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 433A, Title IV of the Higher Education Act of 1965 as added by Section 131 of the Education Amendments of 1976, Dissemination of Financial Aid Information; Title 38, United States Code, Veterans' Benefits; the Family Education 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 (73) 158.

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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By
Barbara Bean
Valencia Community College
LRC Production Dept.

ACCREDITATION

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

BULLETIN

VALENCIA COMMUNITY COLLEGE

Volume 15 Number 1 May 1, 1981

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

DOWNTOWN CENTER
1 WEST CHURCH STREET
ORLANDO, FLORIDA 32801

WEST CAMPUS
1800 SOUTH KIRKMAN ROAD
ORLANDO, FLORIDA 32811

OSCEOLA CENTER
192 PLAZA
611 WEST VINE STREET
KISSIMMEE, FLORIDA 32741
TELEPHONE: (305) 847-9496
Valencia, Toll Free Number 847-5011
DOWNTOWN CENTER
Open Campus Headquarters
and
College Administrative Offices
1 West Church Street
Orlando, Florida 32801
Telephone: 299-5000

Open Campus Outreach Center

OSCEOLA CENTER
192 Plaza
611 West Vine Street
Kissimmee, Florida 32741
Telephone: 847-9496
Valencia Toll Free Number
847-5011
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

SECOND FLOOR
Registrar, Counseling, Biology, Physics, Instructional Laboratory, Classrooms, Food Services, Offices

THIRD FLOOR
Chemistry, Classrooms, Special Services, Offices

2 FIRST FLOOR
Performing Arts Complex, Air Conditioning Laboratory, Classrooms, Offices

SECOND FLOOR
Open Instructional Laboratory, Classroom, Testing Center

THIRD FLOOR
Business Related Laboratories, Offices

3 FIRST FLOOR
Drama, Art, Music Classrooms, Administration

A Bookstore
B.C.E Classrooms
F.W. Storage
X Greenhouses
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.

Barbara G. Lupfer (Mrs. Sam L. Lupfer, III) is the 1980-81 Chairman of the Valencia Community College District Board of Trustees. A resident of Kissimmee, she is active in state and national Trustee organizations.

Joseph B. Shirah is the 1980-81 Vice Chairman of the Valencia Community College District Board of Trustees. A resident of St. Cloud, he is a landscape contractor and the owner of a nursery.

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.
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 an associate with a local law firm and a member of the county and state bar associations.

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

Andrew N. Serros is an Orlando insurance executive who has been prominent for many years in several local civic organizations.

James F. Gollattscheck, President of Valencia Community College, serves as Secretary to the Board.
<table>
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## IMPORTANT COLLEGE CALENDAR DATES
### 1981-82

<table>
<thead>
<tr>
<th>EVENT</th>
<th>SESSION I</th>
<th>SESSION II</th>
<th>SESSION IIIA</th>
<th>SESSION III</th>
<th>SESSION IIIIB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Returning Student Registration (Appointment Only)</td>
<td>July 27-30</td>
<td>Nov. 30</td>
<td>Apr. 5-7</td>
<td>Apr. 5-7</td>
<td>June 21</td>
</tr>
<tr>
<td>New Student Registration (Appointment Only)</td>
<td>Aug. 3-6</td>
<td>Dec. 7-8</td>
<td>Apr. 8</td>
<td>May 5</td>
<td>June 22-23</td>
</tr>
<tr>
<td>Open Registration</td>
<td>Aug. 26-28</td>
<td>Jan. 4</td>
<td>Apr. 19</td>
<td>May 6</td>
<td>June 28</td>
</tr>
<tr>
<td>Late Registration and Drop-Add</td>
<td>Aug. 31-Sept. 4</td>
<td>Jan. 5-8-Jan. 11</td>
<td>Apr. 20-21</td>
<td>May 10-11</td>
<td>June 29-30</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Aug. 31-Jan. 5</td>
<td>Apr. 20</td>
<td>May 10</td>
<td>June 29</td>
<td></td>
</tr>
<tr>
<td>Deadline for Refund Requests</td>
<td>Sept. 4-Jan. 11</td>
<td>Apr. 21</td>
<td>May 11</td>
<td>June 30</td>
<td></td>
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<tr>
<td>Holidays</td>
<td>Sept. 7-Nov. 26-Dec. 21-Jan. 3</td>
<td>Apr. 16-May 31-May 31-July 5</td>
<td>May 31-July 5</td>
<td>July 5</td>
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<tr>
<td>Graduation Application Deadline</td>
<td>Nov. 16-Feb. 6</td>
<td>May 17-July 12</td>
<td>July 12</td>
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SEE COLLEGE CALENDAR ON FOLLOWING PAGES FOR DETAILS
CALENDAR FOR SESSION I
1981-82
(Subject to Change)

April 1 (Wednesday)  Last day to make application for financial aid for the 1981-82 academic year.
Returning Student Registration
July 27 (Monday) through July 30 (Thursday)  Advanced registration for Session I, 1981-82 for currently enrolled and returning students by appointment. Academic counseling should be arranged prior to registration.
New Student Registration
August 3 (Monday) through August 6 (Thursday)  Advanced registration for Session I, 1981-82 for new students by appointment. Academic counseling should be arranged prior to registration.
August 3 (Monday)  By this date admission requirements should have been met for Session I, 1981-82. Students applying after this date will be considered on an individual basis.
August 26 (Wednesday)  All faculty report for Session I, 1981-82. College opens at 8:00 a.m.
August 26 (Wednesday) through August 28 (Friday)  Open registration, walk-in students. No appointment necessary.
August 31 (Monday)  Day and evening classes begin for Session I, 1981-82.
August 31 (Monday) through September 4 (Friday)  Late registration and drop/add period. Schedule adjustments will be made on these dates. Times will be published.
September 4 (Friday)  Deadline for refund requests for Session I, 1981-82.
September 7 (Monday)  Labor Day Holiday for faculty, staff and students. (Administrative offices will be closed.)
September 28 (Monday) and September 29 (Tuesday)  Registration for Session I, 1981-82 Minimester.
September 30 (Wednesday)  Classes begin for Session I, 1981-82 Minimester.
September 30 (Wednesday) and October 1 (Thursday)  Late registration and drop/add period for Session I, 1981-82 Minimester.
October 20 (Tuesday)  College Night Program. Supper hour and evening classes will not meet. Day classes will meet as usual.
November 16 (Monday)  Last day to make application for graduation at the end of Session I, 1981-82.
November 18 (Wednesday) and November 19 (Thursday)  Final examination period for Session I, 1981-82 Minimester.
November 19 (Thursday)  End of Session I, 1981-82 Minimester.
November 20 (Friday)  Final grades due for Session I, 1981-82 Minimester.
November 25 (Wednesday)  Supper hour and evening classes will not meet. Day classes will meet as usual.
November 26 (Thursday) and November 27 (Friday)  Thanksgiving Holidays for faculty, staff and students. (Administrative offices will be closed.)
November 28 (Saturday)  Classes will not meet.
Returning Student Registration
November 30 (Monday) through December 3 (Thursday)  Advanced registration for Session II, 1981-82 for currently enrolled and returning students by appointment. Academic counseling should be arranged prior to registration.
New Student Registration
December 7 (Monday) and December 8 (Tuesday)  Advanced registration for Session II, 1981-82 for new students by appointment. Academic counseling should be arranged prior to registration.
December 7 (Monday)  By this date admission requirements should have been met for Session II, 1981-82. Students applying after this date will be considered on an individual basis.
December 7 (Monday) through December 12 (Saturday)  Final examination period for Session I, 1981-82 evening and Saturday classes. (A final examination schedule will be published.)
December 11 (Friday) and
December 14 (Monday) through
December 17 (Thursday)

Final exam period for Session I, 1981-82 day classes.
(A final examination schedule will be published.)

December 17 (Thursday)
End of Session I, 1981-82.

December 18 (Friday)
Final grades for Session I, 1981-82 may be turned in no later than 12:00 noon.

December 21 (Monday) through
January 3 (Sunday)
Christmas and New Year’s Holidays for faculty, staff and students.
(Administrative offices will be closed.)

---

**CALENDAR FOR SESSION II**

**1981-82**

*(Subject to Change)*

Returning Student Registration
November 30 (Monday) through
December 3 (Thursday)

Advanced registration for Session II, 1981-82 for currently enrolled and returning students by appointment. Academic counseling should be arranged prior to registration.

New Student Registration
December 7 (Monday) and
December 8 (Tuesday)

Advanced registration for Session II, 1981-82 for new students by appointment. Academic counseling should be arranged prior to registration.

December 7 (Monday)
By this date admission requirements should have been met for Session II, 1981-82. Students applying after this date will be considered on an individual basis.

January 4 (Monday)
All faculty report for Session II, 1981-82. College opens at 8:00 a.m.

January 4 (Monday)
Open registration, walk-in students. No appointment necessary.

January 5 (Tuesday)
Day and evening classes begin for Session II, 1981-82.

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

January 11 (Monday)
Deadline for refund requests for Session II, 1981-82.

February 8 (Monday)
Last day to make application for graduation at the end of Session II, 1981-82.

February 9 (Tuesday) and
February 10 (Wednesday)
Registration for Session II, 1981-82 Minimester.

February 11 (Thursday)
Classes begin for Session II, 1981-82 Minimester.

February 11 (Thursday) and
February 12 (Friday)
Late registration and drop/add period for Session II, 1981-82 Minimester.

March 10 (Wednesday)
Matador Day. Day classes dismissed between 11:00 a.m. and 5:00 p.m. Supper hour and evening classes will meet as usual.

April 1 (Thursday)
Last day to make application for Financial Aid for the 1982-83 academic year.

April 5 (Monday) and
April 6 (Tuesday)
• Final examinations for Session II, 1981-82 Minimester.

April 6 (Tuesday)
End of Session II Minimester, 1981-82.

April 7 (Wednesday)
Final Grades Due for Session II, 1981-82 Minimester.

Returning Student Registration
April 5 (Monday) through
April 7 (Wednesday)
Advanced registration for Session IIIA and III, 1981-82 for currently enrolled and returning students by appointment. Academic counseling should be arranged prior to registration.
<table>
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<th>Event</th>
<th>Details</th>
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<tbody>
<tr>
<td>New Student Registration April 8 (Thursday)</td>
<td>Advanced registration for Session IIIA, 1981-82 for new students by appointment. Academic counseling should be arranged prior to registration.</td>
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<tr>
<td>April 8 (Thursday)</td>
<td>By this date admission requirements should have been met for Session IIIA, 1981-82. Students applying after this date will be considered on an individual basis.</td>
</tr>
<tr>
<td>April 6 (Tuesday) through April 10 (Saturday) and April 12 (Monday)</td>
<td>Final exam period for Session II, 1981-82 evening and Saturday classes. (A final examination schedule will be published.)</td>
</tr>
<tr>
<td>April 7 (Wednesday) through April 9 (Friday) and April 12 (Monday) through April 13 (Tuesday)</td>
<td>Final examination period for Session II, 1981-82 day classes. (A final examination schedule will be published.)</td>
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<tr>
<td>April 13 (Tuesday)</td>
<td>End of Session II, 1981-82.</td>
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<tr>
<td>April 14 (Wednesday)</td>
<td>Final grades for Session II, 1981-82 may be turned in no later than 8:30 a.m.</td>
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<tr>
<td>April 15 (Thursday)</td>
<td>GRADUATION</td>
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<tr>
<td>April 16 (Friday)</td>
<td>Holiday for faculty, staff, and students. (Administrative offices will be closed.)</td>
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**CALENDAR FOR SESSION IIIA, III, IIIIB 1981-82**

(Subject to Change)

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<tr>
<td>Returning Student Registration April 5 (Monday) through April 7 (Wednesday)</td>
<td>Advanced registration for Session IIIA and III, 1981-82 for currently enrolled and returning students by appointment. Academic counseling should be arranged prior to registration.</td>
</tr>
<tr>
<td>New Student Registration April 8 (Thursday)</td>
<td>Advanced registration for Session IIIA, 1981-82 for new students by appointment. Academic counseling should be arranged prior to registration.</td>
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<tr>
<td>April 8 (Thursday)</td>
<td>By this date admission requirements should have been met for Session IIIA, 1981-82. Students applying after this date will be considered on an individual basis.</td>
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<tr>
<td>April 19 (Monday)</td>
<td>Open registration for Session IIIA, 1981-82 for walk-in students. No appointment necessary.</td>
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<tr>
<td>April 20 (Tuesday)</td>
<td>Day and evening classes begin for Session IIIA, 1981-82.</td>
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<tr>
<td>April 20 (Tuesday) and April 21 (Wednesday)</td>
<td>Late registration and drop/add period for Session IIIA. Schedule adjustments will be made on these dates. Times will be published.</td>
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<tr>
<td>April 21 (Wednesday)</td>
<td>Deadline for refund requests for Session IIIA, 1981-82.</td>
</tr>
<tr>
<td>New Student Registration May 5 (Wednesday)</td>
<td>Advanced registration for Session III, 1981-82 for new students by appointment. Academic counseling should be arranged prior to registration.</td>
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<tr>
<td>May 5 (Wednesday)</td>
<td>By this date admission requirements should have been met for Session III, 1981-82. Students applying after this date will be considered on an individual basis.</td>
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<tr>
<td>May 6 (Thursday)</td>
<td>Open registration for Session III, 1981-82 for walk-in students. No appointment necessary.</td>
</tr>
<tr>
<td>May 10 (Monday)</td>
<td>Day and evening classes begin for Session III, 1981-82.</td>
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<tr>
<td>May 10 (Monday) and May 11 (Tuesday)</td>
<td>Late registration and drop/add period. Schedule adjustments will be made on these dates. Times will be published.</td>
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<tr>
<td>May 11 (Tuesday)</td>
<td>Deadline for refund requests for Session III, 1981-82.</td>
</tr>
<tr>
<td>May 17 (Monday)</td>
<td>Last day to make application for graduation at the end of Session IIIA, 1981-82.</td>
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<tr>
<td>May 31 (Monday)</td>
<td>Memorial Day Holiday for faculty, staff, and students. (Administrative offices will be closed.)</td>
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<tr>
<td>June 9 (Wednesday) and June 10 (Thursday)</td>
<td>Final examination for Session IIIA, 1981-82 day and evening classes. (A final examination schedule will be published.)</td>
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June 10 (Thursday)  
June 11 (Friday)  
June 21 (Monday)  
June 22 (Tuesday) and June 23 (Wednesday)  
June 22 (Tuesday)  
June 28 (Monday)  
June 29 (Tuesday)  
June 29 (Tuesday) and June 30 (Wednesday)  
June 30 (Wednesday)  
July 5 (Monday)  
July 12 (Monday)  
August 18 (Wednesday)  
August 19 (Thursday)  
August 19 (Thursday)  
August 20 (Friday)  

Final grades for Session III A, 1981-82 may be turned in no later than 12:00 noon.  
Advanced registration for Session III B, 1981-82 for currently enrolled and returning students by appointment. Academic counseling should be arranged prior to registration.  
Advanced registration for Session III B, 1981-82 for new students by appointment. Academic counseling should be arranged prior to registration.  
By this date admission requirements should have been met for Session III B, 1981-82. Students applying after this date will be considered on an individual basis.  
Day and evening classes begin for Session III B, 1981-82.  
Late registration and drop/add period for Session III B, 1981-82. Schedule adjustments will be made on these dates. Times will be published.  
Deadline for refund requests for Session III B, 1981-82.  
Independence Day holiday for faculty, staff, and students. (Administrative offices will be closed.)  
Last day to make application for graduation at the end of Session III and III B, 1981-82.  
Final examination period for Sessions III and III B, 1981-82, day and evening classes. (A final examination schedule will be published.)  
End of sessions III and III B, 1981-82.  
Final grades for Sessions III and III B, 1981-82 may be turned in no later than 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. |
| --- | --- |
| ... 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 student agreement, 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. |

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

... do not wish to earn college credit ...
You must submit a completed Application for Admission form and a non-refundable application fee before you can register.

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

**NOTE:** The transient form is required each time you enroll at Valencia Community College.

## IF YOU...

### WANT NON-CREDIT CONTINUING EDUCATION

... just want a particular non-credit class ...
You should complete a registration form furnished by the Open Campus and pay 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 2908 West Oak Ridge Road, Orlando.

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

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

VALENCIA'S MULTI-CAMPUS GROWTH

Valencia has grown to a multi-campus institution. Our West Campus is located on a 180 acre site at 1800 South Kirkman Road. The Open Campus, with headquarters in the college's Downtown Center at One West Church Street, brings needed courses and programs at more than 200 locations to residents of the entire college district. Valencia's East Campus is located on an 80 acre site at 701 North Econlockhatchee Trail. The college is now serving over 30,000 Central Florida residents each year.

VALENCIA'S FUTURE

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

VALENCIA'S MISSION

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

VALENCIA'S GUIDING PRINCIPLES

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

1. The college shall make every effort to remove geographic, economic, physical and cultural barriers to higher education. All citizens should be encouraged to continue their education to the limits of their abilities and interest.

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

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

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

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

VALENCIA'S OBJECTIVES

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

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

2. To provide career programs that will prepare the student for gainful employment in the community upon completion of an Associate in Science Degree.
3. To provide continuing education courses, programs and activities to meet the needs of the community in the areas of vocational training, cultural and recreational activities and to upgrade professional skills as requested by the citizens of the college district.

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

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

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

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

8. To provide an additional cultural center for the community.

VALENCIA’S ROLES AND FUNCTIONS

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

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

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

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

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

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

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

5. The Counseling Function — This function is designed to assist every student in assessing and fulfilling his or her 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, radio 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.

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.

Jones High School/Valencia
Community College Center

The purpose of the Jones High School/Valencia Community College Center is to provide educational opportunities in the Black community to upgrade job skills and increase awareness of college opportunities. Further, the center is involved in assessing career goals, providing academic classes for dual enrollment opportunities for high school students and providing assessment and career counseling opportunities for community citizens through a cooperative program between the Orange County Public Schools and Valencia Community College.

Continuing Education For Health Professionals

The program for Continuing Education for Health Professionals is designed to enhance the competence of currently employed health professionals as well as to update the knowledge and skills of those seeking to re-enter a health field. A variety of times, locations, topics, and contact hours are offered to meet the needs of health professionals who are seeking to achieve educational goals. Continuing Education programs are offered for nurses, dental professionals, and other allied health-related graduates. The Florida State Board of Nursing has approved this program as a provider of continuing education for nurses. Provider #C000095.

Real Estate Institute

The Real Estate Institute offers courses for individuals entering the real estate profession. If you wish to take the state exam, the required Principles and Practices course is offered. If you are already licensed, the Broker's course and 14 hour post license course are also available. In addition, classes are provided in finance, appraising, property management, Investment Seminars, Real Estate Taxes, Land Titles, along with a Mortgage Broker's course. Classes are available throughout Orange and Osceola Counties at convenient locations.
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.

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 (Community Instructional Services). Courses and seminars are held in cooperation with community agencies involved and concerned with senior citizens including senior citizen organizations, centers, churches, congregated living facilities, retirement complexes and nursing homes.

CITE

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

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

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

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 depen-
dent 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.

Continuing Education In The Cultural Arts

Through Continuing Education in the Cultural Arts, Valencia Community College supports the development of cultural awareness in Central Florida with workshops, credit courses, media broadcasts, seminars, and master classes. Community use of Valencia's East Campus Performing Arts Center for cultural and educational purposes is encouraged. Individuals or groups interested in cosponsoring a musical activity should contact the Open Campus.

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.

Teacher Education Center

Valencia provides in-service education for teachers, administrators and classified personnel through college credit and noncredit courses as well as district-wide and school based workshops. Teaching certificates can be extended through college and in-service points earned at night, through neighborhood centers and at home via radio and television.

The concept of Teacher Education Centers stems from the belief that the education of teachers is a career long process; and that staff development for educators is best carried out through the collaborative efforts of colleges, schools and communities.

Institute For Business And Industry

The Institute for Business and Industry provides individualized educational services to the employers and employees of the private and public sectors of Central Florida businesses, industries and agencies.

The Institute's services are designed to develop technical and/or professional skill competencies. The services include assessment, conference/course curriculum, development, instruction, consultation, evaluation and certification.

Educational development is provided to all management/professional skill levels in business and service agencies. The Institute offers services to a broad range of business and industry: small business, professional groups, partnerships, large corporations and government agencies.

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: 898-4796

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 inter-connected 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.

**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.
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 credits 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.

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.

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. You cannot be admitted prior to your eighteenth (18th) birthday if you are not a high school graduate, unless (1) you have completed an Early Admission-Dual Enrollment form or (2) taken the General Education Development (G.E.D.) Test through a state department of education and have been issued a high school equivalency diploma or (3) have a Certificate of Completion.

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

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

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

9. You may omit the senior year of high school as an academically outstanding student and enroll as an early admission student at Valencia Community College. If you have completed high school graduation requirements but are awaiting graduation with your class, you may be considered for early admission with even less than a "B" average. You must be qualified and have the approval of your parents and guidance counselor.

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.

In order to apply the college credit you earn through the Early Admission or Dual Enrollment Program toward a degree at Valencia Community College, you must provide a high school transcript showing your graduation date. 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. You must submit a signed International Student Agreement Form.

i. 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.

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

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

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.

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.

12. Immigrants, refugees and U.S. citizens who do not speak English as a native language will be required to demonstrate their English Language Proficiency. Since instruction is in the English language at Valencia Community College, you must have adequate knowledge of the English language to enroll. To demonstrate this competency you will be required to take and pass the English Language Proficiency Assessment.

Students transferring to Valencia Community College from another college or university will be exempted from demonstrating their knowledge of the English Language if they have completed
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 habitations, 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 em-

ployee 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 to schedule an appointment for an Assessment Session. The purpose of this session is to help you evaluate your achievement in math, English, reading, and study skills. It takes approximately two hours to complete the material used during the session. There is no charge to you for this service.

2. The second step for new students at Valencia is to schedule an Advising Session with a Counselor or Academic Advisor. In this session you will receive help choosing your courses before enrolling in your first semester. At the end of the advising session you will be given an appointment card designating the day and time you are to register for your classes. You are required to pay your tuition fees the same day you register for classes. The Assessment and Advising Sessions are conducted both during the day and in the evening.

Attending the Assessment Session is OPTIONAL if (1) you have a two or four year college degree; (2) you plan to enroll in only one class your first semester unless you have graduated from high school during the previous academic year; (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 before earning a degree from Valencia Community College. If you are in one of these categories and do not choose to participate in the Assessment and Academic Advising Sessions, 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 217

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 350 on the West Campus or 72-310 on the East Campus for an appointment. If you do not choose to participate in the assessment program but plan to register for courses through the Osceola Center you may contact them at:

Osceola Center  611 West Vine Street  Kissimmee

Advising is available by appointment only. You may call the Osceola Center at 847-9496.

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.

RESTRICTIONS ON ENROLLMENT

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

ADVANCED PLACEMENT

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

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 five health programs which lead to an Associate in Science Degree. They are Dental Hygiene, Medical Laboratory Technology, Nursing, Paramedic Technology, and Respiratory Therapy. Admission to these programs is limited because of clinical facilities and staff. Therefore, students
who wish to pursue one of the five 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, Paramedic Technology, and Respiratory Therapy. This office provides academic and career counseling and information about specific admissions criteria.

