerequisite: ENC 1103 or ENC 1213 or permission of 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.

CRW 2132
ADVANCED CREATIVE WRITING: LITERARY MAGAZINE
3 Credits
Prerequisite: CRW 2020 or permission of instructor. Advanced creative writing in genre of student’s choice. Literary criticism and publication of college literary magazine.

ENC 1013
FUNDAMENTAL ENGLISH I
3 Credits
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
FUNDAMENTAL ENGLISH II
1-6 Credits
Mini-courses on specific writing weaknesses or strengths. Examples are spelling improvement, capitalization and punctuation, correcting common grammatical errors, taking notes, answering essay questions, preparing job applications and resumes, summarizing, using dictionaries, outlining. Can be taken for one, two, or three credits as arranged with course instructor. May be taken as continuation of ENC 1013, in conjunction with ENC 1103, or to learn or polish specific writing skills. May be repeated for up to six hours of credit.

ENC 1103
FRESHMAN COMPOSITION I
3 Credits
Instruction and practice in effective writing. Emphasis on clarity of central and supporting ideas, adequate development, logical organization, coherence, and grammatical and mechanical accuracy. General Education Course.

ENC 1136
FRESHMAN COMPOSITION II
3 Credits
Prerequisite: ENC 1103 or ENC 1213 or permission of department. Continuation of ENC 1103 with practical application of skills learned. Emphasis on style; use of the library; reading, evaluating, and using available sources; planning, writing, and documenting the short research paper.

ENC 1213
HONORS FRESHMAN COMPOSITION I
3 Credits
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. Area 1 General Education Course.

ENC 1226
HONORS FRESHMAN COMPOSITION II
3 Credits
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. Area 1 General Education Course.

ENC 1313
TECHNICAL COMMUNICATION
3 Credits
Prerequisite: ENC 1103 or ENC 1213. 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 2120
INTRODUCTION TO FILM
3 Credits
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
SELECTED TOPICS IN ENGLISH
1-3 Credits
This seminar is for students interested in research, discussion and observation of special topics in writing and literature.
EML 2012 3 Credits
SURVEY IN ENGLISH LITERATURE 1300 TO 1800
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.

EML 2023 3 Credits
SURVEY IN ENGLISH LITERATURE: 1800 TO PRESENT
A study of British literature of the nineteenth and twentieth centuries from the same approach as that of EML 2012.

LIT 2021 3 Credits
INTRODUCTION TO LITERATURE
An introduction to the following literary types: short story, novel, drama and poetry, with the emphasis on contemporary literary works.

LIT 2161 3 Credits
CONTEMPORARY LITERATURE
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
SURVEY IN WORLD LITERATURE: 900 B.C. TO 1700
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
SURVEY IN WORLD LITERATURE: 1700 TO PRESENT
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
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 working with common fires and operations in order to insure success at the 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 occupancies.

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) co-op credits may apply toward elective credit in a degree program. May be repeated for credit.

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GEOGRAPHY

GEA 1000  
3 Credits  
**WORLD GEOGRAPHY**  
An introductory study of the basic geographic concepts and terms, the problems of conservation of natural resources, and the human and natural resources of the major regions of the world with an in-depth study of one or more countries in each region.

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GEOLOGY

GLY 2010C  
4 Credits  
**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.

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GERMAN

GER 1100-1101  
3-3 Credits  
**ELEMENTARY GERMAN**  
Beginning course in fundamental German grammar and communication skills.

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

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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  
**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  
**INTERMEDIATE FRENCH**  
Prerequisite: FRE 1101 or equivalent or two years of high school French. Conversational approach with readings from modern and classic authors.

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GERONTOLOGY

GEY 1003  
1-3 Credits  
**SOCIAL FORCES IN LATER LIFE: AN INTRODUCTION TO SOCIAL GERONTOLOGY**  
This course is designed for persons who work with older adults in a social environment. It deals with age related attitudes, individual adjustment and life, satisfaction to conception of population trends; historical conception of aging and cross cultural differences; intergenerational relations; changing family patterns; impact on social institutions; relationship between leisure, work and retirement; "successful aging" and the elderly and social change.
LEISURE AND AGING

This course is of particular relevance to health professionals, occupational and diversional therapists and volunteers. It is designed to give the student an orientation to the physiological and sociological qualities that characterize the older adult in the United States society. The focus is on how leisure services can maximize the quality of life for the older person, including (1) concepts of leisure; their implications for varying life styles and changing societal values; (2) interrelationship of leisure service delivery systems and other supporting services for the elderly; (3) the meaning of leisure to the lives of the elderly; (4) innovative programming or a life support process.

BIOLOGY OF AGING

This course provides a basic biological background for students and practitioners in any discipline pertaining to aging. It examines established knowledge related to the fundamental biological aspects of aging. Topics include the developmental process of aging and its effects on bodily systems, organs and sensory perceptions. It examines methods of preventing, retarding or reversing the process of aging.

MENTAL HEALTH AND AGING

Prerequisite: Approval of Instructor. This course is designed for the growing number of health professionals, students and volunteers working directly with older adults. This course introduces mental health issues which are important during later life; specific topics include common emotional problems of later life, depression, organic brain syndromes, suicide, death and dying, and the planning of effective mental health services for dealing with these problems. Emphasis is placed on reality orientation, reminiscent and remotivation therapy, and ways to select appropriate reinforcements to increase desired behavior. Mental Health training is not a prerequisite.

DRUGS AND THE ELDERLY: SUBSTANCE, USE/ABUSE, MISUSES

Prerequisite: Approval of Instructor. This course is designed for health professionals, nurses (students, LPN's, RN's), psychologists and state agency personnel who are actively providing services to the elderly. This course is designed to promote an awareness of the current dangers and safeguards in drug use for the aged. It includes an overall review of the physiological changes in aging as it relates to drug therapy; drugs used by and/or for the aged, and their therapeutic and harmful effects in a variety of conditions.

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 covers 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. Prerequisite: ARV 1200 or permission of instructor. A practical course in planning and visualizing advertising and industrial copy. The student converts his rough ideas and designs into comprehensive layouts from which he prepares camera-ready copy. Experiments are conducted with various media involving design balance and color psychology. The appropriate mix of typography, illustration, and photography. Also covered are type specification, paste-up and keylining for posters, displays, reports, magazines, packaging, labels and letterheads. (Laboratory fee)

ARV 1234C 3 Credits
PHOTOLITHOGRAPHY
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 2208 3 Credits
ILLUSTRATING
Includes two-hour laboratory. Prerequisite: ETD 1100C. A basic course in the application of freehand sketching and mechanical projection to industrial/commercial problems using axonometric and perspective techniques. Also included are studies in planning, production, and completion of finished art-work for brochures, reports, manuals and other industrial/commercial publications. (Laboratory fee)
*ARV 2222
GRAPHIC REPRODUCTION PROCESSES
3 Credits
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 func-
tions, operations, care and maintenance of the equip-
ment, and materials used in both methods of reproduc-
tion are explored in depth. In addition, the application
of special techniques such as die cutting, scoring, num-
bering, perforating and embossing are examined. (Labora-
tory fee)

*ARV 2241C
PHOTOLITHOGRAPHY II
3 Credits
Includes two-hour laboratory. Prerequisite: ARV 1234C
or permission of the instructor. An advanced study of the
photographic process involved in the production of
black and white continuous tone copy, halftone
negatives and color separation. Included is an analysis
of the various halftone screens, dot patterns, and per-
centages as related to the printing process. Direct
and indirect methods of color separation are in-
vestigated with emphasis on photomechanical repro-
duction; 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
OFFSET STRIPPING AND LITHOGRAPHIC PLATES
3 Credits
Includes two-hour laboratory. Fundamentals of single
and multi-color layout and stripping procedures, im-
position, tools, and terms involved in lithographic platemak-
ing. 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 multicolor offset press applications. A study
in the elements of platemaking includes work with direct
image, electrostatic, transfer image, photo direct, pre-
sensitized and plastic plates. Emphasis here is placed
on imaging methods, processing sets and applications
in addition to related operations such as step-and-re-
peat and room-light contact films. (Laboratory fee)

ARV 2260
GRAPHIC ARTS ESTIMATING
3 Credits
Prerequisite: ARV 1200 or permission of instructor. An
analysis of the economic principles and procedures in-
volved 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
WORK SIMPLIFICATION
3 Credits
A study of basic time and motion theories, improvement
of work environment, job enrichment, compiling and de-
termining work standards (operation time requirements)
and work flow.

ARV 2266
COOPERATIVE EDUCATION: GRAPHIC ARTS
FIELD EXPERIENCE
2-4 Credits
Prerequisite: Permission of instructor. This cooperative
arrangement allows the student to earn credit by work-
ing 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
PICTORIAL RENDERING
3 Credits
Includes two-hour laboratory. Designed to give the stu-
dent 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 suit-
able 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 interpret-
ating and plotting scientific data are investigated along
with the development of information networks such as
PERT and CPM. The preparation of finished art for repro-
duction or projection is performed and instruction
given on flip chart techniques, and the use of tapes and
special materials. (Laboratory fee).

*These courses offered on the Mid-Florida Tech. cam-
pus only.

HEALTH

HES 1000
PERSONAL AND COMMUNITY HEALTH
3 Credits
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 in-
clude adjustment to college, nutrition, exercise fatigued,
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 concern-
ing drug problems. The topics include the use, abuse,
and prevention of drug use and rehabilitation of drug
users.
HISTORY

AFA 2150 3 Credits
AFRO-AMERICAN HISTORY AND CULTURE
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 3 Credits
UNITED STATES HISTORY TO 1865
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.

AMH 2020 3 Credits
UNITED STATES HISTORY 1865 TO 1945
The history of the United States from the Reconstruction Era through World War II with special emphasis on the rise of America to world power and its position in the twentieth century.

AMH 2420 3 Credits
HISTORY OF FLORIDA
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.

