Valencia Community College subscribes to equal access-equal opportunity; endorses non-discrimination on the basis of race, color, religion, national origin, sex, age, handicap, and marital status; 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 313 of the Education Amendments of 1976, Dissemination of Financial Aid Information; Title 38, 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, Valencia Community College, P.O. Box 3028, telephone number, 305-299-5000, extension 357.

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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Cover Designed
By
Paul Lucas
Valencia Community College
Graphic Arts Student

**ACCREDITATION**

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

**BULLETIN**

VALENCIA COMMUNITY COLLEGE

Volume 14  Number 1  May 1, 1980

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

A Community College Publicly Supported by the State of Florida

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

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

MCCOY CENTER
8503 Daetwyler Dr.
Orlando, Florida 32809
Telephone: 851-5424

OSCEOLA CENTER
192 Plaza
611 West Vine Street
Kissimmee, Florida 32741
Telephone: 874-9496
DOWNTOWN CENTER
Open Campus Headquarters
and
College Administrative Offices

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

Open Campus Outreach Centers

MCCOY CENTER
8503 Daetwyler Dr.
Orlando, Florida 32809
Telephone: 851-5424

OSCEOLA CENTER
192 Plaza
611 West Vine Street
Kissimmee, Florida 32741
Telephone: 874-9496

LEGEND:
FIRST FLOOR
Lobby / Elevator
SECOND FLOOR
Open Campus
Administration, Registrar,
Community Relations
Council For Continuing Education
Of Women
THIRD FLOOR
College Wide Administration;
Administration, Personnel,
Communication, Mail
Open Campus
Counseling, Classroom
VCC Foundation, Inc.
FOURTH FLOOR
College Wide Administration;
Business Affairs, Facilities
Planning, Resource Development
President, Office Of The
EAST CAMPUS

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

KEY:
- COMPLETED
- UNDER CONSTRUCTION
- FUTURE

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

- FIRST FLOOR
  Drama, Art, Music Classrooms
  Food Service
  R.C.E.
  Classrooms
  F.W.
  Storage
  X
  Greenhouse
WEST CAMPUS

1800 South Kirkman Road
Orlando, Florida 32811
Telephone: 299-5000
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 1979-80 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 1979-80 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.

Jeanelle G. Bronson (Mrs. Theotis Bronson) is a research aide in a federal judge's office and a member of the county and state bar associations.

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

## 1980-81

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<td>Aug. 4-7</td>
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<td>June 8-9</td>
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<td>Apr. 27-28</td>
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<td>Jan. 6</td>
<td>Apr. 27</td>
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<td>Dec. 17</td>
<td>Apr. 21</td>
<td>Aug. 13</td>
<td>June 18</td>
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SEE COLLEGE CALENDAR ON FOLLOWING PAGES FOR DETAILS
CALENDAR FOR SESSION I
1980-81
(Subject to Change)

April 1 (Tuesday)
Returning Student Registration
August 4 (Monday) through
August 7 (Thursday)

New Student Registration
August 11 (Monday) through
August 14 (Thursday)
August 11 (Monday)
August 26 (Tuesday)
August 27 (Wednesday)
through August 29 (Friday)
September 1 (Monday)
September 2 (Tuesday)
September 2 (Tuesday)
through September 5
(Friday) and September 8
(Monday)
September 8 (Monday)
September 29 (Monday) and
September 30 (Tuesday)
October 1 (Wednesday)
October 1 (Wednesday) and
October 2 (Thursday)
October 21 (Tuesday)
November 17 (Monday)
November 18 (Tuesday)
November 19 (Wednesday) and
November 20 (Thursday)
November 24 (Monday)
November 26 (Wednesday)
November 27 (Thursday)
and November 28 (Friday)
November 29 (Saturday)
Returning Student
Registration
December 1 (Monday) through
December 4 (Thursday)
New Student Registration
December 8 (Monday) and
December 9 (Tuesday)
December 8 (Monday)

Last day to make application for financial aid for the 1980-81 academic year.

Advanced registration for Session I, 1980-81 for currently enrolled
and returning students by appointment. Academic counseling
should be arranged prior to registration.

Advanced registration for Session I, 1980-81 for new students by appointment.
Academic counseling should be arranged prior to registration.

By this date admission requirements should have been met for Session I, 1980-81.
Students applying after this date will be considered on an individual basis.

All faculty report for Session I, 1980-81. College opens at 8:00 a.m.
Open registration, walk-in students. No appointment necessary.

Labor Day Holiday for faculty, staff and students.
(Administrative offices will be closed.)
Day and evening classes begin for Session I, 1980-81.
Late registration and drop/add period. Schedule adjustments will be made
on these dates. Times will be published.

Deadline for refund requests for Session I, 1980-81.
Registration for Session I, 1980-81 Minimester.
Classes begin for Session I, 1980-81 Minimester.
Late registration for Session I, 1980-81 Minimester.
College Night Program. Supper hour and evening classes will not meet.
Day classes will meet as usual.

Last day to make application for graduation at the end of Session I, 1980-81.
Classes end for Session I, 1980-81 Minimester.
Final examination period for Session I, 1980-81 Minimester.
Final grades due for Session I, 1980-81 Minimester.
Supper hour and evening classes will not meet.
Day classes will meet as usual.
Thanksgiving Holidays for faculty, staff and students.
(Administrative offices will be closed.)
Classes will not meet.
Advanced registration for Session II, 1980-81 for currently enrolled
and returning students by appointment. Academic counseling
should be arranged prior to registration.

Advanced registration for Session II, 1980-81 for new students by appointment.
Academic counseling should be arranged prior to registration.
By this date admission requirements should have been met for Session II, 1980-81.
Students applying after this date will be considered on an individual basis.
December 8 (Monday) through December 13 (Saturday)  
Final examination period for Session I, 1980-81 evening and Saturday classes. (A final examination schedule will be published.)

December 11 (Thursday) through December 12 (Friday) and December 15 (Monday) through December 17 (Wednesday)  
Final exam period for Session I, 1980-81 day classes.  
(A final examination schedule will be published.)

December 17 (Wednesday)  
End of Session I, 1980-81.

December 18 (Thursday)  
Final grades for Session I, 1980-81 may be turned in as late as 12:00 noon.

December 19 (Friday) through January 4 (Sunday)  
Christmas and New Year’s Holidays for faculty, staff and students.  
(Administrative offices will be closed.)

CALENDAR FOR SESSION II  
1980-81

Returning Student Registration  
December 1 (Monday) through December 4 (Thursday)  
Advanced registration for Session II, 1980-81 for currently enrolled and returning students by appointment. Academic counseling should be arranged prior to registration.

New Student Registration  
December 8 (Monday) and December 9 (Tuesday)  
Advanced registration for Session II, 1980-81 for new students by appointment. Academic counseling should be arranged prior to registration.

January 5 (Monday)  
By this date admission requirements should have been met for Session II, 1980-81. Students applying after this date will be considered on an individual basis.

January 5 (Monday)  
All faculty report for Session II, 1980-81. College opens at 8:00 a.m.

January 6 (Tuesday)  
Open registration, walk-in students. No appointment necessary.

January 6 (Tuesday) through January 9 (Friday) and January 12 (Monday)  
Day and evening classes begin for Session II, 1980-81.

January 12 (Monday)  
Late registration and drop/add period. Schedule adjustments will be made on these dates. Times will be published.

February 3 (Tuesday) and February 4 (Wednesday)  
Deadline for refund requests for Session II, 1980-81.

February 5 (Thursday)  
Registration for Session II, 1980-81 Minimester.

February 5 (Thursday) and February 6 (Friday)  
Classes begin for Session II, 1980-81 Minimester.

February 16 (Monday)  
Late registration for Session II, 1980-81 Minimester.

February 25 (Wednesday) through February 27 (Friday)  
Last day to make application for graduation at the end of Session II, 1980-81.

February 28 (Saturday)  
Spring Holidays for faculty, staff and students.  
(Administrative offices will be closed.)

March 11 (Wednesday)  
Classes will not meet.

March 27 (Friday)  
Matador Day. Day classes dismissed between 11:00 a.m. and 5:00 p.m. Supper hour and evening classes will meet as usual.

March 27 (Friday)  
Classes end for Session II, 1980-81 Minimester.
March 30-31 (Monday and Tuesday)  
Final examinations for Session II, 1980-81 Minimester.

April 1 (Wednesday)  
Final Grades Due for Session II, 1980-81 Minimester.

April 1 (Wednesday)  
Last day to make application for Financial Aid for the 1981-82 academic year.

Returning Student Registration  
April 6 (Monday) through April 8 (Wednesday)  
Advanced registration for Session III, and IIIA, 1980-81 for currently enrolled and returning students by appointment. Academic counseling should be arranged prior to registration.

New Student Registration  
April 13 (Monday) and April 14 (Tuesday)  
Advanced registration for Session III, and IIIA, 1980-81 for new students by appointment. Academic counseling should be arranged prior to registration.

April 13 (Monday)  
By this date admission requirements should have been met for Session III and IIIA, 1980-81. Students applying after this date will be considered on an individual basis.

April 15 (Wednesday)  
Open registration for Session III, and IIIA, 1980-81 for walk-in students. No appointment necessary.

April 13 (Monday) through April 18 (Saturday)  
Final exam period for Session II, 1980-81 evening and Saturday classes. (A final examination schedule will be published.)

April 15 (Wednesday) through April 17 (Friday) and April 20 (Monday) through April 21 (Tuesday)  
Final examination period for Session II, 1980-81 day classes. (A final examination schedule will be published.)

April 21 (Tuesday)  
End of Session II, 1980-81.

April 21 (Tuesday)  
Final grades for Session II, 1980-81 may be turned in as late as 5:00 p.m.

April 23 (Thursday)  
GRADUATION

April 24 (Friday)  
Holiday for faculty, staff, and students. (Administrative offices will be closed.)

CALENDAR FOR SESSION III  
(Including Sessions IIIA & IIIB)

1980-81  
(Subject to Change)

Returning Student Registration  
April 6 (Monday) through April 8 (Wednesday)  
Advanced registration for Session III, and IIIA, 1980-81 for currently enrolled and returning students by appointment. Academic counseling should be arranged prior to registration.

New Student Registration  
April 13 (Monday) and April 14 (Tuesday)  
Advanced registration for Session III, and IIIA, 1980-81 for new students by appointment. Academic counseling should be arranged prior to registration.

April 13 (Monday)  
By this date admission requirements should have been met for Session III, and IIIA, 1980-81. Students applying after this date will be considered on an individual basis.

April 15 (Wednesday)  
Open registration for Session III, and IIIA, 1980-81 for walk-in students. No appointment necessary.

April 27 (Monday)  
Late registration and drop/add period. Schedule adjustments will be made on these dates. Times will be published.

April 28 (Tuesday)  
Day and evening classes begin for Session III, and IIIA, 1980-81.
April 28 (Tuesday)  Deadline for refund requests for Session III and IIIA, 1980-81.

May 18 (Monday)   Last day to make application for graduation at the end of Session IIIA, 1980-81.

May 25 (Monday)   Memorial Day Holiday for faculty, staff, and students.
                  (Administrative offices will be closed.)

Returning Student Registration
June 8 (Monday) and June 9 (Tuesday)  Advanced registration for Session IIIB, 1980-81 for currently enrolled and returning students by appointment. Academic counseling should be arranged prior to registration.

New Student Registration
June 10 (Wednesday) and June 11 (Thursday)  Academic counseling should be arranged prior to registration.

June 10 (Wednesday)  By this date admission requirements should have been met for Session IIIB, 1980-81. Students applying after this date will be considered on an individual basis.

                   No appointment necessary.

June 17 (Wednesday) and June 18 (Thursday)  Final examination for Session IIIA, 1980-81 day and evening classes.
                   (A final examination schedule will be published.)

June 18 (Thursday)  End of Session IIIA, 1980-81.

June 19 (Friday)  Final grades for Session IIIA, 1980-81 may be turned in as late as 12:00 noon.

June 22 (Monday) and June 23 (Tuesday)  Late registration and drop/add period for Session IIIB, 1980-81. Schedule adjustments will be made on these dates. Times will be published.

June 23 (Tuesday)  Deadline for refund requests for Session IIIB, 1980-81.

July 2 (Thursday)  Supper hour and evening classes will not meet. Day classes will meet as usual.

July 3 (Friday)  Independence Day holiday for faculty, staff, and students.
                  (Administrative offices will be closed.)

July 20 (Monday)  Last day to make application for graduation at the end of Session III and IIIB, 1980-81.

August 12 (Wednesday)  Final examination period for Sessions III and IIIB, 1980-81, day and evening classes.
                   (A final examination schedule will be published.)

August 13 (Thursday)  End of sessions III and IIIB, 1980-81.

August 14 (Friday)  Final grades for Sessions III and IIIB, 1980-81 may be turned in as late as 12:00 noon.
# ADMISSION REQUIREMENTS

## IF YOU...  

### have never attended college...  
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.  

**NOTE:** Persons who have completed the General Education Development Test through a state department of education and as a result have been issued a high school equivalency diploma are eligible for admission. Applicants who have not received a high school diploma or a high school equivalency diploma may be admitted as provisional students and will remain in this category until such time as they meet the criteria for changing their status to that of a regular student.

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

### have attended another college or university...  
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.  

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

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

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

### are from a foreign country...  
You 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).  

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

**IF YOU...**

| WANT TO ENROLL AT VCC AS A NON-DEGREE SEEKING STUDENT | ...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. |
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<tr>
<td>...do not wish to earn college credit . . .</td>
<td>You must submit a completed Application for Admission form and a non-refundable application fee before you can register.</td>
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</table>
| ...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...**

| WANT NON-CREDIT CONTINUING EDUCATION | ...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 150 acre site at 1600 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 which 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 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.)
The Open Campus offers traditional college credit courses at neighborhood centers and through public television and newspaper. It also brings noncredit continuing education opportunities to the community in a variety of ways: short courses, workshops and seminars, cultural activities, guest speakers, forums and conferences.

Over a dozen community service programs are under administrative supervision of the Open Campus, bringing the community much demanded educational services in specialized areas.

OPEN CAMPUS
COMMUNITY SERVICE
PROGRAMS

Emergency Medical Training

Several Emergency Medical Technician (EMT) programs are available. These programs train technicians to perform life saving skills at an emergency scene or during emergency transport to a health care facility.

Basic EMT

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

EMT — Paramedic

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

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,
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. The program is a provider for continuing education for nurses approved by the Florida State Board of Nursing - Provider #C0000095.

Real Estate Institute

The Real Estate Institute offers courses for persons interested in entering the real estate profession. In addition, it makes available courses on real estate selected subjects such as finance, appraising, investments, titles and management. It serves the real estate community by offering the brokers course, the 14-hour post license course (state requirement for licensees), weekend review for state exams, and seminars to further the education of practitioners and lay persons involved in real estate.

Credit By Television, Newspaper And Mail (Media Teach)

Many in the community find television and newspaper courses to be an exciting, convenient, and economical way to earn college credit. Television courses are offered in such areas as biology, business, psychology and humanities. 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, is offered. Courses by mail involve the mailing of student assignments and tests directly to the student’s home. Orientation, mid-term and final examination are conducted on a regular basis.

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.

Adult Literacy League

The Adult Literacy League is a volunteer organization. It was formed in Orlando in 1968 for the purpose of training volunteer tutors to teach basic reading and writing to the adult nonreaders of Central Florida. Teaching is done on a one-to-one basis at locations and times convenient to both tutor and student.

Central Florida Institute Of Lifetime Learning

The Institute of Lifetime Learning offers noncredit courses and seminars in the areas of enrichment, recreation and life skills especially for older adults.
Registration fees are waived for persons age 55 and over since funds for this program are made available through State Department of Education appropriations. Courses and seminars are held in cooperation with community agencies involved and concerned with senior citizens including senior citizen organizations, centers, churches, congregate living facilities, retirement complexes and nursing homes.

**TEL-ED**

The Institute of Lifetime Learning coordinates the TEL-ED program which provides education and information of particular concern to senior citizens by telephone for Orange and Osceola County residents. The project, financed with C.I.S. funds, is co-sponsored by Valencia Community College and Orange and Osceola Counties public schools.

**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. A Job Internship Project is available to assist Displaced Homemakers with employment in the private sector.

Management skill development is offered in seminars and workshops. Decision making, organization and planning, problem solving, and oral and written communication are among the leadership training sessions available. Staff building workshops are designed for specific businesses and offered at convenient locations.

**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 by contacting the Parent Education Office.

**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.

**Outreach Centers**

**Valencia Center in Osceola County**

192 Plaza
611 West Vine Street
Kissimmee, FL 32741
Telephone: 847-9496
Toll free to Valencia switchboard from Osceola County: 847-5011

With the beginning of Open Campus in 1974, an outreach center was established in Kissimmee to address the particular needs of Osceola County residents. The Center provides credit classes, continuing education classes, career testing and advising and, on a limited basis, many of the services offered on the main campuses. Office hours are 9 a.m. to 5 p.m. and Osceola students may complete many of the registration functions there to save mileage to the campuses.

**Navy Campus for Achievement**

Telephone: 698-4796

**McCoy Center**

Telephone: 851-5424
ADMISSIONS AND RECORDS

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 Certificate of Completion Provisional Student with your enrollment limited to courses required for an ASSOCIATE OF SCIENCE DEGREE. You will remain so classified until you provide a high school equivalency diploma after completing the G.E.D. Test through a state department of education.

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, legally out of school, and have not received a high school diploma. You will be admitted as a Provisional Student and may enroll for up to 12 credit hours of course work with the understanding that you will complete the General Education Development (G.E.D.) Test through a state department of education BEFORE REGISTERING for your 13th college credit. If you have not been issued a high school equivalency diploma prior to registering for your 13th college credit your enrollment will be limited to courses leading toward an Associate of Science Degree. To change your status from Provisional to that of a regular student you must provide a high school equivalency diploma after completing the G.E.D. Test through a state department of education.

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, or teacher recertification. 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. Your credits will be accepted if earned at colleges or universities fully accredited by regional accrediting agencies (Southern Association of Colleges and Schools in Southeastern USA), provided the work was on a level normally included within the first two years of college at the other institutions and a grade of "D" or better was earned.

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

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

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

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

f. Transfer credits earned more than ten (10) years previously must be validated by earning a "C" average or better in the first twelve (12) semester hours credit completed at Valencia Community College.
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.

10. While a high school senior you may Dual Enroll in Valencia classes taught on your high school campus during school hours or you may enroll for Valencia classes taught on the college campus after the end of your high school academic day.

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 non-immigrant 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 thirty 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 classified as a bona fide Florida resident, for purposes of admission and finance at Valencia Community College, if you are a citizen of the United States of America or a resident alien who has resided and has habitation, domicile, home and permanent abode in the State of Florida for at least twelve (12) months immediately prior to the start of classes for the session in which you plan to enroll. You may also be considered a Florida resident for tuition purposes if you are:

1. Military personnel of the United States of America on active duty stationed in Florida or a dependent member of such family.

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

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

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

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

c. What About Change Of Residence? The burden of proof rests with you, the student, to establish Florida residency. The law provides that you can change your place of residence from another state to Florida only by actually and physically coming into the state and establishing residence with the intention of becoming a permanent resident. Ownership of real property without actual residence is not enough. The domicile or legal residence of a wife is that of the husband or the domicile or legal residence of the husband is that of the wife as determined by the couple and duly expressed in writing. The legal residence of a minor is that of the parents or legal guardian. As a non-Florida resident, you may apply in writing for reclassification prior to any subsequent registration upon meeting the residency requirements previously stated and 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 session you will receive help choosing your courses before enrolling in your first semester.

NOTE: The College may limit students, whose level of achievement of communication and computation skills is below that defined by the College as required for successful performance in a college credit program, to compensatory courses and any other instruction for which they are adequately prepared.

At the end of the session, you will register for your classes and have the opportunity to pay your registration fees. These 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 of 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 135
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 611 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.

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.

INTERNATIONAL/INTERCULTURAL EDUCATION PROGRAM

Valencia Community College recognizes the importance of providing for students an international and intercultural dimension. For an increasing number of students the community college will provide their only college-level educational experience. Today's students will be confronted throughout their lives with issues that transcend national boundaries. So interconnected is the political and economic world that some understanding of current issues and the events that shape them, as well as an appreciation for other cultures and customs throughout the world, is now basic to good citizenship.

Valencia Community College encourages and supports the development of the many aspects of international/intercultural education including:

1. Proper and effective programming of international students on campus.

2. Study abroad programs.

3. Programs of an international/intercultural nature for and with the community.

4. Student, faculty and staff exchange programs.

5. Staff and program development activities.

With a commitment to broaden the education of its American students by exposure to people from other countries and cultures and to the acculturation and learning of English by the international students, no more than twenty-five percent of the total international student enrollment shall be from a single country.

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 agree-
ADMISSION TO THE HEALTH RELATED PROGRAMS

Students interested in a Health Related career are encouraged to explore the many challenging and rewarding opportunities available in health related professions. Valencia Community College offers four health programs which lead to an Associate in Science Degree. They are Dental Hygiene, Medical Laboratory Technology, Nursing, 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.

Students seeking admission to any of the Health Related Programs must complete two applications: the general college application and a specific application to the Health Related Program in which they are interested. Admission to the college does not imply acceptance to the Health Related Program. Applicants should contact the Health Related Admissions Coordinator for admission requirements and procedures.

Primary consideration will be given to applicants who have completed all admission requirements and submitted an application by May 1. Completed applications received after this date will be considered on a space available basis.

Before acceptance into a Health Related Program, a student must have completed course work and have earned a minimum grade point average as established for the program.

The office of Health Related Programs Admission Coordinator operates as a service to all students preparing for and seeking admission to Dental Hygiene, Medical Laboratory Technology, Nursing, and Respiratory Therapy. This office provides academic and career counseling and information about specific admissions criteria.

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 dependent(s) 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. The request must be made for each session. 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.

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.

SPECIAL SCHEDULING OPPORTUNITIES

**AFTERNOON COLLEGE**

The afternoon College is especially designed to offer the following advantages:

- An ideal time frame for students who work morning shifts, late evening shifts, or three-day weekends.
- Full-time schedule in a two, three, or four-day week.

Allows for back-to-back scheduling and eliminates long waiting periods between classes.

Taking regular classes in the morning on Monday, Wednesday and Friday and Afternoon College classes on Monday and Wednesday will provide a 3-day class schedule with classes ending at noon on Friday.

Taking regular classes in the morning on Tuesday and Thursday and Afternoon College classes on Tuesday and Thursday will provide a 2-day class schedule.

**MINIESTER**

The Minimester is designed to allow students already registered for classes to supplement their current course schedule and new students who missed the regular session to enroll on limited basis.

A minimester is scheduled during Sessions I and II:

**Session I, 1980-81 Minimester**

<table>
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<tr>
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<tr>
<td>Registration</td>
<td>September 29-30, 1980</td>
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<tr>
<td>Classes Begin</td>
<td>October 1, 1980</td>
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<tr>
<td>Late Registration</td>
<td>October 1-2, 1980</td>
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<tr>
<td>Classes End</td>
<td>November 18, 1980</td>
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<tr>
<td>Final Exams</td>
<td>November 19-20, 1980</td>
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<td>Final Grades Due</td>
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**Session II, 1980-81 Minimester**

<table>
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<tr>
<td>Registration</td>
<td>February 3-4, 1981</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>February 5, 1981</td>
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<tr>
<td>Late Registration</td>
<td>February 5-6, 1981</td>
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<tr>
<td>Classes End</td>
<td>March 27, 1981</td>
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<tr>
<td>Final Exams</td>
<td>March 30-31, 1981</td>
</tr>
<tr>
<td>Final Grades Due</td>
<td>April 1, 1981</td>
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</tbody>
</table>

**WEEK-END COLLEGE**

The Weekend College is designed to provide a program of Friday evening and/or Saturday classes for individuals who are interested in obtaining a college education but cannot attend during the week.
Classes are scheduled to allow students to receive a maximum of twelve hours of credit for their weekend involvement during Sessions I and II. Students may be able to complete an associate degree program in five years by completing six hours of credit every session.

Students are encouraged to supplement these weekend classes with either TV courses or courses by mail.

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.

