Valencia Community College

1983-84 Catalog
Valencia Community College actively supports equality of opportunity and access to education and employment. Valencia will not deny employment or admission to any educational program or activity on the basis of any legally prohibited discrimination including but not limited to such factors as race, color, religion, national origin, sex (including sexual harassment), age, handicap and marital status. This College implements Title VI, Civil Rights Act of 1964; Executive Order 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, Post Office 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.

P.O. BOX 3028
ORLANDO, FLORIDA 32802
TELEPHONE (305) 299-5000
TELECOMMUNICATION SYSTEM FOR THE DEAF:
298-7032

DOWNTOWN CENTER
190 SOUTH ORANGE AVENUE
ORLANDO, FLORIDA 32801

EAST CAMPUS
701 NORTH EONLOCKHATCHEE TRAIL
ORLANDO, FLORIDA 32817

WEST CAMPUS
1800 SOUTH KIRKMAN ROAD
ORLANDO, FLORIDA 32811

OSCEOLA CENTER
3319 OAK 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 17 Number 1 May, 1983

Published by
Valencia Community College at Orlando, Florida

[Signature]
VALENCIA
COMMUNITY COLLEGE

A Community College Publicly Supported
by the State of 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
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 32817
Telephone: 299-5000

LEGEND:

1. FIRST FLOOR
   Biology, Learning Resources Center, Offices, Showers/Lockers
   SECOND FLOOR
   Registrar, Counseling, Finance, Physics, Classrooms, Food Services, Offices
   THIRD FLOOR
   Chemistry, Classrooms, Special Services, Offices

2. FIRST FLOOR
   Performing Arts Center, Air Conditioning Technology Lab, Classrooms, Offices
   SECOND FLOOR
   Open Instructional Lab, Testing Center
   THIRD FLOOR
   Business Related Labs, Offices

3. Drama, Art, Music, Classrooms, Campus Administration

4. PLAZA AREA
   A - Bookstore
   B, C, D, E - Classrooms
   F, W - Storage
   X - Greenhouse
DISTRICT BOARD OF TRUSTEES

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

Joseph B. Shirah is the 1982-83 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.

Anne M. McKinnon (Mrs. Dan L. McKinnon) is the 1982-83 Vice Chairman of the Valencia Community College District Board of Trustees. She is a resident of Winter Garden who, among other civic contributions, works as a Pink Lady at West Orange Memorial Hospital.
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.

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

Raymer F. Klague, 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.

Allan E. Keen is president of The Keewin Company of Winter Park, a real estate investment and development firm.

Murray W. Overstreet, Jr., is an attorney who lives and practices in Kissimmee.
<table>
<thead>
<tr>
<th>January</th>
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### IMPORTANT COLLEGE CALENDAR DATES

#### 1983-84

<table>
<thead>
<tr>
<th>EVENT</th>
<th>SESSION I</th>
<th>SESSION II</th>
<th>SESSION IIIA</th>
<th>SESSION III</th>
<th>SESSION IIIIB</th>
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<tbody>
<tr>
<td>Application Deadline</td>
<td>Aug. 15</td>
<td>Dec. 14</td>
<td>Apr. 9</td>
<td>Apr. 26</td>
<td>June 7</td>
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<tr>
<td>Returning Student Registration (Appointment Only)</td>
<td>July 25-28 Aug. 1</td>
<td>Nov. 28-Dec. 2</td>
<td>Apr. 4-5</td>
<td>Apr. 4-5</td>
<td>June 11</td>
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<tr>
<td>New Student Registration (Appointment Only)</td>
<td>Aug. 24</td>
<td>Dec. 5-6</td>
<td>Apr. 9</td>
<td>May 2</td>
<td>June 12-13</td>
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<tr>
<td>Open Registration</td>
<td>Aug. 22-24</td>
<td>Jan. 4</td>
<td>Apr. 20</td>
<td>May 3</td>
<td>June 14</td>
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<tr>
<td>Late Registration and Drop-Add</td>
<td>Aug. 29-31 Sept. 1-2</td>
<td>Jan. 5-6 Jan. 9-12</td>
<td>Apr. 23-24</td>
<td>May 7-8</td>
<td>June 18-19</td>
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<tr>
<td>Audit Registration Deadline</td>
<td>Sept. 2</td>
<td>Jan. 12</td>
<td>Apr. 24</td>
<td>May 8</td>
<td>June 19</td>
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<tr>
<td>Classes Begin</td>
<td>Aug. 29</td>
<td>Jan. 5</td>
<td>Apr. 23</td>
<td>May 7</td>
<td>June 18</td>
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<td>Deadline for Refund Requests</td>
<td>Sept. 2</td>
<td>Jan. 12</td>
<td>Apr. 24</td>
<td>May 8</td>
<td>June 19</td>
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<td>Graduation/CLAST Application Deadline</td>
<td>Sept. 9</td>
<td>Feb. 6</td>
<td>Feb. 6</td>
<td>May 1</td>
<td>May 1</td>
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<tr>
<td>Final Examination Period for Evening/Sat. Classes</td>
<td>Dec. 8-10 Dec. 12-14</td>
<td>Apr. 9-14</td>
<td>June 13-14</td>
<td>Aug. 6-9</td>
<td>Aug. 8-9</td>
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<td>Final Examination Period (Day)</td>
<td>Dec. 9-Dec. 12-15</td>
<td>Apr. 10-17</td>
<td>June 13-14</td>
<td>Aug. 6-9</td>
<td>Aug. 8-9</td>
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<td>Classes End</td>
<td>Dec. 15</td>
<td>Apr. 17</td>
<td>June 15</td>
<td>Aug. 10</td>
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<tr>
<td>College Level Academic Skills Test (CLAST)</td>
<td>Oct. 1</td>
<td>Mar. 10</td>
<td>Mar. 10</td>
<td>June 2</td>
<td>June 2</td>
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</tbody>
</table>

SEE COLLEGE CALENDAR ON FOLLOWING PAGES FOR DETAILS
CALENDAR FOR SESSION I
1983-84

(Subject to Change)

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

Returning Student Registration
July 25 (Monday) through
June 28 (Thursday) and
August 1 (Monday)

Advanced registration for Session I, 1983-84 for currently enrolled and returning students by appointment. Academic counseling should be arranged prior to registration.

New Student Registration
August 2 (Tuesday) through
August 4 (Thursday)

Advanced registration for Session I, 1983-84 for new students by appointment. Academic counseling should be arranged prior to registration.

August 15 (Monday)

By this date admission requirements should be met for Session I, 1983-84.

August 22 (Monday) through
August 24 (Wednesday)

Open registration, walk-in students. No appointment necessary.

August 24 (Wednesday)

All faculty report for Session I, 1983-84. College opens at 8:00 a.m.

August 29 (Monday)

Day and evening classes begin for Session I, 1983-84.

August 29 (Monday) through
September 2 (Friday)

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

September 2 (Friday)

Last day to register for classes on an audit basis.

September 2 (Friday)

Deadline for refund requests for Session I, 1983-84.

September 5 (Monday)

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

September 9 (Friday)

Last day to make application for graduation and CLAST for Session I, 1983-84.

September 26 (Monday) and
September 27 (Tuesday)

Registration for Session I, 1983-84 Minimester.

September 28 (Wednesday)

Classes begin for Session I, 1983-84 Minimester.

September 28 (Wednesday) and
September 29 (Thursday)

Late registration and drop/add period for Session I, 1983-84 Minimester.

October 1 (Saturday)

College Level Academic Skills Test (CLAST).

October 17 (Monday)

Faculty workday. Day classes will not meet. Supper hour and evening classes will meet as scheduled.

October 18 (Tuesday)

Faculty workday. Day, supper hour and evening classes will not meet.

October 18 (Tuesday)

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

November 9 (Wednesday)

Faculty workday. Day classes do not meet. Supper hour and evening classes will meet as scheduled.

November 16 (Wednesday) and
November 17 (Thursday)

Final examination period for Session I, 1983-84 Minimester.

November 17 (Thursday)

End of Session I, 1983-84 Minimester.

November 18 (Friday)

Final grades due for Session I, 1983-84 Minimester.

November 23 (Wednesday)

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

November 24 (Thursday) through
November 26 (Saturday)

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

November 26 (Saturday)

Classes will not meet.

Returning Student Registration
November 28 (Monday) through

Advanced registration for Session II, 1983-84 for currently enrolled and returning students by appointment. Academic counseling should be arranged prior to
December 2 (Friday) registration.

New Student Registration Advanced registration for Session II, 1983-84 for new students by appointment.
December 5 (Monday) and Academic counseling should be arranged prior to registration.
December 6 (Tuesday)

December 14 (Wednesday) By this date admission requirements should be met for Session II, 1983-84.

December 8 (Thursday) through Final examination period for Session I, 1983-84 evening and Saturday classes. (A final
December 10 (Saturday) examination schedule will be published.)
December 12 (Monday) through
December 14 (Wednesday)

December 9 (Friday) Final exam period for Session I, 1983-84 day classes.

December 12 (Monday) through (A final examination schedule will be published.)
December 15 (Thursday)

December 15 (Thursday) End of Session I classes, 1983-84.

December 16 (Friday) Final grades for Session I, 1983-84 may be turned in no later than 12:00 noon.

December 19 (Monday) through Christmas and New Year's Holidays for faculty, staff and students.
January 2 (Monday) (Administrative offices will be closed.)

CALENDAR FOR SESSION II
1983-84
(Subject to Change)

Returning Student Registration Advanced registration for Session II, 1983-84 for currently enrolled and returning
November 28 (Monday) through students by appointment. Academic counseling should be arranged prior to
December 2 (Friday) registration.

New Student Registration Advanced registration for Session II, 1983-84 for new students by appointment.
December 5 (Monday) and Academic counseling should be arranged prior to registration.
December 6 (Tuesday)

December 14 (Wednesday) By this date admission requirements should be met for Session II, 1983-84.

January 3 (Tuesday) All faculty report for Session II, 1983-84. College opens at 8:00 a.m.

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

January 5 (Thursday) Day and evening classes begin for Session II, 1983-84.

January 5 (Thursday) and Late registration and drop/add period. Schedule adjustments will be made on these
January 6 (Friday) and dates. Times will be published.
January 9 (Monday) through
January 12 (Thursday)

January 12 (Thursday) Last day to register for classes on an audit basis.

January 12 (Thursday) Deadline for refund requests for Session II, 1983-84.

February 6 (Monday) Last day to make application for graduation and CLAST for Session II and Session IIIA,

February 7 (Tuesday) and 1983-84.
February 8 (Wednesday)

February 9 (Thursday) Registration for Session II, 1983-84 Minimester.

February 9 (Thursday) and Classes begin for Session II, 1983-84 Minimester.
February 10 (Friday)

February 23 (Thursday) through Late registration and drop/add period for Session II, 1983-84 Minimester.
February 25 (Saturday)

February 25 (Saturday) Spring Holiday for faculty, staff and students.
(Administrative offices will be closed.)

March 7 (Wednesday) Classes will not meet.

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 10 (Saturday)  
April 1 (Sunday)  
Returning Student Registration  
April 4 (Wednesday) and  
April 5 (Thursday)  
April 5 (Thursday) and  
April 6 (Friday)  
April 6 (Friday)  
April 9 (Monday)  
New Student Registration  
April 9 (Monday)  
April 9 (Monday)  
April 9 (Monday) through  
April 14 (Saturday)  
April 10 (Tuesday) through  
April 13 (Friday)  
April 16 (Monday) and  
April 17 (Tuesday)  
April 17 (Tuesday)  
April 18 (Wednesday)  
April 19 (Thursday)  

College Level Academic Skills Test (CLAST).  
Last day to make application for Financial Aid for the 1984-85 academic year.  
Advanced registration for Session IIIA and III, 1983-84 for currently enrolled and returning students by appointment. Academic counseling should be arranged prior to registration.  
Final examinations for Session II, 1983-84 Minimester.  
End of Session II Minimester, 1983-84.  
Final Grades Due for Session II, 1983-84 Minimester.  
Advanced registration for Session IIIA, 1983-84 for new students by appointment. Academic counseling should be arranged prior to registration.  
By this date admission requirements should be met for Session IIIA, 1983-84.  
Final exam period for Session II, 1983-84 evening and Saturday classes. (A final examination schedule will be published.)  
Final examination period for Session II, 1983-84 day classes. (A final examination schedule will be published.)  
End of Session II classes, 1983-84:  
Final grades for Session II, 1983-84 may be turned in no later than 8:30 a.m.  

GRADUATION

CALENDAR FOR SESSION IIIA, III, IIIB  
1983-84  
(Subject to Change)

February 6 (Monday)  
March 10 (Saturday)  
Returning Student Registration  
April 4 (Wednesday) and  
April 5 (Thursday)  
New Student Registration  
April 9 (Monday)  
April 9 (Monday)  
April 20 (Friday)  
April 23 (Monday)  
April 23 (Monday)  
April 23 (Monday) and  
April 24 (Tuesday)  
April 24 (Tuesday)  
April 24 (Tuesday)  
April 26 (Thursday)  
May 1 (Tuesday)  
New Student Registration  
May 2 (Wednesday)  

Last day to make application for graduation and CLAST for Session II and Session IIIA, 1983-84.  
College Level Academic Skills Test for Session II and Session IIIA. (CLAST)  
Advanced registration for Session IIIA and III, 1983-84 for currently enrolled and returning students by appointment. Academic counseling should be arranged prior to registration.  
Advanced registration for Session IIIA, 1983-84 for new students by appointment. Academic counseling should be arranged prior to registration.  
By this date admission requirements should be met for Session IIIA, 1983-84.  
Open registration for Session IIIA, 1983-84 for walk-in students. No appointment necessary.  
Faculty report for Session III and Session IIIA, 1983-84.  
Day and evening classes begin for Session IIIA, 1983-84.  
Late registration and drop/add period for Session IIIA. Schedule adjustments will be made on these dates. Times will be published.  
Last day to register for classes on an audit basis.  
Deadline for refund requests for Session IIIA, 1983-84.  
By this date admission requirements should be met for Session III, 1983-84.  
Last day to make application for graduation and CLAST for Session III and Session IIIB, 1983-84.  
Advanced registration for Session III, 1983-84 for new students by appointment. Academic counseling should be arranged prior to registration.
<table>
<thead>
<tr>
<th>Date/Event</th>
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<td>May 3 (Thursday)</td>
<td>Open registration for Session III, 1983-84 for walk-in students. No appointment necessary.</td>
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<td>May 7 (Monday)</td>
<td>Day and evening classes begin for Session III, 1983-84.</td>
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<tr>
<td>May 7 (Monday) and May 8 (Tuesday)</td>
<td>Late registration and drop/add period for Session III, 1983-84. Schedule adjustments will be made on these dates. Times will be published.</td>
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<tr>
<td>May 8 (Tuesday)</td>
<td>Last day to register for classes on an audit basis.</td>
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<td>May 8 (Tuesday)</td>
<td>Deadline for refund requests for Session III, 1983-84.</td>
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<tr>
<td>May 28 (Monday)</td>
<td>Memorial Day Holiday for faculty, staff, and students. (Administrative offices will be closed)</td>
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<tr>
<td>June 2 (Saturday)</td>
<td>College Level Academic Skills Test (CLAST).</td>
</tr>
<tr>
<td>June 7 (Thursday)</td>
<td>By this date admission requirements should be met for Session IIIB, 1983-84.</td>
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<tr>
<td>Returning Student Registration June 11 (Monday)</td>
<td>Advanced registration for Session IIIB, 1983-84 for currently enrolled and returning students by appointment. Academic counseling should be arranged prior to registration.</td>
</tr>
<tr>
<td>New Student Registration June 12 (Tuesday) and June 13 (Wednesday)</td>
<td>Advanced registration for Session IIIB, 1983-84 for new students by appointment. Academic counseling should be arranged prior to registration.</td>
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<tr>
<td>June 13 (Wednesday) and June 14 (Thursday)</td>
<td>Final examination for Session IIIA, 1983-84 for walk-in students. No appointment necessary.</td>
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<tr>
<td>June 14 (Thursday)</td>
<td>Open registration for Session IIIB, 1983-84 for walk-in students. No appointment necessary.</td>
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<tr>
<td>June 15 (Friday)</td>
<td>End of Session IIIA classes, 1983-84.</td>
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<td>June 15 (Friday)</td>
<td>Final grades for Session IIIA, 1983-84 may be turned in no later than 12:00 noon.</td>
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<tr>
<td>June 18 (Monday)</td>
<td>Faculty reports for Session IIIB, 1983-84.</td>
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<tr>
<td>June 18 (Monday)</td>
<td>Day and evening classes begin for Session IIIB, 1983-84.</td>
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<tr>
<td>June 18 (Monday) and June 19 (Tuesday)</td>
<td>Late registration and drop/add period for Session IIIB, 1983-84. Schedule adjustments will be made on these dates. Times will be published.</td>
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<tr>
<td>June 19 (Tuesday)</td>
<td>Last day to register for classes on an audit basis.</td>
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<td>Deadline for refund requests for Session IIIB, 1983-84.</td>
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<td>July 4 (Wednesday)</td>
<td>Independence Day holiday for faculty, staff, and students. (Administrative offices will be closed.)</td>
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<tr>
<td>August 6 (Monday) through August 9 (Thursday)</td>
<td>Final examination period for Sessions III, 1983-84 day and evening classes. (A final examination scheduled will be published.)</td>
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<tr>
<td>August 8 (Wednesday) and August 9 (Thursday)</td>
<td>Final examination period for Session IIIB, 1983-84 day and evening classes. (A final examination schedule will be published.)</td>
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<tr>
<td>August 10 (Friday)</td>
<td>End of Sessions III and IIIB classes, 1983-84.</td>
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<tr>
<td>August 10 (Friday)</td>
<td>Final grades for Session III and IIIB, 1983-84 may be turned in no later than 12:00 noon.</td>
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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 name from Valencia Junior College to Valencia Community College in 1971, the moving to a first permanent campus in 1971, the adding of Osceola County to the college district in 1974, the creating of Open Campus in 1974, and the opening of the East Campus in 1975 all contributed to the early, exciting and formative years.

VALENCIA’S MISSION

Valencia’s mission is to provide comprehensive 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 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 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 students 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 functions of Valencia Community College are as varied as the students who seek admission. Valencia’s major roles and functions include:

1. The Transfer Function — The 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 — The college has a responsibility to provide educational services needed or desired by all segments of the community. These may include such activities as continuing education, enrichment or occupational courses, counseling services, cultural events, workshops, conferences, seminars and refresher courses.

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

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 — The college provides a basic, liberal education through courses designed to prepare students for responsible citizenship, for wholesome and creative participation in life activities and for intelligent decision making.

5. The Counseling Function — The college assists students in assessing and fulfilling their potential through academic, career and personal counseling.

6. The Developmental Function — The college assists 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 VALENCIA COMMUNITY COLLEGE ALUMNI ASSOCIATION

The Valencia Community College Alumni Association was established in July, 1979, to provide the means for continuing relationships between the college and its former students. Membership in the Alumni Association is open to all former Valencia students. The Alumni Association sponsors numerous programs and events throughout the year designed to strengthen the bond of understanding between the college and the community and to ensure mutually beneficial services between the college and Association members. Benefits for Alumni Association members include free admission to Valencia athletic events, discount prices for some college cultural events and the use of the college’s numerous athletic facilities. The Alumni Relations Program is coordinated through the Office of Development which is located on the fourth floor in Valencia’s Downtown Center.
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 provides continuing education courses and community services near homes and businesses 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 E.M.T.

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.

Emergency Medical Technician Recertification

Selected Emergency Medical Technology topics are reviewed to update the student on new information, present care standards, employment acceptability on new equipment, and changes in state laws and medical/legal requirements.

Governmental Services Program

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

The goals of the program 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.

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 the 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 or maintain a certificate/license. This program has been approved as a provider of continuing education by the Florida State Board of Nursing (Provider #27C0095) and by the Florida State Board of Dentistry (Provider #P00010).

Workshops and seminars are offered for nurses, dental professionals, mental health professionals, social workers, psychologists, counselors, and Emergency Medical Technicians.

Real Estate Institute

The Real Estate Institute offers pre-licensing courses for both salesmen and brokers throughout the district. Courses designed to satisfy state post-licensing educational requirements are offered in various settings such as workshops, weekend classes, seminars, and courses by mail.

Special interest classes including finance, tax advantages, examination for investment, land title studies, property management, appraising, investment analysis, and many other areas are offered on a recurring basis. These courses vary in classroom hours; some are introductory and some develop expertise to professional levels.

All pre- and post-licensing offerings have been approved by the Florida Real Estate Commission.

Media Teach (Credit By Television, Radio, and Videotape)

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. They also appear on Orange/Seminole Cablevision. Orientation, mid-term, and final examinations are conducted on a regular basis. Voluntary review sessions are scheduled at convenient times and locations.

To obtain credit, the student must apply, register for the class, pay the regular course tuition, watch the telecasts, 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.

The program is three-fold. The first area provides training for blind adults 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.

**Community Instructional Services (CIS)**

Community Instructional Services (CIS) noncredit courses and activities, funded by the State Legislature through the Department of Education, are directed at the solution, improvement, and/or understanding of identified priority community problems relating to health, child rearing, human relations, consumer economics, government, environment, and safety.

Selected CIS courses, offered to students at no fee, are designed to meet particular needs of specific target groups and include courses presented through the Institute of Lifetime Learning for senior citizens ages 55 years and older.

