Valencia Community College subscribes to equal access-equal opportunity; endorses non-discrimination on the basis of race, color, religion, national origin, sex, age, handicap, and marital status; and implements Title VI, Civil Rights Act of 1964; Executive Order Number 11246; Title IX, Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; Section 493A, Title IV of the Higher Education Act of 1965 as added by Section 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 Assistant to the President for Minority Affairs, Valencia Community College, P.O. Box 3028, Orlando, Florida 32802; telephone number (305) 299-5000.

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

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

DOWNTOWN CENTER
190 SOUTH ORANGE AVENUE
ORLANDO, FLORIDA 32801

EAST CAMPUS
701 NORTH ECONLOCKHATCHEE TRAIL
ORLANDO, FLORIDA 32807

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

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

BULLETIN
VALENCIA COMMUNITY COLLEGE
Volume 16 Number 1 May, 1982

Published by
Valencia Community College at Orlando, Florida
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DOWNTOWN CENTER
Open Campus Headquarters
and
College Administrative Offices
190 South Orange Avenue
Orlando, Florida 32801
Telephone: 299-5000

LEGEND:

FIRST FLOOR
Center for Continuing Education
for Women
Personnel
Registrar

SECOND FLOOR
Open Campus

THIRD FLOOR
Vice President for Administration
Vice President for Facilities
Director of Communications and
Community Relations
Mail Room

FOURTH FLOOR
Office of the President
Executive Vice President
Vice President for Business
Affairs
V.C.C. Foundation, Inc.
EAST CAMPUS
701 North Econlockhatchee Trail
Orlando, Florida 32807
Telephone: 299-5000

KEY:  
- COMPLETED
- UNDER CONSTRUCTION
- FUTURE

LEGEND

1 - FIRST FLOOR
- Biology, Learning Resources Center, Offices, Showers / Lockers

2 - SECOND FLOOR
- Registrar, Counseling, Finance, Library, Physical Education, Office

3 - THIRD FLOOR
- Chemistry, Classrooms, Special Services, Offices

4 - PLAZA AREA
- Bookstore
- SSE
- Classroom
- Greenhouse

EXPECTED FUTURE USE:
- Business Related Lab. Open Instructional Laboratory, Classrooms, Testing Center
- Drama, Art, Music, Classrooms, Campus Administration
- Classrooms, Library, Classrooms, Laboratory
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 1981-82 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 1981-82 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.
Jeanelle G. Bronson (Mrs. Theotis Bronson) is an attorney with a local law firm and a member of the county and state bar associations. She is active in several local civic organizations.

Allan E. Keen, the newest member of Valencia's District Board of Trustees, is president of The Keewin Company of Winter Park, a real estate investment and development firm.

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.

Rafael E. (Ralph) Martinez is an attorney with a local law firm. He is the first community college graduate (Santa Fe Junior College) to serve on Valencia’s Board of Trustees.

Anne H. 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.

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.
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# IMPORTANT COLLEGE CALENDAR DATES

## 1982-83

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<tr>
<th>EVENT</th>
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<th>SESSION II</th>
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<th>SESSION III</th>
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<td>Application Deadline</td>
<td>Aug. 16</td>
<td>Dec. 15</td>
<td>Apr. 11</td>
<td>Apr. 27</td>
<td>June 20</td>
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<tr>
<td>Returning Student Registration</td>
<td>July 26-29</td>
<td>Nov. 29</td>
<td>Apr. 4-6</td>
<td>Apr. 4-6</td>
<td>June 20</td>
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<tr>
<td>(Appointment Only)</td>
<td>Aug. 2-3</td>
<td>Dec. 3</td>
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<td>Dec. 6-7</td>
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<tr>
<td>New Student Registration</td>
<td>Aug. 9-12</td>
<td>Dec. 8-9</td>
<td>Apr. 7-8</td>
<td>May 4</td>
<td>June 21-22</td>
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<td>(Appointment Only)</td>
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<tr>
<td>Open Registration</td>
<td>Aug. 23-25</td>
<td>Jan. 3</td>
<td>Apr. 18</td>
<td>May 5</td>
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<td>Late Registration and Drop-Add</td>
<td>Aug. 27</td>
<td>Jan. 4-7</td>
<td>Apr. 19-20</td>
<td>May 9-10</td>
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<td>Sept. 3</td>
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<td>Classes Begin</td>
<td>Aug. 30</td>
<td>Jan. 4</td>
<td>Apr. 19</td>
<td>May 9</td>
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<td>Deadline for Refund Requests</td>
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<td>Holidays</td>
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<td>Graduation Application Deadline</td>
<td>Nov. 15</td>
<td>Feb. 7</td>
<td>May 16</td>
<td>July 11</td>
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<td>Final Examination Period (Day)</td>
<td>Dec. 14-17</td>
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<td>Dec. 20</td>
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<td>Classes End</td>
<td>Dec. 20</td>
<td>Apr. 12</td>
<td>June 9</td>
<td>Aug. 18</td>
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<tr>
<td>Sophomore Florida Test of College Level Skills in Communication and Computation</td>
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SEE COLLEGE CALENDAR ON FOLLOWING PAGES FOR DETAILS
CALENDAR FOR SESSION I
1982-83

(Subject to Change)

April 1 (Thursday)
Returning Student Registration
July 26 (Monday) through
July 29 (Thursday) and
August 2 (Monday) and
August 3 (Tuesday)

New Student Registration
August 9 (Monday) through
August 12 (Thursday)
August 16 (Monday)
August 25 (Wednesday)
August 23 (Monday) through
August 25 (Wednesday)
August 30 (Monday)
August 27 (Friday)
August 30 (Monday) through
September 3 (Friday)
September 3 (Friday)
September 6 (Monday)
September 27 (Monday) and
September 28 (Tuesday)
September 29 (Wednesday)
September 29 (Wednesday) and
October 30 (Thursday)

October 19 (Tuesday)
October 26 (Tuesday)
November 15 (Monday)
November 17 (Wednesday) and
November 18 (Thursday)

November 18 (Thursday)
November 19 (Friday)
November 24 (Wednesday)
November 25 (Thursday) and
November 26 (Friday)

November 27 (Saturday)
Returning Student Registration
November 29 (Monday) through
December 3 (Friday)
December 6 (Monday) and
December 7 (Tuesday)

New Student Registration
December 8 (Wednesday) and
December 9 (Thursday)

Last day to make application for financial aid for the 1982-83 academic year.

Advanced registration for Session I, 1982-83 for currently enrolled and
returning students by appointment. Academic counseling should be arranged
prior to registration.

Advanced registration for Session I, 1982-83 for new students by appointment.
Academic counseling should be arranged prior to registration.

By this date admission requirements must have been met for Session I, 1982-83.
All faculty report for Session I, 1982-83. College opens at 8:00 a.m.
Open registration, walk-in students. No appointment necessary.

Day and evening classes begin for Session I, 1982-83.

Late registration and drop/add period. Schedule adjustments will be made
on these dates. Times will be published.

Deadline for refund requests for Session I, 1982-83.

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

Registration for Session I, 1982-83 Minimester.

Classes begin for Session I, 1982-83 Minimester.

Late registration and drop/add period for Session I, 1982-83 Minimester.

College Night Program. Supper hour and evening classes will not meet.
Day classes will meet as usual.

Sophomore Florida Test of College Level Skills in Communication and Computation.

Last day to make application for graduation at the end of Session I, 1982-83.

Final examination period for Session I, 1982-83 Minimester.

End of Session I, 1982-83 Minimester.

Final grades due for Session I, 1982-83 Minimester.

Supper hour and evening classes will not meet.
Day classes will meet as usual.

Thanksgiving Holidays for faculty, staff and students.
(Administrative offices will be closed.)

Classes will not meet.

Advanced registration for Session II, 1982-83 for currently enrolled and
returning students by appointment. Academic counseling should be arranged
prior to registration.

Advanced registration for Session II, 1982-83 for new students by appointment.
Academic counseling should be arranged prior to registration.
December 15 (Wednesday)  
By this date admission requirements must have been met for Session II, 1982-83.

December 13 (Monday) through  
December 18 (Saturday)  
Final examination period for Session I, 1982-83 evening and Saturday classes.  
(A final examination schedule will be published.)

December 14 (Monday) through  
December 17 (Friday)  
December 20 (Monday)  
Final exam period for Session I, 1982-83 day classes.  
(A final examination schedule will be published.)

December 20 (Monday)  

December 21 (Tuesday)  
Final grades for Session I, 1982-83 may be turned in no later than 12:00 noon.

December 22 (Wednesday) through  
January 2 (Sunday)  
Christmas and New Year's Holidays for faculty, staff and students.  
(Administrative offices will be closed.)

---

**CALENDAR FOR SESSION II**  
1982-83  
(Subject to Change)

**Returning Student Registration**  
November 29 (Monday) through  
December 3 (Friday)  
December 6 (Monday) and  
December 7 (Tuesday)  
Advanced registration for Session II, 1982-83 for currently enrolled and returning students by appointment. Academic counseling should be arranged prior to registration.

New Student Registration  
December 8 (Wednesday) and  
December 9 (Thursday)  
Advanced registration for Session II, 1982-83 for new students by appointment. Academic counseling should be arranged prior to registration.

December 15 (Wednesday)  
By this date admission requirements must have been met for Session II, 1982-83.

January 3 (Monday)  
All faculty report for Session II, 1982-83. College opens at 8:00 a.m.

January 3 (Monday)  
Open registration, walk-in students. No appointment necessary.

January 4 (Tuesday)  
Day and evening classes begin for Session II, 1982-83.

January 4 (Tuesday) through  
January 7 (Friday) and  
January 10 (Monday)  
Late registration and drop/add period. Schedule adjustments will be made on these dates. Times will be published.

January 10 (Monday)  
Deadline for refund requests for Session II, 1982-83.

February 7 (Monday)  
Last day to make application for graduation at the end of Session II, 1982-83.

February 8 (Tuesday) and  
February 9 (Wednesday)  
Registration for Session II, 1982-83 Minimester.

February 10 (Thursday)  
Classes begin for Session II, 1982-83 Minimester.

February 10 (Thursday) and  
February 11 (Friday)  
Late registration and drop/add period for Session II, 1982-83 Minimester.

March 9  
Matador Day. Day classes dismissed between 11:00 a.m. and 5:00 p.m.  
Supper hour and evening classes will meet as usual.

March 15 (Tuesday)  
Sophomore Florida Test of College Level Skills in Communication and Computation.

March 31 (Thursday) and  
April 1 (Friday)  
Final examinations for Session II, 1982-83 Minimester.

April 1 (Friday)  
Last day to make application for Financial Aid for the 1983-84 academic year.

April 1 (Friday)  
End of Session II Minimester, 1982-83.

April 4 (Monday)  
Final Grades Due for Session II, 1982-83 Minimester.

Returning Student Registration  
April 4 (Monday) through  
April 6 (Wednesday)  
Advanced registration for Session IIIA and III, 1982-83 for currently enrolled and returning students by appointment. Academic counseling should be arranged prior to registration.
New Student Registration
April 7 (Thursday) and
April 8 (Friday)
April 11 (Monday)
April 5 (Tuesday) through
April 9 (Saturday) and
April 11 (Monday)
April 6 (Wednesday) through
April 8 (Friday) and
April 11 (Monday) and
April 12 (Tuesday)
April 12 (Tuesday)
April 13 (Wednesday)
April 14 (Thursday)

Advanced registration for Session IIIA, 1982-83 for new students by appointment.
Academic counseling should be arranged prior to registration.

By this date admission requirements must have been met for Session IIIA, 1982-83.

Final exam period for Session II, 1982-83 evening and Saturday classes.
(A final examination schedule will be published.)

Final examination period for Session II, 1982-83 day classes.
(A final examination schedule will be published.)

End of Session II classes, 1982-83.

Final grades for Session II, 1982-83 may be turned in no later than 8:30 a.m.

GRADUATION

CALENDAR FOR SESSION III A, III, IIIB 1982-83

<table>
<thead>
<tr>
<th>Returning Student Registration</th>
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</thead>
<tbody>
<tr>
<td>April 4 (Monday) through</td>
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<tr>
<td>April 6 (Wednesday)</td>
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</tbody>
</table>

Advanced registration for Session IIIA and III, 1982-83 for currently enrolled and returning students by appointment. Academic counseling should be arranged prior to registration.

Advanced registration for Session IIIA, 1982-83 for new students by appointment. Academic counseling should be arranged prior to registration.

By this date admission requirements must have been met for Session IIIA, 1982-83.

Faculty report for Session IIIA, 1982-1983.

Open registration for Session IIIA, 1982-83 for walk-in students. No appointment necessary.

Day and evening classes begin for Session IIIA, 1982-93.

Late registration and drop/add period for Session IIIA. Schedule adjustments will be made on these dates. Times will be published.

Deadline for refund requests for Session IIIA, 1982-83.

By this date admission requirements must have been met for Session III, 1982-83.

Faculty report for Session III, 1982-83.

Advanced registration for Session III, 1982-83 for new students by appointment. Academic counseling should be arranged prior to registration.

Open registration for Session III, 1982-83 for walk-in students. No appointment necessary.

Day and evening classes begin for Session III, 1982-83.

Late registration and drop/add period. Schedule adjustments will be made on these dates. Times will be published.

Deadline for refund requests for Session III, 1982-83.

Last day to make application for graduation at the end of Session IIIA, 1982-83.

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

Final examination for Session IIIA, 1982-83 day and evening classes.
(A final examination schedule will be published.)
June 9 (Thursday)
June 10 (Friday)
June 20 (Monday)

June 20 (Monday)
June 21 (Tuesday) and
June 22 (Wednesday)
June 27 (Monday)
June 27 (Monday)

June 28 (Tuesday)
June 28 (Tuesday) and
June 29 (Wednesday)
June 29 (Wednesday)
July 4 (Monday)

July 11 (Monday)
August 15 (Monday) through
August 18 (Thursday)
August 16 (Tuesday) through
August 18 (Thursday)
August 18 (Thursday)
August 19 (Friday)

End of Session IIIA classes, 1982-83.
Final grades for Session IIIA, 1982-83 may be turned in no later than 12:00 noon.

Advanced registration for Session IIIB, 1982-83 for currently enrolled and returning students by appointment. Academic counseling should be arranged prior to registration.

By this date admission requirements must have been met for Session IIIB, 1982-83.

Advanced registration for Session IIIB 1982-83 for new students by appointment. Academic counseling should be arranged prior to registration.

Faculty report for Session IIIB, 1982-82.

Open registration for Session IIIB, 1982-83 for walk-in students. No appointment necessary.

Day and evening classes begin for Session IIIB, 1982-83.

Late registration and drop/add period for Session IIIB, 1982-83. Schedule adjustments will be made on these dates. Times will be published.

Deadline for refund requests for Session IIIB, 1982-83.

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 IIIB, 1982-83.

Final examination period for Sessions III, 1982-83, day and evening classes. (A final examination schedule will be published.)

Final examination period for Session IIIB, 1982-83, day and evening classes. (A final examination schedule will be published.)

End of Sessions III and IIIB classes, 1982-83.

Final grades for Session III and IIIB, 1982-83 may be turned in no later than 12:00 noon.
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. The 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 190 South Orange Avenue, brings needed courses and programs at more than 150 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 36,000 Central Florida residents each year.

VALENCIA'S MISSION

Valencia’s mission is to provide comprehensive postsecondary 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 an enrichment or occupational nature, counseling services, short courses, cultural activities, workshops, conferences, seminars and refresher courses.

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

Emergency Medical Services

Several Emergency Medical Services (EMS) 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 EMS

The Basic Emergency Medical Technician is trained in pre-hospital emergency care 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.

Extraction/Rescue

The Extraction/Rescue program provides fire, rescue, ambulance and police personnel with training in extraction 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 #27CO095.

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 And Radio (Media Teach)

Many in the community find television and radio 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. Orientation, mid-term and final examinations 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, 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.

Center for Independence, Training, and Education (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 three-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 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.

In addition, CITE provides a community low vision screening clinic to allow people with severely impaired sight to maximize the use of their remaining vision.

Institute Of Lifetime Learning

The Institute of Lifetime Learning offers noncredit courses and activities in the areas of health, consumer economics, government, human relations, environment and safety.

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, congregate living facilities, retirement complexes and nursing homes.

Center for Continuing Education for Women

The Center for Continuing Education for Women has a staff of counselors who help people analyze and assess their needs, both academic and vocational. Career exploration, job skill seminars, and interpersonal communication courses assist those seeking to enter or advance in careers and community service.

'Special programs of the Center include the Dis-
placed Homemakers Program which offers employability skills to those who have become head of household because of divorce, separation, death, or disability of spouse. The Job Internship Project is available to assist Displaced Homemakers with employment in the private sector.

Special emphasis is placed on management skill development offered through courses and seminars as well as for a Women in Management Network that meets for monthly training sessions.

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

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 businesses, 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

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 co-sponsoring a musical activity should contact the Open Campus.

Parent Education Project

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.
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 Education Center
Building 2089
Naval Training Center
Orlando, FL 32809
Telephone: 645-5132, 646-4846

Classes are offered on Base for the benefit of the active military. Dependents and civilians may attend on a space available basis. Seven week semesters are offered on a year round basis making a total of 6 semesters per year. All classes meet two evenings per week from 5:00 to 7:45 p.m. A Valencia representative is on Base each Tuesday and Thursday.

Registration may be accomplished on Base or at any of the Valencia Campuses. Tuition aid is available to active military personnel.

ENGLISH AS A SECOND LANGUAGE

Valencia offers English as a Second Language (ESL) classes at the low intermediate and high intermediate levels in writing, reading, structure and speech/listening. Students who need beginning English are referred to the Orange County Adult Education English as a Second Language Program.

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 instruction 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.

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 for 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.
ADMISSION REQUIREMENTS

You may be admitted to Valencia Community College as a student upon receipt of your high school or GED transcript, and when appropriate, a college transcript if:

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

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

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

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

5. You are at least 18 years of age, legally out of school, and have not received a high school diploma. You will be admitted as a Provisional Student and may enroll for up to 12 credit hours of course work with the understanding that you will complete the General Education Development (G.E.D.) Test through a state department of education BEFORE REGISTERING for your 13th college credit. If you have not been issued a high school equivalency diploma prior to registering for your 13th college credit your enrollment will be limited to courses leading toward an Associate of Science Degree. To change your status from Provisional to that of a regular student you must provide a high school equivalency diploma after completing the G.E.D. Test through a state department of education.

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

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 upon 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), demonstrate successful completion of an approved English language institute in the United States or successfully complete the English Language Proficiency Assessment at Valencia Community College.

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 2.50 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 30 or more semester credits in a U.S. college or university with at least a 2.50 cumulative grade point average.

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, the nonrefundable application fee, transcripts, and any other records for admissions consideration. The above information must be in the Admissions Office before the session deadline listed in the calendar of the college catalog.

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. This information must be received by the Admissions Office before you are considered admitted to the college and eligible to attend an advising session.

What Information Is Needed To Complete The Application?

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

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

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

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

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

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

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

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

2. You may attend classes at East Campus (Econfina 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. After being admitted to Valencia Community College the first step for new students 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 five hours to complete the material used during the assessment session. There is no charge to you for this service.

As a requirement for entrance into any English, reading, speech or mathematics course at Valencia, you must participate in the college’s Personal Assessment and Goal Setting System.

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 (excluding English and mathematics courses) your first semester and have not graduated from high school during the previous academic year; (3) you are currently pursuing a degree at another college and plan to return to that institution without earning a degree from Valencia Community College (transient student status). 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.

2. The second step for new students at Valencia is to schedule an Advising Session with a Counselor or Academic Adviser. 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.

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.

If you were previously exempt from the Personal Assessment and Goal Setting session, you must participate in it after completion of 9 credit hours at Valencia. At this time, you must also declare academic status: A.A. degree, A.G.S. degree, A.S. degree, or Non-degree. NOTE: For non-degree seeking students, the Personal Assessment and Goal Setting session may be optional; however, any hours beyond 9 credits will not apply to
a degree from Valencia Community College. Any change in degree seeking status must be recorded in the Registrar’s Office.

RESTRICTIONS ON ENROLLMENT

When limited facilities or programs restrict the size of enrollment, admission to the college will be granted in the order in which applications are received by the 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 pro-

essions. 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.

Candidates will be required to take reading and math tests. Course work in Health Related Programs will be contingent upon the results of these tests. If deficiencies are indicated by test scores, a prescription will be written to help the student overcome the academic weaknesses identified. Health Related Programs course work will begin when proficiency is reached in math and reading.

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.

CONDITIONS THAT APPLY TO ALL STUDENTS

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

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

3. You may transfer credit earned at other accredited institutions. (See Catalog Section on Admission Requirements.)

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

5. You may obtain professional counseling and advisement by contacting the Counseling Office.
6. You are protected from release of student information under the Family Educational Rights and Privacy Act, whereby only the following information may be released by the college: student name, address, telephone listing, race, sex, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. Student directories, which are accessible to the public, may list student name, Social Security Number, local and permanent address, telephone number, classification and major field of study. If you refuse to permit the college to release "directory information," you must so inform the Registrar’s Office in writing within the first five (5) days after the first class day of each session. The request must be made for each session. Your decision to refuse release of information means also that your name would not appear on lists of programs, news releases, etc. The student must give written consent for release of information to second parties.

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.

CLAS SIFICATION 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 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 Minimesters.

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 Minimesters.

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.

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 Col-
lege 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.

MINIMESTER

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

A minimester is scheduled during Sessions I and II:

**Session I, 1982-83 Minimester**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>September 27-29, 1982</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>September 29, 1982</td>
</tr>
<tr>
<td>Late Registration</td>
<td>September 28-29, 1982</td>
</tr>
<tr>
<td>Classes End</td>
<td>November 16, 1982</td>
</tr>
<tr>
<td>Final Exams</td>
<td>November 17-18, 1982</td>
</tr>
<tr>
<td>Final Grades Due</td>
<td>November 19, 1982</td>
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**Session II, 1982-83 Minimester**

<table>
<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td>Registration</td>
<td>February 8-9, 1983</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>February 10, 1983</td>
</tr>
<tr>
<td>Late Registration</td>
<td>February 10-11, 1983</td>
</tr>
<tr>
<td>Classes End</td>
<td>March 31, 1983</td>
</tr>
<tr>
<td>Final Exams</td>
<td>March 31- April 1, 1983</td>
</tr>
<tr>
<td>Final Grades Due</td>
<td>April 4, 1983</td>
</tr>
</tbody>
</table>

WEEKEND 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.

SERVICEMEN'S OPPORTUNITY COLLEGE

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

1. You may earn certain credits by satisfactory completion of Advanced Placement Examinations. (See Catalog Section on Advanced Placement.)
2. You may earn a maximum of fifteen (15) semester hours credit through extension and/or correspondence courses. (See Catalog Section on Correspondence and Extension Credit.)
3. Credit can be given you through relevant validated military service training including military service schools, United States Armed Forces Institute (USAFI) courses and acceptable college level G.E.D. test scores. The recommendation of the American Council on Education, A Guide to the Evaluation of Educational Experiences in The Armed Services, will be used in evaluating military service training.

OTHER INFORMATION

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

You must have an overall "C" (2.00) academic average or higher and have written approval of the Registrar on a Transient Student form. Forms for this purpose are available in the Registrar's Office at Valencia.
What Do I Need To Do If I Want To Have Transcripts Sent From Valencia Community College To Another Institution?

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

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, Construction Technology, Graphic Arts Technology, 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.

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.

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 enroll[s] and elect[s] 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

Competencies of a Valencia Community College Graduate

Valencia realizes the importance of educating individuals who can function effectively in the community and is committed to assist students in the educational process. The college has defined six global competencies which are addressed in the curriculum. When you graduate from Valencia Community College, you should be able to utilize your learning experiences to:

1. Think critically and make reasoned choices by acquiring, analyzing, synthesizing, and evaluating knowledge
2. Read, listen, write, and speak effectively
3. Understand and use quantitative information
4. Clarify personal strengths, values, and goals in relation to cultural values
5. Have the knowledge and skills necessary for effective citizenship
6. Recognize the value of aesthetics

you will be placed in appropriate courses. Nationally standardized test scores may be accepted and used for placement in lieu of the personal assessment.

Attending the assessment session is optional if (1) you have a two- or four-year college degree or (2) you plan to enroll in only one class (excluding English and mathematics courses) your first semester and have not graduated from high school during the previous academic year or (3) you are currently pursuing a degree at another school and plan to return to that institution without earning a degree from Valencia Community College (transient student status).

If you were previously exempt from the Personal Assessment and Goal Setting session, you must participate in it after completion of 9 credit hours at Valencia. At this time, you must also declare academic status: A.A. degree, A.G.S. degree, A.S. degree, or Non-degree. NOTE: For non-degree seeking students, the Personal Assessment and Goal Setting session may be optional; however, any hours beyond 9 credits will not apply to a degree from Valencia Community College. Any change in degree seeking status must be recorded in the Registrar's office.

As a requirement for entrance into any English, reading, speech or mathematics course at Valencia, you must participate in the college's Personal Assessment and Goal Setting System.

College Level Academic Skills

In the spring of 1979, Florida statute 229.053 was enacted to improve the quality of postsecondary education. The statute goals are:

1. To assure that students entering their freshman year are correctly placed so that they can acquire essential college-level communications and computation skills.
2. To assure that students entering the junior year have acquired those communications and computation skills essential to success in upper division programs.

To assist students in meeting these goals, Valencia Community College has established the Personal Assessment and Goal Setting System and the Academic Skills Testing Program.

Academic Skills Testing

Valencia Community College is committed to quality education and will assist you in acquiring the competencies necessary to function in postsecondary education and in a global society. If you are a sophomore seeking a degree from Valencia Community College, you must take a state examination which measures the following communications and computation skills:

- Communications Skills

  A. Reading with literal comprehension includes all the following skills:

    1. Recognizing main ideas in a given passage.
    2. Identifying supporting details.
    3. Determining meaning of words on the basis of text.
    4. Recognizing stated relationships between words, sentences, and ideas.