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

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

HIS 2206 3 Credits
RECENT AND CONTEMPORARY HISTORY
Designed to create an understanding of the political, social, economic, intellectual and ideological forces prevalent in the postwar world through study and analysis of recent and contemporary national and international problems.

HIS 2935 1-3 Credits
SELECTED TOPICS IN HISTORY
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
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
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
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
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
INTRODUCTION TO TROPICAL AIR PLANTS (EPHYPHYES)
Includes two-hour laboratory. Prerequisite: 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 bromelaiads and fern groups. (Laboratory fee)

HOS 2054  3 Credits
NURSERY OPERATION AND MANAGEMENT
Includes two-hour laboratory. Prerequisites: HOS 1010 and ORH 1510. Methods used in the production of nursery stock; 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
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
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
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 1205  3 Credits
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
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 introduced 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  3 Credits
LANDSCAPE PLANT MATERIALS II
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  3 Credits
GREENHOUSE OPERATION AND MANAGEMENT
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  3 Credits
INTRODUCTION TO LAWN AND TURFGRASS CARE AND MANAGEMENT
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  3 Credits
INTRODUCTION TO ORCHIDOLOGY
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  3 Credits
INTERIOR-SCAPING WITH FOLIAGE PLANTS AND FLOWERING HOUSE PLANTS
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  3 Credits
INTRODUCTION TO LANDSCAPE DESIGN I
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  2-4 Credits
COOPERATIVE EDUCATION: HORTICULTURE 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-
ocredit credits may apply toward elective credit in a degree
program. May be repeated for credit.

PLP 2001
4 Credits
INTRODUCTION TO PLANT PATHOLOGY
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. (Labora-
tory fee)

SOS 2102L
4 Credits
INTRODUCTION TO SOILS AND FERTILIZERS
Includes two-hour laboratory. Prerequisites: HOS 1010, CHM 1040 or CHM 1045. A general study of
properties and processes with emphasis upon their in-
fluence on soil management, fertilizer and lime usages
and crop production. (Laboratory fee)

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

HOTEL-MOTEL-
RESTAURANT MANAGEMENT

FSS 2251
3 Credits
HOTEL-MOTEL-RESTAURANT FOOD AND
BEVERAGE MANAGEMENT
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
3 Credits
HOTEL-MOTEL-RESTAURANT FOOD AND
BEVERAGE CONTROL
Emphasis given to methods of menu pricing, systems of
controlling and accounting for food and beverage costs
and methods of controlling sales income.

HFT 1000
3 Credits
INTRODUCTION TO HOSPITALITY INDUSTRY
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
3 Credits
HOTEL-MOTEL-RESTAURANT ORGANIZATION
A study of the practical applications of organizational
theory to the hospitality industries. This course is des-
dined 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 ac-
tivity: customers, employees, buildings and equipment
and finances.

HFT 1410
3 Credits
HOTEL-MOTEL FRONT OFFICE MANAGEMENT
A study of front desk procedures with emphasis on re-
sponsibilities of front desk personnel for sales, guest ac-
counts and guest relations.

HFT 2200
3 Credits
HOTEL-MOTEL-RESTAURANT MANAGEMENT
Emphasis on management theory and scientific man-
gement principles along with their relationship to the
hospitality industry, introduction to market and fa-
\ibility studies. Also stresses the importance of hu-
man 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 sys-
tem as it applies to the operation of an inn. Specific at-
tention 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 hospi-
tality industry.

HFT 2941
3 Credits
INTERNSHIP IN HOTEL-MOTEL-RESTAURANT
MANAGEMENT
Prerequisite: Permission of instructor. On-the-job train-
ing program of 240 hours of employment in a hotel-
motel-restaurant under supervision of an industry man-
ger and college instructor.

HUMANITIES

HUM 1020
3 Credits
INTRODUCTION TO HUMANITIES
A basic introduction to the study of humanities. Focuses
on central concepts and the fundamental nature of phi-
losophy, architecture, music, religion and art. Concepts
from these disciplines are integrated with contemporary
American culture.

HUM 2213
3 Credits
HUMANITIES-GREEK THROUGH GOTHIC
An integrated examination of dominant ideas in western
culture as expressed in art, literature, music, philosophy
and religion. Covers the period from the Trojan War
through the Gothic Age, emphasizing the development
and influence of classical ideas and the Christian
Church.

HUM 2230
3 Credits
HUMANITIES-RENAISSANCE THROUGH
ROMANTICISM
An integrated examination of dominant ideas in western
culture as expressed in art, literature, music, philosophy
and religion. Covers the period from the Renaissance
through the nineteenth century, emphasizing the syn-
thesis of classical and Christian elements, the emer-
gence of rationalism and modern science and the Ro-
mantic rebellion.
HUM 2250 3 Credits
HUMANITIES-TWENTIETH CENTURY
An integrated examination of dominant ideas in western culture as expressed in art, literature, music, philosophy and religion. Covers the period from the turn of the century to the present. Focuses on the creative forces which have shaped contemporary consciousness from the pioneering work of Einstein, Picasso, Stravinsky and Wright through the dominance of objective consciousness to the newly emerging guiding myths of today.

HUM 2740 6 Credits
EUROPEAN STUDY IN HUMANITIES
Prerequisite: Permission of cluster manager or department chairman. Course consists of seminars and travel. Pre-travel seminars establish a foundation for critically examining art, architecture, literature and music in relation to significant historical, philosophical and religious currents in European culture. In travel through Italy, France and England opportunity is given to apply general knowledge to particular creative works in cities such as Rome, Florence, Venice, Paris and London. Cost: Registration fee plus cost of tour.

HUM 2930 1-3 Credits
SELECTED TOPICS IN HUMANITIES
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 3 Credits
UNDERSTANDING RELIGIOUS MAN
This course is designed for the student who is interested in exploring the various ways people have expressed their religious views. Discussion focuses on both the questions which people ask and which lead them to formulate religious answers and the various religious doctrines which formalize these human concerns. The course balances different opinions from the major religious traditions such as Christianity, Judaism, Hinduism and Buddhism, among others, and helps the students broaden their perspective on religion.

INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION

IDS 1101 6 Credits
INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION I
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 6 Credits
INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION II
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 6 Credits
INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION III
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 6 Credits
INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION IV
An examination of the 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 3 Credits
NEWS REPORTING
A course in journalistic writing designed for mastery of in-depth reporting, with an emphasis on the modern news and feature story. Elements of news; style; structure of news stories; news, sources and the mechanics of newspaper production are stressed. It is recommended that students taking JOU 1100 also enroll in either College Newspaper or College Magazine.

JOU 1401 3 Credits
ADVANCED REPORTING
Prerequisite: JOU 1100. Develops student as specialized newsgatherer and reporter. Sharpens in-depth reporting 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, lay-out and other phases of the magazine also entail activity outside the regular class. (No laboratory fee)

JOU 2200  3 Credits
EDITING AND MAKEUP
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 2303  3 Credits
FEATURE ARTICLE WRITING
Designed to provide training in techniques of gathering and presenting facts interestingly in article form. Articles will be developed from idea to print and will be aimed at specific magazines, either on or off campus.

JOU 2930  1-3 Credits
SELECTED TOPICS IN JOURNALISM
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.

LAWYER'S ASSISTANT
These courses are designed especially for the student pursuing a degree as a Lawyer’s Assistant. However, LEA 1013 and LEA 2501 may also be of interest to students who are not in the program.

LEA 1013  3 Credits
LEGAL RESEARCH AND THEORY
The student studies the law library system and its functions. He develops research skills through the use of digests, encyclopedias, report systems and practice manuals.

LEA 1201  3 Credits
REAL PROPERTY I
A survey course dealing with Florida real property law including the classification of interests in real property; concurrent ownership; the landlord and tenant relationship; easements, licensees and profits; covenants and equitable servitudes; adverse possession; recording; the real estate contract, conveyancing; the rights of a possessor of real property; cooperatives, condominiums and zoning; and fixtures.

LEA 2101  3 Credits
CIVIL LITIGATION I
This course focuses on the litigation process as it relates to the court system of Florida. Attention is given to the function of law, the role of the attorney, the basic substantive law, pleadings, discovery, trial, settlement and appeal.

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
REAL PROPERTY III
3 Credits
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
REAL PROPERTY II
3 Credits
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
WILLS, TRUSTS & ESTATE ADMINISTRATION I
3 Credits
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
WILLS, TRUSTS, & ESTATE ADMINISTRATION II
3 Credits
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
LAW OFFICE MANAGEMENT
3 Credits
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.

LEA 2501
FAMILY LAW
3 Credits
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 2940
INTERNSHIP AS A LAWYER'S ASSISTANT
3 Credits
Prerequisites: BUL 2112 (BA 276); LEA 1013 (BA 181); and one (1) of the following: LEA 2101; or LEA 2211; or LEA 2202 (formerly BA 248); or MAN 2702 (BA 246). This course is designed to permit the student to earn credit by working in a supervised training assignment directly related to the student's area of interest. A maximum of six (6) internship credits may apply toward elective credit in a degree program.

LOGIC

PHI 1100
PRACTICAL LOGIC
3 Credits
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
FORMAL LOGIC
3 Credits
This course presents a formal, rigorous approach to symbolic logic. Emphasizes techniques of sound deductive reasoning through the use of rules of inference and truth tables. The course provides practice with translation of ordinary language into symbolic form.

MATHEMATICS

Each student enrolling in mathematics courses at Valencia Community College is encouraged to discuss his educational goals with a counselor or a mathematics instructor prior to registration. When a student is taking a sequence of mathematics courses, it is recommended that he have at least a "C" grade in any course which is a prerequisite to another.