**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 Displac-
ed Homemaker Program which offers employability skills to those who have become head of household because of divorce, separation, death, or disability of spouse. The Job Training Project offers similar instruction and support for others who are underemployed or unemployed. The Job Internship Project is available to assist students with private sector job placement and retention.

Emphasis is placed on development of managerial skills through courses and seminars designed to meet the needs of special groups. The Women in Management Communication Network holds monthly training sessions.

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 chamber music recitals, opera and operetta performances, workshops, credit courses, media broadcasts, master classes, and information packets. Community use of Valencia's East Campus Performing Arts Center for cultural and educational purposes is encouraged.

Avocational Programs

The avocational program provides the broadest possible spectrum of educational activities and programs to the community. The program attempts to present means for personal and cultural enrichment through classes categorized under broad topics which include art, music, dance, crafts, languages, recreation, and special interests. These courses are taken into the community through the use of such facilities as community schools, churches, public buildings, and private homes. The avocational program is a partial answer to the needs and interests of a highly diversified and active community audience.

Parent Education Project

Valencia has an outstanding program for parents. The classes and workshops are designed to help parents enrich their children's lives and develop effective discipline. Courses are available for parents of children of all ages and are conducted at many locations.

Amanda the Panda, a program for parents of infants, and Tel-Ed for Parents, a call-in telephone service, are also offered to the community.

The programs are run cooperatively by Valencia's Parent Education Project and the Parent Resource Center, Inc. Information can be obtained by contacting the Parent Education Project office.

Teacher Education Center

Valencia provides inservice 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 credit and/or inservice points earned in noncredit courses 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.

Center For Community Leadership

The Center for Community Leadership is a program designed to provide training and technical assistance for local governments. Funded by a grant from the Florida Institute of Government, the center offers a variety of workshops, seminars, and courses aimed at the specific continuing education needs of city and county governments in Central Florida. Included in the program are courses for elected officials, citizen advisory boards, city clerks, building and zoning officials, and others who work in government. Emphasis is placed on managerial and technical skills which will enhance the quality of service provided by government officials.

Outreach Centers

Valencia Center in Osceola County
3319 Oak Street
Kissimmee, Florida 32741
Telephone: 847-9496
Toll free to Valencia switchboard from Osceola County: 847-5011
With the beginning of Open Campus in 1974, an outreach center was established in Kissimmee to address the particular needs of Osceola County residents. The Center provides credit classes, continuing education classes, career testing and advising and, on a limited basis, many of the services offered on the main campuses. Office hours are 9 a.m. to 5 p.m. Monday through Friday. Osceola students may complete many of the registration functions at the Valencia Center.

Navy Campus Education Center
Building 2089
Navy Training Center
Orlando, Florida 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.

INTERNATIONAL/INTERCULTURAL EDUCATION PROGRAM

Valencia Community College recognizes the importance of providing for students an international and intercultural dimension. For an increasing number of students the community college will provide their only college-level educational experience. Today's students will be confronted throughout their lives with issues that transcend national boundaries. So interconnected are world politics and economics 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. Programs of an international/intercultural nature for and with the college and the community.
2. International dimensions in the college curriculum.
3. Support services for international students.
4. Study abroad programs.
5. Student, faculty and staff exchange programs.

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

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.

Students on F-1 student visas must demonstrate proficiency at least at the high intermediate level of ESL to be admitted.

STUDY ABROAD

Valencia offers a diversity of short-term and semester overseas programs to provide students with instruction while being exposed to other countries and cultures. Spanish Language and Culture in Valencia, Spain, and Humanities courses in Mexico and the British Isles have been on-going programs. With our affiliation in two consortia, we are able to offer additional programs in fifteen countries on four continents in the areas of Business Administration, Art, Language, Liberal Arts, Criminal Justice and Arts and Sciences.

Seminars are offered for faculty in Belgium and Germany in cooperation with the European Economic Community in Economics, Political Science, History and International Education. Exchanges for faculty within the country and overseas are part of our program. Further information is available in the office of International Education on East and West Campuses.

Materials, resources, books and literature on work, study and travel abroad for faculty and students are located in the Learning Resources Center on the East Campus and the Office of International Education on the West Campus.
ADMISSIONS AND RECORDS

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.

7. You are seeking a degree at another institution and desire to take a course at Valencia for transfer of credit. You are not required to submit a transcript of your other college records but you must have permission of your "home" college or university and complete the Valencia Community College Application for Admission form.

8. You desire to enroll in college for personal enrichment, job improvement, or teacher recertification. You would register for at least one credit course and likely be a part-time student and would be classified as neither Freshman nor Sophomore. Valencia Community College transcripts will indicate this special status.

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

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

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

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

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

   f. Transfer credits earned more than ten (10) years previously must be validated by earning a "C" average or better in the first twelve (12) semester hours credit completed at Valencia Community College.
that you are eligible to return to the last college attended and that you are not now under any suspension.

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

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

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

10. While a high school senior you may Dual Enroll in Valencia classes taught on your high school campus during school hours or you may enroll in 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 County Board of Public Instruction and Valencia Community College, based upon such criteria as test scores, an average of "B" on all courses taken in grades ten (10) and eleven (11), maturity level, motivation level, attendance record, etc. College credit earned during early admission or dual enrollment is held in escrow and granted after your graduation from high school.

In order to apply the college credit you earn through the Early Admission or Dual Enrollment Program towards a degree at Valencia, 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 nonimmigrant visa as a student, (F-1 or J-1), you must meet all the admission requirements as outlined below. Your application materials should be submitted to the Admissions Office three (3) months prior to the start of the session in which you wish to enroll:

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

b. You must submit an International Student Application.

c. You must submit a regular Application for Admission.

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

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

f. Since instruction is in the English language, you must have adequate knowledge of the English language to pursue a full course of study for credit. To demonstrate this competency, if you do not speak English as a native language, you must submit a minimum score of 450 on the Test of English as a Foreign Language (TOEFL), or successfully complete the English Language Proficiency Assessment at Valencia Community College.

You will not be required to demonstrate English proficiency if you have completed 30 or more semester credits in a U.S. college or university with at least a 2.50 cumulative grade point average.

Note: If your English proficiency is such that you are not required to take English as a Second Language classes, you will be required to take assessments in reading and writing the English language and mathematics for placement in appropriate courses.

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

i. You must submit a signed international Student Agreement Forum.

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 percent of the total international student enrollment shall be from a single country.

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 who need beginning English are referred to the Orange County Adult Education English as a Second Language Program.
Students transferring to Valencia Community College from another college or university will be exempt 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 should be in the Admissions Office before the admission deadline listed in the calendar of the college catalog.

2. You must ask your high school or previously attended college(s) to forward a transcript of your records directly to Valencia Community College Admissions Office. Your entrance status is based upon the 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 admitted to the college as a regular status student.

Information Needed To Complete The Application

1. Residency Information.

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 for 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 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 the 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. 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. 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 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. Fraud. You may be denied college credits for work done at Valencia 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 (Econolockhatchee 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 Admis-
sion 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.

Steps For New Students In The Registration Process

1. After being admitted to Valencia Community College, the first step is to attend 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 assessment session. There is no charge for this service.

Further, before taking any English or mathematics course (except at the fundamental level) at Valencia, you must participate in the college's Personal Assessment and Goal Setting System.

You may register for only one term at Valencia without the assessment (excluding English and mathematics courses) 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). (4) YOU ARE TAKING COURSES FOR TEACHER RECERTIFICATION (INCLUDING ENGLISH AND MATHEMATICS COURSES). 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 71-350 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:

Osceola Center, 3319 West Oak Street, Kissimmee

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

If you were previously exempt from the assessment session, you must take it after the completion of one term (maximum of 12 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 the credits earned your first term will not apply toward a degree.

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

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

Restrictions on Enrollment

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

ADVANCED PLACEMENT

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

ADMISSION TO THE HEALTH RELATED PROGRAMS

Students interested in a health related career are encouraged to explore the many challenging and rewarding opportunities available in health related pro-

fessions. 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 the collegewide assessment tests. If deficiencies are indicated by test scores, the student will be mandated to complete remedial course work. Health Related Programs coursework will begin when proficiency is reached in areas such as math and reading which are integral components of the assessment.

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.

Cross Enrollment - ROTC

Male and female students at Valencia Community College are eligible through a cross-enrollment agreement to apply for the United States Air Force R.O.T.C. program at the University of Central Florida or the United States Army R.O.T.C. program at Stetson University. A maximum of four (4) semester hours or six (6) quarter hours of R.O.T.C. credits thus earned may be transferred to apply as elective credit toward a degree at Valencia Community College. Further information is available at the R.O.T.C. office of the appropriate university.

SPECIAL SCHEDULING OPPORTUNITIES

AFTERNOON COLLEGE

The afternoon College is 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.
- Back-to-back scheduling and elimination of long waiting periods between classes.
- Taking regular classes in the morning on Monday, Wednesday, and Friday and Afternoon Col-
College classes on Monday and Wednesday will provide a 3-day class schedule with classes ending at noon on Friday.

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

**MINIMUMESTER**

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, 1983-84 Minimester**

<table>
<thead>
<tr>
<th>Registration</th>
<th>September 26-27, 1983</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin:</td>
<td>September 28, 1983</td>
</tr>
<tr>
<td>Late Registration</td>
<td>September 28-29, 1983</td>
</tr>
<tr>
<td>Classes End:</td>
<td>November 15-19, 1983</td>
</tr>
<tr>
<td>Finan Exams:</td>
<td>November 16-17, 1983</td>
</tr>
<tr>
<td>Final Grades Due:</td>
<td>November 18, 1983</td>
</tr>
</tbody>
</table>

**Session II, 1983-84 Minimester**

<table>
<thead>
<tr>
<th>Registration</th>
<th>February 6-7, 1984</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin:</td>
<td>February 8, 1984</td>
</tr>
<tr>
<td>Late Registration</td>
<td>February 8-9, 1984</td>
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<tr>
<td>Classes End:</td>
<td>March 27, 1984</td>
</tr>
<tr>
<td>Final Exams:</td>
<td>March 28-29, 1984</td>
</tr>
<tr>
<td>Final Grades Due:</td>
<td>March 30, 1984</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 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 fee is not covered under government grant programs but, by special permission, may be paid through 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.

**TRANSFER CREDIT**

To obtain transfer credit 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.

**Transcripts**

If you desire to have transcripts sent from Valencia to another institution, you must complete a Transcript Request form. These forms are available in the Registrar’s office. 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, Hospitality Management and Data Processing. Further information can be obtained from the West Campus Department of Technical and Engineering Related Programs, East Campus Department of Vocational Programs, and West Campus 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) AND PROFESSIONAL LEGAL SECRETARY (PLS) DESIGNATOR

Valencia Community College recognizes the professional achievement of the secretary who has earned and been awarded the CPS or PLS designator. Certain college credits may be allowed the applicant who enrolls and elects to pursue an Associate in Science (AS) or an Associate in Arts (AA) Degree. Contact the Chairman of the Vocational Program Department 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 had 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

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.

Personal Assessment and Goal Setting System

After being accepted at Valencia you must schedule an appointment for a Personal Assessment and Goal Setting session. The purpose of this assessment session is to evaluate your present level of achievement in the essential skills of communications and computation as they relate to the skill level required to do college-level work. On the basis of this assessment you will be placed in appropriate courses. At its discretion the college may establish a policy of accepting nationally standardized test scores in lieu of the college's assessment for placement purposes.

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

Attending the assessment session is optional if you:

1. Have a two- or four-year college degree
2. Plan to enroll in one class (excluding English and mathematics courses) your first semester and have not graduated from high school during the previous academic year
3. Are currently pursuing a degree at another school and plan to return to that institution without earning a degree from Valencia (transient student status)
4. Are taking courses for teacher recertification (including English and mathematics courses).

If you were exempt from the assessment, you must complete it after completion of one term (maximum of 12 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 the full registration will not apply to a degree from Valencia Community College. Any change in degree seeking status must be recorded in the Registrar's office.

Academic Skills Testing (CLAST)

Valencia is committed to quality education and will assist you in acquiring the competencies necessary to function in post-secondary education and in a global society. Sophomores in the following categories are required to take the state College-Level Academic Skills Test (CLAST) during their last regular semester of enrollment at Valencia:

1. Those seeking the Associate in Arts degree
2. Those seeking the Associate in Science degree and transferring to a state university
3. Those completing fifty-five (55) semester hours credit and transferring to a state university

The state test 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, clichés, 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 of 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 of 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 of 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 of the following skills:
   1. Solving real-world problems involving 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 of 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.

Mid-Program Assessment

So that degree seeking students will be aware of their progress in attaining the college level academic skills, Valencia requires that they participate in a mid-program assessment. Students may participate in the College-Level Academic Skills Mid-Program Assessment the first time they enter the range of 30-45 hours of completed course-work (including transfer credit) and must take it prior to the completion of 45 hours. Additional course work may be mandated to correct identified deficiencies.

ACADEMIC STANDARDS, PROBATION, SUSPENSION, DISMISSAL

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. In required communications and computations courses, grades of "C" or better are required.

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.

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

NOTE: Students taking only one course who receive either an I or W will be excluded from pro-
bation for a single term. However, students completing nine consecutive/cumulative hours with grades of W or I (not more than one course per term occurring within the nine hours) will be placed on probation.

**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 courses at Valencia for one session.
2. May apply to the Dean of Student Affairs at the appropriate campus for re-entrance to the college.
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.

**Academic Dismissal**

If while on a second probation you do not meet the college's Academic Standards, you will be dismissed from Valencia Community College. Under academic dismissal you:

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

**Appeal of 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 the dismissal decision, 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 of 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**

You attend Valencia as a privilege and 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.

**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.

**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.

Disciplinary Appeal

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

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

WITHDRAWAL FROM COLLEGE

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


2. You must submit your withdrawal form and college ID (registration receipt) to the Registrar’s Office.

3. You will be placed on academic probation if you withdraw from more than 50% of your courses. You should, therefore, see a counselor or advisor at the time of your withdrawal to satisfy the probationary requirements (see page 32) and to obtain permission to register for the following session.

ACADEMIC HONORS

Academic honor lists are published each session in recognition of scholastic achievement at Valencia Community College. Students are eligible when they complete a minimum of twelve (12) semester hours of course work during a semester. Part-time students are eligible when they complete increments of twelve (12) semester hours of course work accumulated over several sessions; once the student completes twelve (12) semester hours of course work, a new increment of accumulating semester hours begins with the next session of enrollment. Two lists of academic honors are prepared using the criteria described above and applied to all courses attempted:

1. President’s Honor List — 3.5 ("B+") grade point average or higher.

2. Dean’s Honor List — 3.0 ("B") grade point average or higher.

Questions pertaining to inclusion of names on the President’s or Dean’s Honor List should be directed to the Registrar.

Academic Averages

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</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>Passing Below Average</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn or Dropped</td>
</tr>
<tr>
<td>X</td>
<td>Audit</td>
</tr>
<tr>
<td>N</td>
<td>No Grade or Non-Credit</td>
</tr>
<tr>
<td>*</td>
<td>No Grade Submitted</td>
</tr>
</tbody>
</table>

An incomplete may be assigned if you are progressing satisfactorily and, for valid reasons (i.e., emergencies such as serious illness or death of a family member), can 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>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>
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<td>CHM 1040C</td>
<td>4</td>
<td>C</td>
<td>4</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>COC 1300</td>
<td>3</td>
<td>D</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1104</td>
<td>3</td>
<td>F</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>HUM 2220</td>
<td>3</td>
<td>W</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

19 16 13 32

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

Final Grade

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 East or West 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 request the grievance committee to review your grade on an official form for this purpose available in the office of the Dean of the Campus.
4. You must apply to the grievance committee for a hearing within (30) days after receiving the final course grade.

Grievance Hearing

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

ADVICE TO STUDENTS

You as a student should learn and understand the evaluation system used in each of your classes and meet with your instructors often enough during the session to know exactly where you stand at all times. Constructive response in your student evaluation of instruction will be helpful to you, your instructor and the college.

ACADEMIC COURSE LOAD

Your normal full-time academic course load during
FINANCIAL INFORMATION

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.

Fee and Tuition Schedule

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 $19.00/CREDIT HOUR
2. OUT-OF-STATE $41.00/CREDIT HOUR

Laboratory Fees

A Special Fee of eight dollars ($8.00) is assessed for certain credit courses and is included in the course descriptions in this catalog. Any exception to the $8.00 special fee is included with the course description.

Music Fees

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

Dental Hygiene Expenses

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 $30.00
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

Medical Laboratory Technology Expenses

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.

Paramedic Technology

Paramedic students will incur the following costs above tuition, fees, books, meals and transportation to the campus and clinical facilities. These expenses are
Continuing Education Course Fees

Noncredit Continuing Education courses vary in length, nature, and amount of fees. Special fees may be charged for high cost courses. Fees for these courses are not refundable after the starting date of the course. In the event of class cancellation or written request for student withdrawal prior to the starting of the class, full refund will be made. Students may enroll in Valencia Community College continuing education (noncredit) courses if they are at least 16 years of age and provide a social security number. (See the Catalog section on Continuing Education.)

Special Fees

Special services offered by the college carry special fees as follows:

1. Credit by Examination: CLEP General and Subject Examination (each) $28.00
   Local Credit by Examination (per exam) $15.00
2. Other tests approved by the Board of Trustees To be announced
3. Independent Study fee (non-refundable and payable in addition to regular course tuition) per student semester hour $10.00
4. Graduation Fee (includes cap and gown when required) $12.00
5. Mid-Program Assessment: Late Fee $10.00

REFUNDS

If you must withdraw from the college, you must notify the Registrar’s Office at once and complete the necessary withdrawal form. If withdrawal is within the Drop-Add Refund Period, all tuition and appropriate fees will be refunded. Refunds are processed through the Finance Office and must be mailed to the student. There are no refunds after the Drop-Add Refund Period expires. Application fees and certain other fees are not refundable. Students will be responsible for knowing the dates of Drop-Add.

COLLECTION OF BAD CHECKS

If you are currently enrolled and present a check to the College which is subsequently returned by your bank, you will be notified by mail. Failure to redeem the bad check within ten (10) days from the date that notification was mailed will result in your being withdrawn from all
classes you are enrolled in for the current session, without consideration for reinstatement in that session. Until the indebtedness is paid, you will be unable to enroll in future sessions or receive transcripts or grades. A fee of $10.00 will be assessed for each returned check. Every effort will be made by the College to collect for the returned check before the account is submitted to a collection agency.

COLLECTION OF LOANS, VA DEFERRMENTS AND OTHER ACCOUNTS RECEIVABLE

If you are currently enrolled and have an outstanding loan, VA deferment or other accounts receivable, you will be sent a reminder letter two weeks prior to the due date of the loan or deferment. If the loan or deferment is not paid by the due date, your record will be marked and until the indebtedness is paid, you will be unable to enroll in future session or receive transcripts or grades. A $10.00 service charge will be added to all delinquent accounts. If all attempts to collect the delinquent loan or deferment fail, the account will be turned over to the collection agency.

STUDENT FINANCIAL AID

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.

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:

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. Not be in default of a Guaranteed Student Loan or National Direct Student Loan;
6. Not owe a refund to Pell (BEOG) or SEOG;
7. Not have existing financial obligations to the college;
8. Be registered for the draft with the Selective Service if you are a male who is at least 18 years old and born after December 31, 1959, and who is not a current member of the active arm forces.

Satisfactory Progress

Students on financial aid must maintain satisfactory progress. Please refer to page 29, ACADEMIC POLICIES.

Financial Aid Programs Available

Grants: Gift aid that is not repayable.

Pell Grant (previously BEOG)

Pell Grant is a federally funded program designed to assist financially needy students. Eligibility is determined by the Student 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. Social Security and Veterans benefits will reduce the amount you receive under the Pell Grant Program.

Supplemental Educational Opportunity Grant (SEOG)

A federally funded program designed to assist qualified students who show financial need as demonstrated by the Need analysis Report processed by the College Scholarship Service. Grants range from $200-$2,000 a year.

Florida Student Assistance Grant (FSAG)

The 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 an 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.

Scholarships: Gift aid that is not repayable.

College Scholarships

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

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 loan with a low, 9% interest rate and you do not have to have demonstrated financial need to qualify. If you are interested in a GSL, you should contact the Financial Aid Office for an application and information. A GSL takes at least 6 weeks to process, so you should apply well in advance of tuition deadlines.

Short-Term Loans

Short-term loans are administered by Valencia Community College's Financial Aid Office and are available up to maximum of $120.00 for tuition fees and up to a maximum of $60.00 for books. These loans are not for cash but for the transfer of monies from a specific loan account to the general funds. 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 VA deferment, at Valencia Community College.

Loans greater than $60.00 require a cosigner, who is over 18 years old an employed. The co-signer must list his/her employer's name on the loan application. The co-signer is required to either appear in the Financial Aid Office to sign the promissory note or have a notary witness his/her signature. Spouses may co-sign if employed.

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

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. Loans will not be issued for automobile expenses.

Part-Time Employment

College Work Study Program (CWSP)

The College Work Study Program is a federally funded program providing 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 department 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.

Applying 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. Information should be provided from the students or parents previous years 1040/1040A. 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 ap-
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)

   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 Special Conditions Form.

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

Approval Information

Valencia Community College is approved for the enrollment of veterans and other eligible persons. Continuing education programs are not approved for veterans benefits. 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.

Application Procedures

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.

Other Financial Aid

You should check with the Financial Aid office for eligibility requirements.