  B. Reading with critical comprehension includes all the following skills:

    1. Recognizing the author's purpose.
    2. Distinguishing between statement of fact and statement of opinion.
    3. Detecting bias and prejudice.
    4. Recognizing author's tone.
    5. Perceiving implicit as well as explicit relationships between words, sentences, and ideas.
    6. Recognizing valid arguments and drawing logical inferences and conclusions.
C. Listening with literal comprehension includes all the following skills:
1. Recognizing main ideas.
2. Identifying supporting details.
3. Recognizing explicit relationships among ideas.
4. Recalling basic ideas and details.

D. Listening with critical comprehension includes all of the following skills:
1. Perceiving the speaker’s purpose and organization of ideas and information.
2. Discriminating between statements of fact and statements of opinion.
3. Distinguishing between emotional and logical arguments.
4. Detecting bias and prejudice.
5. Recognizing the speaker’s attitude.
6. Synthesizing and evaluating by drawing logical inferences and conclusions.
7. Recalling the implications and arguments.

E. Composing units of discourse providing ideas and information suitable for purpose and audience includes all of the following skills:
1. Selecting a subject which lends itself to expository writing.
2. Determining the purpose for writing.
3. Limiting the subject to a topic which can be developed within the requirements of time, purpose, and audience.
4. Formulating a thesis statement which reflects the purpose.
5. Developing the thesis statement by all of the following:
   a. Providing adequate support which reflects the ability to distinguish between generalized and concrete evidence.
   b. Arranging the main ideas and supporting details in an organizational pattern appropriate to the expository purpose.
   c. Writing unified prose in which all supporting material is relevant to the thesis statement.
   d. Writing coherent prose, providing effective transitional devices which clearly reflect the organizational pattern and the relationships of the parts.

F. Transmitting ideas and information in effective written language which conforms to the conventions of standard American English includes all of the following skills:
1. Demonstrating effective word choice by all of the following:
   a. Using words which convey the denotative and connotative meanings required by context.
   b. Avoiding slang, jargon, cliches, and pretentious expressions.
   c. Avoiding wordiness.
2. Employing conventional sentence structure by all of the following:
   a. Placing modifiers correctly.
   b. Coordinating and subordinating sentence elements according to their relative importance.
   c. Using parallel expressions for parallel ideas.
   d. Avoiding fragments, comma splices, and fused sentences.
3. Employing effective sentence structure by all of the following:
   a. Using a variety of sentence patterns.
   b. Avoiding unnecessary use of passive construction.
   c. Avoiding awkward constructions.
4. Observing the conventions of standard American English grammar and usage by all of the following:
   a. Using standard verb forms.
   b. Maintaining agreement between subject and verb, pronoun and antecedent.
   c. Using proper case forms.
   d. Maintaining a consistent point of view.
   e. Using standard practice for spelling, punctuation, and capitalization.
   f. Revising, editing, and proofreading units of written discourse to assure clarity, consistency, and conformity to the conventions of standard American English.

G. Speaking involves composing the message, providing ideas and information suitable to topic, purpose and audience which includes all of the following skills:
1. Determining the purpose of the oral discourse.
2. Choosing a topic and restricting it according to purpose and audience.
3. Fulfilling the purpose by the following:
   b. Providing adequate support material.
   c. Selecting a suitable organizational pattern.
   d. Demonstrating careful choice of words.
   e. Providing effective transitions.
H. Speaking involves transmitting the message, using oral delivery skills suitable to the audience and the occasion by all of the following skills:

1. Employing vocal variety in rate, pitch, and intensity.
2. Articulating clearly.
3. Employing the level of American English appropriate to the designated audience.
4. Demonstrating nonverbal behavior which supports the verbal message with eye contact and appropriate posture, gestures, facial expression, and body movements.

**Computation Skills**

A. Demonstrating mastery of all of the following arithmetic algorithms.

1. Adding, subtracting, multiplying, and dividing positive rational numbers.
2. Adding, subtracting, multiplying, and dividing rational numbers in decimal form.

B. Demonstrating mastery of all of the following geometric and measurement algorithms.

1. Rounding off measurements to the nearest given unit of the measuring device used.
2. Calculating distances, areas, volumes, including English-metric conversions when given the conversion units.

C. Demonstrating mastery of all of the following algebraic algorithms:

1. Adding, subtracting, multiplying, and dividing real numbers.
2. Applying the order-of-operations agreement to computations involving numbers and variables.
3. Using scientific notation in calculations involving very large or very small measurements.
4. Solving simple linear equations and inequalities.
5. Using given formulas to compute results, when geometric measurements may not be involved.

D. Demonstrating mastery of all of the following statistical algorithms, including some from probability:

1. Constructing bar, line, and circle graphs from data.
2. Calculating the mean, median, and mode of a set of numbers.
3. Listing the simple events or possible outcomes associated with an experiment.

E. Demonstrating mastery of logical-reasoning algorithms by deducing correct facts of set inclusion or set non-inclusion from a diagram.

F. Demonstrating understanding of arithmetic concepts by all of the following skills:

1. Recognizing the meaning of exponents.
2. Recognizing the role of the base number in determining place value in the base-ten numeration system and in systems that are patterned after it.
3. Describing a given positive rational number by using decimal, percent, and fractional notation.
4. Determining the order relation between magnitudes.

G. Demonstrating understanding of geometric and measurement concepts by all of the following skills:

1. Recognizing horizontal, vertical, parallel, perpendicular, and intersecting lines.
2. Identifying relationships between angle measures.
3. Classifying simple plane figures by recognizing their properties.
4. Distinguishing among linear, area, and volume measures.

H. Demonstrating understanding of algebraic concepts by all of the following skills:

1. Recognizing and using properties of operations.
2. Recognizing conditions under which a number belongs to the solution set of an equation or inequality.
3. Recognizing statements and conditions of proportionality and variation.
4. Identifying regions of the coordinate plane which correspond to specified conditions.

I. Demonstrating understanding of statistical concepts including probability by all of the following skills:

1. Recognizing the normal curve and its properties.
2. Recognizing samples that are representatives of a given population.
3. Identifying the probability of a specified outcome in an experiment.

J. Demonstrating understanding of logical-reasoning concepts by all of the following skills:

1. Identifying simple and compound statements and their negations.
2. Determining equivalence or nonequivalence of statements.
3. Drawing logical conclusions from data.
4. Recognizing that an argument may not be valid even though its conclusion is true.
5. Distinguishing fallacious arguments from non-fallacious ones.
6. Recognizing proof by contradiction.

K. Demonstrating understanding of computer-technology concepts by all of the following skills:

1. Identifying characteristics of tasks which computers usually perform well.
2. Identifying the human functions necessary to utilize computers.
3. Identifying possible abuses of computer use.

L. Generalizing and selecting applicable generalizations in arithmetic by both of the following skills:

1. Inferring general relations between numbers by examining particular number pairs.
2. Selecting applicable properties for performing arithmetic calculations.

M. Generalizing and selecting applicable generalizations in geometry and measurement by both of the following skills:
   1. Inferring formulas or measuring geometric figures.
   2. Selecting applicable formulas for computing measures of geometric figures.

N. Generalizing and selecting applicable generalizations in algebra by both of the following skills:
   1. Inferring relations and operations among variables.
   2. Selecting applicable properties for solving equations and inequalities.

O. Generalizing and selecting applicable generalization in statistics, including probability, by inferring relations and making accurate predictions from studying particular cases.

P. Generalizing and selecting applicable generalizations in logical reasoning by both the following skills:
   1. Inferring valid reasoning patterns and expressing them with variables.
   2. Selecting applicable rules for transforming statements without affecting their meaning.

Q. Demonstrating proficiency for solving problems in the area of arithmetic by both the following skills:
   1. Solving real-world problems which do not require the use of variables.
   2. Solving problems that involve the structure and logic of arithmetic.

R. Demonstrating proficiency for solving problems in the area of geometry and measurement by both the following skills:
   1. Solving real-world problems involving perimeters, areas, volumes of geometric figures.
   2. Solving real-world problems involving the Pythagorean property.

S. Demonstrating proficiency for solving problems in the area of algebra by both the following skills:
   1. Solving real-world problems inviting the use of variables, aside from commonly used geometric formulas.
   2. Solving problems that involve the structure and logic of algebra.

T. Demonstrating proficiency for solving problems in the area of statistics, including probability for both the following skills:
   1. Solving real-world problems involving the normal curve.
   2. Solving real-world problems involving probabilities.

U. Demonstrating awareness of the ways in which logical reasoning is used to solve problems by drawing logical conclusions when facts warrant them.

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Mid-Program Assessment

So that degree-seeking students will be aware of their progress in attaining the essential academic skills, Valencia requires that they participate in a mid-program assessment. After the completion of 30 credit hours and before the completion of 45 hours, degree-seeking students must participate in the Status of Essential Academic Skills mid-program assessment. Additional course work will be mandated to correct identified deficiencies.

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ACADEMIC STANDARDS, PROBATION, SUSPENSION, DISMISSAL

What Are Academic Standards?

In order to maintain satisfactory academic progress at Valencia Community College (VCC), you must successfully complete each course with a grade of A, B, C, or D and achieve a minimum grade point average (GPA) of 2.0 in each session.

What About Mid-Term Warning?

If you are making a grade of less than "C" at or about the mid-term point of the session, you will be notified by your instructor, in writing. It is recommended that when you receive this notice, you meet with the instructor without delay. You should also meet with a counselor prior to registering for the next session.

What Is Academic Probation?

You must maintain a minimum 2.0 GPA and successfully complete 50 percent or more of all courses attempted each session. Failure to meet either condition will place you on Academic Probation. Under this status you:

1. Must have a counselor's approval of your proposed schedule before registering for the next session

2. Will be permitted to register for a maximum of nine (9) credit hours or for one more course than the number of courses successfully completed in the prior session, whichever is applicable

3. Will remain on Probation Status until you have successfully completed:
   a. A minimum of six (6) semester hours, or
   b. A maximum of twenty-four (24) semester hours, and
   c. Have achieved a 2.0 cumulative GPA
What Is Academic Suspension?

If at the end of the probationary period, you have not achieved a 2.0 cumulative GPA, you will be placed on Academic Suspension for the next session — I, II, III, or combined sessions IIIA and IIIB. Under this status you:

1. Are officially suspended from enrolling for credit course at VCC.
2. May reenter the college by applying to the Dean of Student Affairs at the appropriate campus.
3. When readmitted, will be placed on Academic Probation and will have courses approved by a counselor before registration.
4. Must achieve a 2.0 GPA for the session and successfully complete 50 percent of your courses or you will be given Academic Dismissal from the college.

What Is Academic Dismissal?

If while on a second probation you have not met the requirements of Academic Suspension Status, you will be dismissed from Valencia Community College. During an academic dismissal status you:

1. May register only for a noncredit course(s) at VCC.
2. May petition the Dean of Student Affairs at the appropriate campus, after a period of 3 years from the date of dismissal, for permission to reenter the college; the dean will convene a panel of three persons: counselor, student, and Dean, to consider your request; you may then reenter in an unrestricted registration category, if permission is granted.

Can I Appeal Academic Suspension or Dismissal?

You have a right to appeal a suspension or dismissal decision which adversely affects you.

1. To appeal suspension you must first meet with the Dean of Student Affairs.
2. If dissatisfied with the decision of the Dean of Student Affairs regarding suspension, you may appeal that decision to the Committee on Student Appeals on or before the fifth day of class in the following session.
3. If dissatisfied with dismissal, you must appeal directly to the Committee on Student Appeals on or before the fifth day of class in the following session.

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

What About Misconduct Hearings?

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

**What About Disciplinary Appeal?**

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

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

**WITHDRAWAL FROM A CLASS**

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

For an official withdrawal, you must complete proper withdrawal forms in the Registrar's Office. Your
withdrawal must be prior to the scheduled final examination (or special examination, if one has been approved). Proper withdrawal will result in a grade of "W" (Withdrawn). If you do not take the final examination in a course you will receive a "W" (Withdrawn) unless your professor submits a grade of "I" (Incomplete).

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. Academic honors for graduation are determined by computing courses taken at all institutions (all college G.P.A.) attended by the student. 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>MAG 1104</td>
<td>3</td>
<td>F</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>HUM 2213</td>
<td>3</td>
<td>W</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>19</strong></td>
<td></td>
<td><strong>16</strong></td>
<td><strong>13</strong></td>
<td><strong>32</strong></td>
</tr>
</tbody>
</table>

REPEATED COURSES

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

**GRIEVANCE PROCESS**

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

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

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

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

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

**What Is A Grievance Hearing?**

An informal hearing will be conducted by the Student Academic Grievance Committee within thirty (30) days after receipt of your grievance form and will provide you an opportunity to present your position and supporting facts. You will be required to provide the committee an advance copy of the major issues, documents to be included and names of persons you expect to attend the hearing. The committee is the final judge of what is to be included and excluded in the hearing and has the right to adjourn and reconvene at a later time if this is necessary to complete the hearing. After the hearing, the committee will make a recommendation to the college President, who will notify you in writing as to the resolution of the grievance.

**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 long as regular semesters but equally full in class hours per course. In unusual cases, the appropriate dean or a counselor may grant special permission to deviate from these maximums. The college reserves the right to limit the number of semester hours carried if your academic record indicates need for further preparation for college level work. A counselor can assist you in determining your academic course load.

**FINAL EXAMINATIONS**

If you expect to receive credit for a course for which you are registered, you must take the final examination. It is your responsibility to know when and where the final examination is scheduled and to be present and on time. Final examination schedules are published each session in the East Campus EAST WIND and West Campus ARENA and are available in the Registrar’s Office. You may be absent from a final examination or deviate from the examination schedule only upon approval by the appropriate dean and the instructor.

**CLASS ATTENDANCE**

You are expected to attend all sessions of all classes for which you are duly registered. 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.

**ADVICE TO STUDENTS**

You as a student should learn and understand the evaluation system used in each of your classes and meet...
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. FLORIDA 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
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

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 $15.00
2. National Technician Examination $50.00

$65.00

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. EMT State Certification Exam $ 15.00
2. Paramedic State Certification Examination $ 25.00

*PREMIUMS SUBJECT TO CHANGE

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 date 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
   Local Credit by Examination (per exam) $15.00

2. Other tests approved by the Board of Trustees To be announced

3. Independent Study fee (non-refundable and payable in addition to regular course tuition) per student semester hour $10.00

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

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 knowing 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 ten (10) 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 a demonstrated financial need as determined by an approved need analysis system or who show academic or special talent. Awards may come from one or any combination of grants, scholarships, loans or part-time employment. The financial aid administered to students may be from Federal, State or local funds. Students interested in applying for financial assistance should contact the Financial Aid Office on the campus which they anticipate attending.

What Are The General Eligibility Requirements

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

1. Be accepted for admission to the college;
2. Be making satisfactory progress;
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 (BOG) or SEOG;
7. Must not have existing financial obligations to the college.

Must I Maintain Satisfactory Progress?

Yes, please refer to page 32, ACADEMIC POLICIES.

What Financial Aid Programs Are Available?

Grants: Gift aid that is not repayable.

Pell Grant (previously BOG)

Pell Grant is a federally funded program designed to assist financially needy students. Eligibility is determined by the Student Aid Index. Applications 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.

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 $2000 per 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.

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 verification of their Valencia Community College GPA and hours completed. New students must submit their high school transcripts.

Academic Tuition Waiver applicants must also request that their names 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.

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

Guaranteed Student Loan (GSL)
The Guaranteed Student Loan (GSL) Program enables you to borrow money for your education expenses now, and pay it back after you graduate. GSL’s are government subsidized loans with a low, 7% interest rate and you do not have to have demonstrated financial need to qualify. If you are interested in a GSL, you should contact the Financial Aid Office for an application and information. A GSL takes at least 6 weeks to process, so you should apply 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 $60.00 require a co-signer, who is over 18 years old and employed. The co-signer must list his/her employer’s name on the loan application. The co-signer is required to either appear in the Financial Aid Office to sign the promissory note or have a notary witness his/her signature. Spouses may co-sign if employed.

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

A student who has an outstanding bad check is 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.

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) & FSAG — 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 member of the counseling staff for a variety of reasons. They are available to discuss such things as career decisions, academic difficulties, personal problems, degree requirements, university transfer information and test results. The counseling staff is here to help you achieve a productive and rewarding college experience.

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

If you plan to obtain an AA Degree and transfer, you should check with the institution you plan to attend to determine specific courses that are needed to prepare for your major. Additionally, the counseling staff prepares program planning sheets that list the general requirements for the AA degree as well as some specific background courses necessary to prepare for various majors at Florida’s universities.

If you are pursuing an AS Degree, check in this catalog for the course requirements of your program. The counseling staff also has program planning sheets listing the requirements of each AS Degree.

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 adviser 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, and Finance areas are provided on West Campus through the Counseling Office and on East Campus in the Admissions Office until 10:00 p.m. Monday through Thursday. The counseling staff is available on both campuses in the evening by appointment.

CAREER DEVELOPMENT CENTERS

How Can The Career Development Centers Help Me?

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

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.

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 advisers 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

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 requested 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 Examinations are administered periodically at Valencia.

You may register for either the CLEP General Exam(s) or CLEP Subject Exam(s), BUT NOT BOTH ON THE SAME TEST DATE. You may take any four (4) of the General Exams on any one test date. You may take only three (3) Subject Exams on a test date at Valencia.

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English*</td>
<td>ENC 1101-ENC 1102</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>Social Science</td>
<td>POS 1041-PUP 1002</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>Humanities</td>
<td>HUM 2213-HUM 2230</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>Mathematics</td>
<td>MGF 1113</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Natural Science</td>
<td>FSC 1515-APB 1220</td>
<td>6 Hrs.</td>
</tr>
</tbody>
</table>

Subject Examinations

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afro-Amer. History</td>
<td>AFA 2150</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>American History</td>
<td>AMH 2010 - AMH 2020</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>American Literature</td>
<td>AML 2010 - AML 2022</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>Biology</td>
<td>BSC 1010C</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>Calculus/Analytic Geom.</td>
<td>MAC 2311</td>
<td>5 Hrs.</td>
</tr>
<tr>
<td>College Algebra</td>
<td>MAC 1104</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Educational Psychology</td>
<td>EDP 2002</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>English Composition</td>
<td>ENC 1101-ENC 1102</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>English Literature</td>
<td>ENL 2012-ENL 2023</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>General Chemistry</td>
<td>CHM 1045C</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>General Psychology</td>
<td>PSY 1012</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>DEP 2003</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Intro. Accounting</td>
<td>ACC 2001 - ACC 2021</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>Intro. Macro-Economics</td>
<td>ECO 2013</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Intro. Micro-Economics</td>
<td>ECO 1023</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>SOC 2000</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Statistics</td>
<td>STA 2014</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Trigonometry</td>
<td>MAC 1114</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Western Civilization</td>
<td>EUH 1000 - EUH 1001</td>
<td>6 Hrs.</td>
</tr>
</tbody>
</table>

**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 people, 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 58,000 volumes. In addition, the campuses subscribe to more than 1,046 periodicals (newspapers, journals and magazines), have microforms numbering more than 42,985 items, and maintain 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:**
     - Maximum fine per overdue item: $5.00
   - **Reserve Materials:**
     - .25 per day (After a 5-day grace period)
     - .50 per day (no grace period)
     - $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 service charge of $5.00 is not refundable since it also corresponds the maximum overdue fine.)

   (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.)

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.

OFFICE OF MINORITY AFFAIRS

The Office of Minority Affairs provides a college-wide service to ensure an environment conducive to learning and the maximum growth of the individual student. A six-phase program includes recruitment, counseling, tutorial assistance, supportive services, career guidance information, cultural events and extra-curricular activities.

Minority, disadvantaged, handicapped, and other students who desire academic assistance, information on career opportunities, opportunities to participate in activities directed to their particular interests, and personal development in such skills as study techniques and time management are encouraged to visit the Office of Minority Affairs on East, West or Open Campus.

SPECIAL SERVICES

What Is The Special Services Program?

The Special Services Program is a Valencia Community College Program of specially trained counselors and support personnel. The program is supported by federal funds to specifically support the educational achievements of low income, first generation college or physically handicapped students who are actively enrolled at the college.
If I Qualify, How Can This Program Assist Me?

(1) Assist in obtaining instruction in reading, writing, study skills, mathematics, and other subjects necessary for success beyond high school;
(2) Personal Counseling;
(3) Academic advice and assistance in course selection;
(4) Tutorial Services;
(5) Exposure to cultural events and academic programs not usually available to disadvantaged students;
(6) Activities designed to acquaint students participating in the project with the range of career options available to them;
(7) Activities designed to assist students participating in the project in securing admission and financial assistance for enrollment in other institutions of higher education and professional programs.

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

The college offers open laboratory tutorial assistance on both campuses for any attending student desiring help. The only qualifying requirements are that you meet with the tutorial center coordinator to establish subject interest and times available for assistance. If you are interested in being a tutor on a voluntary or pay basis, please contact the Center Coordinator on West Campus (6-201) or East Campus (2-203).

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 class.

Can I Pay For Books And Other Items By Check?

Yes. You can write a check for the exact amount of the purchase.

FOOD SERVICE

Is There Somewhere To Eat On Campus?

Yes. A food service facility is operated for your benefit during class hours on both East and West Campuses. The system provides quick, efficient service to a large number of people through both cafeterias 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 except as may be otherwise provided by law or policies of the District Board of Trustees.

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 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.

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.)
UNIVERSITY PARALLEL PROGRAM
ASSOCIATE IN ARTS DEGREE

GENERAL INFORMATION

What Is The Associate In Arts Degree?

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

What Are The English And Mathematics Requirements For The Associate In Arts Degree?

In December, 1981, the State Board of Education approved Rule 6A-10.30. This new rule requires any new student enrolling in a public post-secondary institution after October 15, 1982, to complete successfully twelve (12) credit hours of English coursework in which the student is required to demonstrate written skills and six (6) credit hours of mathematics coursework at the level of college algebra or higher. These courses in English and mathematics must be completed successfully prior to the receipt of an Associate in Arts degree from a public community college or university or prior to entry into the upper division of a public university. Further information will be distributed indicating specifically how Valencia students may fulfill this requirement.

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

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 six (6) semester hours credit may be from 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.

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.

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 AA Degree Program?

GENERAL EDUCATION:

<table>
<thead>
<tr>
<th>Area</th>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area 1.</td>
<td>Communications including ENC 1101</td>
<td>6</td>
</tr>
<tr>
<td>Area 2.</td>
<td>Humanities including HUM 2213, 2230 or 2250</td>
<td>9</td>
</tr>
<tr>
<td>Area 3.</td>
<td>Mathematics excluding review courses</td>
<td>3</td>
</tr>
<tr>
<td>Area 4.</td>
<td>Natural Science</td>
<td>6</td>
</tr>
<tr>
<td>Area 5.</td>
<td>Social Science including POS 1041</td>
<td>6</td>
</tr>
<tr>
<td>Area 6.</td>
<td>General Education Elective</td>
<td>6</td>
</tr>
</tbody>
</table>

Minimum Semester Hours Credit 36 credits
Majors and/or Electives excluding unacceptable courses 24 credits
Total Semester Hours Credit 60 credits
GENERAL EDUCATION REQUIREMENTS FOR ALL AA DEGREE PROGRAMS

Area 1. Communications

Required Courses — A minimum of 6 semester hours credit

ENC 1101 or ENC 1121 Freshman Composition I — 3 credits
Honors Freshman Composition I — 3 credits

Plus one of the following courses:

ENC 1102 Freshman Composition II — 3 credits
ENC 1122 Honors Freshman Composition II — 3 credits
CRW 2000 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:

Art

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

Foreign Language

FRE 2200-2201 Intermediate French — 3 credits each
GER 2200-2201 Intermediate German — 3 credits each
SPN 2200-2201 Intermediate Spanish — 3 credits each
SPN 2510 Introduction to Spanish Civilization — 3 credits
SPW 2100-2101 Introduction to Spanish Literature — 3 credits each

SPN 1170-2270 Overseas Study in Spanish Language and Culture I and II — 6 credits each

Humanities

HUM 1020 Introduction to Humanities — 3 credits
HUM 2310 Mythology In Art and Literature — 3 credits
HUM 2930 Selected Topics in Humanities — 3 credits

Literature

AML 2010-2022 American Literature — 3 credits each
ENL 2013-2023 English Literature — 3 credits each
LIT 2000 Introduction to Literature — 3 credits
LIT 2090 Contemporary Literature — 3 credits
LIT 2110-2220 World Literature — 3 credits each

Music

MUL 1011 Music Appreciation — 3 credits
MUL 1211 Music Literature — 3 credits
MUS 1111 Musicianship I — 4 credits

Philosophy

PHI 2010 Philosophy — 3 credits

Religion

REL 2020 Understanding Religious Man — 3 credits

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 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 1253 Biology of Human Sexuality — 3 credits
APB 2203C-2204C 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

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Area 5. Social Sciences
Required Courses — A minimum of 6 semester hours each:

POS 1041 American Government I — 3 credits
Plus one of the following courses:
AFA 2150 Afro-American History and Culture — 3 credits
ANT 2000 Introduction to Anthropology — 3 credits
ECO 1000 Basic Economics — 3 credits (or both
HIS 2206 Recent and Contemporary History — 3 credits
ING 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
Required — A minimum of 6 hours from a combination of at least two separate areas listed on preceding pages or from the course offerings listed below:

AMH 2010-2020 United States History — 3 credits
AMH 2420 History of Florida — 3 credits
ART 2800 Selected Topics in Art — 3 credits
ARV 1200 Introduction to Graphic Communication — 3 credits
CAP 2930 Selected Topics in Data Processing — 1-3 credits
CCJ 1020 Introduction to Criminal Justice — 3 credits
CLP 1002 Psychology of Adjustment — 3 credits
COC 1300 Introduction to Data Processing — 3 credits
COC 2001 Computers for Everyone — 3 credits
COP 1110 Fortran Programming — 3 credits
CPO 2002 Introduction to Comparative Politics — 3 credits
DEP 1302 Psychology of Adolescence — 3 credits
DEP 2003 Developmental Psychology — 3 credits
ECO 1040 Consumer Economics — 3 credits
ECO 1023 Principles of Economics, 2013
ECO 2932 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
ENC 2302 Advanced Creative Writing — 3 credits
ENG 2100 Introduction to Film — 3 credits
ENG 2930 Selected Topics in English — 1-3 credits each
EUH 1000-1001 Western Civilization — 3 credits each
FRE 1100-1101 Elementary French — 3 credits each
GEO 1000 World Geography — 3 credits
GEB 1011 Introduction to Business — 3 credits
GER 1100-1101 Elementary German — 3 credits each
HES 1000 Personal and Community Health — 3 credits
HFT 2930 Selected Topics in Hotel-Motel-Restaurant Area — 1-3 credits
HIS 2935 Selected Topics in History — 1-3 credits
IDS 1101 Interdisciplinary Studies in General Education I — 6 credits
IDS 1102 Interdisciplinary Studies in General Education II — 6 credits
IDS 1151 Man and Environment I — 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
MTB 1384 The Metric System — 1 credit
MUS 2930 Selected Topics in Music — 1-3 credits
PHI 1100 Practical Logic — 3 credits
PHI 2101 Formal Logic — 3 credits
PHI 2600 Ethics — 3 credits
POS 1001 Introduction to Political Science — 3 credits
POS 2930 Selected Topics in Political Science — 1-3 credits

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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.