The sequence of mathematics courses follows:
A. For general students and elementary education majors: MGF 1113 or MGF 1114, MAE 2811
B. For some general students, some business administration majors and other students who are interested in further development of their mathematics skills: MAT 1024, MAT 1033, MAC 1104
C. For students with strong mathematics backgrounds planning to enter careers requiring calculus: MAC 1132 (or separate courses MAC 1104 and MAC 1114), MAC 2311, MAC 2312, MAC 2313 (other recommended courses: MAS 2103, MAS 2301)
D. For technical students: MTB 1321-MTB 1322, or MTB 1327-1328 (if student has no algebra prerequisite, begin with MAT 0013 or MAT 1024)
MAC 1104 3 Credits
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
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
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 cluster or 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.

MAC 2313 4 Credits
CALCULUS WITH ANALYTIC GEOMETRY III
Prerequisite: MAC 2312. Topics include: infinite series, vectors, three dimensional analytic geometry, parametric equations, partial derivatives, multiple integration.

MAE 2811 3 Credits
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.

MAP 2302 3 Credits
DIFFERENTIAL EQUATIONS
Prerequisite: MAC 2313. An introduction to methods and applications of ordinary differential equations. Topics include first order equations and applications; higher order linear equations with applications; Laplace transforms; and introduction to systems, series solutions and numerical methods.

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
INTRODUCTION TO MODERN ALGEBRA
Prerequisite: MAC 1114 or equivalent. A course designed for the prospective mathematics major or mathematics teacher to develop the student's understanding of mathematical logic and proof. The study of selected topics in sets, groups, rings, integral domains and fields.

MAT 0013 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
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 1905  
DIRECTED INDIVIDUAL STUDIES  
1-4 Credits  
Individual study in mathematics is designed to provide the 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 cluster or department office.

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

MGF 1113  
COLLEGE MATHEMATICS  
3 Credits  
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  
ADVANCED COLLEGE MATHEMATICS  
3 Credits  
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  
COOPERATIVE EDUCATION: MATHEMATICS FIELD EXPERIENCE  
2-4 Credits  
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. A maximum of 6 co-op credits may apply toward elective credit in a degree program. May be repeated for credit.

MTB 1304  
MODERN COMPUTATIONAL METHODS  
2 Credits  
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  
APPLIED MATHEMATICS FOR HEALTH CARE  
1 Credit  
Two class hours per week for seven and one-half (7 1/2) 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 prior to or 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 computation, principles and laws of basic algebra, linear equations, ratio and proportion, basic geometric concepts and formulas. The work is supplemented with problems of a technical nature.

MTB 1322  
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 1327  
MATHEMATICS FOR ELECTRONICS I  
3 Credits  
Prerequisite: One year high school Algebra and one or more year high school Geometry or MAT 1024. This course will emphasize electronics applications. In course I students will solve problems in arithmetic, unit conversion, algebraic solutions of electric circuits, network theorems and analysis-simplification methods, and transient responses.

MTB 1328  
MATHEMATICS FOR ELECTRONICS II  
3 Credits  
Prerequisite: MTB 1323 or equivalent. A continuation of MTB 1323. In course II, students will solve problems in trigonometry of AC circuits, network frequency response, computer number systems, and Boolean algebra of circuits. Prerequisite for all courses in the Electronics Tech Program.

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 mensuration, 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  
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 1000C 3 Credits
INTRODUCTION AND URINALYSIS
Includes one three-hour laboratory. Prerequisite: Acceptance into the Medical Laboratory Program. Corequisite: CHM 1034C. An orientation to the profession of medical technology including medical terminology, ethics, safety, and personal conduct. Also, principles of renal function and analysis of urine will be presented and specific techniques applied.

MLS 1800C 4 Credits
HEMATOLOGY
Includes three-hour laboratory. Prerequisite: MLS 1000C. Students study the formed elements of 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 4 Credits
MEDICAL MICROBIOLOGY
Includes four one-hour labs. Prerequisites: MLS 1000C and MCB 2010C. Bacteriology, parasitology, virology, and mycology with emphasis on pathogenic organism culture, isolation, and identification. (Laboratory fee)

MLS 1530C 4 Credits
IMMUNOLOGY
Includes one three-hour laboratory. Prerequisite: MLS 1000C. Principles and techniques of antigen-antibody reactions, ABO-Rh typing and crossmatching will be presented.

MLS 2600 1 Credit
INSTRUMENTATION
Prerequisite: Instructor permission. The principles of operation of current laboratory instruments will be presented. Practical experience and observation will be applied and related to clinical laboratory test procedures.

MLS 2620C 4 Credits
CLINICAL CHEMISTRY
Includes three-hour laboratory. Prerequisites: MLS 1000C and CHM 1034. Advanced clinical chemistry with emphasis on quality control, instrumentation and performance of all routine chemical analytical procedures. (Laboratory fee)

MLS 2807L 2 Credits
BLOOD BANK PRACTICUM
Forty-eight hours for two weeks. Prerequisite: MLS 1530C. The student performs Blood Bank procedures under supervision in an approved clinical laboratory.

MLS 2808L 2 Credits
SEROLOGY/URINALYSIS PRACTICUM
Three weeks, forty hours per week. Prerequisites: MLS 1000C and MLS 1530C and permission of instructor. The student is placed in the Serology and Urinalysis department of an approved lab where, under supervision, he performs clinical test procedures.

MLS 2809L 4 Credits
HEMATOLOGY PRACTICUM
Forty hours per week for four weeks. Prerequisites: MLS 1300C and instructor permission. The student is placed in the hematology department of an approved clinical laboratory where, under supervision, he performs clinical test procedures.

MLS 2810L 4 Credits
CHEMISTRY PRACTICUM
Forty hours per week for four weeks. Prerequisites: MLS 2620C and instructor permission. The student is placed in the chemistry department of an approved clinical laboratory where, under supervision, he performs clinical test procedures.

MLS 2811L 4 Credits
MICROBIOLOGY PRACTICUM
Forty hours per week for four weeks. Prerequisites: MLS 1400C and instructor permission. The student is placed in the microbiology department of an approved clinical laboratory where, under supervision, he performs clinical test procedures.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>MUS 1111-1112</td>
<td>Musicianship I &amp; II Performance I &amp; II (See Principal Freshman list)</td>
<td>8</td>
</tr>
<tr>
<td>MUS 1211</td>
<td>Music Literature</td>
<td>3</td>
</tr>
<tr>
<td>MUS 2250</td>
<td>Twentieth Century Humanities</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1103, 1136 or CRW 2020</td>
<td>Freshman Composition I, Freshman Composition II or Creative Writing and Advanced Composition</td>
<td>6</td>
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<tr>
<td>MAT 1033</td>
<td>Intermediate Algebra</td>
<td>3</td>
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<tr>
<td>MGF 1113 or MGF 1114</td>
<td>College Mathematics or Advanced College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>American Government I, Science Elective</td>
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**Sophomore Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>MUS 2121-2122</td>
<td>Musicianship III &amp; IV Performance III &amp; IV (See Principal Sophomore list)</td>
<td>4</td>
</tr>
<tr>
<td>MUL 1211</td>
<td>Music Literature</td>
<td>3</td>
</tr>
<tr>
<td>PHY 2936</td>
<td>Selected Topics in Physics-Musical Acoustics</td>
<td>3</td>
</tr>
</tbody>
</table>

* MUS 1111 Musicianship counts as 4 credit hours toward the satisfaction of 9 credit hours required in Area 2 of the General Education requirements.

**Choose from among the following:**
- MUN 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.

### MUC 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

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

Performance of standard concert band literature. Open to all students who play appropriate instruments. Prerequisite: previous concert band experience and approval of instructor. Required of instrumental majors who play appropriate instruments.

### MUN 1310 CONCERT CHOIR

1 Credit

Three hours weekly. Established for people who love to sing and perform. the Concert Choir does not require technical study.
auditions or music reading. This large mixed chorale 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
VALENCIA 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, and music-reading ability. Literature and public performance stressed.

MUN 2710
LAB BAND
1 Credit
Open by audition during the drop/add period 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
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
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
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
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 sightsinging. (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 sightsinging. (No laboratory fee)

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

MVK 1111A&B
CLASS PIANO FOR MUSIC MAJORS I & II
1-1 Credit
An elementary course in piano designed to prepare non-keyboard music majors for minimum proficiency requirements in music major programs. Involves major and minor scales, arpeggios, sight-reading and transposition. Open to non-music majors by special permission of the instructor. May be repeated for credit. (Laboratory fee)

MVK 1811A&B
CLASS PIANO I & II
1-1 Credit
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 MKV 1111. May be repeated for credit. (Laboratory fee)

MVS 1816A&B
CLASS GUITAR I & II
1-1 Credit
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
CLASS GUITAR III & IV
1-1 Credit
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
CLASS VOICE I & II
1-1 Credit
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
CLASS VOICE III & IV
1-1 Credit
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 appropriate 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
MVS 1218A Secondary Freshman Oboe
MVS 1219A Secondary Freshman Clarinet
MVS 1220A Secondary Freshman Bassoon
MVS 1221A Secondary Freshman Saxophone

Second Semester
MVB 1211B Secondary Freshman Trumpet
MVB 1212B Secondary Freshman Horn
MVB 1213B Secondary Freshman Trombone
MVB 1214B Secondary Freshman Baritone Horn

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)

1st Semester
MVB 2221A Secondary Sophomore Trumpet
MVB 2222A Secondary Sophomore Horn
MVB 2223A Secondary Sophomore Trombone
MVB 2224A Secondary Sophomore Baritone Horn
MVB 2225A Secondary Sophomore Tuba
MVK 2221A Secondary Sophomore Piano
MVK 2223A Secondary Sophomore Organ
MVP 2221A Secondary Sophomore Percussion
MVS 2221A Secondary Sophomore Violin
MVS 2222A Secondary Sophomore Viola
MVS 2223A Secondary Sophomore Cello
MVS 2224A Secondary Sophomore String Bass
MVS 2226A Secondary Sophomore Guitar
MVS 2227A Secondary Sophomore Bass Guitar
MVS 2228A Secondary Sophomore Bassoon
MVS 2229A Secondary Sophomore Saxophone