Academic Standards

Standards of progress for persons in receipt of veterans benefits are the same as those for all other Valencia students. See page 32 for these requirements.

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.

Benefit Checks

You can expect to receive your first check in approximately eight weeks after the beginning of the term. It will be mailed to the address of your choice.

Payment of Tuition

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. Tuition deferments are not granted to those individuals who are in debt to the college or who have failed to honor previous financial obligations to the college in a timely manner.
STUDENT SERVICES

ADVISING AND COUNSELING SERVICES

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.

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.

Counselor Appointments

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.

Evening Services

After 5:00 p.m., limited service of the Admissions, Registrar, and Finance areas are provided on East and West 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

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 at the centers to help you plan your future realistically. There is also a 3-hour credit course in career development offered to help students learn the career decision process.
TESTING SERVICES

Test Scores for Admission to Valencia Community College

As an open-door institution, Valencia does not use test score for the purpose of admission. However, counselors and educational advisors use test scores and other academic records to assist in academic advising. After being admitted a student takes the "PAGSS" assessment tests (see glossary) designed to help in academic placement.

Career Testing

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

Advanced Placement Examinations (CEEB)

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

EXPERIENTIAL LEARNING

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

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

ASSESSMENT OF PRIOR LEARNING

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

Credits will not be awarded simply for your years of experience. Rather, you will be 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 educational program designed to integrate classroom study with practical experience directly related to a college major. This may be accomplished by alternating terms of full-time study with terms of full-time work or by enrolling both classroom instruction and a work assignment simultaneously. 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(s) are administered periodically at Valencia.

You may register for either the CLEP General Exam(s) or CLEP Student Exam(s). You may take only three (3) Exams at Valencia on any test date with the exception of June when four (4) are permitted.

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.

1983-84 CLEP SCHEDULE

<table>
<thead>
<tr>
<th>Test Date</th>
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<td>October 15, 1983</td>
<td>September 19, 1983</td>
</tr>
<tr>
<td>January 14, 1984</td>
<td>December 15, 1983</td>
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<td>April 15, 1984</td>
<td>March 19, 1984</td>
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<tr>
<td>June 16, 1984</td>
<td>May 21, 1984</td>
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</table>

CLEP CREDIT AWARDED AT VALENCIA

<table>
<thead>
<tr>
<th>General Examinations</th>
<th>Course Equivalent</th>
<th>Credits Awarded</th>
</tr>
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<tbody>
<tr>
<td>Social Science</td>
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</tr>
<tr>
<td>Humanities</td>
<td>HUM 2220-HUM 2232</td>
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<tr>
<td>Mathematics</td>
<td>MGF 2113</td>
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<tr>
<td>Natural Science</td>
<td>PSC 1515-APB 1120</td>
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</table>

Subject Examinations

<table>
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<tr>
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<th>Course Equivalent</th>
<th>Credits Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>American History I</td>
<td>AMH 2010</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>American History II</td>
<td>AMH 2020</td>
<td>3 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>
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</tr>
<tr>
<td>Calculus/Analytic</td>
<td>MAC 2311</td>
<td>5 Hrs.</td>
</tr>
<tr>
<td>Geom.</td>
<td>MAC 1104</td>
<td>3 Hrs.</td>
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<td>College Algebra</td>
<td>EDP 2002</td>
<td>3 Hrs.</td>
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<tr>
<td>Educational</td>
<td>ENL 2012-ENL 2023</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>Psychology</td>
<td>CHM 1045C</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>General Chemistry</td>
<td>PSY 1012</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>General Psychology</td>
<td>DEP 2003</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Human Growth and</td>
<td>ACC 2001-ACC 2021</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introductory</td>
<td>ECO 2013</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Accounting</td>
<td>ECO 1023</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Introductory</td>
<td>SOC 2000</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Macro-Economics</td>
<td>MAC 1114</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Introductory</td>
<td>EUH 1000</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Micro-Economics</td>
<td>EUH 1001</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Introductory</td>
<td></td>
<td></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: $28.00 Each

CREDIT-BY-EXAMINATION

You may receive credit-by-examination in courses which are designed as career courses if you substantial
background, including experience and training in a specified field. This type of credit might not be acceptable for transfer to other institutions.

Applications and information regarding the specific career courses available through the local credit-by-examination program should be obtained from the department offering the course. The fee for a local credit-by-exam is $15.00.

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

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 61,000 volumes. In addition, the campuses subscribe to more than 1,000 periodicals (newspapers, journals and magazines), have microforms numbering more than 45,000 items, and maintain extensive vertical file holdings. The college has a collection of more than 3,600 audiovisual items for classroom, use and group or individual study.

Qualified staff is 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: $ .25 per day (After a 5-day grace period)
   - Maximum fine per overdue item: $5.00
   - Reserve Materials: $ .05 per day or $ .50 per day (no grace period)
   - Maximum fine per overdue reserve item: $5.00

2. Lost Materials:
   - Learning Material declared lost before or after due date:
     (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.)
   - Current replacement cost plus a non-refundable $5.00 service charge per item.

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

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.

The Special Services Program Offers:

(1) Assistance 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.

Requirements of Students Accepted Into This Program

Students who participate will be expected to meet regularly with their 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 the course objectives as outlined by the instructors; contact your program counselor prior to withdrawing from a class or college or formally changing their 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).

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 Operating Hours

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.

Purchase of Books

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.

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.
Paying for Books and Other Items by Check

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

FOOD SERVICE

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

HEALTH SERVICE

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 own expense. The college is in no way responsible or legally obligated for your medical expenses.

Dental Care

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 71-305 or 71-306. Charges* are:

Cleaning (students, employees and alumni) $4.00
Cleaning (general public) 5.00
Cleaning (child under 12) 4.00
Bitewing X-ray 2.00
Full mouth and Panorex X-ray 6.00

*Subject to change

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.

AREAS OF CONCERN TO STUDENTS

Public Transportation

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

Emergencies

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.

Housing

Valencia is a commuting institution and has no dormitory facilities. The college assumes no responsibility for the supervision of housing for students.

Lost And Found

A lost and found depository is maintained in the Security Office on the West Campus and in the Student Services Office on the East Campus. All articles should be turned in to that office and you should check that office frequently when seeking a lost article.

Mail

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.

Group Insurance

A group accident and sickness policy is available to you through the Health Services Office.
DEGREES AND PROGRAMS
UNIVERSITY PARALLEL PROGRAM
ASSOCIATE IN ARTS DEGREE

GENERAL INFORMATION

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.

Electives

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 area of interest 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.

University Parallel Programs 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

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

NOTE: The above list is not intended to be exhaustive. The first two years of most parallel programs are available at Valencia. Complete suggested programs may be obtained from the Counseling Office.

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. You must earn a cumulative grade point average of at least 2.0 on all courses attempted at Valencia Community College. You must earn a total cumulative grade point average of at least 2.0 on all courses attempted in all colleges attended.

4. You must complete the last fifteen (15) college credit hours in residence at Valencia Community College.

5. You must request a graduation check in the Registrar's Office upon completion of forty (40)
DEGREES AND PROGRAMS

INTRODUCTION

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

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

Briefly, the degrees can be distinguished as follows:

1. The AA Degree is designed for transfer to an upper division university or college.
2. The AS Degree is designed to prepare students to enter a career upon completing the degree, with no further study required.
3. The AGS Degree represents a student-designed degree which enables the student to select courses of interest instead of following a prescribed program.

All of the degrees are described in detail in this Catalog. If you are interested in one of the degrees, you should read the Catalog very carefully to learn all the requirements and characteristics of each of the degrees.

Special Note: For a five (5) year period from the date you begin taking courses at Valencia Community College in a degree program, you have the right as a student to follow the catalog requirements under which you entered and meet the graduation requirements of that catalog even if the requirements are changed while you are a student except as may be otherwise provided by law or policies of the District Board of Trustees.

Recognition of Credits And Degree By State Universities

Valencia Community College subscribes to the Articulation Agreement adopted in April, 1971, by the state universities and public community/junior colleges of Florida. Under the auspices of this agreement, students receiving the Associate in Arts Degree will be admitted to junior standing within the Florida university system. (Copies of the Articulation Agreement are available in the campus Learning Resources Centers and in the Counseling Offices.)

If you do not complete an Associate in Arts Degree you may still transfer credits to a state university. 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.

You may enroll in both credit and noncredit courses without planning to work toward a degree from the college. You might be especially interested in the Continuing Education courses offered by the Open Campus.

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, Horticulture, 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.
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.
8. You must take CLAST.

**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 that any new student enrolling in a public postsecondary institution after October 15, 1982, must 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 and prior to entry into the upper division of a public university as provided in the rule. Valencia developed and had approved by the State Board of Education an alternative plan to meet the requirements of Rule 6A-10.30.

Students entering Valencia after October 15, 1982, as first-time college students must meet the following writing and mathematics requirements with a grade of “C” or better:

Writing: A minimum of seven courses distributed as follows:

1. ENC 1101 Freshman Composition I  4500 words
2. And four of the following writing reinforcement courses (each course includes a 3000 word writing requirement and has a prerequisite of Freshman Composition I):
   a. ARH 2051 - Introduction to Art History II
   b. SES 1335 - Business Communications
   c. ENG 2100 - Introduction to Film
   d. LIT 2000 - Introduction to Literature
   e. REL 2020 - Understanding Religious Man
   f. MUL 1211 - Music Literature
   g. AMH 2020 - United States History 1865 to 1945
   h. POS 2112 - State and Local Government
   i. SYG 2010 - Contemporary American Social Problems
3. ENC 1102 Freshman Composition II  4000 words
4. Any one of the following research reinforcement courses (each course includes a 3500 word writing requirement and has a prerequisite of Freshman Composition II):
   a. AML 2010 - Survey in American Literature: Colonial Period to Civil War
   b. AML 2022 - Survey in American Literature: Civil War to Present
   c. LIT 2090 - Contemporary Literature
   d. LIT 2110 - Survey in World Literature: Beginnings through Renaissance
   e. LIT 2220 - Survey in World Literature: Enlightenment to Present
   f. ENL 2013 - Survey in English Literature 1300 to 1800
   g. ENL 2023 - Survey in English Literature 1800 to Present
   h. PHI 2010 - Philosophy
   i. HUM 2310 - Mythology in Art and Literature
   j. PHI 2600 - Ethics
   k. CPO 2002 - Introduction to Comparative Politics
   l. POS 1001 - Introduction to Political Science
   m. HIS 2935 - Selected Topics in History

Total 24000 words

Mathematics: A minimum of 6 semester hours credit that meets both provisions (1) and (2) below:

1. 3 hours from MAT 1033 or any course with an MAC, MAP, or MAS prefix.
2. 3 additional hours from STA 2114, MGF 2113, PHI 2101, MTB 1327 or MTB 1328, or any course with a MAC, MAP or MAS prefix.
General Education Requirements
At Valencia Community College

The general education program at Valencia is designed to contribute to your educational growth 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 a forty-two (42) semester hours of academic credit which serves as the core of the curriculum. The forty-two 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 selected from six core areas.

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

A Typical AA Degree Program

GENERAL EDUCATION

Area 1. Communications including ENC 1101, ENC 1102, SPC 1600 9 credits
Area 2. Humanities including HUM 2230, HUM 2232, or HUM 2250 9 credits
Area 3. Mathematics excluding review courses 6 credits
Area 4. Natural Science 6 credits
Area 5. Social Science including POS 1041 6 credits
Area 6. General Education Electives 6 credits

Minimum Semester Hours Credit 42 credits

 Majors and/or Electives excluding unacceptable courses 18 credits
 Total Semester Hours 60 credits

GENERAL EDUCATION REQUIREMENTS FOR ALL AA DEGREE PROGRAMS

Area 1. Communications

Required Courses — A minimum of 9 semester hours credit

ENC 1101 or ENC 1121 Freshman Composition I — 3 credits
ENC 1102 or ENC 1122 Honors Freshman Composition I — 3 credits
SPC 1600 Fundamentals of Speech — 3 credits

Area 2. Humanities

Required Courses — A minimum of 9 semester hours credit

In meeting this requirement the student may:

1) Complete three (3) of the following five (5) Humanities courses:
   - HUM 2220 Humanities, Greek and Roman — 3 credits
   - HUM 2223 Humanities, Early Christian and Medieval — 3 credits
   - HUM 2232 Humanities, Renaissance Baroque — 3 credits
   - HUM 2234 Humanities - Enlightenment and 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 or HUM 2742 — 6 credits or

3) Complete two (2) of the Humanities courses listed in (1) above, or HUM 2740 or HUM 2742 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 6 semester hours credit that meets both provisions (1) and (2) below:

(1) 3 hours from MAT 1033 or any course with a MAC, MAP, or MAS prefix.

(2) 3 additional hours from STA 2014, MGF 2113, PHI 2101, MTB 1327 or MTB 1328, or any course with an MAC, MAP, or MAS prefix.

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 2101C Botany — 4 credits
BSC 1010C Fundamentals of Biology — 4 credits
BSC 2933 Selected Topics in Biology — 1-3 credits each
CHM 1020 Chemistry in Everyday Life — 3 credits
CHM 1034C General Chemistry for Laboratory Technology — 6 credits
CHM 1040C Introductory Chemistry — 4 credits
CHM 1045, 1046C General Chemistry and Qualitative Analysis — 4 credits each
CHM 2100C Introductory Organic and Biochemistry — 4 credits
CHM 2120C Quantitative Analysis — 4 credits
CHM 2933 Special Topics in Chemistry — 1-3 credits each
CHM 2210-2211C Organic Chemistry — 4 credits each
GLY 1000 Earth Sciences — 3 credits
GLY 2010C Physical Geology — 4 credits
GLY 2100 Historical Geology — 3 credits
MKB 2010C Microbiology — 4 credits
OCB 2033 Marine Biology — 3 credits
PHY 1001C Applied Physics — 4 credits
PHY 1023, 1024C Basic Physics — 4 credits each
PHY 1053, 1054C Introductory Physics — 4 credits each
PHY 2048, 2049C General Physics with Calculus — 4 credits each
PHY 2936 Special Topics in Physics — 1-3 credits each
PSC 1515 Energy: Past, Present and Future — 3 credits
PSC 2121 Selected Topics in Physical Science — 1-3 credits each
ZOO 2013C General Zoology — 4 credits
ZOO 2303C Vertebrate Zoology — 4 credits

Area 5. Social Sciences

Required Courses — A minimum of 6 semester hours credit:

POS 1041 U.S. Government I — 3 credits plus one of the following courses:
AFA 2150 Afro-American History and Culture — 3 credits
AMH 2010-2020 United States History — 3 credits each
ANT 2000 Introduction to Anthropology — 3 credits
ECO 1000 Basic Economics — 3 credits (or both ECO 1023 and ECO 2013)
EUH 1000-1001 Western Civilization — 3 credits each
HIS 2206 Recent and Contemporary History — 3 credits
INR 2002 International Politics — 3 credits
POS 2112 State and Local Government — 3 credits
PSY 1012 General Psychology — 3 credits
PUP 1002 U.S. Government II — 3 credits
SYG 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 each
AMH 2420 History of Florida — 3 credits
ART 2800 Selected Topics in Art — 3 credits
ART 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, 2013 Principles of Economics, Micro-Macro — 3 credits each
ECO 2932 Selected Topics in Economics — 1-3 credits
EDF 1005 Orientation to Education — 3 credits
EDG 2935 Selected Topics in Education — 1-3 credits
EDG 2941 Field Experience in Education — 2-4 credits each
EDP 2002 Educational Psychology — 3 credits
ENC 2302 Advanced Creative Writing — 3 credits
ENG 2100 Introduction to Film — 3 credits
ENG 2930 Selected Topics in English — 1-3 credits each
FRE 1100-1101 Elementary French — 3 credits each
GEA 1000 World Geography — 3 credits
GEB 1011 Introduction to Business — 3 credits
GER 1100-1101 Elementary German — 3 credits each
HES 1000 Personal and Community Health — 3 credits

53
may enter the Interdisciplinary Studies in General Education Program (West Campus only.) Through this program you can complete 24 of the 42 hours required in the general education program. The additional hours required to complete the general education program must include POS 1041, 6 hours of mathematics, and SPC 1600.

Through the program students learn about the intellectual progress mankind has made from ancient times to the present, as well as learning about and formulating projections for the future. Content in the program ranges from Plato to Einstein, from Shakespeare to Sarte and has been carefully selected so that students receive a wide range of information and yet study a number of topics in depth. Examining knowledge in rich contexts like these helps students sharpen their mental skills as well as reinforcing the writing skills as required by RULE 6A.10.30.

Valencia’s Interdisciplinary Studies Program has been recognized by the National Endowment for the Humanities as an excellent general education program.

The IDS Program is a four (4) semester sequence which consists of four 6-hour courses taught during Sessions I and II of each academic year. These courses are:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>IDS 1101</td>
<td>Interdisciplinary Studies in General Education I</td>
<td>6 hrs.</td>
</tr>
<tr>
<td>IDS 1102</td>
<td>Interdisciplinary Studies in General Education II</td>
<td>6 hrs.</td>
</tr>
<tr>
<td>IDS 1103</td>
<td>Interdisciplinary Studies in General Education III</td>
<td>6 hrs.</td>
</tr>
<tr>
<td>IDS 1104</td>
<td>Interdisciplinary Studies in General Education IV</td>
<td>6 hrs.</td>
</tr>
</tbody>
</table>

Enrollment in the program is open to students who score well on the PAGSS test. Students who withdraw from the program without loss of credit and new students who qualify may enter the program at the beginning of each semester. The following table of equivalencies indicates how credits are distributed within the IDS Program:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>IDS 1101</td>
<td>English Composition I (3 hrs)</td>
<td></td>
</tr>
<tr>
<td>IDS 1102</td>
<td>Humanities (3 hrs.)</td>
<td></td>
</tr>
<tr>
<td>IDS 1103</td>
<td>Natural Science (3 hrs.)</td>
<td></td>
</tr>
<tr>
<td>IDS 1104</td>
<td>Humanities (3 hrs.)</td>
<td></td>
</tr>
<tr>
<td>IDS 2103</td>
<td>Natural Science (3 hrs.)</td>
<td></td>
</tr>
<tr>
<td>IDS 2104</td>
<td>Social Science (3 hrs.)</td>
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**INTERDISCIPLINARY STUDIES PROGRAM**

**An Alternative Approach To General Education**

As an alternative approach to general education you
CAREER PROGRAMS
ASSOCIATE IN SCIENCE DEGREE

You may be interested in earning an Associate in Science Degree at Valencia Community College. The college offers numerous 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. They range from secretarial science programs to 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 meet the general education requirement.

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 U.S. 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 obtain 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 program.

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.

Graduation Requirements

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 — Hospitality Management Option
Business — Management and Marketing Option
Construction Technology — Architectural and Building
Construction Technology Option
Construction Technology — Civil Technology Option
Criminal Justice
Data Processing
Dental Hygiene
Drafting and Design Technology
Electronics Technology
Electronics Technology — Electromechanical Option
Electronics Technology — Hybrid Microelectronic Option
Fire Technology
Graphic Arts Technology — Illustrating Option
Graphic Arts Technology — Printing Management Option
Horticulture (Ornamental)
Horticulture (Ornamental) — Certificate
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>
</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 1104</td>
<td>Introduction to General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1040C</td>
<td>Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1100C</td>
<td>Heating, Ventilating &amp; Air Conditioning I</td>
<td>4</td>
</tr>
<tr>
<td>ETM 1610C</td>
<td>Refrigeration I</td>
<td>4</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
</tbody>
</table>

24

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>ETM 1611</td>
<td>Air Conditioning II</td>
<td>3</td>
</tr>
<tr>
<td>ETM 2633</td>
<td>Electricity for Air Conditioning &amp; Refrigeration</td>
<td>4</td>
</tr>
<tr>
<td>ETM 2634</td>
<td>Refrigeration II</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1020</td>
<td>Introduction to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011 or</td>
<td>Principles of Marketing or Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1023C or</td>
<td>Basic Physics or</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1053C</td>
<td>Introductory Physics I</td>
<td>4</td>
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</tbody>
</table>

23

ADVANCED COURSES

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

16-18

Total Credits 63-65

NOTE: Specialized program 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>
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</thead>
<tbody>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
</tbody>
</table>

56
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 1290 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 2001 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 Typing—Word Processing, 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 — Hospitality Management Option
Associate in Science

This program is designed for persons desiring employment in the field of hospitality management as well as for those currently employed who desire advancement. This program includes work experience in local hospitality 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

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<tbody>
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<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. 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/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 1800</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 24

INTERMEDIATE COURSES

SES 1335 Business Communications 3
ACC 2001 Principles of Accounting I* 3
ECO 1000 Basic Economics** 3
BUL 2111 Business Law I 3
HFT 1410 Front Office Management 3
HFT 2200 Hospitality Management 3
FSS 2251 Food and Beverage Management 3

Total 21

*Basic Accounting ACC 1009 may be substituted for Principles of Accounting ACC 2001.
**Principles of Economics ECO 1023 may be substituted for Basic Economics ECO 1000.
***Any level of Spanish or any level of any other language may be substituted. Foreign students may take an English course or an approved elective.

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

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

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 institu-
Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
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<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>COC 1300</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>SES 1191</td>
<td>Keyboarding Skills</td>
<td>3</td>
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Intermediate Courses

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business &amp; Industry</td>
<td>3</td>
</tr>
<tr>
<td>ACC 2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2000</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>SES 1335</td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
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<td></td>
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Advanced Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>BUL 2112</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>ACC 2021</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2101</td>
<td>Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2949</td>
<td>Business/Data Processing and/or Foreign Language Elective</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

Total **62**

*Students will select elective hours from Business/Data Processing and/or Foreign Language courses.