ASSOCIATE IN SCIENCE DEGREE PROGRAMS

Air Conditioning and Refrigeration Technology
Business — Accounting Option
Business — Finance Option
Business — Management and Marketing Option
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 Major
Graphic Arts Technology — Printing Management Major
Horticulture (Ornamental) Technology — Greenhouse Foliage Production Option
Horticulture (Ornamental) Technology — Nursery Management Landscape Option
Hotel-Motel-Restaurant Management
Lawyer’s Assistant
Medical Laboratory Technology
Nursing
Paramedic Technology
Pest Control Technology
Real Estate
Respiratory Therapy
Secretarial Science
Secretarial Science — Legal Secretary Option
Secretarial Science — Medical Secretary Option
Secretarial Science — Clerical Option (Certificate)
Surveying Technology

Air Conditioning And Refrigeration Technology
Associate in Science

This program is designed to produce competent air conditioning and refrigeration technicians capable of working with architects, engineers, contractors and others who function in one of the many facets of the total occupational cluster. 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>
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<tbody>
<tr>
<td>ENC</td>
<td>Freshman Composition I</td>
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<tr>
<td>MAT</td>
<td>Intermediate Algebra or College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAC</td>
<td>Introduction to General Chemistry</td>
<td>4</td>
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<tr>
<td>CHM</td>
<td>Engineering Drawing</td>
<td>3</td>
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<tr>
<td>ETD</td>
<td>Heating, Ventilating &amp; Air Conditioning</td>
<td>4</td>
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<tr>
<td>ETM</td>
<td>Refrigeration I</td>
<td>4</td>
</tr>
<tr>
<td>GEB</td>
<td>Introduction to Business</td>
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<td>ETM</td>
<td>Air Conditioning II</td>
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<tr>
<td>ETD</td>
<td>Electricity for Air Conditioning &amp; Refrigeration</td>
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</tr>
<tr>
<td>ETM</td>
<td>Refrigeration II</td>
<td>3</td>
</tr>
<tr>
<td>HUM</td>
<td>Introduction to Humanities</td>
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</tr>
<tr>
<td>MAR</td>
<td>Principles of Marketing or Salesmanship</td>
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<tr>
<td>PHY</td>
<td>Basic Physics or Introductory Physics I</td>
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24  

23
ADVANCED COURSES

<table>
<thead>
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<td>Contracts, Codes, Specifications &amp; Office Practices</td>
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<tr>
<td>BCN 2563</td>
<td>Building Service Systems</td>
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<tr>
<td>ETG 2949</td>
<td>Cooperative Education: Air Conditioning and Refrigeration Field Experience or Elective</td>
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<td>ETM 2615C</td>
<td>Air Conditioning III</td>
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<td>ETM 2650C</td>
<td>Control Systems for Air Conditioning &amp; Refrigeration</td>
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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.

FOUNDATION COURSES

<table>
<thead>
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<th>Credit Hours</th>
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<td>Principles of Accounting I</td>
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<tr>
<td>ACC 2021</td>
<td>Principles of Accounting II</td>
<td>3</td>
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<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
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</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
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<td>POS 1041</td>
<td>American Government I</td>
<td>3</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>ACC 2509</td>
<td>Federal Income Tax</td>
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<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
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<tr>
<td>COC 1300</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1023</td>
<td>Principles of Economics — Micro</td>
<td>3</td>
</tr>
<tr>
<td>INF 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>SES 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>SES 2321</td>
<td>Business Machines</td>
<td>3</td>
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<tr>
<td>HUM 2730</td>
<td>Humanities Elective</td>
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ADVANCED COURSES

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<th>Course</th>
<th>Title</th>
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<tr>
<td>ACC 2301</td>
<td>Managerial Accounting</td>
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</tr>
<tr>
<td>ACC 2409</td>
<td>Cost Accounting</td>
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</tr>
<tr>
<td>ACC 2730</td>
<td>Accounting and Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>Business Elective (choose either ACC 2934, BAN 2700, BUL 2112, ECO 2013, MAN 2000 or MAR 2011)</td>
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<td></td>
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<td>Total Credit Hours</td>
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</tbody>
</table>

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

Business — Finance Option
Associate in Science

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

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
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<tr>
<td>MTB 1103</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>Total Credit Hours</td>
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</table>
INTERMEDIATE COURSES

BUL 2111 Business Law I 3
SES 1335 Business Communications 3
ACC 2001 Principles of Accounting I 3
ECO 1023 Principles of Economics-Macro 3
COC 1300 Introduction to Data Processing 3
INP 1301 Psychology in Business and Industry 3
HUM 1335 Humanities elective 3
*Electives 9

Total 30

ADVANCED COURSES

ACC 2021 Principles of Accounting II 3
ECO 2013 Principles of Economics-Macro 3
BAN 2000 Financial Institutions 3
BAN 2700 Principles of Finance 3
BAN 2800 Credit Laws and Regulations 3

Total 15

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

NOTE: Specialized option courses BAN 2000, BAN 2700, and BAN 2800 are offered at the East Campus.

Business — Management 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.

INTERMEDIATE COURSES

BUL 2111 Business Law I 3
MTB 1103 Business Mathematics, or MAC 1104, MAT 1024, MGF 1113 3
INP 1301 Psychology in Business & Industry 3
ACC 2001 Accounting Principles I 3
MAN 2000 Principles of Management 3
MAR 2011 Principles of Marketing 3
HUM 1335 Humanities Elective 3

Total 18

ADVANCED COURSES

BUL 2112 Business Law II 3
ACC 2021 Accounting Principles II 3
MAR 2101 Salesmanship 3
ACC 2031 Managerial Accounting 3
MAN 2934 Selected Topics 3
MAR 2949 Cooperative Education or Elective 3

Total 18

Recommended electives are:

ACC 2509 Federal Income Tax
REE 1000 Real Estate, P & I
BAN 2700 Principles of Finance
MAR 2151 Retailing
MAR 2302 Advertising
ECO 1040 Consumer Economics
STA 2014 Statistics or
SPN 1000 Basic Spanish

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.

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 tech-
nicians 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 |  
| ENC 1101 | Freshman Composition I | 3 |
| MTB 1321 | Technical Mathematics I | 3 |
| or |  
| MAC 1104 | College Algebra | 4 |
| PHY 1023C | Basic Physics I or Introductory Physics I | 4 |
| PHY 1053C | Architectural Drawing I (Wood Frame Structures)** | 4 |
| ARC 1200C | Building Materials and Construction Methods Elective* | 4 |
| BCN 1200C | 3-4 |
| **INTERMEDIATE COURSES** | 21-22 |
| ENC 1210 | Technical Communication | 3 |
| MTB 1322 | Technical Mathematics II | 3 |
| or |  
| MAC 1114 | College Trigonometry | 4 |
| PHY 1024C | Basic Physics II or Introductory Physics II | 4 |
| PHY 1054C | Architectural Drawing II (Steel Structures)** | 4 |
| ARC 2122C | Statics and Strength of Materials | 4 |
| BCN 2405C | Building Construction Estimating | 3 |
| BCN 2616 | Architectural Drawing III (Concrete Structures)** | 4 |
| ARC 2154C | Surveying and Measurements | 4 |
| SUR 1100C | 29 |
| **TOTAL CORE SUBJECTS** | 50-51 |

**ADVANCED SPECIALIZED COURSES**

**Architectural and Building Construction Option**

| ARC 2033 | Architectural Design | 4 |
| BCN 2021 | Advanced Construction Methods and Applications | 3 |
| BCN 1705 | Contracts, Codes, Specifications and Office Practices | 3 |
| BCN 1721 | Construction Planning and Control | 3 |
| BCN 2553 | Building Service Systems | 4 |
| **TOTAL** | 17 |

**Civil Technology Option**

| BCN 1220 | Heavy Construction Methods and Equipment | 3 |
| ETC 2220C | Soils and Foundations | 4 |
| SUR 2201C | Highway Drafting and Route Design | 4 |
| EVS 2215C | Hydraulics and Pipe Flow | 3 |
| EVS 2224C | Hydrology and Drainage | 3 |
| **TOTAL** | 17 |

**RECOMMENDED ELECTIVES**

* Students shall select one recommended elective from this list:

| .COC 1300 | Introduction to Data Processing | 3 |
| COP 1110 | Fortran Programming | 3 |
| ARV 2310 | Pictorial Rendering | 3 |
| .POS 1041 | American Government I | 3 |
| GEB 1011 | Introduction to Business | 3 |
| .INP 1301 | Psychology in Business and Industry | 3 |
| BCN 2949 | Cooperative Education: Building Construction Field Experience | 3-4 |

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

**Criminal Justice Associate in Science**

Valencia offers three options which lead to the AS 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 AS 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 AA and AS 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 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 1101</td>
<td>Freshman Composition I</td>
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<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
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<tr>
<td>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>
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<tr>
<td>CCJ 1010</td>
<td>Introduction to Criminology</td>
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</tr>
<tr>
<td>INP 1131</td>
<td>Applied Psychology for Criminal Justice Personnel</td>
<td>3</td>
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<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
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<td>SOC 2000</td>
<td>Introductory Sociology</td>
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### INTERMEDIATE COURSES

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<td>PUP 1002</td>
<td>American Government II</td>
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<td>SOC 2020</td>
<td>Contemporary Social Problems</td>
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<td>HUM 1020</td>
<td>Introduction to Humanities or General Education Elective</td>
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<td>PHI 1100</td>
<td>Practical Logic</td>
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<td>CCJ 2230</td>
<td>Criminal Law &amp; Legal Procedure</td>
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<tr>
<td>CCJ 2330</td>
<td>Probation &amp; Parole and Community Corrections</td>
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<td>CCJ 1310</td>
<td>Institutional Procedures</td>
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<td>SPC 1600</td>
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<td>ENC 1102</td>
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<td>ENC 1210</td>
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### ADVANCED COURSES

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<td>CCJ 2281</td>
<td>Legal Issues in Corrections</td>
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<tr>
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<td>Field Work</td>
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<td>Criminal Justice Electives</td>
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**Total:** 15

## Law Enforcement Option

### FOUNDATION COURSES

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<td>CCJ 1010</td>
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<td>INP 1131</td>
<td>Applied Psychology for Criminal Justice Personnel</td>
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<tr>
<td>PSY 1012</td>
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<td>POS 1041</td>
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<tr>
<td>MGF 1113</td>
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<td>MTB 1103</td>
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<td>SOC 2000</td>
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<td>SOC 2002</td>
<td>Contemporary American Social Problems</td>
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**Total:** 24

### INTERMEDIATE COURSES

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<td>ENC 1210</td>
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<tr>
<td>CJT 2110</td>
<td>Criminal Investigation I</td>
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<tr>
<td>CCJ 2230</td>
<td>Criminal Law &amp; Legal Procedures</td>
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<td>PHI 1100</td>
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<td>Practical Logic</td>
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**Total:** 27

### ADVANCED COURSES

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<td>CJT 2100</td>
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<td>CCJ 2240</td>
<td>Criminal Evidence &amp; Legal Procedures</td>
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<td>CCJ 2431</td>
<td>Police Personnel Supervision and Management</td>
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**Total:** 12

**Total:** 63

A student wishing to earn a certificate may do so by completing a total of 24 hours (8 courses) from among any of the courses: CCJ 1010, CCJ 1020, CCJ 1021, CCJ 1230, CCJ 1230, CCJ 2230, or CCJ 2930. Receipt of the 24-hour certificate does NOT, however, satisfy Florida's Criminal Justice Standards Board certification.
Loss Prevention Option

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

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<td>CCJ 1020</td>
<td>Introduction to Criminal Justice I</td>
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<td>CCJ 1021</td>
<td>Introduction to Criminal Justice II</td>
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<td>CCJ 1010</td>
<td>Introduction to Criminology</td>
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<td>GEB 1011</td>
<td>Introduction to Business</td>
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<tr>
<td>SPC 1600</td>
<td>Speech or Elective</td>
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INTERMEDIATE COURSES

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<td>Business Law I</td>
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<td>CCJ 2810</td>
<td>Physical Security Systems</td>
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<td>FFP 2200</td>
<td>Fundamentals of Fire Prevention</td>
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<td>CCJ 2820</td>
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<td>HUM 1020</td>
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<td>INP 1301</td>
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<td>INP 1131</td>
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<td>CCJ 2812</td>
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ADVANCED COURSES

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<td>Criminal Investigation I or</td>
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<td>CCJ 2330</td>
<td>Criminal Law &amp; Legal Procedures</td>
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<td>General Education Elective or</td>
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<td>Criminal Justice Electives</td>
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A student wishing to earn a certificate may do so by completing a total of 24 hours of credit (8 courses) from among these courses: CCJ 1010, CCJ 1020, CCJ 1021, CCJ 2230, CCJ 2810, CCJ 2812, CCJ 2820, CCJ 2911, CJT 2110, FFP 2200.

Data Processing

Associate in Science

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

FOUNDATION COURSES

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<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>
<td>3</td>
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<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
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INTERMEDIATE COURSES

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<td>ACC 2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
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<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
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<tr>
<td>COP 2226</td>
<td>COBOL Programming II</td>
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<tr>
<td>PUP 1002</td>
<td>American Government II</td>
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<td>STA 2014</td>
<td>Elementary Statistics</td>
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ADVANCED COURSES

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<td>CIS 2321</td>
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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. Graduates will also be eligible to receive certification in expanded duties recognized by the Florida Board of Dentistry. 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 re-admitted 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>
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<td>APB 2203C &amp;</td>
<td>Human Anatomy &amp;</td>
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<td>APB 2204C</td>
<td>Physiology I &amp; II</td>
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<td>MCB 2010C</td>
<td>Microbiology</td>
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<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
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<tr>
<td>DES 1000C</td>
<td>Tooth Morphology &amp; Nomenclature</td>
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<td>DES 1001</td>
<td>Head and Neck Anatomy</td>
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<td>DEH 1000C</td>
<td>Clinical Dental Hygiene I</td>
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<td>DES 1200C</td>
<td>Dental Radiography</td>
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<td>DEH 1120</td>
<td>General &amp; Oral Histology</td>
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<td>DEH 1802C</td>
<td>Clinical Dental Hygiene II</td>
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<td>DEH 1804C</td>
<td>Clinical Dental Hygiene III</td>
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<td>DEH 1805</td>
<td>Clinical Health Hygiene Practice III</td>
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<td>PSY 1012</td>
<td>General Psychology</td>
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<td>DEH 2700</td>
<td>Dental Health Education</td>
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<td>DEH 2303</td>
<td>Pharmacology</td>
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**SOPHOMORE YEAR**

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<td>Fundamentals of Nutrition</td>
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<td>DEH 2400</td>
<td>General Oral Pathology</td>
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<tr>
<td>DEH 2605C</td>
<td>Clinical Dental Hygiene IV</td>
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<td>DEH 2007</td>
<td>Clinical Dental Hygiene Practice IV</td>
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<tr>
<td>DEH 2600</td>
<td>Periodontics</td>
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<tr>
<td>DES 2100C</td>
<td>Dental Materials</td>
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<tr>
<td>DEH 2701</td>
<td>Dental Public Health &amp; Preventive Dentistry</td>
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<td>DEH 2504</td>
<td>Dental Specialties</td>
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<td>DEH 2808</td>
<td>Clinical Dental Hygiene V</td>
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<td>DEH 2809</td>
<td>Clinical Dental Hygiene Practice V</td>
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<td>SOC 2000</td>
<td>Introductory Sociology</td>
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**NOTE:** Specialized program courses are offered on the West Campus.

**INTERMEDIATE COURSES**

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<td>ENC 1210</td>
<td>Technical Communication</td>
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<tr>
<td>MAC 1114</td>
<td>College Trigonometry</td>
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<tr>
<td>*ETD 1701C</td>
<td>Descriptive Geometry</td>
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<td>*EGN 1130C</td>
<td>Psychology in Business and Industry</td>
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<td>INP 1301</td>
<td>Basic Physics II</td>
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<td>PHY 1024C</td>
<td>Introductory Physics II</td>
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<td>PHY 1054C</td>
<td>Modern Computational Methods</td>
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<td>MTB 1304</td>
<td>American Government I</td>
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<td>Electro-Mechanical Drafting</td>
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<td>*ETD 2702C</td>
<td>Mechanical Drafting I</td>
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<td>*ETD 2703C</td>
<td>Mechanical Drafting II</td>
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<td>Cooperative Education: Drafting and Design Field Experience or Elective</td>
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**Total 61-63**

*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 circuitry to enable students to gain responsible positions in one of the many clusters of occupations in the electronics field. To transfer credits from this program, the student should secure advance approval from the transfer institution.

FOUNDATION COURSES

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<th>Title</th>
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<td>MTB 1327</td>
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<td>MTB 1328</td>
<td>Mathematics for Electronics II</td>
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<td>PHY 1023C</td>
<td>Basic Physics I or II</td>
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<td>PHY 1053C</td>
<td>Introductory Physics I</td>
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<td>Electromechanical Drafting</td>
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INTERMEDIATE COURSES

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<td>ETE 1030C</td>
<td>Electric Circuits Fundamentals</td>
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<td>Basic Physics II or II</td>
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<td>PHY 1054C</td>
<td>Introductory Physics II</td>
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<td>ETE 1143C</td>
<td>Electronic Circuits I</td>
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<td>ETE 2144C</td>
<td>Electronic Circuits II</td>
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<td>ETE 2691C</td>
<td>Computer Tech I</td>
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<td>ETE 2692C</td>
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ADVANCED SPECIALIZED COURSES

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<td>ETE 2693C</td>
<td>Computer Technology III</td>
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<td>&quot;Selected Topics&quot;</td>
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*ELECTROMECHANICAL OPTION

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<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<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>
</tr>
<tr>
<td>CRM 2010</td>
<td>Input/Output Devices</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>20</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>67</strong></td>
</tr>
</tbody>
</table>

*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>
</tr>
<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>
<td>3</td>
</tr>
</tbody>
</table>

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

Fire Technology
Associate in Science

This program is designed for potential 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 AS 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 1101</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>INP 1301</td>
<td>Psychology in Business &amp; Industry</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1113</td>
<td>College Mathematics***</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1000</td>
<td>Introduction to Fire Protection‡</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1130</td>
<td>Supervision and Leadership***‡</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 21

Intermediate Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1210</td>
<td>Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1110</td>
<td>Company Management‡</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1410</td>
<td>Company Fire Ground Management‡</td>
<td>3</td>
</tr>
<tr>
<td>PUP 1002</td>
<td>American Government II</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1040</td>
<td>Introduction to General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>SOC 2000</td>
<td>Introduction to Sociology, Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 25

Advanced Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFP 2200</td>
<td>Fundamentals of Fire Prevention*</td>
<td>3</td>
</tr>
<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>
</tbody>
</table>

Total: 15

Advanced Specialized Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD 1100C</td>
<td>Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ARV 2208</td>
<td>Illustrating</td>
<td>3</td>
</tr>
<tr>
<td>ARV 2330</td>
<td>Graphical Presentations</td>
<td>3</td>
</tr>
<tr>
<td>ARV 2310</td>
<td>Pictorial Rendering</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 15

Illustrating Option

- ARV 2201C: Graphic Reproduction Processes
- ARV 2240C: Photolithography
- ARV 2260: Graphic Arts Estimating
- COC 1300: Introduction to Data Processing
- Elective

Total: 15

Printing Management Option

- ARV 2201C: Graphic Reproduction Processes
- ARV 2240C: Photolithography
- ARV 2260: Graphic Arts Estimating
- COC 1300: Introduction to Data Processing
- Elective

Total: 15

Suggested Electives

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

*Courses taught at and by Mid-Florida Technical In-
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 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</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>BSC 101CC</td>
<td>Fundamentals of Biology</td>
<td>4</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Freshman Composition II or Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1210</td>
<td>Introduction to General Chemistry or General Chemistry with Qualitative Analysis</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1045C</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>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>SOS 2012L</td>
<td>Introduction to Soils and Fertilizers</td>
<td>4</td>
</tr>
<tr>
<td>HOS 2004L</td>
<td>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 1000</td>
<td>Introduction to Horticultural Plant Pathology</td>
<td>4</td>
</tr>
<tr>
<td>ORH 2643</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>
</tbody>
</table>

Total: 53-57

### SUGGESTED COURSES FOR NURSERY MANAGEMENT LANDSCAPE OPTION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORH 1510</td>
<td>Landscape Plant Materials I</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1511</td>
<td>Landscape Plant Materials II</td>
<td>3</td>
</tr>
<tr>
<td>HOS 2004</td>
<td>Nursery Operation and Management</td>
<td>3</td>
</tr>
<tr>
<td>ORA 2631</td>
<td>Introduction to Landscape Design I</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 65-69

**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 1101</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>COC 1300</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>HFT 1000</td>
<td>Introduction to the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>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>

Total: 24
### Intermediate Courses

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>SES</td>
<td>1335 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>ACC</td>
<td>2001 Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ECO</td>
<td>1000 Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>BUL</td>
<td>2111 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>HFT</td>
<td>1410 Hotel-Motel Front Office Management</td>
<td>3</td>
</tr>
<tr>
<td>HFT</td>
<td>2200 Hotel-Motel-Restaurant Management</td>
<td>3</td>
</tr>
<tr>
<td>FSS</td>
<td>2251 Hotel-Motel-Restaurant Food and Beverage Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 21**

### Advanced Courses

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>HFT</td>
<td>1700 Introduction to Tourism</td>
<td>3</td>
</tr>
<tr>
<td>FSS</td>
<td>2500 Hotel-Motel-Restaurant Food and Beverage Control</td>
<td>3</td>
</tr>
<tr>
<td>HFT</td>
<td>2800 Law and Insurance</td>
<td>3</td>
</tr>
<tr>
<td>HFT</td>
<td>2941 Internship in Hotel-Motel-Restaurant Management</td>
<td>3</td>
</tr>
<tr>
<td>HFT</td>
<td>2930 Selected Topics in Hotel-Motel-Restaurant Area</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 15**

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

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

### Lawyer’s Assistant

**Associate in Science**

This program is designed to prepare the student for gainful employment as a lay employee in a law office to assist the lawyer in the performance of legal services for the client. It is organized to permit the student to receive both classroom instruction and work experience during the course of the program. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

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 1101.
- Students are encouraged to seek approval for modifications in the program to suit their background, interests, and needs.

### 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 and required 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 re-admission.

Any student who petitions the Committee and is re-admitted 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 1101</td>
<td>Freshman Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>APB 2203C</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>APB 2204C</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 to MLT</td>
<td>1</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>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 2808L</td>
<td>Instrumentation</td>
<td>1</td>
</tr>
<tr>
<td>MLS 2808L</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 2812L</td>
<td>Serology/Urinalysis Practicum</td>
<td>2</td>
</tr>
<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>MLS 1200C</td>
<td>Urinalysis</td>
<td>2</td>
</tr>
<tr>
<td>MLS 2510C</td>
<td>Serology/Immunology</td>
<td>2</td>
</tr>
<tr>
<td>MLS 2525C</td>
<td>Immunohematology</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total** 66

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

**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>APB 2204C</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>DEP 2033</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>MCB 2010C</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>NUR 1102</td>
<td>Freshman Composition II</td>
<td>3</td>
</tr>
<tr>
<td>NUR 1200C</td>
<td>Introduction to Medical/Surgical Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NUR 1110C</td>
<td>Maternity Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NUR 1310C</td>
<td>Psychiatric/Mental Health Nursing</td>
<td>4</td>
</tr>
</tbody>
</table>

**ADVANCED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 2120C</td>
<td>Nursing Care of Children</td>
<td>4</td>
</tr>
<tr>
<td>NUR 2242C</td>
<td>Nursing Care of Adults with Problems Related to Maintenance of Nutrition, Elimination and Regulatory Mechanisms</td>
<td>4</td>
</tr>
<tr>
<td>NUR 2245C</td>
<td>Nursing Care of Adults with Motor and Sensory Deprivation</td>
<td>4</td>
</tr>
<tr>
<td>NUR 2251C</td>
<td>Nursing Care of Adults with Problems of Inadequate Oxygenation</td>
<td>4</td>
</tr>
<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2000</td>
<td>Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td>NUR 2210</td>
<td>Leadership Theory</td>
<td>1</td>
</tr>
<tr>
<td>NUR 2843</td>
<td>Clinical Practicum in Patient Care Management</td>
<td>5</td>
</tr>
</tbody>
</table>

**STUDENTS** who do not achieve a passing score on the reading pretest must complete REA 2930 with a grade of "C" prior to enrollment in NUR 1021C or NUR 1050. Students who do not achieve a passing grade on the math pretest for nursing are required to complete MAT 0013 and MTB 1320 with a grade of "C" prior to enrollment in NUR 1021C or NUR 1050.