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, IIIB, or any of the college's Ministers.

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, Session IIIB, or any of the college's Ministers.

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.

MINI-SEMESTER

The Mini-semsiter 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 a limited basis.

A mini-semsiter is scheduled during Sessions I and II:

**Session I, 1981-82 Mini-semsiter**

<table>
<thead>
<tr>
<th>Registration</th>
<th>September 28-29, 1981</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>September 30, 1981</td>
</tr>
<tr>
<td>Late Registration</td>
<td>September 30-October 1, 1981</td>
</tr>
<tr>
<td>Classes End</td>
<td>November 17, 1981</td>
</tr>
<tr>
<td>Final Exams</td>
<td>November 18-19, 1981</td>
</tr>
<tr>
<td>Final Grades Due</td>
<td>November 20, 1981</td>
</tr>
</tbody>
</table>

**Session II, 1981-82 Mini-semsiter**

<table>
<thead>
<tr>
<th>Registration</th>
<th>February 9-10, 1982</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>February 11, 1982</td>
</tr>
<tr>
<td>Late Registration</td>
<td>February 11-12, 1982</td>
</tr>
<tr>
<td>Classes End</td>
<td>April 4, 1982</td>
</tr>
<tr>
<td>Final Exams</td>
<td>April 5-6, 1982</td>
</tr>
<tr>
<td>Final Grades Due</td>
<td>April 7, 1982</td>
</tr>
</tbody>
</table>

WEEK-END COLLEGE

The Weekend College provides 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.

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 in the departmental office responsible for the course. 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.

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 GED 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.

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.

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 Regis-

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 Architectural and Building Construction Technology, in Graphic Arts Technology, in
Hotel-Motel Management and Data Processing Science. 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.
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. Determination of your guilt or innocence in the commission of the act of misconduct may be made by the President after the hearing. If you are convicted of 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 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 take the final examination in a course you will receive a "W" (Withdrawn) unless your instructor submits a grade of "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 withdrawal form and 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>
<tr>
<td>• No Grade Submitted</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" - "F") 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 Attempted</th>
<th>Earned Grade</th>
<th>Hours Completed</th>
<th>Hours Passed</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1103</td>
<td>3</td>
<td>A</td>
<td>3</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>POS 1041</td>
<td>3</td>
<td>B</td>
<td>3</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>CHM 1040C</td>
<td>4</td>
<td>C</td>
<td>4</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>
<td>3</td>
</tr>
<tr>
<td>MAC 1104</td>
<td>3</td>
<td>F</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>HUM 2213</td>
<td>3</td>
<td>W</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>19</strong></td>
<td><strong>16</strong></td>
<td><strong>13</strong></td>
<td><strong>32</strong></td>
<td></td>
</tr>
</tbody>
</table>

**REPEATED COURSES**

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

**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 Ac-

**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, IIIB, or any of the College's mini-mesters, seven (7) semester hours is considered the maximum full-time course load, since these sessions are half 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. Regular attendance and regular class participation are 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 obtain 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.
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.

Residency Status

1. FLA RESIDENTS $18.00/CREDIT HR
2. OUT-OF-STATE $38.00/CREDIT HR

What About Laboratory Fees?

A Laboratory Fee of eight dollars ($8.00) 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 $450.00
2. Uniforms, laboratory costs, caps, shoes, white hose, and safety glasses $145.00
3. Graduate pins $30-50.00
4. Liability insurance $17.00
5. Miscellaneous supplies and materials $35.00

Approximate total for two years $677-697.00

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 $100.00
2. Name pins and uniform patches $5.00
3. Liability insurance $17.00
4. Graduate pins (estimated) $30-50.00

Approximate total for two years $152-172.00

*PREMIUMS SUBJECT TO CHANGE

NOTE: Subsequent to successful completion of the program, the graduate must sit for:
1. State of Florida Technician Examination $10.00
2. National Technician Examination $50.00

$60.00

Medical Laboratory students will be responsible for furnishing transportation to the affiliates (local and out of county) used by the college for clinical internship.

What Additional Expenses Apply To Paramedic Technology Students?

Paramedic students will incur the following costs above tuition, fees, books, meals and transportation to the campus and clinical facilities. These expenses are subject to change without notice:
1. Uniforms, lab coat and shoes $70.00
2. Name pins and patches for lab coat $5.00
3. Liability insurance $17.00
4. Miscellaneous supplies and materials $35.00

Approximate total for two years $127.00

NOTE: Subsequent to successful completion of the program, the graduate must sit for:
1. Paramedic State Certification Examination $25.00

*PREMIUMS SUBJECT TO CHANGE

$25.00
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 $5.00
3. Liability insurance $17.00
4. Graduate pins (estimated) $30-50.00

Approximate total for two years $122-142.00

*PREMIUMS SUBJECT TO CHANGE

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, shoes and lab coats $100.00
2. Achievement Tests (two year period) $22.00
3. Name pins and uniform patches $5.00
4. Liability insurance $17.00
5. Graduate pins (estimated) $30-50.00

Approximate total for two years $174.00-194.00

*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) $22.00
   $18.00 for each additional exam taken within the same month
2. Local Credit by Examination (per exam) $15.00

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. Students will be responsible for showing the dates of Drop-Add.

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 five (5) days from the date notification was mailed from the College, you will be withdrawn from classes and not eligible for reinstatement in the current session. 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. A fee of $10.00 will be assessed for each returned check. A service charge is also assessed for overdue loans.

STUDENT FINANCIAL AID

What Is The Purpose Of Financial Aid?

Valencia Community College subscribes to the principle that the purpose of Financial Aid is to provide assistance to students who have demonstrated 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 finan-
cial 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, toward 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 Pell (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. In the event that the student fails to repay any debt, no further payments will be made under any federally funded program.

What Financial Aid Programs Are Available?

Grants: Gift aid that is not repayable.

Pell Grant (previously BEOG)
Pell Grant is a federally funded program designed to assist financially needy students. Eligibility is determined by the Student Eligibility Report (SER). Appear-

izations are available in the Financial Aid Office. Processing requires six to eight weeks. The amounts of the grant are relative to the student's eligibility index number and the number of hours the student is enrolled. Students must be registered for at least 6 credit hours to receive a Pell grant. Cost of tuition and books is usually covered under the grant and any remaining amount may be awarded in the form of a check. Students can receive a Pell grant for a maximum of two sessions per year at full-time status. All students on financial aid must maintain a G.P.A. of at least 2.0 and remain enrolled in classes.

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 Service. To apply, students must file a FAF by April 1 for the coming academic year, must be a resident of Florida for two years, and must be a full-time (12 semester hours) student.

Law Enforcement Education Program (LEEP)
The Law Enforcement Education Program is designed to assist with the educational costs of full-time and part-time students who are degree candidates in an area related to Law Enforcement or Criminal Justice. At present, this program is only open to full-time Law Enforcement and Criminal Justice personnel and is awarded in the form of grants which cover only the actual cost of tuition. To apply, returning in-service LEEP recipients of Valencia Community College should contact the Financial Aid Office each session within a one-week period immediately following the Add/Drop period. New in-service LEEP applicants should contact the Financial Aid Office prior to registration to determine their eligibility.

Tuition Waivers: An institutional waiver of tuition and fees.

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

Academic and Need Tuition Waivers are administered and awarded by the Financial Aid Office to a limited number of students. To be considered for an academic tuition waiver, currently
enrolled students must have a minimum over-all 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, 9% 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 well 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 an interest 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 (CWSP)
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 complete 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 Pell (BEOG) & FSA — separate applications are not necessary.

3. Pell (BEOG) Application:
   This separate application should be used only in the following two cases:
   A. The student is only applying for Pell (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 Pell (BEOG) Application and Supplemental Form jointly.

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

VETERANS

Can I Receive Veterans Benefits While Attending Valencia?

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

Where Do I Apply For Veterans Benefits?

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

Offices of Veterans Affairs are located on both the East and West Campuses. These offices will process all Veterans Administration educational benefits for the veteran.

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

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

Are There Any Academic Requirements For Students Receiving Veterans Benefits?

In order to meet the Valencia Community College Standards of Progress for Veterans, a veteran or other person eligible for veterans educational benefits is required to maintain a 2.0 GPA figured over two (2) consecutive semesters. They must also progress at a rate that will permit them to graduate within the approved length of the course based on training time as certified to the Veterans Administration.

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 Tuition When I Register For Classes?

The Office of Veteran Affairs may issue a deferment for your initial enrollment at the time of registration providing you are eligible and all necessary documents are on file. This deferment is for tuition only and must be paid on or before its due date whether VA benefits have been received or not.
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 by offering professional advice and counsel.

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 Area are provided on West Campus through the Counseling Office and on the East Campus in the Admissions Office until 10:00 p.m. Monday through Thursday.

CAREER DEVELOPMENT CENTERS

How Can The Career Development Centers Help Me?

If you are undecided about a career and feel you need help in deciding, the Centers have many resources to help you. There is a Center on both East and West Campuses and at the Downtown Center. Drop by and a staff member will be glad to help you. Current and accurate career information is a recommended basis for making realistic career decisions. Occupational inventories, career information files and career cassettes are available in the Centers to help you plan your future realistically.

TESTING SERVICES

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

No. As an open-door institution, Valencia does not use test scores for the purpose of admission. However, counselors and educational advisors use test scores and other academic records to assist in academic advising.
Can I Take Tests To Help Me With My Career Goals?

Yes. Valencia offers a variety of tests that will assist you in one or all of the following:
1. Interest Clarification
2. Personality Assessment
3. Career Exploration
4. Skills Assessment

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

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

EXPERIENTIAL LEARNING

A growing number of colleges and universities are implementing programs designed to award college credits for experiential learning; that is, learning acquired outside of the college classroom. This learning may result from such activities as work experience, volunteer work, community service, travel, military experience, work-related in-service training, homemaking or self-directed independent study.

Valencia offers many opportunities for students to receive credit for learning based on their non-collegiate experiences.

ASSESSMENT OF PRIOR LEARNING

Many adults have felt for a long time that some of their non-college experiences are equivalent to what is taught in college and that they should receive credit for those experiences toward a college degree. Valencia is willing to recognize and award appropriate credit for what a person knows and can do as a result of non-college experience.

Credits will not be awarded simply for your years of experience. Rather, you will be required to demonstrate what important knowledge, skills, or competencies you have attained as a result of the experiences you have had.

The Office of Cooperative and Experiential Education can provide information regarding the type of evaluation appropriate for your credit request.

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.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

As a Valencia student, you may gain credit in certain specified courses through examinations of the College Level Examination Program (CLEP) 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.

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.

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.

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.

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

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

**CLEP CREDIT AWARDED AT VALENCIA**

**General Examinations**

- English: ENC 1103-ENC 1136 6 Hrs.
- Social Science: POS 1041-PUP 1002 6 Hrs.
- Humanities: HUM 2213-HUM 2230 6 Hrs.
- Mathematics: MGF 1113 3 Hrs.
- Natural Science: PSC 1515-APB 1120 6 Hrs.

**Subject Examinations**

- Afro-American History: AFA 2150 3 Hrs.
- American History: AMH 2010 - AMH 2020 6 Hrs.
- American Literature: AML 2020 - AML 2022 6 Hrs.
- Biology: BSC 1010C 4 Hrs.
- Calculus/Analytic Geom.: MAC 2311 5 Hrs.
- College Algebra: MAC 1104 3 Hrs.
- Educational Psychology: EDP 2002 3 Hrs.
- English Composition: ENC 1103-ENC 1136 6 Hrs.
- English Literature: ENL 2012-ENL 2023 6 Hrs.
- General Chemistry: CHM 1045C 4 Hrs.
- General Psychology: PSY 1012 3 Hrs.
- Human Growth and Development: DEP 2003 3 Hrs.
- Introductory Accounting: ACC 2001 - ACC 2021 6 Hrs.
- Intro. Macro-Economics: ECO 2013 3 Hrs.
- Intro. Micro-Economics: ECO 1023 3 Hrs.
- Introductory Sociology: SOC 2000 3 Hrs.
- Statistics: STA 2014 3 Hrs.
- Trigonometry: MAC 1114 3 Hrs.
- Western Civilization: EUH 1000 - EUH 1001 6 Hrs.

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

The fee schedule for CLEP exams is as follows:

- General and Subject Exams: $22.00 Each
- $18.00 for each additional exam taken within the same month.

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

**CREDIT-BY-EXAMINATION**

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 (a library, an audiovisual program, non-traditional learning spaces and activities, and instructional development services) is a library, facilities and all kinds of resources, combined to meet the educational needs of students, faculty and administration.

The Learning Resources Centers at Valencia have a combined book collection of approximately 56,000 volumes. In addition, the campuses subscribe to more than 1,017 periodicals (newspapers, journals and magazines), microforms numbering more than 32,297 items, and extensive vertical file holdings.

The college also has a collection of more than 3,600 audiovisual items for classroom use and group or individual study.

Qualified staff are always ready to assist you. It is to your advantage to become familiar with the Learning Resources Center.

Fines for overdue and lost Learning Resources materials are as follows:

1. **Overdue fines:**
   - Regular circulating materials: $0.25 per day (After a 5-day grace period)
   - Maximum fine per overdue item: $5.00
   - Reserve Materials: $0.05 per hour or $0.50 per day (no grace period)
   - Maximum fine per overdue reserve item: $5.00

2. **Lost Materials:**
   - Learning Material declared lost before or after due date:
     - Current replacement cost plus a non-refundable $5.00 service charge per item.
   - (The replacement cost will be refunded if the lost item is found and returned within a year from the time the item is declared lost.)

   (The service charge of $5.00 is not refundable since it also corresponds the maximum overdue fine.)
3. Damaged Materials:
   Materials damaged beyond repair:
   Current replacement cost plus a non-refundable $5.00 service charge per item.

   Materials damaged but repairable:
   Repair charge will not exceed the original cost of the item.

**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.

**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 for the best results in 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.

**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. Fees for tutoring assistance are nominal and arranged between the tutor and student needing tutoring services. If you are interested in being a tutor or in need of tutorial assistance, please contact the Counseling Office on West Campus (3-135) or the Open Instructional Laboratory (2-205) on East Campus.

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

**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.

**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?

**Session I and II**

7:30 a.m. to 7:00 p.m. Monday-Thursday
7:30 a.m. to 4:30 p.m. Friday

**Special Hours**

7:00 a.m. to 9:00 p.m. Monday-Thursday (first two weeks)
8:00 a.m. to noon first Saturday of classes

**Session IIIA**

7:30 a.m. to 7:00 p.m. Monday-Thursday
7:30 a.m. to 4:30 p.m. Friday

**Special Hours**

7:00 p.m. to 9:00 p.m. Monday-Thursday (first week)
Session IIIB
7:30 a.m. to 4:30 p.m. Monday-Friday
Special Hours
4:30 p.m. to 9:00 p.m. Monday-Thursday (first week)
4:30 p.m. to 7:00 p.m. Monday-Thursday (second week)
Nightline (after 5:00 p.m.) to West Campus Bookstore:
Call 299-5007.

Hours subject to change.

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 course.

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 Cam-

puses. 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, alumni and the general public for cleaning and polishing teeth on an appointment basis by telephoning the college extension 305 or 306. Charges are*:

- Cleaning (students, employees and alumni) ...... $4.00
- Cleaning (adult) ........................................ 5.00
- Cleaning (child under 12) ............................... 4.00
- Bite-Wing X-ray ......................................... 2.00
- Full mouth and Panorex X-ray .................. 6.00

*Subject to change

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. Bus service is also provided to the East Campus by a bus sponsored by the East Orange Community Action Association.

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.
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.
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, Dental Hygiene, Nursing, Medical Laboratory Technology, Paramedic 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 (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.

Are There General Education Requirements At Valencia Community College?

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

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

What Is A Typical A.A. Degree Program?

GENERAL EDUCATION:

Area 1. Communications including ENC 1103 6 credits
Area 2. Humanities including HUM 2213, 2230 or 2250 9 credits
Area 3. Mathematics excluding review courses 3 credits
Area 4. Natural Science 6 credits
Area 5. Social Science including POS 1041 6 credits
Area 6. General Education Elective 6 credits

Minimum Semester Hours Credit 36 credits
Majors and/or Electives excluding unacceptable courses 24 credits
Total Semester Hours Credit 60 credits

Area 1. Communications
Required Courses — A minimum of 6 semester hours credit
ENC 1103 or ENC 1213 Honors Freshman Composition I — 3 credits

Plus one of the following courses:
ENC 1136 Freshman Composition II — 3 credits
ENC 1226 Honors Freshman Composition II — 3 credits
CRW 2020 Creative Writing and Advanced Composition — 3 credits
JOU 1401 Advanced Reporting — 3 credits

Area 2. Humanities
Required Courses — A minimum of 9 semester hours credit

In meeting this requirement the student may:

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

(2) Complete one (1) of the Humanities courses listed above and two courses representing any two (2) areas listed below, for example, Literature 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
- **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
- **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 2303** Aquatic Biology — 3 credits
- **PHY 1001C** Applied Physics — 4 credits
- **PHY 1023-1024C** Basic Physics — 4 credits each
- **PHY 1053-1054C** Introductory Physics — 4 credits each
- **PHY 2048-2049C** General Physics with Calculus — 4 credits each

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### 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 2301** Introduction to Modern Algebra — 3 credits
- **MAT 2930** Selected Topics in Mathematics — 1-3 credits each
- **MGF 1113** 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

- AMH 2420 History of Florida — 3 credits
- ART 2600 Selected Topics in Art — 3 credits
- ARV 1200 Introduction to Graphic Communication — 3 credits
- CAP 0290 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
- COG 2001 Computers for Everyone — 3 credits
- COP 1110 Fortran Programming — 3 credits
- COP 2002 Introduction to Comparative Politics — 3 credits
- CRW 2132 Advanced Creative Writing — 3 credits
- DEP 1302 Psychology of Adolescence — 3 credits
- DEP 2002 Developmental Psychology — 3 credits
- ECO 1040 Consumer Economics — 3 credits
- ECO 1023 Principles of Economics, 2013 — 3 credits each
- ECO 2932 Selected Topics in Economics — 1-3 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 each
- EDP 2002 Educational Psychology — 3 credits
- ENG 2930 Selected Topics in English — 1-3 credits each
- ENG 2123 Introduction to Film — 3 credits
- EUH 1000-1001 Western Civilization — 3 credits each
- FRE 1100-1110 Elementary French — 3 credits each
- GEA 1000 World Geography — 3 credits
- GEB 1011 Introduction to Business — 3 credits each
- 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 1905 Directed Individual Studies — 1-4 credits
- MTB 1304 Modern Computational Methods — 2 credits
- MUS 2930 Selected Topics in Music — 1-3 credits
- PHI 1100 Practical Logic — 3 credits
- PHI 2001 Formal Logic — 3 credits
- PHI 2060 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 1100-1101 Elementary Spanish — 3 credits each
- SPN 2930 Selected Topics in Spanish — 1-3 credits
- 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
Is There An Alternative Approach To General Education?

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

Courses in the IDS Program are as follows:

IDS 1101 Interdisciplinary Studies in General Education I — 6 credits
IDS 1102 Interdisciplinary Studies in General Education II — 6 credits
IDS 2103 Interdisciplinary Studies in General Education III — 6 credits
IDS 2104 Interdisciplinary Studies in General Education IV — 6 credits

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

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

CAREER PROGRAMS
ASSOCIATE IN SCIENCE DEGREE

General Information

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

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

In the Associate in Science Degree program which you choose, you will take courses in two basic areas. One area will be your specialized courses. For instance, if you are going to be a student in 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.**

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**ASSOCIATE IN SCIENCE DEGREE PROGRAMS**

Air Conditioning and Refrigeration Technology
- Business — Accounting Option
- Business — Finance Option
- Business — Management and Marketing Option
- Child Development Technology
- Construction Technology — Architectural and Building Construction Option
- Construction Technology — Civil Technology Option
- Criminal Justice — Corrections Option
- Criminal Justice — Law Enforcement Option
- Criminal Justice — Loss Prevention Option
- Data Processing
- Dental Hygiene
- Drafting and Design Technology
- Electronics Technology
- Electronics Technology — Electromechanical Option
- Fire Technology
- Graphic Arts Technology — Illustrating Option
- Graphic Arts Technology — Printing Management Option
- 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
- Paramedic Technology
- Pest Control Technology
- 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

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**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. 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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**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</td>
<td></td>
</tr>
<tr>
<td>MAC 1104</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1040C</td>
<td>Introduction to General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>ETD 1100C</td>
<td>Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ETM 1610C</td>
<td>Heating, Ventilating &amp; Air</td>
<td>4</td>
</tr>
<tr>
<td>ETM 1613C</td>
<td>Refrigeration I</td>
<td>4</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>24</strong></td>
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</tbody>
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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 1313</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>EMT 1611</td>
<td>Air Conditioning II</td>
<td>3</td>
</tr>
<tr>
<td>EMT 2633</td>
<td>Electricity for Air Conditioning &amp; Refrigeration</td>
<td>4</td>
</tr>
<tr>
<td>EMT 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 2101</td>
<td>Principles of Marketing or Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2101</td>
<td>Salesmanship</td>
<td></td>
</tr>
<tr>
<td>PHY 1023C or 1053C</td>
<td>Basic Physics or Introductory Physics I</td>
<td>4</td>
</tr>
<tr>
<td></td>
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<td><strong>23</strong></td>
</tr>
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**ADVANCED COURSES**

<table>
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<tr>
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<th>Title</th>
<th>Credit Hours</th>
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</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</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Conditioning and Refrigeration Field</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Experience or Elective</td>
<td>2-4</td>
</tr>
<tr>
<td>EMT 2615C</td>
<td>Air Conditioning III</td>
<td>4</td>
</tr>
<tr>
<td>EMT 2660C</td>
<td>Control Systems for Air</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Conditioning &amp; Refrigeration</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>16-16</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits</strong></td>
<td><strong>63-85</strong></td>
</tr>
</tbody>
</table>

**NOTE:** Specialized program courses are offered on the East Campus.
Business — Accounting Option
Associate in Science

This program is designed for students who seek immediate employment in the field of accounting and for those presently employed in accounting careers and desiring advancement but not a transfer degree. The curriculum balances general education, basic business and specialized accounting courses. Students wishing to transfer any credits from this option to another institution must accept responsibility for securing approval in advance from the transfer institution.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 2021</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</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>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
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21 Credit Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<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</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1023</td>
<td>Principles of Economics-Micro</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and</td>
<td>3</td>
</tr>
<tr>
<td>SES 1355</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>SES 2321</td>
<td>Business Machines</td>
<td>3</td>
</tr>
<tr>
<td>HUM</td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

30 Credit Hours

NOTE: 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ACC 2301</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 2409</td>
<td>Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 2730</td>
<td>Accounting and Information Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

12 Credit Hours

60 Credit Hours

Business — Management and Marketing Option
Associate in Science

This program is designed for students who seek immediate employment in the field of Business and Marketing and for those presently employed in some business career and desire advancement. 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.