Recommended electives are:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>ACC 2509</td>
<td>Federal Income Tax</td>
</tr>
<tr>
<td>RRE 1000</td>
<td>Real Estate, P &amp; P</td>
</tr>
<tr>
<td>BAN 2700</td>
<td>Principles of Finance</td>
</tr>
<tr>
<td>MAR 2151</td>
<td>Retailing</td>
</tr>
<tr>
<td>MAR 2302</td>
<td>Advertising</td>
</tr>
<tr>
<td>ECO 1040</td>
<td>Consumer Economics</td>
</tr>
<tr>
<td>STA 2014</td>
<td>Statistics</td>
</tr>
<tr>
<td>SPN 1000</td>
<td>Basic Spanish</td>
</tr>
<tr>
<td>MAN 2100</td>
<td>Supervision of Personnel</td>
</tr>
<tr>
<td>MAN 1800</td>
<td>Small Business Management</td>
</tr>
<tr>
<td>MKA 1402</td>
<td>Fashion Merchandising</td>
</tr>
<tr>
<td>ACC 2409</td>
<td>Cost Accounting</td>
</tr>
</tbody>
</table>

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

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

Each program has been planned to provide theoretical and classroom experience which closely parallels on-the-job activities. The Architectural and Building Construction option is designed to train competent technicians capable of working with architects, engineers, contractors, building officials and others. The program will accommodate persons just entering the field of construction as well as to upgrade 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 system, large structures, environmental considerations and various other related areas within the total occupational cluster.

Core Subjects Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC 1120C</td>
<td>Architectural Drawing I (Wood Frame Structures)</td>
<td>4</td>
</tr>
<tr>
<td>BCN 1200C</td>
<td>Building Materials and Construction Methods</td>
<td>4</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition</td>
<td>3</td>
</tr>
<tr>
<td>MC 1104</td>
<td>College Algebra or Technical Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1321</td>
<td>Introductory Physics I</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1053C</td>
<td>Elective*</td>
<td><strong>3-4</strong></td>
</tr>
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</table>

**Total:** 21.22
**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC 2122C</td>
<td>Architectural Drawing II (Steel Structures)**</td>
<td>4</td>
</tr>
<tr>
<td>ARC 2154C</td>
<td>Architectural Drawing III (Concrete Structures)**</td>
<td>4</td>
</tr>
<tr>
<td>BCN 2405C</td>
<td>Statics and Strength of Materials</td>
<td>4</td>
</tr>
<tr>
<td>BCN 2616</td>
<td>Building Construction Estimating</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1210</td>
<td>Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1114</td>
<td>College Trigonometry or</td>
<td></td>
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<tr>
<td>MTB 1322</td>
<td>Technical Mathematics II</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1054C</td>
<td>Introductory Physics II</td>
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</tr>
<tr>
<td>SUR 1100</td>
<td>Basic Surveying and Measurements (Surveying I)</td>
<td>4</td>
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<td><strong>Total Core Subjects</strong></td>
<td>29</td>
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**ADVANCED SPECIALIZED COURSES**

**Architecture and Building Construction Technology Option**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC 2033</td>
<td>Architectural Design</td>
<td>4</td>
</tr>
<tr>
<td>BCN 1705</td>
<td>Contracts, Codes, Specifications and Office Practice</td>
<td>3</td>
</tr>
<tr>
<td>BCN 1721</td>
<td>Construction Planning and Control</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2021</td>
<td>Advanced Construction Methods and Applications</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2563</td>
<td>Building Service Systems</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
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</table>

**Civil Technology Option**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCN 1220</td>
<td>Heavy Construction Methods and Equipment</td>
<td>3</td>
</tr>
<tr>
<td>ETC 2220C</td>
<td>Soils and Foundations</td>
<td>4</td>
</tr>
<tr>
<td>EVS 2215C</td>
<td>Hydraulics, and Pipe Flow</td>
<td>3</td>
</tr>
<tr>
<td>EVS 2224C</td>
<td>Hydrology and Drainage</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2201C</td>
<td>Highway Drafting and Route Design</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>17</td>
</tr>
</tbody>
</table>

**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course 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>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2000</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1010</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1020</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>INP 1131</td>
<td>Applied Psychology for Criminal Justice Personnel</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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</tr>
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<td></td>
<td><strong>Total</strong></td>
<td>21</td>
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**ADVANCED COURSES**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJ 2230</td>
<td>Criminal Law and Legal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2812</td>
<td>Commercial/Retail Loss Prevention</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2330</td>
<td>Probation and Parole</td>
<td>3</td>
</tr>
<tr>
<td>CJT 2100</td>
<td>Criminal Investigation II</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2930</td>
<td>Selected Topics or Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>18</td>
</tr>
</tbody>
</table>

**RECOMMENDED ELECTIVES**

*Students shall select one recommended elective from this list:*

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

**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.

**Criminal Justice**

**Associate in Science**

The program is designed to familiarize students with 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 coursework 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.

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

**FOUNDATION COURSES**

<table>
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<tr>
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<th>Course Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>CJS 2110</td>
<td>Criminal Investigation I</td>
<td>3</td>
</tr>
<tr>
<td>SYG 2010</td>
<td>Contemporary Social Problems</td>
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<tr>
<td>SYG 1322</td>
<td>Juvenile Delinquency</td>
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</tr>
<tr>
<td>CCJ 2810</td>
<td>Crime Control and Prevention</td>
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<td>Phi 1100</td>
<td>Practical Logic</td>
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<td>CCJ 2130</td>
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</table>
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.

A minimum grade of "C" must be achieved in all Dental Hygiene, required science and social science courses to meet a prerequisite of 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 Dental Hygiene Petition Committee for reevaluation and readmission.

Students will be allowed to petition one time.

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>
<td>3</td>
</tr>
<tr>
<td>MAT 1024</td>
<td>Elementary Algebra</td>
<td>3</td>
</tr>
<tr>
<td>CCC 1300</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>CNM 1005</td>
<td>Introduction to Programming Concepts</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
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</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>SES 1191</td>
<td>Keyboarding Skills</td>
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INTERMEDIATE COURSES

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<th>Course</th>
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<tbody>
<tr>
<td>ACC 2001</td>
<td>Principles of Accounting I</td>
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<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>COP 2226</td>
<td>COBOL Programming I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
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</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics **</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
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<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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ADVANCED COURSES

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<td>COP 2120</td>
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<td>CIS 2321</td>
<td>Data Systems Analysis and Design</td>
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<td>CRM 2212</td>
<td>Data Processing Management</td>
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<tr>
<td>ACC 2021</td>
<td>Principles of Accounting II</td>
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</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
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<tr>
<td></td>
<td>Electives*</td>
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<td></td>
<td>Total</td>
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*Students may select electives from the following: Business/Data Processing; Humanities; Foreign Language.

**Principles of Economics ECO 1023 may be substituted for Basic Economics ECO 1000. Certain courses in this field taken at Mid-Florida Technical Institute are acceptable. Check with the Department.

Dental Hygiene
Associate in Science

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

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

NOTE: Specialized program courses are offered on the West Campus.
Drafting And Design Technology
Associate in Science

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

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
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<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
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<tr>
<td>&quot;ETD 1100C</td>
<td>Engineering Drawing</td>
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</tr>
<tr>
<td>MTB 1321</td>
<td>Technical Mathematics I or</td>
<td>3</td>
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<td>MAC 1104</td>
<td>College Algebra</td>
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<tr>
<td>PHY 1053C</td>
<td>Introductory Physics I</td>
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INTERMEDIATE COURSES

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<td>&quot;ETG 1130C</td>
<td>Descriptive Geometry</td>
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<td>Mechanical Drafting I</td>
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<td>EMT 1828</td>
<td>Engineering Materials &amp;</td>
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<td>INP 1301</td>
<td>Psychology in Business and</td>
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<td></td>
<td>Industry</td>
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<td>MTB 1304</td>
<td>Modern Computational Methods</td>
<td>3</td>
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<tr>
<td>MTB 1322</td>
<td>Technical Mathematics II or</td>
<td>3</td>
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<tr>
<td></td>
<td>College Trigonometry</td>
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<tr>
<td>PHY 1054C</td>
<td>Introductory Physics II</td>
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<td>POS 1041</td>
<td>U.S. Government I</td>
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ADVANCED COURSES

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<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>&quot;ETD 2643C</td>
<td>Electro-Mechanical Drafting</td>
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<tr>
<td>&quot;ETD 2702C</td>
<td>Mechanical Drafting II</td>
<td>3</td>
</tr>
<tr>
<td>&quot;ETD 2721C</td>
<td>Elements of Tool Design</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2849</td>
<td>Cooperative Education: Drafting</td>
<td>Design Field Experience or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2-4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12-14</td>
</tr>
</tbody>
</table>

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 Options
In Electromechanical And Hybrid Microelectronics
Pest Control Technology
Associate in Science

This program is designed to produce skilled technicians capable of assisting in the design, operation and servicing of electrical and electronic systems and equipment. It is organized to provide an up-to-date curriculum in electronics technology, enabling students to gain responsible positions in one of the many clusters of occupations in the electronics field. To transfer credits from this program requires advance approval from the transfer institution.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
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<td>ENC 1210</td>
<td>Technical Communication</td>
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<td>MTB 1327</td>
<td>Mathematics for Electronics I</td>
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<td>MTB 1328</td>
<td>Mathematics for Electronics II</td>
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<tr>
<td>PHY 1054C</td>
<td>Introductory Physics II</td>
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20

INTERMEDIATE COURSES

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<thead>
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<th>Course</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>ETD 2643C</td>
<td>Electromechanical Drafting</td>
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<tr>
<td>ETE 1030C</td>
<td>Electric Circuits Fundamentals</td>
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<tr>
<td>ETE 1143C</td>
<td>Electronic Circuits I</td>
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<tr>
<td>ETE 2422C</td>
<td>Electronic Communication</td>
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<tr>
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<td>Systems I</td>
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<tr>
<td>ETE 2691C</td>
<td>Digital Techniques</td>
<td>4</td>
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<td>ETE 2949</td>
<td>Cooperative Education:</td>
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<td></td>
<td>Electronics Field Experience</td>
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<td></td>
<td>or Elective</td>
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ADVANCED SPECIALIZED COURSES

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<tbody>
<tr>
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<td>Electronic Circuits II</td>
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</tr>
<tr>
<td>ETE 2169C</td>
<td>Electronic Trouble-Shooting</td>
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</tr>
<tr>
<td></td>
<td>Techniques</td>
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<tr>
<td>ETE 2423C</td>
<td>Electronic Communication</td>
<td>4</td>
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<tr>
<td></td>
<td>Systems II</td>
<td></td>
</tr>
<tr>
<td>ETE 2680C</td>
<td>Fundamentals of</td>
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<tr>
<td></td>
<td>Microcomputers</td>
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<tr>
<td>ETE 2692C</td>
<td>Computer Systems</td>
<td>4</td>
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<td></td>
<td>Fundamentals</td>
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<tr>
<td>ETE 2930</td>
<td>&quot;Selected Topics&quot;</td>
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Total 21-25

64-68

ELECTROMECHANICAL OPTION*

<table>
<thead>
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<tr>
<td>CRM 2010</td>
<td>Input Devices</td>
<td>4</td>
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<tr>
<td>CRM 2012</td>
<td>Storage Principles and Devices</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>
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<tr>
<td>ETD 1405C</td>
<td>Mechanisms</td>
<td>4</td>
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</table>

Total 20

63

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

<table>
<thead>
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<th>Course</th>
<th>Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>ETE 1750</td>
<td>Introduction to Hybrid Microelectronics</td>
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<td>ETE 2755C</td>
<td>Microelectronics Drafting</td>
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<tr>
<td>GRA 2571C</td>
<td>Photolithography</td>
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<tr>
<td>ETE 2761C</td>
<td>Microelectronics Materials and</td>
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</tr>
<tr>
<td></td>
<td>Equipment I</td>
<td></td>
</tr>
<tr>
<td>ETE 2762C</td>
<td>Microelectronics Materials and</td>
<td>3</td>
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<tr>
<td></td>
<td>Equipment II</td>
<td></td>
</tr>
<tr>
<td>ETE 2766C</td>
<td>Microelectronics Packaging</td>
<td>3</td>
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<tr>
<td>ETE 2766C</td>
<td>Microelectronics Circuit Fabrication</td>
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<tr>
<td>ETE 2770C</td>
<td>Quality Assurance and Reliability Testing</td>
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RECOMMENDED ELECTIVES/ SUPPLEMENTAL COURSES

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<tbody>
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<td>Scientific Program Applications</td>
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<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
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<tr>
<td>MTB 1304</td>
<td>Modern Computational Methods</td>
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<tr>
<td>STD 1151</td>
<td>Career Development</td>
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</tbody>
</table>

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

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</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. 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>MAT 1024</td>
<td>Elementary Algebra</td>
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<tr>
<td>FFP 1000</td>
<td>Introduction to Fire Protection</td>
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</tr>
<tr>
<td>FFP 1150</td>
<td>Company Officer Leadership†</td>
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</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
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</table>

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
<td>3</td>
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<tr>
<td>FFP 2150</td>
<td>Methods &amp; Techniques of Instruction†</td>
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</tr>
<tr>
<td>FFP 1410</td>
<td>Fire Fighting Strategy and Tactics†</td>
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</tr>
<tr>
<td>CHM 1040C</td>
<td>Introduction to General Chemistry</td>
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<td>SYG 2000</td>
<td>Introduction to Sociology</td>
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<td></td>
<td>Fire Technology Elective</td>
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ADVANCED COURSES

<table>
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<th>Course</th>
<th>Title</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>FFP 2200</td>
<td>Introduction to Fire Inspection†</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2620</td>
<td>Fire Protection &amp; Extinguishing Agent†</td>
<td>3</td>
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<tr>
<td>FFP 2310</td>
<td>Building Construction and Fundamentals</td>
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<td>FFP 2180</td>
<td>Fire Department Management</td>
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<tr>
<td>FFP 2930</td>
<td>Selected Topics</td>
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</tr>
</tbody>
</table>

Total 61

†Courses required for state Fire Department Officer Certification.

NOTE: Chemistry lab experiments relating to fire protection are available upon request.

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

Graphic Arts Technology
Associate in Science

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ART 1201C</td>
<td>Design I</td>
<td>3</td>
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<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>GRA 1500</td>
<td>Introduction to Graphic Communications</td>
<td>3</td>
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<tr>
<td>GRA 1530C</td>
<td>Fundamentals of Typography</td>
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<td>HUM 1020</td>
<td>Psychology in Business and Industry</td>
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<td>INP 1301</td>
<td>Graphematic Science</td>
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</tr>
<tr>
<td>MAC 1104</td>
<td>College Algebra or</td>
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</tr>
<tr>
<td>MTB 1321</td>
<td>Technical Mathematics I</td>
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</tr>
<tr>
<td>PHY 1053C</td>
<td>Introductory Physics I</td>
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Total: 28

## INTERMEDIATE COURSES

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<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>GRA 1540C</td>
<td>Layout Design and Copy Preparation</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2702</td>
<td>Graphics Production Management</td>
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</tr>
<tr>
<td>GRA 2930</td>
<td>Selected Topics in Graphic Arts</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2949</td>
<td>Cooperative Education: Graphic Arts Field Experience or Elective</td>
<td>2-4</td>
</tr>
<tr>
<td>MAC 1114</td>
<td>College Trigonometry or</td>
<td></td>
</tr>
<tr>
<td>MTB 1322</td>
<td>Technical Mathematics II</td>
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Total: 17-19

## ADVANCED COURSES

### ILLUSTRATING OPTION

<table>
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<td>ETD 1100C</td>
<td>Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2740C</td>
<td>Graphical Presentations</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2743C</td>
<td>Illustrating</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2745C</td>
<td>Pictorial Rendering</td>
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</tr>
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</table>

Total: 15

### PRINTING MANAGEMENT OPTION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COC 1300</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2571C</td>
<td>Photolithography</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2535C</td>
<td>Graphic Reproduction Processes</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2706</td>
<td>Graphic Arts Estimating</td>
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</tr>
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</table>

Total: 15

### SUGGESTED ELECTIVES

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

*Courses taught at and by Mid-Florida Technical Institute. Registration must be accomplished at the Mid-Florida Technical Institute campus. Graduates of Mid-Florida Technical Institute's Graphic Arts program will be awarded credit for these courses after attending Valencia Community College for one semester. Specialized programs are offered on the West Campus.

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### Horticulture (Ornamental)

**Associate in Science**

This program is designed to provide the necessary skills for individuals desiring employment in the field of Ornamental Horticulture. 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>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>HOS 1010C</td>
<td>Introduction to Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1513C</td>
<td>Ornamental Plant Materials I</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1514C</td>
<td>Ornamental Plant Materials II</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1231C</td>
<td>Ornamental Plant Maintenance</td>
<td>4</td>
</tr>
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Total: 19

## INTERMEDIATE COURSES

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ORH 1008C</td>
<td>Exterior-Use of Plants</td>
<td>2</td>
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<tr>
<td>ORH 2008C</td>
<td>Interior-Use of Plants</td>
<td>2</td>
</tr>
<tr>
<td>HOS 2004C</td>
<td>Plant Propagation</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>SOS 2102C</td>
<td>Soils and Fertilizers</td>
<td>3</td>
</tr>
<tr>
<td>ENY 1007C</td>
<td>Principles of Entomology</td>
<td>3</td>
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<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
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Total: 19

## ADVANCED COURSES

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<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>PLP 2001C</td>
<td>Plant Pathology</td>
<td>4</td>
</tr>
<tr>
<td>ORH 1285C</td>
<td>Woody Plant Production</td>
<td>3</td>
</tr>
<tr>
<td>ORH 2283C</td>
<td>Flori-crop Production and Use</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1210</td>
<td>Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>HOS 2054C</td>
<td>Nursery Operation and Manage- ment</td>
<td></td>
</tr>
<tr>
<td>HOS 2941</td>
<td>Horticulture Seminar and Work Experience</td>
<td>2</td>
</tr>
</tbody>
</table>

Total: 24

---

**NOTE:** If a student is interested in an AA Degree, check with Counseling Specialized program courses in horticulture are offered on the West Campus.
GREENHOUSE AND NURSERY OPERATIONS
CERTIFICATE
ORNAMENTAL HORTICULTURE

This certificate program is designed to provide the necessary skills for a position in greenhouse and nursery operations. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOS 1010C</td>
<td>Introduction to Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1513C</td>
<td>Ornamental Plant Materials I</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1514C</td>
<td>Ornamental Plant Materials II</td>
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<tr>
<td>ORH 1231C</td>
<td>Ornamental Plant Maintenance</td>
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<tr>
<td>ORH 1008C</td>
<td>Exterior-Use of Plants</td>
<td>2</td>
</tr>
<tr>
<td>HOS 2008C</td>
<td>Interior-Use of Plants</td>
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<tr>
<td>HOS 2004C</td>
<td>Plant Propagation</td>
<td>3</td>
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<tr>
<td>ORH 1265C</td>
<td>Woody Plant Production</td>
<td>3</td>
</tr>
<tr>
<td>HOS 2054C</td>
<td>Nursery Operation and Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
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</tbody>
</table>

**SUGGESTION:** Horticulture Seminar and Work Experience is suggested for this program.

**NOTE:** Specialized program courses in horticulture 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.

**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>MTB 1103</td>
<td>Business Mathematics</td>
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<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
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<tr>
<td>LEA 1013</td>
<td>Legal Research &amp; Theory</td>
<td>3</td>
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<tr>
<td>LEA 1201</td>
<td>&quot;Real Property I</td>
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<td></td>
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**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>LEA 2202</td>
<td>Real Property II</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2112</td>
<td>Business Law II</td>
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<td>SES 1335</td>
<td>Business Communications</td>
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<td>Psychology in Business and Industry</td>
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<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
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<tr>
<td>ACC 1009</td>
<td>Basic Accounting</td>
<td>3</td>
</tr>
<tr>
<td>LEA 2101</td>
<td>Civil Litigation I</td>
<td>3</td>
</tr>
<tr>
<td>LEA 2102</td>
<td>Civil Litigation II</td>
<td>3</td>
</tr>
<tr>
<td>LEA 2211</td>
<td>Wills, Trusts, &amp; Estate Administration</td>
<td>3</td>
</tr>
<tr>
<td>LEA 2212</td>
<td>Wills, Trusts, &amp; Estate Administration</td>
<td>3</td>
</tr>
<tr>
<td>LEA 2401</td>
<td>Law Office Management</td>
<td>3</td>
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**ADVANCED COURSES**

<table>
<thead>
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<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BUL 2114</td>
<td>Business Organizations</td>
<td>3</td>
</tr>
<tr>
<td>LEA 2940</td>
<td>Internship as a Lawyer's Assistant or Elective</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>9</strong></td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>

*Elective courses: LEA 2501 Family Law; CCJ 2240 Criminal Evidence and Legal Procedure; CCJ 2230 Criminal Law and Legal Procedures; LEA 2105 Real Property III; SES 1100 or SES 1110 Beginning or Intermediate Typewriting; SES 2321 Business Machines; ACC 2509 Federal Income Tax; COC 1300 Data Pro-
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, required science and social science courses to meet a prerequisite of graduation requirement.

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

Students will be allowed to petition one time.