**LPN's** who pass NUR 1021C Challenge Examination must take NUR 1050 in lieu of NUR 1021C.

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

**NOTE:** For more detailed information, students should consult the "Nursing Student Handbook."
Paramedic Technology
Associate in Science

The Paramedic Technology Program is designed for students who desire a career in pre-hospital emergency medicine. The Program will prepare the student for State Board Licensure as an Emergency Medical Technician and a Paramedic. Skills will be developed for assuming the role as a basic life support provider and as physician extender through a comprehensive program consisting of theory, clinical, and field internship. State Board Licensure for EMT must be successfully completed before any advanced courses are taken or before sitting for the Paramedic State Exam.

A student wishing to earn a certificate rather than the A.S. Degree may obtain the information from the Paramedic Program Director. The certificate student is encouraged to continue his studies for the A.S. Degree. He may apply credits in the certificate program toward this degree.

Persons presently Board certified may prove competency through examination.

A minimum grade of “C” must be achieved in all Paramedic and required science courses to meet a prerequisite or graduation requirement.

Any student admitted to the Paramedic Technology Program who fails or withdraws from any two Paramedic courses (can be the same course or two different courses) must petition the Health Related Programs 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 Paramedic 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.
ADVANCED COURSES

APB 2562 Pharmacology for Health Related Majors** 2
EMS 2219 Paramedic I** 4
EMS 2219L Hospital Clinical Practicum** 5
EMS 2229 Paramedic II** 4
EMS 2229L Field Internship Practicum 5
Humanities Elective 3
Electives 6
Total 29

INTERMEDIATE COURSES

GEB 1011 Introduction to Business 3
ACC 1009 Basic Accounting 3
INS 1301 Psychology in Business and Industry 3
ORH 2220L Introduction to Lawn and Turfgrass Care and Management 3
ENY 1220 Pesticides 3
SOS 2102L Introduction to Soils and Fertilizers 4
Total 19

PARAMEDIC CERTIFICATE PROGRAM

EMS 1119 Fundamentals of EMT (Basic EMT) 3
EMS 1431 EMT Clinical Practicum 3
EMS 1332 Medical Ethics 3
APB 1190C Basic Anatomy and Physiology 3
EMS 2219 Paramedic I 4
EMS 2219L Hospital Clinical Practicum 4
APB 2562 Pharmacology 3
EMS 1341 Extrication/Rescue 3
EMS 2229 Paramedic II 4
EMS 2229L Field Internship Practicum 4
Paramedic State Board

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

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

PEST CONTROL TECHNOLOGY

Associate in Science

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.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</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>
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<tr>
<td>BSC 1010C</td>
<td>Fundamentals of Biology*</td>
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<tr>
<td>HOS 1010</td>
<td>Introduction to Horticultural Science</td>
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<tr>
<td>ENY 1002</td>
<td>Basic Entomology</td>
<td>3</td>
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<tr>
<td>ENY 1102</td>
<td>Insect Identification</td>
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<tr>
<td>CHM 1020</td>
<td>Chemistry in Everyday Life or</td>
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<tr>
<td>CHM 1040C</td>
<td>Introduction to General Chemistry*</td>
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</table>

Total 21-23

*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.
Real Estate
Associate in Science

This program is designed for the student who wishes to become gainfully employed in the Real Estate profession. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Freshman Composition I</td>
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</tr>
<tr>
<td>GEB 1011</td>
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<td>Business Mathematics</td>
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<tr>
<td>POS 1041</td>
<td>American Government I</td>
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<tr>
<td>REE 1000</td>
<td>Real Estate Principles &amp; Practices I</td>
<td>3</td>
</tr>
<tr>
<td>BUL 1303</td>
<td>Florida Real Estate Law</td>
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<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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<td>ECO 1000</td>
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INTERMEDIATE COURSES

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<th>Title</th>
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<td>Business Communications</td>
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<tr>
<td>ACC 1009</td>
<td>Basic Accounting</td>
<td>3</td>
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<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
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<tr>
<td>REE 2000</td>
<td>Real Estate Finance I</td>
<td>3</td>
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<tr>
<td>REE 2100</td>
<td>Real Estate Appraising I</td>
<td>3</td>
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<tr>
<td>REE 1010</td>
<td>Housing and Home Ownership</td>
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<td>Humanities Elective</td>
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ADVANCED COURSES

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<tr>
<td>REE 2205</td>
<td>Real Estate Finance II</td>
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<tr>
<td>REE 2101</td>
<td>Real Estate Appraising II</td>
<td>3</td>
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<tr>
<td>REE 2040</td>
<td>Real Estate Investment</td>
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<tr>
<td>REE 2500</td>
<td>Real Estate Management</td>
<td>3</td>
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<tr>
<td>REE 2930</td>
<td>Selected Topics—Real Estate</td>
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<tr>
<td></td>
<td>Sales</td>
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</table>

Total 60

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

Credit by Examination: Students who have successfully completed the non-credit real estate course CN-21 Real Estate Principles, Practices and Law may apply and take an examination for credit in REE 1000, Real Estate Principles and Practices I, 3 credit hours, and BUL 1303, Florida Real Estate Law, 3 credits. See the Department Chairman/Cluster Manager.

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 and required science courses to meet a prerequisite or graduation requirement.

Any student admitted to the Respiratory Therapy 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>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
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<td>MAT 1033</td>
<td>Intermediate Algebra</td>
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<tr>
<td>APB 2203C</td>
<td>Human Anatomy &amp; Physiology</td>
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<td>APB 2204C</td>
<td>Applied Physics</td>
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<td>MCB 2010C</td>
<td>Microbiology</td>
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<tr>
<td>RET 1024</td>
<td>Introduction to Respiratory Therapy</td>
<td>3</td>
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<tr>
<td>RET 1026</td>
<td>Basic Respiratory Equipment</td>
<td>3</td>
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<tr>
<td>APB 1650</td>
<td>Introduction to Pharmacology</td>
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<tr>
<td>APB 2263</td>
<td>Pulmonary Physiology</td>
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<tr>
<td>RET 1264</td>
<td>Advanced Respiratory Equip. &amp; Functions</td>
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<tr>
<td>RET 1874</td>
<td>Clinical Practice I</td>
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Total 42

*Twelve calendar months

SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
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<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
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<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
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<tr>
<td>RET 2875</td>
<td>Clinical Practice II</td>
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<td>APB 2933</td>
<td>Respiratory Pathology</td>
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<td>RET 2934</td>
<td>Cardiopulmonary Therapy</td>
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<td>RET 2877</td>
<td>Clinical Practice IV</td>
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<tr>
<td>RET 2878</td>
<td>Clinical Practice V</td>
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<tr>
<td>HCA 2301</td>
<td>Hospital Organization and Management</td>
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</table>

Total 30

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

This program is designed to meet the needs of students desiring college level training in Secretarial Science. Included within the program are provisions for skills training to meet the clerical requirement (see Clerical Option). To transfer credits from this program to another institution, the student should secure advance approval from the transfer institution.

### FRESHMAN YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SES 1210</td>
<td>Beginning Shorthand*</td>
<td>3</td>
</tr>
<tr>
<td>SES 1100</td>
<td>Beginning Typewriting*</td>
<td>3</td>
</tr>
<tr>
<td>SES 1110</td>
<td>Intermediate Typewriting*</td>
<td>3</td>
</tr>
<tr>
<td>SES 1211</td>
<td>Intermediate Shorthand*</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
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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 and Industry</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>SES 2321</td>
<td>Business Machines</td>
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### SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SES 1335</td>
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</tr>
<tr>
<td>SES 2212</td>
<td>Advanced Shorthand</td>
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<tr>
<td>SES 2160</td>
<td>Word Processing</td>
<td>3</td>
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<tr>
<td>SES 2120</td>
<td>Advanced Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 1009</td>
<td>Basic Accounting**</td>
<td>3</td>
</tr>
<tr>
<td>CCC 1300</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>SES 2401</td>
<td>Office Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>SES 2402</td>
<td>Office Procedures II</td>
<td>3</td>
</tr>
<tr>
<td>SES 2490</td>
<td>Executive Secretarial Seminar &amp; Work Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

### Total Credits: 60

*Students with prior instruction and/or experience in shorthand and/or typewriting should enroll in the 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.

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### Secretarial Science — Medical Secretary Option
### Associate in Science

This program is designed to meet the needs of students desiring employment as medical secretaries and
medical transcriptionists 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 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
</tr>
<tr>
<td>SES 1100</td>
<td>Beginning Typewriting*</td>
<td>3</td>
</tr>
<tr>
<td>SES 1110</td>
<td>Intermediate Typewriting*</td>
<td>3</td>
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<tr>
<td>APB 1390 &amp; APB 1391</td>
<td>Medical Terminology I &amp; II</td>
<td>3-3</td>
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<tr>
<td>SES 1175</td>
<td>Medical Transcription I</td>
<td>3</td>
</tr>
<tr>
<td>SES 1461</td>
<td>Medical Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>SES 2176</td>
<td>Medical Transcription II</td>
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<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
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**SOPHOMORE YEAR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ACC 1009</td>
<td>Basic Accounting**</td>
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<td>Business Communications</td>
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</tr>
<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>SES 2120</td>
<td>Advanced Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>SES 2177</td>
<td>Medical Transcription III</td>
<td>3</td>
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<tr>
<td>SES 2462</td>
<td>Medical Office Assisting</td>
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<tr>
<td>SES 2470</td>
<td>Internship as Medical Secretary</td>
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<td>General Psychology</td>
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**Session I**

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<td>ENC 1101</td>
<td>Freshman Composition I</td>
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<tr>
<td>SES 1100</td>
<td>Beginning Typewriting*</td>
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<tr>
<td>MAN 2000</td>
<td>Introduction to Business</td>
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<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
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**Session II**

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<td>SES 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>SES 1110</td>
<td>Intermediate Typewriting*</td>
<td>3</td>
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<tr>
<td>SES 2321</td>
<td>Business Machines</td>
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<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
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**Session III**

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<td>SES 2401</td>
<td>Office Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>SES 2120</td>
<td>Advanced Typewriting</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 36

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.

*Students with prior instruction and/or experience in SES 1100 or SES 1110 may enroll in next higher typing 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 — Clerical Option Certificate**

This is a one-year certificate program comprised of selected courses offered as a part of the 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.
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 1101</td>
<td>Freshman Composition I</td>
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</tr>
<tr>
<td>ETD 1100C</td>
<td>Engineering Drawing</td>
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</tr>
<tr>
<td>MTB 1304</td>
<td>Modern Computational Methods</td>
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<tr>
<td>MTB 1321</td>
<td>Technical Mathematics I or College Algebra</td>
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INTERMEDIATE COURSES

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<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENC 1210</td>
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<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>
<td>3</td>
</tr>
<tr>
<td>MTB 1322</td>
<td>Technical Mathematics II or College Algebra</td>
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</tr>
<tr>
<td>MAC 1114</td>
<td>Surveying and Measurements</td>
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<td>POS 1041</td>
<td>American Government I</td>
<td>3</td>
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<tr>
<td>SUR 2201C</td>
<td>Highway Drafting and Route Design</td>
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</tr>
<tr>
<td>SUR 2400C</td>
<td>Legal Aspects of Surveying</td>
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<tr>
<td>SUR 2610C</td>
<td>Surveying II</td>
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<tr>
<td>SUR 2949</td>
<td>Cooperative Education: Surveying Field Experience, or Elective</td>
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ADVANCED COURSES

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</tr>
<tr>
<td>SUR 2402C</td>
<td>Land Surveying and Descriptions</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2460C</td>
<td>Subdivisions</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2500C</td>
<td>Electronic and Geodetic Surveying</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2640C</td>
<td>Surveying III</td>
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<td></td>
<td>Total</td>
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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 adviser 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 under-
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.

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.

GRADUATION REQUIREMENTS FOR THE ASSOCIATE IN GENERAL STUDIES DEGREE

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.

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
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. Prerequisite: ETM 1610C and ETM 1611. A study and analysis of the various types of air conditioning systems and their application, refrigeration systems used, equipment selection, air distribution systems and components, air conditioning system design and layout. System operation, testing, balancing and trouble shooting. (Laboratory fee)

ETM 2633
4 Credits
ELECTRICITY FOR AIR CONDITIONING AND REFRIGERATION
Includes one-hour laboratory. Prerequisites: ETM 1610C, ETM 1613C. Basic electricity; DC and AC motors, generators, circuits, resistance, inductance, capacitance, transformers, starting equipment, application to air conditioning and electrical test equipment in trouble shooting electrical problems. (Laboratory fee)

ETM 2634
3 Credits
REFRIGERATION II
Prerequisites: ETM 1610C and ETM 1613C. Commercial and industrial refrigeration systems and equipment. Cooling loads and load calculations for food preservation, storage and freezing; beverages; low temperature applications, compound and cascade refrigeration systems; process cooling applications.

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

ANTHROPOLOGY

ANT 2000
3 Credits
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, stitching, printmaking and three-dimensional media, such as clay, wood, fibers. (Laboratory fee)

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

ART 1203C
3 Credits
DESIGN II
Includes extra periods. Prerequisite: ART 1201C. A continuation of Design I through the study of the visual elements and principles and their application in three-dimensional form.
ART 1301C
DRAWING I
3 Credits
Includes extra periods. Introductory drawing class with emphasis on basic skills and concepts. (Laboratory fee)

ART 1302C
DRAWING II
3 Credits
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)

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

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

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

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

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

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

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

ART 2600C
PHOTOGRAPHY I
3 Credits
Includes extra periods. An introduction to black and white photography with emphasis upon the following: use of the camera, darkroom procedures of developing, printing and the study of visual design in photography.

Student should have camera with adjustable lens and shutter speeds. (Laboratory fee)

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

ART 2701C
SCULPTURE I
3 Credits
Includes extra periods. Experiences with a variety of three-dimensional media such as wood, metal (cast and fabricated), clay and plastics, designed to introduce the student to the handling of materials and tools necessary to gain an understanding of the arrangement and relationship of three-dimensional forms. (Laboratory fee)
ART 2949    2-4 Credits
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.

BIOLOGY

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

APB 1150    3 Credits
BIOLOGICAL SCIENCE
This general education, non-laboratory course is de-
signed 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 cov-
ered concerning his interaction with the environment.

APB 1190C    4 Credits
INTRODUCTION TO HUMAN ANATOMY AND
PHYSIOLOGY
Six hours lecture/laboratory instruction. Prerequisite:
Permission of department. A one-semester course deal-
ing with the normal structure and function of the ten
body systems. Principally for those students pursuing
the paramedic certificate program. This course cannot
be substituted for APB 2203C or APB 2204C.

APB 1253    3 Credits
BIOLOGY OF HUMAN SEXUALITY
A general, non-laboratory course designed to intro-
duce the student to various biological aspects of human
sexuality, including sexual genetics and sex determina-
tion, sexual anatomy and development, processes of fertili-
zation, pregnancy, childbirth, contraception, venereal dis-
 ease, menstruation, menopause and aging. Other ap-
propriate areas may also be discussed when time per-
mits.

APB 1390    3 Credits
MEDICAL TERMINOLOGY I
Four hours lecture/laboratory periods. This course
deals with the structure, functions and diseases of the
human body including the skeletal, muscular,
circulatory and respiratory systems. Laboratory em-
phasis on medical word construction, definitions and ap-
lication of terms as applied to the language of medi-
cine.

APB 1391    3 Credits
MEDICAL TERMINOLOGY II
Four hours lecture/laboratory periods. A continuation of

APB 1390 including the nervous, sensory, endocrine,
digestive, excretory and reproductive systems.

APB 2203C    4 Credits
HUMAN ANATOMY AND PHYSIOLOGY I
Six hours lecture/laboratory instruction. Prerequisite:
ChM 1040C and BSC 1010C or permission of depar-
tment. This course deals with the structure and function
of the integumentary, skeletal, muscular, endocrine,
circulatory, and reproductive systems. Laboratory ex-
ercises emphasize anatomic and physiological prin-
ciples associated with classroom work. (Laboratory fee)

APB 2204C    4 Credits
HUMAN ANATOMY AND PHYSIOLOGY II
Six hours lecture/laboratory instruction. Prerequisite:
Satisfactory completion of APB 2203C. A continuation
of 2203C including the nervous system, the organs of
special sense, the respiratory, digestive, and excretory
systems with considerable emphasis on the
biochemistry of metabolic processes and body fluids.
(Laboratory fee)

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, clas-
sification, physiology, reproduction, heredity and evolu-
tion of plants. (Laboratory fee)

BSC 1010C    4 Credits
FUNDAMENTALS OF BIOLOGY
Six hours lecture/laboratory instruction. An introduc-
tion to fundamental biological principles emphasizing
the common attributes of all living organisms. These uni-
fying concepts of biology include the chemical structure
of living matter, the structure and function of the cell,
specialized cells, major metabolic functions, control sys-
tems, 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 contem-
porary 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. May be repeated for
credit.

MCB 2010C    4 Credits
MICROBIOLOGY
Six hours lecture/laboratory instruction. Prerequisite:
BSC 1010C and prerequisite or corequisite: 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**
**Marine Biology**
Prerequisite: BSC 101C. 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**
Prerequisite: BSC 101C 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**
Six hours lecture/labatory instruction. Prerequisite: BSC 101C. 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**
Six hours lecture/labatory instruction. Prerequisite: BSC 101C and ZOO 2013C. A lecture and laboratory study of chordate zoology with emphasis on the taxonomy, ecology, evolution, function, and structure of the vertebrates. (Laboratory fee)

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

**Business**

**ACC 1009**
**Basic Accounting**
Prerequisites: MTB 1103 or equivalent. The course provides instruction and practice in the fundamentals of financial record-keeping and reporting for professionals, service and merchandising enterprises.

**ACC 2001**
**Principles of Accounting I**
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**
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**
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**
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**
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**
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**
Prerequisite: ACC 2021. The theoretical basis of standard accounting principles, practices and procedures; including analysis of financial records.

**ACC 2934**
**Selected Topics in Accounting**
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**
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 1140**
**Teller Operations**
Examines the importance of the teller in creating and maintaining good customer relations and the specific operational procedures necessary for successful performance of this function. This course is part of the Valencia/Institute of Financial Education program.

**BAN 1300**
**Savings Accounts**
The course includes discussion of the nature of savings accounts, types of savings account ownership and problems unique to savings accounts. This course is part of the Valencia/Institute of Financial Education program.
BAN 1600 2 Credits
INTRODUCTION TO THE SAVINGS ASSOCIATION BUSINESS
An introduction to the role of savings associations in the modern business world. The historical development, present-day organization, competition and future direction of savings associations is covered. This course is part of the Valencia/Institute of Financial Education program.

BAN 1610 2 Credits
SAVINGS ASSOCIATION OPERATIONS
An overview of the internal operations of a savings association, including the responsibilities of various departments and the inter-relationship of job assignments. This course is part of the Valencia/Institute of Financial Education program.

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

BAN 2250 2 Credits
RESIDENTIAL MORTGAGE LENDING
Introduction to the residential mortgage lending operations of savings associations. Includes conventional lending procedures, analysis of mortgage loan organization, processing and servicing; and overviews of government loan programs and the secondary mortgage market. This course is part of the Valencia/Institute of Financial Education program.

BAN 2605 2 Credits
INDIVIDUAL RETIREMENT ACCOUNTS/KEOGH PLANS
The course includes discussion of the legal requirements for establishing and contributing to retirement accounts, including IRA’s, Spousal IRA’s, Rollovers, Simplified Employee Pension Plans and Keoghs. This course is part of the Valencia/Institute of Financial Education program.

BAN 2694 2 Credits
PERSONAL MONEY MANAGEMENT
Emphasizes how to plan, control and direct one’s financial resources effectively and profitably by choosing wisely among financial alternatives. This course is part of the Valencia/Institute of Financial Education program.

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 3949 2-4 Credits
COOPERATIVE 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
Corequisite: 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 partner-

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

**MAN 1800**  
**SMALL BUSINESS MANAGEMENT**  
3 Credits  
A study of the basic principles needed for success in a small business. Includes procedures for planning, locating, opening, operating, evaluating and controlling a small business. Basic foundations of budgeting, marketing, research, promotion, profit analysis, and advertising are presented.

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

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

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

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

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

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

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

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

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

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

**MKA 1402**  
**FASHION MERCHANDISING**  
3 Credits  
A study of the fashion merchandising industry, including the historical perspectives, nature of fashion, materials of fashions, consumer demand, budgeting, buying and promotion.

**MTB 1103**  
**BUSINESS MATHEMATICS**  
3 Credits  
The practical application of mathematics to the computational problems of business and consumerism. Business applications including decimals, fractions, percentages, interest rates, bank records, payroll, and merchandising.

**REE 1000**  
**REAL ESTATE PRINCIPLES AND PRACTICES**  
3 Credits  
Corequisite: 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**  
**HOUSING AND HOME OWNERSHIP**  
3 Credits  
An introduction to the economic, physical, legal, and esthetic properties of home ownership, home construction, and design. Specific attention is given to those factors which should be considered in the purchase and maintenance of a home.
REE 2040
REAL ESTATE INVESTMENT
3 Credits
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
REAL ESTATE APPRAISING I
3 Credits
An introduction to the basic theories and policies pertaining to the social, economic, and governmental forces influencing property values. Treatment is given to such factors as urban forces versus property values, site analysis, neighborhood characteristics and building construction.

REE 2101
REAL ESTATE APPRAISING II
3 Credits
Prerequisite: RIE 2100. A continuation of Real Estate Appraising I. Emphasis is given to the application of theories studied in RIE 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
REAL ESTATE FINANCE I
3 Credits
A detailed study of the basic concepts of financing real estate with emphasis given to legal aspects, sources of funds, and methodologies of major lenders for real estate transactions.

REE 2205
REAL ESTATE FINANCE II
3 Credits
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
REAL ESTATE MANAGEMENT
3 Credits
A study of the theories and techniques of professional management of real estate. Areas covered include residential, business, industrial and investment properties.

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

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

SES 1100
BEGINNING TYPEWRITING
3 Credits
For the student with little or no typewriting experience. The course will include the techniques and basic skills in typewriting, mastery of the keyboard, the operation and care of the typewriter, and the preparation of business letters, reports, and tabulated applications.

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

SES 1175
MEDICAL TRANSCRIPTION I
3 Credits
Prerequisite: SES 1100 or one year of high school typewriting. Prerequisite or corequisite: APB 1390. This course emphasizes the fundamentals of transcribing simple medical reports and correspondence from various transcribing machines.

SES 1210
BEGINNING SHORTHAND
3 Credits
Includes extra period. The basic principles of Gregg (Diamond Jubilee) shorthand with emphasis on theory and development of reading and writing skills. For students with less than one year of high school shorthand.

SES 1211
INTERMEDIATE SHORTHAND
3 Credits
Prerequisite: SES 1210 or one year of high school shorthand. A continuation of Gregg (Diamond Jubilee) shorthand with continued emphasis on theory and the development of dictation skills.

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

SES 1461
MEDICAL OFFICE PROCEDURES
3 Credits
Emphasis is given to receptionist duties, medical records management, bookkeeping, (Pegboard system) and proper completion of private health insurance forms and governmental forms such as medicare and worker’s compensation forms.

SES 2120
ADVANCED TYPEWRITING
3 Credits
Prerequisite: SES 1110 or equivalent. A continuation of speed and accuracy skill building on straight copy and
production work. Emphasis is placed on application of skills to advanced office problems including business letters, forms, and reports. Instruction on automated typewriters will be introduced.

SES 2160 3 Credits
WORD PROCESSING
Prerequisite: SES 1110 or equivalent. This course will include basic concepts of word processing, components, and workflow of an automated office system. Curriculum will include the operation of an automated typewriter including input, edit, store, and output of documents on an automated typewriter. Development of proficiency in machine transcription will be included.

SES 2176 3 Credits
MEDICAL TRANSCRIPTION II
Prerequisite: SES 1175 or equivalent. An advanced course in machine transcription of physician-dictated medical documents using more difficult terminology.

SES 2177 3 Credits
MEDICAL TRANSCRIPTION III
Prerequisite: SES 2176 or equivalent. This course includes sophisticated medical terminology in machine transcription of physician-dictated reports. Emphasis is on medical and surgical specialties such as gynecology, urology, cardiovascular surgery, cardiology, neurology and orthopedics.

SES 2212 3 Credits
ADVANCED SHORTHAND
Prerequisite: SES 1211 or equivalent. A continuation of Gregg (Diamond Jubilee) shorthand. The student will develop the ability to take dictation and transcribe rapidly and accurately. Emphasis is on spelling, punctuation, vocabulary, and arrangement of dictation into mailable copy.

SES 2321 3 Credits
BUSINESS MACHINES
This course is designed to acquaint the student with the fundamental operations of present day business machines. Included will be electronic calculators, duplicating equipment and reprographics, and adding machines.

SES 2401 3 Credits
OFFICE PROCEDURES I
Prerequisite: SES 1110. This course includes the role of the secretary and the secretarial concepts and applications such as telephone techniques, office environment, public relations, mail and shipping responsibilities, and interviewing techniques.

SES 2402 3 Credits
OFFICE PROCEDURES II
Prerequisite: SES 2401 recommended. This course includes secretarial applications such as: records management, expediting meetings, organizing business data, financial responsibilities, and professional advancement.

SES 2431-2432 3-3 Credits
LEGAL SECRETARIAL PRACTICES AND PROCEDURES
Prerequisites or corequisites: 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 OFFICE ASSISTING
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, and diagnostic laboratory procedures.

SES 2470 4 Credits
INTERNSHIP AS MEDICAL SECRETARY
Prerequisite: Approval by the instructor. An internship in which the student spends a maximum of fifteen (15) hours a week either in a physician's office, public health facility, an extended care facility or a hospital. Course culminates in evaluation seminars with various instructors and on-the-job trainers.
SES 2490  3 Credits
EXECUTIVE SECRETARIAL SEMINAR AND WORK
EXPERIENCE
Prerequisite: Approval of the Program Director. The stu-
dent works in a selected office a maximum of fifteen (15)
hours per week. Seminars are held to answer questions,
share experiences and give further knowledge of the
varying aspects of secretarial work.

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

CAREER DEVELOPMENT

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

STD 2032  1-3 Credits
SELECTED TOPICS IN CAREER AND LIFE
PLANNING
The student develops and explores in depth stated per-
sonal objectives and goals as related to potential career
areas and life planning.