<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>ECO 1000</td>
<td>Basic Economics</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>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1300</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
</tbody>
</table>
INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics, or MAC 1104, MAT 1024, MGF 1113</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business &amp; Industry</td>
<td>3</td>
</tr>
<tr>
<td>ACC 2001</td>
<td>Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2000</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>SES 1335</td>
<td>Humanities Elective</td>
<td>3</td>
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ADVANCED COURSES

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUL 2112</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>ACC 2021</td>
<td>Accounting Principles II</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2101</td>
<td>Salesmanship</td>
<td>3</td>
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<tr>
<td>ACC 2031</td>
<td>Managerial Accounting</td>
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</tr>
<tr>
<td>MAN 2934</td>
<td>Selected Topics</td>
<td>3</td>
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<tr>
<td>MAR 2949</td>
<td>Cooperative Education or Elective</td>
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Recommended electives are:

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ACC 2509</td>
<td>Federal Income Tax</td>
<td></td>
</tr>
<tr>
<td>REE 1000</td>
<td>Real Estate, P &amp; P I</td>
<td></td>
</tr>
<tr>
<td>BAN 2700</td>
<td>Principles of Finance</td>
<td></td>
</tr>
<tr>
<td>MAR 2151</td>
<td>Retailing</td>
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</tr>
<tr>
<td>MAR 2302</td>
<td>Advertising</td>
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</tr>
<tr>
<td>ECO 1040</td>
<td>Consumer Economics</td>
<td></td>
</tr>
<tr>
<td>STA 2014</td>
<td>Statistics or</td>
<td></td>
</tr>
<tr>
<td>SPN 1000</td>
<td>Basic Spanish</td>
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</tbody>
</table>

NOTE: Do not confuse this program with the Business Administration Program for the A.A. Degree or Marketing Program for the A.A. 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.

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>CHD 1339</td>
<td>Movement Exploration</td>
<td>3</td>
</tr>
<tr>
<td>HUN 1410</td>
<td>Foods for the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>CHD 1220</td>
<td>Child Development and Management &amp; Supervised Student Participation</td>
<td>3</td>
</tr>
<tr>
<td>CHD 1440</td>
<td>Principles of Preschool Education</td>
<td>4</td>
</tr>
<tr>
<td>CHD 1322</td>
<td>Curriculum for the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>CHD 1333</td>
<td>Art for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>CHD 1334</td>
<td>Literature for Young Children</td>
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<td>MVK 1811</td>
<td>Class Piano I</td>
<td>1</td>
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INTERMEDIATE COURSES

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<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CHD 1335</td>
<td>Music for Young Children</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>
<td>CHD 2440</td>
<td>Supervised Student Participation</td>
<td>4</td>
</tr>
<tr>
<td>HUM 1020</td>
<td>Introduction to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>HES 1400</td>
<td>First Aid and Safety</td>
<td>2</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td></td>
<td>Elective</td>
<td>3</td>
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<td>Total</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>CHD 2260</td>
<td>Middle Childhood</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2000</td>
<td>Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td>CHD 1430</td>
<td>Observing and Recording Child Behavior</td>
<td>4</td>
</tr>
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<td></td>
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<td>10</td>
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</tbody>
</table>

*Prerequisite MVK 1811
**Prerequisite CHD 1220 & 1440
***Prerequisite CHD 1220
****Prerequisite CHD 1440 & 2440

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

Construction Technology
with options in
Architectural and Building Construction
and
Civil Technology
Associate in Science

Each program has been planned to provide theoretical and classroom experience which closely parallels
on-the-job activities. The Architectural and Building Construction option is designed to train competent technicians capable of working with architects, engineers, contractors, building officials and others. The program will accommodate persons just entering the field of construction as well as those currently employed who wish to up-grade their skills.

The Civil Technology option simulates job situations found in a civil engineer's office and applies to the design of bridges, causeways, highways, airports, water control systems, large structures, environmental considerations and various other related areas within the total occupational cluster.

**CORE SUBJECTS**

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1321</td>
<td>Technical Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAC 1104</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1023C</td>
<td>Basic Physics I or</td>
<td></td>
</tr>
<tr>
<td>PHY 1053C</td>
<td>Introductory Physics I</td>
<td></td>
</tr>
<tr>
<td>ARC 120C</td>
<td>Architectural Drawing I (Wood Frame Structure)**</td>
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</tr>
<tr>
<td>BCN 1200C</td>
<td>Building Materials and Construction Methods</td>
<td>4</td>
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<tr>
<td>Elective*</td>
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**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ENC 1313</td>
<td>Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1322</td>
<td>Technical Mathematics II</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAC 1114</td>
<td>College Trigonometry</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1024C</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>ARC 2122C</td>
<td>Architectural Drawing II (Steel Structures)**</td>
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</tr>
<tr>
<td>BCN 2405C</td>
<td>Statics and Strength of Materials</td>
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<tr>
<td>BCN 2616</td>
<td>Building Construction Estimating</td>
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</tr>
<tr>
<td>ARC 2154C</td>
<td>Architectural Drawing III (Concrete Structures)**</td>
<td>4</td>
</tr>
<tr>
<td>SUR 1100C</td>
<td>Surveying and Measurements</td>
<td>4</td>
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**ADVANCED SPECIALIZED COURSES**

**Civil Technology Option**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCN 1220</td>
<td>Heavy Construction Methods and Equipment</td>
<td>3</td>
</tr>
<tr>
<td>ETC 2220C</td>
<td>Soils and Foundations</td>
<td>4</td>
</tr>
<tr>
<td>SUR 2201C</td>
<td>Highway Drafting and Route Design</td>
<td>4</td>
</tr>
<tr>
<td>EVS 2215C</td>
<td>Hydraulics and Pipe Flow</td>
<td>3</td>
</tr>
<tr>
<td>EVS 2224C</td>
<td>Hydrology and Drainage</td>
<td>3</td>
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</table>

**RECOMMENDED ELECTIVES**

*Students shall select one recommended elective from this list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCC 1300</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>COP 1110</td>
<td>Fortran Programming</td>
<td>3</td>
</tr>
<tr>
<td>ARV 2310</td>
<td>Pictorial Rendering</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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</tr>
<tr>
<td>BCN 2949</td>
<td>Cooperative Education: Building Construction Field Experience</td>
<td>3-4</td>
</tr>
</tbody>
</table>

**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.

Although scheduling may not always permit strict adherence, students should use the following sequence of foundation, intermediate and advanced courses as a guide to planning their program.

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
Just remove the 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>
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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 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</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2000</td>
<td>Introductory Sociology</td>
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**Total:** 21

### INTERMEDIATE COURSES

<table>
<thead>
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<th>Course</th>
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<th>Credit Hours</th>
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<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</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1020</td>
<td>General Education Elective</td>
<td>3</td>
</tr>
<tr>
<td>PHI 1100</td>
<td>Introduction to Humanities or</td>
<td></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</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1313</td>
<td>Technical Communications</td>
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**Total:** 27

### ADVANCED COURSES

<table>
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<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CCJ 2440</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>
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<td></td>
<td>Criminal Justice Electives</td>
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**Total:** 15

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A student wishing to earn a certificate may do so by completing a total of 24 hours (8 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>
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<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
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</tr>
<tr>
<td>CCJ 1020</td>
<td>Introduction to Criminal Justice I</td>
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</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</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1113</td>
<td>College Math</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2000</td>
<td>Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2002</td>
<td>Contemporary American Social Problems</td>
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**Total:** 24

### INTERMEDIATE COURSES

<table>
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<td>3</td>
</tr>
<tr>
<td>ENC 1313</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>CJT 2110</td>
<td>Natural Science Elective</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</td>
<td>3</td>
</tr>
<tr>
<td>PHI 1100</td>
<td>General Education Elective or</td>
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</tr>
<tr>
<td>CCJ 2431</td>
<td>Police Personnel Supervision and Management</td>
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</table>

**Total:** 27

### ADVANCED COURSES

<table>
<thead>
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<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Police Administration</td>
<td>3</td>
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<tr>
<td>CJT 2100</td>
<td>Criminal Investigation II</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2240</td>
<td>Criminal Evidence &amp; Legal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2431</td>
<td>Police Personnel Supervision and Management</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2940</td>
<td>Criminal Justice Elective</td>
<td>6</td>
</tr>
</tbody>
</table>

**Total:** 12

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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, CCJ 2940, or 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.

<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</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>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1800</td>
<td>Speech or Elective</td>
<td>3</td>
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</tbody>
</table>

Total 21

Data Processing
Associate in Science

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

<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>CMN 1005</td>
<td>Data Processing Mathematics</td>
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<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business &amp; Industry</td>
<td>3</td>
</tr>
<tr>
<td>COC 1300</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
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<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
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Total 24

INTERMEDIATE COURSES

<table>
<thead>
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<th>Course</th>
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<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
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</tr>
<tr>
<td>CCJ 2810</td>
<td>Physical Security Systems</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2200</td>
<td>Fundamentals of Fire Prevention</td>
<td>3</td>
</tr>
<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>
</tr>
<tr>
<td>ENC 1136</td>
<td>Freshman Composition II or Technical Communication</td>
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</tr>
<tr>
<td>ENC 1313</td>
<td>Psychology in Business &amp; Industry or Applied Psychology</td>
<td>3</td>
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<tr>
<td>INP 1301</td>
<td>Commercial Retail Loss Prevention</td>
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<tr>
<td>INP 1131</td>
<td>General Education Elective</td>
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Total 27

ADVANCED COURSES

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<tbody>
<tr>
<td>CCJ 2911</td>
<td>Research in Security Management</td>
<td>3</td>
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<tr>
<td>CJT 2110</td>
<td>Criminal Investigation I or Criminal Justice Elective</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2230</td>
<td>Criminal Law &amp; Legal Procedures or General Education Elective</td>
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</tr>
</tbody>
</table>

Total 15

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.

ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>ACC 2021</td>
<td>Principles of Accounting II</td>
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<tr>
<td>COP 2120</td>
<td>COBOL Programming II</td>
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<tr>
<td>CRM 2121</td>
<td>Data Processing Management</td>
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<tr>
<td>CIS 2321</td>
<td>Data Systems and Management</td>
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<tr>
<td>CAP 2930</td>
<td>Selected Topics</td>
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</tbody>
</table>

Total 15

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

Any student admitted to the Dental Hygiene Program who fails or withdraws from any two Dental Hygiene courses (can be the same course or two different courses) must petition the Health Related Programs Admission Committee for reevaluation and readmission.

Any student who petitions the Committee and is readmitted to the Health Related Program and fails or withdraws from any subsequent Dental Hygiene course must petition the Committee again for reevaluation and readmission. Students will be allowed to petition no more than two (2) times.

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>
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<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
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<tr>
<td>APB 2193C &amp; APB 2201C</td>
<td>Physiology I &amp; II</td>
<td>8</td>
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<tr>
<td>MCB 2010C</td>
<td>Microbiology</td>
<td>4</td>
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<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
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<tr>
<td>DES 1000C</td>
<td>Dental Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>DEH 1000C</td>
<td>Clinical Dental Hygiene I</td>
<td>4</td>
</tr>
<tr>
<td>DEH 1200C</td>
<td>Dental Radiography</td>
<td>3</td>
</tr>
<tr>
<td>DEH 1120</td>
<td>General &amp; Oral Histology</td>
<td>2</td>
</tr>
<tr>
<td>DEH 1802C</td>
<td>Clinical Dental Hygiene II</td>
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<tr>
<td>DEH 1804C</td>
<td>Clinical Dental Hygiene III</td>
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<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
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SOPHOMORE YEAR

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<tr>
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<tbody>
<tr>
<td>HUN 1001</td>
<td>Fundamentals of Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>DEH 2400</td>
<td>General and Oral Pathology</td>
<td>3</td>
</tr>
<tr>
<td>DEH 2700</td>
<td>Dental Health Education</td>
<td>2</td>
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<tr>
<td>DEH 2806C</td>
<td>Clinical Dental Hygiene IV</td>
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<tr>
<td>DEH 2600</td>
<td>Periodontics</td>
<td>2</td>
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<tr>
<td>DES 2100C</td>
<td>Dental Materials</td>
<td>3</td>
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<tr>
<td>DEH 2300</td>
<td>Pharmacology</td>
<td>2</td>
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<tr>
<td>DEH 2701</td>
<td>Dental Public Health &amp; Preventive Dentistry</td>
<td>2</td>
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<tr>
<td>DEH 2504</td>
<td>Dental Specialties</td>
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<tr>
<td>DEH 2808C</td>
<td>Clinical Dental Hygiene V</td>
<td>5</td>
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<tr>
<td>SOC 2000</td>
<td>Introductory Sociology</td>
<td>3</td>
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<tr>
<td>POS 1041</td>
<td>American Government I</td>
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</tbody>
</table>

34

Total: 74

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

Drafting And Design Technology
Associate in Science

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

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>MTB 1321</td>
<td>Technical Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1104</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>*ETD 1100C</td>
<td>Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>COC 1300</td>
<td>Introduction to Data</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1023C</td>
<td>Basic Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1053C</td>
<td>Introductory Physics I</td>
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Total: 16

INTERMEDIATE COURSES

<table>
<thead>
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<th>Course</th>
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</thead>
<tbody>
<tr>
<td>ETM 182B</td>
<td>Engineering Materials &amp; Processes</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1313</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1322</td>
<td>Technical Mathematics II</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1114</td>
<td>College Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>*ETD 1701C</td>
<td>Mechanical Drafting I</td>
<td>3</td>
</tr>
<tr>
<td>*EGN 1130C</td>
<td>Descriptive Geometry</td>
<td>3</td>
</tr>
<tr>
<td>*ETD 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1024C</td>
<td>Basic Physics II</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1054C</td>
<td>Introductory Physics II</td>
<td>4</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>
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<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
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<tr>
<td>Elective</td>
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</table>

Total: 33

ADVANCED COURSES

*ETD 2843C | Electro-Mechanical Drafting | 4            |
*ETD 2702C | Mechanical Drafting II      | 3            |
*ETD 2703C | Mechanical Drafting III     | 3            |
ETD 2949 | Cooperative Education: Drafting and Design Field Experience | 2-4 |

Total: 12-14

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

NOTE: Specialized program courses are offered on the West Campus.
Electronics Technology
Program
With An Electromechanical Option
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 circuits 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.

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>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>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>ENC 1313</td>
<td>Technical Communication</td>
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20

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ETE 1030C</td>
<td>Electric Circuits Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1024C</td>
<td>Basic Physics or</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1054C</td>
<td>Introductory Physics II</td>
<td>4</td>
</tr>
<tr>
<td>ETE 1143C</td>
<td>Electronic Circuits I</td>
<td>4</td>
</tr>
<tr>
<td>ETE 2144C</td>
<td>Electronic Circuits II</td>
<td>4</td>
</tr>
<tr>
<td>ETE 2691C</td>
<td>Computer Tech I</td>
<td>4</td>
</tr>
<tr>
<td>ETE 2692C</td>
<td>Computer Tech II</td>
<td>4</td>
</tr>
<tr>
<td>ETE 2949</td>
<td>Cooperative Education or Elective</td>
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ADVANCED SPECIALIZED COURSES

<table>
<thead>
<tr>
<th>ELECTRONICS TECHNOLOGY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETE 2422C</td>
</tr>
<tr>
<td>ETE 2423C</td>
</tr>
<tr>
<td>ETE 2693C</td>
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<tr>
<td>ETE 2930</td>
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14-18

Total 61-65

*ELECTROMECHANICAL OPTION

<table>
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<tr>
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<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ETM 1405C</td>
<td>Mechanisms</td>
<td>4</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>CRM 2012</td>
<td>Storage Principles and Devices</td>
<td>4</td>
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<tr>
<td>CRM 2010</td>
<td>Input/Output Devices</td>
<td>4</td>
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</table>

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Total 67

*NOTE: The Electromechanical Option is not available at this time. Courses are shown here for future planning purposes only.

RECOMMENDED ELECTIVES/SUPPLEMENTAL COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAP 2201</td>
<td>Scientific Program Applications</td>
<td>3</td>
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<tr>
<td>MTB 1304</td>
<td>Modern Computational Methods</td>
<td>2</td>
</tr>
<tr>
<td>STD 1151</td>
<td>Career Development</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business &amp; Industry</td>
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</table>

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

ELECTRONICS TECHNOLOGY REDESIGN

<table>
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<td>MTB 1327</td>
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<tr>
<td>or</td>
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<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>ETE 1030C</td>
</tr>
<tr>
<td>ETE 1143C</td>
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<td>ETE 2691C</td>
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<td>ETE 2422C</td>
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<td>ETE 2692C</td>
</tr>
<tr>
<td>ETE 2693C</td>
</tr>
<tr>
<td>ETE 2930</td>
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</table>

*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.

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>
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<td>POS 1041</td>
<td>American Government I</td>
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<tr>
<td>INP 1301</td>
<td>Psychology in Business &amp; Industry</td>
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<td>MGF 1113</td>
<td>College Mathematics***</td>
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<tr>
<td>FFP 1000</td>
<td>Introduction to Fire Protection</td>
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<tr>
<td>FFP 1130</td>
<td>Supervision and Leadership**</td>
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<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
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INTERMEDIATE COURSES

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<td>FFP 1110</td>
<td>Company Management</td>
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<tr>
<td>FFP 1410</td>
<td>Company Fire Ground Management</td>
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<td>PUP 1002</td>
<td>American Government II</td>
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<td>CHM 1040</td>
<td>Introduction to General Chemistry</td>
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<td>SOC 2000</td>
<td>Introduction to Sociology</td>
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ADVANCED COURSES

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<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>FFP 2200</td>
<td>Fundamentals of Fire Prevention*</td>
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<tr>
<td>FFP 2620</td>
<td>Fire Protection Systems &amp; Extinguishing Agents**</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2310</td>
<td>Building Construction and Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2180</td>
<td>Fire Department Management</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2930</td>
<td>Selected Topics</td>
<td>3</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td></td>
<td>Total</td>
<td>61</td>
</tr>
</tbody>
</table>

*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 1040C (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 photolithographic and reproduction phases or in layout, design and illustration. Core courses plus major courses are required to complete the program. To transfer credits from this program to another institution, the student should secure approval from the transfer institution.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1321</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</td>
<td>Basic Physics or</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1053C</td>
<td>Introductory Physics</td>
<td>4</td>
</tr>
<tr>
<td>ARV 1202</td>
<td>Fundamentals of Typography</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
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<tr>
<td>HUM 1020</td>
<td>Introduction to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>ART 1201C</td>
<td>Design I</td>
<td>3</td>
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<td></td>
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INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTB 1322</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 Prepation</td>
<td>3</td>
</tr>
<tr>
<td>ARV 2240C</td>
<td>Photolithography I</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2331</td>
<td>Graphics Production Management</td>
<td>3</td>
</tr>
<tr>
<td>ARV 2260</td>
<td>Graphic Arts Estimating</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1313</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>ARV 2268</td>
<td>Cooperative Education: Graphic Arts Field Experience or Elective</td>
<td>2-4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20-22</td>
</tr>
</tbody>
</table>
ADVANCED SPECIALIZED COURSES

ILLUSTRATING OPTION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD 1100C</td>
<td>Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ARV 2208</td>
<td>Illustrating</td>
<td>3</td>
</tr>
<tr>
<td>ARV 2330</td>
<td>Graphical Presentation of Data</td>
<td>3</td>
</tr>
<tr>
<td>ARV 2310</td>
<td>Pictorial Rendering</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

PRINTING MANAGEMENT OPTION

*ARV 2250 | Offset Stripping & Lithographic Plates | 3      |
| ARV 2264 | Work Simplification                | 3      |
| *ARV 2241C | Photoolithography II              | 3      |
| *ARV 2222 | Graphic Reproduction Processes    | 3      |
| Elective |                                   | 3      |
| **Total**|                                   | **15** |

SUGGESTED ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1301</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 2600</td>
<td>Photography</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2302</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>JOU 1420L</td>
<td>College Newspaper</td>
<td>1</td>
</tr>
<tr>
<td>JOU 2200</td>
<td>Editing &amp; Makeup or selected courses from other graphics major</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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.

CORE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
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<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 1103</td>
<td>Introduction to Horticultural Science</td>
<td>3</td>
</tr>
<tr>
<td>HOS 1010</td>
<td>Fundamentals of Biology</td>
<td>4</td>
</tr>
<tr>
<td>ENC 1136</td>
<td>Freshman Composition II or College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1313</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1040C</td>
<td>Introduction to General Chemistry or General Chemistry with Qualitative Analysis</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1045C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>HOS 2002</td>
<td>Introduction to Horticultural Botany or Botany</td>
<td>4</td>
</tr>
<tr>
<td>BOT 2010C</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1800</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>SPC 2102L</td>
<td>Introduction to Soils and Fertilizers</td>
<td>4</td>
</tr>
<tr>
<td>HOS 2004L</td>
<td>Introduction to Plant Propagation</td>
<td>3</td>
</tr>
<tr>
<td>PLP 2001</td>
<td>Introduction to Plant Pathology</td>
<td>4</td>
</tr>
<tr>
<td>ENY 1007</td>
<td>Introduction to Horticultural Plant Pest</td>
<td>4</td>
</tr>
<tr>
<td>ORH 2943</td>
<td>Cooperative Education: Horticulture Field Exp.</td>
<td>2-6</td>
</tr>
<tr>
<td>Elective</td>
<td>Humanities, World Geography, American Government or Geology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>53-57</strong></td>
</tr>
</tbody>
</table>

SUGGESTED COURSES FOR GREENHOUSE PRODUCTION OPTION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORH 1005L</td>
<td>Introduction to Foliage and Flowering House Plants I</td>
<td>3</td>
</tr>
<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>
<td>3</td>
</tr>
<tr>
<td>ORH 2802L</td>
<td>Interior-scaping with Foliage Plants</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

NOTE: If a student is interested in an AA Degree, check with the Counseling Department.
Specialized program courses are offered on the West Campus.
**Hotel-Motel-Restaurant Management**  
*Associate in Science*

This program is designed for persons desiring employment in the field of hotel-motel-restaurant management as well as for those currently employed who desire advancement. This program includes work experience in local hotel-motel-restaurant organizations. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

### 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>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>OCC 1300</td>
<td>Introduction to Data Processing Industry</td>
<td>3</td>
</tr>
<tr>
<td>HFT 1000</td>
<td>Introduction to the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HFT 1201</td>
<td>Hotel-Motel-Restaurant Organization</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
</tbody>
</table>

**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 1000</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>HFT 1410</td>
<td>Hotel-Motel-Restaurant Management</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2200</td>
<td>Hotel-Motel-Restaurant Management</td>
<td>3</td>
</tr>
<tr>
<td>FSS 2251</td>
<td>Hotel-Motel-Restaurant Food and Beverage Management</td>
<td>3</td>
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</tbody>
</table>

**ADVANCED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HFT 2411</td>
<td>Hotel-Motel-Restaurant Accounting</td>
<td>3</td>
</tr>
<tr>
<td>FSS 2500</td>
<td>Hotel-Motel-Restaurant Food and Beverage Control</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2600</td>
<td>Law and Insurance</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2941</td>
<td>Internship in Hotel-Motel-Restaurant Management</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2930</td>
<td>Selected Topics in Hotel-Motel-Restaurant Area</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL** 60

*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.

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**Lawyer's Assistant**  
*Associate in Science*

This program is designed to prepare the student for gainful employment as a law office aide to assist the lawyer in performing 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.

Although scheduling may not always permit strict adherence, students should use the following sequence of foundation, intermediate and advanced courses as a guide to planning their program.