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

**FRESHMAN & SOPHOMORE YEAR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</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>
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</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>
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</tr>
<tr>
<td>MLS 2600</td>
<td>Instrumentation*</td>
<td>1</td>
</tr>
<tr>
<td>MLS 2809L</td>
<td>Hematology Practicum</td>
<td>4</td>
</tr>
<tr>
<td>MLS 2810L</td>
<td>Chemistry Practicum</td>
<td>4</td>
</tr>
<tr>
<td>MLS 2811L</td>
<td>Micro Practicum</td>
<td>4</td>
</tr>
<tr>
<td>MLS 2808L</td>
<td>Serology/Urology Practicum</td>
<td>2</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>MLS 1200C</td>
<td>Urinalysis</td>
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</tr>
<tr>
<td>MLS 2510C</td>
<td>Serology/Immunology</td>
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</tr>
<tr>
<td>MLS 2525C</td>
<td>Immunohematology</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total** 66

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

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

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

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Nursing
Associate in Science

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

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

A minimum grade of "C" must be achieved in all Nursing, required science and social science courses to meet a prerequisite of graduation requirement.

Any student admitted to the Nursing Program who fails or withdraws from any two Nursing courses (can be the same course or two different courses) must petition the Nursing Program Petition Committee for reevaluation and readmission.

Students will be allowed to petition one time.

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

PAGGS Assessment Test must be taken before admission to the Nursing Program. Deficiencies identified in PAGGS must be made up before entrance into nursing.

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>APB 2303C</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>NUR 1022</td>
<td>Mathematics and Pharmacology for Nursing</td>
<td>2</td>
</tr>
<tr>
<td>NUR 1040C</td>
<td>Nursing I - Fundamentals of Nursing</td>
<td>9</td>
</tr>
<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
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</tr>
</tbody>
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**INTERMEDIATE COURSES**

<table>
<thead>
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<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 1210</td>
<td>Technical Communication or Pedagogy</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Freshman Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MCB 2010C</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>NUR 1200C</td>
<td>Nursing II - Common Responses to Illness</td>
<td>10</td>
</tr>
<tr>
<td>NUR 2251C</td>
<td>Nursing III - Complex Responses to Illness</td>
<td>5</td>
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**ADVANCED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 2130C</td>
<td>Nursing IV - Maternal Child Health Nursing</td>
<td>10</td>
</tr>
<tr>
<td>NUR 2310C</td>
<td>Nursing V - Psychiatric/Mental Health Nursing</td>
<td>5</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>SYG 2000</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>NUU 2210</td>
<td>Leadership Theory</td>
<td>1</td>
</tr>
<tr>
<td>NUU 2943C</td>
<td>Nursing VI - Clinical Practicum in Patient Care Management</td>
<td>5</td>
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</tbody>
</table>

**Total**

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>77</td>
</tr>
</tbody>
</table>

**LPN-RN TRANSITION PROGRAM**

This program is specially designed for LPNs who are seeking an Associate in Science degree in nursing.

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*APB 2303C</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>*APB 2204C</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>*MCP 2010C</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>*PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>*DEP 2033</td>
<td>Developmental Psychology</td>
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</tr>
<tr>
<td>NUR 1054C</td>
<td>Transition</td>
<td>10</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SYG 2000</td>
<td>Introductory Sociology</td>
<td>3</td>
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</tbody>
</table>

**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 2251C</td>
<td>Nursing III Complex Responses to Illness</td>
<td>5</td>
</tr>
<tr>
<td>NUR 1055C</td>
<td>Transition Maternal Child Health</td>
<td>6</td>
</tr>
<tr>
<td>ENC 1210</td>
<td>Technical Communication or Pedagogy</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Freshman Composition II</td>
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</tr>
</tbody>
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**ADVANCED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 2130C</td>
<td>Nursing V - Psychiatric Nursing</td>
<td>5</td>
</tr>
<tr>
<td>NUR 2943C</td>
<td>Nursing VI - Clinical Practicum in Patient Care Management</td>
<td>5</td>
</tr>
<tr>
<td>NUU 2210</td>
<td>Leadership Theory</td>
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</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
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</table>

**Total**

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>62</td>
</tr>
</tbody>
</table>

*Prerequisite courses for admission into LPN/RN Transition Program.
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.

Students wishing to earn a certificate rather than the A.S. Degree may obtain the information from the Paramedic Program Director. Certificate students are encouraged to continue their studies for the A.S. Degree. They may apply credits in the certificate program toward this degree.

Persons presently Board certified may prove competency through examinations or experiential learning.

A minimum grade of "C" must be achieved in all Paramedic, required science, and social 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 Paramedic Program Petition 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 one time.

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

### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>EMS 1114</td>
<td>Fundamentals of Emergency Medical Technology**</td>
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<td>Fundamentals of Emergency Medical Technology Practice**</td>
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<td>ENC 1101</td>
<td>Freshman Composition I</td>
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<td>EMS 1015</td>
<td>Medical Terminology for Emergency Care</td>
<td>2</td>
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<td>EMS 1332</td>
<td>Medical Ethics</td>
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<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>EMS 1431</td>
<td>Emergency Medical Technician Clinical Practicum**</td>
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### INTERMEDIATE COURSES

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<td>APB 2204C</td>
<td>Human Anatomy and Physiology II*</td>
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<td>Technical Communication</td>
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<td>EMS 1341</td>
<td>Extrication/Rescue</td>
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<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
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17
ADVANCED COURSES

NUR 1022  Math/Pharmacology  2
EMS 2219  Paramedic I*  4
EMS 2219L Hospital Clinical Practicum**  5
EMS 2229  Paramedic II*  43
EMS 2229L Field Internship Practicum**  3
Electives  6

Total  68

PARAMEDIC CERTIFICATE PROGRAM

EMS 1114  Fundamentals of EMT
(Basic EMT)
EMS 1115  Fundamentals of EMT Practice
EMS 1431  EMT Clinical Practicum
EMS 1332  Medical Ethics
APB 1190C  Basic Anatomy and Physiology
EMS 2219  Paramedic I
EMS 2219L Hospital Clinical Practicum
NUR 1022  Math Pharmacology
EMS 1341  Extrication/Rescue
EMS 2229  Paramedic II
EMS 2229L Field Internship Practicum

Total  66

INTERMEDIATE COURSES

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

Total  19

ADVANCED COURSES

ENY 2224  Household Pests and Their Control  4
ENY 2940  Field Service  2
ENY 2227  Wood Destroying Pests and Their Control  4
ENY 2011  Seminar: Pest Control Business Administration  2
MAR 2101  Principles of Selling  3
ENY 2231  Lawn and Ornamental Pests and Their Control  2
MAN 2000  Principles of Management  3

Total  20

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

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<td>MTB 1103</td>
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<td>Fundamentals of Biology*</td>
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<td>Introduction to Horticulture</td>
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<td>ENY 1002</td>
<td>Basic Entomology</td>
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<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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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.

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 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 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 Respiratory Therapy Petition Committee for reevaluation and readmission.

Students will be allowed to petition one time.

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

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<td>REE 1000</td>
<td>Real Estate Principles &amp; Practices I</td>
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<td>Psychology in Business and Industry</td>
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INTERMEDIATE COURSES

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<td>MAR 2011</td>
<td>Principles of Marketing</td>
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<td>REE 2000</td>
<td>Real Estate Finance I</td>
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<td>REE 2100</td>
<td>Real Estate Appraising I</td>
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ADVANCED COURSES

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<td>REE 2500</td>
<td>Real Estate Management</td>
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<td>REE 2930</td>
<td>Selected Topics—Real Estate Sales</td>
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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 for Vocational Programs, East Campus.

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 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 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 Respiratory Therapy Petition Committee for reevaluation and readmission.

Students will be allowed to petition one time.

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>Freshman Composition I</td>
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<td>MAT 1033</td>
<td>Intermediate Algebra</td>
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<td>APB 2203C &amp; 2204C</td>
<td>Human Anatomy &amp; Physiology</td>
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<td>MCB 2010C</td>
<td>Microbiology</td>
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<td>MCB 1001C</td>
<td>Microbiology</td>
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<tr>
<td>RET 1024</td>
<td>Introduction to Respiratory Therapy</td>
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<td>RET 1026</td>
<td>Basic Respiratory Equipment</td>
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<td>APB 1650</td>
<td>Introduction to Pharmacology</td>
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<td>APB 2263</td>
<td>Pulmonary Physiology</td>
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<td>RET 1264</td>
<td>Advanced Respiratory Equip. &amp; Functions</td>
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* Twelve calendar months

SOPHOMORE YEAR

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<td>POS 1041</td>
<td>U.S. Government I</td>
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<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 2293</td>
<td>Respiratory Pathology</td>
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<td>RET 2284</td>
<td>Cardiopulmonary Therapy</td>
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<td>RET 2876</td>
<td>Clinical Practice III</td>
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<td>RET 2877</td>
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Total 72

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.

FOUNDATION COURSES

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<tr>
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<th>Title</th>
<th>Credit Hours</th>
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<tr>
<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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<td>SES 1210</td>
<td>Beginning Shorthand*</td>
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<td>MTB 1103</td>
<td>Business Mathematics</td>
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<td>Psychology in Business and Industry</td>
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INTERMEDIATE COURSES

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<td>Intermediate Shorthand*</td>
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<td>SES 2401</td>
<td>Office Procedures I</td>
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<td>SES 2321</td>
<td>Business Machines</td>
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<td>Business Communications</td>
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<td>Advanced Shorthand</td>
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<td>SES 2160</td>
<td>Word Processing</td>
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<tr>
<td>SES 2402</td>
<td>Office Procedures II</td>
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<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
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<td>POS 1041</td>
<td>U.S. Government I</td>
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<tr>
<td>SES 2490</td>
<td>Executive Secretarial Seminar &amp; Work Experience</td>
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Total 60

* Students with prior instruction and/or experience should enroll in next higher shorthand and/or typewriting course. They should select electives in lieu of SES 1210, SES 1211, SES 1100, or SES 1110 or take credit by exam (CE). COC 1300, INP 1301, SES 2321, SPC 1600, SPC 1601, LEA 1013, CCJ 1010, ECO 1000, LEA 2401, SOC 2000 or PSY 1012 are recommended as electives.

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

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.

FOUNDATION COURSES

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
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<td>ENC 1101</td>
<td>Freshman Composition I</td>
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</tr>
<tr>
<td>SEC 1210</td>
<td>Beginning Shorthand*</td>
<td>3</td>
</tr>
<tr>
<td>SES 1100</td>
<td>Beginning Typewriting*</td>
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<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
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<td>POS 1041</td>
<td>U.S. Government I</td>
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<td>Business Mathematics</td>
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INTERMEDIATE COURSES

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<tbody>
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<td>Basic Accounting**</td>
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<td>SES 1110</td>
<td>Intermediate Typewriting*</td>
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<td>Intermediate Shorthand*</td>
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<td>Business Communications</td>
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<td>SES 2120</td>
<td>Advanced Typewriting</td>
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<td>SES 2121</td>
<td>Advanced Shorthand</td>
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<td>BUL 2111</td>
<td>Business Law I</td>
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<tr>
<td>SES 2431</td>
<td>Legal Secretarial Practices and Procedures</td>
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Total 60

* Students with prior instruction and/or experience in shorthand and/or typewriting should enroll in the next higher shorthand and/or typewriting courses. Such students should select elective courses for the courses waived or take credit by exam (CE). COC 1300, INP 1301, SES 2321, SPC 1600, SPC 1601, LEA 1013, CCJ 1010, ECO 1000, LEA 2401, SOC 2000 or PSY 1012 are recommended as electives.

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

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<thead>
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<th>Course</th>
<th>Title</th>
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<td>SES 1175</td>
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<td>Medical Terminology I</td>
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**21**

### INTERMEDIATE COURSES

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<tr>
<td>SES 2176</td>
<td>Medical Transcription II</td>
<td>3</td>
</tr>
<tr>
<td>SES 1460</td>
<td>Medical Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>APB 1391</td>
<td>Medical Terminology II</td>
<td>3</td>
</tr>
<tr>
<td>SES 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>ACC 1009</td>
<td>Basic Accounting**</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
</tbody>
</table>

**21**

### ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SES 2120</td>
<td>Advanced Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>SES 2177</td>
<td>Medical Transcription III</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>SES 2462</td>
<td>Medical Office Assisting</td>
<td>3</td>
</tr>
<tr>
<td>SES 2160</td>
<td>Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>SES 2470</td>
<td>Internship as Medical Secretary</td>
<td>4</td>
</tr>
</tbody>
</table>

**19**

**Total: 61**

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

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

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

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### Secretarial Science — Clerical Option Certificate

This is a one-year certificate program comprised of selected courses offered as a part of the Secretarial Pro-
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>ACC 2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1104</td>
<td>College Algebra or</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1321</td>
<td>Technical Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1304</td>
<td>Modern Computational Methods</td>
<td>2</td>
</tr>
<tr>
<td>SUR 1100</td>
<td>Basic Surveying and Measurements</td>
<td>4</td>
</tr>
<tr>
<td>SUR 2660</td>
<td>Professional Drafting for Surveyors</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Humanities Elective</td>
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<tr>
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**INTERMEDIATE COURSES**

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<th>Course</th>
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<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1114</td>
<td>College Trigonometry or</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1322</td>
<td>Technical Mathematics II</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1513C</td>
<td>Ornamental Plant, Materials I</td>
<td>3</td>
</tr>
<tr>
<td>PCS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2201C</td>
<td>Highway Drafting and Route, Design</td>
<td>4</td>
</tr>
<tr>
<td>SUR 2300</td>
<td>Topography and Mapping</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2391</td>
<td>Photogrammetry</td>
<td>2</td>
</tr>
<tr>
<td>SUR 2400</td>
<td>Legal Aspects of Surveying</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2610</td>
<td>Intermediate Survey Computations</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2949</td>
<td>Cooperative Education:</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Surveying Field Experience or Elective</td>
<td><strong>2.4</strong></td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
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**ADVANCED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUR 2402</td>
<td>Land Surveying and Descriptions</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2480</td>
<td>Subdivisions</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2500</td>
<td>Electronic and Geodetic Surveying</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2640</td>
<td>Advanced Survey Computations (Surveying III)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

**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-
standing of the limitations of this degree program.

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

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

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

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

5. Fulfilling of all financial obligations to the college.

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

GRADUATION REQUIREMENTS FOR THE ASSOCIATE IN GENERAL STUDIES DEGREE

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

CONTINUING EDUCATION

The Open Campus continuing education program consists of a comprehensive offering of courses concerning occupational, personal, 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 occupational or personal skills or learning to make better use of leisure and recreational time. They are offered throughout Orange and Osceola Counties.

Students satisfactorily completing courses designated “C E U” can earn one (1) Continuing Education Unit for every ten (10) contact hours of participation.

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 adult education experiences.

Open Campus continuing education courses and services are available to businesses, industries, clubs, and organizations that have particular training needs.

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. (Special 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. (Special Fee)

ETM 2615C 4 Credits
AIR CONDITIONING III
Includes one-hour laboratory. Prerequisites: ETM 1610C and ETM 1611. A study and analysis of the various types of air conditioning systems and their application, refrigeration systems used, equipment selection, air distribution systems and components, air conditioning system design and layout. System operation, testing, balancing and trouble shooting. (Special 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. (Special 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. (Special 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
Prerequisites: ENC 1101. A survey of the development of the visual arts from the Renaissance to the present. This is a writing reinforcement course.

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. (Special Fee)

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

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

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

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

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

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

ART 2892
SPANISH ART
3 Credits
A combination of classroom preparation plus travel to include sketching, painting, native crafts, etc. This course is only taught in Seville, Spain. By permission of instructor.
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 students and the public with an understanding of man's interdependence with his environment and his responsibility for it. Many aspects of the environmental crisis such as pollution, urbanization, population trends and changes in life styles are investigated along with present and projected solutions to problems.

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

APB 1190C 4 Credits
INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY
Six hours lecture/laboratory instruction. Prerequisite: Permission of department. A one-semester course dealing 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 2004C. (Special Fee)

APB 1253 3 Credits
BIOLOGY OF HUMAN SEXUALITY
A general, non-laboratory course designed to introduce the student to various biological aspects of human sexuality, including sexual genetics and sex determination, sexual anatomy and development, processes of fertilization, pregnancy, childbirth, contraception, venereal disease, menstruation, menopause and aging. Other appropriate areas may also be discussed when time permits.

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 emphasis on medical word construction, definitions and application of terms as applied to the language of medicine.

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 department. This course deals with the structure and function of the integumentary, skeletal, muscular, endocrine, circulatory, and reproductive systems. Laboratory exercises emphasize anatomic and physiological principles associated with classroom work. (Special 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. (Special 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, classification, physiology, reproduction, heredity and evolution of plants. (Special Fee)

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

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

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

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

**PCB 2303C**
**AQUATIC BIOLOGY**
Prerequisite: BSC 1010C or permission of the department. A lecture, laboratory and field biological survey of lakes and streams including the taxonomy, ecology and life cycles of freshwater organisms with emphasis on the invertebrates. 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. (Special Fee)

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

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

**ZOO 2713C**
**COMPARATIVE VERTEBRATE ANATOMY**
Six hours lecture/laboratory instruction. Prerequisite: ZOO 2013C. An evolutionary approach to a comparative study of organ systems of several representative chordates. Dissection of these organisms is performed in sequence in the laboratory to gain an understanding of similarities. (Special 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.
tion of savings associations is covered. This course is part of the Valencia/Institute of Financial Education program.

**BAN 1810**

**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**

**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**

**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**

**INDIVIDUAL RETIREMENT ACCOUNTS/KEOGHS**
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 2684**

**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**

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

**BAN 2800**

**CREDIT LAWS AND REGULATIONS**
Prerequisites: GEB 1011 and BUL 2111. A study is given to the Florida State and Federal laws and regulations which affect credit transactions. The impact of each law is explained in such important operations as installment sales, consumer loans, credit cards, debt adjustments, fine print clauses, default, collections, Truth-in-Lending, credit bureaus, credit reports, and civil penalties.

**BAN 2949**

**COOPERATIVE EDUCATION: 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**

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

ECO 2031  
INTERNATIONAL BUSINESS AND ECONOMICS  
3 Credits
See International Business.

FIN 2612  
INTERNATIONAL BANKING AND FINANCE  
3 Credits
See International Business.

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.

GEB 1014  
INTRODUCTION TO INTERNATIONAL BUSINESS  
3 Credits
See International Business.

MAN 1600  
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 2100  
SUPERVISION OF PERSONNEL  
3 Credits
This course is designed to teach the management functions of planning, organizing, staffing, directing and controlling in relation to a supervisory position.

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  
PRINCIPLES OF SELLING  
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 SALESMANSHP  
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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>REE 1000</td>
<td>3</td>
<td>REAL ESTATE PRINCIPLES AND PRACTICES I</td>
<td>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.</td>
</tr>
<tr>
<td>REE 1010</td>
<td>3</td>
<td>HOUSING AND HOME OWNERSHIP</td>
<td>An introduction to the economic, physical, legal, and aesthetic properties of home ownership, home construction, and design. Specific attention is given to those factors which should be considered in the purchase and maintenance of a home.</td>
</tr>
<tr>
<td>REE 2040</td>
<td>3</td>
<td>REAL ESTATE INVESTMENT</td>
<td>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.</td>
</tr>
<tr>
<td>REE 2100</td>
<td>3</td>
<td>REAL ESTATE APPRAISING I</td>
<td>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.</td>
</tr>
<tr>
<td>REE 2101</td>
<td>3</td>
<td>REAL ESTATE APPRAISING II</td>
<td>Prerequisite: REE 2100. A continuation of Real Estate Appraising I. Emphasis is given to the application of theories studied in REE 2100 as well as the study of the current methods of determining property valuation by use of the market, cost, and income approaches.</td>
</tr>
<tr>
<td>REE 2200</td>
<td>3</td>
<td>REAL ESTATE FINANCE I</td>
<td>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.</td>
</tr>
<tr>
<td>REE 2205</td>
<td>3</td>
<td>REAL ESTATE FINANCE II</td>
<td>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.</td>
</tr>
<tr>
<td>REE 2500</td>
<td>3</td>
<td>REAL ESTATE MANAGEMENT</td>
<td>A study of the theories and techniques of professional management of real estate. Areas covered include residential, business, industrial and investment properties.</td>
</tr>
<tr>
<td>REE 2930</td>
<td>1-3</td>
<td>SELECTED TOPICS IN REAL ESTATE</td>
<td>These seminars are for students interested in discussion, observation and exploration of special topics in the area of Real Estate.</td>
</tr>
</tbody>
</table>
REE 2949  2-4 Credits
COOPERATIVE EDUCATION: REAL ESTATE FIELD EXPERIENCE
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. May be repeated for credit.

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

SES 1175  3 Credits
MEDICAL TRANSCRIPTION I
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 1191  2 Credits
KEYBOARDING SKILLS
The course will include instruction in the touch system of alphabetic and numeric keyboarding. These keyboarding skills can be used on a typewriter and electronic terminals. This course is not recommended for secretarial science students.

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

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

SES 1335  3 Credits
BUSINESS COMMUNICATIONS
Prerequisites: ENC 1101. Practice in developing effective oral and written business communication skills to create successful human relations. Emphasis is placed on written business correspondence. This is a writing reinforcement course.

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

SES 2120  3 Credits
ADVANCED TYPEWRITING
Prerequisite: SES 1110 or equivalent. 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. (Special Fee)

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 de-
velop 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 student works in a selected office a maximum of fifteen (15) hours per week. Seminars are held to answer questions, share experiences and give further knowledge of the varying aspects of secretarial work.