2nd Semester
MVB 2221B Secondary Sophomore Trumpet
MVB 2222B Secondary Sophomore Horn
MVB 2223B Secondary Sophomore Trombone
MVB 2224B Secondary Sophomore Baritone Horn
MVB 2225B Secondary Sophomore Tuba
MVK 2221B Secondary Sophomore Piano
MVK 2223B Secondary Sophomore Organ
MVP 2221B Secondary Sophomore Percussion
MVS 2221B Secondary Sophomore Violin
MVS 2222B Secondary Sophomore Viola
MVS 2223B Secondary Sophomore Cello
MVS 2224B Secondary Sophomore String Bass
MVS 2226B Secondary Sophomore Guitar
MVS 2227B Secondary Sophomore Bass Guitar
MVS 2228B Secondary Sophomore Bassoon
MVS 2229B Secondary Sophomore Saxophone
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: $60.00)
MVB 1011 Preparatory Freshman Trumpet
MVB 1012 Preparatory Freshman Horn
MVB 1013 Preparatory Freshman Trombone
MVB 1014 Preparatory Freshman Baritone Horn
MVB 1015 Preparatory Freshman Tuba
MVK 1011 Preparatory Freshman Piano
MVK 1013 Preparatory Freshman Organ
MVP 1011 Preparatory Freshman Percussion
MVS 1011 Preparatory Freshman Violin
MVS 1012 Preparatory Freshman Viola
MVS 1013 Preparatory Freshman Cello
MVS 1014 Preparatory Freshman String Bass
MVS 1016 Preparatory Freshman Bass Guitar
MVV 1011 Preparatory Freshman Voice
MVW 1011 Preparatory Freshman Flute
MVW 1012 Preparatory Freshman Oboe
MVW 1013 Preparatory Freshman Clarinet
MVW 1014 Preparatory Freshman Bassoon
MVW 1015 Preparatory Freshman Saxophone

Principal Freshman 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)
MVB 1311A Performance I, Trumpet
MVB 1312A Performance I, Horn
MVB 1313A Performance I, Trombone
MVB 1314A Performance I, Baritone Horn
MVB 1315A Performance I, Tuba
MVK 1311A Performance I, Piano
MVK 1313A Performance I, Organ
MVP 1311A Performance I, Percussion
MVS 1311A Performance I, Violin
MVS 1312A Performance I, Viola
MVS 1313A Performance I, Cello
MVS 1314A Performance I, String Bass
MVS 1316A Performance I, Guitar
MVS 1317A Performance I, Bass Guitar
MVV 1311A Performance I, Voice
MVW 1311A Performance I, Flute
MVW 1312A Performance I, Oboe
MVW 1313A Performance I, Clarinet
MVW 1314A Performance I, Bassoon
MVW 1315A Performance I, Saxophone

1st Semester
MVB 2321A Performance II, Trumpet
MVB 2322A Performance II, Horn
MVB 2323A Performance II, Trombone
MVB 2324A Performance II, Baritone Horn
MVW 2321A Performance II, Flute
MVW 2322A Performance II, Oboe
MVW 2323A Performance II, Clarinet
MVW 2324A Performance II, Bassoon
MVW 2325A Performance II, Saxophone

2nd Semester
MVB 2321B Performance II, Trumpet
MVB 2322B Performance II, Horn
MVB 2323B Performance II, Trombone
MVB 2324B Performance II, Baritone Horn
MVW 2321B Performance II, Flute
MVW 2322B Performance II, Oboe
MVW 2323B Performance II, Clarinet
MVW 2324B Performance II, Bassoon
MVW 2325B Performance II, Saxophone

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)
MVB 2321A Performance III, Trumpet
MVB 2322A Performance III, Horn
MVB 2323A Performance III, Trombone
MVB 2324A Performance III, Baritone Horn
MVW 2321A Performance III, Flute
MVW 2322A Performance III, Oboe
MVW 2323A Performance III, Clarinet
MVW 2324A Performance III, Bassoon
MVW 2325A Performance III, Saxophone

1st Semester
MVW 2322A Performance III, Trumpet
MVW 2323A Performance III, Horn
MVW 2324A Performance III, Trombone
MVW 2325A Performance III, Baritone Horn
MVW 2326A Performance III, Flute
MVW 2327A Performance III, Oboe
MVW 2328A Performance III, Clarinet
MVW 2329A Performance III, Bassoon
MVW 2325A Performance III, Saxophone

2nd Semester
Performance IV, Trumpet
Performance IV, Horn
Performance IV, Trombone
Performance IV, Baritone Horn
Performance IV, Flute
Performance IV, Oboe
Performance IV, Clarinet
Performance IV, Bassoon
Performance IV, Saxophone

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 MATERNITY NURSING 4 Credits
Includes clinical laboratory hours each week for seven and one-half (7\(\frac{1}{2}\)) 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 childbearing cycle 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 INTRODUCTION TO MEDICAL-SURGICAL NURSING 4 Credits
Includes clinical laboratory hours each week for seven and one-half (7\(\frac{1}{2}\)) 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-care of ill individuals. The course focuses upon the physical effects of illness on the individual. (Laboratory fee)

NUR 1310 PSYCHIATRIC NURSING 4 Credits
Includes clinical laboratory hours each week for seven and one-half (7\(\frac{1}{2}\)) 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 THE NURSING CARE OF CHILDREN 4 Credits
Includes clinical laboratory hours each week for seven and one-half (7\(\frac{1}{2}\)) 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, attitudes, and appreciation essential to having a beginning competence in the care of children. (Laboratory fee)

NUR 2221C NURSING CARE OF ADULTS WITH MOTOR AND SENSORY DEPRIVATION 4 Credits
Includes clinical laboratory hours each week for seven and one-half (7\(\frac{1}{2}\)) 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 NURSING CARE OF ADULTS WITH PROBLEMS RELATED TO MAINTENANCE OF NUTRITION, ELIMINATION AND REGULATORY MECHANISMS 4 Credits
Includes clinical laboratory hours each week for seven and one-half (7\(\frac{1}{2}\)) 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 NURSING CARE OF ADULTS WITH PROBLEMS OF INADEQUATE OXYGENATION 4 Credits
Includes clinical laboratory hours each week for seven and one-half (7\(\frac{1}{2}\)) 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 SELECTED TOPICS IN NURSING 1-5 Credits
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 (7 1/2) weeks. Prerequisite: Permission of Program Director of Nursing or completion of NUR 2120C, NUR 2221C, NUR 2240C, and NUR 2222C. Opportunities are offered for 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
FUNDAMENTALS OF NURSING
Includes clinical laboratory hours each week for seven and one-half (7 1/2) weeks. Prerequisite or taken concurrently: ABP 2133C. NUU 1140C is designed to introduce the student to basic health concepts and health maintenance measures in physiological and psychological functioning of the individual. Selected principles from the physical, 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.

NUTRITION

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

PHILOSOPHY

PHI 2010
3 Credits
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
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 relativism. 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
3 Credits
ASTRONOMY
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
3 Credits
PHYSICAL AND EARTH SCIENCES
A general survey of the earth sciences. Includes a study of basic astronomy, geology, earthquakes and volcanoes, glaciers, landforms, oceanography and meteorology with emphasis on Florida as the model.

PSC 1513
3 Credits
THE ECOLOGY OF PHYSICAL SCIENCE
An ecological approach to the physical sciences. The elementary 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
1-3 Credits
SELECTED TOPICS IN PHYSICAL SCIENCE
This course deals with selected topics in the physical sciences based on a historical, traditional or contemporary approach, as the background and interests of the students and instructor might dictate.
PHYSICAL EDUCATION

DAA 2160 1 Credit
CONTEMPORARY DANCE
Basic theory and practice in using body movements to express 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 1 Credit
BALLET I
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 allegro combinations and use classical sequences for traveling across the floor. Leotards, tight and ballet shoes needed.

DAA 2201 1 Credit
BALLET II
Prerequisite: Permission of instructor. The student experiences intensification of barre and centre work. Students are introduced to the eight basic body directions with corresponding arms and body alignment, piroettes and use of beats.

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

DAA 2561 1 Credit
JAZZ DANCE II
Prerequisite: Permission of instructor. This class is a continuation 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 1121L 1 Credit
BEGINNING GOLF
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 recreational and carry-over values of the sport are emphasized. Also offered as CN 103, non-credit.

PEL 1141L 1 Credit
BEGINNING ARCHERY
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 1 Credit
SOFTBALL
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 1321L 1 Credit
VOLLEYBALL
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 1 Credit
TENNIS I
Designed specifically for the beginning tennis player. Body movements, positioning, footwork and stroke technique are introduced and related to the forehand drive, backhand drive, fore and backhand volley and the serve. Practical playing experience is used to teach rules, etiquette and some strategy. All equipment is furnished.

PEL 1342L 1 Credit
TENNIS II
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 1346L 1 Credit
BADMINTON I
Body movement, positioning, footwork and stroke technique will be taught. Practical playing experience will stress rules, etiquette and strategy. All equipment will be furnished.

PEL 1347L 1 Credit
BADMINTON II
Prerequisite: Permission of department. Designed for the student wanting to develop advanced skills in badminton. Advanced drills and practical playing experience will aid in teaching both doubles and singles strategy.
PEL 1441L  1 Credit
RACQUETBALL I
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  1 Credit
BASKETBALL
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 1646L  1 Credit
TOUCH FOOTBALL
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  1 Credit
INTERMEDIATE GOLF
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  1 Credit
TENNIS III
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 108, non-credit.

PEL 2442L  1 Credit
RACQUETBALL II
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  1 Credit
INDIVIDUAL CONDITIONING
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  1 Credit
DANCE AEROBICS
A program of physical fitness based on the popular "Aerobics" exercises choreographed to music. Individual exercise programs will be designed for people of all ages.

PEM 1361L  1 Credit
BEGINNING HORSEMANSHIP
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 1954L  1-4 Credits
VARSITY ATHLETICS
Student must participate as a member of a college varsity team for a semester for each credit earned. Permission of the head coach required.