CHEMISTRY

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

CHM 1034C  6 Credits
GENERAL CHEMISTRY FOR LABORATORY
TECHNOLOGY
Eight hours lecture/laboratory instruction. Prerequi-
site: Admission to the Medical Laboratory Technology
Program. This course emphasizes essentials of general
chemistry, chemical calculations, and a brief introduc-
tion to the structure and nomenclature of organic chem-
istry. (Laboratory fee)

CHM 1040C  4 Credits
INTRODUCTION TO GENERAL CHEMISTRY
Six hours lecture/laboratory instruction. Prerequisites:
One year of high school algebra or MAT 1024. This
course is designed to prepare students without high
school chemistry or those with an inadequate back-
ground 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, us-
ing dimensional analysis to solve problems. Laboratory
experiences are an integral part of the course. The course
can not be taken for credit subsequent to earning
a grade of "C" or better in CHM 1045C. (Laboratory
fee)

CHM 1045C  4 Credits
GENERAL CHEMISTRY WITH QUALITATIVE
ANALYSIS I
Six hours lecture/laboratory instruction. Prerequisites:
CHM 1040C or one year of high school chemistry com-
pleted 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 dis-
cussed in the classroom. (Laboratory fee)

CHM 1046C  4 Credits
GENERAL CHEMISTRY WITH QUALITATIVE
ANALYSIS II
Six hours lecture/laboratory instruction. Prerequisite:
Satisfactory completion of CHM 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  4 Credits
INTRODUCTORY ORGANIC AND BIOCHEMISTRY
Six hours lecture/laboratory instruction. Prerequisite:
CHM 1040C (or one year of high school chemistry com-
pleted 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 or-
ganic 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 stu-
dents with exercises which illustrate the principles of or-
ganic and biochemistry. (Laboratory fee)

CHM 2120C  4 Credits
QUANTITATIVE ANALYSIS
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  4 Credits
ORGANIC CHEMISTRY I
Seven hours lecture/laboratory instruction. Prerequisite: CHM 1046C or a comparable college level general chemistry course. A basic course dealing with aliphatic aromatic compounds, their properties, reactions, and synthesis, emphasizing the dependence of properties and reaction mechanisms upon structure. The laboratory illustrates techniques of separation, identification and purification. (Laboratory fee)

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

CHM 2933  1-3 Credits
SPECIAL TOPICS IN CHEMISTRY
Lecture/laboratory instruction. Prerequisite: CHM 1045C and permission of the department. This seminar is for the honors 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.

CHD 1334  3 Credits
LITERATURE FOR THE YOUNG CHILD
Designed to acquaint the student with the various forms of children's literature and develop ability to select quality literature appropriate for various-age groups.

CHD 1335  3 Credits
MUSIC FOR YOUNG CHILDREN
Teaching of basic skills necessary to involve children in simple music activities. Familiarity with simple musical instruments is stressed.

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

CHD 1430  4 Credits
OBSERVING AND RECORDING CHILD BEHAVIOR
Designed to increase objectivity and proficiency in observing, recording and interpreting children's behavior. The coursework will survey the developmental patterns of behavior of children from three through twelve years of age. Includes case studies and observation of children in various settings. Instructor's approval.

CHD 1440  4 Credits
SUPERVISED STUDENT PARTICIPATION
Includes four (4) three-hour laboratory periods. Corequisites: CHD 1220. Students participate in the child care laboratory under a qualified supervisor.

CHD 2260  3 Credits
MIDDLE CHILDHOOD
Prerequisite: CHD 1220. A continuation of CHD 1220. Study of child's development from five to preadolescence. Included are in-depth studies and observations of the child's physical, social, emotional and intellectual development.

CHD 2433  2 Credits
SEMINAR IN CHILD DEVELOPMENT
Prerequisite: CHD 2440. Provides the opportunity for students to raise questions about problems in child development and child care. Explores the opportunities of child care as a business and helps the student become an administrator.

CHD 2440  4 Credits
SUPERVISED STUDENT PARTICIPATION
Includes four (4) three-hour laboratory periods. Corequisites: CHD 1220, 1333, 1334 and 1440. Participation in the child care laboratory. Mastery of the planning necessary for the operation of a child care center under supervision of the instructor. Decision on units to be taught, supply purchasing and general responsibility of the center.

CHD 2930  1-3 Credits
SELECTED TOPICS IN CHILD DEVELOPMENT
Seminars for students who are interested in special topics and desire to explore further the field of pre-school education and child care through research, discussion, workshops, and observations.
HUN 1410
FOODS FOR THE YOUNG CHILD
3 Credits
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)
4 Credits
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. (Laboratory fee)

ARC 2033C
ARCHITECTURAL DESIGN
4 Credits
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, production facilities, apartment complexes, hi-rise buildings, etc. 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)
4 Credits
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)
4 Credits
Prerequisite: ARC 1120C. Course provides experiences in preparing working drawings of commercial structures with specific application to reinforced concrete. Major areas of coverage include symbols, conventions, standards of reinforced concrete drawings, typical details, precast and prestressed concrete, and preparation of the working drawings. (Laboratory fee)

BCN 1200C
BUILDING MATERIALS AND CONSTRUCTION METHODS
4 Credits
Survey of materials and methods used in construction. Covers broad areas of wood, concrete, masonry, metal 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
3 Credits
An introductory study of methods to determine quantities of materials, equipment, labor and money required for construction projects. Covers characteristics and capabilities of work equipment, methods of obtaining unit costs of in-place construction, field reporting practices, and responsibilities of field inspection.

BCN 1705
CONTRACTS, CODES, SPECIFICATIONS AND OFFICE PRACTICES
3 Credits
Course covers organization and operation of architect's, engineer's or contractor's office and includes study of office practices, codes, standards, specifications, and legal documents related to the construction industry.

BCN 1721
CONSTRUCTION PLANNING AND CONTROL
3 Credits
Survey of the important points to be considered in a construction project. Covers development of a CPM (Critical Path Method) plan with emphasis on construction activities, time durations, scheduling, sequence of operations, follow-up methods, project control, and integration of calendar dates to the plan.

BCN 2021
ADVANCED CONSTRUCTION METHODS AND APPLICATIONS
3 Credits
This course is designed to provide the student with exposure to the various technological breakthroughs as they develop within the building construction industry. Emphasis is placed on future construction, trends, industry demands, regulations, and advancements in the state-of-the-art.

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. Course covers heat loss and heat gain, comfort control, water systems, 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 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
Course covers analysis of subsoil conditions, bearing capacity and settlement analysis, character of natural soil deposits, earth pressure and retaining wall theory and stability of slopes and sub-grades. Foundation design, behavioral characteristics and pile driving are also covered. (Laboratory fee)

EVS 2215C
HYDRAULICS AND PIPE FLOW
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
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
Prerequisite: SUR 1100C, ARC 1120C. Highway drafting includes topographic maps, plans and profiles and cross sections. Route design covers traffic and vehicular characteristics, curvature and elevation of roadbeds, earthwork, and aerial photography as they affect cost and route design. (Laboratory fee)

CRIMINAL JUSTICE

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

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

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

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

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

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

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

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

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

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

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

CCJ 2431
POLICE PERSONNEL SUPERVISION AND MANAGEMENT
The focus of the course is on supervisory problems peculiar to a police organization; principles of human relations; techniques of supervision; salary administration; employee recruitment; training and career development; employee grievances and collective bargaining.
CCJ 2440  
CORRECTIONAL ADMINISTRATION  
A comprehensive examination is made of principles of contemporary correctional administration, organization, and personnel management. Emphasis is placed on the role of the mid-level supervisor in the operations of community correctional agencies, residential facilities, and custody institutions. Topics include: organizational structure and planning; personnel recruitment, training and supervision; and public relations.

CCJ 2810  
PHYSICAL SECURITY SYSTEMS  
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  
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  
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  
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  
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  
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 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.

CNM 1005  
DATA PROCESSING MATHEMATICS  
Corequisite: COC 1300. A survey of the mathematics required in a dynamic data processing environment. Practical business applications are stressed. Course de-
signed 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**
3 Credits
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**
3 Credits
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 2120**
**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.

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**DENTAL HYGIENIQUE**

**DEH 1000C**
**CLINICAL DENTAL HYGIENIQUE I**
4 Credits
Includes two (2) four-hour clinical periods. Corequisites: DES 1000C, DES 1001, DES 1200C, APB 2203C. This course introduces the student to the responsibilities of the dental hygienist. Discussion and practical application of instrumentation and instrumentation skills, sterilization techniques, medical/oral history procedures, plaque control procedures, topical and systemic fluoride and medical/oral emergencies. (Laboratory fee)

**DEH 1120**
**GENERAL ORAL HISTOLOGY**
2 Credits
Prerequisites: APB 2203C, DES 1001, DES 1000C and DES 1200C. Corequisites: APB 2204C, MCB 2010C and DEH 1802C. 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 HYGIENIQUE II**
4 Credits
Includes two (2) four-hour clinical periods. Prerequisites: DEH 1000C, DES 1000C, DES 1001, DES 1200C, APB 2203C. Corequisites: APB 2204C, MCB 2010C, DEH 1120. This course is a continuation of DEH 1000C. Importance placed on instrumentation skills. More advanced topics discussed include amalgam polishing and ultrasonic scaling to prepare the student for clinical dental hygiene practice. (Laboratory fee)

**DEH 1804C**
**CLINICAL DENTAL HYGIENIQUE III**
2 Credits
Includes three-hour laboratory. Prerequisites: MCB 2010C, DEH 1802C. Corequisites: DEH 1805, DEH 2303, DEH 2700. This course includes the study of root planning, soft-tissue curettage, and diagnostic models. Laboratory experience includes obtaining impressions and trimming diagnostic models. (Laboratory fee)

**DEH 1805**
**CLINICAL DENTAL HYGIENIQUE PRACTICE III**
1 Credit
Includes two (2) eight hour clinical periods. Prerequisites: DEH 1802, MCB 2010C. Corequisites: DEH 1804C, DEH 2303, DEH 2700. Beginning patient care emphasizing medical/oral histories, instrumentation, radiographic techniques and fluoride application. Students also participate in patient care at the Orlando Naval Regional Dental Center. (Laboratory fee)

**DEH 2303**
**PHARMACOLOGY**
2 Credits
Prerequisites: APB 2203C-2204C, MCB 2010C. Corequisites: DEH 1804C, DEH 1805, DEH 2700. Presen-
A discussion of basic aspects relating to the physical and chemical properties, dosage, methods of administration, and therapeutic use of pharmaceutical preparation used in dentistry.

DEH 2400
3 Credits
GENERAL AND ORAL PATHOLOGY
Prerequisites: MCB 2010C and DEH 1120. Corequisite: DEH 2600. Introduction to general pathology with consideration of the more common diseases affecting the human body. Particular pathology is given to the study of pathological conditions of the mouth, teeth and their supporting structures, and their relationship to systemic disturbances.

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

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

DEH 2700
2 Credits
DENTAL HEALTH EDUCATION
Includes one two-hour laboratory period. Prerequisite: SPC 1600. Corequisites: DEH 1804C, DEH 1805, DEH 2303. A discussion of the methods and materials used in dental health education. Includes communication skills and appropriate visual aids needed for effective education of both children and adults. (Laboratory fee)

DEH 2701
2 Credits
DENTAL PUBLIC HEALTH AND PREVENTIVE DENTISTRY
Prerequisites: PSY 1012, DEH 2700. Corequisites: DEH 2808, DEH 2809, DEH 2504. This course includes concepts of public health and public health dentistry including research methodology, statistics and community interaction. A study of the recent concepts of preventive dentistry and their implications in the practice of dental hygiene is included.

DEH 2806
2 Credits
CLINICAL DENTAL HYGIENE IV
Prerequisites: DEH 1804, DEH 1805, DEH 2303, DEH 2700. Corequisites: DEH 2807, DEH 2600, DEH 2400, DEH 2807, DEH 2100C. This course includes the study of considerations for the special patient, myofunctional therapy, case documentation and preparation/presentation of data clinics.

DEH 2807L
3 Credits
CLINICAL DENTAL HYGIENE PRACTICE IV
Two (2) eight-hour clinical periods. Prerequisites: DEH 1804, DEH 1805, DEH 2303, DEH 2700. Corequisites: DEH 2806, DEH 2600, DEH 2400, DES 2100C, HUN 1001. This course emphasizes proficiency in oral prophylaxis, radiographic techniques, soft tissue curettage, root planing, dietary analysis, treatment planning, diagnostic models, nitrous oxide conscious sedation. Students also participate in patient care at the Orlando Naval Regional Dental Center. (Laboratory fee)

DEH 2808
2 Credits
CLINICAL DENTAL HYGIENE V
Prerequisites: DEH 2806, DEH 2807, DEH 2600, DEH 2400. Corequisites: DEH 2809, DEH 2504, DEH 2701. This course includes the study of periodontal dressings, suture removal, ethics, jurisprudence and practice management.

DEH 2809L
3 Credits
CLINICAL DENTAL HYGIENE PRACTICE V
Two (2) eight-hour clinical periods. Prerequisites: DEH 2806, DEH 2807, DEH 2600, DEH 2400. Corequisites: DEH 2808, DEH 2504, DEH 2701. This course emphasizes proficiency in time management in clinical dental hygiene skills including pit and fissure sealant application. Students also participate in patient care at the Orlando Naval Regional Dental Center. (Laboratory fee)

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

DES 1000C
2 Credits
TOOTH MORPHOLOGY AND NOMENCLATURE
Includes 2 hours laboratory. Corequisites: DES 1000C, DES 1001, DES 1200C, APB 2203C. This course includes basic terminology relative to the human dentition. It emphasizes the study of the morphology and function of the primary and permanent dentition. Laboratory procedures include identification of natural specimen teeth and carving wax patterns of representative teeth. (Laboratory fee)

DES 1001
1 Credit
HEAD AND NECK ANATOMY
Corequisites: DES 1000C, DES 1000C, DES 1200C, APB 2203C. A detailed study of the skeletal, muscular, circulatory, and nervous system of the head and neck. Special emphasis is placed on the structures associated with the oral cavity.
DES 1200C  3 Credits
DENTAL RADIOGRAPHY
Includes one two-hour laboratory. Corequisites: APB 2203C, DES 1001, DES 1000C, and DEH 1000C. Orientation of the student to the nature, physical behavior, biological effects, methods of control, safety precautions and the techniques for exposing, processing, and mounting x-rays. Laboratory procedures will include the application of these techniques in clinical practice. (Laboratory fee)

DES 2100C  3 Credits
DENTAL MATERIALS
Includes three-hour laboratory. Prerequisite: DEH 1804C. Corequisites: DEH 2806, DEH 2807. This course includes the study of the nomenclature, characteristics, constituents and application of materials used in the clinical practice of dentistry. Laboratory procedures include the proper manipulation of the most commonly used materials as well as pit and fissure sealants. (Laboratory fee)

DRAFTING & DESIGN TECHNOLOGY

ETD 1701C  3 Credits
MECHANICAL DRAFTING I
Includes two-hour laboratory. Prerequisite: ETD 1100C. Drawing basic machine elements and subassemblies including screw threads, linkage, gears and cams with consideration to precision and limit dimensioning, tolerance allowances and limits. Study of working assembly and outline drawings with attention to drawing of an assembly and details from pictorial drawings and sectional views of assemblies. (Laboratory fee)

ETD 2643C  4 Credits
ELECTROMECHANICAL DRAFTING
Includes a two-hour laboratory. Prerequisite: ETD 1100C or Departmental approval. A study in the fundamentals of Electromechanical Drafting designed to provide the student with the basic concepts and principles needed to prepare electromechanical working drawings. The student is introduced in the laboratory to the various circuit elements and devices used in the preparation of wiring diagrams, schematics, block diagrams, and layout of electronic chassis, and wire harnesses. Emphasis is placed on printed circuit board layout, as well as advanced microcircuit and integrated circuit drafting techniques. (Laboratory fee)

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

ETD 2703C  3 Credits
MECHANICAL DRAFTING III
Includes two-hour laboratory. Prerequisite: ETD 2702C. A continuation of ETD 2702C which includes advanced assembly and detailed drawings of small machines, mechanical mechanisms or electromechanical devices with consideration given to application of principles covered in ETD 2628. Attention given to designating specifications on shafting gears, belts, clutches, brakes and miscellaneous machine elements. (Laboratory fee)

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

DRA MA

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

THE 1302  3 Credits
DEVELOPMENT OF THEATER AND DRAMA: IBSEN TO PRESENT
Survey of theater and drama from the time 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  1-3 Credits
SELECTED TOPICS IN THEATER
This seminar is for students interested in research, discussion and observation of special topics in drama and theater.

TPA 1210  3 Credits
BASIC STAGECRAFT
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 stages, audition techniques, rehearsal 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  FIELD EXPERIENCE IN EDUCATION  2-4 Credits
One class period plus a minimum of two hours per week of appropriate field experience under professional supervision. Prerequisite or corequisite: EDF 1005. This course is designed for students who wish to pursue particular interests in the field of education and to gain some actual experience in the field.

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

ELECTRONICS TECHNOLOGY

CRM 2010  INPUT/OUTPUT DEVICES  4 Credits
Includes three-hour laboratory. Prerequisites: ETE 2618C and ETE 2323C. Includes discussion of input
and output requirements of a computing system introducing the student to types of devices in typical systems; individual equipment presented with the object of stressing mechanical, electrical and logical principles of operation. (Laboratory fee)

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 including magnetic drum storage, magnetic disk storage, magnetic tape storage, card random access memory, read only memories, tunnel-diode memory, electronic storage, mechanical and electromechanical storage, electrostatic storage devices. (Laboratory fee)

ETE 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 measurement/interpretation and troubleshooting. (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, modulation and demodulation, single-side-band 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
Prerequisite: ETE 1030C, Corequisite: ETE 1143C or Department approval. An introductory lecture/laboratory course in computer technology. The student is introduced to the principles and techniques required for development of analysis skills in digital circuitry. Topics include computer number systems, digital codes and parity error detection methods, Boolean algebra, Karnaugh mapping, logic gate minimization techniques, arithmetic operations via combination logic, flip-flop timing and synchronization circuits, and pulse waveform generation. Laboratory projects provide "hands-on" experience in the use of laboratory instruments and in techniques for measurements and interpretation of digital data. (Laboratory Fee)

✓ ETE 2692C 4 Credits
COMPUTER TECHNOLOGY II
Prerequisite: ETE 2691C or Department approval. An intermediate lecture/laboratory 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 and prob-
problem diagnoses. Topics include counters/shift register systems and applications, digital subsystems using integrated circuit logic chips, encoding/decoding techniques, data interfacing and busing, multiplex/de-multiplex systems, analog/digital conversion techniques, static/dynamic memory systems, and computer system organization. Laboratory projects and demonstrations provide the student practical insight into the capabilities and limitations of alternative methods of data transfer, storage, and interface conversion commonly utilized in digital computing or control system applications. (Laboratory fee)

**ETE 2693C**
**COMPONENT TECHNOLOGY III**
4 Credits
**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**
**ELECTROMECHANICAL COMPONENTS**
4 Credits
**Prerequisite:** ETE 1405C or department approval. An in-depth study of the principles and concepts learned in mechanisms as they are specifically related to use in business machines and data processing machines. (Laboratory fee)

**ETE 2930**
**SELECTED TOPICS IN ELECTRONICS TECHNOLOGY**
2-6 Credits
**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**
**COOPERATIVE EDUCATION: ELECTRONICS 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.

**ETM 1405C**
**MECHANISMS**
4 Credits
**Prerequisite:** MTB 1321/ENC 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 found in business machines and data processing equipment; to include study of levers and linkages, gears, transmission components and electric controls. (Laboratory fee)

**ENGINEERING**

**BGN 1130C**
**DESCRIPTIVE GEOMETRY**
3 Credits
**Prerequisite:** ETE 1143C. This course includes the theory and practice in solving graphic problems involving point, line and space relationships. (Laboratory fee)

**ETD 1100C**
**ENGINEERING DRAWING**
3 Credits
**Prerequisite:** ETE 1143C. A survey course of the principles and practices involved in making and reading engineering drawings. Emphasis is placed on lettering, industrial symbolism, visualization, orthographic projection, and line techniques. (Laboratory fee)

**ETM 1828**
**ENGINEERING MATERIALS AND PROCESSES**
3 Credits
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 2010**
**SURVEY IN AMERICAN LITERATURE: COLONIAL PERIOD TO CIVIL WAR**
3 Credits
A survey of literary trends from the Colonial period to the Civil War. Emphasis is placed on the romantic 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**
3 Credits
An introduction to the main themes and personalities of the American literary scene from the Civil War to the present, including Afro-American authors. New direction of modern poetry, rise in realism and naturalism in short stories and approach to symbolic drama.

**CRW 2000**
**CREATIVE WRITING AND ADVANCED COMPOSITION**
3 Credits
**Prerequisite:** ENC 1101 or ENC 1121 or permission of the department. Offered for students desiring experi-
ence in writing short stories, poems, plays, novels, personal essays and magazine articles with students free to develop writing skills in chosen literary type. Instruction in advanced techniques of composition leading to development of writing style and form compatible with individual interests.

ENC 1001 3 Credits
FUNDAMENTAL ENGLISH I
A study of grammar, usage, punctuation, capitalization and spelling. Emphasis on writing clear, concise, grammatically accurate sentences and putting those sentences together in a unified paragraph. ENC 1001 is aimed to prepare the student to succeed in ENC 1101 and in other courses where writing clear paragraphs is needed.

ENC 1002 1-6 Credits
FUNDAMENTAL ENGLISH II
Mini-courses on specific writing skills. Examples are spelling improvement, capitalization and punctuation, correcting common grammatical errors, writing paragraphs, review of essay writing, improving style, taking notes, answering essay questions, outlining. Can be taken for one, two, or three credits. May be taken as continuation of ENC 1001, or in conjunction with ENC 1101 or 1102, or to learn to polish specific writing skills. May be repeated for up to six hours of credit.

ENC 1101 3 Credits
FRESHMAN COMPOSITION I
Instruction and practice in effective expository writing. Emphasis on clarity of central and supporting ideas, adequate development, logical organization, coherence, and grammatical and mechanical accuracy.

ENC 1102 3 Credits
FRESHMAN COMPOSITION II
Prerequisite: ENC 1101 or ENC 1121 or permission of the department. Continuation of ENC 1101 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 1121 3 Credits
HONORS FRESHMAN COMPOSITION I
A course to improve the expository writing skills of the academically advanced student. Emphasis on reading, thinking, and writing skills and translation of these skills into clear, well-organized prose. Enrollment by permission of department.

ENC 1122 3 Credits
HONORS FRESHMAN COMPOSITION II
Prerequisite: ENC 1121 or ENC 1101. A course that builds on the skills developed in ENC 1121 or 1101. 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 1210 3 Credits
TECHNICAL COMMUNICATION
Prerequisite: ENC 1101 or ENC 1121. 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.

ENC 2302 3 Credits
ADVANCED CREATIVE WRITING - LITERARY MAGAZINE
Prerequisite: CRW 2000 or permission of instructor. Advanced creative writing in genre of student's choice. Literary criticism and publication of college literary magazine.

ENG 2100 3 Credits
INTRODUCTION TO FILM
An introduction to the developments in American, British and foreign films. Emphasis on films of the 30's through the 70's. Attention given to silent films, early talkies and documentaries.

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

ENL 2013 3 Credits
SURVEY IN ENGLISH LITERATURE 1300 TO 1800
A humanistic study of British literature through the eighteenth century. Representative selections from each period are studied for interpretation, background, artistic qualities and ethical meaning, with emphasis on human values and application to life.

ENL 2023 3 Credits
SURVEY IN ENGLISH LITERATURE: 1800 TO PRESENT
A study of British literature of the nineteenth and twentieth centuries from the same approach as that of ENL 2013.

LIT 2000 3 Credits
INTRODUCTION TO LITERATURE
An introduction to the following literary types: short story, novel, drama and poetry, with the emphasis on contemporary literary works.

LIT 2090 3 Credits
CONTEMPORARY LITERATURE
A study of representative works of contemporary Ameri-
can, British, and Continental poets, novelists, short story writers, science fiction writers, dramatists and non-fiction writers especially significant since World War II. Emphasis is placed on the issues and ideas as related to our present and future society. To include the works of such authors as Baldwin, Bellow, Brooks, Camus, Ellison, Hesse, Malamud, Sartre.

LIT 2110  3 Credits
SURVEY IN WORLD LITERATURE: BEGINNINGS THROUGH RENAISSANCE
A study of the major poetry, fiction, drama and essays of world literature from the Ancients to and including the Renaissance. Emphasis on selections that make reading stimulating and pleasurable.

LIT 2220  3 Credits
SURVEY IN WORLD LITERATURE: ENLIGHTENMENT TO PRESENT
A study of world literature from the Renaissance to the Modern from the same approach as that of LIT 2110.

ENGLISH AS A SECOND LANGUAGE

ESL 1201  3 Credits
INTERMEDIATE SPEECH FOR FOREIGN STUDENTS I
Emphasis on major stress and intonation patterns in English and use of international phonetic alphabet to break down English sound system. Attention to aural comprehension of facts and ideas. Vocabulary development through individual and group exercises.

ESL 1221  3 Credits
INTERMEDIATE ENGLISH READING I
Designed for non-native speakers of English who are primarily interested in reading for academic purposes. Students read textbooks and other academic books which use English to communicate information: instructions, descriptions, explanations, comparisons, contrasts, analyses, arguments.

ESL 1241  3 Credits
INTERMEDIATE ENGLISH WRITING I
Intended for English as a second language students who plan eventually to use English for academic purposes. Students are required to define, to classify, to analyze, and to generalize and illustrate non-prose content. Writing of original paragraphs using chronological order, spatial order, order of importance, and comparison and contrast.

ESL 1261  3 Credits
INTERMEDIATE ENGLISH STRUCTURE PATTERNS I
Designed for non-native speakers of English. Reviews basic sentence patterns and introduces more complex grammatical relationships. Written and oral transformations of sentence patterns required. Emphasis on function words, verbs, and verb phrases. Prerequisite: A basic knowledge of English structure.