SERVICEMEN'S OPPORTUNITY COLLEGE

You may benefit from the college's special efforts to aid servicemen in securing a postsecondary education. The American Association of Community and Junior Colleges has designated Valencia Community College as a "Servicemen's Opportunity College" (SOC). Aside from stated and traditional means of obtaining credit toward most associate degrees, the following special policies, procedures and services are available to you as active-duty military personnel:

1. You may earn certain credits by satisfactory completion of Advanced Placement Examinations. (See Catalog Section on Advanced Placement.)

2. You may earn a maximum of fifteen (15) semester hours credit through extension and/or correspondence courses. (See Catalog Section on Correspondence and Extension Credit.)

3. Credit can be given you through relevant validated military service training including military service schools, United States Armed Forces Institute (USAFI) courses and acceptable college level G.E.D. test scores. The recommendation of the American Council on Education, A Guide to the Evaluation of Educational Experiences in The Armed Services, will be used in evaluating military service training.
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 cumulative average, you will then be placed on academic suspension for one (1) session. During this time you will not be permitted to enroll. If you re-enter at a later date, you will be placed on probation automatically. You may avail yourself of one of these alternatives if you are placed on academic suspension:

1. You may appeal to the Committee on Student Appeals for possible reinstatement. In this case, you should write a letter of appeal to the committee stating your petition and citing any significant extenuating circumstances.
2. You may contact the Registrar's Office and ask to be enrolled on an audit basis only.
3. You may re-enter the college after one session of absence.

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 designee. At such hearings, you as the student charged shall have right to counsel or a representative of your choice. De-
termination 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 Student Appeals Committee. 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 Student Appeals Committee shall be carefully evaluated by the President of the college or his authorized representative, with whom rests final determination of the matter. The decision must be made within ten (10) working days of the recommendation and copies shall be sent to the President, the campus provost, the appropriate campus dean and the student requesting the committee hearing. Any further appeal from the decision of the President shall be formally lodged with the Board of Trustees of the college.

WITHDRAWAL FROM A CLASS

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

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

WITHDRAWAL FROM COLLEGE

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


2. 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>

“An incomplete may be assigned to students who are progressing satisfactorily and who, for valid reasons (i.e. emergencies such as serious illness or death of a family member), could not complete the work of a course within the semester. The “I” becomes a “W” unless the grade is changed by the instructor to a letter grade (A- - “D”) within the agreed time period for completion 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>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1103</td>
<td>3</td>
<td>A</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>
</tr>
<tr>
<td>CHM 1040</td>
<td>4</td>
<td>C</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>COC 1300</td>
<td>3</td>
<td>D</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>
</tr>
<tr>
<td>HUM 2213</td>
<td>3</td>
<td>W</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

|          | 19 | 16 | 13 | 32 |

30
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 Dean of 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 or 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 at least the equivalent of a "D" at Valencia Community College.

4. The credit must be acceptable toward one of its own degrees by the institution conducting the correspondence and/or extension course.

5. None of the final fifteen (15) semester hours credit before your graduation may be earned through correspondence and/or extension courses.

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

REQUIRED FEES

How Much Is The Application Fee?

When you first apply for admission to Valencia Community College, you are required to pay a $10.00 application fee. This fee is not refundable nor transferable. It is payable only once and covers all subsequent enrollments even though they be interrupted and not continuous. This applies whether you are a credit, audit, full-time, part-time, day or evening student.

What Is The Schedule For Fees And Tuition?

Required fees and tuition are established by the Valencia Community College Board of Trustees and the Florida State Legislature. They are subject to change without notice.

| 1. Florida Students                  | $16.00 per credit hour |
| 2. Out-of-State Students             | $31.00 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:

Preparatory Freshman $60.00
Applied Music $60.00
Performance I, II, III and IV $60.00
Secondary Applied Music $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

*PREMIUMS SUBJECT TO CHANGE

$105.00

What Additional Expenses Apply To Medical Laboratory Technology Students?

Medical Laboratory 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. Uniforms, lab coat and shoes $90.00
2. Name pins and uniform patches $3.00
3. Liability insurance (annually) $10.50
4. Graduate pins (estimated) $30.00

Approximate total for two years $133.50

*PREMIUMS SUBJECT TO CHANGE

What Additional Expenses Apply To Respiratory Therapy Students?

Respiratory Therapy 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. Uniforms, lab coats $70.00
2. Name pins and uniform patches $3.00
3. Liability insurance (annually) $10.50
4. Graduate pins (estimated) $30.00

*PREMIUMS SUBJECT TO CHANGE

$113.50
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

Approximate total for two years $145.50

*PREMIUMS SUBJECT TO CHANGE

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

NOTE:

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

Florida State Board Nursing Examination $50.00

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 and Subject Examination (each) $20.00
   Dental Examination (one or two) $20.00
   (three or four) $40.00
   Local Credit by Examination (per exam) $15.00
2. Other tests approved by the Board of Trustees To be announced
3. Independent Study fee (non-refundable and payable in addition to regular course tuition) per student semester hour $10.00
4. Graduation Fee (includes cap and gown when required) $12.00
5. 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.

COLLECTION OF BAD CHECKS AND/OR LOANS

If you are currently enrolled and have an overdue loan or bad check made to the college, you will be notified and if the college does not hear from you within three (3) days from the date notification was mailed from the college, you will be withdrawn from the college. Until the indebtedness is paid, you will be unable to enroll in future sessions or receive transcripts or grades. Every effort will be made by the college to collect overdue loans and bad checks before the account is submitted to a collection agency.

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 financial need as determined by an approved need analysis system or who show academic or special talent. Awards may come from one or any combination of grants, scholarships, loans or part-time employment. The financial aid 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 or 2.0 at the end of the financial aid probation period, the student will be notified of unsatisfactory progress.

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

A student who withdraws from all courses prior to the end of a given session will be required to repay the weekly prorated portion of the financial assistance. If 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 $226 to $938 at Valencia Community College. Eligibility requires credit enrollment of six (6) semester hours or more per semester.

Supplemental Educational Opportunity Grant (SEOG)
A federally funded program designed to assist qualified students who show exceptional financial need as demonstrated by the Need Analysis Report processed by the College Scholarship Service. Grants range from $200 to $1500 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 Serv-

ice. 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 (Men and Women)
   - 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 federally funded program that provides assistance to Nursing students who have exceptional financial need. To apply, you must be accepted as a student by the Nursing Program, and you must complete a Financial Aid Application, a Financial Aid Form, and a Nursing Scholarship Application.

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

Guaranteed Student Loan (GSL)
The Guaranteed Student Loan (GSL) Program enables you to borrow money for your education expenses now, and pay it back after you graduate. GSL’s are government subsidized loans with a low, 7% interest rate and you do not have to have demonstrated financial need to qualify. If you are interested in a GSL, you should contact the Financial Aid Office for an application and information. A GSL takes at least 6 weeks to process, so you should apply in advance of tuition deadlines.

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. The co-signer must list his/her employer’s name on the loan application. 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. Spouses may co-sign if employed.

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 who have an outstanding bad check 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.

EMERGENCY LOANS — Loans may be issued in extreme cases of emergencies by the Financial Aid Director. Only one loan per student per semester will be issued.

Part-Time Employment

College Work Study Program (CWSF)
The College Work Study Program is a federally funded program that provides on-campus part-time jobs to students who have financial need.

To apply for College Work Study, you must apply for a Financial Aid Form and a Financial Aid Application. If you are awarded College Work Study, you must come to the Financial Aid Office for a job placement interview.

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.

HOW DO I APPLY FOR FINANCIAL AID?

Applications for financial aid at Valencia Community College should be filed before April 1 for the following academic year. Students do not need to be accepted for admission to the College in order to apply for financial aid; however, an award will not be offered until the student is admitted to the College.

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 & FSAG — 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.

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 program 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.

Are Evening Services Available?

After 5:00 p.m. limited services of the Admissions, Registrar, Finance and Student Services areas are provided on West Campus through the Counseling office (3-135) until 10:00 p.m. Monday through Thursday.

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 Examination(s) are administered periodically at Valencia.

You may register for either the CLEP General Exam(s) or CLEP Subject Exam(s), but not both on the same test date. You may take 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

<table>
<thead>
<tr>
<th>General Examinations</th>
<th>Subject Examinations</th>
</tr>
</thead>
<tbody>
<tr>
<td>English ENC 1103-ENC 1138 6 Hrs.</td>
<td>Afro-Amer. History AFA 2150 3 Hrs.</td>
</tr>
<tr>
<td>Social Science POS 1041-PUP 1002 6 Hrs.</td>
<td>American History AMH 2010 - AMH 2020 6 Hrs.</td>
</tr>
<tr>
<td>Humanities HUM 2213-HUM 2230 6 Hrs.</td>
<td>American Literature AML 2020 - AML 2022 6 Hrs.</td>
</tr>
<tr>
<td>Mathematics MGF 1113 3 Hrs.</td>
<td>Biology BSC 1010C 4 Hrs.</td>
</tr>
<tr>
<td>Natural Science PSC 1515-APB 1120 6 Hrs.</td>
<td>Geom. MAC 2311 5 Hrs.</td>
</tr>
<tr>
<td>College Algebra MAC 1104 3 Hrs.</td>
<td>College Algebra MAC 1104 3 Hrs.</td>
</tr>
<tr>
<td>Dental Materials DES 2100C 3 Hrs.</td>
<td>Dental Materials DES 2100C 3 Hrs.</td>
</tr>
<tr>
<td>Educational Psychology EDP 2002 3 Hrs.</td>
<td>Educational Psychology EDP 2002 3 Hrs.</td>
</tr>
<tr>
<td>English Composition ENC 1103-ENC 1136 6 Hrs.</td>
<td>Accounting ACC 2001 - ACC 2021 6 Hrs.</td>
</tr>
<tr>
<td>English Literature ENL 2012-ENL 2023 6 Hrs.</td>
<td>Accounting ACC 2001 - ACC 2021 6 Hrs.</td>
</tr>
<tr>
<td>General Chemistry CHM 1045C 4 Hrs.</td>
<td>Intro. Macro-Economics ECO 2013 3 Hrs.</td>
</tr>
<tr>
<td>General Psychology PSY 1012 3 Hrs.</td>
<td>Intro. Micro-Economics ECO 1023 3 Hrs.</td>
</tr>
<tr>
<td>Human Growth and Development DEP 2002 3 Hrs.</td>
<td>Introductory Sociology SOC 2000 3 Hrs.</td>
</tr>
<tr>
<td>Accounting ACC 2001 - ACC 2021 6 Hrs.</td>
<td>Statistics STA 2014 3 Hrs.</td>
</tr>
<tr>
<td>Intro. Macro-Economics ECO 2013 3 Hrs.</td>
<td>Tooth Morphology and Function DES 1000C 3 Hrs.</td>
</tr>
<tr>
<td>Intro. Micro-Economics ECO 1023 3 Hrs.</td>
<td>Trigonometry MAC 1114 3 Hrs.</td>
</tr>
<tr>
<td>Introductory Sociology SOC 2000 3 Hrs.</td>
<td>Western Civilization EUH 1000 - EUH 1001 6 Hrs.</td>
</tr>
</tbody>
</table>

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

CLEP credit for the Dental Exams requires prior approval from the Department.

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

*There are two versions of the English Comp Exam. To earn credit at Valencia you must take the exam with essay.

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

SPECIAL SERVICES

What Is The Special Services Program?

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

If I Qualify, How Can This Program Assist Me?

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

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

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

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

STUDENT-CENTERED LEARNING LABORATORIES

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.

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 regular 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 and a snack bar with extended hours.

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

Is Public Transportation Available
Yes, The Orange, Seminole, Osceola Transportation Authority provides bus service to the Downtown Center and West Campus several times each day.

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 Health 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.
UNIVERSITY PARALLEL PROGRAM ASSOCIATE IN ARTS DEGREE

GENERAL INFORMATION

What Is The Associate In Arts Degree?

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

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

If you choose to work toward an Associate in Arts Degree, you should talk with a member of the counseling staff about a suggested program leading to a Bachelor's degree. The electives should be chosen to prepare you for transfer in a particular major field at a specific college or university. The counseling staff has prepared a program sheet for many of the popular majors. The following is a partial list of suggested programs found in the Counseling Department. If your interest area is not on the list, a counselor can help you develop a program. Courses not acceptable in the AA Degree program include, but are not limited to, 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
Business Education
Chemistry
Chemistry Education
Communications
Computer Science
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
German
History
Home Economics
Humanities
Interior Design
Journalism
Landscape Architecture
Law
Library Science
Marketing
Mathematics
Mathematics Education
Medical Technology
Medicine
Meteorology
Music
Music Education
Nursing
Occupational Therapy
Oceanography and Marine Biology
Optometry
Pharmacy
Physical Education
Physical Therapy
Physics
Physics Education
Political Science
Psychology
Public Administration
Public Relations
Real Estate
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.

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 and/or Physical Education Activity 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:**

**Area 1. Communications**
- ENC 1103 or ENC 1213
- Freshman Composition I — 3 credits
- Honors Freshman Composition I — 3 credits

**Area 2. Humanities**
- 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 1401
- Advanced Reporting — 3 credits

**Area 2. Humanities**

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

(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:
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
- APB 2193C-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

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 1132 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 2901 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 5. Social Sciences

Required Courses — A minimum of 6 semester hours credit:

- POS 1041 American Government I — 3 credits
- AFA 2150 Afro-American History and Culture — 3 credits
- ANT 2000 Introduction to Anthropology — 3 credits
- ECO 1000 Basic Economics — 3 credits (or both ECO 1023 and ECO 2013)
- HIS 2206 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

Area 6. General Education

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

- AMH 2420 History of Florida — 3 credits
- ART 2800 Selected Topics in Art — 3 credits
- ARV 1200 Introduction to Graphic Communication — 3 credits
- CAP 2930 Selected Topics in Data Processing — 1-3 credits
- CCJ 1020 Introduction to Criminal Justice — 3 credits
- CLP 1002 Psychology of Adjustment — 3 credits
- COC 1300 Introduction to Data Processing — 3 credits
- CCO 2001 Computers for Everyone — 3 credits
- COP 1110 Fortran Programming — 3 credits
- CPO 2002 Introduction to Comparative Politics — 3 credits
- CRW 2132 Advanced Creative Writing — 3 credits
- DEP 1302 Psychology of Adolescence — 3 credits
- DEP 2003 Developmental Psychology — 3 credits
- ECO 1040 Consumer Economics — 3 credits
- ECO 1023 Principles of Economics — 2013
- ECO 2932 Micro-Macro — 3 credits
- EDF 1005 Orientation to Education — 3 credits
- EDG 2935 Selected Topics in Education — 1-3 credits
- EDG 2941 Field Experience in Education — 2-4 credits
- EDP 2002 Educational Psychology — 3 credits
- ENC 2930 Selected Topics in English — 1-3 credits
- ENH 2123 Introduction to Film — 3 credits
- EUL 1000 Western Civilization — 3 credits
- FRE 1100 Elementary French — 3 credits
- GEA 1000 World Geography — 3 credits
- GEB 1011 Introduction to Business — 3 credits
- GER 1100-1101 Elementary German — 3 credits each
- HES 1000 Personal and Community Health — 3 credits
- HFT 2930 Selected Topics in Hotel-Motel-Restaurant Area — 1-3 credits
- HIS 2935 Selected Topics in History — 1-3 credits
- IDS 1101 Interdisciplinary Studies in General Education I — 6 credits
- IDS 1102 Interdisciplinary Studies in General Education II — 6 credits
- IDS 1151 Man and Environment II — 3 credits
- IDS 2103 Interdisciplinary Studies in General Education III — 6 credits
- IDS 2104 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 1005 Directed Individual Studies — 1-4 credits
- MTB 1304 Modern Computational Methods — 2 credits
- MTB 1346 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 2930 Selected Topics in Psychology — 1-3 credits
- REA 1205 Reading Techniques — 3 credits
- SOC 2020 Contemporary American Social 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 1000-1101 Elementary Spanish — 3 credits each
- SSI 2941 Field Experience in Social Sciences — 1-3 credits
- STD 1106 Student Development — 3 credits
STD 1151 Career Development — 3 credits
STD 2932 Selected Topics in Career & Life Planning — 1-3 credits
THE 1301 Development of Theater & Drama: Beginnings to Ibsen — 3 credits
THE 1302 Development of Theater & Drama: Ibsen to Present — 3 credits
TPA 2404 Play Production — 3 credits
TPP 1110 Beginning Acting — 3 credits
TPP 1111 Intermediate Acting — 3 credits

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.

Is There An Alternative Approach To General Education?

Yes. As an alternative approach to general education you may elect to enter the Interdisciplinary Studies to General Education Program (West Campus only). Through this program you can complete 24 of the 36 hours required in general education. The additional twelve (12) hours should be from Areas 1-6 and include POS 1041 American Government I. The IDS Program is a four (4) semester program which consists of four (4)

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 — 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
Medical Laboratory Technology
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.

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>MAT 1033</td>
<td>Intermediate Algebra or College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1104</td>
<td>Introduction to General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1040C</td>
<td>Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1100C</td>
<td>Heating, Ventilating &amp; Air Conditioning I</td>
<td>4</td>
</tr>
<tr>
<td>ETM 1610C</td>
<td>Refrigeration I</td>
<td>4</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
</tbody>
</table>

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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>ENC 1323</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>ETM 1611</td>
<td>Air Conditioning II</td>
<td>3</td>
</tr>
<tr>
<td>ETM 2633</td>
<td>Electricity for Air Conditioning &amp; Refrigeration</td>
<td>3</td>
</tr>
<tr>
<td>ETM 2634</td>
<td>Refrigeration II</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1020</td>
<td>Introduction to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011 or Principles of Marketing or</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MAR 2101</td>
<td>Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1023C or Basic Physics or</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PHY 1053C</td>
<td>Introductory Physics I</td>
<td>4</td>
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</tbody>
</table>

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ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCN 1705</td>
<td>Contracts, Codes, Specifications &amp; Office Practices</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2563</td>
<td>Building Service Systems</td>
<td>4</td>
</tr>
<tr>
<td>ETG 2949</td>
<td>Cooperative Education: Air Conditioning and Refrigeration Field Experience or Elective</td>
<td>2-4</td>
</tr>
<tr>
<td>ETM 2615C</td>
<td>Air Conditioning III</td>
<td>4</td>
</tr>
<tr>
<td>ETM 2650C</td>
<td>Control Systems for Air Conditioning &amp; Refrigeration</td>
<td>3</td>
</tr>
</tbody>
</table>

16-18

Total Credits: 63-85

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

Architectural And Building Construction Technology
Associate in Science

This program is designed to train competent technicians capable of working with architects, engineers,
contractors, building officials and others. The program is planned for persons just entering the field of construction as well as for those currently employed who desire advancement. Instruction in this program provides a balanced curriculum in theory and practical application of typical work experiences and problems. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

**FRESHMAN YEAR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1321 or</td>
<td>Technical Mathematics I or</td>
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</tr>
<tr>
<td>MAC 1104</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>BCN 1200C</td>
<td>Building Materials and</td>
<td>4</td>
</tr>
<tr>
<td>Construction Methods</td>
<td></td>
<td></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>
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<tr>
<td>ENC 1313</td>
<td>Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1023C or</td>
<td>Basic Physics I or Intro-</td>
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<tr>
<td>PHY 1053C</td>
<td>ductory Physics I</td>
<td>4</td>
</tr>
<tr>
<td>BCN 1721</td>
<td>Construction Planning &amp; Control</td>
<td>3</td>
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<tr>
<td>ARC 1120C</td>
<td>Architectural Drawing I</td>
<td>4</td>
</tr>
<tr>
<td>(Wood Frame Structures)**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BCN 1705</td>
<td>Contracts, Codes, Specifications &amp; Office Practices</td>
<td>3</td>
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**SOPHOMORE YEAR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>BCN 2405C</td>
<td>Statics &amp; Strength of Materials</td>
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<tr>
<td>PHY 1024C or</td>
<td>Basic Physics II or Intro-</td>
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<tr>
<td>PHY 1054C</td>
<td>ductory Physics II</td>
<td>4</td>
</tr>
<tr>
<td>BCN 2563</td>
<td>Building Service Systems</td>
<td>4</td>
</tr>
<tr>
<td>ARC 2122C</td>
<td>Architectural Drawing II</td>
<td>4</td>
</tr>
<tr>
<td>(Steel Structures)**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUR 1100C</td>
<td>Surveying &amp; Measurements</td>
<td>4</td>
</tr>
<tr>
<td>Recommended Elective*</td>
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</tr>
<tr>
<td>BCN 2616</td>
<td>Building Construction Estimating</td>
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</tr>
<tr>
<td>ARC 2154C</td>
<td>Architectural Drawing III</td>
<td>4</td>
</tr>
<tr>
<td>(Concrete Structures)**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARC 2033C</td>
<td>Architectural Design</td>
<td>4</td>
</tr>
</tbody>
</table>

*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

**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>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Math</td>
<td>3</td>
</tr>
<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>SPC 1600</td>
<td>Fundamentals of Speech</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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</thead>
<tbody>
<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>SES 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>ACC 2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1023</td>
<td>Principles of Economics-Micro</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>
</tr>
<tr>
<td>HUM 1001</td>
<td>Humanities elective</td>
<td>3</td>
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<td><em>Electives</em></td>
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<td>9</td>
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**ADVANCED COURSES**

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ACC 2021</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Economics-Macro</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>
<td>3</td>
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</tbody>
</table>

*Students are encouraged to supplement the above and enroll in one or more courses: SES 2321 Business Machines, ACC 2509 Federal Income Tax, BUL 2112 Business Law II, SES 1100 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>
</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>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>
<td>3</td>
</tr>
<tr>
<td>COC 1300</td>
<td>Introduction to Data Processing</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 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</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>Humanities Elective</td>
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<td></td>
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SOPHOMORE YEAR

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<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>
</tr>
<tr>
<td>ACC 2301</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2111 &amp; BUL 2112</td>
<td>Business Law I &amp; II</td>
<td>6</td>
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<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2000</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2101</td>
<td>Salesmanship</td>
<td>3</td>
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<tr>
<td></td>
<td>Elective*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>30</td>
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</table>


Students interested in Insurance Careers should take RMI 1015 Principles of Risk and Insurance as an elective.

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

Child Development Technology  
Associate in Science

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

A student desiring to earn a certificate may do so by completing a total of 27 credit hours in Child Development courses, excluding student participation courses.

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

<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>CHD 1333</td>
<td>Art for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>CHD 1220 &amp; 1440</td>
<td>Child Development and Management</td>
<td>3</td>
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<tr>
<td>MVK 1811</td>
<td>Class Piano I</td>
<td>1</td>
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<tr>
<td>CHD 1334</td>
<td>Literature for Young Children</td>
<td>3</td>
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<tr>
<td>CHD 1332</td>
<td>Curriculum for the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
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<tr>
<td>CHD 1430</td>
<td>Observing and Recording Child Behavior*</td>
<td>4</td>
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<tr>
<td>CHD 1320</td>
<td>Principles of Pre-School Education</td>
<td>3</td>
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<tr>
<td>HUN 1410</td>
<td>Foods for the Young Child</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>HES 1400</td>
<td>First Aid and Safety</td>
<td>2</td>
</tr>
<tr>
<td>CHD 2440</td>
<td>Supervised Student Participation</td>
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<tr>
<td>CHD 1339</td>
<td>Movement Exploration</td>
<td>3</td>
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<tr>
<td>CHD 2260</td>
<td>Middle Childhood</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>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1020</td>
<td>Introduction to Humanities or ARH 1000 or MUL 1011</td>
<td>3</td>
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<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>CHD 1355</td>
<td>Music for Young Children**</td>
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<td></td>
<td>Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

*Prerequisite, CHD 1440 and CHD 2440.
** Prerequisite, MVK 1811.

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.