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

PEM 1113L  1 Credit
SENIOR LIFE SAVING
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 lifesaving certificate. Also offered as CN 89, non-credit. (No laboratory fee)

PEO 2003C  1 Credit
SPORTS OFFICIATING I
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 2013C  1 Credit
SPORTS OFFICIATING II
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 1200L  1 Credit
TUMBLING AND GYMNASTICS
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  3 Credits
INTRODUCTION TO PHYSICAL EDUCATION
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.

PET 2930  1-3 Credits
SELECTED TOPICS IN PHYSICAL EDUCATION
This course deals with selected topics in physical education as the background and interests of students dictate. The course may be repeated for credit providing a different topic is explored each time.

PHYSICS

PHYSICS CALCULATIONS  2 Credits
Designed to be taken concurrently with PHY 1053C or PHY 2048C 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 1053C, 1054C, or PHY 2048C, 2049C.
PHY 1001C
APPLIED PHYSICS
4 Credits
Six hours lecture/laboratory instruction. 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 prin-
ciples 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 subse-
quently to receiving a grade of "C" or better in any higher
physics course. (Laboratory fee)

PHY 1023-1024C
4-4 Credits
BASIC PHYSICS
Six hours lecture/laboratory instruction. Prerequisite
or co-requisite: MTB 1321 or equivalent for PHY
1023C; MTB 1322 or equivalent for PHY 1024C. The
physical principles of mechanics, properties of matter,
heat and thermodynamics are studied in the first
semester. The second semester presents the physical
principles of wave motion, sound, light, electricity and
magnetism, and modern physics. Application of physics
to technical fields is emphasized in discussions and
problems. Laboratory work is designed to develop the
theories presented in the course. (Laboratory fee)

PHY 1053C-1054C
4-4 Credits
INTRODUCTORY PHYSICS I-II
Six hours lecture/laboratory instruction. Prerequisite
or co-requisite: MAC 1114 or MAC 1132. The first
semester covers mechanics, heat and sound. The sec-
ond semester covers electricity and magnetism, optics
and elements of modern physics. The course is de-
signed for students whose requirements for the baccala-
ureate degree include a basic course in physics. Stud-
te who need extra instruction in the problem solving
aspects of physics are urged to take PHYS 1011 con-
currently with PHY 1053C. (Laboratory fee)

PHY 2048C-2049C
4-4 Credits
GENERAL PHYSICS WITH CALCULUS I-II
Six hours lecture/laboratory instruction. Prerequisite
or co-requisite for PHY 2048C: MAC 2311. Prerequi-
site or co-requisite for PHY 2049C: MAC 2312. The
first semester covers mechanics, heat, and sound with
emphasis upon fundamental principles. The second
semester covers electricity and magnetism, and optics.
Designed for physics, mathematics, chemistry and pre-
gineering majors. (Laboratory fee)

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

PHY 2936
1-3 Credits
SELECTED TOPICS IN PHYSICS
Prerequisites: PHY 1053C or PHY 2048C and de-
partmental permission. For the student in science who
desires some in-depth study of special topics in the
areas of classical and modern physics. Also, experi-
mental topics may be included upon demand.

POLITICAL SCIENCE

CPO 2002
3 Credits
INTRODUCTION TO COMPARATIVE POLITICS
Prerequisite: POS 1041. A comparative study of foreign
political systems in selected Western and non-Western
nations, including political cultures, social change, pub-
lic policy and institutions.

INR 2002
3 Credits
INTERNATIONAL POLITICS
The nature of international politics: nationalism, arma-
ments, imperialism, militarism, the history of interna-
tional politics, foreign policies, international law and
organizations, the United Nations, the human factor in
international politics.

POS 1001
3 Credits
INTRODUCTION TO POLITICAL SCIENCE
A survey of the discipline of political science. An exami-
nation of important concepts in the development of
Western political thought. A discussion of selected top-
ics in various fields of inquiry within political science.

POS 1041
3 Credits
AMERICAN GOVERNMENT I
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
system. General Education course.

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

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

POS 2949
2-4 Credits
COOPERATIVE EDUCATION: POLITICAL SCIENCE
FIELD EXPERIENCE
Prerequisite: Permission of instructor. This cooperative
arrangement allows the student to earn credit by work-
ing in a supervised training assignment directly related
to the student's college major. A maximum of six (6) co-
op credits may apply toward elective credit in a degree
program. May be repeated for credit.

PUP 1002
3 Credits
AMERICAN GOVERNMENT II
A survey course covering an introduction to interna-
tional politics, state and local government and funda-
mental economic concepts.

PSYCHOLOGY

CLP 1002
3 Credits
PSYCHOLOGY OF ADJUSTMENT
Biological and learned factors involved in the processes
of personal and social adjustment and the study of men-
tal health principles and their application to human ad-
justment.
DEP 1302
PSYCHOLOGY OF ADOLESCENCE
3 Credits
This course approaches the study of adolescent development from a multi-disciplinary viewpoint. Emphasizes social, physical, and emotional development; adolescent problems including delinquency and drugs; learning problems; and factors affecting life and vocational/career choices.

DEP 2003
DEVELOPMENTAL PSYCHOLOGY
3 Credits
A course designed to survey theory 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
Prerequisite: PSY 1012. A study of psychological principles and how they apply to the educational process. Major areas considered are: principles of learning, individual differences, motivation, mental abilities, measuring outcomes of learning, and study of the teaching-learning situation. (This course is especially designed for prospective teachers).

INP 1131
APPLIED PSYCHOLOGY FOR CRIMINAL JUSTICE
3 Credits
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
PSYCHOLOGY IN BUSINESS AND INDUSTRY
3 Credits
An introduction to the psychology of human behavior as applied to business and industry. A course designed to study the many psychological factors involved in the work situation including leadership, motivation, communications, morale, organizational structure, personnel selection, training and appraisal, consumer problems.

PSY 1012
GENERAL PSYCHOLOGY
3 Credits
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
SELECTED TOPICS IN PSYCHOLOGY
1-3 Credits
Prerequisite: PSY 1012. These seminars are for students who are interested in special topics and desire to explore further the field of psychology through research, discussion and observation.

PSY 2949
COOPERATIVE EDUCATION: PSYCHOLOGY FIELD EXPERIENCE
2-4 Credits
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. A maximum of six (6) co-op credits may apply toward elective credit in a degree program. May be repeated for credit.

READING

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

REA 1205
READING TECHNIQUES
3 Credits
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 1605
READING STUDY SKILLS
3 Credits
Prerequisite: REA 1105 or permission of department. A reading study skills development course with emphasis on reading for comprehension in specific subject areas.

REA 1620
STUDY SKILLS FOR COLLEGE
1-3 Credits
A series of courses designed to improve textbook study, reading ability, time management, and critical thinking and problem-solving skills. Courses offered include Study Skills for College Survival, Test-taking, and Critical Reading and Thinking. Each course may be taken for 1, 2, or 3 credits as arranged with instructor. Sample mini-courses include Time Control; Study-Reading College Textbooks; Notetaking on Textbook Reading — underlining, outlining, summarizing, and mapping; Memory Improvement; Listening To and Taking Notes on Lectures; Preparing For and Taking Examinations; Reducing Test Anxiety; Graph, Map, and Chart Reading; Critical Reading, Creative Thinking, and Problem-Solving. May be repeated for up to six hours credit.

REA 2930
SELECTED TOPICS IN READING
1-3 Credits
This seminar is for students interested in research, discussion, and observation of special topics in reading.

RESPIRATORY THERAPY

APB 1650
INTRODUCTION TO PHARMACOLOGY
2 Credits
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
PULMONARY PHYSIOLOGY
4 Credits
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.

RET 1026 3 Credits
BASIC RESPIRATORY EQUIPMENT

RET 1264 4 Credits
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)

RET 1874 2 Credits
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)

RET 2284 4 Credits
CARDIOPULMONARY THERAPY
Includes three-hour laboratory. Prerequisites: RET 1264, RET 2875, concurrent with APB 2263. This course includes resuscitative procedures in respiratory and cardiac emergencies and airway maintenance, pulmonary function, spirometry and pulmonary rehabilitation. (Laboratory fee)

RET 2875 2 Credits
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)

RET 2876 2 Credits
CLINICAL PRACTICE III
Two hundred (200) hospital clock hours, approximately twelve and one-half (12½) hours for every two (2) semester hours. Prerequisite: RET 2875, concurrently with RET 2284. Each student assigned clinical tasks and orientation in Pulmonary Function Lab, Cardiac Catheterization, and Open Heart Surgery under the supervision of the staff Respiratory Therapist or Clinical Instructor. (Laboratory fee)

RET 2877 2 Credits
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 2284, RET 2876. Each student assigned clinical tasks in Pediatrics, Pulmonary Rehabilitation, and Medicine, under the supervision of a Physician and Clinical Instructor. (Laboratory fee)

RET 2878 2 Credits
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)

RET 2934 4 Credits
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

IDS 1151 3 Credits
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.

SSI 2941 1 Credit
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.
SOCIOLOGY

MAF 2200 3 Credits
MARRIAGE AND THE FAMILY
A functional course designed to assist the student in developing a 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 3 Credits
INTRODUCTORY SOCIOLOGY
Nature and application of sociological concepts, theories, and methods; analysis of societies and groups; social processes and social change.

SOC 2020 3 Credits
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, populaton, 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 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 related to the student’s college major. A maximum of six (6) co-op credits may apply toward elective credit in a degree program. May be repeated for credit.

SPANISH

SPN 1000 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
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 6-8 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. This course will count as credit in the General Educational Requirements for A.A. Degree in Area 2 — Humanities.

SPN 2200-2201 3-3 Credits
INTERMEDIATE SPANISH
Includes one-hour laboratory. Prerequisite: SPN 1101, 3 or 4 years of high school Spanish or equivalent. Conversation approach with reading from modern Spanish and Spanish-American authors.