ESL 1301  3 Credits
INTERMEDIATE SPEECH FOR FOREIGN STUDENTS II
Prerequisite: ESL 1201 or Michigan score of at least 66. A continuation of ESL 1201. Extemporaneous speaking from planned outline. Attention to aural comprehension for understanding college lectures and taking notes. Cross-cultural materials generate topics for discussion.

ESL 1321  3 Credits
INTERMEDIATE ENGLISH READING II
Prerequisite: ESL 1221 or Michigan score of at least 66. A continuation of ESL 1221. Develops reading strategies that enable students to extract information from academic sources. Library exercises introduce students to campus library and teach them how to use its resources to research material for papers and oral presentations.

ESL 1341  3 Credits
INTERMEDIATE ENGLISH WRITING II
Prerequisite: ESL 1241 or Michigan score of at least 66. A continuation of ESL 1241. Students are expected to perfect their paragraph writing skills and to put together more than one paragraph. To complete the course, students will write a multi-paragraph essay.

ESL 1361  3 Credits
INTERMEDIATE ENGLISH STRUCTURE PATTERNS II

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 prin-
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 2210** 3 Credits
**BUILDING CONSTRUCTION AND FUNDAMENTALS**
State and federal laws applicable to fire protection and construction, building codes and their application to fire protection and fire prevention, building construction and design with emphasis on fire prevention features.

**FFP 2500** 3 Credits
**HAZARDOUS MATERIALS**
A study of the principles involved in the recognition of materials which are hazardous because of combustibility, toxicity, reactivity, or other properties, special information and requirements; chemical and physical properties of various forms of matter, their possible interaction related to storage, transportation, and handling; theories of combustion and extinguishment; properties of matter affecting fire behavior; explosive and unstable materials, and strategies and techniques for fire control.

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

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

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

**FRENCH**

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

**FRE 1100** 3 Credits
**ELEMENTARY FRENCH I**
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 1101** 3 Credits
**ELEMENTARY FRENCH II**
Prerequisite: FRE 1100, or permission of instructor. A continued study of grammar and more extensive conversation. The course also includes limited compositions based on selected readings from French publications.

**GEOGRAPHY**

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

**GEOLOGY**

**GLY 2010C** 4 Credits
**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
changing societal values; (2) interrelationship of leisure service delivery systems and other supporting services for the elderly; (3) the meaning of leisure to the lives of the elderly; (4) innovative programming or a life support process.

GEY 1601
BIOLOGY OF AGING
1-3 Credits
This course provides a basic biological background for students and practitioners in any discipline pertaining to aging. It examines established knowledge related to the fundamental biological aspects of aging. Topics include the developmental process of aging and its effects on bodily systems, organs and sensory perceptions. It examines methods of preventing, retarding or reversing the process of aging.

GEY 1611
MENTAL HEALTH AND AGING
1-3 Credits
Pre requisite: 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
Pre requisite: 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 1202C
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 2201C
GRAPHIC REPRODUCTION PROCESSES
3 Credits
Prerequisite: ARV 1200, or permission of instructor. Fundamentals of single color layout, imposition, stripping and opaquing of negatives onto a goldenrod. The student is introduced to the theory of direct image, electrostatic, photo direct, presensitized and plastic plates. Hands-on projects are provided in stripping and plate burning. Theory and hands-on practice of the principles and methods of offset presswork are covered. (Laboratory fee)

ARV 2208C
ILLUSTRATING
3 Credits
Prerequisite: ARV 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
3 Credits
Includes two-hour laboratory. A basic course in the fundamental photographic principles, theory, procedures and the application of the photographic techniques in the production of negatives for the printing process. This includes camera operation, developing, enlarging, printing, scaling, the reproduction of the line copy, and the stripping methods used in photolithography. (Laboratory fee)

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

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

ARV 2269
GRAPHICS PRODUCTION MANAGEMENT
3 Credits
Prerequisite: ARV 1200, or permission of instructor. This course provides the graphics student opportunities to organize, develop and manage a graphic arts operation from a mid- to top-level manager’s position. Marketing concepts are explored as well as the theory of business principles. Students form and manage a graphics business addressing the management role in sales, public relations, personnel, production planning, budget and finance, as well as the full-cycle of business management. Work simplification theories and practices are dealt with, as well as current tools available to approach a decision-making situation in the business world.

ARV 2310C
PICTORIAL RENDERING
3 Credits
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 2330C
GRAPHICAL PRESENTATIONS
3 Credits
Prerequisite: ARV 1200, or Departmental approval. A study of the graphical applications of presenting business and technical information to a specific audience. Hands-on projects, making use of modern graphical techniques, are employed. The preparation of finished graphics for reproduction or projection is performed, and instruction is given on flip chart techniques, the use of overhead projection, slides and special materials. (Laboratory fee)

ARV 2930
SELECTED TOPICS IN GRAPHIC ARTS
3 Credits
Prerequisite: ARV 1200 or permission of instructor. For the student who desires a more in-depth study of the various advanced concepts, methods, and techniques currently employed in the graphic arts field. State-of-the-art applications are explored through research, experimentation, discussion, and demonstration.

HEALTH

HES 1000
PERSONAL HEALTH
3 Credits
The aim of this course is to acquaint each individual with sound principles of healthful living. Emphasis is placed on helping the student meet the physical, mental, and social stresses of daily life. Topics to be discussed include nutrition, physical conditioning, mental health, reproduction, diseases pertinent to today’s lifestyles, and alcohol and drug education.

HES 1400
FIRST AID/CPR
3 Credits
Designed to acquaint the individual with the principles of first aid/CPR in daily living. Standard first aid and cardiopulmonary resuscitation (CPR) certification may be earned during the class. The student will learn emer-
gency procedures which may be used in cases of unexpected illness or injury.

HISTORY

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

AMH 2010 3 Credits
UNITED STATES HISTORY TO 1865
The history of the United States beginning with the European background and dealing with the evolution of the American nation until the end of the Civil War.

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

AMH 2420 3 Credits
HISTORY OF FLORIDA
Designed to create an understanding of and appreciation for the historical evolution of Florida. The course emphasizes direct student involvement in compiling and collecting documents, artifacts, photographs, slides, tapes, papers, etc.

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

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

EUH 2311 3 Credits
HISTORY OF SPAIN I
Designed to create an understanding of the history of Spain as embodied in its literature, artistic and social traditions from the prehistoric through the 17th century. This course is offered in Spain as part of the Semester in Spain program.

EUH 2312 3 Credits
HISTORY OF SPAIN II
Designed to create an understanding of the history of Spain as embodied in its literature, artistic and social traditions from the 18th Century to the present. This course is offered in Spain as part of the Semester in Spain program.

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

HIS 2935 1-3 Credits
SELECTED TOPICS IN HISTORY
These seminars are for students who are interested in special topics and desire to explore further the field of history through research, discussion and observation.

HORTICULTURE (ORNAMENTAL)

ENY 1007 4 Credits
INTRODUCTION TO HORTICULTURAL PLANT PESTS (ENTOMOLOGY)
Includes two-hour laboratory. Prerequisite: HOS 1010C. A survey of the major plant insect pests, their characteristics, identification, life cycles and type of injury inflicted; control including cultural, biological and chemical methods; pesticides, their methods of application and precautions in handling. (Laboratory fee)

FRC 2001C 3 Credits
FRUIT PRODUCTION (POMOLOGY)
Includes one-hour laboratory. Prerequisite: HOS 1010C. Areas to be dealt with will be cultural practices, identification, handling, physiology, storage, breeding of fruiting type plants both for home and commercial use. (Laboratory fee)

FRC 2211C 3 Credits
CITRUS CULTURE
Includes one-hour laboratory. Prerequisite: HOS 1010C. Citrus production and marketing. This includes a study of such practices as propagation, planting, pruning, cultivating, fertilizing, spraying, irrigating, harvesting, grading, storing and marketing. (Laboratory fee)

HOS 1010C 3 Credits
INTRODUCTION TO HORTICULTURAL SCIENCE
Includes one-hour laboratory. Prerequisite: BSC 1010C or departmental approval. A study of the scientific concepts on which horticulture is based. For the beginning horticulture student, Part I introduces the biology of horticulture; Part II deals with techniques of horticulture; and Part III surveys the industry, emphasizing its distinguishing characteristics and special problems. The aesthetic aspects of horticulture are included. Laboratory periods cover such practices as pruning, propagation, plant classification. (Laboratory fee)
HOS 2002C  3 Credits
INTRODUCTION TO HORTICULTURAL BOTANY
Includes two-hour laboratory. Prerequisite: BSC 1010C; can substitute BOT.2010C for HOS 2002C. Students are introduced to the basic concepts of life and the composition of the plant kingdom. Emphasis is on the flowering plants, their morphology, growth and development, the cellular structure of the plants and basic tissues, modifications of form and specialization of structures, seed germination, the inflorescence, flower, pollination and fertilization. (Laboratory fee)

HOS 2004C  3 Credits
PLANT PROPAGATION
Includes lab. Prerequisites: HOS 1010C or departmental approval. A comprehensive study of methods and practices used for propagating plant materials in the industry today. The areas of study and practice include seedling, layering, cuttings, grafting and budding. (Laboratory Fee)

HOS 2005C  3 Credits
INTRODUCTION TO TROPICAL AIR PLANTS (EPHYTES)
Includes two-hour laboratory. Prerequisites: HOS 1010C, HOS 2002C. A survey course covering the taxonomy, morphology and culture of the dominant groups of tropical “air plants.” Emphasis is on the bromeliads and fern groups. (Laboratory fee)

HOS 2054C  3 Credits
NURSERY OPERATION AND MANAGEMENT
Includes two-hour laboratory. Prerequisites: HOS 1010C and ORH 1510C. 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 visitations, labor relations, nursery personnel organization, production logging, culture approaches, growing structures, and equipment. (Laboratory fee)

HOS 2932C  1-4 Credits
SELECTED TOPICS IN HORTICULTURE
Prerequisite: HOS 1010C. 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 1005C  3 Credits
INTRODUCTION TO FOLIAGE AND FLOWERING INTERIOR PLANTS I
Includes two-hour laboratory. Prerequisite: HOS 1010C. An intensive study of the rare and exotic foliage and flowering plants of tropical and subtropical regions of the world including their identification, adaptation, cultural requirements, propagation and economic importance. Specific problems in taxonomy, physiology and anatomy of these plants. (Laboratory fee)

ORH 1006C  3 Credits
INTRODUCTION TO FOLIAGE AND FLOWERING INTERIOR PLANTS II
Includes two class periods laboratory. Prerequisite: ORH 1005C. 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 1265C  3 Credits
INTRODUCTION TO FLORICULTURE
Includes one-hour laboratory. Prerequisite: HOS 1010C. 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 1510C  3 Credits
LANDSCAPE PLANT MATERIALS I
Includes two-hour laboratory. Prerequisite: HOS 1010C 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 1511C  3 Credits
LANDSCAPE PLANT MATERIALS II
Includes two-hour laboratory. Prerequisite: ORH 1510C. 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 2201C  3 Credits
GREENHOUSE OPERATION AND MANAGEMENT
Includes two-hour laboratory. Prerequisites: HOS 1010C and ORH 1505C. 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 2220C  3 Credits
INTRODUCTION TO LAWN AND TURFGRASS CARE AND MANAGEMENT
Includes one-hour laboratory. Prerequisites: HOS 1010C, SOS 2102C. A detailed study of varieties of fine turf grasses and the establishment and maintenance of the turf, including soil and turf relationships, fertilizing and liming, drainage and irrigation and pesticide treatments. (Laboratory fee)

ORH 2281C  3 Credits
INTRODUCTION TO ORCHIDOLOGY
Includes two-hour laboratory. Prerequisite: HOS 1010C, HOS 2002C. 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 2802C  3 Credits
INTERIOR-SCAPING; DESIGN, MAINTENANCE AND MANAGEMENT
Includes two-hour lab. Prerequisites: HOS 1010C, ORH 1005C, ORH 1006C, or instructor’s approval. The application of design principles and practices to interior plant usage, both in domestic as well as commercial situations. Topic areas of study will include acclimatization of plant materials, maintenance, and management (contracts, etc.). (Laboratory fee)

100
ORH 2831C  3 Credits
INTRODUCTION TO LANDSCAPE DESIGN I
Includes two-hour laboratory. Prerequisites: HOS 1010C, ETD 1100C, ORH 1510C, HOS 2002C. 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 2843  2-4 Credits
COORDINATE 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 2001C  4 Credits
INTRODUCTION TO PLANT PATHOLOGY
Includes two-hour laboratory. Prerequisites: HOS 1010C, HOS 2002C. 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 2102C  4 Credits
INTRODUCTION TO SOILS AND FERTILIZERS
Includes lab. Prerequisites: HOS 1010C and CHM 1040C or CHM 1045C, or departmental approval. A study of soil-water-plant relationships. Emphasis is placed upon soil properties (soil science), soil management, and soil use (economical as well as social). Other areas of investigation will include nursery and greenhouse soils for Florida, elemental studies, and selected research topics. (Laboratory Fee)

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

HOTEL-MOTEL-
RESTAURANT MANAGEMENT

FSS 2251  3 Credits
HOTEL-MOTEL-RESTAURANT FOOD AND
BEVERAGE MANAGEMENT
Application of principles in menu planning, kitchen layout and equipment section. Also trains students how to design restaurants for ease in operation as well as promotion of principles in menu planning, kitchen layout and safety and health standards.

FSS 2500  3 Credits
HOTEL-MOTEL-RESTAURANT FOOD AND
BEVERAGE CONTROL
Emphasis given to methods of menu pricing, systems of controlling and accounting for food and beverage costs and methods of controlling sales income.

HFT 1000  3 Credits
INTRODUCTION TO HOSPITALITY INDUSTRY
Introduction to the many facets of the hotel-motel and food service industries. This course includes a study of the history, scope and innovations in the industry as well as orientation visits to local establishments.

HFT 1201  3 Credits
HOTEL-MOTEL-RESTAURANT ORGANIZATION
A study of the practical applications of organizational theory to the hospitality industries. This course is designed to provide a thorough understanding of the many administrative techniques required to manage today's motel. Emphasis will be placed on four (4) areas of activity: customers, employees, buildings and equipment and finances.

HFT 1410  3 Credits
HOTEL-MOTEL FRONT OFFICE MANAGEMENT
This course is designed to acquaint the student with the equipment used in the front office operation of a motel or a hotel as well as the procedures, processes, and practices of front office personnel for sales, guest accounts, and guest relations.

HFT 1700  3 Credits
INTRODUCTION TO TOURISM
Emphasis is placed on the international, national and state aspects of tourism. A comprehensive study is made of businesses involved in the promotion of travel, the transportation, accommodations, feeding and entertainment of travelers. An analysis is also conducted into the economic, cultural and sociological effects of tourism on communities and state.

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

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

HFT 2930  1-3 Credits
SELECTED TOPICS IN HOTEL-MOTEL-
RESTAURANT AREA
Prerequisite: Permission of the instructor. This seminar is for students interested in discussion, exploration and observation of special topics in the area of the hospitality industry.

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

HUM 1020 3 Credits
INTRODUCTION TO HUMANITIES
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 3 Credits
HUMANITIES-GREEK THROUGH GOTHIC
An integrated examination of dominant ideas in western culture as expressed in art, literature, music, philosophy and religion. Covers the period from the Trojan War through the Gothic Age, emphasizing the development and influence of classical ideas and the Christian Church.

HUM 2230 3 Credits
HUMANITIES-RENAISSANCE THROUGH ROMANTICISM
An integrated examination of dominant ideas in western culture as expressed in art, literature, music, philosophy and religion. Covers the period from the Renaissance through the nineteenth century, emphasizing the synthesis of classical and Christian elements, the emergence of rationalism and modern science and the Romantic rebellion.

HUM 2250 3 Credits
HUMANITIES-TWENTIETH CENTURY
An integrated examination of dominant ideas in western culture as expressed in art, literature, music, philosophy and religion. Covers the period from the turn of the century to the present. Focuses on the creative forces which have shaped contemporary consciousness from the pioneering work of Einstein, Picasso, Stravinsky and Wright through the dominance of objective consciousness to the newly emerging guiding myths of today.

HUM 2310 3 Credits
MYTHOLOGY IN ART AND LITERATURE
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 6 Credits
EUROPEAN STUDY IN HUMANITIES
Prerequisite: Permission of cluster manager or department chairman. Course consists of seminars and travel. Pre-travel seminars establish a foundation for critically examining art, architecture, literature and music in relation to significant historical, philosophical and religious currents in European culture. In travel through Italy, France and England opportunity is given to apply general knowledge to particular creative works in cities such as Rome, Florence, Venice, Paris and London. Cost; Registration fee plus cost of tour.

HUM 2930 1-3 Credits
SELECTED TOPICS IN HUMANITIES
These seminars are offered for students who are interested in special topics in the humanities. Topics may be selected from the special areas of Art, Architecture, Literature, Religion, Music and Philosophy or may include combinations of these areas.

REL 2020 3 Credits
UNDERSTANDING RELIGIOUS MAN
This course is designed for the student who is interested in exploring the various ways people have expressed their religious views. Discussion focuses on both the questions which people ask and which lead them to formulate religious answers and the various religious doctrines which formalize these human concerns. The course balances different opinions from the major religious traditions such as Christianity, Judaism, Hinduism and Buddhism, among others, and helps the students broaden their perspective on religion.

INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION

IDS 1101 6 Credits
INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION I
An introduction to the process of rational thought and how people have organized this process to define human values and the physical universe. This introduction focuses on the Greek contributions to this process, compares them to modern culture and integrates the disciplines of physics, mathematics, language, rhetoric, psychology and the humanities.

IDS 1102 6 Credits
INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION II
An examination of the change in the thinking process that occurred as a result of the scientific revolution of the 17th, 18th and 19th centuries. This examination focuses on the process itself and the impact that this process has had on modern culture. This examination integrates information from astronomy, physics, mathematics, biology, psychology, economics, communications and the humanities.

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

IDS 2104 6 Credits
INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION IV
An examination of a new awareness of the universe which resulted from new astronomical discoveries about "time" and "space" in the past fifteen years. This examination focuses on how these discoveries are forcing re-examination of values in light of present-day knowledge. This examination integrates astronomy, mathematics, biology, sociology, psychology, politics, communications and the humanities.

JOURNALISM

JOU 1100 3 Credits
NEWS REPORTING
A course in journalistic writing designed for mastery of in-depth reporting with an emphasis on the modern news and feature story. Elements of news, style, structure of news stories, news, sources and the mechanics of newspaper production are stressed. It is recommended that students taking JOU 1100 also enroll in either College Newspaper or College Magazine.

JOU 1401 3 Credits
ADVANCED REPORTING
Prerequisite: JOU 1100. Develops student as specialized newsgatherer and reporter. Sharpens in-depth reportorial skills; emphasis on investigative reporting. Students submit material to campus newspaper and other publications.

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

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

JOU 2200 3 Credits
EDITING AND MAKEUP
Learning and application of copy-desk techniques, evaluation and copy editing, correction of faulty news stories, headline writing, page layout design and work with wire copy. It is recommended that students taking JOU 2200 also enroll in either College Newspaper or College Magazine.

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

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

JOU 2946 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 light of their responsibilities to the public.

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

LAWYER'S ASSISTANT

These courses are designed especially for the student pursuing a degree as a Lawyer's Assistant. However, LEA 1013 and LEA 2501 may also be of interest to students who are not in the program.
LEA 1013  3 Credits
LEGAL RESEARCH AND THEORY
The student studies the law library system and its functions. He develops research skills through the use of digests, encyclopedias, report systems and practice manuals.

LEA 1201  3 Credits
REAL PROPERTY I
A survey course dealing with Florida real property law including the classification of interests in real property; concurrent ownership; the landlord and tenant relationship; easements, 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  3 Credits
CIVIL LITIGATION I
This course focuses on the litigation process as it relates to the court system of Florida. Attention is given to the function of law, the role of the attorney, the basic substantive law, pleadings, discovery, trial, settlement and appeal.

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

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

LEA 2202  3 Credits
REAL PROPERTY II
Prerequisite: LEA 1201. The student studies the procedures and the instruments in a basic real estate transaction. Specific attention is given to the contract, the loan commitment, legal descriptions and surveys, abstract and title work including opinions and insurance, business items including termite bonds and zoning evidence, closing instruments and laws applicable thereto.

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

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

LEA 2401  3 Credits
LAW OFFICE MANAGEMENT
The student studies a law office organization, specialized bookkeeping and accounting for attorneys, fees and billing procedures, scheduling and calendaring, management of personnel, legal drafting and legal office correspondence. Special attention is given to those canons, ethical considerations and disciplinary rules which define the types of ethical conduct the public has a right to expect from both the lawyer and the non-professional employee.

LEA 2501  3 Credits
FAMILY LAW
A study of the elements of a valid marriage, grounds for divorce, dissolution and annulment; separation, defenses, custody, support, alimony, property rights and tax consequences; Florida Law concerning children, parental support, adoption and guardianship.

LEA 2940  3 Credits
INTERNSHIP AS A LAWYER'S ASSISTANT
Prerequisites: BUL 2112; LEA 1013; and one (1) of the following: LEA 2102; or LEA 2212; or LEA 2202; or MAN 2702. This course is designed to permit the student to earn credit by working in a supervised training assignment directly related to the student's area of interest. A maximum of six (6) internship credits may apply toward elective credit in a degree program.

LOGIC

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

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

MATHMATICS

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, MAE 2811
B. For some general students, some business administration majors and other students who are interested in further development of their mathematics skills: MAT 1024, MAT 1033, MAC 1104

C. For students with strong mathematics backgrounds planning to enter careers requiring calculus: MAC 1132 (or separate courses MAC 1104, and MAC 1114, MAC 2311, MAC 2312, MAC 2313 (other recommended courses: MAS 2103, MAS 2301)

D. For technical students: MTB 1321-MTB 1322 or MTB 1327-1328 (if student has no algebra prerequisite, begin with MAT 0013 or MAT 1024)

MAC 1104 3 Credits
COLLEGE ALGEBRA
Prerequisite: Two years of high school algebra and one year of high school geometry; MAT 1033 or equivalent. A 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 3 Credits
COLLEGE TRIGONOMETRY
Prerequisite: MAC 1104 or two years of high school algebra and one year of high school geometry with a grade of at least a "C". A study of angles and their measures, trigonometric functions of angles and of real numbers, solutions of plane triangles, trigonometric equations and inverse functions. (Credit is not given for both MAC 1114 and MAC 1132.)

MAC 1132 4 Credits
COLLEGE ALGEBRA AND TRIGONOMETRY
Prerequisite: Two years of high school algebra, one year of geometry, one-half year of trigonometry with a grade of "C" or better or permission of the department. An integrated study of college algebra and trigonometry. Intended for the above average student planning to study analytic geometry and calculus. (Credit is not given for both MAC 1132 and MAC 1104 nor for both MAC 1132 and MAC 1114.)

MAC 2311 5 Credits
CALCULUS WITH ANALYTIC GEOMETRY I
Prerequisite: The equivalent of MAC 1104 and MAC 1114, or MAC 1132. Topics include the circle and parabola, limits and continuity, derivatives of algebraic forms, applications of the derivative, the definite and indefinite integral.

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

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

MAE 2811 3 Credits
MATHEMATICS FOR ELEMENTARY EDUCATION MAJORS
Prerequisite: MGF 1113. New approaches to arithmetic and mathematics appropriate for elementary school curricula. Topics selected from sets, systems of numeration, development of computational techniques, informal logic, development of ideas in geometry and algebra from a teaching perspective.

MAP 2302 3 Credits
DIFFERENTIAL EQUATIONS
Prerequisite: MAC 2313 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 3 Credits
INTRODUCTION TO MATRICES
Prerequisite: MAC 2311. A course designed to prepare students majoring in engineering, mathematics, the natural sciences or the behavioral sciences which require matrix techniques. Includes matrix algebra, determinants systems of linear equations, eigenvectors, special matrices.

MAS 2301 3 Credits
INTRODUCTION TO MODERN ALGEBRA
Prerequisite: MAC 1114 or equivalent. A course designed for the prospective mathematics major or mathematics teacher to develop the student's understanding of mathematical logic and proof. The study of selected topics in sets, groups, rings, integral domains and fields.

MAT 0013 1-3 Credits
INTRODUCTORY MATHEMATICS
Prerequisites: Student has taken college pre-assessment inventory. 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 3 Credits
ELEMENTARY ALGEBRA
Prerequisite: MAT 0013 or satisfactory score on pre-assessment inventory. 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 3 Credits
INTERMEDIATE ALGEBRA
Prerequisite: MAT 1024 or equivalent. Primarily intended for the student who plans to take College Algebra and lacks the prerequisites, but also provides algebra required for other areas, such as Statistics, Respiratory Therapy, and Chemistry. Topics include 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 2930
SELECTED TOPICS IN MATHEMATICS
1-3 Credits
Prerequisites: MAC 1104 and instructor's approval. In these classes the student examines selected topics in mathematics based on an historical, theoretical, application or research approach.

MGF 1113
COLLEGE MATHEMATICS
3 Credits
Prerequisite: MAT 0024 or satisfactory score on the college pre-assessment inventory. Topics selected from set theory, symbolic logic, probability, statistics, mathematical systems, numeration systems, calculators and computers, geometry, and history of mathematics.

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

MTB 1304
MODERN COMPUTATIONAL METHODS
2 Credits
Includes laboratory experiences with calculators. This course is open to any student desiring to learn how 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
APPLIED MATHEMATICS FOR HEALTH CARE
1 Credit
Two class hours per week for seven and one-half (7½) weeks. This course is designed to enhance the student's knowledge and skills 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 1021 C or NUR 1050.

MTB 1321
TECHNICAL MATHEMATICS I
3 Credits
Prerequisite: One year of high school algebra and one year of geometry, or MAT 1024. Applied mathematics including a brief review of arithmetic, slide rule computation, principles and laws of basic algebra, linear equations, ratio and proportion, basic geometric concepts and formulas. The work is supplemented with problems of a technical nature.