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

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 educational goals. The use of career resources is an important aspect of this course.

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

CHEMISTRY

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

CHM 1034C  6 Credits
GENERAL CHEMISTRY FOR LABORATORY TECHNOLOGY
Eight hours lecture/laboratory instruction. Prerequisite: Admission to the Medical Laboratory Technology Program. This course emphasizes essentials of general chemistry, chemical calculations, and a brief introduction to the structure and nomenclature of organic chemistry. (Special Fee)

CHM 1040C  4 Credits
INTRODUCTION TO GENERAL CHEMISTRY
Six hours lecture/laboratory instruction. Prerequisites: One year of high school algebra or MAT 1024. This course is designed to prepare students without high school chemistry or those with an inadequate background for CHM 1045C. Modern chemical theories are used to develop an understanding of the fundamentals of inorganic chemistry and its applications. Quantitative relationships are emphasized throughout the course, using dimensional analysis to solve problems. Laboratory experiences are an integral part of the course. The course may not be taken for credit subsequent to earning a grade of “C” or better in CHM 1045C. (Special 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 completed with a grade of “C” or better and MAT 1033 or two years of high school algebra. A study of the basic principles of chemistry, emphasizing the formation of a unifying model from a collection of observations and measurements. The laboratory illustrates principles discussed in the classroom. (Special Fee)

CHM 1040C  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. (Special Fee)

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

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 spectrophotometric and chromatographic techniques. (Special 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. (Special 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. (Special 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 honor student in chemistry who wishes to pursue certain topics in detail in chemistry as chosen by the class; to research topics; to present information and lead discussion with other students and faculty members. This course may be repeated for a maximum of three semester hours of credit.
CONSTRUCTION TECHNOLOGY

ARC 1120C  4 Credits
ARCHITECTURAL DRAWING I (Wood Frame Structures)
Prerequisite: A minimum of one unit of high school drafting or equivalent work experience in drafting or ETD 1100C for those students with no drafting experience. Covers residential design and wood frame construction with additional study in aspects of housing, aesthetics, and working drawings. Students prepare assigned drawings. (Special Fee)

ARC 2033C  4 Credits
ARCHITECTURAL DESIGN
Prerequisite: ARC 1120C, ARC 2122C or ARC 2154C.
Co-requisite: ARC 2122C or ARC 2154C. Introduction to architectural planning and design. Project team concept is utilized. Student projects include shopping centers, industrial complexes, 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 or their project. (Special Fee)

ARC 2122C  4 Credits
ARCHITECTURAL DRAWING II (Steel Structures)
Prerequisite: ARC 1120C. Course offers introduction to steel frame buildings, commercial or institutional, and the problems involved in their representation. Steel frame terminology, fundamentals of design elements, typical details, framing plans, shop drawings and architectural design drawings are covered. (Special Fee)

ARC 2154C  4 Credits
ARCHITECTURAL DRAWING III (Concrete Structures)
Prerequisite: ARC 1120C. Course provides experiences in preparing working drawings of commercial structures with specific application to reinforced concrete. Major areas of coverage include symbols, conventions, standards of reinforced concrete drawings, typical details, precast and prestressed concrete, and preparation of the working drawings. (Special Fee)

BCN 1200C  4 Credits
BUILDING MATERIALS AND CONSTRUCTION METHODS
Survey of materials and methods used in construction. Covers broad areas of wood, concrete, masonry, metal and other building materials. Students select various topics for class presentation. A variety of audiovisual material is utilized to enhance student understanding of these topics. (Special Fee)

BCN 1220  3 Credits
HEAVY CONSTRUCTION-METHODS & EQUIPMENT
An introductory study of methods to determine quantities of materials, equipment, labor and money required for construction projects. Covers characteristics and capabilities of work equipment, methods of obtaining unit costs of inplace construction, field reporting practices, and responsibilities of field inspection.

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

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

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

BCN 2405C  4 Credits
STATICS AND STRENGTH OF MATERIALS
Prerequisite: PHY 1053C. Course covers principles of statics, structural mechanics and the effects of loads and loading on building elements and frames. Some of the major areas covered include materials, stress and deformation, properties of sections, gravity loads, shear and bending in beams, stresses in columns.

BCN 2563  4 Credits
BUILDING SERVICE SYSTEMS
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.
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<th>Course Code</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>BCN 2516</td>
<td>BUILDING CONSTRUCTION ESTIMATING</td>
<td>3</td>
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<tr>
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<td>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.</td>
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<tr>
<td>BCN 2949</td>
<td>COOPERATIVE EDUCATION; BUILDING CONSTRUCTION FIELD EXPERIENCE</td>
<td>3-4</td>
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<td></td>
<td>Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student’s college major. May be repeated for credit.</td>
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<tr>
<td>ETC 2220C</td>
<td>SOILS AND FOUNDATIONS</td>
<td>4</td>
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<td>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. (Special Fee)</td>
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<tr>
<td>EVS 2215C</td>
<td>HYDRAULICS AND PIPE FLOW</td>
<td>3</td>
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<td>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.</td>
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<tr>
<td>EVS 2224C</td>
<td>HYDROLOGY AND DRAINAGE</td>
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<td>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.</td>
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<tr>
<td>SUR 2201C</td>
<td>HIGHWAY DRAFTING AND ROUTE DESIGN</td>
<td>4</td>
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<tr>
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<td>Prerequisite: SUR 1100, 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. (Special Fee)</td>
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<tr>
<td>CCJ 1010</td>
<td>INTRODUCTION TO CRIMINOLOGY</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>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.</td>
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<tr>
<td>CCJ 1020</td>
<td>INTRODUCTION TO CRIMINAL JUSTICE I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>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.</td>
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</tr>
</tbody>
</table>
CCJ 2130 3 Credits
POLICE COMMUNITY RELATIONS
A study of human relations and its effect on policing and confrontation management. Prejudice, discrimination, civil rights and the individual liberties are evaluated. Sources of trouble, unrest and tension are identified. Demonstration, protests, and civil disorders are discussed. Methods of confrontation management and other remedial resources are presented.

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

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

CCJ 2810 3 Credits
CRIME CONTROL AND PREVENTION
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 3 Credits
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 2930 1-3 Credits
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.

CJT 2100 3 Credits
CRIMINAL INVESTIGATION II
Tactics of investigation are applied to specific types of crimes. The modus operandi, motives and corpus delicti of various crimes and crimes scene evidence technicians.

CJT 2110 3 Credits
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 2930 1-3 Credits
SELECTED TOPICS IN DATA PROCESSING
Prerequisite: Department permission. This seminar is for students interested in discussion, exploration and observation of select topics in the area of Data Processing.

CIS 2321 3 Credits
DATA SYSTEMS ANALYSIS AND DESIGN
Prerequisite: COP 2226. 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 2948 2-4 Credits
COOPERATIVE EDUCATION: DATA PROCESSING FIELD EXPERIENCE
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. May be repeated for credit.

CMN 1005 3 Credits
INTRODUCTION TO PROGRAMMING CONCEPTS
Co-requisite or Prerequisite: COC 1300. A survey of the preprogramming steps required in a data processing environment. The process of practical business applications are stressed. The course includes math and logic for computers, flowcharting, and the manipulation of the files and records.
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  
Recommended Prerequisite: COC 1300 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. (Special Fee)

COP 2120  
**COBOL PROGRAMMING II**  
3 Credits  
Prerequisite: COP 2226. A continuation of the study of COBOL programming with advanced applications. (Special Fee)

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. (Special Fee)

COP 2226  
**COBOL PROGRAMMING I**  
3 Credits  
Prerequisite: COC 1300 and CNM 1005 or Department permission. 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. (Special Fee)

CRW 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.

DENTAL HYGIENE

DEH 1000C  
**CLINICAL DENTAL HYGIENE 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. (Special 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. (Special Fee)

DEH 1802C  
**CLINICAL DENTAL HYGIENE 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. (Special Fee)

DEH 1804C  
**CLINICAL DENTAL HYGIENE 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 planing, soft tissue curettage, and diagnostic models. Laboratory experience includes obtaining impressions and trimming diagnostic models. (Special Fee)

DEH 1805  
**CLINICAL DENTAL HYGIENE PRACTICE III**  
1 Credit  
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. (Special Fee)

DEH 2303  
**PHARMACOLOGY**  
2 Credits  
Prerequisites: APB 2203C-2204C, MCB 2010C. Co-
requisites: DEH 1804C, DEH 1805, DEH 2700. Presentation 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
GENERAL AND ORAL PATHOLOGY
3 Credits
Prerequisites: MCB 2010C and DEH 1120. Corequisite: DEH 2600. Introduction to general pathology with consideration of the more common diseases affecting the human body. Particular emphasis is given to the study of pathological conditions of the mouth, teeth, and their supporting structures, and their relationship to systemic disturbances.

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

DEH 2600
PERIODONTICS
2 Credits
Prerequisites: DEH 1120 and MCB 2010C. 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
DENTAL HEALTH EDUCATION
2 Credits
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. (Special Fee)

DEH 2701
DENTAL PUBLIC HEALTH AND PREVENTIVE DENTISTRY
2 Credits
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 implication for the practice of dental hygiene is included.

DEH 2806
CLINICAL DENTAL HYGIENE IV
2 Credits
Prerequisites: DEH 1804, DEH 1805, DEH 2303, DEH 2700. Corequisites: DEH 2807, DEH 2600, DEH 2400, DEH 2607, DEH 2100C. This course includes the study of considerations for the special patient, myofunctional therapy, case documentation and preparation/presentation of table clinics.

DEH 2807L
CLINICAL DENTAL HYGIENE PRACTICE IV
3 Credits
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 curetage, 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. (Special Fee)

DEH 2808
CLINICAL DENTAL HYGIENE V
2 Credits
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
CLINICAL DENTAL HYGIENE PRACTICE V
3 Credits
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 of 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. (Special Fee)

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

DES 1000C
TOOTH MORPHOLOGY AND NOMENCLATURE
2 Credits
Includes 2 hours laboratory. Corequisites: DEH 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. (Special Fee)

DES 1001
HEAD AND NECK ANATOMY
1 Credit
Corequisites: DES 1000C, DEH 1000C, DES S 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. (Special 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. (Special 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. (Special 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. (Special 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. (Special Fee)

ETD 2721C 3 Credits
ELEMENTS OF TOOL DESIGN
Includes a two-hour laboratory. Prerequisite: ETD 2702C or departmental approval. A study in the fundamentals of tool design with emphasis on the basic principles of tool development, jigs, fixtures, and devices for efficient and economical product manufacturing. Included in addition to the planning and design of tools is the preparation of working drawings from which the tools are made. (Special 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.

DRAMA

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

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

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 I
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, costuming, 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.

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.

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 2938  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 2619C 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. (Special Fee)

CRM 2012  4 Credits
STORAGE PRINCIPLES AND DEVICES
Includes three-hour laboratory. Prerequisite: ETE 2619C. Study of storage as a basic need in computer systems including temporary, permanent, partial, and final; fundamental information pertaining to addressing, access, synchronization and characteristics of the various media; major areas of study to include magnetic drum storage, magnetic disk storage, magnetic tape storage, card random access memory, read only memories, tunnel-diode memory, electronic storage, mechanical and electromechanical storage, electrostatic storage devices. (Special Fee)

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

ETE 1750  3 Credits
INTRODUCTION TO HYBRID MICROELECTRONICS
Prerequisite: ETE 1143C. An introductory-level course providing the student with an overview of all areas in hybrid microelectronics technology, economic rationale and current state-of-the-art. Technical areas will include the relationship between properties of microelectronic materials and their performance characteristics, and a survey of processing systems in high-volume manufacturing operations. Introduction will be given in thick/thin film materials and processes, monolithic IC's, hybrid assembly and packaging, artwork and design, and quality assurance/reliability considerations.

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. (Special Fee)

ETE 2169C  3 Credits
ELECTRONIC TROUBLE-SHOOTING TECHNIQUES
Includes two-hour laboratory. Corequisites: ETE 2144C, ETE 2692C. This course provides the student with a systematic approach to fault analysis and trouble-shooting of electronic systems and circuits. The student is given extensive hands-on experience in selecting and interconnecting appropriate test equipment as may be necessary to evaluate or trouble-shoot the performance of electronic equipment under test. Systematic approaches in diagnosing malfunctions, isolating the sources of the problem, and repair/replacement of faulty devices are stressed. (Special Fee)

ETE 2323C  4 Credits
CONTROL SYSTEMS
Includes three-hour laboratory. Prerequisite: ETE 2144C 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. (Special Fee)

ETE 2422C  4 Credits
ELECTRONIC COMMUNICATION SYSTEMS I
Includes three hour laboratory. Prerequisite: ETE 1143C or ETE 2144C or Department approval. Emphasis on the traditional system aspects of electronic communications utilizing the basic circuits and concepts discussed in prerequisite courses. Topics include information transmitting and receiving methods, noise bandwidth, amplitude modulation and demodulation, single-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. (Special 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. (Special Fee)
ETE 2680C  
**FUNDAMENTALS OF MICROCOMPUTERS**

4 Credits  
Includes three-hour laboratory. Prerequisite: ETE 2691C, or by permission of instructor. This systems level workshop/study course covers the logic of microprocessor-based computer systems. Microprocessor trainers furnished will provide individual hands-on experience in developing, debugging and executing programs, interfacing to actual (or simulated) peripheral loads. The student's progress is self-paced, with final assessment being determined by both quality and quantity of work accomplished. (Special Fee)

ETC 2691C  
**DIGITAL TECHNIQUES**

4 Credits  
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 measurement and interpretation of digital data. (Special Fee)

ETE 2692C  
**COMPUTER SYSTEMS FUNDAMENTALS**

4 Credits  
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 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/demultiplex 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 used in digital computing or control system applications. (Special Fee)

1405C or department approval. An in-depth study of mechanisms as they are specifically related to use in business machines and data processing machines applying the principles and concepts learned in mechanisms. (Special Fee)

ETE 2755C  
**MICROELECTRONICS DRAFTING**

3 Credits  
Includes two-hour laboratory. Prerequisite: ETE 2643C. Students are introduced to the fundamentals of drafting oriented toward microelectronic design. Instruction stresses schematic and logic diagrams, design and drafting of thin and thick film hybrid microcircuits. (Special Fee)

ETE 2761C  
**MICROELECTRONICS MATERIALS AND EQUIPMENT I**

4 Credits  
Includes three-hour laboratory. Prerequisite: ETE 1750, CHM 1040C. This course introduces the spectrum of materials and the thick/thin film processing equipment that are used to fabricate microelectronic circuits. Emphasis will be placed on materials selection for thick/thin film conductor, resistor, dielectric, and monolithic IC deposition systems. Processing equipment reviewed includes set-up and operation of screen printers, abrasive trimmers, furnaces, and vacuum deposition systems. (Special Fee)

ETE 2762C  
**MICROELECTRONICS MATERIALS AND EQUIPMENT II**

4 Credits  
Includes three-hour laboratory. Prerequisite: ETE 2761C or permission of instructor. As a continuation of ETE 2761C, this course introduces microelectronic thick film and thin film assembly equipment and materials. Emphasis is placed on set-up, operation, and maintenance of assembly equipment, as well as proper handling and usage of associated materials. (Special Fee)

ETE 2766C  
**MICROELECTRONICS PACKAGING**

3 Credits  
Includes a two-hour laboratory. Prerequisite: ETE 2761C. This course develops comprehensive knowledge and experience in microelectronic packaging. Topics include packaging of materials, processing methods and economics. Also included are device specification documentation, reliability and failure analysis. (Special Fee)

ETE 2768C  
**MICROELECTRONICS CIRCUIT FABRICATION**

3 Credits  
Includes two-hour laboratory. Prerequisite: ETE 2762C. This course covers the fabrication of a thick film microelectronic circuit, including circuit design, component selection, layout generation, photofabrication, screens and masks, screen printing/deposition, testing, etching, component-attachment, packaging and critique. (Special Fee)

ETE 2770C  
**QUALITY ASSURANCE AND RELIABILITY TESTING**

3 Credits  
Includes two-hour laboratory. Prerequisite: ETE 2766C. This course covers the application of probability statistics, and sampling for microelectronic process control and failure analysis. Military standards and reliability documents will be used to evaluate product performance and identify cause of failure. (Special Fee)
ETE 2930 
SELECTED TOPICS IN ELECTRONICS TECHNOLOGY 
2-6 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.

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

ENGINEERING

EGN 1130C 
DESCRIPTIVE GEOMETRY 
3 Credits
Includes two-hour laboratory. Prerequisite: ETD 1100C. This course includes the theory and practice in solving graphic problems involving point, line and space relationships. (Special Fee)

ETD 1100C 
ENGINEERING DRAWING 
3 Credits
Includes two-hour laboratory. A survey course of the principles and practices involved in making and reading engineering drawings. Emphasis is placed on lettering, industrial symbolism, visualization, orthographic protection, and line techniques. (Special 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 2022 
SURVEY IN AMERICAN LITERATURE: CIVIL WAR TO PRESENT 
3 Credits
Prerequisite: ENC 1102. 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. This is a research reinforcement course.

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

ENC 1001 
ENGLISH WRITING SKILLS 
1-6 Credits
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 per semester. May be repeated for up to six hours of credit. May be taken as continuation of ENC 1002, or in conjunction with ENC 1101 or 1102 to refine specific writing skills. (Special Fee in self-paced lab sections)

ENC 1002 
BASIC WRITING 
3 Credits
Instruction and intense practice in sentence and paragraph writing in preparation for ENC 1101. Emphasis is on attaining proficiency in paragraph construction, sentence structure, grammar, usage, and the conventions of standard written English.

ENC 1101 
FRESHMAN COMPOSITION I 
3 Credits
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 
FRESHMAN COMPOSITION II 
3 Credits
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 
HONORS FRESHMAN COMPOSITION I 
3 Credits
A course to improve the expository writing skills of the academically advanced student. Emphasis on reading, thinking, and writing skills and translation of these skills into clear, well-organized prose. Enrollment by permission of department.
ENC 1122
HONORS FRESHMAN COMPOSITION II
3 Credits
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
TECHNICAL COMMUNICATION
3 Credits
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
ADVANCED CREATIVE WRITING - LITERARY MAGAZINE
3 Credits
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
INTRODUCTION TO FILM
3 Credits
Prerequisite: ENC 1101. 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. This is a writing reinforcement course.

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

ENL 2013
SURVEY IN ENGLISH LITERATURE 1300 TO 1800
3 Credits
Prerequisite: ENC 1102. 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. This is a research reinforcement course.

ENL 2023
SURVEY IN ENGLISH LITERATURE: 1800 TO PRESENT
3 Credits
Prerequisite: ENC 1102. A study of British literature of the nineteenth and twentieth centuries from the same approach as that of ENL 2013. This is a research reinforcement course.

LIT 2000
INTRODUCTION TO LITERATURE
3 Credits
Prerequisite: ENC 1101. An introduction to the following literary types: short story, novel, drama and poetry, with emphasis on contemporary literary works. This is a writing reinforcement course.

LIT 2090
CONTEMPORARY LITERATURE
3 Credits
Prerequisite: ENC 1102. A study of representative works of contemporary American, British, and Continental poets, novelists, short story writers, science fiction writers, dramatists and non-fiction writers especially significant since World War II. Emphasis is placed on the issues and ideas as related to present and future society. To include the works of such authors as Baldwin, Bellow, Brooks, Camus, Ellison, Hesse, Malamud, Sarre. This is a research reinforcement course.

LIT 2110
SURVEY IN WORLD LITERATURE; BEGINNINGS THROUGH RENAISSANCE
3 Credits
Prerequisite: ENC 1102. 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. This is a research reinforcement course.

LIT 2220
SURVEY IN WORLD LITERATURE: ENLIGHTMENT TO PRESENT
3 Credits
Prerequisite: ENC 1102. A study of world literature from the Renaissance to the Modern from the same approach as that of LIT 2110. This is a research reinforcement course.

ENGLISH AS A SECOND LANGUAGE

ESL 1201
INTERMEDIATE SPEECH FOR FOREIGN STUDENTS
3 Credits
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
INTERMEDIATE ENGLISH READING
3 Credits
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
INTERMEDIATE ENGLISH WRITING
3 Credits
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
INTERMEDIATE ENGLISH STRUCTURE PATTERNS
3 Credits
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
INTERMEDIATE SPEECH FOR FOREIGN STUDENTS II
3 Credits
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
INTERMEDIATE ENGLISH READING II
3 Credits
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
INTERMEDIATE ENGLISH WRITING II
3 Credits
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
INTERMEDIATE ENGLISH STRUCTURE PATTERNS II
3 Credits

FIRE TECHNOLOGY

FFP 1000
INTRODUCTION TO FIRE PROTECTION
3 Credits
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 fire classification, fire causes, and leading fire problems; survey of agencies involved in fire safety, fire protection, and materials handling; familiarity with federal, state and local fire protection ordinances.

FFP 1150
COMPANY OFFICER LEADERSHIP
3 Credits
A study of the course will include basic aspects of leadership. Those areas that deal with leadership style, communication, group dynamics, individual behavior, motivation and the various types of management currently being used.

FFP 1410
FIRE FIGHTING STRATEGY AND TACTICS
3 Credits
Basic concepts of fire fighting, size-up, fire attack principles, utilization of manpower and equipment at the company level. Emphasis on developing thinking skills in working with common fires and operations in order to insure success at the more serious ones.