SPN 2510 3 Credits
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
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 1800  3 Credits
FUNDAMENTALS OF SPEECH
Principles of oral communication common to all speaking and listening. Emphasis on study, practice, and evaluation of preparation and delivery techniques for extemporeaneous speaking.

SPC 1801  3 Credits
PUBLIC SPEAKING
Prerequisite: SPC 1600. Advanced principles of audience communication. Varied methods of presentation to include impromptu, extemporeaneous 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 rebuttal common to persuasive speaking and debate. Opportunity for competitive debate.

SPC 2594  1 Credit
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  1-3 Credits
SELECTED TOPICS IN SPEECH
This seminar is for students interested in research, discussion, and observation of special topics in speech.

STUDENT DEVELOPMENT

STD 1106  3 Credits
STUDENT LEADERSHIP DEVELOPMENT
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

SUR 2610C  3 Credits
SURVEYING II SUR 1100C
Prerequisite: SUR 1100C. 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.

SUR 2640C  4 Credits
SURVEYING III
Prerequisite: SUR 2610C. 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.

SUR 2402C  3 Credits
LAND SURVEYING AND DESCRIPTIONS
Prerequisites: SUR 2610C and SUR 2400C. 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.)

SUR 2300C  3 Credits
TOPOGRAPHY AND MAPPING
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.

SUR 2500C  3 Credits
ELECTRONIC AND GEODETIC SURVEYING
Prerequisite: SUR 1100C. 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.

SUR 2460C  3 Credits
SUBDIVISIONS
Prerequisite: SUR 2610C. 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.

SUR 2400C  3 Credits
LEGAL ASPECTS OF SURVEYING
Prerequisite: SUR 1100C. 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 2849  2-4 Credits
COOPERATIVE EDUCATION: SURVEYING 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.
COLLEGE PERSONNEL FOUNDATION BOARD OF DIRECTORS ADVISORY COMMITTEES
COLLEGE ADMINISTRATION

Listing for 1979-1980 current as of printing date May 10, 1979

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President

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Thelma J. Dudley ................ Coordinator, Advanced Institutional Development Program

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Bob T. Holland ......................... Dean of Student Affairs
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Marion H. Baker ....................... Cluster Manager
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<tr>
<th>Name</th>
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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  
Ed.D., Florida State University

Smith, Lisa  
Student Development Coordinator  
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.G.S., Rollins College  
M.A.T., Rollins College

Sowell, Lutricia A.  
Special Services Counselor  
B.S., Florida A & M University  
M.R.C., University of Florida

Spencer, Marlene  
Humanities, Religion and Philosophy  
B.A., Berry College  
M.A., Florida State University  
M.A., Florida State University

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

Stewart, Eddy Jean  
Dean of Academic Affairs, West Campus  
B.S., Florida A & M University  
M.A., University of South Florida  
Ed.D., Florida Atlantic University

Straub, Joseph T.  
Business  
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

Thompson, Nancy Sue  
French and German  
B.A., Transylvania  
M.A., Indiana University

Throm, Querentia 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, Carole Law  
Humanities  
B.A., University of Massachusetts  
M.A.T., University of Massachusetts  
Ph.D., Florida State University
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

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

Ward, Joseph B., Jr.
Drafting and Design Technology
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

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

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., Talledega College
M.A.T., Rollins College

Williams, Joan E.
Respiratory Therapy
B.S., Florida Technological University

Wilson, David L.
Area Coordinator in Chemistry
B.S., University of Florida
M.S., Wayne State University
Ph.D., Wayne State University

Wilson, Dorwin C.
Business
B.S., University of South Dakota
M.B.A., USAF Institute of Technology

Wilson, Mary Lee
Nursing
B.S.N., University of Virginia

Wink, Diane M.
Nursing
B.S., Adelphi University
M.A., Rollins College

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

CAREER EMPLOYEES

Current as of printing date May 10, 1979

Adams, Gearlean
Special Services Follow-up/
Testing Coordinator

Allen, Carol
Secretary

Allen, Pamela
Secretary

Amendolara, Frank
Groundskeeper

Anderson, Arthur
Groundskeeper

Anderson, David
Custodian

Anderson, Janis
Security Guard (CETA)

Anderson, Karen
Custodian (CETA)

Arnold, Elizabeth
Educational Advisor

Arnold, Helen
Secretary

Arnold, Kenneth
Air Conditioning & Refrigeration
Supervisor

Asher, Marsha
Secretary
Baacke, Jean
Admissions Specialist

Baker, Island
Custodian (CETA)

Baldwin, Lawrence
Security Guard

Baldwin, Nathaniel
Custodian

Ball, Florence
Departmental Clerk

Ball, Gordon
Accounting Clerk

Ball, Jasiel
Supervisor, Physical Plant

Barnes, Edward
Security Guard

Barnes, Patty
Word Processing Technician

Baumgardner, John
Groundskeeper (CETA)

Bean, Barbara
Printing Supervisor

Bennett, Geneva
Cashier

Bickers, Gloria
Project Accountant

Birchhead, Barbara
Secretary

Blakeley, Frank, Jr.
Security Guard (CETA)

Blakeley, Frank, Sr.
Custodian

Bland, Craig
Groundskeeper

Blankenship, John
Laboratory Assistant

Blue, Hoover
Security Guard

Bonilla, Karin
Secretary

Booher, Annie
PBX Operator (CETA)

Borglum, Carsten
Assistant Manager, Bookstore

Boston, Kimberly
Research Specialist

Bowden, Charles
Groundskeeper (CETA)

Branch, Marilyn
Payroll Specialist

Brandenburg, Ruth
Word Processing Technician

Branson, Haven
Laboratory Assistant

Brelend, Debra
Admissions Specialist

Brennonman, Kay
Word Processing Cluster Coordinator

Brewster, Margie
Keypunch Operator

Brig, Frances
Secretary

Brown, Diane
Secretary

Brown, Karl
Custodian

Brown, Lennie
Custodian

Brown, Linda
Paraprofessional, Open Instructional Laboratory

Bunting, Raymond
Custodian

Bustillo, Vicente
Security Guard

Caison, Henry
Custodian

Callahan, Dorothy
Custodian

Calvin, Michael
Systems Analyst

Campbell, Jimmy
Custodian

Cannady, Leroy
Custodian

Carter, Gwendolyn
Secretary

Churchwell, Sybil
Secretary

Clay, Frank
Security Guard

Clay, Joel
Groundskeeper (CETA)

Cleary, Arleen
Personnel Specialist

Cofer, Clara
Admissions Specialist

Conner, Ann
Admissions Specialist

Coto, Florence
Educational Advisor

Couoy, Joanna
Admissions Specialist

Craig, Marlene
Personnel Specialist

Crandal, Catherine
Mail Clerk

Crawford, Jack
Chief Accountant

Creason, Kathleen
PBX Operator

Curry, Ernest
Supervisor of Mail & Courier Services

Curtis, Hiram
Supervisor of Purchasing & Registration Financial Procedures

Daley, Magdalene
Secretary

Damon, Peter
Supervisor, Grounds Maintenance

Davnerne, Edward
Security Guard (CETA)

Davnerne, Madeline
Secretary, (CETA)

Davis, James
Press Operator

Davis, Roberta
Word Processing Technician

Delaney, Debra
Secretary

DelValle, Joseph
Electrician

Demirjian, Cristina
Cashier

Denny, Maxine
Records Analyst

Dinh, Rang Van
Security Guard (CETA)
Dolamore, Patricia
Secretary

Downey, Betty
Library Assistant

Drake, Eleanor
Accounting Clerk

Edge, Georgia Ann
Secretary

Elder, Mary
Receptionist

Enoe, Barbara
Secretary

Everson, Bruce
Educational Advisor

Fansler, Sharon
Educational Advisor

Fields, Isabella
Custodian (CETA)

Findley, Terry
Manager, Word Processing

Flavelle, Ruth
Secretary

Foronda, Adventor
Air Conditioning Technician

Gaines, Jane
Secretary

Gant, Jean
Word Processing Technician

Gayton, Walter
Custodian (CETA)

Gehman, Carol
Receptionist (CETA)

Geldner, Melanie
Learning Center Assistant

Gerdy, Cindy
Audio Visual Specialist

Gillette, Odena
Accounting Clerk

Godwin, Rabon
Security Guard (CETA)

Goshorn, Diane
Educational Advisor

Gravel, MaryAnn
Secretary

Graves, Spencer
Manager of Facilities Planning and Operations

Griffin, Gertrude
Secretary

Grimes, Raymond
Computer Operator

Gumper, Brenda
Press Operator

Gunn, Maurice
Security Guard

Hall, Doreen
Secretary (CETA)

Hallemyer, Corrine
Word Processing Technician

Hannan, Elliot
Chief of Security

Hardaway, Emmett
Custodian

Harless, Robert
Groundskeeper, Working Supervisor

Harril, Cynthia
Word Processing Technician

Hayes, Julia
Custodial Working Supervisor

Hazelliff, Philip
Computer Operator

Henderson, Bernadette
Secretary

Higbee, Sybil
Secretary

Higgins, Carol
Programmer/Analyst

Hill, Cecil
Custodian

Holbrook, Janet
Secretary

Holmes, Wilma
Custodian

Hood, Mildred
Accounting Clerk

Hooks, Laura
Research Analyst

Horn, Pamela
Secretary

Hovanecamp, Gladys
Secretary

Hull, Mary
Cashier

Hull, Renae
Secretary

Hunt, Hilda
Media Processing Specialist

Hunter, Barbara
Payroll Specialist

Hunter, Beverly
Custodian (CETA)

Jackson, Romena
Custodian (CETA)

Jacobs, Fairrell
Secretary

Jameson, JoAnn
Secretary

Jenkins, Louise
Secretary

John, Oswald
Custodian (CETA)

Johnson, Lillian
Cashier

Johnson, Walter
Educational Advisor

Jones, Alex
Maintenance Carpenter

Jones, Barbara
Educational Advisor

Jones, David
Groundskeeper

Jones, Diane
Secretary

Jones, Eugene
Custodian

Jones, Robert
Graphic Artist (CETA)