MTB 1322
TECHNICAL MATHEMATICS II
3 Credits
Prerequisite: MTB 1321 or MAC 1104. Applied mathematics involving the trigonometry of the right triangle; graphing of algebraic and trigonometric relations; solving both algebraic and trigonometric equations; oblique triangle solutions; and logarithms. Emphasis is placed on numerical computations. The course is designed for students in technical programs.

MTB 1327
MATHEMATICS FOR ELECTRONICS I
3 Credits
Prerequisite: One year high school 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
MATHEMATICS FOR ELECTRONICS II
3 Credits
Prerequisite: MTB 1327 or equivalent. A continuation of MTB 1327. In course II, students will solve problems in trigonometry of AC circuits, network frequency response, transient analysis, computer number systems, and Boolean algebra of circuits. Prerequisite for all courses in the Electronics Tech Program.

MTB 1364
THE METRIC SYSTEM
1 Credit
A course designed to familiarize the student with the metric system. The course includes a study of the history of the metric system, classroom applications of metric mensuration, advantages and disadvantages of the metric system and conversion of units between the customary and metric systems and conversion of units within the metric system.
MEDICAL LABORATORY TECHNOLOGY

MLS 1000C INTRODUCTION TO MLT
1 Credit
Prerequisite: Acceptance into the MLT program. An orientation to the profession of medical technology. Major areas of Microbiology, Chemistry and Hematology will be presented in addition to medical terminology, ethics, societies and licensure regulations.

MLS 1200C URINALYSIS
2 Credits
Prerequisites: MLS 1000C. Principles of renal function and analysis of urine will be presented and specific techniques applied.

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

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

MLS 2510C SEROLOGY/IMMUNOLOGY
2 Credits
Principles of antigen-antibody reactions and related test procedures will be presented. Prerequisite: MLS 1000C.

MLS 2525C IMMUNOHEMATOLOGY
2 Credits
Prerequisites: MLS 1000C. ABO-Rh typing and crossmatching principles and techniques will be emphasized.

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

MLS 2620C CLINICAL CHEMISTRY
4 Credits
Includes three-hour laboratory. Prerequisites: MLS 1000C and CHM 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
2 Credits
Prerequisite: MLS 2525C. The student performs Blood Bank procedures under supervision in an approved clinical laboratory.

MLS 2808L SEROLOGY/URINALYSIS PRACTICUM
2 Credits
Three weeks, forty hours per week. Prerequisites: MLS 1200C, MLS 2510C and permission of instructor. The student is placed in the Serology and Urinalysis Department of an approved lab where, under supervision, he/she performs clinical test procedures.

MLS 2809L HEMATOLOGY PRACTICUM
4 Credits
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
4 Credits
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
4 Credits
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 college 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 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 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.

Program planning sheets which outline specific required and elective courses in music are available 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 lead instructor in the music program 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 lead instructor of the Music Department.

**MUL 1011**

**MUSIC APPRECIATION**

3 Credits

A general survey of music and its composers, with extensive listening in order to develop intelligent understanding and appreciation of the world’s great music. This course is open to all students.

**MUL 1211**

**MUSIC LITERATURE**

3 Credits

A survey of the compositional and performance styles of significant composers from the Middle Ages to the present. Extensive live and recorded listening experiences. Required of all music majors.

**MUL 1100**

**SYMPHONIC BAND**

1 Credit

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

**MUL 1310**

**CONCERT CHOIR**

1 Credit

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

**MUL 1340**

**CONTEMPORARY ENSEMBLE**

1 Credit

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.

**MUL 1420**

**WOODWIND CHOIR**

1 Credit

Woodwind Choir is a selected performing ensemble open to any Woodwind player by audition. Representative Woodwind Choir literature from all styles and periods will be performed.

**MUL 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.

**MUL 1440**

**PERCUSSION ENSEMBLE**

1 Credit

Percussion Ensemble is a performing ensemble open to any percussionist by audition. Representative literature from all styles and periods will be performed.

**MUL 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, 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 MKV 1111. May be repeated for credit. (Laboratory fee)

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

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

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

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

APPLIED MUSIC

The college 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 college approval while enrollment in Principal Freshman or Principal Sophomore instruction requires both an audition and approval. Contact the music program lead instructor for further details.
NURSING

NUR 1021C  8 Credits
FUNDAMENTALS OF NURSING
Prerequisite: A passing score on the reading pretest and a passing grade on the math pretest for nurses or a grade of "C" or better in MAT 0013 and MTB 1320. Prerequisite or corequisite: APB 2203C. NUR 1021C is designed to introduce the student to basic health concepts and health maintenance measures in physiological and psychological functioning of the individual. Selected principles from the physical, biological and social sciences applicable to the development of basic nursing skills are utilized. Observations, reporting, and beginning nursing care planning skills are an integral part of this course. (Laboratory fee)

NUR 1050  2 Credits
FUNDAMENTALS OF THE NURSING PROCESS
Prerequisite: A passing score on the reading pretest and a passing grade on the math pretest for nurses or a grade of "C" or better in MAT 0013 and MTB 1320. Prerequisite or corequisite: APB 2203C. 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 and NUR 1200C with a minimum grade of "C." NUR 1110C includes the care of women through the life span. The focus will include diseases and/or conditions of the reproductive system, the childbearing cycle and care of the newborn. Nursing interventions are based on the concept that optimum health care of the woman, mother and newborn are basic to the health of the individual, family and society. The student is provided the opportunity to study the nursing care of the mother throughout the maternity cycle and participate in selected nursing care experiences. Theory and clinical practice follow a concurrent pattern so the student may gain skills in understanding and meeting patient’s nursing care needs. (Laboratory fee)

NUR 1200C  4 Credits
INTRODUCTION TO MEDICAL-SURGICAL NURSING
Prerequisite: NUR 1021C or NUR 1050 with a minimum grade of "C." NUR 1200C is a prerequisite to all other nursing courses. NUR 1200C is an introduction to medical-surgical nursing utilizing a basic conceptual and developmental approach to the nurse's role in the care of the adult and geriatric patient. The course focuses upon stress, homeostasis and the physical effects of illness on the individual. The course also builds on the student's basic knowledge of fluid and electrolytes and introduces practical skills of intravenous therapy. (Laboratory fee)

NUR 1310C  4 Credits
PSYCHIATRIC/MENTAL HEALTH NURSING
Prerequisite: NUR 1021C or NUR 1050 and NUR 1200C with a minimum grade of "C." Prerequisite or corequisite: PSY 1012. NUR 1310C is designed to assist the student in developing communication skills that can be applied to any area of nursing practice, understanding the dynamics of human behavior, and acquiring knowledge in content areas peculiar to the psychiatric-mental health setting. Mental health concepts developed in NUR 1021C or NUR 1050 and the social sciences are refined and expanded upon. Learning experiences in patient care are conducted in the psychiatric hospital setting with limited opportunities in community mental health. (Laboratory fee)

NUR 1943  3 Credits
CLINICAL ELECTIVE
This course is a clinical elective designed to increase nursing competencies, judgments and self-confidence in the care of hospitalized patients. It offers the student an opportunity to increase their clinical experience and refine clinical skills. Criterion-referenced grading will be used in this course. Course objectives will be formulated on an individual basis to allow each student to meet his or her goals. Formative evaluation will be implemented during the teacher-learning process to monitor the progress of students and to provide feedback to students. (Laboratory fee)

NUR 2120C  4 Credits
THE NURSING CARE OF CHILDREN
Prerequisites: NUR 1200C with a minimum grade of "C." APB 2203C, APB 2204C, MCB 2010C, DEP 2003. The emphasis throughout this course will be on under-
standing the needs of the well, the acutely ill and the chronically ill child. The effects of illness on the accomplishment of the developmental tasks, the meaning of illness and the effects of hospitalization will be explored with each age group from infancy to adolescence. This developmental approach will be used to help students achieve the basic nursing skills, attitudes and appreciations necessary in the care of children. (Laboratory fee)

**NUR 2242C**  
4 Credits  
**NURSING CARE OF ADULTS WITH PROBLEMS RELATED TO MAINTENANCE OF NUTRITION, ELIMINATION AND REGULAR MECHANISMS**  
Prerequisites: NUR 1200C with a minimum grade of “C,” APB 2203C, APB 2204C, 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, 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 2203C, APB 2204C, MCB 2010C. This course utilizes a conceptual and developmental approach to the nurse's role in the bedside care of patients with problems of motor and sensory deprivation. The approach is to consider broad problems of illness combined with the depth of theory and skills required to provide care for patients with problems in areas of orthopedics, neurology, ophthalmology and otology. (Laboratory fee)

**NUR 2251C**  
4 Credits  
**NURSING CARE OF ADULTS WITH PROBLEMS OF INADEQUATE OXYGENATION**  
Prerequisite: NUR 1200C with a minimum grade of “C,” APB 2203C, APB 2204C, MCB 2010C. This course is designed to provide the knowledge needed to care of patients with problems of inadequate oxygenation. Skills are obtained through experience in the special care areas (ICU, CCU, PCU). The student assists in patient care, planning, evaluation and nurse-patient teaching in highly technical and specialized areas of the hospital. (Laboratory fee)

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

**NUR 2943**  
5 Credits  
**CLINICAL PRACTICUM IN PATIENT CARE MANAGEMENT**  
Prerequisites: Completion of all required nursing courses with a minimum grade of “C.” Corequisite: NUU 2210. Opportunities are offered for the student to apply the theoretical basis of nursing clinical experience. Students have the opportunity to develop and enhance skills in the delivery of patient care and patient care management. (Laboratory fee)

**NUU 1240**  
2 Credits  
**DEATH, DYING, LOSS AND GRIEF**  
This course is designed to remove the social taboo of using such words as dead, death, dying, etc., so the student can fully explore the topics of death, loss and grief with decreased anxiety. Focus of the discussions will be on the historical perspectives of death, the changing attitudes of today, developing a personal philosophy about death, the many types of loss, and the feelings which arise during the stages of dying and grief/loss reactions.

**NUU 2210**  
1 Credit  
**LEADERSHIP THEORY**  
Prerequisites: Completion of all required nursing courses with a minimum grade of “C.” Corequisite: NUR 2943. This course provides the opportunity for the student to look at nursing practice according to leadership theory. Clinical leadership skills essential for patient care management are presented. Nursing practice problems are analyzed and solutions are determined through group discussion. The student is guided in career planning and emphasis is placed on the transition from student to graduate nurse.

**NUTRITION**

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

**PARAMEDIC TECHNOLOGY**

**EMS 1015**  
2 Credits  
**MEDICAL TERMINOLOGY FOR EMERGENCY CARE**  
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 word building found in medical terminology.

**EMS 1119**  
4 Credits  
**FUNDAMENTALS OF EMERGENCY MEDICAL TECHNOLOGY**  
Designed to develop a health professional who is capable of providing basic life support in all aspects of emergency medical care. In this course the student will learn assessment in medical and trauma emergencies, stabilization of the illness/injury and patient transport.

**EMS 1119L**  
2 Credits  
**FUNDAMENTALS OF EMT LAB**  
Corequisite: EMS 1119. Laboratory exercises emphasize patient assessment, airway management, bandaging, splinting, CPR, methodologies of shock treatment, obstetrical assistance and others.

**EMS 1332**  
2 Credits  
**MEDICAL ETHICS**  
Presents an overview of the activities of an EMT-Paramedic as they relate to the laws governing them. Dicus-
sions on medical/ethical and moral/ethical issues such as abortion, death and dying, and suicide are included in the course.

EMS 1341  3 Credits
EXTRICATION/RESCUE
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)

EMS 1431  3 Credits
EMERGENCY MEDICAL TECHNICIAN-CLINICAL PRACTICUM
Prerequisite: EMS 1119 and EMS 1119L or permission of Department. 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.

EMS 2219  4 Credits
PARAMEDIC I
Prerequisites: EMS 1119, 1119L, EMS 1431 and must hold State Certification. Corequisite: APB 2203C. 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) 6 contact hours.

EMS 2219L  5 Credits
HOSPITAL CLINICAL PRACTICUM
Corequisite: EMS 2219. 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.

EMS 2229  4 Credits
PARAMEDIC II
Prerequisites: EMS 2219 and EMS 2219L. Must have achieved "C" or better grade in these. Corequisite: APB 2204C. 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) 6 contact hours.

EMS 2229L  5 Credits
FIELD INTERNSHIP PRACTICUM
Corequisite: EMS 2229. 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.

EMS 2514  3 Credits
PHYSICAL ASSESSMENT
Prerequisite: EMS 2219. Development of skills in examination as the means of collecting and analyzing needed data for evaluation of a patient. The student will then apply these techniques on patients in a clinical setting. (Laboratory fee) 6 contact hours.

**PEST CONTROL TECHNOLOGY**

ENY 1002  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
Prerequisite: 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
Prerequisites: ENY 1002, 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
Prerequisite: ENY 1002, 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 2231  2 Credits
LAWN AND ORNAMENTAL PESTS AND THEIR CONTROL
Prerequisite: ENY 1002, ENY 1102 and ENY 1220. A practical approach to the biology, life histories, identification and control of lawn and ornamental pests.

ENY 2940  2 Credits
FIELD SERVICE
Prerequisite: 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.
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. Current geophysical phenomena are utilized in class discussion.

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.

PHYSICAL EDUCATION

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 barre and centre work. Students are introduced to the eight basic body directions with corresponding arms and body alignment, pirouettes and use of beats.

DAA 2560 2 Credits
JAZZ DANCE I
The student learns coordinated movements with isolated parts of the body while using the jazz style of dance. Basic routines are choreographed to pop, jazz, and rock 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 86, non-credit.

PEL 1121L 2 Credits
BEGINNING GOLF
The basic fundamentals pertaining to the grip, stance, posture and swing are stressed. Work with the woods,
irons, chipping and putting is to be included. 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.

**PELL 1141L**
**BEGINNING ARCHERY**
2 Credits

The basic fundamentals of shooting are stressed. Emphasis is on target archery. Experiences in barebow and sight shooting are provided. The recreational and carry-over values of the sport are stressed. All equipment is furnished. Also offered as CN 105, non-credit.

**PELL 1321L**
**VOLLEYBALL**
2 Credits

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.

**PELL 1341L**
**TENNIS I**
2 Credits

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.

**PELL 1342L**
**TENNIS II**
2 Credits

Designed specifically for the student wanting to develop the advanced skills of a good tennis player. The lob, overhead and drop shot are introduced while advanced development of the fundamental strokes is emphasized. Practical playing experience aids in teaching strategy. Students enrolling in this class should have better than average tennis form for the ground strokes, volley and serve. Playing experience suggested.

**PELL 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.

**PELL 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.

**PELL 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.

**PELL 1511L**
**FOOTBALL**
2 Credits

The class is designed to teach the fundamental soccer skills such as kicking, heading, dribbling, tackling, throwing, and goal keeping. Team play, game strategy, and the basic rules of the game are covered.

**PELL 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, non-credit.

**PELL 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.

**PELL 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.

**PELL 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.

**PELL 1200L**
**TUMBLING AND GYMNASICS**
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.

**PELL 1441L**
**KARATE I**
2 Credits

The class consists of the application and understanding of learned techniques in the "Empty Hand Way" (Karate Do). Basic movement skills, safety regulations, rules, and basic oriental terminology related to the sport are emphasized.
PHYS 1001C 4 Credits
APPLIED PHYSICS
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)

POLITICAL SCIENCE

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

CPO 2140 3 Credits
GOVERNMENT AND POLITICS OF SPAIN
A study of the development and structure of Spanish government, specifically the impact of the Napoleonic Wars, the fall of the monarchy, the partial industrialization, the Civil War and the Franco regime. This course is offered in Spain as part of the Semester in Spain Program.

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

POS 1001  3 Credits
INTRODUCTION TO POLITICAL SCIENCE
A survey of the discipline of political science. An 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  3 Credits
AMERICAN GOVERNMENT I
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  3 Credits
STATE AND LOCAL GOVERNMENT
In-depth study of state, county and municipal government with emphasis on contemporary problems.

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

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

PUP 1002  3 Credits
AMERICAN GOVERNMENT II
A survey course covering an introduction to international politics, state and local government and fundamental economic concepts.

PSYCHOLOGY

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

DEP 1302  3 Credits
PSYCHOLOGY OF ADOLESCENCE
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  3 Credits
DEVELOPMENTAL PSYCHOLOGY
Prerequisite: PSY 1012. 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  3 Credits
EDUCATIONAL PSYCHOLOGY
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  3 Credits
APPLIED PSYCHOLOGY FOR CRIMINAL JUSTICE
The course covers the basic elements of general psychology such as learning, perception, personality theory, etc., with emphasis on the application of psychological principles by law enforcement and correctional officers.

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

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

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

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

READING

REA 1105  3 Credits
READING SKILLS
Designed to improve competence in reading comprehension and vocabulary development requisite to acceptable college work.
REA 1205
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
3 Credits
Prerequisite: REA 1105 or permission of department. A reading study skills development course with emphasis on reading for comprehension in specific subject areas.

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

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

**RESPIRATORY THERAPY**

APB 1650
INTRODUCTION TO PHARMACOLOGY
2 Credits
Prerequisites: PHY 1001C, APB 2204C. History of pharmacology, regulatory agencies and regulations concerning the use of drugs. Drug action, absorption, distribution and use in the human body. Emphasis on respiratory drugs, cardiac drugs and related drugs the therapist is exposed to in the hospital.

APB 2263
PULMONARY PHYSIOLOGY
4 Credits
Includes three-hour laboratory. Prerequisites: PHY 1001C, APB 2203C. 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
3 Credits

HCA 2301
HOSPITAL ORGANIZATION AND MANAGEMENT
2 Credits
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
2 Credits
A survey of the respiratory therapy profession including its history, ethics and standards. A survey of other health related sciences and their interrelationships.

RET 1026C
BASIC RESPIRATORY EQUIPMENT
3 Credits
Includes three-hour laboratory. Prerequisites: RET 1024, APB 2203C. Corequisites: PHY 1001C, APB 2204C, MCB 2010C. Fundamental functions of basic respiratory therapy equipment. Systems of oxygen storage. Safety precautions. Preparation for clinical practice. (Laboratory fee)

RET 1264C
ADVANCED RESPIRATORY EQUIPMENT AND FUNCTIONS
4 Credits
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 1874C
CLINICAL PRACTICE I
2 Credits
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 2284C
CARDIOPULMONARY THERAPY
4 Credits
Includes three-hour laboratory. Prerequisites: RET 1264, RET 2675, concurrent with APB 2263. This
course includes resuscitative procedures in respiratory
and cardiac emergencies and airway maintenance,
pulmonary function, spirometry and pulmonary re-
habilitation. (Laboratory fee)

RET 2875C
2 Credits
CLINICAL PRACTICE II
Two hundred (200) hospital clock hours, approximately
twelve and one-half (12½) hours for every two (2)
semester hours credit. **Prerequisite:** RET 1874. Each
student assigned clinical practice in the Intensive Care,
Cardiac Care, Progressive Care and Emergency Room
Units under the supervision of a staff Respiratory Ther-
apist or Clinical Instructor. Emphasis on volume ven-
tillators and advanced patient care. (Laboratory fee)

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

RET 2877C
2 Credits
CLINICAL PRACTICE IV
Two hundred (200) hospital clock hours, approximately
twelve and one-half (12½) hours for every two (2)
semester hours credit. **Prerequisite:** RET 2284, RET
2876. Each student assigned clinical tasks in Pediatrics,
Pulmonary Rehabilitation, and Medicine, under the su-
pervision of a Physician and Clinical Instructor. (Labor-
atory fee)

RET 2878C
2 Credits
CLINICAL PRACTICE V
Two hundred (200) hospital clock hours, approximately
twelve and one-half (12½) hours for every two (2)
semester hours credit. **Corequisites:** RET 2874, RET
2877. Each student assigned clinical tasks in the area of
general thoracic and neurosurgery. The student may be
assigned other areas under the direction of the Clinical
Instructor. (Laboratory fee)

RET 2834
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 politi-
cal, 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 de-
veloping perspective concerning the planning of court-
ship, 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, theo-
ries, and methods; analysis of societies and groups; so-
cial 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,
urbanization, and influences detrimental to family stability (divorce, alcoholism, gambling, drug
abuse).

SOC 2935
1-3 Credits
SELECTED TOPICS IN SOCIOLOGY
**Prerequisite:** SOC 2000 or permission of the instructor.
These seminars are for students who are interested in
special topics and desire to explore further the field of
sociology through research, discussion, and observa-
tion.
SOC 2949  2-4 Credits
COOPERATIVE EDUCATION: SOCIOLOGY FIELD EXPERIENCE
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. May be repeated for credit.

SPANISH

SPN 1000  3 Credits
BASIC SPANISH
It is recommended that students without recent high school language skills take this course before taking SPN 1100. Stress is placed on the everyday use of the language. Students are introduced to basic grammar, vocabulary, and composition through a conversational approach to Spanish.

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

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

SPN 1100  3 Credits
ELEMENTARY SPANISH I
Includes one-hour laboratory. Beginning course in fundamental Spanish grammar and course in fundamental Spanish grammar and communication skills. Prerequisite: SPN 1000 or two years of high school Spanish or permission of the instructor.

SPN 1101  3 Credits
ELEMENTARY SPANISH II
Continuation of SPN 1100. Prerequisite: SPN 1100 or permission of the instructor.

SPN 1170 & 2270  6-6 Credits
OVERSEAS STUDY IN SPANISH LANGUAGE AND CULTURE I & II
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  3 Credits
INTERMEDIATE SPANISH I
Includes one-hour laboratory. Prerequisite: SPN 1101 or permission from the instructor. Conversational approach with readings adapted from Spanish newspapers and magazines.

SPN 2201  3 Credits
INTERMEDIATE SPANISH II
Includes one-hour laboratory. Prerequisite: SPN 1101, SPN 2200 or permission of the instructor. Conversational approach with readings adapted from Spanish newspapers and magazines.

SPN 2510  3 Credits
INTRODUCTION TO SPANISH CIVILIZATION
Prerequisite: SPN 2201 or equivalent. A basic study of the history, culture, and art of Spain. Emphasis on the development of conversational skills in Spanish.

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

SPW 2100-2101  3-3 Credits
INTRODUCTION TO SPANISH LITERATURE
Prerequisite: SPN 2201 or equivalent. The first semester is a survey of the literary masterpieces of Spain from the twelfth century to the golden age. The second semester is a continuation from 1600 to the twentieth century.

SPEECH

ORI 1000  3 Credits
ORAL INTERPRETATION
Prerequisite: SPC 1600. Principles of selection, analysis, preparation, and presentation of materials for oral reading. Experience in choral speaking and readers' theater.

SPC 1051  3 Credits
SPEECH AND WRITING IMPROVEMENT
Emphasis on the improvement of language skills by developing and understanding the effective articulation of American English through the use of the audio-lingual approach.

SPC 1300  3 Credits
INFORMAL COMMUNICATION
The study and application of communication principles to remove verbal and non-verbal barriers. Emphasis on role playing, simulated conflicts, and dynamics of group discussion.

SPC 1600  3 Credits
FUNDAMENTALS OF SPEECH
Principles of oral communication common to all speaking and listening. Emphasis on study, practice, and evaluation of preparation and delivery techniques for extemporaneous speaking.

SPC 1601  3 Credits
PUBLIC SPEAKING
Prerequisite: SPC 1600. Advanced principles of audience communication. Varied methods of presentation to include impromptu, extemporaneous and manuscript. Categories of speaking to include informative, entertainment, persuasion and group discussion.
SPC 2511  
ARGUMENTATION AND DEBATE  
3 Credits  
Prerequisite: SPC 1600 or permission of instructor. Principles of evidence, analysis, argument and refutation common to persuasive speaking and debate. Opportunity for competitive debate.

SPC 2594  
FORENSICS LABORATORY  
1 Credit  
A study of advanced techniques of debate and other forensics, keyed primarily to those interested in intercollegiate forensic competition. This course may be taken for one hour credit each semester for a total of three semester hours of credit.

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

STUDENT DEVELOPMENT

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

SURVEYING TECHNOLOGY

SUR 1100C  
SURVEYING AND MEASUREMENTS  
4 Credits  
Includes three-hour laboratory. Prerequisite: MTB 1322 or 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  
TOPOGRAPHY AND MAPPING  
3 Credits  
A study of the field and drafting techniques of map construction, control surveys, detail surveys, transit-tape; transit-stadia; plane table; map drafting; contour construction; use of contour maps; cross-section field work and drafting; earthwork computations; theory and use of state plane coordinate systems; map reproduction techniques.

SUR 2400C  
LEGAL ASPECTS OF SURVEYING  
3 Credits  
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 lots; surveyor in court; water boundaries.

SUR 2402C  
LAND SURVEYING AND DESCRIPTIONS  
3 Credits  
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  
SUBDIVISIONS  
3 Credits  
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  
ELECTRONIC AND GEODETIC SURVEYING  
3 Credits  
Prerequisite: SUR 2610C. A study of electronic distance measurements and geodetic techniques in surveying; theory, construction and use of electronic measuring devices (geodimeter, telemeter, range-laser) applied geodetic astronomy (bearing and latitude determination using stars, sun, elongations, etc.); geodetic corrections to surveys of large extent.

SUR 2610C  
SURVEYING II  
3 Credits  
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 typiug points to control; tie-in computations; layout of horizontal curves; horizontal curve computations; field techniques and computations of precise elevations; vertical curve computations.

SUR 2640C  
SURVEYING III  
4 Credits  
Prerequisite: SUR 2610C. A study of the advanced surveying office computations; traverse, horizontal curve, and vertical curve review; coordinates; area by D.M.D. and coordinates; partitioning-problems; intersection problems (line-line, line-curve, curve-curve); missing traverse parts; compound and reverse curve computations; spirals; principles of significant figures and solution analysis.

SUR 2949  
COOPERATIVE EDUCATION: SURVEYING FIELD EXPERIENCE  
2-4 Credits  
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.