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.

Students are encouraged to seek approval for modifications in the program to suit their background, interests and needs.

### 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>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>LEA 1013</td>
<td>Legal Research &amp; Theory</td>
<td>3</td>
</tr>
<tr>
<td>LEA 1201</td>
<td>Real Property I</td>
<td>3</td>
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</tbody>
</table>

**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>LEA 2202</td>
<td>Real Property II</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2112</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>SES 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>ACC 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</td>
<td>3</td>
</tr>
<tr>
<td>LEA 2212</td>
<td>Wills, Trusts, &amp; Estate Administration</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>Credit Hours</th>
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</thead>
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<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>
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</tr>
</tbody>
</table>

**Total** 60

*Elective courses: LEA 2501 Family Law; CCJ 2240 Criminal Evidence and Legal Procedure; 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; OCC 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.

Any student admitted to the Medical Laboratory Technology Program who fails or withdraws from any two Medical Laboratory courses (can be the same course or two different courses) must petition the Health Related Programs Admission Committee for reevaluation and readmission.

Any student who petitions the Committee and is readmitted to the Health Related Program and fails or withdraws from any subsequent Medical Laboratory Technology course must petition the Committee again for reevaluation and readmission. Students will be allowed to petition no more than two (2) times.

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

**FRESHMAN & SOPHOMORE YEAR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1313</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>APB 2193C</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>APB 2201C</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>CHM 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 1012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MLS 1400C</td>
<td>Medical Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>MLS 2620C</td>
<td>Clinical Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>MLS 2807L</td>
<td>Blood Bank Practicum</td>
<td>2</td>
</tr>
<tr>
<td>MLS 2600</td>
<td>Instrumentation</td>
<td>1</td>
</tr>
<tr>
<td>MLS 2809L</td>
<td>Hematology Practicum</td>
<td>4</td>
</tr>
<tr>
<td>MLS 2810L</td>
<td>Chemistry Practicum</td>
<td>4</td>
</tr>
<tr>
<td>MLS 2811L</td>
<td>Micro Practicum</td>
<td>4</td>
</tr>
<tr>
<td>MLS 2808L</td>
<td>Serology/Urinalysis Practicum</td>
<td>2</td>
</tr>
<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 66**

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

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

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.

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 Program Admissions Committee for reevaluation and readmission.

Any student who petitions the Committee and is readmitted to the Health Related Program and fails or withdraws from any subsequent Nursing course must petition the Committee again for reevaluation and readmission. Students will be allowed to petition no more than two (2) times.

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</td>
<td>Fundamentals of Nursing or Process</td>
<td>8-10*</td>
</tr>
<tr>
<td>NUR 1050</td>
<td>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; APB 2201C</td>
<td>Human Anatomy &amp; Physiology</td>
<td>8</td>
</tr>
<tr>
<td>MCB 2010C</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>DEP 2003</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 41-43**
SOPHOMORE YEAR

NUU 2210 Team Leadership 2
NUR 2120C The Nursing Care of Children 4
NUR 2245C Nursing Care of Adults with
Motor & Sensory Deprivation 4
NUR 2251C Nursing Care of Adults with
Problems of Inadequate
Oxygenation 4
NUR 2242C Nursing Care of Adults with
Problems of Nutrition,
Elimination and Regulatory
Mechanisms 4
ENC 1313 Technical Communication or
ENC 1136 Freshman Composition II 3
POS 1041 American Government I 3
SOC 2000 Introductory Sociology 3
NUR 2943 Patient Care Management 6

Total 33

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

NOTE: For more detailed information, students should consult the "Nursing Student Handbook."

FOUNDATION COURSES

Course  Title  Credit Hours
*EMT 1000C Fundamentals of Emergency Medical Technology 6
ENC 1103 Freshman Composition I 3
EMT 1206 Medical Terminology for Emergency Care 2
EMT 1104 Medical Ethics 2
PSY 1012 General Psychology 3
**EMT 1802L Emergency Medical Technician Clinical Practicum 3

Total 19

INTERMEDIATE COURSES

*APB 2193C Human Anatomy and Physiology I 4
*APB 2201C Human Anatomy and Physiology II 4
ENC 1313 Technical Communication 3
EMT 1162C Extrication/Rescue 3
POS 1041 American Government I 3

Total 17

ADVANCED COURSES

**EMT 2275C Physical Assessment 3
**APB 2562 Pharmacology for Health Related Majors 2
**EMT 2200C Paramedic I 4
EMT 2203C Hospital Clinical Practicum 5
**EMT 2279C Paramedic II 4
EMT 2848L Field Internship Practicum 5

Total 29

Total 65

*Must be taken in sequence.
**Has prerequisite/co-requisite.

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

PEST CONTROL TECHNOLOGY

The term Pest Control Technician refers to an individual who has theoretical and practical knowledge of the principles and practices of the pest control industry. This individual will work under the supervision of a state certified pest control operator. The technician will be able to demonstrate knowledge of the identification of household ornamental and wood destroying pest organisms and their damage, their habits and life cycles and state chemical and mechanical methods of control. Upon completion of the program the student should have the capability to administer and/or supervise a pest control operation and effectively communicate with employees and customers.

Associate In Science
### 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>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>APB 1120</td>
<td>Man and Environment or</td>
<td>3</td>
</tr>
<tr>
<td>*BSC 1010C</td>
<td>Fundamentals of Biology</td>
<td>4</td>
</tr>
<tr>
<td>HOS 1010</td>
<td>Introduction to Horticultural Science</td>
<td>3</td>
</tr>
<tr>
<td>ENY 1003</td>
<td>Basic Entomology</td>
<td>3</td>
</tr>
<tr>
<td>ENY 1120</td>
<td>Insect Identification</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1020</td>
<td>Chemistry in Everyday Life or</td>
<td>3</td>
</tr>
<tr>
<td>*CHM 1040C</td>
<td>Introduction to General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>21-23</strong></td>
</tr>
</tbody>
</table>

### INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ACC 1009</td>
<td>Basic Accounting</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>ORH 2220L</td>
<td>Introduction to Lawn and Turfgrass Care and Management</td>
<td>3</td>
</tr>
<tr>
<td>ENY 1220</td>
<td>Pesticides</td>
<td>3</td>
</tr>
<tr>
<td>SOS 2102L</td>
<td>Introduction to Soils and Fertilizers</td>
<td>4</td>
</tr>
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<td></td>
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### ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENY 2224</td>
<td>Household Pests and Their Control</td>
<td>4</td>
</tr>
<tr>
<td>ENY 2940</td>
<td>Field Service</td>
<td>2</td>
</tr>
<tr>
<td>ENY 2227</td>
<td>Wood Destroying Pests and Their Control</td>
<td>4</td>
</tr>
<tr>
<td>ENY 2011</td>
<td>Seminar: Pest Control Business Administration</td>
<td>2</td>
</tr>
<tr>
<td>MAR 2101</td>
<td>Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>PMA 2003</td>
<td>Lawn and Ornamental Pests and Their Control</td>
<td>2</td>
</tr>
<tr>
<td>MAN 2000</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

*Total 60-62*

*BSC 1010C and CHM 1040C are 4-hr. classes, therefore, increasing the total hours in the program. These courses are recommended for those students who plan to transfer to a four-year institution.

**NOTE:** Specialized Program Courses are offered on the East Campus only.

---

### 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.
Any student admitted to the Respiratory Program who fails or withdraws from any two Respiratory Therapy courses (can be the same course or two different courses) must petition the Health Related Programs Admission Committee for reevaluation and readmission.

Any student who petitions the Committee and is readmitted to the Health Related Program and fails or withdraws from any subsequent Respiratory Therapy course must petition the Committee again for reevaluation and readmission. Students will be allowed to petition no more than two (2) times.

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

### FRESHMAN YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1103</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1033</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>APB 2193C &amp;</td>
<td>Human Anatomy &amp; Physiology</td>
<td>8</td>
</tr>
<tr>
<td>APB 2201C</td>
<td>Applied Physics</td>
<td>4</td>
</tr>
<tr>
<td>MCB 2010C</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>RET 1024</td>
<td>Introduction to Respiratory Therapy</td>
<td>2</td>
</tr>
<tr>
<td>RET 1026</td>
<td>Basic Respiratory Equipment</td>
<td>3</td>
</tr>
<tr>
<td>APB 1650</td>
<td>Introduction to Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>APB 2283</td>
<td>Pulmonary Physiology</td>
<td>4</td>
</tr>
<tr>
<td>RET 1264</td>
<td>Advanced Respiratory Equip. &amp; Functions</td>
<td>4</td>
</tr>
<tr>
<td>RET 1874</td>
<td>Clinical Practice I</td>
<td>2</td>
</tr>
</tbody>
</table>

*Twelve calendar months

### SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1313</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>RET 2875</td>
<td>Clinical Practice II</td>
<td>2</td>
</tr>
<tr>
<td>APB 2283</td>
<td>Respiratory Pathology</td>
<td>3</td>
</tr>
<tr>
<td>RET 2284</td>
<td>Cardiopulmonary Therapy</td>
<td>4</td>
</tr>
<tr>
<td>RET 2934</td>
<td>Clinical Practice III</td>
<td>2</td>
</tr>
<tr>
<td>RET 2934</td>
<td>Advanced Cardiopulmonary Therapy</td>
<td>4</td>
</tr>
<tr>
<td>RET 2877</td>
<td>Clinical Practice IV</td>
<td>2</td>
</tr>
<tr>
<td>RET 2878</td>
<td>Clinical Practice V</td>
<td>2</td>
</tr>
<tr>
<td>HCA 2301</td>
<td>Hospital Organization and Management</td>
<td>2</td>
</tr>
</tbody>
</table>

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

### 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</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SEC</td>
<td>Beginning Shorthand*</td>
<td>3</td>
</tr>
<tr>
<td>SES</td>
<td>Beginning Typewriting*</td>
<td>3</td>
</tr>
<tr>
<td>SES</td>
<td>Intermediate Typewriting*</td>
<td>3</td>
</tr>
<tr>
<td>GEB</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>SES</td>
<td>Intermediate Shorthand*</td>
<td>3</td>
</tr>
<tr>
<td>SES</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>POS</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>MTB</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUL</td>
<td>Business Law I</td>
<td>3</td>
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</tbody>
</table>

30

SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
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<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>
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<tr>
<td>SES</td>
<td>Legal Secretarial Practices and Procedures</td>
<td>6</td>
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<tr>
<td></td>
<td>Humanities Elective</td>
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</tr>
</tbody>
</table>

30

Total 61

* Students with prior instruction and/or experience in SES 1100 or SES 1110 may enroll in next higher typewriting course or select elective courses or take credit by exam (CE) for the course waived. Recommended electives are: COC 1300; SPN 1030; SPC 1600; INP 1301; social science area.

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

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

Secretarial Science — Medical Secretary Option

Associate in Science

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

FRESHMAN YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>POS</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>SES</td>
<td>Beginning Typewriting*</td>
<td>3</td>
</tr>
<tr>
<td>SES</td>
<td>Intermediate Typewriting*</td>
<td>3</td>
</tr>
<tr>
<td>APB</td>
<td>Medical Terminology I &amp; II</td>
<td>3-3</td>
</tr>
<tr>
<td>SES</td>
<td>Medical Transcription I</td>
<td>3</td>
</tr>
<tr>
<td>SES</td>
<td>Medical Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>SES</td>
<td>Medical Transcription II</td>
<td>3</td>
</tr>
<tr>
<td>MTB</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

30

Secretarial Science — Clerical Option

Certificate

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

Session I

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

15
**Session II**

- SES 1335 Business Communications 3
- SES 1110 Intermediate Typing 3
- SES 2321 Business Machines 3
- INP 1301 Psychology in Business and Industry 3
- SES 2490 Executive Secretarial Seminar & Work Experience 3

Total 15

**Session III**

- SES 2401 Office Procedures 3
- SES 2120 Advanced Typing 3

Total 6

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

**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.

**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>MTB 1321</td>
<td>Technical Mathematics I or College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1104</td>
<td>Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1100C</td>
<td>Modern Computational Methods</td>
<td>2</td>
</tr>
<tr>
<td>MTB 1304</td>
<td>Humanities Elective from Area 2</td>
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</tr>
</tbody>
</table>

Total 14

**INTERMEDIATE COURSES**

- SUR 2949 Cooperative Education: Surveying Field Experience or Elective 2-4
- ETC 2202 Administrative Management of a Technical Business 3
- ENC 1313 Technical Communication 3
- MTB 1322 Technical Mathematics II or College Trigonometry 3
- MAC 1114 Psychology in Business and Industry 3
- INP 1301 Surveying and Measurements 4
- POS 1041 American Government I 3
- SUR 2610C Surveying II 3
- SUR 2400C Legal Aspects of Surveying 3
- Elective 3

Total 33-32

**ADVANCED COURSES**

- SUR 2640C Surveying III 4
- SUR 2500C Electronic and Geodetic Surveying 3
- SUR 2460C Subdivisions 3
- SUR 2300C Topography and Mapping 3
- SUR 2402C Land Surveying and Descriptions 3

Total 16

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

**ASSOCIATE IN GENERAL STUDIES DEGREE**

**THE ASSOCIATE IN GENERAL STUDIES DEGREE PROGRAM**

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

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

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

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

1. Completion of a minimum of sixty (60) semester hours of credit with a grade of "C" or above in each course.

2. Completion of fifteen (15) of the above semester hours in residence at Valencia Community College.

3. Completion of a graduation check (record evaluation) with the Registrar's Office prior to applying for graduation.

4. Filing of an Application for Graduation in the Registrar's Office by the deadline date as listed in the college calendar and catalog.

5. Fulfilling of all financial obligations to the college.

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

**CONTINUING EDUCATION**

The Open Campus Continuing Education Program consists of a comprehensive offering of courses concerning personal, occupational, and avocational interests. Examples are listed below. For more information about course content and length, class schedules, etc., consult the Continuing Education schedule or contact the Open Campus.

Continuing Education courses are designed to meet the needs of individual students or groups of students who are not interested in enrolling for college credit but are interested in upgrading skills or learning to make better use of leisure and recreational time. They are offered throughout Orange and Osceola Counties and can begin whenever 15 or more students express a common interest.

Courses designated "Noncredit" carry no college credit and cannot be used in fulfilling graduation requirements at Valencia Community College.

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

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

The State Legislature has passed legislation requiring that all occupational courses be assigned a dual fee. Students taking occupational courses which do not relate to their current or past occupation will be required to pay the higher fee. Courses are offered in the following:

- HOMES AND PERSONAL IMPROVEMENT
- BUSINESS AND PROFESSIONAL DEVELOPMENT
- ARTS, CRAFTS, MUSIC AND CULTURAL ENRICHMENT
- COMMUNITY INSTRUCTIONAL SERVICES
- RECREATION AND LEISURE STUDIES
- SPORTS
COURSE DESCRIPTIONS
COURSE DESCRIPTIONS

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

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

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

To help you in understanding the new course numbering system, a directory of course prefixes has been prepared for your assistance to enable you to translate the abbreviations to a full title.

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

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

Florida’s Statewide Course Numbering System

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

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

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

The course numbering system was developed so that equivalent courses could be accepted for transfer without misunderstanding. Each public institution is to accept for transfer credit any course which carries the same prefix and last three digits as a course at the receiving institution. For example, if a student has taken SOC _000 at a community college, he cannot be required to repeat SOC _000 at the school to which he transfers. Further, credit for any course or its equivalent, as judged by the appropriate faculty task force and published in the course numbering system, which can be used by a native student to satisfy degree requirements at a state university can also be used for that purpose by a transfer student regardless of where the credit was earned.

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

General Rule for Course Equivalencies

All undergraduate courses bearing the same alpha prefix and last three numbers (and alpha suffix, if present) have been agreed upon to be equivalent. For example, an introductory course in sociology is offered in over 40 postsecondary institutions in Florida. Since these courses are considered to be equivalent, each one will carry the designator SOC _000.

First Digit

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

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

Lab Indicators

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

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

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

Examples: Marine Biology OCB _013 (lecture only)

Marine Biology OCB _013L (lab only)

Marine Biology with Lab OCB _013C (lecture and lab combined)

Therefore, OCB _013C is equivalent to OCB _013 plus OCB _013L.

Equivalency of Sequences

In certain cases, sequences of courses in a given discipline are equivalent rather than the individual courses which make up these sequences. (For example, MAC _132, _133, _134). In these cases the subject matter topics may not be taught in the same sequence, course by course, in several institutions; however, upon completion of the full sequence at any of the several institutions, students have completed substantively equivalent content. These sequences are clearly identified in the Course Equivalency Profiles.

Explanation of Prefixes and Numbers

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

Generally, each of the major classifications in a discipline is represented by a three-alpha prefix. In some cases, one three-alpha prefix has been sufficient for the entire discipline. A discipline may use as many prefixes as necessary to 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: APH, African History; AMH, American History; ASH, Asian History; EUH, European History; HIS, History—General; LAM, 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

Early Florida History

(1

2

3

4

A

M

H

Broad Area of American History; part of discipline of History

Junior level offering; (at this particular institution)

In Taxonomy for AMH 400 series indicates "Areas in American History"

In Taxonomy for AMH this digit indicates courses in "History of Florida"

Last digit in this case refers to group of equated courses dealing with "Early History of Florida"

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

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

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

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

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

Exceptions to the Rule for Equivalencies

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

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

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

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

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

Authority for Acceptance of Equivalent Courses

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

DIRECTORY OF COURSE PREFIXES

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

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

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Title</th>
<th>Abbreviation</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFA</td>
<td>Afro-American Studies</td>
<td>AFH</td>
<td>African History</td>
</tr>
<tr>
<td>AFH</td>
<td>African History</td>
<td>AFS</td>
<td>African Studies</td>
</tr>
<tr>
<td>AGG</td>
<td>Agriculture General</td>
<td>AGR</td>
<td>Agronomy</td>
</tr>
<tr>
<td>AMH</td>
<td>American History</td>
<td>AML</td>
<td>American Literature</td>
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<td>AMS</td>
<td>American Studies</td>
<td>ANT</td>
<td>Anthropology</td>
</tr>
<tr>
<td>APB</td>
<td>Applied Biology</td>
<td>APH</td>
<td>Anatomy/Organismal Physiology</td>
</tr>
<tr>
<td>ARC</td>
<td>Architecture</td>
<td>ARE</td>
<td>Art Education</td>
</tr>
<tr>
<td>ART</td>
<td>Art History</td>
<td>ARH</td>
<td>Art History</td>
</tr>
<tr>
<td>ARV</td>
<td>Arts: Vocational</td>
<td></td>
<td></td>
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</table>

74
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Title</th>
<th>Abbreviation</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASI</td>
<td>Astronomy: Instrumentation</td>
<td>EED</td>
<td>Education: Emotional Disorders</td>
</tr>
<tr>
<td>ASN</td>
<td>Asian Studies</td>
<td>EEL</td>
<td>Engineering: Electrical</td>
</tr>
<tr>
<td>AST</td>
<td>Astronomy</td>
<td>EES</td>
<td>Environmental Engineering</td>
</tr>
<tr>
<td>BAN</td>
<td>Banking</td>
<td>EEX</td>
<td>Science</td>
</tr>
<tr>
<td>BCC</td>
<td>Basic Clinical Clerkship</td>
<td>EGM</td>
<td>Education: Exceptional Child —</td>
</tr>
<tr>
<td>BCH</td>
<td>Biochemistry</td>
<td>EGN</td>
<td>Core Competencies</td>
</tr>
<tr>
<td>BBN</td>
<td>Building Construction</td>
<td>EIN</td>
<td>Engineering: General</td>
</tr>
<tr>
<td>BMS</td>
<td>Basic Medical Sciences</td>
<td>ELM</td>
<td>Engineering: Industrial</td>
</tr>
<tr>
<td>BOT</td>
<td>Botany</td>
<td>ELMR</td>
<td>Engineering: Electrical Lab and Related</td>
</tr>
<tr>
<td>BSC</td>
<td>Introductory Biology</td>
<td>EMN</td>
<td>Engineering: Material</td>
</tr>
<tr>
<td>BTE</td>
<td>Business Teacher Education</td>
<td>ENA</td>
<td>Engineering: Mechanical</td>
</tr>
<tr>
<td>BUL</td>
<td>Business Law</td>
<td>EMC</td>
<td>Mechanical-Chemical</td>
</tr>
<tr>
<td>CAP</td>
<td>Computer Applications</td>
<td>EML</td>
<td>Engineering: Mechanical</td>
</tr>
<tr>
<td>CBH</td>
<td>Comparative Psychology and Animal Behavior</td>
<td>EMLR</td>
<td>Education: Mental Retardition</td>
</tr>
<tr>
<td>CCJ</td>
<td>Criminology and Criminal Justice</td>
<td>EMR</td>
<td>Emergency Medical Technology</td>
</tr>
<tr>
<td>CDA</td>
<td>Computer Design/Architecture</td>
<td>EMT</td>
<td>English Composition</td>
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<tr>
<td>CES</td>
<td>Civil Engineering Structures</td>
<td>ENC</td>
<td>English: General</td>
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<tr>
<td>CHD</td>
<td>Child Development</td>
<td>ENG</td>
<td>English Literature</td>
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<tr>
<td>CHM</td>
<td>Chemistry</td>
<td>ENL</td>
<td>Engineering: Environmental Entomology</td>
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<tr>
<td>CHS</td>
<td>Chemistry: Specialized</td>
<td>ENV</td>
<td>Education: Secondary</td>
</tr>
<tr>
<td>GIS</td>
<td>Computer and Information Systems</td>
<td>ENY</td>
<td>Engineering Systems: Industrial</td>
</tr>
<tr>
<td>CJD</td>
<td>Criminal Justice Development</td>
<td>ESE</td>
<td>Engineering Tech: Civil</td>
</tr>
<tr>
<td>CJT</td>
<td>Criminal Justice Technology</td>
<td>ESI</td>
<td>Engineering Tech: Drafting</td>
</tr>
<tr>
<td>CLA</td>
<td>Classical and Ancient Studies</td>
<td>ETC</td>
<td>Engineering Tech: Electrical</td>
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<td>Clinical Psychology</td>
<td>ETD</td>
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<td>ETE</td>
<td>Engineering Tech: Industrial</td>
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<tr>
<td>CMB</td>
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<td>ETI</td>
<td>Electroencephalographic Technology</td>
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<td>EXP</td>
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<tr>
<td>CPO</td>
<td>Comparative Politics</td>
<td>FFP</td>
<td>Film</td>
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<td>CPS</td>
<td>Comparative Policy Studies (Multi-National)</td>
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<td>CRM</td>
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<td>Creative Writing</td>
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<td>French Literature in Translation</td>
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<td>Community Psychology</td>
<td>FRT</td>
<td>French Literature (Writings)</td>
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<td>Dance Activities</td>
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<td>Geography: Regional (Area)</td>
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<td>Home Management and Equipment</td>
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<td>Human Services</td>
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<td>Industrial and Applied Psychology</td>
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<td>Object Centr., Land</td>
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<td>Philosophy, History of</td>
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<tr>
<td>MAC</td>
<td>Mathematics: Calculus and Precalculus</td>
<td>PPS</td>
<td>Philosophy</td>
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<td>Mathematics: Discrete</td>
<td>PHP</td>
<td>Philosophy of Man and Society</td>
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<td>Marriage and Family</td>
<td>PHS</td>
<td>Philosophers and Schools</td>
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<td>Management</td>
<td>PHT</td>
<td>Physics: Specialized</td>
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<td>PLP</td>
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<td>Plant Pathology</td>
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<td>Medical Assisting Technology</td>
<td>PPE</td>
<td>Political Theory</td>
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<td>Medicine Electives</td>
<td>PSB</td>
<td>Psychology of Personality</td>
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<td>Meteorology</td>
<td>PSC</td>
<td>Psychobiology</td>
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<td>PSY</td>
<td>Physical Sciences</td>
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<td>PUP</td>
<td>Psychology</td>
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<td>Foundations</td>
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<td>Public Policy</td>
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<td>REL</td>
<td>Real Estate</td>
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<td>Medical Records Technology</td>
<td>RET</td>
<td>Religion</td>
</tr>
<tr>
<td>MTG</td>
<td>Mathematics: Topology and Geometry</td>
<td>RTE</td>
<td>Respiratory Therapy</td>
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<tr>
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<td>RTV</td>
<td>Radiation Health Technology</td>
</tr>
<tr>
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<td>Music: Education</td>
<td>RUS</td>
<td>Reactor Operator Technology</td>
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<tr>
<td>MUG</td>
<td>Music: Conducting</td>
<td>SES</td>
<td>Radiologic Technology</td>
</tr>
<tr>
<td>MUH</td>
<td>Music: History/Musicology</td>
<td>SOC</td>
<td>Radio-Television</td>
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<tr>
<td>MUL</td>
<td>Music: Music Literature</td>
<td>SOP</td>
<td>Russian Language</td>
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<td>MUM</td>
<td>Music: Commercial</td>
<td>SOS</td>
<td>Secretarial Studies</td>
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<tr>
<td>MUN</td>
<td>Music: Musical Ensembles</td>
<td>SOW</td>
<td>Sociology</td>
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<tr>
<td>MUO</td>
<td>Music: Opera/Musical Theatre</td>
<td>SPC</td>
<td>Social Psychology</td>
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<tr>
<td>MUR</td>
<td>Music: Church Music</td>
<td>SPN</td>
<td>Soil Science</td>
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<td>MUS</td>
<td>Music</td>
<td>SPS</td>
<td>Social Work</td>
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<td>Music: Theory</td>
<td>SPT</td>
<td>Speech Communication</td>
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<td>Music: Therapy</td>
<td>SPW</td>
<td>Spanish Language</td>
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<td>Music: Applied—Brasses</td>
<td>SSA</td>
<td>School Psychology</td>
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<td>MKV</td>
<td>Music: Applied—Keyboard</td>
<td>STA</td>
<td>Spanish Literature in Translation</td>
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<td>STD</td>
<td>Spanish Literature (Writings)</td>
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<td>MVP</td>
<td>Music: Applied—Percussion</td>
<td>SUR</td>
<td>Social Sciences: Interdisciplinary</td>
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<td>Music: Applied—Strings</td>
<td>THE</td>
<td>Statistics</td>
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<td>MVV</td>
<td>Music: Applied—Voice</td>
<td>TPA</td>
<td>Student Development</td>
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<tr>
<td>MVW</td>
<td>Music: Applied—Woodwinds</td>
<td>TPS</td>
<td>Surveying Technology</td>
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<td>TTP</td>
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<td>TRA</td>
<td>Theatre Production and Administration</td>
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<td>NUU</td>
<td>Nursing Universals</td>
<td>TTE</td>
<td>Theatre Performance and Performance Training</td>
</tr>
<tr>
<td>OCB</td>
<td>Oceanography: Biological</td>
<td>URB</td>
<td>Transportation and Traffic</td>
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<td>OCC</td>
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AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