Jones, Shirley
Psychometric Technician

Jones, Tominsina
Secretary

Kaba, Caralee
Secretary

Kelly, Irving
Groundskeeper (CETA)

Kimbie, Calvin
Groundskeeper (CETA)

King, Lovie
Veterans Advisor

Kirby, Leslie
Air Conditioning Technician
Kols, Judith  
Word Processing Technician

Kuhn, Elisabeth  
Supervisor, Custodial Services

Latham, Joan  
Health Services Advisor

Lawson, Harold  
Supervisor, Custodial Services

Leibecck, Janet  
Admissions Specialist

Leigh, Harold  
Engine Mechanic

Lewis, Barbara  
Word Processing Technician

Lilly, Michael  
Groundskeeper (CETA)

Love, Jeannette  
Accounting Clerk

Lowe, Barbara  
Accounting Clerk

Lowe, Vicky  
Word Processing Cluster Coordinator

Lowe, William  
Programmer/Analyst

Lugo, Udeth  
Paraprofessional (Student Centered Learning Lab)

Mack, Clementine  
Secretary (CETA)

Magaz, Lisa  
Visual Communications Specialist

Mannion, Linda  
Media Processing Specialist

Marks, Frances  
Veterans Affairs/Financial Aids Specialist

Marsh, Ruth  
Admissions Specialist (CETA)

Martin, Robert  
Shipping & Receiving Clerk

Matson, Paul  
Maintenance Carpenter

McAdams, Jack  
Programmer/Analyst

Mezilek, Isad  
Security Guard (CETA)

Mehta, Mary  
Security Guard

Miller, Dialynn  
Educational Advisor

Miller, Joyce  
Admissions Specialist

Miller, Robin  
Supervisor, Grounds Maintenance

Mills, David  
Custodian

Mills, June M.  
Accounting Clerk

Mitchell, Callie  
Secretary

Moore, Geneva  
Custodian

Moraski, Esther  
Records Clerk

Mullins, Shirley  
Custodian (CETA)

Munford, Lauren  
Word Processing Technician

Musgrave, Richard  
Programmer/Analyst

Napoleon, Booker  
Custodian

Nevedale, Joan  
Secretary

Nicolai, Colleen  
Admissions Specialist

O'Leary, Erika  
Custodian

O'Leary, James  
Security Guard

O'Neill, William  
Custodian

Owen, Martha  
Word Processing Cluster Coordinator

Page, Nancy  
Research Analyst

Palmer, Betty  
Secretary

Park, Almeda  
Reference Clerk

Patterson, Mary  
Admissions Specialist (CETA)

Payton, Lester  
Resource Development Clerk (CETA)

Peebles, Carlos  
Electrician

Phillips, Archie  
Press Operator

Phillips, Clara  
Word Processing Cluster Coordinator

Phillips, Donna  
Secretary

Pinkney, Lola  
Word Processing Technician

Proaccl, Eileen  
Secretary

Proctor, Edward  
Property Records Specialist

Ratliff, Robert  
Facilities Coordinator

Ravencroft, Thomas  
Recruitment & Information Specialist

Rippe, Walter  
Air Conditioning & Refrigeration Supervisor

Rodgers, Albertis  
Custodian

Roman, Rachel  
Word Processing Cluster Coordinator

Rose, Joan  
Educational Advisor

Ruffin, William  
Audio Visual Specialist (CETA)

Russell, Jerry  
Custodian (CETA)

Scott, Melvin  
Assistant Supervisor, Custodial Services

Scroggs, Jane  
Administrative Assistant to the President

Schoest, Howard  
Chief of Security

Shively, John  
Custodial Working Supervisor

Sides, Vernelle  
Accounting Coordinator for Data Systems

Simmons, Rusty  
Media Processing Specialist
Sims, Cheryl (on leave)
Press Operator

Sims, Linda
Word Processing Cluster Coordinator

Sireno, Rosemarie
Word Processing Technician

Slayton, Richard
Field Transportation Worker

Sledge, Lillian
Media Processing Specialist

Smith, Anthony
Maintenance Carpenter (CETA)

Smith, Elizabeth
Word Processing Cluster Coordinator

Snell, Tommie
Secretary

Spaeth, Marc
Secretary (CETA)

Spitzer, Diane
Admissions Specialist (CETA)

Stadler, Patricia
Departmental Clerk (CETA)

Starkweather, Fred
Groundskeeper

Stephen, Gail
Secretary

Stiles, Joan
Secretary

Stinnett, Rhonda
Budget Specialist

Stokes, John
Audio Visual Specialist

Stout, Richard
Audio Visual Production Technician

Strickland, James
Admissions Specialist

Stump, Charlotte
Admissions Specialist

Stump, James
Word Processing Technician

Taormina, Evelyn
Senior PBX Operator

Tarver, Rufue
Custodian

Teska, Elinor
Secretary

Tezak, John
Building Maintenance Supervisor

Thomas, Carmeline
Accounting Clerk

Thompson, Frank
Stock Clerk

Thurmond, Janet
Accounting Clerk

Tighe, Ardella
Bookstore Manager

Toner, JoAnn
Assistant to the Registrar

Torvik Thelma
Personnel Assistant

Travaglini, Anthony
Groundskeeper (CETA)

VanDoren, Arthur
Groundskeeper

VanTwyver, Patricia
PBX Operator

Wales, Ruth
Audio Visual Specialist (CETA)

Walker, Carla
Educational Advisor

Wallace, Susan
Educational Advisor

Watkins, Sara
Manager, Word Processing

Weller, John
Assistant to the Registrar

Wheichel, Martha
Financial Aids Assistant

Wilkerson, John
Custodian

Williams, Madelyn
Secretary

Williams, Randall
Open Campus Information Specialist

Witham, Alton
Accountant

Witham, Dolores
Financial Aids Advisor

Wood, Marylee
Admissions Specialist

Wright, George
Assistant Supervisor, Custodial Services

Young, Leslie
Financial Aids Advisor

Zielke, Marilyn
Purchasing Assistant

Zimmerman, Frances
Media Processing Specialist
VALENCIA COMMUNITY COLLEGE FOUNDATION, INC.
BOARD OF DIRECTORS

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Murray W. Overstreet, Jr.
Chairman
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Vice President

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Valencia Community College

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Gerald A. Gay
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Katherine B. Hayne
Evans Hubbard
Robert L. Larson
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Charles M. Potter
Thomas D. Purdy
James C. Robinson
Jerry L. Rogers
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Alan Starling
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Thomas E. Triplett
Walter Windsor
ADVISORY COMMITTEES

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, curricula 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.

Joe B. Hutson
President
K-C Air Conditioning Service, Inc.

Sidney Leopold
Air Conditioning Instructor
Mid-Florida Tech. Institute

Dave McDuffie
President
Tempaco

Donald F. Meyers
Marketing Specialist
Orlando Utilities

David A. Ritchie
Chief Engineer
Weatherking, Inc.

John Simonds
Environmental Consulting Engineering, Inc.

Edward Taubensee
General Electric Company

ARCHITECTURAL & BUILDING CONSTRUCTION TECHNOLOGY

George Chittenden
(Secretary)
Faculty
Valencia Community College

Donald Hampton
Architect

Harold Johnson
Department Head of Architecture
W.E.D. Enterprises

Carolyn Jones
Secretary/Treasurer
W. W. Jones, Inc.

Lee Koepke
Executive Vice President
The Graves Company of Kissimmee

Paul C. Palmer, Jr.
Vice President
W. M. Sanderlin Corporation

Roland C. Ray
J. H. Dunlap Company

Claude Shivers
Architect
Murphy, Hunton, Shivers, Brady, PA

Robert L. Carmody
(Secretary)
Department Chairman
Valencia Community College

William C. Denson
Triden, Denson & Lobnitz, C.E.

J. Wesley Floreth
Manufacturers Agent
Floreth Sales Corporation

Joseph Furrer
President
Cool-Way, Inc.

Rudolph Gast
All Temp Service, Inc.
BUSINESS — FINANCE
OPTION

B.J. Sullivan, Chairman
Sears Roebuck and Company

Mack Blythe
Seminole Community College

Donald R. Cochran
Sun First National Bank

Don Ebbert
Exchange Bank of Osceola

G.R. Hinesley
First Federal Savings and Loan Association

James R. Smith, II
Washington Shores Federal Savings and Loan Association

Josephine Wetzel
Orange County Schools

Dorwin C. Wilson
(Secretary)
Faculty
Valencia Community College

J.D. Worrell
Orlando Regional Medical Center

BUSINESS — MARKETING
OPTION

Troy Breedlove
Manager, Multi-Peril
Shelby Mutual Ins. Co.

W.J. Burke
Sales Manager
Southern Bell Telephone

Hugh Capers
Program Coordinator
Distributive Educ.—Orange County

Don Christopher
Manager
Publix Markets

Kenneth Loeland
President
Leland’s Office World

John E. Olive
Vice-President
Palmer Electric Company

Robert R. Wolfe
Asst. Mgr./Research & Marketing
Sentinel Star Company

BUSINESS — MANAGEMENT
OPTION

Fredrick Britton
Vice President of Operations
First at Orlando Corporation

C. Ron Brock
Winter Park Telephone

Steve Kindler
Director of Personnel
Sea World

Joseph McNamara
President
Farm & Home Machinery

Andrew N. Serros
Representative
New York Life Insurance

S. Smith
Assistant Vice President
Sun Banks of Florida, Inc.

Joe Straub
Program Representative
Valencia Community College

Helene F. Wack
Personnel Manager
Burdine’s

CHILD DEVELOPMENT

Annie Alcendor
Small Fry Day Care Center

Sally Amato
Adult Supervisor, Woods Annex

Peggy Butler
Home Economics Teacher
Oak Ridge High School

Mary Nussbickel
Director
Shady Oaks Day Care Center

Nanette Rodgers
Home Economics Supervisor III
State Department of Education

Arelee Richardson, Jr.