FRESHMAN YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>ENC 1103</td>
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<tr>
<td>MTB 1321 or</td>
<td>Technical Math I or</td>
<td></td>
</tr>
<tr>
<td>MAC 1104</td>
<td>College Algebra</td>
<td>3</td>
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<tr>
<td>PHY 1023C or</td>
<td>Basic Physics I or</td>
<td></td>
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<tr>
<td>PHY 1053C</td>
<td>Introductory Physics I</td>
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<tr>
<td>BCN 1200C</td>
<td>Building Materials and Construction Methods</td>
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<tr>
<td>ETC 2202</td>
<td>Administrative Management of a Technical Business</td>
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<tr>
<td>MTB 1322 or</td>
<td>Technical Math II or</td>
<td></td>
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<tr>
<td>MAC 1114</td>
<td>College Trigonometry</td>
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</tr>
<tr>
<td>PHY 1024C or</td>
<td>Basic Physics II or</td>
<td></td>
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<tr>
<td>PHY 1054C</td>
<td>Introductory Physics II</td>
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<tr>
<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

<table>
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<tr>
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<td>Construction Methods and Equipment</td>
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<tr>
<td>ENC 1313</td>
<td>Technical Communication</td>
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<tr>
<td>BCN 2849</td>
<td>Cooperative Education: Building Construction Field Experience or Elective from Area 2 General Education</td>
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<tr>
<td>ARC 2122C</td>
<td>Architectural Drawing II (Steel Structures)</td>
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<tr>
<td>ARC 2154C</td>
<td>Architectural Drawing III (Concrete Structures)</td>
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<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>ETC 2220C</td>
<td>Soils and Foundations</td>
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<tr>
<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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<td>EVS 2215C</td>
<td>Hydraulics and Drainage, Sewage &amp; Sewers</td>
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</table>

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

Criminal Justice
Associate in Science

Valencia offers three options which lead to the A.S. degree in Criminal Justice:

- Corrections Option
- Law Enforcement Option
- Loss Prevention Option

Each program has been planned with the assistance of criminal justice professionals in the Central Florida area. The curricula are designed to familiarize students with specialized fields as well as to provide an overview of the entire Criminal Justice system.

The A.S. degree will transfer into similar upper division programs in certain Florida Universities and colleges but students wishing to transfer must accept the responsibility for getting approval in advance from the transferring institution. Additional course work may be
required to obtain junior status. Students are urged to consult the counseling department or the Criminal Justice faculty regarding the benefits of earning both A.A. and A.S. degrees before transferring.

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.

Each option contains General Education electives; these are any noncriminal justice courses which students may elect according to their interests. Each option also contains Criminal Justice electives; students may choose among any of the courses listed in the Criminal Justice section of the catalog. Students should consult the counseling department or the Criminal Justice faculty for suggestions.

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

### Corrections Option

#### 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>Introduction to Criminal Justice I</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1021</td>
<td>Introduction to Criminal Justice II</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1010</td>
<td>Introduction to Criminology</td>
<td>3</td>
</tr>
<tr>
<td>INP 1131</td>
<td>Applied Psychology for Criminal Justice Personnel or General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1012</td>
<td>Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2000</td>
<td>Introductory Sociology</td>
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#### INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CCJ 2350</td>
<td>Introduction to Interviewing and Counseling</td>
<td>3</td>
</tr>
<tr>
<td>PUP 1002</td>
<td>American Government II</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2020</td>
<td>Contemporary Social Problems or General Education Elective</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1020</td>
<td>Introduction to Humanities or General Education Elective</td>
<td>3</td>
</tr>
<tr>
<td>PHI 1100</td>
<td>Practical Logic</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2230</td>
<td>Criminal Law &amp; Legal Procedure</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2330</td>
<td>Probation &amp; Parole and Community Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1310</td>
<td>Institutional Procedures</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Speech or General Education Electives</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1136</td>
<td>Freshman Composition II or Technical Communications</td>
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#### ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CCJ 2400</td>
<td>Correctional Administration</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2281</td>
<td>Legal Issues in Corrections</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>
<td>6</td>
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<tr>
<td><strong>Total</strong></td>
<td>63</td>
<td></td>
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</table>

A student wishing to earn a certificate may do so by completing a total of 24 hours (6 courses) from among any of the following courses: CCJ 1010, CCJ 1020, CCJ 1021, CCJ 1310, CCJ 2230, CCJ 2281, CCJ 2330, CCJ 2350, CCJ 2440, CCJ 2930, or CCJ 2940. Receipt of the 24-hour certificate does NOT, however, satisfy Florida Correctional Standards Council requirements.

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### Law Enforcement Option

#### 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>CCJ 1020</td>
<td>Introduction to Criminal Justice I</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1021</td>
<td>Introduction to Criminal Justice II</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1010</td>
<td>Introduction to Criminology</td>
<td>3</td>
</tr>
<tr>
<td>INP 1131</td>
<td>Applied Psychology for Criminal Justice or General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1012</td>
<td>American Government I or Business Math</td>
<td>3</td>
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<tr>
<td>POS 1041</td>
<td>College Math or Introductory Sociology</td>
<td>3</td>
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<tr>
<td>MGF 1113</td>
<td>Contemporary American Social Problems</td>
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#### INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENC 1136</td>
<td>Freshman Composition II or Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1313</td>
<td>Natural Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>CJT 2110</td>
<td>Criminal Investigation I</td>
<td>3</td>
</tr>
<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 or General Education Elective</td>
<td>3</td>
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<tr>
<td></td>
<td>General Education Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Criminal Justice Electives</td>
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#### ADVANCED COURSES

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<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<td>CCJ 2400</td>
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<td>3</td>
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<tr>
<td>CJT 2100</td>
<td>Criminal Investigation II</td>
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<tr>
<td>CCJ 2240</td>
<td>Criminal Evidence &amp; Legal Procedures</td>
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<tr>
<td>CCJ 2431</td>
<td>Police Personnel Supervision and Management or Criminal Justice Elective</td>
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</table>
A student wishing to earn a certificate may do so by completing 24 hours (8 courses) from among any of the following courses: CCJ 1010, CCJ 1020, CCJ 1021, CCJ 2230, CCJ 2240, CCJ 2400, CCJ 2431, CCJ 2930, CJT 2110, CJT 2100. This 24-hour Certificate, however, does NOT satisfy the Florida Police Standards Board certification.

Loss Prevention Option

This program is designed to impart skills, knowledge and attitudes necessary to enter into the loss prevention 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.

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>
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</tr>
<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1020</td>
<td>Introduction to Criminal Justice I</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1010</td>
<td>Introduction to Criminal Justice II</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
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<tr>
<td>SPC 1600</td>
<td>Speech or Elective</td>
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Total: 21

INTERMEDIATE COURSES

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<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
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<tr>
<td>CCJ 2810</td>
<td>Physical Security Systems</td>
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<tr>
<td>FFP 2200</td>
<td>Fundamentals of Fire Prevention</td>
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<tr>
<td>CCJ 2820</td>
<td>Security Administration</td>
<td>3</td>
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<tr>
<td>HUM 1020</td>
<td>Introduction to Humanities</td>
<td>3</td>
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<tr>
<td>ENC 1136</td>
<td>Freshman Composition II</td>
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<tr>
<td>ENC 1313</td>
<td>Technical Communication</td>
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<tr>
<td>INP 1301</td>
<td>Psychology in Business &amp; Industry</td>
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<tr>
<td>INP 1131</td>
<td>Applied Psychology</td>
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<tr>
<td>CCJ 2812</td>
<td>Commercial Retail Loss Prevention</td>
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Total: 27

ADVANCED COURSES

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<td>or</td>
<td>Criminal Justice Elective</td>
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<tr>
<td>CCJ 2230</td>
<td>Criminal Law &amp; Legal Procedures</td>
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<td>or</td>
<td>General Education Elective</td>
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<tr>
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<td>Criminal Justice Electives</td>
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Total: 63

A student wishing to earn a certificate may do so by completing a total of 24 hours of credit (8 courses) from among these courses: CCJ 1010, CCJ 1020, CCJ 1021, CCJ 2230, CCJ 2810, CCJ 2812, CCJ 2820, CCJ 2911, CJT 2110, FFP 2200.

Data Processing

Associate in Science

This program is designed for the student who wishes to be useful on a job in one of several business data processing fields. With training beyond basic skills, the student may progress to managerial positions. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

FRESHMAN YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>ENC 1313</td>
<td>Technical Communication</td>
<td>3</td>
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<tr>
<td>CNM 1005</td>
<td>Data Processing Mathematics</td>
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<tr>
<td>POS 1041 &amp; POS 1004</td>
<td>American Government I &amp; II</td>
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</tr>
<tr>
<td>PUP 1002</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>
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<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>ACC 2001</td>
<td>Principles of Accounting I</td>
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<tr>
<td>COP 2226</td>
<td>COBOL Programming I</td>
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Total: 30

SOPHOMORE YEAR

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<tbody>
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<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
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<tr>
<td>STA 2014</td>
<td>Elementary Statistics</td>
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<tr>
<td>CIS 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>
</tr>
<tr>
<td>ENC 1313</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business &amp; Industry</td>
<td>3</td>
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<td>INP 1131</td>
<td>Applied Psychology</td>
<td>3</td>
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<tr>
<td>CCJ 2812</td>
<td>Commercial Retail Loss Prevention</td>
<td>3</td>
</tr>
<tr>
<td>CAP 2930</td>
<td>Selected Topics in Data Processing</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.

56
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.

FRESHMAN YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1321 or</td>
<td>Technical Mathematics I or College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1104</td>
<td>Engineering Materials &amp; Processes</td>
<td>3</td>
</tr>
<tr>
<td>ETM 1826</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>COC 1300</td>
<td>Engineering Drawing</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 College Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1114</td>
<td>Basic Physics I</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1023C or</td>
<td>Introductory Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1053C</td>
<td>Descriptive Geometry</td>
<td>3</td>
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<tr>
<td>*EGN 1130C</td>
<td>Mechanical Drafting I</td>
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Total: 31 hours

SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ETD 2649</td>
<td>Cooperative Education: Drafting and Design: Field Experience or Elective</td>
<td>2-4</td>
</tr>
<tr>
<td>MTB 1304</td>
<td>Modern Computational Methods</td>
<td>2</td>
</tr>
<tr>
<td>PHY 1024C or</td>
<td>Basic Physics II or Introductory Physics II</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1054C</td>
<td>Electromechanical Drafting</td>
<td>4</td>
</tr>
<tr>
<td>ETD 2702C</td>
<td>Mechanical Drafting II</td>
<td>3</td>
</tr>
<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>POS 1041</td>
<td>Elective</td>
<td>3</td>
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<tr>
<td>*ETD 2703C</td>
<td>American Government I</td>
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<tr>
<td></td>
<td>Mechanical Drafting III</td>
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</tr>
</tbody>
</table>

Total: 30-32 hours

*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.

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**Electro-Mechanical Technology**  
Associate in Science

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

**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 1327</td>
<td>Mathematics for Electronics I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1328</td>
<td>Mathematics for Electronics II</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1100C</td>
<td>Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1023C or</td>
<td>Basic Physics I or</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1053C</td>
<td>Introductory Physics I</td>
<td>4</td>
</tr>
<tr>
<td>ETE 1030C</td>
<td>Electric Circuit Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1024C or</td>
<td>Basic Physics II or</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1054C</td>
<td>Introductory Physics II</td>
<td>4</td>
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<tr>
<td>COC 1300</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>ETM 1405C</td>
<td>Mechanisms</td>
<td>4</td>
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<tr>
<td>ETE 2691</td>
<td>Computer Technology I</td>
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Total Credit Hours: 35

**SOPHOMORE YEAR**

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<tr>
<td>ENC 1313</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>ETE 2323C</td>
<td>Control Systems</td>
<td>4</td>
</tr>
<tr>
<td>ETE 2721C</td>
<td>Electromechanical Components</td>
<td>4</td>
</tr>
<tr>
<td>ETE 2692C</td>
<td>Computer Technology II</td>
<td>4</td>
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<tr>
<td>INP 1301</td>
<td>Psychology in Business &amp; Industry</td>
<td>3</td>
</tr>
<tr>
<td>CRM 2012</td>
<td>Storage Principles &amp; Devices</td>
<td>3</td>
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<tr>
<td>CRM 2010</td>
<td>Input/Output Devices</td>
<td>4</td>
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<tr>
<td>COC 2010L</td>
<td>Digital Computing Systems</td>
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Total Credit Hours: 30

**FOUNDATION COURSES**

<table>
<thead>
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</tr>
<tr>
<td>MTB 1327</td>
<td>Mathematics for Electronics I</td>
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<tr>
<td>MTB 1328</td>
<td>Mathematics for Electronics II</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1023C</td>
<td>Basic Physics or</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1053C</td>
<td>Introductory Physics I</td>
<td>4</td>
</tr>
<tr>
<td>ETD 2643C</td>
<td>Electromechanical Drafting</td>
<td>4</td>
</tr>
<tr>
<td>ETE 1030C</td>
<td>Electric Circuits Fundamentals</td>
<td>4</td>
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<tr>
<td>PHY 1024C</td>
<td>Basic Physics or</td>
<td>4</td>
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<tr>
<td>PHY 1054C</td>
<td>Introductory Physics II</td>
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Total Credit Hours: 25

**INTERMEDIATE COURSES**

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<td>ETE 1143C</td>
<td>Electronic Circuits I</td>
<td>4</td>
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<tr>
<td>ETE 2144C</td>
<td>Electronic Circuits II</td>
<td>4</td>
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<tr>
<td>ETE 2949</td>
<td>Cooperative Education or Elective</td>
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<tr>
<td>ETE 2691C</td>
<td>Computer Technology I</td>
<td>4</td>
</tr>
<tr>
<td>ETE 2422C</td>
<td>Communication Systems</td>
<td>4</td>
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<tr>
<td>ENC 1313</td>
<td>Technical Communication</td>
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Total Credit Hours: 22

**ADVANCED COURSES**

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<th>Credit Hours</th>
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<td>ETE 2692C</td>
<td>Computer Technology II</td>
<td>4</td>
</tr>
<tr>
<td>ETE 2423C</td>
<td>Electronic Communication Systems II</td>
<td>4</td>
</tr>
<tr>
<td>ETE 2693C</td>
<td>Computer Technology III</td>
<td>4</td>
</tr>
</tbody>
</table>

Recommended electives/supplemental courses:
- CAP 2201 Scientific Program Applications | 3 |
- MTB 1304 Modern Computational Methods | 2 |
- STD 1151 Career Development | 3 |
- INP 1301 Psychology in Business & Industry | 3 |

**Total Requirements:** 61-65

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

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**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.
ELECTRONICS TECHNOLOGY REDESIGN

COURSE CROSS-REFERENCE

NEW

MTB 1327 Math for Electronics I
MTB 1328 Math for Electronics II

ETE 1030C Electric Circuit Fundamentals

ETE 1143C Electronics Circuits I
ETE 2691C Computer Technology I
ETE 2144C Electronics Circuits II
ETE 2422C Electronic Communication Systems I
ETE 2692C Computer Technology II
*ETE 2693C Computer Technology III
ETE 2423C Electronic Communications Systems II
ETD 2643C Electromechanical Drafting
ETE 2930 Selected Topics in Electronics Technology

OLD

MTB 1321 Technical Math I
MTB 1322 Technical Math II

or

MAC 1104 College Algebra
MAC 1114 College Trigonometry
ETE 1010C Electric Circuits I
ETE 1031C Electric Circuits II

ETE 1141C Semiconductor Circuits I
ETE 2630C Pulse & Digital Circuits
ETE 2145C Semiconductor Circuits II
ETE 2411C Electronic Communications I
ETE 2618C Digital Systems Fundamentals
ETE 2421C Electronic Communications II
ETD 1100C Engineering Drawing
ETE 2323C Control Systems

*New—Microprocessor Course

Fire Technology
Associate in Science

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

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

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

SOPHOMORE YEAR

SPC 1600 Fundamentals of Speech 3
SOC 2000 Introductory Sociology 3
CHM 1040 Introduction to General Chemistry 4

FFP 2200 Fundamentals of Fire Prevention* 3
FFP 2620 Fire Protection Systems & Extinguishing Agents** 3
FFP 2310 Building Construction and Fundamentals 3
FFP 2180 Fire Department Management 3

31

*Students with prior experience in the area of Fire Prevention and code enforcement may take FFP 2200 by Credit by Examination (CE).
**FFP 1130 must be completed before taking FFP 1110. All other FFP courses may be taken out of order.
***MGF 1113 (College Mathematics) must be taken prior to CHM 1040 (Introduction to General Chemistry).
NOTE: Chemistry lab experiments relating to fire protection are available upon request.
NOTE: Specialized program courses are offered on the West Campus.

Graphic Arts Technology
Associate in Science

This program is structured for the student who wishes to pursue a career in Graphic Arts with special emphasis on the managerial aspects of the photolitho-

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graphic and reproduction phases or in layout, design and illustration. Core courses plus major courses are required to complete the program. To transfer credits from this program to another institution, the student should secure approval from the transfer institution.

**CORE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>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>ARV 1200</td>
<td>Introduction to Graphic Communications</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1023C or</td>
<td>Basic Physics or</td>
<td>1</td>
</tr>
<tr>
<td>PHY 1053C</td>
<td>Introductory Physics</td>
<td>4</td>
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<tr>
<td>ARV 1202</td>
<td>Fundamentals of Typography</td>
<td>3</td>
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<tr>
<td>ARV 2266</td>
<td>Cooperative Education: Graphic Arts Field Experience or Elective</td>
<td>2-4</td>
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<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1322 or</td>
<td>Technical Math II or</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1114</td>
<td>College Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>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 1234C</td>
<td>Photolithography I</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2331</td>
<td>Management</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1020</td>
<td>Introduction to Humanities</td>
<td>3</td>
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<tr>
<td>ARV 2260</td>
<td>Graphic Arts Estimating</td>
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<tr>
<td>ART 1201C</td>
<td>Design I</td>
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**ILLUSTRATING OPTION**

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<tr>
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<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>
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<tr>
<td>ARV 2310</td>
<td>Pictorial Rendering</td>
<td>3</td>
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<td>ARV 2310</td>
<td>Elective</td>
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**PRINTING MANAGEMENT OPTION**

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

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<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>
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<tr>
<td>ART 2600</td>
<td>Photography</td>
<td>3</td>
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<tr>
<td>MAR 2302</td>
<td>Advertising</td>
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<tr>
<td>JOU 1420L</td>
<td>College Newspaper</td>
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</tr>
<tr>
<td>JOU 2200</td>
<td>Editing &amp; Makeup or selected courses from other graphics major</td>
<td>3</td>
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</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.

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

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**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.

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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**CORE COURSES**

<table>
<thead>
<tr>
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<th>Title</th>
<th>Credit Hours</th>
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<tr>
<td>ENC 1103</td>
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</tr>
<tr>
<td>MAT 1033 or</td>
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<td>MAC 1103</td>
<td>College Algebra</td>
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<tr>
<td>HOS 1010</td>
<td>Introduction to Horticultural Science</td>
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<td>BSC 1010C</td>
<td>Fundamentals of Biology</td>
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<td>ENC 1136 or</td>
<td>Freshman Composition II or</td>
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<td>ENC 1313</td>
<td>Technical Communication</td>
<td>3</td>
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<tr>
<td>CHM 1040C or</td>
<td>Introduction to General Chemistry or</td>
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</tr>
<tr>
<td>CHM 1045C</td>
<td>General Chemistry with Qualitative Analysis</td>
<td>4</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>HOS 2002 or</td>
<td>Introduction to Horticulture Botany</td>
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<tr>
<td>BOT 2010C</td>
<td>Botany</td>
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<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
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<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
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<tr>
<td>SOS 2102L</td>
<td>Introduction to Soils and Fertilizers</td>
<td>4</td>
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<tr>
<td>HOS 2004L</td>
<td>Introduction to Plant Propagation</td>
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<td>PLP 2001</td>
<td>Introduction to Plant Pathology</td>
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<td>ENY 1007</td>
<td>Introduction to Horticultural Plant Pests</td>
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<td>Cooperative Education: Horticulture Field Exp.</td>
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<tr>
<td>Elective</td>
<td>Humanities, World Geography, American Government or Geology</td>
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**Credit Hours**

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SUGGESTED COURSES FOR GREENHOUSE PRODUCTION OPTION

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<td>ORH 1005L</td>
<td>Introduction to Foliage and Flowering House Plants I</td>
<td>3</td>
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<tr>
<td>ORH 1006</td>
<td>Introduction to Foliage and Flowering House Plants II</td>
<td>3</td>
</tr>
<tr>
<td>ORH 2201</td>
<td>Greenhouse Operation and Management</td>
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<tr>
<td>ORH 2802L</td>
<td>Interior-scaping with Foliage Plants</td>
<td>3</td>
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SUGGESTED COURSES FOR NURSERY MANAGEMENT LANDSCAPE OPTION

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<th>Title</th>
<th>Credit Hours</th>
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<td>Landscape Plant Materials I</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1511</td>
<td>Landscape Plant Materials II</td>
<td>3</td>
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<tr>
<td>HOS 2054</td>
<td>Nursery Operation and Management</td>
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<td>ORA 2831</td>
<td>Introduction to Landscape Design I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>12</strong></td>
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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>
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</tr>
<tr>
<td>SES 1335</td>
<td>Business Communications</td>
<td>3</td>
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<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</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>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>
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<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
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<td>ECO 1000</td>
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SOPHOMORE YEAR

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<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>
<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>
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</tr>
<tr>
<td>HFT 2251</td>
<td>Hotel-Motel-Restaurant Management</td>
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<tr>
<td>FSS 2411</td>
<td>Hotel-Motel-Restaurant Food and Beverage Management</td>
<td>3</td>
</tr>
<tr>
<td>FSS 2500</td>
<td>Hotel-Motel-Restaurant Food and Beverage Control</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2600</td>
<td>Law and Insurance</td>
<td>3</td>
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<td>HFT 2941</td>
<td>Internship in Hotel-Motel-Restaurant Management</td>
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<tr>
<td>HFT 2930</td>
<td>Selected Topics in Hotel-Motel-Restaurant Area</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>30</strong></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.

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. 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 "In-
termediate” before “Advanced.” Although scheduling may not always permit strict adherence, students should use this sequence as a guide to planning their program each term.

Within the Foundation courses, only those students with proficiency in reading and writing skills should consider enrolling in LEA 1013 and LEA 1201 before completing BUL 2111 and ENC 1103.

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MB 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>
<tr>
<td>LEA 1201</td>
<td>Real Property I</td>
<td>3</td>
</tr>
<tr>
<td></td>
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**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<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>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>ACC 1009</td>
<td>Basic Accounting</td>
<td>3</td>
</tr>
<tr>
<td>LEA 2101</td>
<td>Civil Litigation I</td>
<td>3</td>
</tr>
<tr>
<td>LEA 2102</td>
<td>Civil Litigation II</td>
<td>3</td>
</tr>
<tr>
<td>LEA 2211</td>
<td>Wills, Trusts, &amp; Estate Administration 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>
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**ADVANCED COURSES**

<table>
<thead>
<tr>
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<th>Title</th>
<th>Hours</th>
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<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>
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<td></td>
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</tbody>
</table>

Total : 60

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; CCG 1300 Data Processing; ENC 1313 Technical Communication; or a humanities elective.

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

**Medical Laboratory Technology**

**Associate in Science**

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

The Medical Laboratory Technology Program is designed for persons who desire preparation for employment as medical laboratory technicians. Graduates are eligible to take the State Medical Laboratory Technician examination for licensure and 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>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 1034C</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 101</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 2820C</td>
<td>Clinical Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>MLS 2807L</td>
<td>Blood Bank Practicum</td>
<td>2</td>
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<tr>
<td>MLS 2800</td>
<td>Instrumentation</td>
<td>1</td>
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<tr>
<td>MLS 2909L</td>
<td>Hematology Practicum</td>
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<td>MLS 2810L</td>
<td>Chemistry Practicum</td>
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<tr>
<td>MLS 2811L</td>
<td>Micro Practicum</td>
<td>4</td>
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<tr>
<td>MLS 2808L</td>
<td>Serology/Urinalysis Practicum</td>
<td>2</td>
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<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
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<tr>
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</tr>
</tbody>
</table>

**NOTE:** 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.

For certain MLS courses it may be necessary for the student to travel out of county.