ETG 2949 2-4 Credits
COOPERATIVE EDUCATION: AIR CONDITIONING AND REFRIGERATION FIELD EXPERIENCE
Prerequisite: Permission of the instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. 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; 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 refrigeration; 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.

ART

ARH 1000 3 Credits
THE VISUAL ARTS TODAY
The course, an introductory art appreciation course, is designed to provide the student with a foundation for understanding the contemporary visual arts.

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

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

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

ART 1001C 3 Credits
FUNDAMENTALS OF APPLIED ART
An introductory studio art course for non-art majors. The course places emphasis on creative expression and critical evaluation, using a variety of two-dimensional
media, such as painting, stitchery, printmaking and three-dimensional media, such as clay, wood, fibers. (Laboratory fee)

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

**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.  
**3 Credits**

**ART 1301C**  
**DRAWING I**  
Includes extra periods. Introductory drawing class with emphasis on basic skills and concepts. (Laboratory fee)  
**3 Credits**

**ART 1302C**  
**DRAWING II**  
Includes extra periods. **Prerequisite:** ART 1301C. Continuation of Drawing I with emphasis on further development of technique and exploration of personal imagery and content. (Laboratory fee)  
**3 Credits**

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

**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)  
**3 Credits**

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

**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)  
**3 Credits**

**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)  
**3 Credits**

**ART 2510C**  
**PAINTING I**  
Includes extra periods. **Prerequisite:** ART 1301C and ART 1202C or consent of instructor. Introduction to basic concepts and techniques of painting. (Laboratory fee)  
**3 Credits**

**ART 2520C**  
**PAINTING II**  
Includes extra periods. **Prerequisite:** ART 2510C. Emphasis placed on continued exploration into painting technique, color and composition. (Laboratory fee)  
**3 Credits**

**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)  
**3 Credits**

**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)  
**3 Credits**

**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)  
**3 Credits**

**ART 2800C**  
**SELECTED TOPICS IN ART**  
These seminars are for students who are interested in further study in a specific art area.  
**1-3 Credits**

**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.  
**2-4 Credits**
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
3 Credits
MEDICAL TERMINOLOGY I
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
3 Credits
MEDICAL TERMINOLOGY II
Includes two (2) one-hour laboratory periods. A continuation of APB 1390 including the nervous, sensory, endocrine, digestive, excretory and reproductive systems.

APB 2193C
4 Credits
HUMAN ANATOMY AND PHYSIOLOGY I
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
4 Credits
HUMAN ANATOMY AND PHYSIOLOGY II
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 2200C
4 Credits
INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY
Six hours lecture/laboratory instruction. Prerequisite: BSC 1010C or Permission of Department. A one semester course dealing with normal structure and function of the body systems and includes additionally a unit on cells, tissues, and basic chemistry. This course cannot be substituted for APB 2193C and/or APB 2201C.

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

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

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

BSC 2933
1-3 Credits
SELECTED TOPICS IN BIOLOGY
This course deals with selected topics in the biological sciences based on an historical, traditional or contemporary approach as the background and interest of the students and instructor dictate.

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

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

OCB 2003
3 Credits
MARINE BIOLOGY
Prerequisite: BSC 1010C. A survey of basic aspects of oceanography, marine organisms and salt water aquariums. Some of the class meetings during the semester are held at Sea World. (Laboratory fee)
PCB 2303C
AQUATIC BIOLOGY
3 Credits
Prerequisite: BSC 1010C or permission of the department. A lecture, laboratory and field biological survey of lakes and streams including the taxonomy, ecology and life cycles of freshwater organisms with emphasis on the invertebrates. This course covers the physical and chemical factors of freshwater ecosystems such as the origin of lakes, evolution of streams, and biogeochemical cycles of freshwater. The biology of polluted water is discussed. (Laboratory fee)

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

ZOO 2303C
VERTEBRATE ZOOLOGY
4 Credits
Six hours lecture/laboratory instruction. Prerequisite: BSC 1010C and ZOO 2013C. A lecture and laboratory study of chordate zoology with emphasis on the taxonomy, ecology, evolution, function, and structure of the vertebrates. (Laboratory fee)

ZOO 2713C
COMPARATIVE VERTEBRATE ANATOMY
4 Credits
Six hours lecture/laboratory instruction. Prerequisite: ZOO 2013C. An evolutionary approach to a comparative study of organ systems of several representative chordates. Dissection of these organisms is performed in sequence in the laboratory to gain an understanding of similarities. (Laboratory fee)

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

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

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

ACC 2409
COST ACCOUNTING
3 Credits
Prerequisite: ACC 2021. The accounting principles and procedures used in the control of material, labor and overhead costs of production.

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

ACC 2730
ACCOUNTING AND INFORMATION SYSTEMS
3 Credits
Prerequisites: ACC 2021 and COC 1300. The accounting applications of electronic data processing, including the preparation, interpretation and use of computer information in financial decision-making.

ACC 2800
ACCOUNTING THEORY
3 Credits
Prerequisite: ACC 2021. The theoretical basis of standard accounting principles, practices and procedures, including analysis of financial records.

ACC 2934
SELECTED TOPICS IN ACCOUNTING
1-3 Credits
This seminar is for students interested in discussion, exploration and observation of special topics in the area of accounting.

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

BAN 2000
FINANCIAL INSTITUTIONS
3 Credits
Prerequisite: GEB 1011. A review and discussion is given to the organization, administration and important functions of financial institutions. The primary institutions studied are: commercial banks, savings and loan associations, department stores, hospilals, 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 3 Credits
CREDIT LAWS AND REGULATIONS
Prerequisites: GEB 1011 and BUL 2111. A study is given to the Florida State and Federal laws and regulations which affect credit transactions. The impact of each law is explained in such important operations as installment sales, consumer loans, credit cards, debt adjustments, fine print clauses, default, collections, Truth-in-Lending, credit bureaus, credit reports, and civil penalties.

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

BUL 1303 3 Credits
FLORIDA REAL ESTATE LAW
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 3 Credits
BUSINESS LAW I
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 3 Credits
BUSINESS LAW II
Prerequisite: BUL 2111. A continuation of the study of law, including commercial paper, creditors' rights under secured transactions, insurance, bankruptcy, agency, employment, partnerships, corporations and real property.

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

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

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

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

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

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

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

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

MAR 2111 3 Credits
PRINTING SALESMANSHIP
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 3 Credits
RETAILING
Prerequisite: GEB 1011 or experience. This course gives an introduction to the nature and scope of retail merchandising as seen within the total economic structure. Emphasis is given to the many functions of a retail establishment including employee services and consumer relationships.
MAR 2302
ADVERTISING
Prerequisite: GEB 1011 or experience. Study of modern advertising from the marketing, communications, consumer and legal viewpoints. Emphasis given to media selection, sales promotion, and creative development of advertising.

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

MAR 2849
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, payroll, 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 salesmen.

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 INVESTMENT
This course is designed to forecast and measure investment yields such as cash flow and profit analysis on real property. Houses, apartments, shopping centers, office buildings and industrial properties are analyzed using various investment approaches.

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 2205
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.

SES 1100
3 Credits
TYPWRITING I
For the student with little or no typing experience. The student will demonstrate competencies in the correct techniques and basic skills in typing, mastery of the keyboard, the operation and care of the typewriter and the performance of basic type exercises. Minimum acceptable standards at completion of the course will be 35-40 words per minute with limited numbers of errors.

SES 1110
3 Credits
INTERMEDIATE TYPWRITING
Prerequisite: SES 1100 or one year of high school typing. A continuation of the skills of typewriting, including their application to more advanced styles of correspondence, statistical typing and manuscripts.

SES 1175
3 Credits
MEDICAL TRANSCRIPTION I
Prerequisite or co-requisite: APB 1390. Stressing fundamentals of transcribing medical and simple dictation from medical recording devices.
SES 1210 3 Credits
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 3 Credits
INTERMEDIATE SHORTHAND
Prerequisite: SES 1210 or one year of high school shorthand. A continuation of Gregg (Diamond Jubilee) shorthand with emphasis on theory and the development of dictation skills.

SES 1335 3 Credits
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 3 Credits
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 3 Credits
ADVANCED TYPEWRITING
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 2176 3 Credits
MEDICAL TRANSCRIPTION II
Prerequisite: SES 1175. An advanced course in transcription of medical documents using more difficult medical terminology.

SES 2177 3 Credits
MEDICAL TRANSCRIPTION III
Prerequisite: SES 2176. This course uses sophisticated medical terminology such as employed in the surgical specialties of cardiovascular surgery, orthopedics, neurosurgery and plastic surgery.

SES 2212 3 Credits
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 3 Credits
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 2321 3 Credits
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 3 Credits
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 3 Credits
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 3-3 Credits
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 2450 3 Credits
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
INTERNERSHIP AS MEDICAL SECRETARY
4 Credits
Prerequisite: Approval by the instructor. An internship in which the student spends a maximum of fifteen (15) hours a week either in a physician's office, public health facility, an extended care facility or a hospital. Course culminates in evaluation seminars with various instructors and on-the-job trainers.

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

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

CAREER DEVELOPMENT

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

STD 2932
SELECTED TOPICS IN CAREER AND LIFE PLANNING
1-3 Credits
The student develops and explores in depth stated personal objectives and goals as related to potential career areas and life planning.

CHEMISTRY

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

CHM 1034C
GENERAL CHEMISTRY FOR LABORATORY TECHNOLOGY
6 Credits
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
INTRODUCTION TO GENERAL CHEMISTRY
4 Credits
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 1045C. 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 1045C. (Laboratory fee)

CHM 1045C
GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS I
4 Credits
Six hours lecture/laboratory instruction. Prerequisites: CHM 1040C or one year of high school chemistry completed with a grade of "C" or better and MAT 1033 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
GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS II
4 Credits
Six hours lecture/laboratory instruction. Prerequisite: Satisfactory completion of CHM 1045C. A continuation of CHM 1045C dealing mainly with equilibrium theory, thermodynamics, chemical kinetics and electrochemistry. The laboratory is designed to illustrate the principles of ionic equilibria within the framework of qualitative analysis. (Laboratory fee)

CHM 1200C
INTRODUCTORY ORGANIC AND BIOCHEMISTRY
4 Credits
Six hours lecture/laboratory instruction. Prerequisite: CHM 1040C (or one year of high school chemistry completed with a grade of C or better) and MAT 1024 (or one year of high school algebra). This course is designed to
provide students planning a career in the health-related fields or in the life sciences with an introduction to organic and biochemistry. The students will study the structures and typical reactions of the functional groups, the structure and the functions of the classes of biomolecules, and the energy flow of biological systems. The laboratory portion of the course will provide students with exercises which illustrate the principles of organic and biochemistry. (Laboratory fee)

**CHM 2120C**
**QUANTITATIVE ANALYSIS**
4 Credits
Nine hours lecture/laboratory instruction. Prerequisite: CHM 1046C. 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 2210C. A continuation of CHM 2210C with the laboratory devoted to multistep synthesis. (Laboratory fee)

**CHM 2933**
**SPECIAL TOPICS IN CHEMISTRY**
1-3 Credits
Lecture/laboratory instruction. Prerequisite: CHM 1045C 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 coursework will survey the developmental patterns of behavior of children from three through twelve years of age. Includes case studies and observation of children in various settings. Instructor's approval.

**CHD 1440**
**SUPERVISED STUDENT PARTICIPATION**
4 Credits
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
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
SEMINAR IN CHILD DEVELOPMENT
Prerequisite: CHD 2440. Provides the opportunity for students to raise questions about problems in child development and child care. Explores the opportunities of child care as a business and helps the student become an administrator.

CHD 2440
SUPERVISED STUDENT PARTICIPATION
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
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
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.

CONSTRUCTION TECHNOLOGY

ARC 1120C
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 high-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 1220
HEAVY CONSTRUCTION-METHODS & EQUIPMENT
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 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 2021
ADVANCED CONSTRUCTION METHODS AND APPLICATIONS
This course is designed to provide the student with exposure to the various technological breakthroughs as they develop within the building construction industry. Emphasis will be placed on future construction trends, industry demands, regulations, and advanced state-of-the-art design criteria.
BCN 2405C
STATICS AND STRENGTH OF MATERIALS
4 Credits
Prerequisite: PHY 1024C or 1053C. Course covers principles of statics, structural mechanics and the effects of loads and loading on building elements and frames. Some of the major areas covered include: materials, stress and deformation; properties of sections; gravity loads, shear and bending in beams, stresses in columns.

BCN 2563
BUILDING SERVICE SYSTEMS
4 Credits
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
3 Credits
Course covers the basic steps of estimating from review of drawings and specifications to the development of a final estimate including overhead and profit factors. Prepares students to make some of the kinds of estimates that are commonly used in the construction industry.

BCN 2949
COOPERATIVE EDUCATION: BUILDING CONSTRUCTION FIELD EXPERIENCE
3-4 Credits
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student’s college major. May be repeated for credit.

ETC 2220C
SOILS AND FOUNDATIONS
4 Credits
Course covers criteria used in selection, design and construction of the elements of a structure that transfers its total load to the underlying formations. Theoretical aspects considered and treated are: analysis of subsoil conditions, bearing capacity and settlement analysis, character of natural soil deposits, earth pressure and retaining wall theory and stability of slopes and subgrades. Foundation design, behavioral characteristics and pile driving are also covered. (Laboratory fee)

EVS 2215C
HYDRAULICS AND PIPE FLOW
3 Credits
A study in the basic theory of the hydraulics of flow in pipes and in open channels (fluid mechanics). Presented are illustrations and examples of piping and other equipment used in buildings and factories for water supply, sewage, transfer of liquid products, and wastewater disposal.

EVS 2224C
HYDROLOGY AND DRAINAGE
3 Credits
Prerequisite: EVS 2215C. Emphasis is placed on the theory of Hydrology as it relates to 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, bridges and culverts.

SUR 2201C
HIGHWAY DRAFTING AND ROUTE DESIGN
4 Credits
Prerequisite: SUR 1100C, ARC 1120C. Highway draft-

CRIMINAL JUSTICE

CCJ 1010
INTRODUCTION TO CRIMINOLOGY
3 Credits
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
INTRODUCTION TO CRIMINAL JUSTICE I
3 Credits
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
INTRODUCTION TO CRIMINAL JUSTICE II
3 Credits
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  
INSTITUTIONAL PROCEDURES, JAILS AND DETENTION  
3 Credits
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 2130  
POLICE COMMUNITY RELATIONS  
3 Credits
A study of human relations and its effect on policing and confrontation management. Prejudice, discrimination, civil rights and the individual liberties are evaluated. Sources of trouble, unrest and tension are identified. Demonstration, protests, and civil disorders are discussed. Methods of confrontation management and other remedial resources are presented.

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

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

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

CCJ 2330  
PROBATION, PAROLE AND COMMUNITY CORRECTIONS  
3 Credits
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  
INTRODUCTION TO INTERVIEWING AND COUNSELING  
3 Credits
The emphasis of this course is on basic principles of interviewing, interrogation, individual and group counseling in criminal justice.

CCJ 2400  
POLICE ADMINISTRATION  
3 Credits
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  
POLICE PERSONNEL SUPERVISION AND MANAGEMENT  
3 Credits
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  
CORRECTIONAL ADMINISTRATION  
3 Credits
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: CCJ 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
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
Recording the crime scene, collecting and preserving evidence. Familiarization with police crime laboratory and interview and interrogation theories are presented.

DATA PROCESSING

CAP 2201
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
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
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
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
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, system analysts and data processing managers. Covers basic math, math for computers, linear algebra and optimization techniques.

COC 1300
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
COMPUTERS FOR EVERYONE
3 Credits
This general education course is designed to provide a broad overview and understanding of computers. Many aspects about computers such as principles, methods and applications are investigated along with the impact and role of computers in society.

COP 1110
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.

DEH 1000C
INTRODUCTION TO CLINICAL DENTAL HYGIENE I
4 Credits
Includes two (2) four-hour clinical periods. This course is an introduction to the duties of the dental hygienist in oral hygiene care. Emphasis is placed upon the preventive procedures which must be performed by the dental hygienist and the patient to decrease the incidents of
oral disease. The course includes such topics such as sterilization techniques, medical history procedures, dental charting and mastery of beginning techniques in caring for the dental patient. (Laboratory fee)

DEH 1120
GENERAL ORAL HISTOLOGY
2 Credits
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
CLINICAL DENTAL HYGIENE II
4 Credits
Includes two (2) four-hour clinical sessions. Prerequisite: DEH 1000C. Students are required to complete a specific number of dental prophylaxes for adults and children in the clinic under the supervision of the clinical staff. Includes practical experience in dental radiology. (Laboratory fee)

DEH 1804C
CLINICAL DENTAL HYGIENE III
3 Credits
Prerequisite: DEH 1802C. Continuation of Dental Hygiene II. (Laboratory fee)

DEH 2303
PHARMACOLOGY
2 Credits
Prerequisites: APB 2193C - APB 2201C, MCB 1010C. Presentation of basic aspects relating to the physical and chemical properties dosage, methods of administration, and therapeutic use of pharmaceutical preparations used in dentistry.

DEH 2400
GENERAL AND ORAL PATHOLOGY
3 Credits
Prerequisites: MCB 2010C and DEH 1120. Corequisite: DEH 2800. Introduction to general pathology with consideration of the more common diseases affecting the human body. Particular emphasis is given to the study of pathological conditions of the mouth, teeth and their supporting structures, and their relationship to systemic disturbances.

DEH 2504
DENTAL SPECIALTIES
1 Credit
A series of lecture demonstrations in the fields of restorative dentistry, periodontia, oral diagnosis, orthodontia, pedodontia, oral surgery, anesthesia and endodontics. These observations are for the purpose of giving the student a better understanding of the specialized fields of dentistry and their relation to dental hygiene.

DEH 2600
PERIODONTICS
2 Credits
Prerequisites: DEH 1120 and MCB 2010C. Co-requisite: DEH 2400. This course presents the classification of periodontal disease, the clinical picture, causative factors, treatment planning, therapy and the dental hygienist's role in working with periodontal disease. Included is training in root planning and gingival curettage.

DEH 2700
DENTAL HEALTH EDUCATION
2 Credits
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
DENTAL PUBLIC HEALTH AND PREVENTIVE DENTISTRY
2 Credits
Prerequisite: PSY 1012. Co-requisites: DEH 2303, DEH 2504, DEH 2830, DEH 2806C, and SOC 2000. Philosophy and practices of public health and public health dentistry. A study of the newest concepts of preventive dentistry, its meaning and aims and the responsibilities of the dental hygienist in this field of practice.

DEH 2806C
CLINICAL DENTAL HYGIENE IV
5 Credits
Includes three (3) four-hour clinical sessions. Prerequisite: DEH 1804C. Continuation of Clinical Dental Hygiene III. (Laboratory fee)

DEH 2808C
CLINICAL DENTAL HYGIENE V
5 Credits
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
1-5 Credits
Prerequisite: Permission of department or faculty. This course is designed for students interested in obtaining additional dental hygiene skills.