TELEVISION

RTV 1200  
TELEVISION PRODUCTION  
3 Credits  
An introduction to basic procedures and practices in producing a television program. Emphasis on beginning television production techniques in the studio. Includes use of cameras, lighting and staging, and application of some techniques in scriptwriting and directing.
COLLEGE ADMINISTRATION

Listing for 1982-1983 current as of printing date March 1, 1982

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Skjersaa, Hazel  
Nursing  
B.A., Texas Christian University  
B.S.N., Cornell University  
M.A., Columbia University  
Ed.D., University of Florida  

Slayton, Richard  
CITE Program  
B.A., University of New Hampshire  

Small, Dwain E.  
Mathematics  
B.S., Ball State University  
M.A., Indiana University  
M.S., Indiana University  
Ed.D., Indiana University  

Smith, David L.  
Biology  
B.S., Ball State University  
M.A., Purdue University  
Ed.D., Ball State University  

Smith, Lisa  
Student Development Coordinator  
B.A., University of Rhode Island  
M.Ed., University of Central Florida  

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

Snider, William  
Speech  
B.A., University of Central Florida  
M.A., University of Central Florida  

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

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

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

Speranza, Linda  
Nursing  
B.S., Florida State University  
M.A., University of Central Florida  

Spitznagel, Mary Jo  
Displaced Homemaker/Job Training Program  
B.A., University of Florida  
M.Ed., University of Florida  

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

Stone, Stanley  
Lawyer's Assistant Program  
B.A., Howard University  
J.D., Howard University  

Straub, Joseph T.  
Business  
B.S., Florida State University  
M.A., Rollins College  
M.S., Rollins College  

Sugir, Mary W.  
Speech  
B.S., Indiana State College  
M.A., Western Michigan University  

Sylvestor, Mary B.  
Displaced Homemaker Program  
B.A., Converse College  
M.A., University of New Mexico  

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

Tetreault, Simone  
Medical Laboratory Technology  
B.S., University of Central Florida
Thompson, Geraldine F.
Assistant to the President for Minority Affairs
and Coordinator of Minority Affairs, West
Campus
B.E., University of Miami
M.S., Florida State University

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

Throm, Quentin P.
Cluster Manager, East Campus
B.A., Shorter College
M.A., Florida State University

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

Tillor, Barbara Joan
Chairman, Business Department, West Campus
B.A., University of South Florida
M.A., University of South Florida
Ed.S., University of South Florida

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

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

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

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

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

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

Ward, Joseph B., Jr.
Drafting and Design/Graphics Technology
B.S., University of Kansas

Warren, Janice
Parent Education Program
B.S., University of Alabama
M.S., University of Alabama

Wasniewski, Emil
Coordinator of Institutional Reporting and
Research
B.S., U.S. Merchant Marine Academy
B.S., U.S. Naval Post Graduate School
M.A., George Washington University
Ed.S., George Washington University
Ed.D., George Washington University

Watson, Rose
English
B.A., State University College of New York at
Buffalo
M.S., State University College

Webb, Ruth Y.
Chairman, Health Related Programs, West
Campus
B.S.N., University of Florida
M.A.T., Rollins College
Ed.D., Nova University

West, Stephen L.
Business
B.S., Florida State University
M.B.A., Nova University

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

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

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

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

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

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

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

Young, Lee P.
Vice President for Business Affairs
B.S., Florida State University
M.S., Florida State University
Adv. M.Ed., Florida State University
Career Employees
Current as of March 1, 1982

Alston, Lillie P.
Financial Aids Specialist

Alvarez, Patricia E.
Records Specialist

Amendola, Frank T.
Groundskeeper I

Anderson, Arthur Z.
Groundskeeper I

Anderson, Marle B.
Secretary II

Ball, Jay N.
Stock Clerk

Barnard, Rhonda C.
Library Assistant

Barnes, Edward
Security Guard

Barry, Robert W.
Systems Analyst II

Bean, Barbara J.
Audio-Visual Production Technician

Bearden, Rosle M.
Records Specialist

Bennett, Geneva R.
Cashier

Bibber, Charles A. III
Computer Operator

Bickers, Gloria J.
Grants Record Specialist

Blakely, Frank Sr.
Custodian I

Blankenship, John M.
Laboratory Assistant

Blue, Hoover N. Sr.
Security Guard

Bonilla, Karin C.
Word Processing Cluster Coordinator I

Borden, Dixie L.
Word Processing Cluster Coordinator I

Borglum, Carsten B.
Bookstore Assistant I
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Boyer, Sharon S.</td>
<td>PBX Operator</td>
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<td>Bracewell, June M.</td>
<td>Accounting Clerk II</td>
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<td>Bracey, Louise A.</td>
<td>Secretary</td>
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<td>Braly, Barbara A.</td>
<td>Secretary — CITE</td>
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<td>Branch, Marilyn A.</td>
<td>Senior Payroll Specialist</td>
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<td>Branson, Haven H.</td>
<td>Laboratory Assistant</td>
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<td>Word Processing Cluster Coordinator I</td>
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<td>Computer Operator</td>
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<td>Word Processing Cluster Coordinator I</td>
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<td>Brown, Lennie G.</td>
<td>Custodian I</td>
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<td>Brown, Linda M.</td>
<td>Para-Professional, Open Instructional</td>
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<td>Laboratory</td>
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<td>Browne, Paul A.</td>
<td>Mail Clerk</td>
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<td>Bullard, Dana B.</td>
<td>Custodian I</td>
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<td>Security Guard</td>
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<td>Calvin, Michael L.</td>
<td>Systems Analyst</td>
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<td>Campbell, Jean H.</td>
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<td>Campbell, Jimmy L.</td>
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<td>Campbell, Roger T.</td>
<td>Maintenance Carpenter</td>
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<td>Caniff, Deborah A.</td>
<td>Secretary</td>
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<td>Cannon, Ana</td>
<td>Accounting Clerk I</td>
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<td>Carlisle, Elaine M.</td>
<td>Financial Aids Clerk</td>
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<td>Carmichael, George A.</td>
<td>Secretary</td>
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<td>Chambers, Georgie A.</td>
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<td>Churchwell, Sybil E.</td>
<td>Secretary III</td>
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<tr>
<td>Clay, Frank L.</td>
<td>Security Guard</td>
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<tr>
<td>Clayton, Myra J.</td>
<td>Records Specialist</td>
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<td>Clifton, Cheryl W.</td>
<td>Word Processing Specialist I</td>
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<tr>
<td>Cobb, Betty J.</td>
<td>Financial Aids Adviser</td>
</tr>
<tr>
<td>Conilogue, Sandra W.</td>
<td>Cashier</td>
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<tr>
<td>Conilogue, Joanne J.</td>
<td>Word Processing Specialist I</td>
</tr>
<tr>
<td>Copley, Dorothy R.</td>
<td>Senior Secretary — CITE</td>
</tr>
<tr>
<td>Coto, Florence A.</td>
<td>International Student Advisor</td>
</tr>
<tr>
<td>Couey, Joanne B.</td>
<td>Open Campus Admissions &amp; Records Supervisor</td>
</tr>
<tr>
<td>Counihan, Cynthia R.</td>
<td>Custodian I</td>
</tr>
<tr>
<td>Cozio, Maryann</td>
<td>Secretary III</td>
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<tr>
<td>Craig, Marlene K.</td>
<td>Personnel Specialist</td>
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<tr>
<td>Cranford, Catherine</td>
<td>Accounting Clerk I</td>
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<tr>
<td>Cunningham, Thomas W.</td>
<td>Chief Accountant</td>
</tr>
<tr>
<td>Curry, Ernest E. Sr.</td>
<td>Supervisor of Mail &amp; Courier Services</td>
</tr>
<tr>
<td>Curtis, Hiram H.</td>
<td>Supervisor, Purchasing &amp; Registration</td>
</tr>
<tr>
<td></td>
<td>Financial Procedures</td>
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<tr>
<td>Cutting, Frances S.</td>
<td>Media Processing Specialist</td>
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<tr>
<td>Daley, Magdalene</td>
<td>Secretary I</td>
</tr>
</tbody>
</table>
Damon, Peter K.
Supervisor, Grounds Maintenance

Daverne, Medeline M.
Reprographic Equipment Operator

Daven, Delma J.
Field Transportation Worker — CITE

Davis, Gwendolyn Y.
Word Processing Specialist II

Davis, James P.
Reprographic Equipment Operator

Davis, Jesse E.
Groundskeeper I

Davis, Roberta D.
Word Processing Specialist II

Delaney, Debra J.
Loan Specialist

Denny, Maxine K.
Records Analyst

Denny, Sondra J.
Records Specialist

Dominguez, Margarita
Custodian I

Drake, Eleanor L.
Supervisor, Finance Office — East

Dudash, Genevieve L.
Word Processing Specialist I

Eaker, Dawn R.
Secretary

Edge, Georgia A.
Secretary III

Elliott, William D.
Technical Assistant

Enos, Barbara A.
Secretary II

Etter, Clifford H.
Painter

Everson, Bruce H.
Learning Center Assistant

Ewing, Michal O.
Secretary II

Fanelor, Sharon K.
Educational Adviser

Farrel, Esther F.
Records Clerk

Fields, Thomas F.
Senior Laboratory Technician

Figueroa, Pedro R.
Small Engine Mechanic/Groundskeeper

Findley, Terry A.
Office Systems Manager — East

Fleming, Luta T.
Assistant to the Director of Financial Aids

Flemmings, Joyce E.
PBX Operator

Foronda, Adrrentor G.
Air Conditioning Technician

French, Jacquelyn A.
Secretary/Bookkeeper — CCEW

Gallant, Henry W. Jr.
Maintenance Carpenter

Gant, Joan B.
Word Processing Cluster Coordinator I

Gayton, Walter H. Sr.
Custodial Working Supervisor

Goinowski, Blanca L.
Secretary

Gerry, Mary L.
Educational Adviser — Special Services

Gilliette-Graves, Odena H.
Records Analyst

Ginski, Nancy K.
Accounting Clerk II

Glover, Lorri
Accounting Clerk I

Gould, Earnestine
Custodian I

Graves, Spencer
Manager, Facilities Planning & Operations

Gray, James G.
Groundskeeper I

Gray, Janet E.
Financial Aids Assistant

Green, Daisy M.
Word Processing Specialist II

Grimes, Raymond F.
Systems Programmer I

Gunn, Maurice K. Sr.
Security Guard

Hall, Doreen J.
Word Processing Specialist II

Hallemeyer, Corinne B.
Word Processing Specialist I

Handley, Bruce L.
Evening Admissions & Records Analyst

Hardaway, Emmett A. Sr.
Custodial Working Supervisor
Harris, Cynthia D.
Word Processing Specialist II

Hayes, Julia L.
Custodial Working Supervisor

Heaselief, Philip
Programmer/Analyst I

Henderson, Bernadette J.
Secretary III

Henderson, James E.
Groundskeeper I

Higbee, Sybil F.
Secretary II

Hill, Cecil
Custodian I

Hill, Roosevelt Jr.
Groundskeeper I

Holmes, Wilma
Custodian I

Hooks, Laura E.
Programmer/Analyst II

Horn, Pamela W.
Word Processing Cluster Coordinator II

Hovencamp, Gladys
Secretary

Hull, Mary D.
Cashier

Hunt, Hilda J.
Media Processing Specialist

Inga, Tomineina L.
Secretary II

Jackson, Pedro
Custodian I

Jackson, Romena
Custodian I

Jacobs, Fairrell C.
Secretary II

Jameson, Joann J.
Secretary I

Jenkins, Louise I.
Word Processing Specialist I

Jenkins, Meredy M.
Visual Communications Specialist

Johnson, Lonnie
Custodian I

Johnson, Mary A.
Custodian I

Johnson, Walter D.
Follow-up Testing Coordinator — Special Services

Jones, Brenda G.
Secretary I

Jones, Diane M.
Secretary I — Special Services

Jones, Paulette H.
Tutor Coordinator

Jones, Shirley M.
Psychometric Technician

Jose, Rolan
Maintenance Carpenter

Kaler, John C.
Security Guard

Kerr, Gail J.
Secretary I

King, Lovie L.
Veterans Adviser — Cost of Instruction

Kirby, Leslie L.
Air Conditioning Technician

Kols, Judith A.
Word Processing Specialist II

Kols, Thomas E.
Programmer/Analyst I

Kuhn, Elisabeth
Supervisor, Custodial Services

Latham, Jean B.
Health Services Adviser

Lawrence, Albourne O.
Groundskeeper I
Lawson, Harold K.
Supervisor, Custodial Services

Leibek, Janet M.
Admissions Supervisor

Leigh, Harold E.
Engine Mechanic

Long, Bernice T.
Word Processing Specialist I

Lowe, Barbara B.
Accounting Clerk I

Miller, Dialynn S.
Educational Adviser

Miller, Robin L.
Supervisor, Grounds Maintenance

Mills, David G.
Custodian I

Mitchell, Callie E.
Secretary II

Nobley, Randy F.
Custodian I

Moore, Geneva J.
Custodian I

Moore, Robert F. Sr.
Groundskeeper Working Supervisor

Muckel, Vicki E.
Word Processing Cluster Coordinator III

Musgrave, Richard B.
Programmer/Analyst II

Napoleon, Booker T.
Custodian I

Nevadale, Joan L.
Secretary II

O’Leary, Erika K.
Mail Clerk

O’Leary, James F.
Security Guard

Owen, Martha B.
Word Processing Cluster Coordinator II

Page, Judith T.
Gallery Coordinator

Palmer, Betty H.
Secretary

Parker, Mary A.
Secretary

Patzer, Ernest T.
Groundskeeper I

Poeblea, Carole E.
Electrician

Phillips, Archie
Reprographic Equipment Operator

Phillips, Clara H.
Word Processing Cluster Coordinator I

Phillips, Donna J.
Secretary

Pinkney, Lois E.
Word Processing Specialist I

Procacci Elleen G.
Secretary II
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proctor, Edward H.</td>
<td>Property Records Specialist</td>
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<tr>
<td>PROVIDO, Jose G.</td>
<td>PEC Building/Equipment Manager</td>
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<tr>
<td>Pyster, Doris B.</td>
<td>Secretary</td>
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<tr>
<td>Ralner, Martha A.</td>
<td>Records Specialist</td>
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<tr>
<td>Ranke, Ruth A.</td>
<td>Library Assistant</td>
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<td>Ratliff, Barbara G.</td>
<td>Payroll Supervisor</td>
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<td>Ratliff, Robert E.</td>
<td>Facilities Coordinator</td>
</tr>
<tr>
<td>Ravenscroft, Thomas A. Jr.</td>
<td>Recruitment &amp; Information Specialist</td>
</tr>
<tr>
<td>REILLY-JONES, Barbara</td>
<td>International Student Adviser</td>
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<tr>
<td>Rembert, Roy C. Jr.</td>
<td>Groundskeeper I</td>
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<tr>
<td>Riles, Mary C.</td>
<td>Learning Center Assistant</td>
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<td>Rippe, Walter W.</td>
<td>Air Conditioning &amp; Refrigeration Supervisor</td>
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<td>Robinson, Lee E.</td>
<td>Custodian I</td>
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<td>Rodgers, Albertis</td>
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<tr>
<td>Rose, Jean K.</td>
<td>Career Adviser</td>
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<td>Sampson, Julius Jr.</td>
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<tr>
<td>Schwalz, Donna J.</td>
<td>Secretary</td>
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<tr>
<td>Scott, Melvin Sr.</td>
<td>Assistant Supervisor, Custodial Services</td>
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<td>Scott, Melvin Jr.</td>
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<td>Scott, Michael</td>
<td>Custodian I</td>
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<tr>
<td>Scroggs, Jane B.</td>
<td>Administrative Assistant to the President</td>
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<tr>
<td>Seaclay, Walter L.</td>
<td>Instructional Assistant</td>
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<td>Sermon, Cheryl A.</td>
<td>Follow-up Testing Coordinator</td>
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<tr>
<td>Shaw, Corine B.</td>
<td>Media Processing Specialist</td>
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<tr>
<td>SHEEHAN, Joy J.</td>
<td>Accounting Clerk I</td>
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<td>Sides, Vernelle</td>
<td>Accounts Supervisor</td>
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<td>Simmons, Rusty L.</td>
<td>Accounting Clerk I</td>
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<td>Sireno, Rosemarie</td>
<td>Secretary I</td>
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<td>Smith, Roger P.</td>
<td>Internal Auditor</td>
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<td>Snell, Tommie H.</td>
<td>Word Processing Cluster Coordinator I</td>
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<td>Spatcher, Shirley</td>
<td>Custodian I</td>
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<td>Stadler, Patricia A.</td>
<td>Personnel Specialist</td>
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<td>Starkweather, Fred F.</td>
<td>Groundskeeper I</td>
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<tr>
<td>Steele, William A. Sr.</td>
<td>Facilities Assistant I</td>
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<tr>
<td>Stephen, Gail</td>
<td>Secretary III</td>
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<tr>
<td>Stinnett, Rhonda D.</td>
<td>Research Analyst</td>
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<td>Audio-Visual Specialist</td>
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<td>Stout, Lucille M.</td>
<td>Word Processing Specialist</td>
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<td>Stout, Richard C.</td>
<td>Audio-Visual Production Technician</td>
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<td>Teune, Jean R.</td>
<td>Library Assistant</td>
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<td>Building Maintenance Supervisor</td>
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<td>Thomas, Carmeline D.</td>
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</table>
Thomas, Gene  
Custodian I

Thompson, Franklin H.  
Storekeeper

Thompson, James H.  
Groundskeeper I

Thurmond, Janet B.  
Budget Specialist

Tighe, Ardella F.  
Bookstore Manager

Toner, Joann S.  
Assistant to the Registrar

Torrance, Janice M.  
Admissions/Records Specialist

Tovik, Thelma M.  
Personnel Assistant

Tran, Duyan H.  
Custodian I

Tu, Louis P.  
Groundskeeper I

Tyner, Denise K.  
Word Processing Specialist II

Vantwyver, Patricia A.  
Senior PBX Operator

Venable, Betty N.  
Admissions Specialist

Venson, Curtis  
Groundskeeper I

Vidmar, Loretta L.  
Financial Aids Clerk

Vogel, Dorothy C.  
Psychometric Technician

Walker, Carla D.  
Educational Adviser

Washburn, Joan E.  
Secretary I

Watkins, Sara H.  
Office Systems Manager — West

Webb, David  
Small Engine Mechanic

Weller, John H.  
Assistant to the Registrar

Wilkerson, Jimmie C.  
Custodian I

Wilkerson, John F.  
Custodian I

Williams, Norris N.  
Groundskeeper I

Williams, Randall W.  
Information Specialist

Winchester, Sarah L.  
Supervisor, Finance Office — West

Witham, Alton B.  
Accountant

Witham, Delores L.  
Financial Aids Adviser

Wright, Bruce E.  
Custodian I

Wright, George Sr.  
Assistant Supervisor, Custodial Services

Wurtz, Bruce  
Security Guard

Zaman, Marie F.  
Audio-Visual Specialist

Zielke, Marilyn F.  
Purchasing Assistant
VALENCE COMMUNITY COLLEGE FOUNDATION, INC.

Members of the Foundation Executive Committee for 1981-82 include (front row, left to right) Marie N. Caruso, Joseph Wittenstein, (back row, left to right) Edmund K. Gross, Murray W. Overstreet, Jr., Alan C. Starling, and Howard L. Palmer. Not pictured are Julian K. Dominick, Sr. and James F. Gollattescheck.

EXECUTIVE COMMITTEE

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President

Alan C. Starling
Secretary

Julian K. Dominick, Sr.
Immediate Past President

Dr. James F. Gollattescheck
President
Valencia Community College

Howard L. Palmer
Vice President

Majie N. Caruso
Treasurer

Murray W. Overstreet, Jr.
Representative
District Board of Trustees

Dr. Edmund K. Gross
Executive Director

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Gerald A. Gay
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F. Philip Handy
Gordon H. Harris
Charles J. Hawkins

Katherine B. Hayne
Audrey Holloway
Evans Hubbard
Robert L. Larson
Joseph R. Lee
Donald D. Lettow
Fred L. MacLeod
Paul C. Perkins
Kenneth A. Plante
Charles M. Potter
Thomas D. Purdy
James C. Robinson
Jerry L. Rogers

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William Trickle, Jr.
Thomas E. Triplett
Jack Truett
Robert M. Vickery
Donald W. Welch
Marion Welch
Clyde A. West
Patricia Whalen
Robert White
Walter Windsor

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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.

At the printing of this catalog, the following were serving on Advisory Committees at the college.

AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

William C. Denson
Archer Martin Assoc.
Consulting Engineers

J. Wesley Floreth (Wes)
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.

Claire Koropsak
Executive Director
Air Conditioning Contractors Assoc. of Central Florida

Joe Koropsak
Executive Director
Air Conditioning Contractors Assoc. of Central Florida

Sidney Leopold
Air Conditioning Instructor
Mid-Florida Tech. Institute

Dave McDuffie
President
Tempaco

Donald F. Meyers
Marketing Specialist
Orlando Utilities

John Simonds
Tilden, Denson and Lobnitz, C.E.

Edward Taubensee
General Electric Company

AMATEUR RADIO CLUB

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Retired

Robert L. Carmody
Chairman, Technical and Engineering Related Programs
Valencia Community College

Peter Chesebrough
Instructor
Valencia Community College

Charles Dolomore
Martin-Marietta Corporation

Thomas Fields
Electronics Laboratory Technician
Valencia Community College

Edmund Gross
Executive Director
Valencia Community College Foundation
Valencia Community College

Eleanor Haburton
Instructor
Valencia Community College

David Jordan
Student
Valencia Community College
Steve McHaney  
Student  
Valencia Community College

Cecil Poston  
Committee Chairman  
University of Central Florida

William Rausch  
Retired

Harvey Salz  
Electromechanical/Electronica  
Program Director  
Valencia Community College

Arnold Stein  
Vice President of Engineering  
REPCO, Inc.

Chaimers Stromberg  
Chief Engineer  
WDBO Radio and Television

Lucien Wolcott  
Retired

BUSINESS — ACCOUNTING  
OPTION

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CPA

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Dempsey, Henderson & Co.

Frank Ewing  
Vice President/Treasurer  
Hughes Supply, Inc.

Ronald Haggans, CPA  
Accounting Chief  
Martin-Marietta Corp.

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Computer Manager  
Coca Cola Bottling Co.

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Gloria Postell  
Internal Auditor  
Park Federal Savings

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Orange Buick

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Perry, Tomlinson, Weinstein & McMillen

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Dade Savings & Loan

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Senior Business Development Analyst  
North & Central Florida Business Service Center

Mack Blythe  
Chairman, Business Division  
Seminole Community College

Linda Chapin  
Vice President  
Park Federal Savings

Thomas Embree  
Navy Orlando Federal Credit Union  
Manager Credit Card Department

Gordon R. Hinesley  
Vice President  
Florida National Bank

William E. McQuatters  
Vice President for Personnel  
First Federal of Seminole

Tom Purdy  
Vice President & Senior Trust Officer  
Sun Bank, N.A.

Marjanna Jones  
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Marsha Hamilton  
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Steve Kinder  
Director of Personnel  
Sea World

Joseph McNamara  
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Farm & Home Irrigation Co.

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Chief Bailiff
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JAMES WELTY  
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Arthur Miller, PLS  
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SURVEYING TECHNOLOGY

Glen Bryan  
Post, Buckley, Schuh, & Jernigan

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BLACK ADVISORY COMMITTEE

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Barbara Bey
Cecil W. Boston
Mickey Bumbaugh
Barbara Conover
Henry W. Davis
Donald Dempsey
Gretchen Douglas
Harold Douglas
Thelma J. Dudley
David L. Evans
Anne Felder
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Lucretia B. Snow
Geraldine F. Thompson
Georgia L. Wallace
Janice Fikes Warren
Earlene Watkins
Rutha H. White
Frederick Wilson
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 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 II A or II B.

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

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

**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.)

**Minimaster** — 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.

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

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, IIIB 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.

Valencian — 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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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: ____________________________
   CITY: ____________________ STATE: ______ Zip: ______

7. PHONE #: ____________________________

8. DATE OF BIRTH: ____________________________

9. MARITAL STATUS: ____________________________

10. RACE: ____________________________

11. SEX: ____________________________

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

14. FLORIDA RESIDENT: Yes No
   Number of Years: ____________________________

15. U.S. CITIZEN: Yes No
   A. If no, are you a permanent resident of the U.S.? Yes No
   B. Type of VISA now held: ____________________________
      (Copy of VISA MUST BE SUBMITTED WITH the application.)

# DEPENDENCY STATUS DETERMINATION #

16. PARENT'S NAME: ____________________________

17. ADDRESS: ____________________________

18. ALL STUDENTS MUST ANSWER QUESTIONS A, B, C FOR EACH YEAR:
   A. Did (or will) student live with parents or guardian for more than (6) consecutive weeks during
      1981 Yes No 1982 Yes No
   B. Was (or will) student listed as an exemption on parents' or guardian's U.S. income tax return for
      1981 Yes No 1982 Yes No
   C. Did (or will) student receive financial assistance of $1000 or more from parents' or guardian during
      1981 Yes No 1982 Yes No

# EDUCATIONAL DATA #

19. MAJOR: ____________________________
   If nursing, have you been accepted into the program? Yes No

20. Expected date of graduation from VALENCIA COMMUNITY COLLEGE: ____________________________

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

22. Please check which sessions during the coming academic year you will attend: 38 I II 3A

23. 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

24. LIST PREVIOUS DEGREES RECEIVED: ____________________________
FINANCIAL DATA

25. Annual Income (Please check source and amount of income).
   A. Parent(s) B. 6000 - 6999
   C. Guardians 3000 - 5999
   D. Self &/or Spouse 6000 - 7499
   E. 7500 - 8999
   F. 9000 - 11,999
   G. Over 12,000

26. During the coming year will you or your parent(s) 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. Veterans Benefits _________________
   G. Disability Benefits ________________
   H. Educational Benefits ______________

27. Work Experience:
   Mechanical Skills ☐ Type ☐ Telephone ☐ Filling ☐
   Lawn Care ☐ Security ☐ Maintenance ☐ Special Skills __________

28. 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.

   DATE: ____________________________

   Academic period covered by award(s) 7 19 ______ to 6 19 ______
   (Month) (year) (Month) (year)

*** 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.
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 faculty and students.

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. Valencia Community College has operated a summer abroad program at the University of Valencia since 1975.

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.