FFP 2150
METHODS AND TECHNIQUES OF INSTRUCTION FOR FIRE TECHNOLOGY
3 Credits
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
FIRE DEPARTMENT MANAGEMENT
3 Credits
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
INTRODUCTION TO FIRE INSPECTION
3 Credits
Structure and organization of fire prevention organizations; conducting inspections, interpreting and applying code regulations; study of procedures and techniques of fire prevention, including surveying and mapping, recognition and elimination of fire hazards; fire risk analysis as applied to municipal and industrial occupancies; problems of public relations, including coordination with other agencies, public education, inspection practices and survey of arson laws.

FFP 2310
BUILDING CONSTRUCTION AND FUNDAMENTALS
3 Credits
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
HAZARDOUS MATERIALS
3 Credits
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
FIRE DETECTION AND SUPPRESSION SYSTEMS
3 Credits
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
SELECTED TOPICS IN FIRE TECHNOLOGY
3 Credits
Prerequisite: Department permission. This seminar is for students interested in discussion, exploration of selected topics in the area of Fire Technology.

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

**FRENCH**

**FRE 1000**
**BASIC FRENCH**
3 Credits
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**
**ELEMENTARY FRENCH I**
3 Credits
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**
**ELEMENTARY FRENCH II**
3 Credits
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.

**FRE 2200**
**INTERMEDIATE FRENCH I**
3 Credits
Prerequisite: FRE 1101, or permission of the instructor. Conversation is stressed, while writing and reading skills develop gradually.

**FRE 2201**
**INTERMEDIATE FRENCH II**
3 Credits
Prerequisite: FRE 2200 or permission of the instructor. Conversation is stressed while reading and writing skills develop gradually.

**GERMAN**

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

**GER 1101**
**ELEMENTARY GERMAN II**
3 Credits
Continuation of GER 1100. Prerequisite: GER 1100 or permission of the instructor.

**GER 2200**
**INTERMEDIATE GERMAN I**
3 Credits
Prerequisite: GER 1101, or permission of the instructor. Conversational approach based on material which will also develop reading and writing skills.

**GER 2201**
**INTERMEDIATE GERMAN II**
3 Credits
Prerequisite: GER 2200 or permission of the instructor. Conversational approach based on materials which will also develop reading and writing skills.

**GERONTOLOGY**

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

**GEY 1252**
**LEISURE AND AGING**
1-3 Credits
This course is of particular relevance to health professionals, occupational and diversional therapists and volunteers. It is designed to give the student an orientation to the physiological and sociological qualities that characterize the older adult in the United States society. The focus is on how leisure services can maximize the quality of life for the older person, including (1) concepts of leisure; their implications for varying life styles and changing societal values; (2) interrelationship of leisure service delivery systems and other supporting services for the elderly; (3) the meaning of leisure to the lives of the elderly; (4) innovative programming or a life support process.
GEY 1601  1-3 Credits
BIOLOGY OF AGING
This course provides a basic biological background for students and practitioners in any discipline pertaining to aging. It examines established knowledge related to the fundamental biological aspects of aging. Topics include the developmental process of aging and its effects on bodily systems, organs and sensory perceptions. It examines methods of preventing, retarding or reversing the process of aging.

GEY 1611  1-3 Credits
MENTAL HEALTH AND AGING
Prerequisite: Approval of Instructor. This course is designed for the growing number of health professionals, students and volunteers working directly with older adults. This course introduces mental health issues which are important during later life; specific topics include common emotional problems of later life, depression, organic brain syndromes, suicide, death and dying, and the planning of effective mental health services for dealing with these problems. Emphasis is placed on reality orientation, reminiscence and remotivation therapy, and ways to select appropriate reinforcments to increase desired behavior. Mental Health training is not a prerequisite.

GEY 1641  1-3 Credits
DRUGS AND THE ELDERLY: SUBSTANCE, USE/ABUSE, MISUSES
Prerequisite: Approval of Instructor. This course is designed for health professionals, nurses (students, LPN’s, RN’s), psychologists and state agency personnel who are actively providing services to the elderly. This course is designed to promote an awareness of the current dangers and safeguards in drug use for the aged. It includes an overview 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

GRA 1500  3 Credits
INTRODUCTION TO GRAPHIC COMMUNICATIONS
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.

GRA 1530C  3 Credits
FUNDAMENTALS OF TYPOGRAPHY
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. (Special Fee)

GRA 1540C  3 Credits
LAYOUT, DESIGN AND COPY PREPARATION
Includes two-hour laboratory. Prerequisite: GRA 1500 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. (Special Fee)

GRA 2571C  3 Credits
PHOTOLITHOGRAPHY
Includes two-hour laboratory. A basic course in the fundamental photographic principles, theory, procedures and the application of the graphic 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. (Special Fee)

GRA 2635C  3 Credits
GRAPHIC REPRODUCTION PROCESSES
Prerequisite: GRA 1500, 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 off-set presswork are covered. (Special Fee)

GRA 2702  3 Credits
GRAPHICS PRODUCTION MANAGEMENT
Prerequisite: GRA 1500 or permission of instructor. The course provides the graphics student opportunities to organize, develop and manage a graphic arts operation from 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.

GRA 2706  3 Credits
GRAPHIC ARTS ESTIMATING
Prerequisite: GRA 1500 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.

GRA 2740C  3 Credits
GRAPHICAL PRESENTATIONS
Prerequisite: GRA 1500 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 of projection is performed, and instruction is given on flip chart techniques, the use of overhead projection, slides and special materials. (Special Fee)
GRA 2743C 3 Credits
ILLUSTRATING
Prerequisite: GRA 1500. 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. (Special Fee)

GRA 2745C 3 Credits
PICTORIAL RENDERING
Designed to give the student a basic grounding in the construction and drawing methods necessary to produce accurate pictorials and architectural renderings. Various mediums are explored including airbrush and wash drawings, caseins, acrylics, and ink techniques required to produce drawings suitable for reproduction in advertisements and catalogs or production planning and/or for production planning and design analysis. (Special Fee)

GRA 2930 3 Credits
SELECTED TOPICS IN GRAPHIC ARTS
Prerequisite: GRA 1500 or permission of the 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.

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

HEALTH

HES 1000 3 Credits
PERSONAL HEALTH
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 3 Credits
FIRST AID/CPR
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 emergency procedures which may be used in cases of unexpected illness or injury.

HISTORY

AFA 2150 3 Credits
AFR boo-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
Prerequisite: ENC 1101. 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. This is a writing reinforcement course.

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, social, economic, intellectual and ideological forces prevalent in the postwar world through study and analysis of recent and contemporary national and international problems.

HIS 2935 1-3 Credits
SELECTED TOPICS IN HISTORY
Prerequisite: ENC 1102. 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. This is a research reinforcement course.
HORTICULTURE (ORNAMENTAL)

ENY 1007C 3 Credits
PRINCIPLES OF ENTOMOLOGY
Prerequisite: HOS 1010C or departmental approval. The major plant insect pests, their characteristics, identification, life cycles, and type of injury inflicted are studied. Various control measures will be analyzed, including cultural, biological and chemical methods. Other topics will include pesticides—methods of application and precautions in handling. (Special 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. (Special 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. (Special 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. (Special Fee)

HOS 2004C 3 Credits
PLANT PROPAGATION
Includes lab. Prerequisite: 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 seedage, layerage, cuttage, graftage and budding. (Special 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. (Special Fee)

HOS 2941 3 Credits
HORTICULTURE SEMINAR AND WORK EXPERIENCE
Prerequisite: Approval by the instructor. The student works in a selected horticulture position for ten (10) hours a week. Seminars are held to answer questions, share experiences, and gain knowledge of the varying aspects of horticulture work.

ORH 1006C 3 Credits
EXTERIOR USE OF PLANTS
Prerequisite: ORH 1513C or departmental approval. A basic course in the study of landscapes including preparation, evaluation and implementing of simple landscape plans. Emphasis will be placed on the use of ornamental plants for functional and aesthetic improvement of the environments. (Special Fee)

ORH 1231C 3 Credits
ORNAMENTAL PLANT MAINTENANCE
Prerequisite: HOS 1010C or departmental approval. The basic principles and practices used in plant maintenance of designed areas are analyzed. Both preventive and normal maintenance measures are considered. This course provides a comprehensive survey of design and maintenance problems with emphasis on institutional and public areas. (Special Fee)

ORH 1265C 3 Credits
WOODY PLANT PRODUCTION
Prerequisite: HOS 1010C or departmental approval. A basic course dealing with the production management, and marketing of major woody plant materials used in the Southeastern U.S. This course will involve field studies of many existing nurseries and the operational techniques used. (Special Fee)

ORH 1513C 3 Credits
ORNAMENTAL PLANT MATERIALS I
Prerequisite: HOS 1010C or departmental approval. A detailed study of the temperate zone plants used in Florida landscaping. The identification, growth characteristics, propagation, culture, and uses of these plants will be studied. Labs are taught off campus at Harry P. Leu Gardens. (Special Fee)

ORH 1514C 3 Credits
ORNAMENTAL PLANT MATERIALS II
Prerequisite: ORH 1513C or departmental approval. The identification, growth characteristics, propagation, culture and use of tropical and sub-tropical plants are studied. Labs are taught off campus at Harry P. Leu Gardens. (Special Fee)

ORH 2008C 3 Credits
INTERIOR USE OF PLANTS
Prerequisite: ORH 1514C, or departmental approval. A basic course in the fundamental study of design principles and practices as relates to interior plant usage. Emphasis will be placed on the use of plants for functional and aesthetic improvement of domestic as well as commercial situations. (Special Fee)

ORH 2054C 3 Credits
NURSERY OPERATION AND MANAGEMENT
Prerequisite: HOS 1010C, or departmental approval. A study of both management and cultural practices. This course includes laboratory work in time-motion studies, production scheduling, marketing surveys, nursery design, nursery vistations, nursery personnel, cost analysis, cultural approaches, growing structures, and equipment use. (Special Fee)

ORH 2263C 3 Credits
FLORI-CROP PRODUCTION AND USE
Prerequisite: HOS 1010C or departmental approval. The basic concepts of commercial greenhouse construction,
maintenance, and environmental control techniques are emphasized. Major emphasis will be placed on the production, management, and marketing of major floral crops. (Special 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. (Special Fee)

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

PLP 2001C  4 Credits
PLANT PATHOLOGY
Prerequisite: HOS 1010C, or departmental approval. This course deals with the more common and important diseases of horticultural plants. The symptoms, life history of the causal organisms, and treatments of the diseases are discussed. Biological, physical and chemical approaches are analyzed. (Special Fee)

SOS 2102C  3 Credits
SOILS AND FERTILIZERS
Prerequisite: HOS 1010C or departmental approval. A study of soil-water-plant relationships. Emphasis is placed upon soil properties (soil science), soil management, and soil use (economic as well as social). Other areas of investigation will include nursery and greenhouse soils for Florida, elemental-nutrient studies, and selected research topics. (Special 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. (Special Fee)

HOSPITALITY

FSS 2251  3 Credits
FOOD AND BEVERAGE MANAGEMENT
Application of principles in menu planning, kitchen layout and equipment section. Also trains student 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
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/RESTAURANT ORGANIZATION
This course is designed to show how organizational principles apply to the hospitality industry and how effective managerial control is attained by applying these principles.

HFT 1410  3 Credits
FRONT OFFICE MANAGEMENT
This course is designed to acquaint the student with front desk procedures including the use of accounting machines for processing guest accounts through the motel night audit.

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
HOSPITALITY MANAGEMENT
This course relates managerial functions to the hospitality industry and trains the student to become a more effective manager by applying management theories. Much emphasis is placed on human relations and how to work efficiently with peers, superiors, and subordinates.

HFT 2500  3 Credits
MARKETING AND SALES IN THE HOSPITALITY INDUSTRY
This course is designed to allow students an opportunity to develop an actual marketing campaign for a business within the hospitality industry. Emphasis will be placed on (a) an analysis of the market, competition and product, (b) the planning of a financial budget, and (c) the development of short-term and long-range strategies to achieve the desired profit through an effective advertising, sales and public relations plan.

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 and special topics in the area of hospitality industry.

HFT 2941  3 Credits
HOSPITALITY SEMINAR AND WORK EXPERIENCE
Prerequisite: Permission of instructor. This course provides 240 hours of practical experience 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 2220  3 Credits
HUMANITIES - GREEK AND ROMAN
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 Roman era, emphasizing the development and influence of classical ideas.

HUM 2223  3 Credits
HUMANITIES - EARLY CHRISTIAN AND MEDIEVAL
An integrated examination of dominant ideas in western culture as expressed in art, literature, music, philosophy and religion. Covers the period from the Early Christian era through the Gothic Age, emphasizing the development and influence of the Christian Church.

HUM 2232  3 Credits
HUMANITIES - RENAISSANCE AND BAROQUE
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 Baroque era, emphasizing the synthesis of Classical and Christian elements.

HUM 2234  3 Credits
HUMANITIES - ENLIGHTENMENT AND ROMANTICISM
An integrated examination of dominant ideas in western culture as expressed in art, literature, music, philosophy and religion. Covers the period from the Enlightenment through the nineteenth century, emphasizing 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
Prerequisite: ENC 1102. 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, literary symbolism, myths will be studied to determine the universality of the various symbols and concepts. This is a research reinforcement course.

HUM 2740  6 Credits
HUMANITIES IN THE BRITISH ISLES
Course consists of seminar and travel in England, Scotland and Ireland. Pre-travel focus on the art, architecture, literature, and drama of England from pre-historic times to the present. Travel to London, Greenwich, Stonehenge, Bath, Stratford-on-Avon, Canterbury, Edinburg, and Dublin and other places. Offered Semester IIIA only. Cost: registration fees plus cost of trip. Prerequisite: permission of department chairman. Students must be 18 years of age or older.

HUM 2742  6 Credits
HUMANITIES IN ITALY
Course consists of seminar 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 Italian culture. Travel to cities such as Sorrento, Naples, Paestum, Pompeii, Rome, Florence, Ravenna, Assisi, Sienna, Venice and Milan reinforce the seminars through direct experience of the art, architecture and culture of Italy from pre-historic times to the present. Needs permission of department chairman. Registration fee plus cost of tour. Participants must be 18 years of age or older. Offered Session 111A only.

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 2202  3 Credits
UNDERSTANDING RELIGIOUS MAN
Prerequisite: ENC 1101. 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. This is a writing reinforcement course.

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
JOURNALISM

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

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

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

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

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

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

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

JOU 2946 each 1 Credit
JOURNALISM INTERNSHIP
Three hours per week. Prerequisite: JOU 1100 or permission of the instructor. Qualified students receive practical experience working with local or college communications media under supervision of professional media specialists and the journalism faculty. May be repeated for credit.
JOJ 2949
COOPERATIVE EDUCATION: JOURNALISM FIELD EXPERIENCE
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. May be repeated for credit.

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

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

**LAWYER'S ASSISTANT**

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

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

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

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

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

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

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

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

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

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

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

LEA 2940
INTERNSHIP AS A LAWYER'S ASSISTANT
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.

MATHEMATICS

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

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 cluster or department. An integrated study of college algebra and trigonometry. Intended for the above 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 2233 3 Credits
CALCULUS FOR BUSINESS AND SOCIAL SCIENCE
Prerequisite: MAC 1104. An introduction to calculus with applications to business and social science. Topics included will be differentiation and integration of algebraic, exponential, and logarithmic functions, rates of change, curve sketching, optimization problems, partial derivatives.

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, indeterminate 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.

MAC 2811 3 Credits
MATHEMATICS FOR ELEMENTARY EDUCATION MAJORS
Prerequisite: MGF 2113. 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**  
**ELEMENTARY ALGEBRA**  
3 Credits  
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**  
**INTERMEDIATE ALGEBRA**  
3 Credits  
Prerequisite: MAT 1024 or equivalent. Primarily intended for the student who plans to take College Algebra and lacks the prerequisites, but also provides algebra required for other areas, such as Statistics, Respiratory Therapy, and Chemistry. Topics include fundamental operations with polynomials, complex numbers and algebraic fractions, factoring, graphing, exponents, radicals, systems of equations, quadratic equations, laws of logarithms and word problems.

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

**MAT 2830**  
**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, applied or research approach.

**MGF 2113**  
**COLLEGE MATHEMATICS**  
1-3 Credits  
Prerequisite: MAT 1033 or satisfactory score on the college preassessment inventory. Topics to be included will be sets, numeration systems, logic, geometry, probability, statistics and computers.

**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 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 (7 1/2) weeks. This course is designed to enhance the student's knowledge and skill in basic mathematics relevant to health care. Study of the arithmetic of whole numbers, fractions, decimals, and percent is reviewed. The Metric and Apothecaries' Systems are examined to include conversions between the systems. Specialized computational skills pertinent to health-related professions comprise the latter part of the course. Nursing students who do not achieve a passing grade on the math pretest are required to enroll in MTB 1320 prior to NUR 1021C or NUR 1050.

**MTB 1321**  
**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.

**STA 2014**  
**ELEMENTARY STATISTICS**  
3 Credits  
Prerequisite: Two years of high school algebra with a
grade of "C" or better. MAT 1033 or MAC 1104. The collection, organization, analysis, and interpretation of numerical data. Probability, basic patterns of statistical inference, confidence estimation and significance testing regarding measures of location, variation, correlation and selected non-parametric statistics.

MEDICAL LABORATORY TECHNOLOGY

MLS 1000C 1 Credit
INTRODUCTION TO MLT
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, societal and licensure regulations. (Special Fee)

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

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

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

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

MLS 2525C 2 Credits
IMMUNOHEMATOLOGY
Prerequisite: SML 1000C. ABO-Rh typing and crossmatching principles and techniques will be emphasized. (Special Fee)

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

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

MLS 2807L 2 Credits
BLOOD BANK PRACTICUM
Prerequisite: MLS 2525C. The student performs Blood Bank procedures under supervision in an approved clinical laboratory.

MLS 2808L 2 Credits
SEROLOGY/URINALYSIS PRACTICUM
Three weeks, forty hours per week. Prerequisites: MLS 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 2808L 4 Credits
HEMATOLOGY PRACTICUM
Forty hours per week for four weeks. Prerequisites: MLS 1300C and instructor permission. The student is placed in the hematology department of an approved clinical lab where, under supervision, he/she performs clinical test procedures.

MLS 2811L 4 Credits
MICROBIOLOGY PRACTICUM
Forty hours per week for four weeks. Prerequisites: MLS 1400C and instructor permission. The student is placed in the microbiology department of an approved clinical 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.

MUN 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. May be repeated for credit.

MUN 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. May be repeated for credit.

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

MUN 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. May be repeated for credit.

MUN 2310
VALENCIA SINGERS
1 Credit
Three hours weekly. Open to all students of the college through auditions held before and during registration. A select performing group established for music majors and/or students with experience in choral singing, and music-reading ability. Literature and public performance stressed. May be repeated for credit.

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
Prerequisite: ENC 1101. 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. This is a writing reinforcement course.

MUN 1100
SYMPHONIC BAND
1 Credit
Performance of standard concert band literature. Open to all students who play appropriate instruments. Prerequisite: previous concert band experience and approval of instructor. Required of instrumental majors who play appropriate instruments. May be repeated for credit.

MUN 1310
CONCERT CHOIR
1 Credit
Three hours weekly. Established for people who love to sing and perform, the Concert Choir does not require auditions or music reading. This large mixed choral group performs a variety of music throughout the area.
MUN 2710
STAGE BAND
1 Credit
Open by audition during the drop/add period to all students who play appropriate instruments. Performance of varied literature in areas of Jazz, Swing and Rock. May be repeated for credit.

MUS 1111
MUSICIANSHIP I
4 Credits
Includes three (3) one-hour laboratories. A study of the fundamentals of music through the analysis and composition of music in the Baroque and Classical styles. Development of basic skills in dictation and sight-singing. (No laboratory fee)

MUS 1112
MUSICIANSHIP II
4 Credits
Includes three (3) one-hour laboratories. Prerequisite: MUS 1111 or permission of instructor. A continuation of the fundamentals of music through the analysis and composition of music in the Baroque and Classical styles. Continued development of basic skills in dictation and sight-singing. (No laboratory fee)

MUS 2121
MUSICIANSHIP III
4 Credits
Includes three (3) one-hour laboratories. Prerequisite: MUS 1112 or permission of instructor. Advanced techniques of composition together with an introduction to counterpoint and simpler instrumental and vocal forms. Extensive listening to selected live and recorded performances. Further development of skills in dictation and sight-singing. (No laboratory fee)

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

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

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

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

MUT 2331-2232
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 major music 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. (Special Fee)

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

NUR 1022  2 Credits
MATHEMATICS AND PHARMACOLOGY
FOR NURSING
Corequisite: 1040C. Principles and concepts related to pharmacology and the administration of medications are presented. Specific knowledge of the sources of drugs, their physical and chemical properties, their physiologic actions in the body, their metabolic fate, therapeutic uses, and nursing considerations are stressed. This course builds the solid foundation of understanding that will enable the student to calculate and administer medications competently, safely, and with proper attention to the needs of patients.