DES 1000C
DENTAL ANATOMY
3 Credits
Prerequisite or co-requisite: APB 2193C. Includes one (1) three-hour laboratory. The study of the structure, morphology and function of the primary and permanent dentition. Laboratory procedures include the indentification and the reproduction of tooth forms by drawing and carving representative teeth. (Laboratory fee)

DES 1200C
DENTAL RADIOGRAPHY
3 Credits
Includes one three-hour laboratory. Prerequisite: APB 2193C and DES 1000C. Corequisites: APB 2201C and MCB 2010C. Orientation of the student to the nature, physical behavior, biological effects, methods of control, safety precautions and the techniques for exposing, processing, and mounting x-rays. Laboratory procedures will include the application of these techniques in clinical practice. (Laboratory fee)
DES 2100C  
DENTAL MATERIALS  
3 Credits
Includes three-hour laboratory. A series of lecture-demonstrations designed to acquaint the student with the nomenclature, characteristics, proper manipulation and application of materials used in the laboratory and clinical practice of dentistry. The procedures for purchasing and storage of supplies are considered. (Laboratory fee)

DRAFTING & DESIGN TECHNOLOGY

ETD 1701C  
MECHANICAL DRAFTING I  
3 Credits
Includes two-hour laboratory. Prerequisite: ETD 1100C. Drawing basic machine elements and subassemblies including screw threads, 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 2702C  
MECHANICAL DRAFTING II  
3 Credits
Includes two-hour laboratory. Prerequisite: ETD 1701C. A continuation of ETD 1701C which includes basic instruction in piping and structural drawing as related to mechanical drafting; integrates knowledge previously acquired in mechanical mechanisms and introduces charts, graphs, diagrams and various pictorial presentations of engineering information. Additional emphasis on jigs, tools and fixtures. (Laboratory fee)

ETD 2703C  
MECHANICAL DRAFTING III  
3 Credits
Includes two-hour laboratory. Prerequisite: ETD 2702C. A continuation of ETD 2702C which includes advanced assembly and detailed drawings of small machines, mechanical mechanisms or electromechanical devices with consideration given to application of principles covered in ETM 2828. Attention given to design of specifications on shafting gears, belts, clutches, brakes and miscellaneous machine elements. (Laboratory fee)

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

DRAMA

THE 1301  
DEVELOPMENT OF THEATER AND DRAMA: BEGINNINGS TO IBSEN  
3 Credits
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  
DEVELOPMENT OF THEATER AND DRAMA: IBSEN TO PRESENT  
3 Credits
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.
THE 2930  
SELECTED TOPICS IN THEATER  
1-3 Credits
This seminar is for students interested in research, discussion and observation of special topics in drama and theater.

TPA 1210  
BASIC STAGECRAFT I  
3 Credits
Basic Stagecraft I is an introduction to the technical structure and operation of a theater plant. The student is involved in all aspects of scenic construction, costume construction and applied lighting concepts.

TPA 1211  
BASIC STAGECRAFT II  
3 Credits
Prerequisite: TPA 1210. A continuation of Stagecraft I. Further emphasis is placed upon improving skills acquired in Stagecraft I and the student assumes crew chief responsibilities.

TPA 2220  
BASIC THEATER DESIGN  
3 Credits
This course involves the student in the preliminary concepts of stage, lighting and costume design. Design teaches the student the history of theatrical presentation and the motivation for design concepts.

TPA 2404  
PLAY PRODUCTION  
3 Credits
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, costume, properties, make-up, and house management. Production techniques will be applied through public performance.

TPP 1110  
BEGINNING ACTING  
3 Credits
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 plays, auditions, techniques, reheasal behavior.

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

ECONOMICS

ECO 1000  
BASIC ECONOMICS  
3 Credits
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  
PRINCIPLES OF ECONOMICS-MICRO  
3 Credits
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  
CONSUMER ECONOMICS  
3 Credits
An experience in the practical and theoretical evaluation of personal and family financial planning, buying, borrowing, protection and investing.

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

ECO 2932  
SELECTED TOPICS IN ECONOMICS  
1-3 Credits
These seminars are for students who are interested in special topics and desire to explore further the field of economics through research, discussion and observation.

EDUCATION

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

EDG 2935  
SELECTED TOPICS IN EDUCATION  
1-3 Credits
Prerequisite: EDF 1005 or permission of the instructor. These seminars are for students who are interested in special topics and desire to explore further the field of education through research, discussion and observation.
EDG 2941  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.

ELECTRONICS TECHNOLOGY

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, mechnical and electromechanical storage, electrostatic storage devices. (Laboratory fee)

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 semiconductor 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. Covered are more complex applications, including field-effect transistor circuitry, amplitude/phase shift response of transistor amplifiers, integrated circuits, negative and positive feedback circuits, voltage regulators, operational amplifiers, spectrum analysis, and harmonic distortion. 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 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 2422C 4 Credits
ELECTRONIC COMMUNICATION SYSTEMS I
Includes three hour laboratory. Prerequisite: ETE 1143C or 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 identically titled for 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 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 mechanics. (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.

ETM 1405C 4 Credits
MECHANISMS
Includes three-hour laboratory. Co-requisite: MTH 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)

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

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

ENGLISH

AML 2020
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
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 2020
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.

CRW 2021
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
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
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
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.

ENC 1136
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
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
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
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.
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 insure success at the more serious ones.

**FFP 2150** 3 Credits
METHODS OF TEACHING FOR FIRE TECHNOLOGY INSTRUCTORS
Principles, procedures and techniques of teaching are presented with emphasis on methods of instruction, developing training outlines, use of visual aids and testing procedures for Fire Technology instructors.

**FFP 2180** 3 Credits
FIRE DEPARTMENT MANAGEMENT
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.
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
PHYSICAL GEOLOGY
Six hours lecture/laboratory 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
Lecture, demonstrations and activities. Prerequisite: GLY 1000, Earth Science, GLY 2100, 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
Beginning course in fundamental German grammar and communication skills.

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

FRENCH

FRE 1000
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
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
INTERMEDIATE FRENCH
Prerequisite: FRE 1101 or equivalent or two years of high school French. Conversational approach with readings from modern and classic authors.

GEOGRAPHY

GEA 1000
WORLD GEOGRAPHY
An introductory study of the basic geographic concepts
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 BIOLGY 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
A broad look at the graphics surrounding us. Printing processes; type setting methods, including copyfitting; recognition and identification of papers; layout and color, plus introduction to press camera are all explored.

**ARV 1202 FUNDAMENTALS OF TYPOGRAPHY**
3 Credits
The fundamentals of typography covers printer’s measurements, copyfitting, history of typography, and recognition of popular type faces, specifications of types, proofreading and marking of proofs, use of type face specimen books. Students prepare rough and camera-ready layouts with specific emphasis on type selection. (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 2201 GRAPHIC REPRODUCTION PROCESSES**
3 Credits
Prerequisite: ARV 1200 or permission of the instructor. Theory and practice of the principles and methods of offset press-work, including press operation are covered. Mechanics of the equipment, press functions, operations, care and maintenance of the equipment, and materials used are explored in depth. In addition, the application of special techniques such as die cutting, scoring, numbering, perforating and embossing are examined. (Laboratory fee)

**ARV 2208 ILLUSTRATING**
3 Credits
Prerequisite: ETD 1200. A basic course in the application of freehand sketching and mechanical projection to industrial/commercial problems. Portfolio, resume and preparation for job seeking explored. Various mediums employed such as ink, airbrush, watercolor, acrylics, pastels, and colored pencils. Also included are studies in planning, production, and completion of finished artwork for brochures, reports, manuals and other industrial/commercial publications. (Laboratory fee)

**ARV 2240C 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, scanning, the reproduction of the line copy, and the stripping methods used in photolithography. (Laboratory fee)
*ARV 2241C  3 Credits
PHOTOLITHOGRAPHY II
Prerequisite: ARV 2240C or permission of the instructor. An advanced study of the photographic process involved in the reproduction of black and white continuous tone copy, halftone negatives and color separation. Included is an analysis of the various halftone screens, dot patterns, and percentages as they relate to the printing process. Direct and indirect methods of color separation are investigated with emphasis on photomechanical reproduction; the use of filters for color halftone separation, color corrections methods. Opaque and transparent overlays for line color separation, masking requirements and color proofing systems are studied in depth. (Laboratory fee)

*ARV 2250  3 Credits
OFFSET STRIPPING AND LITHOGRAPHIC PLATES
Prerequisite: ARV 1200. 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. (Laboratory fee)

ARV 2260  3 Credits
GRAPHIC ARTS ESTIMATING
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  3 Credits
WORK SIMPLIFICATION
A study of basic time and motion theories, improvement of work environment, job enrichment, compiling and determining work standards (operation time requirements) and work flow.

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

ARV 2310  3 Credits
PICTORIAL RENDERING
Designed to give the student a basic grounding in the construction and drawing methods necessary to produce accurate pictorials and architectural renderings. Various mediums are explored including airbrush and wash drawings, caseins, acrylics, and ink techniques required to produce drawings suitable for reproduction in advertisements and catalogs or production planning and/or for production planning and design analysis. (Laboratory fee)

ARV 2330  3 Credits
GRAPHICAL PRESENTATION OF DATA
Prerequisite: ARV 1200. 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. The preparation of finished art for reproduction or projection is performed and instruction given on flip chart techniques, and the use of overhead projection, slides and special materials. (Laboratory fee).

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

HEALTH

HES 1000  3 Credits
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  3 Credits
FIRST AID AND SAFETY
Designed to acquaint the individual with the principles of safety and first aid in daily living. Multimedia first aid and cardiopulmonary resuscitation (CPR) certification may be earned during the class. The student will learn emergency and medical self-help procedures in cases of disaster.

MHT 1511  3 Credits
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 drug users.

HISTORY

AFA 2150  3 Credits
AFRO-AMERICAN HISTORY AND CULTURE
Designed to acquaint students with and stimulate interest in the life and history of the Afro-American with emphasis on his origins, enslavement, subculture and his struggle for civil rights and human dignity.
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.

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

HISTORY OF FLORIDA
Designed to create an understanding of and appreciation for the historical evolution of Florida. The course emphasizes direct student involvement in compiling and collecting documents, artifacts, photographs, slides, tapes, papers, etc.

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

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

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

SELECTED TOPICS IN HISTORY
These seminars are for students who are interested in special topics and desire to explore further the field of history through research, discussion and observation.

CITRUS CULTURE
Includes one-hour laboratory. Prerequisite: HOS 1010. Citrus production and marketing. This includes a study of such practices as propagation, planting, pruning, cultivating, fertilizing, spraying, irrigating, harvesting, grading, storing and marketing. (Laboratory fee)

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)

INTRODUCTION TO HORTICULTURAL BOTANY
Includes two-hour laboratory. Prerequisite: BSC 1010C; can substitute BOT 2010C 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)

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)

INTRODUCTION TO TROPICAL AIR PLANTS (EPiphytes)
Includes two-hour laboratory. Prerequisites: HOS 1010, HOS 2002. A survey course examining the taxonomy, morphology and culture of the dominant groups of tropical 'air plants.' Emphasis is on the bromelaid and fern groups. (Laboratory fee)
HOS 2054 3 Credits
NURSERY OPERATION AND MANAGEMENT
Includes two-hour laboratory. Prerequisites: HOS 1010 and ORH 1510. A broad study of both management as well as cultural practices are dealt with. The course includes laboratory practices in time-motion studies, production scheduling, market surveying, nursery design, nursery visits, labor relations, nursery personnel organization, production logging, culture approaches, growing structures, and equipment. (Laboratory fee)

HOS 2932 1-4 Credits
SELECTED TOPICS IN HORTICULTURE
Prerequisite: HOS 1010. This course is designed to encompass topics of interest or research in horticulture. Subject matter may include topics not offered specifically in other courses in the program. (Laboratory fee)

ORH 1005L 3 Credits
INTRODUCTION TO FOLIAGE AND FLOWERING HOUSE PLANTS I
Includes two-hour laboratory. Prerequisite: HOS 1010. An intensive study of the rare and exotic foliage and flowering plants of tropical and subtropical regions of the world including the identification, adaptation, cultural requirements, propagation and economic importance. Specific problems in taxonomy, physiology, and anatomy of these plants. (Laboratory fee)

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

ORH 1205 3 Credits
INTRODUCTION TO FLORICULTURE
Includes one-hour laboratory. Prerequisite: HOS 1010. A detailed study of specific groups of flowers such as bulbs, annuals, biennials, perennials and roses as to their culture and use. (Laboratory fee)

ORH 1510 3 Credits
LANDSCAPE PLANT MATERIALS I
Includes two-hour laboratory. Prerequisite: HOS 1010 or department approval. A detailed study of the more common woody plants used outdoors in Florida. Trees, shrubs and vines, both evergreen and deciduous, are discussed along with methods for identification, growth characteristics, propagation, culture and uses. The student is introduced to the use of taxonomic keys and literature for the identification of plant materials. Labs taught off campus at Harry P. Leu Gardens. (Laboratory fee)

ORH 1511 3 Credits
LANDSCAPE PLANT MATERIALS II
Includes two-hour laboratory. Prerequisite: ORH 1510. A continuation of the study of woody plants to include some of the less common species, also palms, cycads, conifers, ground covers, etc. Labs taught off campus at Harry P. Leu Gardens. (Laboratory fee)

ORH 2201 3 Credits
GREENHOUSE OPERATION AND MANAGEMENT
Includes two-hour laboratory. Prerequisites: HOS 1010 and ORH 1005L. A study of producing plants under transparency. Includes greenhouse management problems; heating, cooling and humidity control; also culture practices of growing foliage and other house plants with regard to propagation, pest and disease control and plant acclimatization and marketing. (Laboratory fee)

ORH 2220L 3 Credits
INTRODUCTION TO LAWN AND TURFGRASS CARE AND MANAGEMENT
Includes one-hour laboratory. Prerequisites: HOS 1010, SOS 2102L. A detailed study of varieties of fine turf grasses and the establishment and maintenance of the turf, including soil and turf relationship, fertilizing and liming, drainage and irrigation and pesticide treatments. (Laboratory fee)

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

ORH 2802L 3 Credits
INTERIOR-SCAPING WITH FOLIAGE PLANTS AND FLOWERING HOUSE PLANTS
Includes two-hour laboratory. Prerequisites: HOS 1010, ORH 1005L, ORH 1006. The application of principles of design to interior-scaping with foliage and flowering house plants in a home or commercial situation. Emphasis on care, maintenance and management of plants. Acclimatization also emphasized. (Laboratory fee)

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

ORH 2943 2-4 Credits
COOPERATIVE EDUCATION: HORTICULTURE FIELD EXPERIENCE
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. May be repeated for credit.

PLP 2001 4 Credits
INTRODUCTION TO PLANT PATHOLOGY
Includes two-hour laboratory. Prerequisites: HOS 1010, HOS 2002. This course deals with the more common and important diseases of horticultural plants. The signs, symptoms, life history of the causal organisms, and treatments of the diseases are discussed. (Laboratory fee)
SOS 2102L
INTRODUCTION TO SOILS AND FERTILIZERS
4 Credits
Includes two-hour laboratory. Prerequisites: HOS 1010, CHM 1040C or CHM 1045C. A general study of properties and processes with emphasis upon their influence on soil management, fertilizer and lime usages and crop production. (Laboratory fee)

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

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

HFT 2200
HOTEL-MOTEL-RESTAURANT MANAGEMENT
3 Credits
Emphasis on management theory and scientific management principles along with their relationship to the hospitality industry. Introduction to market and feasibility studies. Also stresses the importance of human relations.

HFT 2411
HOTEL-MOTEL-RESTAURANT ACCOUNTING
3 Credits
Instructions in the use of accounting machines used in hotels and motels for front desk procedures and night audits.

HFT 2600
LAW AND INSURANCE
3 Credits
Study is made of the nature and function of the legal system as it applies to the operation of an inn. Specific attention is given to the inn-keeper-guest relationship, contracts, torts, civil and property rights and insurable risks.

HFT 2930
SELECTED TOPICS IN HOTEL-MOTEL-RESTAURANT AREA
1-3 Credits
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
3 Credits
Prerequisite: Permission of instructor. On-the-job training program of 240 hours of employment in a hotel-motel-restaurant under supervision of an industry manager and college instructor.

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  
INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION II
6 Credits
An examination of the change in the thinking process that occurred as a result of the scientific revolution of the 17th, 18th and 19th centuries. This examination focuses on the process itself and the impact that this process has had on modern culture. This examination integrates information from astronomy, physics, mathematics, biology, psychology, economics, communications and the humanities.

IDS 2103  
INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION III
6 Credits
An examination of the new cosmology which emerged in the early 20th century as a result of relativity theory and quantum theory. This examination focuses on the changing attitudes towards the physical world and its impact on contemporary human values. This examination integrates physics, politics, mathematics, psychology, sociology, communications and the humanities.

IDS 2104  
INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION IV
6 Credits
An examination of a new awareness of the universe which resulted from new astronomical discoveries about "time" and "space" in the past fifteen years. This examination focuses on how these discoveries are forcing reexamination 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 copy desk editor and reporter. Sharpens in-depth reporting skills; emphasis on investigative reporting. Students submit material to campus newspaper and other publications.

JOU 1420L, 1421L, 2422L, 2423L each 1 Credit
COLLEGE NEWSPAPER
Three hours per week. A laboratory course for the production of the college newspaper. The staff meets for three hours each week. Reporting, editing, business, make-up and other phases of newspaper production are undertaken. (No laboratory fee)

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

JOU 2200 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 ideas to print and will be aimed at specific magazines, either on or off campus.

JOU 2930 1-3 Credits
SELECTED TOPICS IN JOURNALISM
These seminars are for students interested in research, discussion and observation of special topics in journalism.

JOU 2946 each 1 Credit
JOURNALISM INTERNSHIP
Three hours per week. Prerequisite: JOU 1100 or permission of the instructor. Qualified students receive practical experience working with local or college communications media under supervision of professional media specialists and the journalism faculty. May be repeated for credit.

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

MMC 1000 3 Credits
SURVEY OF MASS COMMUNICATIONS
An introduction to the history, development and current practices of the media of mass communication—designed to present functions of newspapers, magazines, radio, television and advertising in the light of their responsibilities to the public.

MMC 2100 3 Credits
WRITING FOR MASS COMMUNICATIONS
Provides fundamental instruction and practice in writing for journalism, advertising, broadcasting and public relations. Designed as a pre-professional course for students majoring in journalism and communications.

LAWYER'S ASSISTANT

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

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

LEA 1201 3 Credits
REAL PROPERTY
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; cooperatives, 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.

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, de-

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**LOGIC**

PHI 1100  
**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  
**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.

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**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, MFE 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 back-
grounds 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
COLLEGE ALGEBRA
3 Credits
Prerequisite: Two years of high school algebra and one year of high school geometry; MAT 1033 or equivalent. A function approach to algebra. Topics include: relations, polynomial, exponential, and logarithmic functions and their graphs; systems of equations. (Credit is not given for both this course and MAC 1132)

MAC 1114
COLLEGE TRIGONOMETRY
3 Credits
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
COLLEGE ALGEBRA AND TRIGONOMETRY
4 Credits
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 director. 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
CALCULUS WITH ANALYTIC GEOMETRY I
5 Credits
Prerequisite: The equivalent of MAC 1104 and MAC 1114, or MAC 1132. Topics include the circle and parabola, limits and continuity, derivatives of algebraic functions, applications of the derivative, the definite and indefinite integral.

MAC 2312
CALCULUS WITH ANALYTIC GEOMETRY II
5 Credits
Prerequisite: MAC 2311. Topics include differentiation and integration of the transcendental functions, polar coordinates, techniques of integration, applications of the integral, interdeterminant forms, conic sections.

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

MAE 2811
MATHEMATICS FOR ELEMENTARY EDUCATION MAJORS
3 Credits
Prerequisite: MGF 1113. 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
DIFFERENTIAL EQUATIONS
3 Credits
Prerequisite: MAC 2313 or consent of instructor. 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; introduction to numerical methods.

MAS 2103
INTRODUCTION TO MATRICES
3 Credits
Prerequisite: MAC 2311. A course designed to prepare students majoring in engineering, mathematics, the natural sciences or the behavioral sciences which require matrix techniques. Includes matrix algebra, determinants, systems of linear equations, eigenvectors, special matrices.

MAS 2301
INTRODUCTION TO MODERN ALGEBRA
3 Credits
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
INTRODUCTORY MATHEMATICS
1-3 Credits
This course is designed to improve the student's background in general arithmetic and develop the arithmetic of the integers. Specific course content is selected for each student on the basis of his background. Required for those students not meeting admissions standards for other mathematics courses. Not applicable toward mathematics requirement in General Education nor toward any associate degree at Valencia Community College.

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 fundamental operations with polynomials, complex numbers and algebraic fractions, factoring, graphing, exponents, radicals, systems of equations, quadratic equations, laws of logarithms and word problems.

MAT 1905
DIRECTED INDIVIDUAL STUDIES
1-4 Credits
Individual study in mathematics is designed to provide the student an opportunity to develop specific individual program related mathematical skills and/or concepts in an individualized setting. This course may not be used in lieu of any mathematics course listed in the catalog. Application must be made to the cluster or department office.
MAT 2030 1-3 Credits
SELECTED TOPICS IN MATHEMATICS
Prerequisite: MAC 1104 and instructor's approval. In these classes the student examines selected topics in mathematics based on an historical, theoretical, applications or research approach.

MGF 1113 3 Credits
COLLEGE MATHEMATICS
Prerequisite: MAT 0013 or two years of high school mathematics including on full year of Algebra. Topics selected from set theory, symbolic logic, probability, statistics, mathematical systems, numeration systems, calculators and computers, geometry and history of mathematics.

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

MTB 1304 2 Credits
MODERN COMPUTATIONAL METHODS
Includes laboratory experiences with calculators. This course is open to any student desiring to learn to use a calculator and is designed to enable the student to gain practice in solving problems on a programmable calculator. The student may bring his own hand-held calculator. Flow-charting is used. Each student is expected to complete an individual project in which modern computational methods are used to solve problems in a selected field of study. This course is recommended for pre-business, pre-science and pre-engineering students.

MTB 1320 1 Credit
APPLIED MATHEMATICS FOR HEALTH CARE
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 NUR 1021C or NUR 1050.

MTB 1321 3 Credits
TECHNICAL MATHEMATICS I
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 3 Credits
TECHNICAL MATHEMATICS II
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 3 Credits
MATHEMATICS FOR ELECTRONICS I
Prerequisite: 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.

MTB 1328 3 Credits
MATHEMATICS FOR ELECTRONICS II
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 1 Credit
THE METRIC SYSTEM
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 3 Credits
ELEMENTARY STATISTICS
Prerequisite: Two years of high school algebra with a grade of “C” or better. MAT 1033 or MAC 1104. The collection, organization, analysis, and interpretation of numerical data. Probability, basic patterns of statistical inference, confidence estimation and significance testing regarding measures of location, variation, correlation and selected non-parametric statistics.

MEDICAL LABORATORY TECHNOLOGY

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

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

**MLS 1400C**  
**MEDICAL MICROBIOLOGY**  
Includes four one-hour labs. **Prerequisites:** MLS 1000C and MCB 2010C. Bacteriology, parasitology, virology, and mycology with emphasis on pathogenic organism culture, isolation, and identification. (Laboratory fee)

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

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

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

**MLS 2807L**  
**BLOOD BANK PRACTICUM**  
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**  
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**  
Forty hours per week for four weeks. **Prerequisites:** MLS 1300C and instructor permission. The student is placed in the hematology department of an approved clinical lab where, under supervision, he/she performs clinical test procedures.