**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.
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; 2201C</td>
<td>Human Anatomy &amp; Physiology</td>
<td>8</td>
</tr>
<tr>
<td>PHY 1001C</td>
<td>Applied Physics</td>
<td>4</td>
</tr>
<tr>
<td>MCB 2010C</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>RET 1024</td>
<td>Introduction to Respiratory Therapy</td>
<td>2</td>
</tr>
<tr>
<td>RET 1026</td>
<td>Basic Respiratory Equipment</td>
<td>3</td>
</tr>
<tr>
<td>APB 1850</td>
<td>Introduction to Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>APB 2263</td>
<td>Pulmonary Physiology</td>
<td>4</td>
</tr>
<tr>
<td>RET 1284</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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</table>

*Twelve calendar months

SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>SES 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>SES 2212</td>
<td>Advanced Shorthand</td>
<td>3</td>
</tr>
<tr>
<td>SES 2213</td>
<td>Shorthand Transcription</td>
<td>3</td>
</tr>
<tr>
<td>SES 2120</td>
<td>Advanced Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 1009</td>
<td>Basic Accounting**</td>
<td>3</td>
</tr>
<tr>
<td>COC 1300</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>SES 2401</td>
<td>Office Procedures</td>
<td>3</td>
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<tr>
<td>SES 2402</td>
<td>Secretarial Procedures</td>
<td>3</td>
</tr>
<tr>
<td>SES 2490</td>
<td>Executive Secretarial Seminar &amp; Work Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

*Students with prior instruction and/or experience should enroll in next higher shorthand and/or typewriting course. They should select electives in lieu of SES 1210, SES 1211, SES 1100, or SES 1110 or take credit by exam (CE) for the course waived. Recommended electives as substitutes: ECO 1000 Basic Economics; BUL 2112 Business Law II; PSY 1012 General Psychology; SOC 2000 Introduction to Sociology; MAN 2000 Principles of Management.

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

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/secretarial institute, and transfer credits from this program to another institution, the student should secure advise approval from the transfer institution.

FRESHMAN YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SES 1210</td>
<td>Beginning Shorthand*</td>
<td>3</td>
</tr>
<tr>
<td>SES 1100</td>
<td>Beginning Typewriting*</td>
<td>3</td>
</tr>
<tr>
<td>SES 1110</td>
<td>Intermediate Typewriting*</td>
<td>3</td>
</tr>
<tr>
<td>SES 1211</td>
<td>Intermediate Shorthand*</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>SES 2321</td>
<td>Business Machines</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 Secretarial two-year degree program. This program includes a seminar and work experience in local law offices, as well as legal terminology. Students wishing to transfer any 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>SEC 1210</td>
<td>Beginning Shorthand*</td>
<td>3</td>
</tr>
<tr>
<td>SES 1100</td>
<td>Beginning Typewriting*</td>
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<tr>
<td>SES 1110</td>
<td>Intermediate Typewriting*</td>
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<td>SES 1110</td>
<td>Intermediate Shorthand*</td>
<td>3</td>
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<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
</tr>
</tbody>
</table>

30
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>NUR 1021C or 1050</td>
<td>Fundamentals of Nursing or Fundamentals of the Nursing Process</td>
<td>8-10*</td>
</tr>
<tr>
<td>NUR 1110C</td>
<td>Maternity Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NUR 1310C</td>
<td>Psychiatric Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NUR 1200C</td>
<td>Introduction to Medical- Surgical Nursing</td>
<td>4</td>
</tr>
<tr>
<td>APB 2193C &amp; 2201C</td>
<td>Human Anatomy &amp; Physiology</td>
<td>8</td>
</tr>
<tr>
<td>MCB 2010C</td>
<td>Microbiology</td>
<td>4</td>
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<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>DEP 2003</td>
<td>Developmental Psychology</td>
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Total: 41-43

**SOPHOMORE YEAR**

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUU 2210</td>
<td>Team Leadership</td>
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<tr>
<td>NUR 2120C</td>
<td>The Nursing Care of Children</td>
<td>4</td>
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<tr>
<td>NUR 2245C</td>
<td>Nursing Care of Adults with Motor &amp; Sensory Deprivation</td>
<td>4</td>
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<tr>
<td>NUR 2251C</td>
<td>Nursing Care of Adults with Problems of Inadequate Oxygenation</td>
<td>4</td>
</tr>
<tr>
<td>NUR 2242C</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 2943</td>
<td>Patient Care Management</td>
<td>6</td>
</tr>
</tbody>
</table>

Total: 33

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

Any student admitted to the nursing program who fails or withdraws from any two nursing courses (can be the same course or two different courses) must petition the Health Related Programs Admissions Committee for re-evaluation and re-admission.

**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>
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<tr>
<td>SES 1335</td>
<td>Business Communications</td>
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<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
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<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>
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<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>EGO 1000</td>
<td>Basic Economics</td>
<td>3</td>
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<tr>
<td>REE 1000</td>
<td>Real Estate Principles &amp; Practices I</td>
<td>3</td>
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<tr>
<td>BUL 1303</td>
<td>Florida Real Estate Law</td>
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<tr>
<td>REE 1010</td>
<td>Housing and Home Ownership</td>
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Total: 30

**SOPHOMORE YEAR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ACC 1009</td>
<td>Basic Accounting</td>
<td>3</td>
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<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
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<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>
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<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>
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<tr>
<td>REE 2500</td>
<td>Real Estate Management</td>
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</tr>
<tr>
<td>SOC 1015</td>
<td>Humanities Elective</td>
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</table>

Total: 30

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

**Credit by Examination:** Students who 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.
SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC</td>
<td>Basic Accounting**</td>
<td>3</td>
</tr>
<tr>
<td>SEC</td>
<td>Advanced Shorthand</td>
<td>3</td>
</tr>
<tr>
<td>SES</td>
<td>Shorthand Transcription</td>
<td>3</td>
</tr>
<tr>
<td>SES</td>
<td>Advanced Typewriting*</td>
<td>3</td>
</tr>
<tr>
<td>BUL</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>SES</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>SES</td>
<td>Legal Secretarial Seminar and Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>SES</td>
<td>Legal Secretarial Practices and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>SES</td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

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

Secretarial Science — Clerical Option Certificate

This is a one-year certificate program comprised of selected courses offered as part of the Executive Secretarial Program. It is designed to provide the student with the basic fundamentals in typing and recordkeeping, as well as a basic general education background that will be valuable to the student working in a clerical position. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

<table>
<thead>
<tr>
<th>Session I</th>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ENC</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SES</td>
<td>Beginning Typewriting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>GEB</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MTB</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>POS</td>
<td>American Government I</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Session II</th>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SES</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SES</td>
<td>Intermediate Typewriting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SES</td>
<td>Business Machines</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>INP</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SES</td>
<td>Executive Secretarial Seminar &amp; Work Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Session III</th>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SES</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SES</td>
<td>Advanced Typewriting</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Secretarial Science — Medical Secretary Option

This program is designed to meet the needs of students desiring employment as medical secretaries in medical offices and hospitals. This program includes work experience in local hospitals and doctors' offices. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

<table>
<thead>
<tr>
<th>FRESHMAN YEAR</th>
<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>
<td></td>
</tr>
<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SES 1100</td>
<td>Beginning Typewriting*</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SES 1110</td>
<td>Intermediate Typewriting*</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>APB 1390 &amp;</td>
<td>Medical Terminology I &amp; II</td>
<td>3-3</td>
<td></td>
</tr>
<tr>
<td>APB 1391</td>
<td>Medical Terminology I &amp; II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SES 1257</td>
<td>Medical Transcription I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SES 1461</td>
<td>Medical Office Procedures</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SES 2258</td>
<td>Medical Transcription II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOPHOMORE YEAR</th>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 1009</td>
<td>Basic Accounting**</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SES 1335</td>
<td>Business Communications</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SES 2120</td>
<td>Advanced Typewriting</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SES 2259</td>
<td>Medical Transcription III</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SES 2462</td>
<td>Medical Secretaries Procedures</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SES 2470</td>
<td>Internship as Medical Secretary</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Humanities Elective</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

*Students with prior instruction and/or experience in SES 1100 or SES 1110 may enroll in next higher type- 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.

Surveying Technology Associate in Science

The surveying program is designed to train technicians to enter the land surveying profession in one of several areas related to the total occupational cluster. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.
FRESHMAN YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1321 or</td>
<td>Technical Mathematics I or</td>
<td></td>
</tr>
<tr>
<td>MAC 1104</td>
<td>College Algebra</td>
<td>3</td>
</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></td>
<td>Humanities General Education</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elective from Area 2</td>
<td>3</td>
</tr>
<tr>
<td>ETC 2202</td>
<td>Administrative Management of a Technical Business</td>
<td>3</td>
</tr>
</tbody>
</table>

SOPHOMORE YEAR

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

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.

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 “CEU” 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
* Biology of Aging, CN 446, CEU
* Building Staff and/or Personal Resources, CN 483, CEU
* Computers and the Consumer, 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
* Gems and Jewelry: Identify and Distinguish, CN 116, Noncredit
* 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 58, CEU
* Improving Reading Efficiency, CN 36, CEU
* Keeping Your Cool: Stress/Conflict Management, CN 407, CEU
* 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
* Nutrition 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 Enrichment 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
Secretarial Communications, CN 163, CEU
Selected Topics in Psychology, CN 144, Noncredit
*Self Defense, CN 129, Noncredit
Standard First Aid and Personal Safety, CN 120, CEU
Tax Aids for Senior Citizens, CN 63, Noncredit
*Taxidermy of Birds, CN 101, Noncredit
Techniques of Job Hunting, CN 84, CEU
Transactional Analysis, CN 52, Noncredit
Values Clarification Workshop, CN 219, Noncredit
Volunteer Tutoring in Reading, CN 49, CEU
The Woman Alone, CN 81, 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
Basic EMT, CN 37, CEU
Boundary Description and Legal Principles, CN 67, CEU
Certified Professional Secretary (CPS) Review, CN 146, 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 (Recertification), 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
Landscape Horticulture, CN 12, Noncredit
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
*Quilling, CN 164, Noncredit
*Readers Theatre, CN 119, Noncredit
*"Rusty Lady" Lecture Series, CN 61, Noncredit
*Shakespeare Without Tears, CN 103, 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 5, 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 I, CN 139, Noncredit (Males)
*Judo II, CN 142, Noncredit
*Orientation to Sky Diving, CN 80, Noncredit
*Physical Fitness, CN 136, Noncredit
*Sailing, CN 141, Noncredit
*Slalom and Individual Conditioning, CN 87, Noncredit
*Softball, CN 93, Noncredit
*Sports Officiating I, CN 97, Noncredit
*Tennis I, CN 104, 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 follow-

ing: 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 1000 at a community college, he cannot be required to repeat SOC 1000 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 2000.

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.

AMH 3421

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 begun 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>
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<td>6</td>
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<tr>
<td>Nutrition</td>
<td>38</td>
<td>4</td>
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</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>
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<tbody>
<tr>
<td>AER</td>
<td>Automotive Service</td>
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<tr>
<td>AFA</td>
<td>Afro-American Studies</td>
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<td>AFH</td>
<td>African History</td>
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<td>AFS</td>
<td>African Studies</td>
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<td>AGG</td>
<td>Agriculture General</td>
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<td>AGR</td>
<td>Agronomy</td>
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<td>AMH</td>
<td>American History</td>
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<td>AML</td>
<td>American Literature</td>
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<td>AMS</td>
<td>American Studies</td>
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<td>ANT</td>
<td>Anthropology</td>
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<tr>
<td>APB</td>
<td>Applied Biology</td>
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<td>APH</td>
<td>Anatomy/Organismal Physiology</td>
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<td>ARC</td>
<td>Architecture</td>
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<td>ARE</td>
<td>Art Education</td>
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<td>ARH</td>
<td>Art History</td>
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<td>ART</td>
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<td>ARV</td>
<td>Arts: Vocational</td>
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<td>ASI</td>
<td>Astronomy: Instrumentation</td>
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<td>ASN</td>
<td>Asian Studies</td>
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<td>AST</td>
<td>Astronomy</td>
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<td>BAN</td>
<td>Banking</td>
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<td>BCC</td>
<td>Basic Clinical Clerkship</td>
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<td>BCH</td>
<td>Biochemistry</td>
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<td>BCN</td>
<td>Building Construction</td>
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<td>BMS</td>
<td>Basic Medical Sciences</td>
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<td>BOT</td>
<td>Botany</td>
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<tr>
<td>BSC</td>
<td>Introductory Biology</td>
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<td>BTE</td>
<td>Business Teacher Education</td>
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<td>BUL</td>
<td>Business Law</td>
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<td>CAP</td>
<td>Computer Applications</td>
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<tr>
<td>CBH</td>
<td>Comparative Psychology and Animal Behavior</td>
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<td>CCJ</td>
<td>Criminology and Criminal Justice</td>
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<td>CDA</td>
<td>Computer Design/Architecture</td>
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<td>CES</td>
<td>Civil Engineering Structures</td>
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<td>CHD</td>
<td>Child Development</td>
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<td>CHM</td>
<td>Chemistry</td>
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<td>CHS</td>
<td>Chemistry: Specialized</td>
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<td>CIS</td>
<td>Computer and Information Systems</td>
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<td>CJD</td>
<td>Criminal Justice Development</td>
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<td>Criminal Justice Technology</td>
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<td>CLA</td>
<td>Classical and Ancient Studies</td>
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<td>CLP</td>
<td>Clinical Psychology</td>
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<td>CLT</td>
<td>Classical Literature in Translation</td>
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<td>CMB</td>
<td>Cell and Molecular Biology</td>
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<td>CNM</td>
<td>Computational/ Numerical Methods</td>
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<td>COA</td>
<td>Consumer Affairs</td>
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<td>COC</td>
<td>Computer Concepts</td>
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<td>COE</td>
<td>Cooperative Education</td>
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<td>COM</td>
<td>Communication</td>
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<td>COP</td>
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<td>COT</td>
<td>Computer Theory</td>
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<td>CPO</td>
<td>Comparative Politics</td>
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<td>CPS</td>
<td>Comparative Policy Studies (Multi-National)</td>
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<td>Cardiopulmonary Technology</td>
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<td>CRM</td>
<td>Computer Resource/Management</td>
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<td>OBC</td>
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<td>OCP</td>
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<td>OMT</td>
<td>Oceanography: Marine Technology</td>
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<td>ORH</td>
<td>Ornamental Horticulture</td>
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<td>ORI</td>
<td>Oral Interpretation</td>
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<tr>
<td>ORT</td>
<td>Operating Room Technology</td>
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</tbody>
</table>
AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

ETG 2849  
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. May be repeated for credit.

ETM 1610C  
4 Credits  
HEATING, VENTILATING AND AIR CONDITIONING I  
Includes one-hour laboratory. Prerequisite: MAT 1033. 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: MAT 1033. 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  
3 Credits  
REFRIGERATION II  
Prerequisites: ETM 1610C 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 ETD 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
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
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
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
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
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
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 methods, project control and integration of calendar dates to the plan.

BCN 2405C
STATICS AND STRENGTH OF MATERIALS
Prerequisite: PHY 1024C or 1053C. Course covers principles of statics, structural mechanics and the effects of loads and loading on building elements and frames. Some of the major areas covered include: materials, stress and deformation; properties of sections; gravity loads, shear and bending in beams, stresses in columns.

BCN 2563
BUILDING SERVICE SYSTEMS
Survey 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
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
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
INTRODUCTION TO ART HISTORY I
A survey of the development of visual art forms from prehistory through the Middle Ages.

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

ART 1304C
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
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, printmaking, and three-dimensional media, such as clay, wood, fibers. (Laboratory fee)

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

ART 1203C
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
DRAWING I
Includes extra periods. Introduction to the basic skills and concepts of drawing with emphasis on the human figure. (Laboratory fee)
ART 1302C  
**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, stitching. 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**  
These seminars are for students who are interested in further study in a specific art area.

ART 2949  
**COOPERATIVE EDUCATION: ART 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. May be repeated for credit.

**AUTOMOTIVE SERVICE TECHNOLOGY**

The degree program utilizing these courses has been discontinued.

AER 1101  
**ELECTRICITY**  
Includes two-hour laboratory. Fundamental theory. Ohm's Law, circuit identification, electrical symbols, magnetism, induction, generators, alternators and motors are covered. Use of such test equipment as the voltmeter, ammeter, ohmmeter and other devices used in trouble-shooting and diagnosing automotive electrical...
problems is stressed. Principles of automotive electrical systems are studied including batteries; charging, cranking and ignition systems; electronic diagnostic equipment; and transistor circuits and electronic control devices. (Laboratory fee)

AER 1110 3 Credits
**ENGINES**
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 3 Credits
**ENGINE DIAGNOSIS AND TUNE-UP**
Includes two-hour laboratory. Prerequisites: AER 1110 and AER 1101. Diagnosis and tune-up procedures as they pertain to the function and control of the engine are covered with emphasis on the fuel, ignition and starting systems. Types of carburetion are studied along with air cleaners and emission system malfunctions. Students perform tests with oscilloscopes, generator, regulator alternator testers, battery starter testers and distributor testers. (Laboratory fee)

AER 1121 3 Credits
**STEERING, SUSPENSION AND BRAKES**
Includes two-hour laboratory. Nomenclatures of suspensions and brakes, theory of operation and service procedures on automotive suspension systems, brake systems, wheels and tires, steering gears and related components are studied stressing self-adjusting brakes. Emphasis is placed on power alignment, brakes and shock absorbers. (Laboratory fee)

AER 1160 3 Credits
**SERVICE MANAGEMENT AND PARTS PROCUREMENT**
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 3 Credits
**ELECTRICAL SYSTEMS**
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 3 Credits
**TRANSMISSION AND DRIVE LINES**
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 3 Credits
**AIR CONDITIONING**
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 troubleshooting are stressed. Safe service procedures are taught through practice. (Laboratory fee)

AER 2949 3 Credits
**COOPERATIVE EDUCATION: AUTOMOTIVE SERVICE 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. May be repeated for credit.

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**BIOLOGY**

APB 1120 3 Credits
**MAN AND ENVIRONMENT**
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 3 Credits
**BIOLOGICAL SCIENCE**
This general education, 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
MEDICAL TERMINOLOGY I 3 Credits
Includes two (2) one-hour laboratory periods. This course deals with the structure, functions and diseases of the human body including the skeletal, muscular, circulatory and respiratory systems. Laboratory emphasis on medical word construction, definitions and application of terms as applied to the language of medicine.

APB 1391
MEDICAL TERMINOLOGY II 3 Credits
Includes two (2) one-hour laboratory periods. A continuation of APB 1390 including the nervous, sensory, endocrine, digestive, excretory and reproductive systems.

APB 2193C
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 2562
PHARMACOLOGY FOR HEALTH RELATED MAJORS 2 Credits
This course includes the study of drugs used in the treatment of diseases of the human body.

APB 2934
SEMINAR: ECOLOGY 1 Credit
Prerequisite: BSC 1010C and permission of the department. This course is 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
BOTANY 4 Credits
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
FUNDAMENTALS OF BIOLOGY 4 Credits
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
SELED TOPICS IN BIOLOGY 1-3 Credits
This course deals with selected topics in the biological sciences based on an historical, traditional or contemporary approach as the background and interest of the students and instructor dictate.

BSC 2936
SEMINAR: EVOLUTION 1 Credit
Prerequisite: BSC 1010C and permission of the department. This course is for the honor student in biology who wishes to pursue certain biological areas in greater detail, to do research on topics, to present information and to lead discussions with other students and faculty members.

BSC 2949
COOPERATIVE EDUCATION: BIOLOGY FIELD EXPERIENCE 2-4 Credits
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student’s college major.

MCB 2010C
MICROBIOLOGY 4 Credits
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)

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

PCB 2059
SEMINAR: GENETICS 1 Credit
Prerequisite: BSC 1010C and permission of the department. This course is for the honor student in biology who wishes to pursue certain biological areas in greater detail, to do research on topics, to present information and to lead discussions with other students and faculty members.

PCB 2109
SEMINAR: CELLULAR BIOLOGY 1 Credit
Prerequisite: BSC 1010C and permission of the department. This course is for the honor student in biology who wishes to pursue certain biological areas in greater detail, to do research on topics, to present information and to lead discussions with other students and faculty members.

PCB 2269
SEMINAR: DEVELOPMENT 1 Credit
Prerequisite: BSC 1010C and permission of the department. This course is 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.
BUSINESS

ACC 1009 3 Credits
BASIC ACCOUNTING
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 3 Credits
PRINCIPLES OF ACCOUNTING I
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 3 Credits
PRINCIPLES OF ACCOUNTING II
Prerequisite: ACC 2001. The principles and techniques of accounting applicable to partnerships and corporations and controlling enterprises and managerial decision-making.

ACC 2301 3 Credits
MANAGERIAL ACCOUNTING
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 3 Credits
FEDERAL INCOME TAX
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 2-4 Credits
COOPERATIVE EDUCATION: ACCOUNTING 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. May be repeated for credit.

BAN 2000 3 Credits
FINANCIAL INSTITUTIONS
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 3 Credits
PRINCIPLES OF FINANCE
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
Prerequisite: 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 bureau, credit reports, and civil penalties.

BAN 2849-Cooperative Education: FINANCE 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. 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          3 Credits
Prerequisite: BUL 2111. A continuation of the study of law, including commercial paper, creditors' rights under secured transactions, insurance, bankruptcy, agency, employment, partnerships, corporations and real property.

BUL 2114          BUSINESS ORGANIZATIONS          3 Credits
Emphasis is given to the primary entities under which business is conducted in the State of Florida; sole proprietorship, partnership and corporation. Study is given to the Fictitious Name Statute and the several partnership agreements. Attention is given to procedure and form preparation in filing documents to create and operate corporations, employment agreements, stock options and stock restrictions, Security Exchange Commission filing and the New York Stock and American Stock Exchange filings.

GEB 1011          INTRODUCTION TO BUSINESS          3 Credits
The fundamentals of business organization and procedures to acquaint the student with management, terms, organization and control of large and small business.

MAN 2000          PRINCIPLES OF MANAGEMENT          3 Credits
Prerequisite: GEB 1011. The principles encompassed in the managerial functions of planning, organizing, staffing, coordinating and controlling and their application to the operation of a business enterprise.

MAN 2934          SELECTED TOPICS IN BUSINESS          1-3 Credits
Prerequisite: Permission of instructor. This seminar is for students interested in discussion, exploration and observation of special topics in the area of business.

MAN 2940          WORK SEMINAR          3 Credits
Prerequisite: Approval by instructor. The student works in selected offices in the community a maximum of fifteen (15) hours each week during the final session. Seminar is held weekly to evaluate personal experiences and different aspects of the secretarial work.

MAN 2949          COOPERATIVE EDUCATION: MANAGEMENT FIELD EXPERIENCE          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. May be repeated for credit.

MAR 2011          PRINCIPLES OF MARKETING          3 Credits
Prerequisite: GEB 1011. The functions, institutions, methods and problems of marketing goods and services.

MAR 2101          SALESMANSHIP          3 Credits
Prerequisite: GEB 1011 or experience. This course is a combination of the principles and techniques of selling. Emphasis is placed on person to person situations, consumer motivations, persuasion, and problems dealing with the psychology of sales situations.

MAR 2111          PRINTING SALESMANSHIP          3 Credits
This course employs a maximum use of case study and is designed as a self-development program emphasizing the sales objectives of contacts, relationships, follow-up calls, suggestions, objections, resistance, acceptance and repeat business.

MAR 2151          RETAILING          3 Credits
Prerequisite: GEB 1011 or experience. This course gives an introduction to the nature and scope of retail merchandising as seen within the total economic structure. Emphasis is given to the many functions of a retail establishment including employee services and consumer relationships.

MAR 2302          ADVERTISING          3 Credits
Prerequisite: GEB 1011 or experience. Study of modern advertising from the marketing, communications, consumer and legal viewpoints. Emphasis given to media selection, sales promotion, and creative development of advertising.

MAR 2331          GRAPHICS PRODUCTION MANAGEMENT          3 Credits
This course is designed to acquaint owners and managers of business with the fundamental principles, policies and procedures in the successful operation of graphics production. Twelve areas are covered: organi-
zation, planning, estimating, scheduling, routing, the production order, purchasing, inventory control, quality control, personnel, plant layout and records of performance.

MAR 2949 2-4 Credits
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. May be repeated for credit.

MTB 1103 3 Credits
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.