Gail Thomas
Principal
Orla Vista Elementary School

Carolyn Walker
Weibourne Day Care Center

Sara Lee Wilson
Director
College Park Methodist Church School
CIVIL TECHNOLOGY

Robert L. Carmody
(Secretary)
Department Chairman
Valencia Community College

Rick Hoepner, P.E.
Civil and Sanitary Engineer

Roland Lee, Engineer
Watson and Company

A. Ray Miller, Contractor
Hubbard Construction Company

William Palm, Engineer
Glace & Radcliff, Inc.

Raymond D. Miller
Superintendent
Orange County Correctional Institution

James P. Nursery
Major, Administrative Services Bureau
Orlando Police Department

C. (Rette) M. Pierce
Program Director, Law Enforcement
Valencia Community College

Joseph L. Powell
Director
Court Alternative Programs

Kathleen Russell
Director
East Central Florida Regional Planning Council

James Shultz
Major, Court Services Bureau
Orange County Sheriff's Dept.

Fred Shepherd
Supervisor, Intake & Community Services
Fla. Dept. of Corrections

W.H. Smith
Director of Corrections
Osceola County Sheriff's Dept.

Paul Snead
Program Supervisor, Youth Services
Osceola County Sheriff's Dept.

Rogers Turner
Judge
Ninth Judicial Circuit

Maryann Waits
Officer
Orlando Police Department

James York
Chief
Orlando Police Department

CRIMINAL JUSTICE

LAW ENFORCEMENT AND CORRECTIONS OPTIONS

William G. Archambeault
Program Director, Corrections
Valencia Community College

Charles Brookfield
Warden
Orlando Detention Bureau

Mel Colman
Sheriff
Orange County Sheriff's Dept.

William F. Garvin
Supervisor, Intake & Community Service
Florida Department of Corrections

O. S. Harrelson
Lieutenant, Planning and Research
Orlando Police Department

Barry Henson
Affirmative Action Officer
Orlando Police Department

Samuel L. Hoard
Pastor
Our Savior Lutheran Church

Walter Israel
Director, Personnel and Training
Orange County Sheriff's Dept.

Lawson Lamar
Assistant State's Attorney
Ninth Judicial Circuit

Robert Magnaghi
Captain, Criminal Investigation Div.
Kissimmee Police Department

Howard P. McLain
Director, Public Safety
City of Orlando

CRIMINAL JUSTICE

LOSS PREVENTION OPTION

L. Bryant Helmer
Chairman
President
Associated Security, Inc.

William S. Hunt
Secretary
Loss Prevention Program Director
Valencia Community College

Jim Church
Director/Loss Prevention
Super Food Services, Inc.

Larry Graham
Senior Security Representative
Martin-Marietta Corp.
Carolyn Hageman  
Security Administrator  
Martin-Marietta Corp.

Mike Kish  
Division Security Manager  
Jack Eckerd Corporation

Chuck Sargent  
Security/Safety Manager  
Sea World of Fla., Inc.

Ed Toporek  
Security/Safety Manager  
Sentinel Star Company

DATA PROCESSING

B. L. Cording  
Assistant Manager  
Orlando Utilities

Thomas E. Duchano  
Data Processing Manager  
Super Food Services, Inc.

Erman Evans  
Director, DP Orange County Data Center

Dr. Terry J. Frederick  
Chairman  
Computer Science, FTU

Dr. Robert Hedrick  
Director, Fla. Southern College at Orlando

Fred E. Hild  
Chairman, Business Dept.  
Valencia Community College  
Acting Secretary

Carolyn McKinney  
ADP Specialist  
International Laser, Inc.

Robert V. Ward  
Software Department Manager  
Martin-Marietta Aero-Space

DRAFTING AND DESIGN TECHNOLOGY

Gene Brown  
Chief Mechanical Engineer  
REPCO, Inc.

Robert L. Carmody  
(Secretary)  
Department Chairman  
Valencia Community College

Charles Kayser  
President  
Gulf Atlantic Machine Tool Corp.

DENTAL HYGIENE

Diane Blackert, R.D.H.

John L. Bonomo, D.D.S.

Gerald W. Corum, D.D.S.

John W. Delk, D.D.S.  
Chairperson

Robert Ferris, D.D.S.  
Vice-Chairperson

Leslie Herman

William C. King, D.D.S.

Bruce Mitchell, Jr., D.D.S.

George Pankey, D.D.S.

Linda Pierce, R.D.H.,  
Secretary  
Valencia Community College

Linn Pinder, R.D.H.

T. Robert Rothenberg, D.D.S.  
Orange County Vocational School

James Simon, D.D.S.

Frances A. Stoll, Ed.D.

Gayle Terrell  
Dental Hygienist
Ray Kerkhoff  
Section Head, Computer Graphics  
Martin-Marietta Corp.

Earl Stump  
Asst. Chief Draftsman  
Florida Gas Transmission Company

John Tanner, P.E.  
Director of Mfg.  
Applied Devices

ELECTRONICS/ ELECTROMECANICAL TECHNOLOGY

Robert Elzer  
Director of Engineering  
NCR, Scott Electronics Division

Desmond Jones  
Director of Engineering  
TRW Financial Systems

Vincent Lucchese  
Manager of Training  
Facilities Division  
Walt Disney World

Thomas Mowell  
Director of Engineering  
International Laser Systems, Inc.

Fred Offenbach  
Director of Education  
Florida Hospital

Walter Salzman  
Vice-President  
Applied Devices Corporation

Harvey Salz  
(Secretary)  
Faculty  
Valencia Community College

Chalmers Stromberg  
Chief Engineer  
WDBO Radio and Television

Willie Williams  
Engineering Airborne Electronics  
Martin-Marietta Corporation

Leon T. Evett  
Chief, Pine Hills Fire Control District

Robert M. Illyes  
Chief  
Killarney Fire Dept.

Gene Reynolds  
Chief  
Orlando Fire Dept.

Gene Rivers  
Chief, Pine Castle Fire Control District

Carl Simmons  
Administrative Chief  
Killarney Fire Department

Charles Walker  
Engineer  
Orlando Fire Dept.

GRAPHIC ARTS TECHNOLOGY

Charles Atkins, Jr.  
Palmer Paper Company

Barbara Bean  
Audio-Visual Prod. Tech  
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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, such 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 staff.

**Articulation Agreement** — Agreement between Florida’s public junior/community colleges and universities assuring junior-level status to students who complete general education and graduation requirements in university parallel programs in community colleges.

**Audit** — Regular credit course taken for noncredit.

**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.

**College Night** — An evening of opportunity for students, prospective students, families and friends to visit Valencia and meet representatives of more than one hundred colleges and universities.

**Continuing Education** — A variety of subjects offered at numerous locations to adults of the community in short, noncredit courses, with nominal or no expense to the student.

**Continuing Education Unit (C.E.U.)** — One C.E.U. is awarded for every ten (10) contact hours of participation in an organized continuing education/noncredit course.

**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** — Enrollment at Valencia by high school seniors in place of their senior year of high school (permission of high school required) or after hours.

**East Wind** — Weekly student affairs publication available throughout the East Campus with announcements and important information for students and staff.

**Econ Echo** — Student newspaper published bi-weekly for distribution on the East Campus.

**Fee** — A non-refundable financial charge for services rendered, such as for admission, laboratory, special tests and graduation.

**Focus** — Student magazine distributed with La Prensa and produced in the Advanced Reporting and Magazine Writing classes.

**Full-Time Student** — Enrollment for twelve (12) or more semester hours in Session I, II and 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, but before the students last semester.

**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.

**La Prensa** — Student newspaper published bi-weekly for distribution on the West Campus.

**Minimester** — A short term (seven weeks) of credit instruction currently offered on the East Campus within Sessions I and II.

**Noncredit** — A continuing education course for which college credit is not granted.

**Open Campus** — The “campus without walls” offers both credit and noncredit 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.

**PAGSS (Personal Assessment and Goal Setting System)** — System through which students evaluate their interests and aptitudes and plan their educational programs.
Part-Time Student — Enrollment for less than twelve (12) semester hours in Session I, II, III or less than six (6) semester hours in Session IIIA or IIIIB.

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 less than satisfactory overall academic average.

Project Ahead — Army Help for Education and Development through 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.

Relocatables — Temporary portable classroom and office buildings.

Reserve Officer Training Corps — R.O.T.C. programs are offered at Stetson University and University of Central Florida whereby Valencia Community College students may by cross-enrollment earn college R.O.T.C. credit and degree credit.

Residency — To qualify for local in-state tuition a student must sign a notarized statement as to having resided in the state of Florida twelve (12) calendar months prior to the start of classes.

Rotunda — Sunken area located in center areas of the permanent buildings where lounging and student activities may take place.

Scholarships — Financial assistance via tuition and fee payment granted by donors to certain qualified recipients, usually for some specified purpose.

School and College Ability Test — SCAT tests may be administered to facilitate counseling by learning more of the student's potential.

Servicemen's Opportunity College — Programs and special services designed to meet unique needs of active duty military personnel.

Session — Period of weeks in which classes meet. Sessions I, II and III are fourteen weeks each. Sessions IIIA and IIIIB 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.

Suspension — Student status when terms of academic or other probationary period expires without removal of the cause of probation and the student is no longer permitted to attend college.

Transcript — Official record in Registrar's Office of all college courses taken by the student.

Transfer Student — One who comes from or goes to another educational institution for academic pursuit.

Transient Student — One taking one or a few classes at one educational institution to complete degree requirements and major course work at another institution.

Tuition — Financial charge for each credit hour of instruction.

Tutorial Assistance — Special academic help in specified subjects provided through Special Services, Counseling and Veterans Affairs.

University Parallel — Courses of study leading to Associate in Arts and advanced degrees requiring general education and usually certain pre-professional subjects.

Valencian — Magazine of poems and short stories published once or twice yearly through the efforts of the Special Topics Advanced English Writing classes.

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. Qurentia Throm.

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