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

**MLS 2811L**  
**MICROBIOLOGY PRACTICUM**  
Forty hours per week for four weeks. **Prerequisites:** MLS 1400C and instructor permission. The student is placed in the microbiology department of an approved clinical 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, clinics, workshops and continuing education courses in music. Numerous opportunities for performance on the campus and in the community are available through ensembles.

The department offers a broad foundation of instruction in the first two years of a typical four-year degree in applied music, music education or various other related music programs.

Any student who desires to major in music must enroll concurrently in Musicianship, Performance, Ensemble and Proficiency courses. Enrollment in a performance course (private instruction in voice, piano, or principal band or orchestral instrument) has the prerequisite of an audition for freshman and transfer students, or a satisfactory grade in the previous performance course. If the audition of an entering student indicates a level of proficiency and potential below that expected of a freshman music major, the student will be required to enroll in the applicable Preparatory Freshman Instruction course until a subsequent audition reveals ability to perform satisfactorily in the applicable Principal Freshman Instruction course. Credit earned in preparatory instruction will not satisfy requirements in the student’s principal instrument.

Private instruction is offered primarily to music majors pursuing the Associate in Arts 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.

**MUN 1490**
**INSTRUMENTAL TECHNIQUES**
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**
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**
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**
Performance of standard concert band literature. Open to all students who play appropriate instruments. Pre-requisite: 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**
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 1340**
**CONTEMPORARY ENSEMBLE**
A choral ensemble performing choreographed selections from popular, Broadway musical, and vocal jazz repertoire. This ensemble also performs for an annual Christmas Madrigal Dinner. Open to all students through auditions held prior to and during registration.

**MUN 1430**
**BRASS CHOIR**
1 Credit
Brass Choir is a select performing small ensemble open to any brass player by audition. Representative Brass Choir literature from all styles and periods is performed.

**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**
4 Credits
Includes three (3) one-hour laboratories. Prerequisite: MUS 1111 or permission of instructor. A continuation of the fundamentals of music through the analysis and composition of music in the Baroque and Classical styles. Continued development of basic skills in dictation and sight-singing. (No laboratory fee)
MUS 2121
MUSICIANSHIP III
4 Credits
Includes three (3) one-hour laboratories. Prerequisite: MUS 1112 or permission of instructor. Advanced techniques of composition together with an introduction to counterpoint and simpler instrumental and vocal forms. Extensive listening to selected live and recorded performances. Further development of skills in dictation and sight-singing. (No laboratory fee)

MUS 2122
MUSICIANSHIP IV
4 Credits
Includes three (3) one-hour laboratories. Prerequisite: MUS 2121 or permission of instructor. Advanced techniques of composition to include the style of the 20th century. Composition and analysis of basic homophonic and contrapuntal forms of two and three parts. Extensive listening to live and recorded performances of selected literature. Further development of skills in dictation and sight-singing. (No laboratory fee)

MUS 2930
SELECTED TOPICS IN MUSIC
1-3 Credits
Prerequisite: Permission of instructor. For students who desire an in-depth study of special topics in music through research, discussion, performance and observation.

MUT 1351
JAZZ POPULAR MUSIC I
4 Credits
Includes two (2) one-hour laboratories. Prerequisite: Satisfactory grade on theory Aptitude Test or permission of the instructor. A study of harmony, arranging and improvisation for students interested in music in this idiom. Aural Laboratory includes dictation and sight-singing. (No laboratory fee)

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

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

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

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

M VS 1816A&B
CLASS GUITAR I & II
1-1 Credit
Group instruction for beginning guitar students. Open to all students. Not recommended for students majoring in guitar. May be repeated for credit. (Laboratory fee)

M VS 1826A&B
CLASS GUITAR III & IV
1-1 Credit
Group instruction for intermediate and advanced guitar students. (Open to all students). Not recommended for students majoring in guitar. May be repeated for credit. (Laboratory fee)

MVV 1111A&B
CLASS VOICE I & II
1-1 Credit
For instrumental music majors and students with no previous vocal study. Emphasis on breath control, diction, tone production, and development of repertoire. May be used for secondary instrument requirements for music majors. May be repeated for credit. (Laboratory fee)

MVV 1121A&B
CLASS VOICE III & IV
1-1 Credit
For intermediate and advanced students with vocal experience. Emphasis on interpretation, vocal development and literature. May be used for secondary instrument requirements for music majors. May be repeated for credit. (Laboratory fee)

APPLIED MUSIC
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 Principal Freshman or Principal Sophomore instruction requires both an audition and departmental approval. Contact the Music Department Chairman for further details.

NURSING
NUR 1021C
FUNDAMENTALS OF NURSING
8 Credits
Prerequisite: A passing grade on the math pretest for nurses or a grade of "C" or better in MTB 1320. Prerequisite or taken concurrently: APB 2193C. NUR 1021C is designed to introduce the student to basic health con-
cepts 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**  
Prerequisite: A passing grade on the math pretest for nurses or a grade of "C" or better in MTB 1320. Prerequisite or taken concurrently: APB 2193C. 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 maternily 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 development approach to the nurse's role in the patient-side care of ill individuals. The course focuses upon the physical effects of illness on the individual. (Laboratory fee)

NUR 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 2010C, DEP 2003. This course is structured around Abdellah's 21 Nursing Problems. The emphasis throughout is on understanding the needs of well, acutely ill and chronically ill children from infancy to adolescence and on developing the nursing skills, attitude, and appreciation essential to having a beginning competence in the care of children. (Laboratory fee)

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 REGULATORY MECHANISMS**  
Prerequisites: NUR 1200C with a minimum grade of "C," APB 2193C, APB 2201C, MCB 2010C. The emphasis throughout the course is on understanding the pathophysiology, treatment, and nursing care of patients with problems related to nutrition, elimination and chemical regulation. The approach consists of increasing nursing skills, attitudes and appreciation which will enable the student to give comprehensive nursing care under supervision to adult patients. (Laboratory fee)

NUR 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 2010C. This course utilizes a conceptual and developmental approach to the nurse's role in the bedside care of adult patients. The approach is to consider broad problems of illness combined with the depth required to provide essential knowledge with the acquisition of skills in areas of medical-surgical nursing specifically related to patients with problems of motor and sensory deprivation. The theory learned and skills gained are applicable to technical nursing practice. (Laboratory fee)

NUR 2251C  
**4 Credits**  
**NURSING CARE OF ADULTS WITH PROBLEMS OF INADEQUATE OXYGENATION**  
Prerequisites: NUR 1200C with a minimum grade of "C," APB 2193C, APB 2201C, MCB 2010C. This course is designed to provide the knowledge related to care of patients with problems of inadequate oxygenation and a high degree of skill obtained through experience in the special care areas (ICU, CCU, PCU). It includes experi-
ences 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 2830
SELECTED TOPICS IN NURSING
1-5 Credits
This course is for students interested in obtaining additional nursing skills. Clinical experience and seminar type discussion activities are provided for the student who wishes to pursue selected topics in nursing.

NUR 2843
CLINICAL PRACTICUM IN PATIENT CARE MANAGEMENT
6 Credits
Prerequisite: Permission of Program Director or completion of all required nursing courses. Opportunities are offered for the student to apply the theoretical basis of nursing practice to extensive directed clinical experiences. Students have the opportunity to develop and enhance skill in the delivery of patient care and patient care management. (Laboratory fee)

NUTRITION

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

PARAMEDIC TECHNOLOGY

EMT 1000C
FUNDAMENTALS OF EMERGENCY MEDICAL TECHNOLOGY
6 Credits
Includes six hours lecture/lab instruction. Designed to develop a health professional who is capable of providing basic life support in all aspects of emergency medical care. Major responsibilities of the EMT are assessing the seriousness of the illness/injury of the patient, stabilizing the patient's condition, and safe and efficient patient transport. Laboratory exercises emphasize CPR, bandaging, splinting, and other life-threatening procedures involving emergencies. (Laboratory fee)

EMT 1104
MEDICAL ETHICS
2 Credits
Presents an overview of the activities of an EMT-Paramedic as they relate to the laws governing them. Discussions on medical/ethical and moral/ethical issues such as abortion, death and dying, and suicide are included in the course.

EMT 1162C
EXTRICATION/RESCUE
3 Credits
Provides the EMT with knowledge and practical skills in gaining access to and the disentanglement and removal of the patient in an effective and safe manner in ways which minimize the danger of further injury or aggravation of existing injuries. (Laboratory fee)

EMT 1206
MEDICAL TERMINOLOGY FOR EMERGENCY CARE
2 Credits
To prepare the student to read and understand the language of medicine. Efforts are directed to promote a knowledge of the elements of medical terms, understanding of standard medical abbreviations, to spell medical terms, and to appreciate the logical method of work building found in medical terminology.

EMT 1802L
EMERGENCY MEDICAL TECHNICIAN CLINICAL PRACTICUM
3 Credits
Prerequisite: EMT 1000C. Practicum provides study and practical application of emergency skills and procedures in the following clinical settings: emergency departments and rescue vehicles. Professional liability insurance required. 6 contact hours.

EMT 2200C
PARAMEDIC I
4 Credits
Prerequisites: EMT 1000C, EMT 1802 and must hold State Certification, APB 2193C, APB 2201C and Interview. Theory and procedures used by a comprehensive emergency medical system in advanced care of the emergency patient are stressed. Modules from the Department of Transportation Paramedic Curriculum will be covered. (Laboratory fee) 8 contact hours.

EMT 2203C
HOSPITAL CLINICAL PRACTICUM
5 Credits
Taken with EMT 2200C. Practicum stressing clinical application of advanced procedures and theories learned in Paramedic I. Directed experiences will be in emergency departments, operating rooms, intensive care, cardiac care, neonatal units and others in local hospitals. Professional liability insurance required, 10 contact hours.

EMT 2275C
PHYSICAL ASSESSMENT
3 Credits
Prerequisite: EMT 1000C. Development of skills in history-taking and patient interviews, with emphasis on physical assessment and recognition of life-threatening situations. (Laboratory fee)

EMT 2279C
PARAMEDIC II
4 Credits
Prerequisites: EMT 2200C and EMT 2203C. Must have achieved "C" or better grade in these. This course is a continuation of learning theory and procedures used by a comprehensive emergency medical system in advanced care of the emergency patient. Modules from the Department of Transportation paramedic curriculum will be covered. (Laboratory fee) 8 contact hours.

EMT 2848L
FIELD INTERNSHIP PRACTICUM
5 Credits
Taken with EMT 2279C. Practicum provides the opportunity for each student to develop competency in clinical skills necessary to serve as a member of the advanced life support team. Integration of EMT and Paramedic responsibilities are stressed so that the student will gain confidence in clinical problem solving. Successful completion qualifies the student to sit for the paramedic state board examination. Professional liability insurance required, 10 contact hours.
PEST CONTROL TECHNOLOGY

ENY 1003 3 Credits
BASIC ENTOMOLOGY
An introduction to the morphology, development, natural history, behavior and importance of insects commonly encountered in the horticultural and structural pest control industries.

ENY 1102 3 Credits
INSECT IDENTIFICATION
An introduction to the classification of insects and related groups that are commonly encountered in the horticultural and structural pest control industries.

ENY 1220 3 Credits
PESTICIDES
The classification, mode of action, toxicity, mixing; registration and safe application techniques of pesticides used in pest control industry. Includes lab experience.

ENY 2011 2 Credits
SEMINAR: PEST CONTROL BUSINESS ADMINISTRATION
Pre requisite: GEB 1011. Studies in the basic nature of pest control services: site selection, business and labor management, production, cost analysis, insurance, laws, taxation and other business methods as they relate to pest control business.

ENY 2224 4 Credits
HOUSEHOLD PESTS AND THEIR CONTROL
Pre requisite: ENY 1003, ENY 1102 and ENY 1220. A practical approach to the identification, biology, life histories, inspection procedures and controls involving general household pests.

ENY 2227 4 Credits
WOOD DESTROYING PESTS AND THEIR CONTROL
Pre requisite: ENY 1003, ENY 1102, ENY 1220. A practical approach to the identification, biology, life histories, detection and control of the termites, beetles and fungi which destroy wood in structures. The operation and selection of tools and equipment will also be demonstrated and discussed.

ENY 2940 2 Credits
FIELD SERVICE
Pre requisite: Permission of instructor. One term of part-time experience with pest control firms. Student must observe at least four jobs in each of the four major categories of pest control. Written and/or oral reports of each job will be required. Work experience must be approved by the instructor.

PMA 2003 2 Credits
LAWN AND ORNAMENTAL PESTS AND THEIR CONTROL
Pre requisite: ENY 1003, ENY 1102 and ENY 1220. A practical approach to the biology, life histories, identification and control of lawn and ornamental pests.

PHILOSOPHY

PHI 2010 3 Credits
PHILOSOPHY
Contemporary problems are used to introduce the major areas of philosophy: metaphysics, ethics, aesthetics, theories of knowledge and the philosophy of religion. Students explore the writings of notable philosophers, past and present, and examine how their ideas have shed light on these problems and their relevance to modern life.

PHI 2600 3 Credits
ETHICS
A study of the major theoretical principles on which claims to the good life and moral action have been based, such as hedonism, utilitarianism and rationalism. Each theory is illustrated by reading representative selections from the works of great philosophers from the classical period to 20th century.

PHYSICAL AND EARTH SCIENCES

AST 1002 3 Credits
ASTRONOMY
An introductory non-mathematical qualitative survey of the astronomical universe. Includes a study of the earth as an astronomical body, solar systems, stars, galaxies, and cosmological theories of the universe in general. Much emphasis is placed on the unprecedented growth of knowledge in astronomy during the past decade.
GLY 1000 3 Credits
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 3 Credits
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 1-3 Credits
SELECTED TOPICS IN PHYSICAL SCIENCE
This course deals with selected topics in the physical sciences based on a historical, traditional or contemporary approach, as the background and interests of the students and instructor might dictate.

DAA 2160 2 Credits
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 allegro combinations and use classical sequences for traveling across the floor. Leotards, tights and ballet shoes needed.

DAA 2201 2 Credits
BALLET II
Prerequisite: Permission of instructor. The student experiences intensification of berre 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 bowling. Stress is placed on correctness of performance as well as the competitive nature of the game. Physical demands in this course are low, and skills learned have value for use in leisure hours. Also offered as CN 96, 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. Discussions are held on the rules of play, etiquette and purchase and care of equipment. All equipment is furnished. The recreational and carry-over values of the sport are emphasized. Also offered as CN 103, non-credit.

PEL 1141L 2 Credits
BEGINNING ARCHERY
The basic fundamentals of shooting are stressed. Emphasis is on target archery. Experiences in barebow and sight shooting are provided. The recreational and carryover values of the sport are stressed. All equipment is furnished. Also offered as CN 105, non-credit.

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

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

PEL 1341L 2 Credits
TENNIS I
Designed specifically for the beginning tennis player. Body movements, positioning, footwork and stroke technique are introduced and related to the forehand drive, backhand drive, fore and backhand volley and the serve. Practical playing experience is used to teach rules, etiquette and some strategy. All equipment is furnished.

PEL 1342L 2 Credits
TENNIS II
Designed specifically for the student wanting to develop advanced skills of a good tennis player. The lob, overhead and drop shot are introduced while advanced de-
velopment of the fundamental strokes is emphasized. Practical playing experience aids in teaching strategy. Students should have better than average tennis form for the ground strokes, volley and serve. Open to any student with consent of the instructor.

PEL 2122L
INTERMEDIATE GOLF
2 Credits
Review of basic fundamentals. Advanced skills and emphasis on play and tournaments. Open to any student with consent of the instructor. Also offered as CN 85, noncredit.

PEL 2343L
TENNIS III
2 Credits
Specialized instruction with emphasis on technique and strategy used in competitive play. Open to any student with consent of the instructor. Also offered as CN 106, non-credit.

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

PEM 1102L
INDIVIDUAL CONDITIONING
2 Credits
A basic program consisting of physical testing, self evaluation, and conditioning with an introduction to physiological principles of efficient movement. Also offered as CN 90, non-credit.

PEM 1147L
DANCE AEROBICS
2 Credits
A program of physical fitness based on the popular “Aerobics” exercises choreographed to music. Individual exercise programs will be designed for people of all ages.

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

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

PEL 1346L
BADMINTON I
2 Credits
Body movement, positioning, footwork and stroke technique will be taught. Practical playing experience will stress rules, etiquette and strategy. All equipment will be furnished.

PEL 1347L
BADMINTON II
2 Credits
Prerequisite: Permission of department. Designed for the student wanting to develop advanced skills in badminton. Advanced drills and practical playing experience will aid in teaching both doubles and singles strategy.

PEL 1441L
RACQUETBALL I
2 Credits
Designed to introduce the student to the fundamental skills needed to enjoy playing racquetball. Basic strokes, footwork, body movement and positioning are emphasized in conjunction with court etiquette and rules.

PEL 1621L
BASKETBALL
2 Credits
The class is designed for casual or intramural participants interested in improving their skills and knowledge of basketball. Also offered as CN 96, non-credit.
PEM 1200L  
TUMBLING AND GYMNASTICS  
2 Credits  
A program of tumbling and gymnastics utilizing the trampoline and other apparatus. Emphasis is on personal enjoyment as well as development of self-confidence and good body mechanics through coordination, rhythm, and balance. Also offered as CN 91, non-credit.

PET 2000  
INTRODUCTION TO PHYSICAL EDUCATION  
3 Credits  
Designed primarily for students planning to major in physical education. An examination of the place, function, and contribution of physical education to the whole educational program. Discussion of history, philosophy, and problems of physical education.

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

PHYSICS

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. (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)

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.

PSYCHOLOGY

CLP 1002
PSYCHOLOGY OF ADJUSTMENT 3 Credits
Biological and learned factors involved in the processes of personal and social adjustment and the study of mental health principles and their application to human adjustment.

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

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

EDP 2002
EDUCATIONAL PSYCHOLOGY 3 Credits
Prerequisite: PSY 1012. A study of psychological principles and how they apply to the educational process. Major areas considered are: principles of learning, individual differences, motivation, mental abilities, measuring outcomes of learning, and study of the teaching-learning situation. (This course is especially designed for prospective teachers).

INP 1131
APPLIED PSYCHOLOGY FOR CRIMINAL JUSTICE 3 Credits
The course covers the basic elements of general psychology such as learning, perception, personality theory, etc., with emphasis on the application of psychological principles by law enforcement and correctional officers.

INP 1301
PSYCHOLOGY IN BUSINESS AND INDUSTRY 3 Credits
An introduction to the psychology of human behavior as applied to business and industry. A course designed to study the many psychological factors involved in the work situation including leadership, motivation, communications, morale, organizational structure, personnel selection, training and appraisal, consumer problems.

PSY 1012
GENERAL PSYCHOLOGY 3 Credits
A life-oriented course in psychology, designed to give the student a factual foundation in the techniques and vocabulary of psychology and a general understanding of human behavior. This course surveys the research and application of psychology in the areas of learning, intelligence, motivation, emotion, personality, behavior disorders, mental health, and therapy.

PSY 2930
SELECTED TOPICS IN PSYCHOLOGY 1-3 Credits
Prerequisite: PSY 1012. These seminars are for students who are interested in special topics and desire to explore further the field of psychology through research, discussion and observation.

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

READING

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

REA 1205
READING TECHNIQUES 3 Credits
A course designed to assist the student with average and above average reading ability in developing optimal reading skills. Emphasis is on increasing reading speed
and flexibility; developing thorough, accurate, and critical comprehension; and acquiring a precise and extensive vocabulary. May be used as a general education elective.

**REA 1605**
**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**
**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**
**SELECTED TOPICS IN READING**
This seminar is for students interested in research, discussion, and observation of special topics in reading.

**RESPIRATORY THERAPY**

**APB 1650**
**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**
**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**
**RESPIRATORY PATHOLOGY**

**HCA 2301**
**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**
**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**
**BASIC RESPIRATORY EQUIPMENT**

**RET 1264**
**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**
**CLINICAL PRACTICE I**
Two-hundred (200) hospital clock hours, approximately twelve and one-half (12 1/2) hours for every two (2) semester hours credit. Prerequisites: RET 1026, RET 1264 (may be taken concurrently). APB 1650. Each student assigned clinical tasks (on a level with RET 1026 and RET 1264) in patient floor care under the supervision of a staff Respiratory Therapist or Clinical Instructor. (Laboratory fee)

**RET 2284**
**CARDIOPULMONARY THERAPY**
Includes three-hour laboratory. Prerequisites: RET 1264, RET 2875, concurrent with APB 2263. This course includes resuscitative procedures in respiratory and cardiac emergencies and airway maintenance, pulmonary function, spirometry and pulmonary rehabilitation. (Laboratory fee)
RET 2875  
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 2874. 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  
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 2824. 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  
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 2824, 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  
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.

SPN 1000
BASIC SPANISH
3 Credits
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 every day 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
ELEMENTARY SPANISH
3-3 Credits
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.

SPN 1170 & 2270
OVERSEAS STUDY IN SPANISH LANGUAGE AND CULTURE I & II
6-6 Credits
Prerequisite: Permission of the department chairman. 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
INTRODUCTION TO SPANISH CIVILIZATION
3 Credits
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.

SPN 2930
SELECTED TOPICS IN SPANISH
1-3 Credits
These seminars are for students who are interested in special topics and desire to explore further the field of Spanish.

SPW 2100-2101
INTRODUCTION TO SPANISH LITERATURE
3-3 Credits
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

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
COOPERATIVE 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 plat, 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 2460C 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, teluometer, 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 typing points to control; tie-in comp-
putations; layout of horizontal curves; horizontal curve computations; field techniques and computations of precise levels; vertical curve computations.

SUR 2640C
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.
COLLEGE ADMINISTRATION
Listing for 1981-1982 current as of printing date May 1, 1981

JAMES F. GOLLATTSCHECK
President

COLLEGE-WIDE ADMINISTRATION
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Richard J. O'Sullivan ....... Vice President for Administration
James R. Richburg ........... Vice President for Institutional Services
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Thomas J. Ribley ......... Assistant to the Vice President for Campus Affairs
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E. Michael Breck ........ Director of Personnel Services & Employee Relations
Charles H. Droste ........ Director of Registration & School & College Relations
Lawrence R. Hawkins ...... Director of Data Processing Services
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M. Keeve Perry ............ Director of Accounting and Controller
Preston D. Rosser ........ Director of Student Financial Aid & Veterans Affairs
Ruth Salsberry ............ Director of Communications & Community Relations
Donna A. Nickel .......... Director of Instructional Development Coordinator, Advanced Institutional Development Program

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Bob T. Holland ............. Dean of Student Affairs
Marion H. Baker .......... Cluster Manager
Charles L. Roberts ......... Cluster Manager
Quentin P. Thom ........ Cluster Manager

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Robert L. Milke .......... Director, Governmental Services Program

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Charles E. Miller .......... Chairman, Physical Education Department
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Rosita Martinez .......... Chairman, Foreign Language Department
William C. Prentice ......... Chairman, Social Science Department
J. Louis Schlegel .......... Chairman, Humanities Department
Donald J. Tighe ............ Chairman, Communication Department
Ruth Webb .................. Chairman, Health Related Programs
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Prettise, William C.
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B.A., University of the South
M.A., University of Virginia
Ed.D., University of Florida
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<td>Parent Education</td>
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<td>English</td>
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<td>Reinschmidt, James R.</td>
<td>Earth Science and Geology</td>
<td>B.A., University of Cincinnati</td>
<td>M.S.T., University of Florida</td>
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<td>Biology</td>
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<td>Program Coordinator, International/Intercultural Education</td>
<td>B.A., Birmingham Southern College</td>
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<td>Ribley, Thomas J.</td>
<td>Assistant to the Vice President for Campus Affairs</td>
<td>B.S., Otterbein College</td>
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<td>Richburg, James R.</td>
<td>Vice President for Institutional Services</td>
<td>B.S.Ed., University of Georgia</td>
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<td>Roach, Eugene W.</td>
<td>Political Science and History</td>
<td>B.A., West Virginia Wesleyan</td>
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<td>Roberto, Charles L.</td>
<td>Cluster Manager, East Campus</td>
<td>B.A., Florida Southern College</td>
<td>M.Div., Garrett Theological Seminary</td>
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<td>Mathematics</td>
<td>B.S., Barry College</td>
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<td>Ross, Preston D.</td>
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<td>M.S., Rollins College</td>
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<td>Rutledge, Donald E.</td>
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<td>M.P.H., University of Florida</td>
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<td>Salseberry, Ruth B.</td>
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<td>Saltar, Charlie Jean</td>
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<td>B.S., Alabama State College</td>
<td>M.Ed., Florida A&amp;M University</td>
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<td>Salz, Harvey</td>
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<td>Sample, Margaret Nagel</td>
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<td>Sathre, Leroy</td>
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<td>Schafer, Virginia R.</td>
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Groundskeeper I

Arnold, Helen R.
Secretary II

Arnold, Kenneth A.
Air Conditioning & Heatig. Supv.