REE 1000 3 Credits
REAL ESTATE PRINCIPLES AND PRACTICES I
Co-requisite: BUL 1303 or instructor's approval. 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 salesman.

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

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

REE 2100 3 Credits
REAL ESTATE APPRAISING I
An introduction to the basic theories and policies pertaining to the social, economic, and governmental forces influencing property values. Treatment is given to such factors as urban forces versus property values, site analysis, neighborhood characteristics and building construction.

REE 2101 3 Credits
REAL ESTATE APPRAISING II
Prerequisite: REE 2100. A continuation of Real Estate Appraising I. Emphasis is given to the application of theories studied in REE 2100 as well as the study of the current methods of determining property valuation by use of the market, cost, and income approaches.

REE 2200 3 Credits
REAL ESTATE FINANCE I
A detailed study of the basic concepts of financing real estate with emphasis given to legal aspects, sources of funds, and methodologies of major lenders for real estate transactions.

REE 2208 3 Credits
REAL ESTATE FINANCE II
A continuation of Real Estate Finance I. Emphasis is given to the application of the management approach to financing with special attention given to the use of funds, the many facets of mortgages, long-term leases, purchases, and lease-back arrangements.

REE 2500 3 Credits
REAL ESTATE MANAGEMENT
A study of the theories and techniques of professional management of real estate. Areas covered include residential, business, industrial and investment properties.

REE 2930 1-3 Credits
SELECTED TOPICS IN REAL ESTATE
These seminars are for students interested in discussion, observation and exploration of special topics in the area of Real Estate.

REE 2949 2-4 Credits
COOPERATIVE EDUCATION: REAL ESTATE FIELD EXPERIENCE
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. May be repeated for credit.

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

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

SES 1100 3 Credits
BEGINNING TYPEWRITING
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 3 Credits
INTERMEDIATE TYPEWRITING
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
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
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
Prerequisite or co-requisite: APB 1390. Stressing fundamentals of transcribing medical and simple dictation from medical recording devices.

SES 1335
BUSINESS COMMUNICATIONS
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
Emphasis is given to receptionist duties, medical records management, bookkeeping, (Pegboard system) and proper completion of private health insurance forms and governmental forms such as medicare and worker’s compensation forms.

SES 2120
ADVANCED TYPWRITING
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
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
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
Prerequisite: SES 1257. An advanced course in transcription of medical documents using more difficult medical terminology.

SES 2259
MEDICAL TRANSCRIPTION III
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
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
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
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
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 2480
LEGAL SECRETARIAL SEMINAR AND WORK EXPERIENCE
Prerequisite: Approval of the Program Director. The student works in selected legal offices in the community fifteen (15) hours a week. There is a seminar each week to answer questions, share experiences, and gain further knowledge of the varying aspects of legal secretarial work.
SES 2462 3 Credits
MEDICAL SECRETARY PROCEDURES
Prerequisite: SES 1461. Instruction is given in the office procedures dealing with physical examinations, medical research and an understanding of the care and sterilization of surgical instruments. Basic instruction is given in pharmacology, immunology, diagnostic laboratory procedures as well as orientation in the administration of extended health care facilities.

SES 2470 4 Credits
INTERNSHIP AS MEDICAL SECRETARY
Prerequisite: Approval by the instructor. An internship in which the student spends a maximum of fifteen (15) hours a week either in a physician's office, public health facility, an extended care facility or a hospital. Course culminates in evaluation seminars with various instructors and on-the-job trainers.

SES 2490 3 Credits
EXECUTIVE SECRETARIAL SEMINAR AND WORK EXPERIENCE
Prerequisite: Approval of the Program Director. The student works in a selected office a maximum of fifteen (15) hours per week. Seminars are held to answer questions, share experiences and give further knowledge of the varying aspects of secretarial work.

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

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 electronic calculator, logarithms and dimensional analysis. Topics include weight relationships in chemical reactions, gas laws and solution chemistry. This course may not be taken for credit subsequent to a grade of "C" or better in CHM 1045.

CHM 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 field 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. Prerequisites: 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. (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.
CHM 1200C  
**INTRODUCTORY ORGANIC AND BIOCHEMISTRY**  
4 Credits  
Six hours lecture/laboratory instruction. Prerequisite: CHM 1040C (one year of high school chemistry completed with a grade of C or better) and MAT 1024 (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  
**QUANTITATIVE ANALYSIS**  
4 Credits  
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  
**ORGANIC CHEMISTRY I**  
4 Credits  
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  
**ORGANIC CHEMISTRY II**  
4 Credits  
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  
**SPECIAL TOPICS IN CHEMISTRY**  
1-3 Credits  
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 detail in chemistry as chosen by the class; 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  
**CHILD DEVELOPMENT AND MANAGEMENT**  
3 Credits  
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  
**PRINCIPLES OF PRE-SCHOOL EDUCATION**  
3 Credits  

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

CHD 1339  
**MOVEMENT EXPLORATION**  
3 Credits  
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  
**OBSERVING AND RECORDING CHILD BEHAVIOR**  
4 Credits  
Designed to increase objectivity and proficiency in observing, recording and interpreting children's behavior. The course work 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 1-3 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. May be repeated for credit.

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 subsurface conditions, bearing capacity and settlement analysis, character of natural soil deposits, earth pressure and retaining wall theory and stability of slopes and sub-grades. Foundation design, behavioral characteristics and pile driving are also covered. (Laboratory fee)

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, storm water runoff and streamflow analysis. Design concepts and techniques cover subsurface drainage and storm drainage structures such as ditch, checks, conduit systems and bridges, with major emphasis on culverts. (Laboratory fee)

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 roadbeds, earthwork, and aerial photography as they affect cost and route design. (Laboratory fee)

CRIMINAL JUSTICE

CCJ 1010 3 Credits
INTRODUCTION TO CRIMINOLOGY
An introduction to the nature and extent of crime and delinquency, the causes and explanations of criminal behavior, and the rationale of crime control and treatment in the United States.

CCJ 1020 3 Credits
INTRODUCTION TO CRIMINAL JUSTICE I
An introduction and overview to the history, philosophy, and inter-dependence of loss prevention and police services in relation to the American criminal justice system.

CCJ 1021 3 Credits
INTRODUCTION TO CRIMINAL JUSTICE II
Prerequisite: CCJ 1020, Introduction to Criminal Justice I, or consent of the instructor. A continuation of CCJ 1020 with special emphasis on courts and corrections.

CCJ 1310 3 Credits
INSTITUTIONAL PROCEDURES, JAILS AND DETENTION
An introduction to institutional custody procedures and operation. Special emphasis is placed on the role of the correctional officer and on procedures and operations carried out in local adult jails and juvenile detention centers.

CCJ 2120 3 Credits
POLICE COMMUNITY RELATIONS
A study of human relations and its effect on policing and confrontation management. Prejudice, discrimination, civil rights and the individual liberties are evaluated. Sources of trouble, unrest and tension are identified.

Demonstration, protests, and civil disorders are discussed. Methods of confrontation management and other remedial resources are presented.

CCJ 2230 3 Credits
CRIMINAL LAW AND LEGAL PROCEDURES
Theory, history and purpose of criminal law; role of the Supreme Court and the Constitution in law enforcement. The law and procedures from incident through arrest. This course also covers the structure, definitions and most frequently used sections of the Florida Statutes dealing with crimes against persons and property.

CCJ 2240 3 Credits
CRIMINAL EVIDENCE AND LEGAL PROCEDURES
Prerequisite: CCJ 2230. The student becomes familiar with the kinds of degrees of evidence and with the rules governing the acquisition and admissibility of evidence in court. Emphasis is placed on search and seizure, rules of evidence and trial procedures as related to Constitutional provisions.

CCJ 2281 3 Credits
LEGAL ISSUES IN CORRECTIONS
Course examines current legal issues in the confinement and supervisory control of adjudicated and non-adjudicated offenders. The constitutional rights of confined prisoners, state and federal regulations, minimum correctional standards and the liabilities and responsibilities of correctional personnel are examined.

CCJ 2330 3 Credits
PROBATION, PAROLE AND COMMUNITY CORRECTIONS
An overview of probation as a judicial process, parole and pardons as executive functions, the community resources which are endemic to the correctional process, and the various programs which are alternatives to incarceration.

CCJ 2350 3 Credits
INTRODUCTION TO INTERVIEWING AND COUNSELING
The emphasis of this course is on basic principles of interviewing, interrogation, individual and group counseling in criminal justice.

CCJ 2400 3 Credits
POLICE ADMINISTRATION
Principles of organization and administration as applied to line and staff functions and operations. Covered are: planning, research, personnel training, inspection, control, and the application of these to patrol, investigation, vice, juvenile, and traffic sections.

CCJ 2431 3 Credits
POLICE PERSONNEL SUPERVISION AND MANAGEMENT
The focus of the course is on supervisory problems peculiar to a police organization: principles of human relations; techniques of supervision; salary administration; employee recruitment; training and career development; employee grievances and collective bargaining.

CCJ 2440 3 Credits
CORRECTIONAL ADMINISTRATION
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 2810  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 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 2820  SECURITY ADMINISTRATION  3 Credits
A study of administration and managerial concepts applied to security organizations. Included are planning, organization, personnel supervision, training, support services, and budget control. Security programs in a variety of organizational settings are analyzed.

CCJ 2911  RESEARCH IN SECURITY MANAGEMENT  3 Credits
Prerequisite: 1020 or consent of the instructor. Students will gain skills in identifying and resolving security problems using research techniques. Analytical problem solving through the use of college and field resources will be stressed.

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: Six (6) hours of criminal justice 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.

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.

DATA PROCESSING

CAP 2201  3 Credits
SCIENTIFIC PROGRAM APPLICATIONS
This course is designed to acquaint the student with typical scientific Data Processing applications. Students learn to apply through lecture and practical case studies the equipment and programming techniques in previous semesters.

CAP 2930  1-3 Credits
SELECTED TOPICS IN DATA PROCESSING
Prerequisite: Department permission. This seminar is for students interested in discussion, exploration and observation of select topics in the area of Data Processing.

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

CIS 2949  2-4 Credits
COOPERATIVE EDUCATION: DATA PROCESSING FIELD EXPERIENCE
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. May be repeated for credit.

CMN 1005  3 Credits
DATA PROCESSING MATHEMATICS
Co-requisite: COC 1300. A survey of the mathematics required in a dynamic data processing environment. Practical business applications are stressed. Course designed to meet the needs of student programmers, systems analysts and data processing managers. Covers basic math, math for computers, linear algebra and optimization techniques.

COC 1300  3 Credits
INTRODUCTION TO DATA PROCESSING
An overview of the entire field of data processing. It covers such topics as manual and automatic record keeping, types of computers, a brief history of computing devices, data representation, computer components and stored program concepts.

COC 2001  3 Credits
COMPUTERS FOR EVERYONE
This general education course is designed to provide a broad overview and understanding of computers. Many aspects about computers such as principles, methods and applications are investigated along with the impact and role of computers in society.

COP 1110  3 Credits
FORTRAN PROGRAMMING
An extensive study of FORTRAN statements and their use in the solution of appropriate problems. Emphasis is placed on problem organization, data manipulation and input-output operations.
COP 2121
ADVANCED PROGRAMMING
3 Credits
Prerequisite: COC 1300, COP 2226, and COP 2120 or permission of instructor. A survey of other programming languages available and a continuation of COP 2120, providing for wider and more extensive application of COBOL to business data processing applications and problems. Major emphasis is on program writing, testing, debugging and complete documentation.

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

CRM 2121
DATA PROCESSING MANAGEMENT
3 Credits
Prerequisite: CIS 2321 or permission of instructor. A study of the critically important management principles concerned with the administration and control of the data processing function. The manager role planning, evaluating, organizing and decision-making functions are continually 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 such as sterilization techniques, medical history procedures, dental charting and mastery of the fundamental techniques in caring for the dental patient. (Laboratory fee)

DEH 1120
2 Credits
GENERAL ORAL HISTOLOGY
Prerequisites: APB 2193C and DEH 1000C. Co-requisite: APB 2201C and MCB 2010C. A detailed study of the minute structure of the tissues. Lecture material includes the morphology of different tissues, early embryonic 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, periodontia, oral diagnosis, orthodontia, pedodontia, oral surgery, anesthesia and endodontics. These observations are for the purpose of giving the student a better understanding of the specialized fields of dentistry and their relationship 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 to familiarize the dental hygienist with the methods and materials used in dental health education. Each student will be required to design lesson plans and appropriate visual aids to be used in dental health education for school children, adult groups and office patients.

DEH 2701
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  
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  
DENTAL ANATOMY  
Prerequisite or co-requisite: APB 2193C. Includes one (1) three-hour laboratory. The study of the structure, morphology and function of the primary and permanent dentition. Laboratory procedures include the identification and the reproduction of tooth forms by drawing and carving representative teeth. (Laboratory fee)

DES 1200C  
DENTAL RADIOGRAPHY  
Includes one three-hour laboratory. Prerequisite: APB 2193C and DES 1000C. Co-requisites: APB 2201C and MCB 2010C. Orientation of the student to the nature, physical behavior, biological effects, methods of control, safety precautions and the techniques for exposing, processing, and mounting x-rays. Laboratory procedures will include the application of these techniques in clinical practice. (Laboratory fee)

DES 2100C  
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  
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 2643C  
ELECTROMECHANICAL DRAFTING  
Includes a two-hour laboratory. Prerequisite: ETD 1100C or Departmental approval. A study in the fundamentals of Electromechanical Drafting designed to provide the student with the basic concepts and principles needed to prepare electromechanical working drawings. The student is introduced in the laboratory to the various circuit elements and devices used in the preparation of wiring diagrams, schematics, block diagrams, and layout of electronic chassis, and wire harnesses. Emphasis is placed on printed circuit board layout, as well as advanced microcircuit and integrated circuit drafting techniques. (Laboratory fee)

ETD 2702C  
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 2703C**
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 ERM 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. May be repeated for credit.

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**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.

**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.

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**ECONOMICS**

**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 2013, 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 2023.
EDUCATION

EDF 1005  3 Credits
ORIENTATION TO EDUCATION
A general overview of teaching developed through a study of the processes of teaching and learning, the organization and structure of American education, and current issues and problems related to education.

EDG 2935  1-3 Credits
SELECTED TOPICS IN EDUCATION
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  2-4 Credits
FIELD EXPERIENCE IN EDUCATION
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  2-4 Credits
COOPERATIVE EDUCATION: EDUCATION 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. May be repeated for credit.

ELECTROMECHANICAL TECHNOLOGY

COC 2010L  4 Credits
DIGITAL COMPUTING SYSTEMS
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  4 Credits
INPUT/OUTPUT DEVICES
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)

CRM 2012  4 Credits
STORAGE PRINCIPLES AND DEVICES
Includes three-hour laboratory. Prerequisite: ETE 2618C. Study of storage as a basic need in computer systems including temporary, permanent, partial, and final; fundamental information pertaining to addressing, access, synchronization and characteristics of the various media; major areas of study to include magnetic drum storage, magnetic disk storage, magnetic tape storage, card random access memory, read only memories, tunnel-diode memory, electronic storage, mechanical and electromechanical storage, electrostatic storage devices. (Laboratory fee)

ETE 2323C  4 Credits
CONTROL SYSTEMS
Includes three-hour laboratory. Prerequisite: ETE 2145C, PHY 1024C or PHY 1054C or department approval. A course designed to develop a basic understanding of control systems theory, applications, and the operation of components utilized in typical systems. The different types of control systems are analyzed and the concepts of system stability introduced. (Laboratory fee)

ETE 2721C  4 Credits
ELECTROMECHANICAL COMPONENTS
Includes three-hour laboratory. Prerequisite: ETM 1405C or department approval. An in-depth study of mechanisms as they are specifically related to use in business machines and data processing machines applying the principles and concepts learned in mechanisms. (Laboratory fee)

ETM 1405C  4 Credits
MECHANISMS
Includes three-hour laboratory. Co-requisites: MTB 1321/MAC 1104 and PHY 1023C/PHY 1053C. The study of fundamental concepts as found in basic mechanical and electromechanical mechanisms, studies in terms of their function, specification and operating characteristics with emphasis on the use of these mechanisms in integrated electromechanical systems as found in business machines and data processing equipment; to include study of levers and linkages, gears, transmission components and electric controls. (Laboratory fee)
ELECTRONICS TECHNOLOGY

ETE 1030C  
4 Credits  
ELECTRIC CIRCUITS FUNDAMENTALS  
Includes three-hour laboratory. Prerequisite: MTB 1327 and MTB 1328. A fundamental course in DC and AC electric circuits designed to prepare the student for advanced courses in the electronics technology program. Classroom lectures are supplemented with laboratory projects to provide the student with practical "hands-on" experience in the use of electronics test equipment and in proper techniques for data measurements/interpretation and trouble-shooting. (Laboratory fee)

ETE 1143C  
4 Credits  
ELECTRONIC CIRCUITS I  
Includes three-hour laboratory. Prerequisite: ETE 1030C or equivalent training in DC and AC electric circuits fundamentals. First of a two-course sequence in Electronic Semiconductor circuits. Provides a basic understanding of electronic circuits which utilize semiconductor diode and transistor circuit elements. Introduces the concept of circuit simplification via idealizations, approximations, and an overview of transistor devices and their electrical properties. Emphasis is placed on circuit analysis and various small-signal, linear, and power applications utilizing diodes and transistors. The student is assigned appropriate "hands-on" laboratory projects to expose him to practical considerations in implementing the various semiconductor circuits analyzed in the classroom. (Laboratory fee)

ETE 2144C  
4 Credits  
ELECTRONIC CIRCUITS II  
Includes three-hour laboratory. Prerequisite: ETE 1143C. Second of a two-course sequence in Electronic Semiconductor circuits. Covers more complex applications, including field-effect transistor circuits, amplitude/phase shift response of transistor amplifiers, integrated circuits, feedback and positive feedback circuits, voltage regulators, operational amplifiers, spectrum analysis, and harmonic distortion. Practical "hands-on" experience, via assigned laboratory projects, is provided the student to supplement classroom lectures. Familiarity is gained with an array of commercial test equipment frequently used in industrial development and testing facilities. (Laboratory fee)

ETE 2422C  
4 Credits  
ELECTRONIC COMMUNICATION SYSTEMS I  
Includes three-hour laboratory. Prerequisite: ETE 1143C or Department approval. Co-requisite: ETE 2144C or Department approval. Emphasis on the traditional system aspects of electronic communications utilizing the basic circuits and concepts discussed in prerequisite courses. Topics include information transmitting and receiving methods, noise bandwidth, amplitude modulation and demodulation, single-sideband communications, frequency modulation and demodulation, and television systems. Classroom lectures are supplemented with laboratory projects to provide the student with practical "hands-on" experience and to reinforce the understanding of concepts presented in the lecture material. (Laboratory fee)

ETE 2423C  
4 Credits  
ELECTRONIC COMMUNICATION SYSTEMS II  
Includes three-hour laboratory. Prerequisite: ETE 2422C or Department approval. Emphasis on the later generation system aspects of electronic communications. Topics include more recently developed communication techniques, digital communication systems, transmission lines, wave propagation, antennas, waveguides, and microwave hardware. Variations from (and additions to) scheduled topics may be provided, depending on interests of students. Classroom lectures are supplemented with laboratory demonstrations and assigned projects to provide the student with practical insight and "hands-on" experience to supplement material covered in lectures. (Laboratory fee)

ETE 2691C  
4 Credits  
COMPUTER TECHNOLOGY I  
Includes three-hour laboratory. Prerequisite: ETE 1143C. An introductory course in computer technology. The student is introduced to the principals and techniques required for development of analysis skills in digital circuitry. This course is made up of five modules; in each, of which fundamental concepts and analysis techniques are emphasized. The modules are arranged for sequential learning; a thorough understanding of each module is dependent upon a demonstrated understanding of the preceding module. Modules include experiments which provide "hands-on" experience in the use of laboratory instruments and in techniques for obtaining data for performing specific analyses and for comparing with calculated data. (Laboratory fee)

ETE 2692C  
4 Credits  
COMPUTER TECHNOLOGY II  
Includes three-hour laboratory. Prerequisite: ETE 2691C. An intermediate course in computer technology. The student is introduced to various digital subsystems (logic assemblies) and their use in digital computing and control systems, and is provided with the analytical tools necessary to perform analyses. In the laboratory, the student constructs the digital subsystems using 7400 series integrated circuits and performs both analytical and instrumentation analyses. The course is made up of nine modules. Modules III through IX are identical to those of the classroom and laboratory sessions. Modules I and II (for the classroom) have to do with development of analysis tools for which there are no suitable laboratory exercises. (Laboratory fee)

ETE 2693C  
4 Credits  
COMPUTER TECHNOLOGY III  
Prerequisite: ETE 2691C, or by permission of instructor. Computer Technology III is a systems level course in digital computers and controllers. This is a six-hour per week workshop study using a micro-processor-based computer system. The student is introduced to the computer building blocks and their interface requirements. Along with the development and execution of software, the student gains experience in developing, debugging and executing programs for the solution of problems. The student's progress is self-paced, with final assessment being determined by both quality and quantity of work accomplished. (Laboratory fee)

ETE 2930  
2-6 Credits  
SELECTED TOPICS IN ELECTRONICS TECHNOLOGY  
Prerequisite: ETE 1143C or Departmental approval. The purpose of this course is to provide the student with exposure to various technical and non-technical disciplines, many of which he is likely to become involved in upon entry into the industrial working environment.
ETE 2949  2-4 Credits
COOPERATIVE EDUCATION: ELECTRONICS
FIELD EXPERIENCE
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student’s college major. May be repeated for credit.

ENGINEERING

EGN 1130C  3 Credits
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  3 Credits
ENGINEERING DRAWING
Includes two-hour laboratory. A survey course of the principles and practices involved in making and reading engineering drawings. Emphasis is placed on lettering, industrial symbolism, visualization, orthographic projection, and line techniques. (Laboratory fee)

ETM 1828  3 Credits
ENGINEERING MATERIALS AND PROCESSES
This is a survey of the basic materials used in industry, metallic and non-metallic, and the processes used to form, fabricate and finish these materials.

ENGLISH

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

AML 2022  3 Credits
SURVEY IN AMERICAN LITERATURE: CIVIL WAR TO PRESENT
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 2132  3 Credits
ADVANCED CREATIVE WRITING - LITERARY MAGAZINE
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  3 Credits
FUNDAMENTAL ENGLISH I
A study of grammar, usage, punctuation, capitalization and spelling. Emphasis on writing clear, concise, grammatically accurate sentences and putting those sentences together in a unified paragraph. ENC 1013 is aimed to prepare the student to succeed in ENC 1103 and in other courses where writing clear paragraphs is needed.

ENC 1025  1-6 Credits
FUNDAMENTAL ENGLISH II
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, or 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  3 Credits
FRESHMAN COMPOSITION I
Instruction and practice in effective expository writing. Emphasis on clarity of central and supporting ideas, adequate development, logical organization, coherence, and grammatical and mechanical accuracy.

CRW 2020  3 Credits
CREATIVE WRITING AND ADVANCED COMPOSITION
Prerequisite: ENC 1103 or ENC 1213 or permission of the department. Offered for students desiring experience in writing short stories, poems, plays, novels, personal essays and magazine articles with students free to develop writing skills in chosen literary type. Instruction in advanced techniques of composition leading to development of writing style and form compatible with individual interests.

ENC 1136  3 Credits
FRESHMAN COMPOSITION II
Prerequisite: ENC 1103 or ENC 1213 or permission of the 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 3 Credits
HONORS FRESHMAN COMPOSITION I
A course to improve the expository writing skills of the academically advanced student. Emphasis on reading, thinking, and writing skills and translation of these skills into clear, well-organized prose. Enrollment by permission of department.

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

ENC 1313 3 Credits
TECHNICAL COMMUNICATION
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 2123 3 Credits
INTRODUCTION TO FILM
An introduction to the developments in American, British and foreign films. Emphasis on films of the 30's through the 70's. Attention given to silent films, early talkies and documentaries.

ENG 2930 1-3 Credits
SELECTED TOPICS IN ENGLISH
This seminar is for students interested in research, discussion and observation of special topics in writing and literature.