Ascher, Marsha K.
Word Processing Mgr. — Open

Babcock, Jean M.
Admissions Spec.

Baker, Island, Sr.
Custodian I

Baldwin, Lawrence N.
Security Guard

Bali, Florence G.
Receptionist
<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ball, Gordon C.</td>
<td>Bookstore Asst.</td>
</tr>
<tr>
<td>Ball, Josele M.</td>
<td>Supv. Physical Plant</td>
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<td>Barnes, Edward</td>
<td>Security Guard</td>
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<tr>
<td>Bean, Barbara J.</td>
<td>Graphic Arts Production Spec.</td>
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<td>Bearden, Rosie M.</td>
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<td>Bennett, Geneva R.</td>
<td>Cashier</td>
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<td>Bickens, Gloria J.</td>
<td>Project Accountant</td>
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<tr>
<td>Birckhead, Barbara D.</td>
<td>Secretary III</td>
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<tr>
<td>Blackmon, Yvette E.</td>
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<td>Blakeley, Frank, Sr.</td>
<td>Custodian I</td>
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<td>Blankenship, John M.</td>
<td>Laboratory Asst.</td>
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<td>Records Spec.</td>
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<td>Blue, Hoover H., Sr.</td>
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<td>Word Processing Cluster Coord. I</td>
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<td>Bookstore Asst.</td>
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<td>PBX Opr.</td>
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<td>Bracey, Louise A.</td>
<td>Secretary I — Neighborhood Advisor</td>
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<td>Bradley, Tommy L.</td>
<td>Custodian I</td>
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<td>Payroll Spec. I</td>
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<td>Branson, Haven H.</td>
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<td>Evening Admissions &amp; Record Analyst</td>
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<td>Clifton, Cheryl W.</td>
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<td>Cobb, Betty J.</td>
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<td>Coniogne, Joanne J.</td>
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<td>Copey, Dorothy R.</td>
<td>Senior Secretary — CITE</td>
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<td>Cote, Florence A.</td>
<td>Educational Advisor</td>
</tr>
<tr>
<td>Couey, Joanna B.</td>
<td>Open Campus Admissions &amp; Records Supv.</td>
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<td>Cozlo, Maryann</td>
<td>Secretary III</td>
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<td>Craig, Marlene K.</td>
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<td>Cranford, Catherine</td>
<td>Mail Clerk</td>
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<td>Crosby, Nancy R.</td>
<td>Admissions Spec.</td>
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<tr>
<td>Cunningham, Thomas W.</td>
<td>Chief Accountant</td>
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<td>Curry, Ernest E., Sr.</td>
<td>Supv. of Mail &amp; Courier Svcs.</td>
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Cutting, Frances S.
Media Processing Spec.

Daley, Magdalene
Secretary I

Damon, Peter K.
Supv. Grounds Maint. — East

Daverne, Madeline M.
Reprographic Equipment Opr.

Davis, James P.
Reprographic Equipment Opr.

Davis, Roberta D.
Word Processing Spec. II

Deason, Roland L.
Field Transportation Worker — CITE.

Delaney, Debra J.
Loan Specialist

Donny, Maxine K.
Records Analyst

Donny, Sondra J.
Records Spec.

Downey, Betty R.
Library Asst.

Drake, Eleanor L.
Supv. Finance Ofc. — East

Dudash, Genevieve L.
Word Processing Spec. I

Dudley, Cindy S.
Audio-Visual Spec.

Edge, Georgia A.
Secretary III

Enoe, Barbara A.
Secretary II

Etter, Clifford H.
Painter

Everson, Bruce H.
Educational Advisor

Ewing, Michal O.
Secretary II — AIDP

Fansler, Sharon K.
Educational Advisor

Fields, Thomas F.
Electronics Tech.

Findley, Terry A.
Word Processing Mgr. — East

Flemmings, Joyce E.
PBX Opr.

Foronda, Adventor Q.
Air Conditioning Tech.

French, Jacquelyn A.
Secretary/Bookkeeper — CCEW

Gaines, Jane A.
Secretary III

Gallant, Henry W. Jr.
Maintenance Carpenter

Gant, Jean B.
Word Processing Cluster Coord. I

Gayton, Walter H., Sr.
Custodial Working Supv.

Gehrmann, Carol W.
Receptionist

Gerry, Mary L.
Educational Advisor — Spec. Svcs.

Gillette, Odena H.
Records Analyst

Glover, Frederick D.
Programmer/Analyst I

Graves, Herbert S.
Mgr. Facilities Planning & Operations

Gray, Janet E.
Financial Aids Asst.

Green, Daley M.
Word Processing Spec. II

Grimes, Raymond F.
Systems Programmer I

Gunn, Maurice K., Sr.
Security Guard

Hall, Doreen J.
Word Processing Spec. I

Halemyer, Corrine B.
Word Processing Spec. I

Hannan, Elliot L.
Chief of Security

Hardaway, Emmett A., Sr.
Custodial Working Supv.

Harries, Cynthia D.
Word Processing Spec. II

Hayes, Julia L.
Custodial Working Supv.

Hazelleif, Philip
Computer Opr.

Henderson, Bernadette J.
Secretary III

Henderson, James E.
Groundskeeper I

Higbee, Sybil F.
Secretary II

Hill, Ceci
Custodian I

Holbrook, Janet M.
Secretary II

Holden, Ronnie
Custodian I

Holmes, Wilma
Custodian I

Hooke, Laura E.
Programmer/Analyst I

Horn, Pamela W.
Secretary II

Hovencamp, Gladys
Secretary

Hull, Mary D.
Cashier

Hunt, Hilda J.
Media Processing Spec.
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<td>Jones, Shirley M.</td>
<td>Psychometric Tech</td>
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<td>Jordan, Carmella B.</td>
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<td>King, Lovie L.</td>
<td>Veterans Advisor — Cost of Inst.</td>
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<td>Kirby, Leslie L.</td>
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<td>Kof, Judith A.</td>
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<td>Lowe, Vicky A.</td>
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<td>Miller, Robin L.</td>
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<td>Groundskeeper Working Supv.</td>
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<td>Secretary</td>
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<td>Secretary</td>
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<td>Electrician</td>
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<td>Reprographic Equipment Opr.</td>
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<td>Secretary</td>
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<td>Secretary II — AIDP</td>
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<td>Provido, Jose G.</td>
<td>PEC Building/Equipment Mgr.</td>
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<td>Secretary</td>
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<td>Ratliff, Robert E.</td>
<td>Facilities Coord.</td>
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Ravenscroft, Thomas A., Jr.
Recruitment & Information Spec.

Rilee, Mary C.
Educational Advisor

Rippe, Walter W.
Air Conditioning & Refrig. Supv.

Robinson, Lee E.
Custodian I

Rodgers, Albertis
Custodian I

Rose, Jean K.
Career Advisor

Sampean, Julius, Jr.
Custodian I

Schmitt, Donna J.
Secretary

Scott, Melvin, Sr.
Asst. Supv. Custodial Svcs. — West

Scott, Michael
Custodian I

Scroggs, Jane B.
Administrative Asst. to President

Sechrest, Howard T.
Chief of Security

Shaw, Corine B.
Media Processing Spec.

Sides, Julia V.
Accounting Coord. for Data Systems

Simmons, Rusty L.
Accounting Clerk I

Sireno, Rosemarie
Secretary

Skinner, Richard T.
Programmer Analyst II

Smith, Roger P.
Internal Auditor

Snell, Tommie H.
Word Processing Cluster Coord. I

Stadler, Patricia A.
Personnel Spec.

Starkweather, Fred F.
Groundskeeper I

Steele, William A., Sr.
Facilities Asst. I

Stephen, Gail E.
Secretary III

Stinnett, Rhonda D.
Research Analyst

Stokes, John D.
Audio-Visual Spec.

Stout, Lucille M.
Word Processing Spec. II

Stout, Richard C.
Audio-Visual Production Tech.

Strickland, James M.
Admissions Spec.

Teska, Elinor A.
Secretary III

Teska, Nancy A.
Secretary

Tezak, John A.
Building Maint. Supv.

Thomas, Carmeline D.
Accounting Clerk I

Thomas, Gene
Custodian I

Thompson, Franklin H.
Storekeeper

Thurmond, Janet B.
Budget Spec.

Tighe, Ardell F.
Bookstore Mgr.

Toner, Joann S.
Asst. to Registrar

Torrance, Janice M.
Admissions & Record Spec.

Torrivik, Thelma M.
Personnel Asst.

Travaglini, Anthony H.
Shipping & Receiving Ck.

Tyner, Denise K.
Word Processing Spec. II

Vandoren, Arthur A.
Groundskeeper I

Vantwywer, Patricia A.
Senior PBX Opr.

Venables, Betty N.
Admissions Spec.

Walker, Carla D.
Educational Advisor

Washburn, Joan E.
Secretary I

Watkins, Sara H.
Word Processing Mgr. — West

Webb, David
Small Engine Mech.

Weiler, John H.
Asst. to Registrar

Wilcox, William L., Jr.
Custodian I

Willkerson, John F.
Custodian I

Williams, Randall W.
Information Spec.

Winchester, Sarah L.
Accounting Clerk II

Witham, Alton B.
Accountant

Witham, Delores L.
Financial Aids Advisor

Wright, Bruce E.
Custodian I

Wright, George Sr.
Asst. Supv. Custodial Svcs. — East

Zielke, Marilyn F.
Purchasing Asst.
VALENCIA COMMUNITY COLLEGE FOUNDATION, INC.
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Joseph Wittenstein
Vice President

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Charles M. Potter
Thomas D. Purdy
James C. Robinson
Jerry L. Rogers
Penn B. Tallaferro
Thomas E. Triplett
Walter Windsor
ADVISORY COMMITTEES

Valencia Community College recognizes the need for utilizing the resources of individuals within the community to help develop realistic and practical career and community programs. It is essential that career programs be cooperatively planned and that a close working relationship exist among career educators, industry, business and labor in order to create programs that provide students with marketable job-entry skills. To this end Advisory Committees are established to assist in the development and evaluation of new curricula and for constant reevaluation and updating of those curricula presently offered. In general, the duty of the Advisory Committees is to advise the professional staff of Valencia on such matters as current and projected employment needs, curricula content, equipment and facilities.

The Advisory Committees serving Valencia Community College have contributed tremendous aid and assistance in the development of career programs, as reflected in the strength and effectiveness of the curricula offered.

There are three types of advisory committees:

1. The General Advisory Committee is composed of one representative (usually the chairman) from each specific Program Advisory Committee. Its purpose is to relate the total occupational education effort to the community and to provide an atmosphere for liaison among the several Program Advisory Committees.

2. A Program Advisory Committee is composed of representatives from the specific occupational area concerned.

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

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 & Lobnitz, 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

AMATEUR RADIO CLUB

Clare Baker  
Retired

James Booker  
Adjunct Instructor  
VCC

Robert L. Carmody  
Chairman, TERP - VCC

Charles Dolomone  
Martin-Marietta Corp.

Tom Fields  
Electronics Lab Tech - VCC

Dr. Edmund Gross  
Executive Director  
VCC Foundation - VCC

Dr. Ellie Haburton  
Instructor  
VCC

David Jordan  
Student - VCC

Steve McHaney  
Student - VCC

Cecil Poston  
UCF - Committee Chairman
William Rausch  
Retired

Charles Reed  
Student - VCC

Harvey Sall  
Electromechanical/Electronics  
Program Director - VCC

Arnold Stein  
Vice President of Engineering  
REPCO, Inc

Chalmers Stromberg  
Chief Engineer  
WDBO Radio and Television

Lucien Wolcott  
Retired

**BUSINESS — FINANCE OPTION**

B.J. Sullivan  
Chairman  
Sears Roebuck and Company

Mack Blythe  
Seminole Community College

Donald R. Cochran  
Sun First National Bank

Don Ebbert  
Exchange Bank of Osceola

G.R. Hinesley  
First Federal Savings and Loan Association

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

Josephine Wetzel  
Orange County Schools

Dorwin C. Wilson  
(Secretary)  
Faculty  
Valencia Community College

J.D. Worrell  
Orlando Regional Medical Center

Steve Kinder  
Director of Personnel  
Sea World

Joseph McNamara  
President  
Farm & Home Machinery

Hubert Mullings  
Consultant - CPA

Bill Ransom  
Student

Andrew N. Serres  
Representative  
New York Life Insurance

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

Nat Stephens, Jr.  
Martin-Marietta

Joe Straub  
Program Representative  
Valencia Community College

Helene F. Wack  
Personnel Manager  
Burdine's

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

**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 Nussbickel  
Director  
Shady Oaks Day Care Center

Nanette Rodgers  
Home Economics Supervisor III  
State Department of Education

Arelee Richardson, Jr.  

Gail Thomas  
Principal  
Orla Vista Elementary School
CONSTRUCTION TECHNOLOGY

George Chittenden  
(Secretary)  
Program Director

Chick Crampton  
Architect

Donald Hampton  
Chairman  
Architect  
Hampton, Monday & Associates

David D. Jackson  
President, Jackson Construction

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

Carolyn Jones  
W.W. Jones, Inc.

Roland Lee  
Engineer  
Watson and Company

A. Ray Miller  
Contractor  
Hubbard Construction Company

William Palm  
Engineer  
Glace & Radcliff, Inc.

Max Starks  
Instructor (Adjunct)

Lee Koepke  
Executive Vice President  
The Graves Company of Kissimmee

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

C. Ray  
JEDCO Buildings, Inc.

Claude Shivers  
Architect  
Murphy, Hunton, Shivers, Brady, P.A.

James Culp  
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. Heard  
Pastor  
Our Savior Lutheran Church

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

Lawson Lamar  
Sheriff  
Orange County Sheriff’s Department

Robert Magnabili  
Criminal Investigation Division  
Kissimmee Police Department

Howard P. McEachin  
Director, Public Safety  
City of Orlando

C. (Rette) T. Murray  
Program Director, Law Enforcement  
Valencia Community College

James P. Nursey  
Chief  
Orlando Police Department

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 Shoutz  
Court Services Bureau  
Orange County Sheriff’s Dept.

Paul Snod  
Program Coordinator  
Department of Health & Rehabilitative Services

William Swift  
Chief Correctional Officer  
Orange County Correctional Institution

Rogers Turner  
Judge  
Ninth Judicial Circuit
CRIMINAL JUSTICE
LOSS PREVENTION OPTION

L. Bryant Helmer
Chairman
President
Associated Security, Inc.

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

Larry Graham
Senior Security Representative
Martin-Marietta Corp.

Carolyn Hageman
Security Administrator
Martin-Marietta Corp.

Herbert Klinger
Security Manager
Court of Flags Hotel

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

Ed Toporek
Security/Safety Manager
Sentinel Star Company

DENTAL HYGIENE

Martha Arthur, R.D.H.

Dr. Victorina O. Aspiras
Angie Best, R.D.H.

Tom Blain, D.D.S.

Dr. Richard Chace, Jr.

Dr. John McColskey

Tommy J. Dorsey

Skip Harrett, C.D.A

Capt. James Kilma

Eileen Nubar

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-Marrietta
ELECTRONICS/ ELECTROMECHANICAL TECHNOLOGY

Arthur Abilock
Martin-Marietta

Frank Campfield
Products Maintenance Instructor
Tektronix, Inc.

Giffin L. Crowder
Orlando, Florida

Richard Denning
Department of Engineering Tech.
University of Central Florida

Tom Fields
Valencia Community College

William Heynes
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)
Program Director
Valencia Community College

Robert Shaeffer
Systems Test Manager
Educational Computer Corp.

Arnold Stein
Vice President of Engineering
REPCO, Inc.

Chalmers Stromberg
Chief Engineer
WDBO Radio and Television

Dorsey Thomas
Field Service Manager
Xerox Corporation

Ezzie Thomas
Computer Technician
Westinghouse

Willie Williams
Engineering Airborne Electronics
Martin-Marietta Corporation

Ferrell Youngblood
Systems Specialist Engineer
Texas Instruments, Inc.

FIRE TECHNOLOGY

James Briggs
Chief
Winter Garden Fire Dept.

Rudy Duniav
(Secretary)
Instructor
Valencia Community College

Leon T. Evett
Chief, Pine Hills Fire
Control District

Robert M. Illyes
Chief
Killarney Fire Dept.

William Miles
Academy Coordinator

Gene Reynolds
Chief
Orlando Fire Dept.

Gene Rivers
Chief, Pine Castle Fire
Control District

Charles Walker
Engineer
Orlando Fire Dept.

GRAPHIC ARTS TECHNOLOGY

Charles Atkine, Jr.
Palmer Paper Company

Barbara Bean
Printing Supervisor
Valencia Community College

Aldus M. Cody
Cody Publications

Velma Grasseller
Tupperware Home Parties

Al Kunze
Printing Industries of Florida

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

Cullen Newman
Fralley & Wilson Advertising Agency

Barbara Peterson
Adjunct Faculty
Valencia Community College

Carrol Smith
Mid-Florida Tech
Graphic Communications
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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.

Assessment — Initial testing program for new students to aid in placement in English, mathematics, reading and study skills.

Audit — Regular credit course taken for noncredit.

Career Programs — Two-year Associate in Science Degree programs with courses designed to prepare the student for a specialized occupation.

Class Period — Normally a clock hour per week per credit hour carried.

College Level Examination Program — CLEP is credit by examination by College Entrance Board tests in specified subjects, with such credit applicable toward a degree.

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

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

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

Corequisite — A course required to be taken at the same time as another course.

Credit By Examination — College credit in specified subjects granted by successful completion of local or national tests.

Credit Hour — A semester hour of credit usually equal to the number of hours per week the class meets per session. There are a number of exceptions.

Cross-Enrollment — A student enrolled by mutual agreement at one educational institution where a degree is sought taking certain specified courses at another institution at the same time to meet particular degree requirements.

Dual Enrollment — A student enrolled at two educational institutions concurrently.

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

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

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

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

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

Full-Time Student — Enrollment for twelve (12) or more semester hours in Session I, II and III or six (6) or more semester hours in Session IIIA or IIIB.

General Education — Thirty-six (36) semester hours of basic liberal arts courses required as foundation in the university parallel Associate in Arts Degree programs.

Grade — Alphabetical measure of academic success ranging from superior to failure.

Grade Point Average — Dividing total quality points earned by total semester hours attempted, resulting in a decimal figure ranging from 4.00 downward (GPA).

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

Minimester — 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.

PAOSS (Personal Assessment and Goal Setting System) — System through which students evaluate their interests and attitudes 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 IIB.

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.

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, IIB and minimesters are seven weeks each.

Snack Bar — Food service facility on campus operating when the cafeteria is closed.

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.

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

VISA — Volunteers for International Student Affairs

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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Thank You For Attending Our Game
You Are Helping Young People Receive
An Education Through Athletics
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

PERSONAL INFORMATION

4. NAME
5. SS #
6. ADDRESS
7. PHONE #
CITY STATE ZIP
8. DATE OF BIRTH
9. MARITAL STATUS
10. RACE
11. SEX
12. HANDCAPS

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

14. FLORIDA RESIDENT: Yes No

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.)

DEPENEDENCY 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
   1980 Yes No 1981 Yes No

B. Was (or will) student listed as an exemption on parents’ or guardian’s U.S. income tax return for
   1980 Yes No 1981 Yes No

C. Did (or will) student receive financial assistance of $1000 or more from parents’ or guardian during
   1980 Yes No 1981 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? 

EDUCATIONAL DATA

20. MAJOR If nursing, have you been accepted into the program? Yes No

21. Expected date of graduation from VALENCIA COMMUNITY COLLEGE

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

23. Please check which sessions during the coming academic year you will attend: 3B 1 2A

24. 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

25. LIST PREVIOUS DEGREES RECEIVED
FINANCIAL DATA

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

A. ______ Parents
   B. ______ 0000 - 2999
   ______ 3000 - 5999
   ______ 6000 - 7499

   C. ______ Guardians
   ______ 7500 - 8999
   ______ 9000 - 11,999
   ______ Over 12,000

   D. ______ Self &/or Spouse

27. 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

STATEMENT OF EDUCATIONAL PURPOSE

I affirm that I will use any funds I receive under the Basic Educational Opportunity Grant, Supplemental Educational Opportunity Grant, College Work-Study, National Direct Student Loan, or Guaranteed Student Loan Programs solely for expenses related to attendance at VALENCIA COMMUNITY COLLEGE.

I understand that I am responsible for repaying any funds that I receive which cannot reasonably be attributed to meeting my educational expenses related to attendance at VALENCIA COMMUNITY COLLEGE.

I further understand that the amount of any repayment is based on regulations published by the Secretary of Education.

I declare under penalty of perjury that the foregoing is true and correct.

Signature

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

Date:

*** 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.)

HIGH SCHOOL EDUCATION
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.)

High School Last Attended

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

(INAME ON HIGH SCHOOL RECORDS IF DIFFERENT FROM PRESENT NAME:)

General Equivalency Diploma

<table>
<thead>
<tr>
<th>State Issuing GED</th>
<th>Date Issued</th>
</tr>
</thead>
</table>

(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 completed</th>
<th>grade point average</th>
<th>degree earned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>from Mo. Yr. to Mo. Yr.</td>
<td></td>
<td></td>
<td></td>
</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 (Econlockhatchee Trail)  [ ] West Campus (Kirkman 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 of interest.
[ ] 8. To improve my ability to think.
[ ] 9. To improve my ability in math, reading, writing, 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:

□ Male

□ Female

Civil Rights Category:

(Required under "Title VI"

Civil Rights Act of 1964)

1

2

3

4

□ American Indian

□ Black

□ Oriental

□ Other

□ Spanish American

□ 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
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

Section 20, United States Code, section 1233q 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.
College Logo

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

College Seal

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