ENL 2012 3 Credits
SURVEY IN ENGLISH LITERATURE 1300 TO 1600
A humanistic study of British Literature through the eighteenth century. Representative selections from each period are studied for interpretation, background, artistic qualities and ethical meaning, with emphasis on human values and application to life.

ENL 2023 3 Credits
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 ENL 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 2210 3 Credits
SURVEY IN WORLD LITERATURE: BEGINNINGS THROUGH RENAISSANCE
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 2220 3 Credits
SURVEY IN WORLD LITERATURE: ENLIGHTENMENT TO PRESENT
A study of world literature from the Renaissance to the Modern from the same approach as that of LIT 2210.

FIRE TECHNOLOGY

FFP 1000 3 Credits
INTRODUCTION TO FIRE SCIENCE TECHNOLOGY
A study of chemistry and physics of fire; a detailed study of the effects of fire on the 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; survey of agencies involved in fire safety, fire protection, and materials handling; familiarization with federal, state and local fire protection ordinances.

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 insures 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
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; problems of public relations, including coordination with other agencies, public education, inspection practices and survey of arson laws.

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
HAZARDOUS MATERIALS
A study of the principles involved in the recognition of materials which are hazardous because of combustibility, toxicity, reactivity, or other properties; special information and requirements; chemical and physical properties of various forms of matter, their possible interaction related to storage, transportation, and handling; theories of combustion and extinguishment; properties of matter affecting fire behavior; explosive and unstable materials, and strategies and techniques for fire control.

FFP 2620  3 Credits
FIRE DETECTION AND SUPRESSION SYSTEMS
A study of the importance and proper use of fire detection and suppression systems. Advising the public concerning agents and systems; a review of the design, installation, maintenance, and inspection requirements of applicable standards dealing with the systems.

FFP 2930  3 Credits
SELECTED TOPICS IN FIRE TECHNOLOGY
Prerequisite: Department permission. This seminar is for students interested in discussion, exploration of selected topics in the area of Fire Technology.

FFP 2940  2-4 Credits
COORDINATE 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. May be repeated for credit.

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.

GEOGRAPHY

GEO 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.

GEOLOGY

GLY 2010C  4 Credits
PHYSICAL GEOLOGY
Six hours lecture/labatory instruction. 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
HISTORICAL GEOLOGY
3 Credits
Lecture, demonstrations and activities. Prerequisite: GLY 1000, Earth Science, GLY 2010, Physical Geology, or equivalent. This course deals with the historical aspect of the earth from Archeozoic to present time relating and describing patterns, changes and trends of geological features and the flora and fauna of fossil forms.

GERMAN

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

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

GERONTOLOGY

GEY 1003
SOCIAL FORCES IN LATER LIFE: AN INTRODUCTION TO SOCIAL GERONTOLOGY
1-3 Credits
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.

GEY 1252
LEISURE AND AGING
1-3 Credits
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.

GEY 1601
BIOLOGY OF AGING
1-3 Credits
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.

GEY 1611
MENTAL HEALTH AND AGING
1-3 Credits
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, reminiscence and remotivation therapy, and ways to select appropriate reinforcements to increase desired behavior. Mental Health training is not a prerequisite.

GEY 1641
DRUGS AND THE ELDERLY: SUBSTANCE, USE/ABUSE, MISUSES
1-3 Credits
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
INTRODUCTION TO GRAPHIC COMMUNICATIONS
3 Credits
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
FUNDAMENTALS OF TYPOGRAPHY
3 Credits
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  
LAYOUT, DESIGN AND COPY PREPARATION  
3 Credits  
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  
PHOTOLITHOGRAPHY I  
3 Credits  
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  
ILLUSTRATING  
3 Credits  
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 functions, operations, care and maintenance of the equipment, and materials used in both methods of reproduction are explored in depth. In addition, the application of special techniques such as die cutting, scoring, numbering, perforating and embossing are examined. (Laboratory fee)

*ARV 2241C  
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 reproduction of black and white continuous tone copy, halftone negatives and color separation. Included is an analysis of the various halftone screens, dot patterns, and percentages as they relate to the printing process. Direct and indirect methods of color separation are investigated with emphasis on photomechanical reproduction; the use of filters for color halftone separation, color corrections methods. Opaque and transparent overlays for line color separation, masking requirements and color proofing systems are studied in depth. (Laboratory fee)

*ARV 2250  
OFFSET STRIPPING AND LITHOGRAPHIC PLATES  
3 Credits  
Includes two-hour laboratory. Fundamentals of single and multi-color layout and stripping procedures, imposition, tools, and terms involved in lithographic platemaking. This course introduces the student to the various operations and techniques used in the stripping and masking of negatives and the preparation of plates for single and multicolor offset press applications. A study in the elements of platemaking includes work with direct image, electrostatic, transfer image, photo direct, presensitized and plastic plates. Emphasis here is placed on imaging methods, processing sets and applications in addition to related operations such as step-and-repeat and room-light contact films. (Laboratory fee)

ARV 2260  
GRAPHIC ARTS ESTIMATING  
3 Credits  
Prerequisite: ARV 1200 or permission of instructor. An analysis of the economic principles and procedures involved in estimating printing production; both letterpress and offset. An investigation is conducted into the various kinds, uses, sizes, weights and finishes of paper stock; establishing hourly cost rates by the construction and use of scales, charts and budget forecasts/analysis of specifications, costs of materials and outside services, profit margins and pricing from time/cost data.

ARV 2264  
WORK SIMPLIFICATION  
3 Credits  
A study of basic time and motion theories, improvement of work environment, job enrichment, compiling and determining work standards (operation time requirements) and work flow.

ARV 2266  
COOPERATIVE EDUCATION: GRAPHIC ARTS FIELD EXPERIENCE  
2-4 Credits  
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. May be repeated for credit.

ARV 2310  
PICTORIAL RENDERING  
3 Credits  
Includes two-hour laboratory. Designed to give the student a basic grounding in the construction and drawing methods necessary to produce accurate pictorials and architectural renderings. Various mediums are explored including airbrush and wash drawings, caselines, 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
Includes two-hour laboratory. A study of the different types of charts, graphs, and diagrams, and the various methods of presentation. The fundamentals of interpreting and plotting scientific data are investigated along with the development of information networks such as PERT and CPM. The preparation of finished art for reproduction or projection is performed and instruction given on flip chart techniques, and the use of tapes and special materials. (Laboratory fee).

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

HEALTH

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

HES 1400
FIRST AID AND SAFETY
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
This course is designed to provide information concerning drug problems. The topics include the use, abuse, and prevention of drug use and rehabilitation of drug users.

HISTORY

AFA 2150
AFRO-AMERICAN HISTORY AND CULTURE
Designed to acquaint students with and stimulate interest in the life and history of the Afro-American with emphasis on his origins, enslavement, subculture and his struggle for civil rights and human dignity.

AMH 2010
UNITED STATES HISTORY TO 1865
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
UNITED STATES HISTORY 1865 TO 1945
3 Credits
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
HISTORY OF FLORIDA
3 Credits
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
WESTERN CIVILIZATION TO 1750
3 Credits
The major social, political, economic and cultural characteristics of western society.

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

HIS 2206
RECENT AND CONTEMPORARY HISTORY
3 Credits
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
SELECTED TOPICS IN HISTORY
1-3 Credits
These seminars are for students who are interested in special topics and desire to explore further the field of history through research, discussion and observation.

HORTICULTURE (ORNAMENTAL)

ENY 1007
INTRODUCTION TO HORTICULTURAL PLANT PESTS (ENTOMOLOGY)
4 Credits
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
FRUIT PRODUCTION (POMOLOGY)
3 Credits
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
CITRUS CULTURE
3 Credits
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 (EPiphytes)
Includes two-hour laboratory. Prerequisites: HOS 1010, HOS 2002. A survey course covering the taxonomy, morphology and culture of the dominant groups of tropical “air plants.” Emphasis is on the bromeliads and fern groups. (Laboratory fee)

HOS 2054 3 Credits
NURSERY OPERATION AND MANAGEMENT
Includes two-hour laboratory. Prerequisites: HOS 1010 and ORH 1510. Methods used in the production of nursery stocks; soil composition and function, pH, the use of lime, fertilizers, and organic soils, amendments, soil testing and sterilization procedures; mass production techniques in propagation; water and feeding of field and container grown stock; design and organization of the nursery shade structures and special equipment. (Laboratory fee)

HOS 2932 1-4 Credits
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 1006 3 Credits
INTRODUCTION TO FOLIAGE AND FLOWERING HOUSE PLANTS I
Includes two-hour laboratory. Prerequisite: ORH 1005L. A continuing, comprehensive study of rare and exotic foliage and flowering house plants suitable for home use. Their identification, use, culture and special handling are dealt with in depth. (Laboratory fee)

ORH 1265 3 Credits
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 treat-
ments. (Laboratory fee)

ORH 2281L  3 Credits
INTRODUCTION TO ORCHIDIOLOGY
Includes two-hour laboratory. Prerequisites: HOS
1010, HOS 2002. A survey course covering the tax-
onomy, 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 106. The application of prin-
ciples of design to interior-scaping with foliage and flow-
ering 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 applica-
tion of principles of design to landscaping the home
grounds. The identification, use and maintenance of or-
namental 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 work-
ing in a supervised training assignment directly related
to the student’s college major. 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 com-
mon 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
to the hospitality industries. This course is de-
designed to provide a thorough understanding of the many
administrative techniques required to manage today’s
motel. Emphasis will be placed on four (4) areas of ac-
itivity: 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-
agement principles along with their relationship to the
hospitality industry. Introduction to market and
feasibility 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
SELECTED TOPICS IN HOTEL-MOTEL-RESTAURANT AREA
Prerequisite: Permission of the instructor. This seminar is for students interested in discussion, exploration and observation of special topics in the area of the hospitality industry.

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

HUMANITIES

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

HUM 2213
HUMANITIES-GREEK THROUGH GOTHIC
3 Credits
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
HUMANITIES-RENAISSANCE THROUGH ROMANTICISM
3 Credits
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 synthesis of classical and Christian elements, the emergence of rationalism and modern science and the Romantic rebellion.

HUM 2250
HUMANITIES-TWENTIETH CENTURY
3 Credits
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 2310
MYTHOLOGY IN ART AND LITERATURE
3 Credits
This course examines the myths of various cultures, both ancient and modern, as expressed in art and literature. Using a variety of analytical methods such as psychological, anthropological, or literary symbolism, myths will be studied to determine the universality of the various symbols and concepts.

HUM 2740
EUROPEAN STUDY IN HUMANITIES
6 Credits
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
SELECTED TOPICS IN HUMANITIES
1-3 Credits
These seminars are offered for students who are interested in special topics in the humanities. Topics may be selected from the special areas of Art, Architecture, Literature, Religion, Music and Philosophy or may include combinations of these areas.

REL 2020
UNDERSTANDING RELIGIOUS MAN
3 Credits
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
INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION I
6 Credits
An introduction to the process of rational thought and how people have organized this process to define human values and the physical universe. This introduction focuses on the Greek contributions to this process, compares them to modern culture and integrates the disciplines of physics, mathematics, language, rhetoric, psychology and the humanities.
IDS 1102  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 a new awareness of the universe which resulted from new astronomical discoveries about "time" and "space" in the past fifteen years. This examination focuses on how these discoveries are forcing re-examination of values in light of present-day knowledge. This examination integrates astronomy, mathematics, biology, sociology, psychology, politics, communications and the humanities.

JOURNALISM

JOU 1100  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 reportorial skills; emphasis on investigative reporting. Students submit material to campus newspaper and other publications.

JOU 1440L, 1441L, 2442L, 2443L  each 1 Credit
COLLEGE MAGAZINE
Three hours per week. A laboratory course for the production of the college magazine. The staff meets for three hours each week. Writing, editing, layout and other phases of the magazine also entail activity outside the regular class. (No laboratory fee)

JOU 2200  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.
LEA 2105
REAL PROPERTY III
Prerequisite: LEA 2202. The student studies various aspects of real property litigation in Florida with an emphasis on practical skills which will enable the student to assist lawyers in real property litigation including mortgage foreclosure, partition, quiet title actions, mechanics’ liens, condemnation and zoning.

LEA 2202
REAL PROPERTY II
Prerequisite: LEA 1201. The student studies the procedures and the instruments in a basic real estate transaction. Specific attention is given to the contract, the loan commitment, legal descriptions and surveys, abstract and title work including opinions and insurance, business items including termite bonds and zoning evidence, closing instruments and laws applicable thereto.

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

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

LEA 2401
LAW OFFICE MANAGEMENT
The student studies a law office organization, specialized bookkeeping and accounting for attorneys, fees and billing procedures, scheduling and calendaring, management of personnel, legal drafting and legal office correspondence. Special attention is given to those canons, ethical considerations and disciplinary rules which define the types of ethical conduct the public has a right to expect from both the lawyer and the non-professional employee.

LEA 2501
FAMILY LAW
A study of the elements of a valid marriage, grounds for divorce, dissolution and annulment; separation, defenses, custody, support, alimony, property rights and tax consequences; Florida Law concerning children, parental support, adoption and guardianship.

LEA 2949
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. May be repeated for credit.

MMC 1000
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
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
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
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, licenses and profits; covenants and equitable servitudes; adverse possession; recording; the real estate contract, conveyancing; the rights of a possessor of real property; cooperative’s, condominiums and zoning; and fixtures.

LEA 2101
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
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.
LOGIC

PHI 1100 3 Credits
PRACTICAL LOGIC
A study of effective thinking based on procedures of logic. To assist in decision making, there is an appraisal of the evaluation of evidence, practice in the detection of fallacies and irrelevancies and the testing of arguments for validity and reliability.

PHI 2101 3 Credits
FORMAL LOGIC
This course presents a formal, rigorous approach to symbolic logic. Emphasizes techniques of sound deductive reasoning through the use of rules of inference and truth tables. The course provides practice with translation of ordinary language into symbolic form.

MATHEMATICS

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

The sequence of mathematics courses follows:
A. For general students and elementary education majors: MGF 1113 or MGF 1114, MAE 2811
B. For some general students, some business administration majors and other students who are interested in further development of 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, interderterm form factors, 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 2311. 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 who 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 stu-
MAT 1024
ELEMENTARY ALGEBRA
3 Credits
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. Not applicable toward mathematics requirements in General Education.

MAT 1033
INTERMEDIATE ALGEBRA
3 Credits
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.

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. 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 1021C or NUR 1050.

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 Geometry and one year high school Algebra and one year high school Geometry or MAT 1033 or Departmental permission. 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
MATHMATICS FOR ELECTRONICS II
3 Credits
Prerequisite: MTB 1327 or equivalent. A continuation of MTB 1327. In course II, students will solve problems in trigonometry of AC circuits, network frequency response, transient analysis, 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
INTRODUCTION AND URINALYSIS
3 Credits
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 1300C
HEMATOLOGY
4 Credits
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
MEDICAL MICROBIOLOGY
4 Credits
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
IMMUNOLOGY
4 Credits
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
INSTRUMENTATION
1 Credit
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
CLINICAL CHEMISTRY
4 Credits
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
BLOOD BANK PRACTICUM
2 Credits
Forty-eight hours per week for two weeks. Prerequisite: MLS 1530C. The student performs Blood Bank procedures under supervision in an approved clinical laboratory.

MLS 2808L
SEROLOGY/URINALYSIS PRACTICUM
2 Credits
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/she performs clinical test procedures.

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

MLS 2810L
CHEMISTRY PRACTICUM
4 Credits
Fifty 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/she performs clinical test procedures.

MLS 2811L
MICROBIOLOGY PRACTICUM
4 Credits
Fifty hours per week for four weeks. Prerequisites: MLS 1400C and instructor permission. The student is placed in the microbiology department of an approved clinical lab where, under supervision, he/she 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, clinincs, 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 degree. Students receiving credit for Principal Freshman and Principal 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 music major program at Valencia 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.

The Chairman of the Music Department has program planning sheets which outline specific required and elective courses in music for prospective music majors. Since several of the music courses are offered only in certain academic sessions, it is important that prospective music majors arrange a conference with the Chairman of the Music Department far in advance of each registration period so as to receive appropriate counseling.

For a detailed and specific listing of all courses in applied music (private instruction), please contact the Chairman of the Music Department.

MUE 1490
INSTRUCTIONAL 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. May be repeated for credit.

MUN 1310
CONCERT CHOIR
1 Credit
Three hours weekly. Established for people who love to sing and perform, the Concert Choir does not require auditions or music reading. This large mixed choral group performs a variety of music throughout the area. Solos, duets and small ensemble experiences are provided for the more advanced students. Students may register for this course without prior approval of the instructor. May be repeated for credit.

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. May be repeated for credit.

MUN 2710
STAGE 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
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
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
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
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
Includes two (2) one-hour laboratories. Prerequisite: Satisfactory grade on theory Aptitude Test or permission of the instructor. A study of harmony, arranging and improvisation for students interested in music in this idiom. Aural Laboratory includes dictation and sight-singing. (No laboratory fee)

MUT 1352
JAZZ POPULAR MUSIC II
Includes two (2) one-hour laboratories. Prerequisite: MUT 1351 or permission of the instructor. Advanced analysis and application of techniques and styles representative of the Jazz Popular idiom. Aural laboratory in dictation and sight-singing. (No laboratory fee)

MUT 2231-2232
KEYBOARD HARMONY I & II
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 I & II
An elementary course in piano designed to prepare non-keyboard music majors for minimum proficiency requirements in music major programs. Involves major and minor scales, arpeggios, sight-reading and 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
Group instruction on electronic pianos for students with little or no experience in reading music or playing the piano. Not recommended for music majors, who should register for MVK 1111. May be repeated for credit. (Laboratory fee)

MVS 1816A&B
CLASS GUITAR I & II
Group instruction for beginning guitar students. Open to all students. Not recommended for students majoring in guitar. May be repeated for credit. (Laboratory fee)

MVS 1826A&B
CLASS GUITAR III & IV
Group instruction for intermediate and advanced guitar students. (Open to all students). Not recommended for students majoring in guitar. May be repeated for credit. (Laboratory fee)

MVV 1112A&B
CLASS VOICE I & II
For instrumental music majors and students with no previous vocal study. Emphasis on breath control, diction, tone production, and development of repertoire. May be used for secondary instrument requirements for music majors. May be repeated for credit. (Laboratory fee)

MVV 1121A&B
CLASS VOICE III & IV
For intermediate and advanced students with vocal experience. Emphasis on interpretation, vocal development and literature. May be used for secondary instrument requirements for music majors. May be repeated for credit. (Laboratory fee)

APPLIED MUSIC
The Music Department maintains a list of course number designations for instruction in applied music for voice, keyboard, and principal band or symphonic instruments. Enrollment at any level of private instruction requires the approval of the Music Department Chairman, while enrollment in Principals' Band or Principal Sophomore instruction requires both an audition and departmental approval. Contact the Music Department Chairman for further details.
NURSING

NUR 1021C 8 Credits
FUNDAMENTALS OF NURSING
Prerequisite or taken concurrently: ABP 2193C. NUR 1021C 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)

NUR 1050 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 NUR 1021C 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.

NUR 1110C 4 Credits
MATERNITY NURSING
Prerequisite: NUR 1021C or NUR 1050 with a minimum grade of "C". NUR 1110C focuses on maternal and neonate nursing based upon the concept that optimum health care of mother and infant are basic to the health of the individual, family and society. The student is provided the opportunity to study the nursing care of the mother throughout the maternity cycle and participate in selected nursing care experiences. Theory and clinical practice follow a concurrent pattern so the student may gain skills in understanding and meeting patient's nursing care needs. (Laboratory fee)

NUR 1200C 4 Credits
INTRODUCTION TO MEDICAL-SURGICAL NURSING
Prerequisite: NUR 1021C or NUR 1050 with a minimum grade of "C". NUR 1200C is an introduction to medical-surgical nursing utilizing a basic conceptual and developmental approach to the nurse's role in the patient-side care of ill individuals. The course focuses upon the physical effects of illness on the individual. (Laboratory fee)

NUR 1310C 4 Credits
PSYCHIATRIC NURSING
Prerequisite: NUR 1021C or NUR 1050 with a minimum grade of "C". Prerequisite or taken concurrently: PSY 1012. NUR 1310C is designed to assist the student in understanding the dynamics of human behavior and developing related attitudes and skills. Mental health concepts developed in NUR 1021C or NUR 1050, and the social sciences, are applied to the nursing care of patients with specific emotional problems. The clinical rotation is in the psychiatric hospital setting with limited experience in community mental health. (Laboratory fee)

NUR 2120C 4 Credits
THE NURSING CARE OF CHILDREN
Prerequisites: NUR 1200C with a minimum grade of "C," APB 2193C, APB 2201C, MCB 2100C, DEP 2003. This course is structured around Abdellah's 21 Nursing Problems. The emphasis throughout is on understanding the needs of well, acutely ill and chronically ill children from infancy to adolescence and on developing the nursing skills, attitude, and appreciation essential to having a beginning competence in the care of children. (Laboratory fee)

NUU 2210 2 Credits
TEAM LEADERSHIP
Prerequisite: NUR 1200C with a minimum grade of "C." NUU 2210 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.

NUR 2242C 4 Credits
NURSING CARE OF ADULTS WITH PROBLEMS RELATED TO MAINTENANCE OF NUTRITION, ELIMINATION AND REGULAR MECHANISMS
Prerequisites: NUR 1200C with a minimum grade of "C," APB 2193C, APB 2201C, MCB 2100C. 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 2245C 4 Credits
NURSING CARE OF ADULTS WITH MOTOR AND SENSORY DEPRIVATION
Prerequisites: NUR 1200C with a minimum grade of "C," APB 2193C, APB 2201C, MCB 2100C. 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 2251C 4 Credits
NURSING CARE OF ADULTS WITH PROBLEMS OF INADEQUATE OXYGENATION
Prerequisite: NUR 1200C with a minimum grade of "C," APB 2193C, APB 2201C, MCB 2100C. This course is designed to provide the knowledge related to care of patients with problems of inadequate oxygenation and a high degree of skill obtained through experience in the special care areas (ICU, CCU, PCU). It includes experiences in closely supervised and somewhat predictable settings. The student assists in patient care, planning, evaluation and nurse-patient teaching in highly technical and specialized areas of the hospital. (Laboratory fee)

NUR 2930 1-5 Credits
SELECTED TOPICS IN NURSING
This course is for students interested in obtaining additional nursing skills. Clinical experience and seminar type discussion activities are provided for the student who wishes to pursue selected topics in nursing.
as an astronomical body, solar systems, stars, galaxies, and cosmological theories of the universe in general. Much emphasis is placed on the unprecedented growth of knowledge in astronomy during the past decade.

GLY 1000
EARTH SCIENCES
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 1515
ENERGY: PAST, PRESENT AND FUTURE
This course is designed to meet the general education requirement for the non-science major. Students will study the history of energy development, fundamental physical concepts of energy, and the impact of energy problems on the economy. They will apply these principles and their relationships to decisions on personal energy use as well as local, national, and international energy problems.

PSC 2121
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
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  2 Credits
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 alle-
gro combinations and use classical sequences for trav-
eling across the floor. Leotards, lights and ballet shoes
needed.

DAA 2201  2 Credits
BALLET II
Prerequisite: Permission of instructor. The student expe-
ciences intensification of barre and centre work. Students
are introduced to the eight basic body directions with
Corresponding arms and body alignment, pirouettes
and use of beats.

DAA 2560  2 Credits
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  2 Credits
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 1111L  2 Credits
BEGINNING BOWLING
Designed to introduce the individual to the sport of bow-
ing. Stress is placed on correctness of performance as
well as the competitive nature of the game. Physical de-
mands in this course are low; and skills learned have val-
ue for use in leisure hours. Also offered as CN 86, non-
credit.

PEL 1121L  2 Credits
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. Discus-
sions 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  2 Credits
BEGINNING ARCHERY
The basic fundamentals of shooting are stressed. Em-
phasis is on target archery. Experiences in barebow and
sight shooting are provided. The recreational and car-
ryover values of the sport are stressed. All equipment
is furnished. Also offered as CN 105, non-credit.

PEL 1211L  2 Credits
SOFTBALL
The class is designed for casual or intramural partici-
pants interested in improving their skills and knowledge
of softball. Also offered as CN 93, non-credit.

PEL 1321L  2 Credits
VOLLEYBALL
The class is designed for casual or intramural partici-
pants interested in improving their skills and knowledge
of volleyball. Also offered as CN 94, non-credit.
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.

**PHYSICS**

**PHS 1101**  
**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 principles of mechanics, heat, light, sound electricity and magnetism, and radioactivity as they apply to the health field. This course may not be taken for credit subsequent to receiving a grade of "C" or better in any higher physics course. (Laboratory fee)

**PHY 1023-1024C**  
**BASIC PHYSICS**  
4-4 Credits  
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**  
**INTRODUCTORY PHYSICS I-II**  
4-4 Credits  
Six hours lecture/laboratory instruction. Prerequisite: MAC 1132 or equivalent. The first semester covers mechanics, heat and sound. The second semester covers electricity and magnetism, optics and elements of modern physics. The course is designed for students whose requirements for the baccalaureate degree include a basic course in physics. Students who need extra instruction in the problem solving aspects of physics are urged to take PHS 1011 concurrently with PHY 1053C. (Laboratory fee)

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

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

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

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

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

POS 1041
AMERICAN GOVERNMENT I
3 Credits
Theory, organization, principles and functions of the national government, stressing the relationships of the individual to all levels of his government in the political system.

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

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

POS 2949
COOPERATIVE EDUCATION: POLITICAL SCIENCE FIELD EXPERIENCE
2-4 Credits
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student’s college major. May be repeated for credit.

PUP 1002
AMERICAN GOVERNMENT II
3 Credits
A survey course covering an introduction to international politics, state and local government and fundamental economic concepts.
PSY 2949  2-4 Credits
COOPERATIVE EDUCATION: PSYCHOLOGY FIELD EXPERIENCE
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. May be repeated for credit.

READING

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

REA 1205  3 Credits
READING TECHNIQUES
A college level course stressing increased efficiency and flexibility, proficiency in comprehension, study and retention techniques in subject areas, test-taking competence, and vocabulary improvements. Practice with specialized equipment and materials is provided. Recommended for average or above average readers who wish to improve their reading potential.

REA 1605  3 Credits
READING STUDY SKILLS
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  1-3 Credits
STUDY SKILLS FOR COLLEGE
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  1-3 Credits
SELECTED TOPICS IN READING
This seminar is for students interested in research, discussion, and observation of special topics in reading.

RESPIRATORY THERAPY

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

APB 2263  4 Credits
PULMONARY PHYSIOLOGY
Includes three-hour laboratory. Prerequisites: CHM 1040C, 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. Prerequisite: 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. Prerequisite: 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 credit. Prerequisite: RET 2875, concurrently with RET 2284. Each student assigned clinical tasks and orientation in Pulmonary Function Lab, Cardiac Catheterization, and Open Heart Surgery under the supervision of the staff Respiratory Therapist or Clinical Instructor. (Laboratory fee)

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 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
An analysis of the major social problems confronting American society. Special emphasis is placed upon critical thinking abilities in evaluating causes, effects, and various approaches in dealing with social problems. Class discussion includes such topics as mental illness,
crime, juvenile delinquency, race relations, pollution, population, urbanization, and influences detrimental to family stability (divorce, alcoholism, gambling, drug abuse).

SOC 2935
SELECTED TOPICS IN SOCIOLOGY
1-3 Credits
Prerequisite: SOC 2000 or permission of the instructor. These seminars are for students who are interested in special topics and desire to explore further the field of sociology through research, discussion, and observation.

SOC 2949
COOPERATIVE EDUCATION: SOCIOLOGY FIELD EXPERIENCE
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. 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
CONVERSATIONAL SPANISH FOR HEALTH RELATED PERSONNEL
3-3 Credits
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
CONVERSATIONAL SPANISH FOR CRIMINAL JUSTICE PERSONNEL
3-3 Credits
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
6-6 Credits
OVERSEAS STUDY IN SPANISH LANGUAGE AND CULTURE I & II
Prerequisite: Permission of the department chairman and certain essentials of grammar, composition and conversation. These courses consist of two phases: (1) The orientation program gives the students the opportunity to make certain cultural, personal and educational adjustments prior to the beginning of their summer study at a Spanish University. (2) The period of study at the university, offers the students excursions, field trips, and special activities. After the summer courses, there are organized travel tours that broaden the student’s cultural experience. The student will take for credit or audit 6 to 12 hours.

SPN 2200-2201
INTERMEDIATE SPANISH
3-3 Credits
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 1600          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 extemporaneous speaking.

SPC 1601          3 Credits
PUBLIC SPEAKING
Prerequisite: SPC 1600. Advanced principles of audience communication. Varied methods of presentation to include impromptu, extemporaneous and manuscript. Categories of speaking to include informative, entertainment, persuasion and group discussion.

SPC 2511          3 Credits
ARGUMENTATION AND DEBATE
Prerequisite: SPC 1600 or permission of instructor. Principles of evidence, analysis, argument and refutation common to persuasive speaking and debate. Opportunity for competitive debate.

SPC 2594          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

ETC 2949          2-4 Credits
COORDINATE EDUCATION: SURVEYING FIELD EXPERIENCE
Prerequisite: SUR 2610C and 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. 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)

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 2400C         3 Credits
LEGAL ASPECTS OF SURVEYING
Prerequisite: SUR 2610C. 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.

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 2480C         3 Credits
SUBDIVISIONS
Prerequisite: SUR 2640C. 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 2500C         3 Credits
ELECTRONIC AND GEODETIC SURVEYING
Prerequisite: SUR 2610C. A study of electronic distance measurements and geodetic techniques in surveying; theory, construction and use of electronic measuring devices (geodimeter, telerometer, ranger-laser) applied geodetic astronomy (bearing and latitude determination using stars, sun, elongations, etc.); geodetic corrections to surveys of large extent.

SUR 2610C         3 Credits
SURVEYING II
Prerequisite: MTB 1322 or MAC 1114. A study of field techniques and their associated computations; adjustment of a transit; errors in angle measurements; errors in distance measurements; field techniques of traversing; traverse computations (closure and balancing); field techniques of tying points to control; tie-in computations; layout of horizontal curves; horizontal curve computations; field techniques and computations of precise levels; vertical curve computations.

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.
JAMES F. GOLLATTSCHECK
President

COLLEGE-WIDE ADMINISTRATION

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Robert W. Gilbert ...................................................... Vice President for Facilities
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Thomas J. Ribley ......................................................... Assistant to the Vice President for Campus Affairs
Claudia E. Pennington ................................................... Dean for Learning Resources
E. Michael Break ........................................................ Director of Personnel Services & Employee Relations
Charles H. Drosin ........................................................ Director of Registration & School Relations
Lawrence R. Hawkins .................................................. Director of Data Processing Services
Gary D. Hollingsworth .................................................. Director of Resource Development
Thomas A. Garcia ....................................................... Director of Athletics
M. Keese Perry ............................................................ Director of Accounting and Controller
Preston D. Rosser ........................................................ Director of Student Financial Aids & Veterans Affairs
Ruth Saltbary .............................................................. Director of Communications & Community Relations
Donna A. Nickel .......................................................... Director of Instructional Development Coordinator, Advanced Institutional Development Program

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Marion H. Baker ......................................................... Cluster Manager
Charles L. Roberts ...................................................... Cluster Manager
Paulette S. Poyner ....................................................... Coordinator of Learning Resources

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Ray G. Love ............................................................. Director of Student Services
Paul A. Kinser .......................................................... Director of Continuing Education
Robert L. Milke ........................................................ Director, Governmental Services Program

WEST CAMPUS ADMINISTRATION

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Louisa M. Edwarde ..................................................... Chairman, Mathematics Department
Luis E. Folgueras ....................................................... Health Related Program Admissions Coordinator
Larry N. Graham ....................................................... Chairman, Music Department
Fred E. Hild .............................................................. Chairman, Business & Public Safety Programs
Boyd L. Johnson ......................................................... Chairman, Physical Education Department
Ben H. Lynde ............................................................ Chairman, Science Department
Rosita Martinez ........................................................ Chairman, Foreign Language Department
William C. Prontiss ..................................................... Chairman, Social Science Department
J. Louis Schlegel ....................................................... Chairman, Humanities Department
H. Eugene Simmons .................................................. Chairman, Counseling Department
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Donald J. Tighe ........................................................ Chairman, Communications Department
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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., University of Central Florida

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., University of Central Florida

Thompson, Geraldine F.  
Equal Access/Equal Opportunity Officer  
B.E., University of Miami  
M.S., Florida State University

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

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

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

Tish, Samuel  
Business  
B.A., University of Central Florida  
M.Ed., University of Central Florida

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

Twick, 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/Graphics 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.  
Chairman, Health Related Programs  
B.S.N., University of Florida  
M.A.T., Rollins College  
Ed.D., Nova University

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

Williams, Audrey M.  
English  
B.A., Talledega College  
M.A.T., Rollins College

Williams, Jean E.  
Respiratory Therapy  
B.S., University of Central Florida  
M.Ed., University of Central Florida

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

Woodbery, Patricia  
Nursing  
B.S.N., University of Virginia  
M.S.N., Medical College of Virginia

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

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CAREER EMPLOYEES

Current as of printing date May 1, 1980

Allen, Pamela  
Secretary

Amendolara, Frank  
Groundskeeper

Anderson, Arthur  
Groundskeeper

Anderson, David  
Custodian

Anderson, Rosalyn  
Receptionist (CETA)

Arnold, Elizabeth  
Educational Advisor

Arnold, Helen  
Secretary

Arnold, Kenneth  
AC/Refrig. Supervisor

Asher, Marsha  
Secretary

Baacke, Jean  
Admissions Specialist

Baker, Island  
Custodian

Baldwin, Lawrence  
Security Guard

Ball, Florence  
Accounting Clerk

Ball, Gordon  
Bookstore Assistant

Ball, Jasiel  
Supervisor, Physical Plant

Barnes, Edward  
Security Guard

Beacham, Willie  
Secretary (CETA)
Bean, Barbara  
Printing Supervisor

Bearden, Rosie  
Records Specialist

Bennett, Geneva  
Cashier

Bicklers, Gloria  
Project Accountant

Birckhead, Barbara  
Secretary

Blakeley, Frank, Sr.  
Custodian

Blankenship, John  
Laboratory Assistant

Blazek, Priscilla  
Records Specialist

Blue, Hoover  
Security Guard

Bonilla, Karen  
Word Processing Cluster Coordinator

Borden, Dixie  
Secretary

Borgard, Stuart  
Groundskeeper (CETA)

Borgium, Carsten  
Bookstore Assistant

Bowden, Charles  
Groundskeeper (CETA)

Branch, Marilyn  
Payroll Specialist

Brandenburg, Ruth  
Word Processing Specialist

Branson, Haven  
Laboratory Assistant

Breland, Debra  
Evening Admissions & Records Analyst

Brenneman, Kay  
Word Processing Cluster Coordinator

Brewster, Margie  
Keypunch Operator

Brig, Frances  
Secretary

Broderick, James  
Custodian

Brown, Idella  
Braille Teacher Aide (CETA)

Brown, Lennie  
Custodian

Brown, Linda  
Paraprofessional, Open Instructional Lab.

Bunting, Raymond  
Custodian

Burgess, Judith  
Cashier

Burnard, Patricia  
Secretary

Bustillo, Vicente  
Security Guard

Calson, Henry  
Custodian

Callahan, Dorothy  
Custodian

Calvin, Michael  
Systems Analyst

Campbell, Jimmy  
Custodian

Campbell, Roger  
Air Conditioning Asst. (CETA)

Cannady, Leroy  
Custodian

Carter, Gwendolyn  
Secretary

Churchwell, Sybil  
Secretary

Clark, Allan  
Groundskeeper (CETA)

Clay, Frank  
Security Guard

Clayton, Henry  
Custodian

Cobb, Betty  
Financial Aids Advisor

Conner, Ann  
Records Specialist

Coto, Florence  
Educational Advisor

Couey, Joanna  
Open Campus, Admissions & Records Supervisor

Craig, Marlene  
Personnel Specialist

Cranford, Catherine  
Mail Clerk

Creason, Kathleen  
PBX Operator

Critelli, Louis  
Security Guard (CETA)

Crosby, Nancy  
Admissions Specialist

Curry, Ernest  
Supervisor of Mail & Courier Services

Curtis, Hiram  
Supervisor of Purchasing & Registration
Financial Procedures

Daley, Magdalene  
Secretary

Damon, Peter  
Supervisor, Grounds Maintenance

Daverne, Madeline  
Secretary

Davis, James  
Press Operator
Jackson, Tanya
Receptionist/Clerk (CETA)

Jacobs, Fairrell
Secretary

Jefferson, Marlene
Learning Center Assistant

Jenkins, Louise
Secretary

Johnson, Lillian
Cashier

Johnson, Gearlean
Special Services Follow-up/Testing Coordinator

Johnson, Walter
Educational Advisor

Jones, Alex
Maintenance Carpenter

Jones, Barbara
Educational Advisor

Jones, David
Groundskeeper

Jones, Diane
Secretary

Jones, Dorothy
Secretary

Jones, Shirley
Psychometric Technician

King, Donna
Circulation Clerk (CETA)

King, Lovie
Veterans Advisor

Kirby, Leslie
Air Conditioning Technician

Kols, Judith
Word Processing Specialist

Kols, Thomas
Tape Librarian (CETA)

Kuhn, Elizabeth
Supervisor, Custodial Services

Kuster, Kathy
Receptionist/Clerk (CETA)

Latham, Jean
Health Services Advisor

Lawson, Harold
Supervisor, Custodial Services

Lolbeck, Janet
Admissions Specialist

Leigh, Harold
Engine Mechanic

Lewis, Barbara
Word Processing Specialist

Lewis, Morice
References/Serials Clerk (CETA)

Love, Jeanette
Accounting Clerk

Lowe, Barbara
Accounting Clerk

Lowe, Vicky
Word Processing Cluster Coordinator

Lowe, William
Programmer/Analyst

Mannion, Linda
Media Processing Specialist

Marks, Frances
Veterans Affairs/Financial Aids Specialist

Matson, Paul
Maintenance Carpenter

McAdams, Jack
Programmer/Analyst

Melzlik, Isile
Security Guard (CETA)

Mette, Mary
Security Guard

Miller, Dialynn
Educational Advisor

Miller, Joyce
Admissions Specialist

Miller, Robin
Supervisor, Grounds Maintenance

Mills, David
Custodian

Mills, June
Accounting Clerk

Mitchell, Callie
Secretary

Mitchell, Marie
Visual Communications Specialist

Mobley, Randy
Custodian

Moore, Geneva
Custodian

Moore, Robert
Groundskeeper Working Supervisor

Moraski, Esther
Records Clerk

Nullis, Shirley
Custodian

Munfus, Laureen
Word Processing Specialist

Musgrave, Richard
Programmer/Analyst

Napoleon, Booker
Custodian

Navarro, Elsie
Assistant Photo (CETA)

Neverdale, Joan
Secretary

Nickell, Colleen
Records Clerk

O’Leary, Erika
Custodian

O’Leary, James
Security Guard

Owen, Martha
Word Processing Cluster Coordinator

Palmer, Betty
Secretary

Park, Almeda
Library Assistant

Peebles, Carlos
Electrician

Phillips, Archie
Press Operator

Phillips, Clara
Word Processing Cluster Coordinator

Phillips, Donna
Secretary

Pinkney, Lois
Word Processing Technician

Procacci, Eileen
Secretary

Proctor, Edward
Property Records Specialist

Putegnate, Marilyn
Secretary

Pyster, Doris
Secretary

Ratliff, Robert
Facilities Coordinator

Ravenscroft, Thomas
Recruitment & Information Specialist
Rippe, Walter
Air Conditioning & Refrigeration Supervisor

Robinson, Lee Ella
Custodian (CETA)

Rodgers, Albertis
Custodian

Roe, Jean
Career Advisor

Sechrest, Howard
Chief of Security

Schmaltz, Donna
Secretary

Scott, Melvin
Assistant Supervisor, Custodial Services

Scott, Michael
Custodian

Scroggs, Jane
Administrative Assistant to the President

Shaw, Corine
Learning Resource Center
Media Processing (CETA)

Sides, Vernelle
Accounting Coordinator
For Data Systems

Simmons, Rusty
Media Processing Specialist

Sims, Linda
Word Processing Cluster Coordinator

Sireno, Rosemarie
Secretary

Skinner, Richard
Programmer/Analyst

Slayton, Richard
Field Transportation Worker

Sledge, Lillian
Media Processing Specialist

Smith, Elizabeth
Secretary

Snell, Tommie
Secretary

Stadler, Patricia
Personnel Specialist

Starkweather, Fred
Groundskeeper

Steele, William
Facilities Assistant

Stephen, Gall
Secretary

Stiles, Joan
Secretary

Stinnett, Rhonda
Research Analyst

Stokes, John
Audio Visual Specialist

Stout, Richard
Audio Visual Production Technician

Stover, John
Coord./Operations Student Concern (CETA)

Strickland, James
Admissions Specialist

Stump, James
Word Processing Technician

Tarver, Rufus
Custodian

Teska, Elionor
Secretary

Tezak, John
Building Maintenance Supervisor

Thomas, Carmelino
Accounting Clerk

Thomas, Gene
Custodian

Thompson, Frank
Storekeeper

Thurmond, Janet
Accounting Clerk

Tighe, Ardiella
Bookstore Manager

Toner, JoAnn
Assistant to the Registrar

Torrence, Janice
Admissions Specialist (CETA)

Tovrik Thelma
Personnel Assistant

Travaglini, Anthony
Shipping & Receiving Clerk

Truluck, John
Systems Programmer

VanDoren, Arthur
Groundskeeper

VanTwyver, Patricia
PBX Operator

Venable, Betty
Admissions Specialist

Virgil, Rosemarie
Secretary (CETA)

Walker, Carla
Educational Advisor

Watkins, Sara
Manager, Word Processing

Webb, David
Small Engine Repair (CETA)

Weiler, John
Assistant to the Registrar

Whaling, Brenda
Secretary

Whidden, Pauline
Custodian (CETA)

Wilcox, William
Custodian

Wilkerson, John
Custodian

Williams, Randall
Information Specialist

Williamson, LaMont
Graphics Assistant (CETA)

Witham, Alton
Accountant

Witham, Dolores
Financial Aids Advisor

Wright, George
Assistant Supervisor, Custodial Services

Wurtz, Bruce
Security (CETA)

Zielke, Marilyn
Purchasing Assistant

Zimmerman, Frances
Media Processing Specialist
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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.

AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

Charles L. Roberts
(Secretary)
Cluster Manager
Valencia Community College

Mike Chance
Retired, U.S. Army

William C. Denson
Tilden, Denson & Lobritz, C.E.

J. Wesley Floreth
Manufacturers Agent
Floreth Sales Corporation

Joseph Furrer
President
Cool-Way, Inc.

Rudolph Gast
All Temp Service, Inc.

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

L. W. Wilson

ARCHITECTURAL & BUILDING CONSTRUCTION TECHNOLOGY

George Chittenden
(Secretary)
Faculty
Valencia Community College

Chick Crampton
Architect

Donald Hampton
Architect

David D. Jackson
President
Jackson Construction

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

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

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 Wetzol
Orange County Schools

Dorwin C. Wilson
(Secretary)
Faculty
Valencia Community College

J.D. Worrell
Orlando Regional Medical Center

BUSINESS — MARKETING OPTION

W.J. Burke
Sales Manager
Southern Bell Telephone

Hugh Capers
Program Coordinator
Distributive Educ.—Orange County

Don Christopher
Manager
Publix Markets

Arien Gastineau
Program Director
Valencia Community College

Kenneth Leland
President
Leland’s Office World

John E. Olivo
Vice-President
Palmer Electric Company

Nat Stephens, Jr.
Martin-Marietta

Robert R. Wolfe
Ass’t. 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 Kinder
Director of Personnel
Sea World

Joseph McNamara
President
Farm & Home Machinery

Hubert Mullings
Consultant — CPA

CHILD DEVELOPMENT

Annie Alcendor
Small Fry Day Care Center

Kay Chastain
Coordinator of Home Economics
Health Occupation Education

Peggy Butler
Home Economics Teacher
Oak Ridge High School

Camille Graves
Program Director
Valencia Community College
Mary Nussbeckel
Director
Shady Oaks Day Care Center

Nanette Rodgers
Home Economics Supervisor III
State Department of Education

Areele Richardson, Jr.

Gale Thomas
Principal
Orla Vista Elementary School

Carolyn Walker
Welbourne 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

Tom Nicholson
Sub-Contractor

William Palm
Engineer
Glace & Radcliff, Inc.

CRIMINAL JUSTICE
LAW ENFORCEMENT AND CORRECTIONS OPTIONS

Charlee Brookfield
Chief Correctional Officer
Orange County Main Jail

Mel Colman
Sheriff
Orange County Sheriff’s Dept.

James Culver
Warden
Orange County Jail, Orlando Annex

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

O.S. Harrelson
Planning and Research
Orlando Police Department

Samuel L. Hoard
Pastor
Our Savior Lutheran Church

Walter Israel
Director, Personnel Administration
Orange County Sheriff’s Dept.

Lawson Lamar
Assistant State’s Attorney
Ninth Judicial Circuit

Robert Magnaghi
Criminal Investigation Division
Kissimmee Police Department

Howard P. McLain
Director, Public Safety
City of Orlando

James P. Nursey
Chief
Orlando Police Department

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

Kathleen Russell
Director
East Central Florida Regional Planning Council

Steve Saunders
Director
Seminole County Jail

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

Charles Shockley
Chief Correctional Counselor
Kissimmee Community Correctional Center

James Shoults
Court Services Bureau
Orange County Sheriff’s Dept.

Paul Snead
Program Coordinator
Department of Health & Rehabilitative Services

William Swift
Chief Correctional Officer
Orange County Correctional Institution

Rogers Turner
Judge
Ninth Judicial Circuit

Angel C. Vazquez
Correctional Officer
Orange County Correctional Institution

Maryann Waits
Officer
Orlando Police Department
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

DENTAL HYGIENE

Martha Arthur, R.D.H.

Victorina O. Aspiras
Director, Dental Assisting Program
Southern College

Tom Blain, D.D.S.

John L. Bonomo, D.D.S.

Tommy J. Dorsey

Skip Harriott, C.D.A

James Klima

Suzanne Luthrie, R.D.H.

Ann Nunnally, R.D.H.

Oscar Sistrunk, Jr., D.D.S.

Donna Taylor, R.D.H.

DRAFTING AND
DESIGN TECHNOLOGY

Gene Brown
Chief Mechanical Engineer
REPCO, Inc.

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

Vernon Crews
Smyth Lumber Co.

Charles Kayser
President
Gulf Atlantic Machine Tool Corp.

Ray Kerkhoff
Section Head, Computer Graphics
Martin-Marietta Corp.

Earl Stump
Asst. Chief Draftsman
Florida Gas Transmission Company

John Tanner, P.E.
Martin-Marietta

ELECTRONICS/
ELECTROMECHANICAL
TECHNOLOGY

Arthur Abilock
Martin-Marietta
Giffin I. Crowder
Orlando, Florida

Richard Denning
Department of Engineering Tech.
University of Central Florida

Robert Elzer
Director of Engineering
NCR Corporation

William Glissman
Systems Test Manager
Educational Computer Corp.

William Haynes
Consultant

Desmond Jones
Director of Engineering
TRW Financial Systems

Vincent Lucchese
Manager of Training
Walt Disney World

Fred Offenbach
Director of Education
Florida Hospital

Harvey Salz
(Secretary)
Instructor
Valencia Community College

Robert Shaoffer
Systems Test Manager
Educational Computer Corp.

Chalmers Stromberg
Chief Engineer
WDBO Radio and Television

Ezzle Thomas
Computer Technician
Westinghouse

Willie Williams
Engineering Airborne Electronics
Martin-Marietta Corporation

Ferrell Youngblood
Systems Specialist Engineer
Texas Instruments, Inc.

Robert M. Illiyes
Chief
Killarney Fire Dept.

William Miles
Academy Coordinator

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
Printing Supervisor
Valencia Community College

Aldus M. Cody
Cody Publications

Veima Grasseler
Tupperware Home Parties

Virginia Hilty
Student/Part-time
Graphics Prod.
Valencia Community College

Al Kunze
Printing Industries of Florida

Sol Malkoff
Type-Graphics, Inc.

Charles A. Mayor
Supervisor, Presentations Illustrations
Martin-Marietta Corp. MP255

Cullen Newman
Frailey & Wilson Advertising Agency

Barbara Peterson
Adjunct Faculty
Valencia Community College

Carrol Smith
Mid-Florida Tech
Graphic Communications

Betty Williams
Presentations Department
Martin-Marietta

FIRE TECHNOLOGY

James Briggs
Chief
Winter Garden Fire Dept.

Rudy Dusing
(Secretary)
Faculty
Valencia Community College

Leon T. Evett
Chief, Pine Hills Fire
Control District
Horticulture (Ornamental) Technology

Raleigh J. Brown, Jr.
Diamond R. Fertilizer Co.

John Jowett
B.L. Cobia

Randy Knight
Pool and Fuller Garden Center

Billie Meehan
Sunshine Gardens

Lowell Poe
Landscaping by Capri, Inc.

Ernest Rohrmoser
Parks and Forestry Dept.
City of Orlando

Martin J. Schwerthoffer
Sea World

James W. Sima
Symore Career Education Center

George Warden
Cobia, Inc.

Brian Ware
Contemporary Gardens

Katy Warner
Walt Disney World

Malcolm Finnane
Howard Johnson's Mid-Town

William M. Graves
Delta Airlines

Alma Gray
Winter Park, Florida

William Hadley
President
CB Realty of Florida

Gene Hassett
Director of Operations
Hilton Hotels of Orlando

Rodney Howard
National Airlines

Richard Johnson
Mgr./Training & Development
Walt Disney World University

William Kahn
Program Dir. (Secretary)
Valencia Community College

William G. King
Orlando, Florida

E. L. (Lew) Pavel
Orlando Area Chamber of Commerce

Bill Rooks
Sea World

Rudy Wichter
Gateway Inn

Bruce Williams
Proprietor
Sky Line Restaurant

Hotel-Motel—Restaurant Management

Charles Andrews
General Manager
Hyatt Hotel World

Willie Brown
Gateway Inn

Jack Coulter
Eastern Airlines

Clayne Dice
Accommodation Service, Inc.

George Dietrich
Owner
Hilton House of Beef

LAWYER'S ASSISTANT

Walter Komanski, Esq.
Chairman
Executive Director
Orange County Legal Aid

James Auffant
Orange County Legal Aid

Mary Ellen Buehring, C.L.A.
Winderweedle, Haines, Ward & Woodman, P.A.

Jacqueline Griffin, Esq.
Wells, Gattis & Hallowes

John Kest, Esq.
Billings, Frederick, Wooten & Honeywell

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Law Office of Allen K. McCormick

Lois Mills
Orange County Legal Aid
Hugh Palmer, Esq.
Bull and Palmer

James M. Russ, Esq.
Law Offices of James M. Russ

James M. Sowell, Esq.
Law Offices of James M. Sowell

Mary Harris, R.N.
Director of Nursing
Winter Park Memorial Hospital

Jose Marques, M.D.

Diane Minicovich, R.N.
Director of Nursing
Brookwood Community Hospital

Barbara Roper

Douglas Taylor, R.N.
Director of Nursing
West Orange Memorial Hospital

Diana Wilson, R.N.
Associate Director
Orlando Regional Medical Ctr.

Linda Woodson, R.N.

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Realtor—Owner
Rio Pinar Realty

Fritz Gale
Broker-Manager
Real Estate One

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Cindi Bjorklund, R.N.
Director of Nursing
Lucerne General Hospital

Florence Bryan, R.N.
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Holiday Division
Orlando Regional Medical Ctr.

Judy Conwat, R.N.
Head Nurse
Orlando Regional Medical Ctr.

Louise Gusso, R.N.
Florida Hospital

Sue Hamby, R.N.
Director of Nursing
Orlando General Hospital

RESPIRATORY THERAPY

Darrell Bridges
Respiratory Therapy
Lucerne General Hospital

Alan Britt, A.S., R.R.T.
Respiratory Therapy Department
Al Bork  
Assistant Managing Director  
American Lung Association

John Hess, R.R.T.  
Assistant Technical Director  
Respiratory Therapy  
Orlando Regional Medical Ctr.

Dale Johnson, M.A., R.R.T.  
Instructor/Respiratory Therapy  
University of Central Florida

Luis Johnson, B.S., R.R.T.  
Chief Respiratory Therapist  
Mercy Community Hospital

Steve Lytle, B.S., R.R.T.  
Program Director  
Respiratory Therapy  
University of Central Florida

Ted Porter, B.S., R.R.T.  
Lucerne General Hospital

Robert Rogers, B.S., R.R.T.  
Technical Dir./Respiratory Therapy  
Orlando Regional Medical Ctr.

Steve Shidelor, B.S., R.R.T.  
Program Director  
Respiratory Therapy  
Seminole Community College

Robert Snyder, M.D.  
Medical Director

Tim Worrell, B.S., R.R.T.  
Respiratory Therapy Instructor  
University of Central Florida

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Catherine Blackburn
Blackburn & Associates

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Aerial Cartographics of America

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Hanson's Land Surveys

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(A Community Advisory Committee)

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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 on Monday, Wednesday and Friday at 1:00 p.m. 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.

**Afternoon College** — Classes offered back-to-back during the afternoon hours on Monday and Wednesday and on Tuesday and Thursday in the regular academic year.

**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.

**Bulipen** — Food service snack bar located on the West Campus.

**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 III A or III B.

**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.

**Graduate 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.

**Matador Day** — Annual day of entertainment and fun in Session II (classes are dismissed between 11:00 a.m. and 5:00 p.m.)

**Minisemester** — A short term (seven weeks) of credit instruction offered 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 IIIB.

PPARS (Program Planning Assistance Registration Session) — New students after participating in PAGSS are counseled, advised and assisted in schedule development and registration.

Prerequisite — A course which must be satisfactorily completed before taking the next higher level related course.

Probation — A status under which a student attends the college with a less than satisfactory 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 Officers 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, IIIB and mini-mesters 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 Government Association (SGA) — SGA officers are the official representatives of the student body in matters concerning student life.

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.

Weekend College — Classes offered on Friday evening and Saturday during the regular academic year for convenience of those persons who work during week days.

Withdrawal — Removal from a class and/or college via completion of proper forms in the Registrar's Office.
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APPLICATION FOR FINANCIAL AID: All blanks must be completed before application will be processed.

1. Have you previously applied for Financial Aid at Valencia? _____ Yes _____ No

2. Please check the type of aid you wish to be considered for during the coming academic year: _____ Grant _____ Scholarship _____ Work _____ Loan

3. Which campus will you attend: _____ West _____ East _____ Open

4. NAME _____________________________________________

5. SS # ________________

6. ADDRESS ____________________________________________

7. PHONE #: ________________

CITY_________ STATE_______ ZIP__________

8. DATE OF BIRTH ____________________________

9. MARITAL STATUS ____________________________

10. RACE: __________________ 11. SEX __________________

13. Number of your dependents (include your spouse - do not include yourself): __________________

14. FLORIDA RESIDENT: _____ Yes _____ No Number of Years: ______________________

15. U. S. CITIZEN: _____ Yes _____ No

A. If no, are you a permanent resident of the U.S.? _____ Yes _____ No

B. Type of VISA now held: __________________ (Copy of VISA MUST BE SUBMITTED WITH the application.)

DEPENDENCY STATUS DETERMINATION

16. PARENT’S NAME: __________________ 17. ADDRESS: __________________

18. ALL STUDENTS MUST ANSWER QUESTIONS A, B, C FOR EACH YEAR:

A. Did (or will) student live with parents or guardian for more than (6) consecutive weeks during

1979 _____ Yes _____ No 1980 _____ Yes _____ No

B. Was (or will) student listed as an exemption on parents’ or guardian’s U. S. income tax return for

1979 _____ Yes _____ No 1980 _____ Yes _____ No

C. Did (or will) student receive financial assistance of $750 or more from parents’ or guardian during

1979 _____ Yes _____ No 1980 _____ Yes _____ No

19. Will you reside with someone other than your parents or spouse during the coming academic year? _____ Yes _____ No

If yes, what relation is this person to you? __________________

20. Parent’s signature required if you answered yes to any question in Number 18.

I (we) declare that the information reported is true, correct and complete. I (we) authorize Valencia Community College to discuss the Parents’ Financial Information with the student. _____ Yes _____ No __________________

EQUIPMENTAL DATA

21. MAJOR __________________

If nursing, have you been accepted into the program? _____ Yes _____ No

22. Expected date of graduation from VALENCIA COMMUNITY COLLEGE __________________

23. During the coming academic year will you be classified as: _____ FRESHMAN _____ SOPHOMORE _____ NON-DEGREE SEEKING

24. Please check which sessions during the coming academic year you will attend: 3B III 3A

25. PREVIOUS POST-SECONDARY SCHOOLS YOU HAVE ATTENDED: You are required to provide Valencia with a Financial Aid Transcript for each school you previously attended regardless of whether or not you received financial assistance from that school. (This form may be picked up from the Financial Aid Office).

INSTITUTION ____________________________________________ TYPE OF AID RECEIVED __________________

INSTITUTION ____________________________________________ TYPE OF AID RECEIVED __________________

26. LIST PREVIOUS DEGREES RECEIVED __________________

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FINANCIAL DATA

27. Annual Income (Please check source and amount of income).

A. Parents
   - 0000 - 2999
   - 3000 - 5999
   - 6000 - 7499
   - 7500 - 8999
   - 9000 - 11,999
   - Over 12,000

B. Guardians
   - 0000 - 2999
   - 3000 - 5999
   - 6000 - 7499
   - 7500 - 8999
   - 9000 - 11,999
   - Over 12,000

C. Self &/or Spouse
   - 0000 - 2999
   - 3000 - 5999
   - 6000 - 7499
   - 7500 - 8999
   - 9000 - 11,999
   - Over 12,000

28. During the coming year will you or your parents receive any assistance from the following sources? (show the amount received from each source per month).

A. AFDC
B. Child Support
C. Unemployment Compensation
D. Vocational Rehabilitation
E. Social Security
F. Veteran Benefits

Disability Benefits
Educational Benefits
Educational Benefits

AFFIDAVIT

I hereby affirm that any funds received under the Basic Educational Opportunity Grant, the Supplemental Educational Opportunity Grant, the College Work-Study, the National Direct Student Loan, or the Guaranteed/Federally Insured Loan Programs will be used solely for expenses related to attendance at the institution below. I further understand that I am responsible for repayment of a prorated amount of any portion of payments made which cannot reasonably be attributed to meeting educational expenses to the attendance at that institution. The amount of such repayment is to be determined on the basis of criteria set forth by the U.S. Commissioner of Education.

I affirm that, to the best of my knowledge, I do not owe a repayment on a Basic Educational Opportunity Grant, a Supplemental Educational Opportunity Grant, or a State Student Incentive Grant previously received for study at the institution below. To the best of my knowledge, I am not in default on a National Direct Student Loan made at the institution or any Guaranteed/Federally insured student loan guaranteed or insured by the Commissioner or by a guarantee agency for attendance at that institution.

(Name of Institution)
Date:

Signature (sign only in presence of Notary)

Academic period covered by award(s) 19         to       19
(month) (year) (month) (year)

Subscribed and sworn before me this ______ day of ______ , 19

My commission expires:

(Signature of Notary Public)

(Address of Notary Public)

*** WARNING: Any person who knowingly makes a false statement or a misrepresentation on this form shall be subject to a fine of not more than $10,000 or to imprisonment of not more than 5 years, or both, under the provisions of the United States Criminal Code.

THE FINANCIAL AID OFFICE AT VALENCIA COMMUNITY COLLEGE RESERVES THE RIGHT TO REQUEST VERIFICATION OF ANY REPORTED DATA.

VALENCIA COMMUNITY COLLEGE IS COMMITTED TO EQUAL TREATMENT OF STUDENTS WITHOUT REGARD TO RACE, CREED, COLOR, SEX OR NATIONAL ORIGIN.
GENERAL INSTRUCTIONS TO ALL APPLICANTS

1. Health Related Programs —
   In addition to this application, students seeking admission to a Valencia Community College health related program must complete an application for the specific program they are interested in.

2. Application Deadline —
   Your completed application, transcripts, and any records necessary for admissions consideration should be in the admissions office before the session deadline listed in the calendar of the college catalog. Students applying for admission after this date will be considered on an individual basis.

3. Application Fee —
   Please enclose a $10.00 application fee (check or money order payable to Valencia Community College) with your application for admission. This fee is non-refundable and is paid only once to the college. Students previously admitted who did not enroll and former Valencia Community College students are not required to submit an additional application fee.

4. Submission of Transcripts —
   It is your responsibility to ensure that all high school and college transcripts are mailed from the educational institutions directly to the appropriate campus REGISTRAR’S OFFICE, Valencia Community College. Failure to furnish all transcripts and requested information may result in cancellation of registration.

5. Financial Aid —
   If you need to apply for financial aid, you should immediately contact the FINANCIAL AIDS OFFICE.

6. Veterans Benefits —
   If you plan to apply for veterans benefits, you should immediately contact the VETERANS AFFAIRS OFFICE.

7. Residency Information —
   The residency information on the second page of the application must be completed.

8. Counseling —
   You may contact the COUNSELING OFFICE for academic advisement and program counseling.

9. Records —
   Students are able to schedule classes on any of the college campuses. To better serve you the college must maintain your records on either the East or West Campus. PLEASE INDICATE THE CAMPUS ON WHICH YOU WISH TO HAVE YOUR RECORDS MAINTAINED.

NOTE: A STUDENT WHO SEeks ADMISSION TO VALENCIA COMMUNITY COLLEGE AND WHO INTENDS TO APPLY FOR A VISA AND/OR ADMISSION TO THE UNITED STATES UNDER THE IMMIGRATION AND NATIONALITY ACT MUST SATISFY ALL REQUIREMENTS FOR ADMISSION AS A REGULAR STUDENT, ADMISSION REQUIREMENTS SHOULD BE MET THREE MONTHS PRIOR TO ENROLLING.
ADMISSION STATUS:
(Please check only the one that applies to your current status.)
1 □ I have a high school diploma.
14 □ I have a high school certificate of completion.
6 □ I am at least 18 years of age and have a state high school equivalency diploma (state issued GED).
13 □ I am completing high school early by means of the GED Test and this is my first time in college (early exit GED).
10 □ I am at least 18 years of age and have not received a high school diploma or a state (GED) equivalency diploma. (provisional).
2 □ COLLEGE TRANSFER
I have attended another college or university and will be transferring the credit I earned to Valencia Community College.
Are you presently on probation at another college? Yes. No._
Are you presently on suspension at another institution? Yes. No._
3 □ TRANSIENT
I have been enrolled at another college or university and want to take courses at Valencia Community College for transfer of credit back to that institution.
4 □ SPECIAL
I am enrolling for personal enrichment, job improvement, or teacher recertification.
5 □ UNCLASSIFIED
I have earned 64 or more college credit hours.
9 □ EARLY ADMISSIONS
In place of my senior year of high school I plan to enroll at Valencia Community College. (An Early Admission Application must be submitted to the college.)
15 □ DUAL ENROLLMENT
I plan to enroll in Valencia classes while concurrently enrolled in high school. (A Dual Enrollment Application must be submitted to the college.)

<table>
<thead>
<tr>
<th>Name</th>
<th>City</th>
<th>State</th>
<th>Graduation Date</th>
</tr>
</thead>
</table>

(NAME ON HIGH SCHOOL RECORDS IF DIFFERENT FROM PRESENT NAME:)
General Equivalency Diploma
State Issuing GED | Date Issued

(NAME ON GED RECORDS IF DIFFERENT FROM PRESENT NAME:)
Colleges or Universities (List all institutions attended)

<table>
<thead>
<tr>
<th>Name</th>
<th>City</th>
<th>State</th>
<th>Dates Attended</th>
<th>Credit Hours</th>
<th>Grade Point Average</th>
<th>Degree Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>from Mo. Yr. to Mo. Yr.</td>
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</tr>
</tbody>
</table>

(NAME ON ABOVE RECORDS IF DIFFERENT FROM PRESENT NAME:)
Birth Date: Birth State: Where do you want your records kept?

□ East Campus (East Campus/Manchester Trail)
□ West Campus (Kemmin Road)

PLEASE CHECK NO MORE THAN FIVE GOALS YOU WANT TO MEET AT VALENCIA.
□ 1. To earn an Associate in Arts Degree. (This degree prepares you for transfer to a four-year university.)
□ 2. To earn an Associate in General Studies Degree. (This degree is your own prescribed course of study and may or may not prepare you for transfer to a four-year university.)
□ 3. To earn an Associate in Science Degree in (This degree prepares you for a career not requiring a four-year degree.)
□ 4. To meet job requirements.
□ 5. To keep up-to-date in my field.
□ 6. To decide on my career.
□ 7. To learn more about my field or interest.
□ 8. To improve my ability to think.
□ 9. To improve my ability in math, reading, writing, or speaking.
□ 10. To understand myself better.
□ 11. To become more sure of myself.
□ 12. To become more independent.
□ 13. To learn how to better relate to people.
□ 14. Other.

Valencia Community College does not discriminate in admission or access to its programs on the basis of race, color, religion, sex, national origin, handicap, or age.
I indicate by my signature that I have been notified of my rights as accorded by Statute 20, United States Code, section 1232g. (See privacy rights on reverse side of application.)
I understand by my signature that while attending Valencia Community College I have given consent to and agree to uphold the policies of that institution and declare that I have not been suspended within the past year from any other college or university as a result of action taken subject to Florida Statutes. (F.S.A. 239.55 & 239-582 - Illegal use of possession of drugs or narcotics).

Date of Application ___________________ Applicant’s Signature ___________________
(Type or Print All Information Requested)

Social Security Number Last Name First Name Middle Initial

Mailing Address City State Zip Code

Area Code Telephone Number County of Residency State of Residency

Sex: 2 □ Female
1 □ Male
3 □ American Indian 6 □ Other
2 □ Black 5 □ Spanish American
4 □ Oriental 1 □ White

Nation of Citizenship /Visa Type

Resident Alien ——— Immigration Number
Refugee ——— Immigration Number

What is your native language?

What language do you know best?

If you have not lived in Florida for the last 12 consecutive months, give name of state in which you resided:

* See last page of application for residency information.

* FLORIDA RESIDENTS PLEASE COMPLETE THE FOLLOWING AFFIDAVIT:

I, being first duly sworn, affirm that

Name of Applicant

is a bona fide resident as defined above of the STATE OF FLORIDA, and has resided in the COUNTY OF

since (Month) ——— 19 ——— and prior to that in the COUNTY OF

since (Month) ——— 19 ——— or that the applicant qualifies under Section

1 2 3 4

Sworn to and subscribed before me

this ——— day of ———, 19 ———

Notary Public

My commission expires

(Signature of parent or legal guardian of applicant under 18 years of age)

(Signature of applicant over 18 years of age)

(Address of person making affidavit)

Date you plan to enroll at Valencia Community College

Year: □ Session I (September) □ Session IIIA (April)
□ Session II (January) □ Session IIIB (June)

Will you be enrolling in more than one class during your first semester at Valencia Community College:

□ yes □ no

Please check one.

□ New Student
□ Former Student (If you have taken courses for college credit at Valencia Community College)

Session and year last attended

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RESIDENCY INFORMATION

READ THIS STATEMENT CAREFULLY BEFORE SIGNING AND NOTARIZING AFFIDAVIT

All applicants who are bona fide residents of Florida are required to execute a notarized residency affidavit and to submit it with their application to Valencia Community College. Applicants who are not Florida residents may attend Valencia Community College, and they are not required to submit a residency affidavit. College fees and tuition assessments are based on applicant’s legal residence or the legal residence of his parents or legal guardian if the applicant is less than eighteen (18) years of age.

A bona fide Florida resident, for purposes of admission and payment of fees to Valencia Community College, is defined as a person who is a citizen of the United States or a resident alien and who has resided and has his habitation, domicile, home, and permanent abode in the State of Florida for at least twelve (12) months immediately preceding his current registration.

The following categories shall also be treated as Florida residents for tuition purposes.

1. Military personnel of the United States of America on active duty and stationed in Florida, including dependent members of their immediate families.
2. Veterans of the United States of America retired with twenty (20) years or more of active military service, including dependent members of their immediate families, who are in Florida at the time of retirement or move to Florida within one (1) year following retirement and intend to make Florida their permanent home.
3. Elementary, secondary, and junior college faculty members under current teaching contracts in the State of Florida.
4. Full-time faculty and career employees of the junior college system of Florida and members of their immediate families. It is not the intent of this regulation to waive tuition for a student whose spouse is employed by the college.

Valencia Community College may deny college credits for work done by the student at the institution if it finds that the applicant has made false or fraudulent statements concerning his legal residence or his intention as to legal residence in connection with, or supplemental to, his application for admission.

Applicants who do not qualify as Florida students under these provisions will pay the non-Florida tuition and other charges required of non-Florida students.

In establishing Florida residency for purposes of assessing this fee, the burden of proof rests with the applicant. Under the law, an applicant can change his place of residence from another state to the State of Florida only by actually and physically coming into the state and establishing his residence with the intention of permanently residing within the state. The domicile or legal residence of the 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 and the legal residence of a minor is that of his parents, parent, or legal guardian of his person.

A non-Florida student may apply in writing for reclassification prior to any subsequent registration under the provisions set forth below. To qualify for reclassification as a Florida student, a person (or if a minor, his parents or legal guardian) shall have resided in Florida for twelve (12) months, shall have filed a declaration of intent to become a resident of the state and shall be registered to vote in the state. An alien shall have resided in Florida for twelve (12) months and must present United States immigration and naturalization certification that he is a resident alien. If the application is supported by evidence satisfactory to the community college that the student then qualifies as a Florida student, his classification will be changed for future registrations.

PRIVACY RIGHTS OF PARENTS AND STUDENTS

Statute 20, United States Code, section 1232g and regulations adopted pursuant thereto, hereafter referred to as the Code, requires that each student be notified of the rights accorded him or her by the Code. The following is provided as basic general information relative to the Code. A copy of the complete Code is available in the Learning Resources Center on both the East and West Campuses.

The Code provides for the institution to establish a category of student information termed “directory information.” When available in college records, any information falling in the category of “directory information” will be available to all persons on request. Valencia Community College has identified the following as “directory information.”

1. Student’s name
2. Address
3. Telephone listing
4. Race
5. Sex
6. Date and place of birth
7. Major field of study
8. Participation in officially recognized activities and sports
9. Weight and height of members of athletic teams
10. Dates of attendance
11. Degrees and awards received
12. Most recent previous educational agency or institution attended

The Code also provides that the student may request that any or all of the information designated “directory information” should not be released without prior consent of the student. Students are encouraged to give this matter careful consideration before making such a decision. Students not wishing the dissemination of “directory information” without prior consent must complete the appropriate form in the Registrar’s Office on the home campus within the first five days after the first class day of each session. The request must be made for each session.

All other information, such as health and medical records, disciplinary records, records of personal counseling, required student and family financial income records, transcripts or student permanent academic records, student placement records and other personally identifiable information shall be open for inspection only to the student and such members of the professional staff of the college as have responsibility for working with the student, and, when appropriate, to the parents or guardian of the student. Once a student reaches the age of eighteen (18) or is enrolled in a post-secondary program, parents no longer have any rights under the Code unless (1) the student gives written consent to release the information to the student’s parents, or (2) the parents provide evidence that the student is a dependent of the parents as defined in Section 152 of the Internal Revenue Code of 1954. Such information will not be released to second parties without the written consent of the student.

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

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The college logo, developed by an employee of the Reynolds, Smith and Hills architectural firm, is a contemporary symbol of Valencia Community College. The logo does not replace Valencia's official seal, but instead is utilized as the more common symbol of the college.

The college seal, developed after correspondence with the Mayor of the City of Valencia, Spain, is an original design by a group of Valencia Community College teachers and students, headed by art teacher Mrs. Quentia Throm.

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