NUR 1040C  9 Credits
NURSING I FUNDAMENTALS OF NURSING
Prerequisites/Corequisites: APB 2203C, NUR 1022. NUR 1040C introduces the student to basic concepts of health and general effects of stress on individuals throughout the life cycle. The nursing process is presented as an approach to patient care. Emphasis is placed on human needs relating to hygiene, comfort, safety, activity, elimination, rest and sleep, and effective communication. The course focuses on understanding the adult patient's physiological and psychological functions. Selected principles from the physical, biological, and social sciences applied to the development of basic nursing skills are utilized. Beginning skills in assessing, planning, implementing, and evaluating patient care are an integral part of the course. (Special Fee $16.00)

NUR 1054C  10 Credits
TRANSITION
Prerequisites: APB 2203C, APB 2204C, MCB 2010C, PSY 1012, and DEP 2033. This course is specifically designed for the LPN student as the introductory nursing course in the LPN/RN transition program. The course builds on the foundation of nursing knowledge that was acquired during practical nursing education. Emphasis is place on total assessment, planning, intervention, and evaluation of commonly occurring health needs. The LPN student will be guided in the use of the nursing process to aid in the understand of pathophysiological changes that occur throughout the life cycle. In addition, emphasis will be placed on motivation and responsibility for role change as well as clinical skills testing and evaluation. (Special Fee) $16.00

NUR 1055C  6 Credits
TRANSITION: MATERNAL CHILD HEALTH
Prerequisites: APB 2203C, APB 2204C, MCB 2010C, PSY 1012, DEP 2033, NUR 1054C, and NUR 2251C. This course is specifically designed for the LPN student. It builds on the concepts presented in NUR 1054C and NUR 2251C. The focus of the course is the care of the childbearing and childrearing family. Emphasis is placed on the family as a unit. The effects of stress and adaptation on the family unit will be viewed from a physiologic, psychological, and developmental perspective. (Special Fee)

NUR 1200C  10 Credits
NURSING II COMMON RESPONSES TO ILLNESS
Prerequisite: NUR 1040C and APB 2203C. Corequisite: APB 2204C. NUR 1200C builds on the theory and skills attained in Nursing I. The course focus is on Medical-Surgical Nursing and related pathophysiology. Nursing II introduces medical surgical nursing utilizing a basic conceptual and developmental approach to understanding the effect of common stressors on the basic needs of the adult patient. The course focuses upon the physiological and psychological reactions of adult individuals to commonly occurring stressors which include: 1) situational stressors from surgical intervention; 2) imbalances in cellular maturation; 3) disturbances in fluid and electrolyte balance; and 4) interference with mobility and neural regulation, oxygenation, nutrition and elimination. Throughout the course the student will develop increased technical skill and ability to use the nursing process while caring for selected patients manifesting interference with basic needs. (Special Fee $16.00)

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. (Special Fee)

NUR 2130C  10 Credits
NURSING IV MATERNAL CHILD HEALTH NURSING
Prerequisites: NUR 1040C, NUR 1200C, NUR 1022, NUR 2251C, APB 2203C, APB 2204C, MCB 2010C, PSY 1021, DEP 2003. Nursing 2130C is designed to adapt the theory and skills attained in Nursing I, II, and III to the care of the childbearing and childrearing family. The course introduces the student to the basic theoretical concepts and skill utilized during the childbearing cycle. The course focuses on developmental theories utilized in assessing, planning, implementing and evaluating care for the childbearing and childrearing family as a unit. The effect of stress and adaptation on the family unit will be viewed from a physiologic, psychological and developmental perspective. (Special Fee $16.00)
NUR 2251C 
NURSING III COMPLEX RESPONSES TO ILLNESS
Prerequisites: APB 2203C, APB 2204C, PSY 1012, NUR 1022, NUR 1040C, NUR 1200C, or NUR 1054C.
Corequisites: MCB 2010C, DEP 2033. Nursing III buildings on the theory and skills learned in Nursing I and II. It focuses on the pathophysiological processes which occur in adult patients throughout the life cycle with complex illnesses. Emphasis is on knowledge of advanced nursing theory and application of the nursing process in caring for selected patients. The course will also focus on an understanding of the emotional reactions of individuals during critical illnesses. Theoretical course content will include the more complex disturbances of: oxygen transport, fluid and electrolyte balance and motor and sensory regulation. Throughout the course the skills in caring for patients with complex problems. Clinical experiences will focus on more independent use of the nursing process when caring for patients with rapidly changing needs. Short and long term goals will be stressed in planning care for selected patients. (Special Fee)

NUR 2310C 
NURSING V PSYCHIATRIC NURSING
Prerequisites: APB 2203C, APB 2204C, MCB 2010C, PSY 1012, DEP 2033, NUR 104C, NUR 1022, NUR 1200C or NUR 1054C, NUR 2251C, NUR 2130C or NUR 1055C. This course is designed to assist the student in refining communication skills that can be applied to any area of nursing practice. The student will be guided in understanding the dynamics of human behavior, and acquiring knowledge in content areas familiar to the psychiatric-mental health setting. This course builds upon mental health concepts developed in previous nursing courses and the social sciences. Learning experiences in patient care are conducted in the psychiatric hospital setting with limited opportunities in community mental health. (Special Fee)

NUR 2930 
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 
NURSING VI CLINICAL PRACTICUM IN PATIENT CARE MANAGEMENT
Prerequisites: APB 2203C, APB 2204C, MCB 2010C, PSY 1012, DEP 2033, NUR 1034C or NUR 1200C, NUR 1040, NUR 1022, NUR 2251C, NUR 2130C or NUR 1055C, NUR 2310C. Corequisites: NUN 2943. The student is assisted to acquire increasing ability to plan and deliver care to groups of patients. The student will have the opportunity to develop and enhance skill in the delivery of patient care and patient care management. (Special Fee)

NUU 1240 
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 
LEADERSHIP THEORY
Prerequisites: APB 2203C, APB 2204C, MCB 2010 C, PSY 1012, DEP 2033, NUR 1040C, NUR 1022, NUR 1200C, NUR 1054C, NUR 2251C, NUR 2130C or NUR 1055C, NUR 2310C. Corequisites: NUN 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. (Special Fee)

NUTRITION
NUN 1001 
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 
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 terminology, understanding of standard medical abbreviations, to spell medical terms, and to appreciate the logical method of word building found in medical terminology.

EMS 1114 
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 use in medical and trauma emergencies, stabilization of the illness/injury and patient transport.

EMS 1115 
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. (Special Fee $25.00)

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

EMS 1341 
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. (Special Fee $30.00)
EMS 1431 4 Credits
EMERGENCY MEDICAL TECHNICIAN
CLINICAL PRACTICUM
Prerequisite: EMS 1114 and EMS 1115 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. 8 contact hours (Special Fee $10.00)

EMS 2219 4 Credits
PARAMEDIC I
Prerequisites: EMS 1114, EMS 1115, EMS 1431 and must hold State Certification. Corequisite: APB 2203C. Theory and procedures used by a comprehensive emergency medical system in advance care of the emergency patient are stressed. Modules from the Department of Transportation Paramedic Curriculum will be covered. 8 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. (Special Fee $20.00)

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. 8 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. (Special Fee $15.00)

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. (Special Fee) 8 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
Prerequisite: ENC 1102. 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 pro-
blems and their relevance to modern life. This is a research reinforcement course.

**PHI 2600**  
**ETHICS**  
**3 Credits**  
Prerequisite: ENC 1102. 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. This is a research reinforcement course.

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

**PHYSICAL EDUCATION**

**DAA 2160**  
**CONTEMPORARY DANCE**  
**2 Credits**  
Basic theory and practice in using body movements to express or demonstrate ideas of thought. 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**  
**BALLETT I**  
**2 Credits**  
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**  
**BALLETT II**  
**2 Credits**  
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**  
**JAZZ DANCE I**  
**2 Credits**  
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**  
**JAZZ DANCE II**  
**2 Credits**  
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**  
**BEGINNING BOWLING**  
**2 Credits**  
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**  
**BEGINNING GOLF**  
**2 Credits**  
The basic fundamentals pertaining to the grip, stance, posture and swing are stressed. Work with the woods,
ions, chipping and putting is to be included. Discussions are held on the rules of play, etiquette and purchase and care of equipment. All equipment is furnished. The recreational and carry-over values of the sport are emphasized. Also offered as CN 103, non-credit.

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

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

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

**PEL 1342L**  
**TENNIS II**  
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.

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

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

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

**PEL 1511L**  
**SOCCER I**  
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.

**PEL 2122L**  
**INTERMEDIATE GOLF**  
Review of basic fundamentals. Advanced skills and emphasis on play and tournaments. Open to any student with consent of the instructor. Also offered as CN 95, non-credit.

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

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

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

**PEM 1200L**  
**TUMBLING AND GYMNASICS**  
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.

**PEM 1441L**  
**KARATE I**  
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.
PEM 1954L
VARSITY ATHLETICS
1-4 Credits
Student must participate as a member of a college varsity team for a semester for each credit earned. Permission of the head coach required.

PEM 2131C
NAUTILUS STRENGTH TRAINING
2 Credits
Designed to introduce the individual to sound physiological principles of improving strength, flexibility, and endurance through the use of Nautilus training equipment.

PEM 2442L
KARATE II
2 Credits
Prerequisite: permission of instructor. Designed for students who wish to attain skill in the various forms of kata while performing the fundamentals of Karate Do in complex patterns of simulated defensive situations.

PEO 2623
BASKETBALL OFFICIATING
2 Credits
Designed to improve the knowledge and officiating skills of beginning as well as veteran basketball officials. Special emphasis is given to the areas of rules knowledge, hand and arm mechanics, and proper floor coverage.

PEP 1203L
JUDGING WOMEN'S GYMNASTICS I
3 Credits
This course is designed to give an in-depth study of the structure of judging optional routines. Successful completion of the course will enable the student to take the U.S.G.F. certification test for judging Class I and II optional and compulsory routines for women's gymnastics.

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

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

PHYSICS

PHY 1001C
APPLIED PHYSICS
4 Credits
Six hours lecture laboratory instruction. A one-semester course for health related majors. Prerequisite: MAT 1035 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. (Special Fee)

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

PHY 1053C-1054C
INTRODUCTORY PHYSICS I-II
4-4 Credits
Six hours lecture/laboratory instruction. Prerequisite: MAC 1132 or equivalent. The first semester covers mechanics, heat and sound. The second semester covers electricity and magnetism, optics and elements of modern physics. The course is designed for students whose requirements for the baccalaureate degree include a basic course in physics. (Special Fee)

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

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

POLITICAL SCIENCE

CPO 2002
INTRODUCTION TO COMPARATIVE POLITICS
3 Credits
Prerequisite: ENC 1102 and POS 1041. A comparative systems in selected Western and non-Western nations, including political cultures, social change, public policy and institutions. This is a research reinforcement course.

CPO 2140
GOVERNMENT AND POLITICS OF SPAIN
3 Credits
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
INTERNATIONAL POLITICS
3 Credits
The nature of international politics: nationalism, armaments, imperialism, militarism, the history of international politics, foreign policies, international law and organizations, the United Nations, the human factor in international politics.
POS 1001
INTRODUCTION TO POLITICAL SCIENCE
3 Credits
Prerequisite: ENC 1102. 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. This is a research reinforcement course.

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

POS 2112
STATE AND LOCAL GOVERNMENT
3 Credits
Prerequisite: ENC 1101. In-depth study of state, county, and municipal government with emphasis on contemporary problems. This is a writing reinforcement course.

POS 2930
SELECTED TOPICS IN POLITICAL SCIENCE
1-3 Credits
Prerequisite: POS 1041 or permission or 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
COORDERATIVE EDUCATION: POLITICAL SCIENCE FIELD EXPERIENCE
2-4 Credits
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. May be repeated for credit.

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

PSYCHOLOGY

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

CLP 2143
ABNORMAL PSYCHOLOGY
3 Credits
Prerequisite: PSY 1012. Psychological abnormality will be discussed with reference to symptom patterns, causation and treatment approaches.

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

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

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

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

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

PSY 2930
SELECTED TOPICS IN PSYCHOLOGY
1-3 Credits
Prerequisite: PSY 1012. 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
COORDERATIVE EDUCATION: PSYCHOLOGY FIELD EXPERIENCE
2-4 Credits
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. May be repeated for credit.

READING

REA 1105
READING SKILLS I
3 Credits
A reading skills development course that teaches comprehension skills and vocabulary development.
REA 1106  3 Credits  
READING SKILLS II  
Prerequisite: REA 1105 or departmental permission. A reading skills development course that reinforces comprehension skills and vocabulary development emphasized in REA 1105. In vocabulary, the emphasis is on developing strategies for learning and remembering new words.

REA 1205  3 Credits  
READING TECHNIQUES  
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 1620  1-3 Credits  
STUDY SKILLS FOR COLLEGE  
A series of courses designed to improve textbook study, reading ability, time management, and critical thinking and problem-solving skills. Courses offered include Study Skills for College Survival, Test-taking, and Critical Reading and Thinking. Each course may be taken for 1, 2, or 3 credits as arranged with instructor. Sample mini-courses include Time Control, Study-Reading College Textbooks, Notetaking on Textbook Reading —underlining, outlining, summarizing, and mapping, Memory Improvement, Listening To and Taking Notes on Lectures, Preparing for and Taking Examinations, Reducing Test Anxiety, Graph, Map, and Chart Reading, Critical Reading, Creative Thinking, and Problem Solving. May be repeated for up to six hours credit.

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

RESPIRATORY THERAPY

APB 1650  2 Credits  
INTRODUCTION TO PHARMACOLOGY  
Prerequisites: PHY 1001C, 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  4 Credits  
PULMONARY PHYSIOLOGY  
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. (Special Fee)

APB 2293  3 Credits  
RESPIRATORY PATHOLOGY  

HGA 2301  2 Credits  
HOSPITAL ORGANIZATION AND MANAGEMENT  
Prerequisite: Permission of instructor. Organization patterns in hospitals, clinics, and community health agencies, medical staff organization, principles and practices of management. Business and administrative management at the Comptroller and Chief Therapist levels.

RET 1024  2 Credits  
INTRODUCTION TO RESPIRATORY THERAPY  
A survey of the respiratory therapy profession including its history, ethics and standards. A survey of other health related sciences and their interrelationships.

RET 1026C  3 Credits  
ADVANCED RESPIRATORY EQUIPMENT AND FUNCTIONS  
Includes three-hour laboratory. Prerequisites: RET 1024, APB 2203C. Corequisites: PHY 1001C, APB 2204C, MCB 2101C. Fundamental functions of basic respiratory therapy equipment. Systems of oxygen storage. Safety precautions. Preparation for clinical practice. (Special Fee)

RET 1264C  4 Credits  
ADVANCED RESPIRATORY EQUIPMENT AND FUNCTIONS  
Includes three-hour laboratory. Prerequisite: RET 1026. Functions of advanced respiratory equipment. Arterial blood-gas equipment, prolonged mechanical ventilation. Bedside respiratory volumetric monitoring. Evaluation prior to and during weaning from respirator. (Special Fee)

RET 1874C  2 Credits  
CLINICAL PRACTICE I  
Two hundred (200) hospital clock hours, approximately twelve and one-half (12.5) 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. (Special Fee)

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

RET 2875C  2 Credits  
CLINICAL PRACTICE II  
Two hundred (200) hospital clock hours, approximately twelve and one-half (12.5) hours for every two (2) semester hours credit. Prerequisite: RET 1874. Each student assigned clinical practice in the Intensive Care, Cardiac Care, Progressive Care and Emergency Room Units under the supervision of a staff Respiratory Therapist or Clinical Instructor. Emphasis on volume ventilators and advanced patient care. (Special Fee)
RET 2876C  
CLINICAL PRACTICE III  
Two hundred (200) hospital clock hours, approximately twelve and one-half (12½) hours for every two (2) semester hour credit. Prerequisite: RET 2875, concurrently with RET 2284. Each student assigned clinical tasks and orientation in Pulmonary Function Lab, Cardiac Catheterization, and Open Heart Surgery under the supervision of the staff Respiratory Therapist or Clinical Instructor. (Special Fee)

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

RET 2878C  
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 2934, 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. (Special Fee)

RET 2934  
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. (Special Fee)

SOCIAL SCIENCE

IDS 1151  
MAN AND ENVIRONMENT II  
This general education course is designed to provide an understanding of the interrelationship of man with the varying aspects of his natural and artificial environment from a resource management viewpoint. Many aspects of the environmental crisis such as the impact of political, economic, and social institutions, differing beliefs and myths, and individual and group maladjustments are investigated along with possible solutions. Not a natural science.

SSI 2941  
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

SYG 1322  
JUVENILE DELINQUENCY  
This course is an introductory overview of the field of juvenile delinquency covering delinquency causation and prevention, the juvenile justice system, and treatment programs for delinquent youths. Opportunities are made available for students to work directly with troubled youths through Valencia's Operation Comeback Program.

SYG 1324  
SOCIOLGIY OF DRUGS  
This course is an overview of both licit and illicit drug use. The impact of drug use and abuse on the individual and society is studied as well as possible solutions to problems identified.

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

SYG 2010  
CONTEMPORARY AMERICAN SOCIAL PROBLEMS  
Prerequisite: ENC 1101. An analysis of the major social problems confronting American society. Special emphasis is placed upon critical thinking abilities in evaluating causes, effects, and various approaches in dealing with social problems. Class discussion includes such topics as mental illness, crime, juvenile delinquency, race relations, pollution, population, urbanization, and influence detrimental to family stability, divorce, alcoholism, gambling, drug abuse. This is a writing reinforcement course.

SYG 2320  
DEViant BEHAVIOR  
An examination of sociological and social-psychological theories deviant behavior. Considerable attention is directed towards understanding the deviant actor's perceptions of his own behavior and his view of conventional society. Major topics include: heterosexuality, deviance, homosexual deviance, urbanization, deviance, physical deviance, suicide, mental disorder, and crime.

SYG 2430  
MARRIAGE AND THE FAMILY  
A functional course designed to assist the student in developing perspective concerning the planning of courtship, marriage and family life. Attention is given to the problems of courtship, mate selection, engagement, marriage, child-rearing and family crises.

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

SYG 2949  
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 2830 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.

SPN 2850-2851 3-3 Credits
INTRODUCTION TO SPANISH LITERATURE
Prerequisite: SPN 2201 or equivalent. The first semester is a survey of the literary masterpieces of Spain from the twelfth century to the golden age. The second semester is a continuation from 1800 to the twentieth century.

SPEECH

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

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

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

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

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

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

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

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

STUDENT DEVELOPMENT

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

SURVEYING TECHNOLOGY

SUR 1100 4 Credits
BASIC SURVEYING AND MEASUREMENTS (Surveying I)
Elementary surveying course including fundamentals of plane surveying; 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 assignments.

SUR 2300 3 Credits
TOPOGRAPHY AND MAPPING
Prerequisite: SUR 1100. 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 2331 2 Credits
PHOTограмMETRY
An introduction to the science of aerial photo interpretation as it applies to obtaining reliable information for surveying and the development of land maps. Topics include: parallax, measurements, stereo plotting, remote sensing, and radial line plotting.

SUR 2400 3 Credits
LEGAL ASPECTS OF SURVEYING
Prerequisite: SUR 2610. A study of the legal principles of boundary location and professionalism; history of boundary surveys; sectional surveys; legal descriptions, property transfer, resurveys, subdivision plats; surveyor in court; water boundaries.

SUR 2402 3 Credits
LAND SURVEYING AND DESCRIPTIONS
Prerequisite: SUR 2610 and SUR 2400. 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 2460 3 Credits
SUBDIVISIONS
Prerequisite: SUR 2640. 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 2500 3 Credits
ELECTRONIC AND GEODETIC SURVEYING
Prerequisite: SUR 2610. A study of electronic distance measurements and geodetic techniques in surveying; theory, construction and use of electronic measuring devices (geodimeter, telurometer, ranger-laser) applied geodetic astronomy (bearing and latitude determination using stars, sun, elongations, etc.); geodetic corrections to surveys of large extent.

SUR 2610 3 Credits
INTERMEDIATE SURVEYING COMPUTATIONS (Surveying II)
Prerequisite: SUR 1100. 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 (closures and balancing); field techniques of typing points to control; tie-in computations; layout of horizontal curves; horizontal curve computations; field techniques and computations of precise levels; vertical curve computations.

SUR 2640 4 Credits
ADVANCED SURVEYING COMPUTATIONS (Surveying III)
Prerequisite: SUR 2610. A study of the advanced surveying of 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 2660 2 Credits
PROFESSIONAL DRAFTING FOR SURVEYORS
A study of the techniques and drawings used in the surveying profession. Topics include lettering, line (pencil and ink) drafting, traverse and curve plotting, cross sections, lot surveys and boundary plats.

SUR 2949 2-4 Credits
COOPERATIVE EDUCATION: SURVEYING FIELD EXPERIENCE
Prerequisite: SUR 2610 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 3 Credits
TELEVISION PRODUCTION
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 1983-84 Current as of Printing Date March 1, 1983

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President

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J. Louis Schlegel .......... Chairman of Humanities Department
Donald J. Tighe .......... Chairman of Communications Department
Ruth Y. Webb .......... Chairman of Health and Public Service Department
Geraldine F. Thompson .......... Coordinator of Minority Affairs
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Ed.D., Nova University

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Ed.M., University of Pittsburgh
Ed.D., University of Kentucky

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M.S., University of Tennessee

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B.A., Florida Southern College
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Meade, Susan N.
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M.A.T., Rollins College
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B.S., Jacksonville University
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M.S., Wayne State University
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B.S.N., Fairleigh Dickinson University
M.S.N., Medical College of Georgia

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M.S.N., Medical College of Virginia

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Ed.D., Nova University

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Adv.M.Ed., Florida State University
CAREER SERVICE EMPLOYEES
Current as of March 1, 1983

Abney, Edwina C.
Word Processing Specialist I

Alvarez, Patricia E.
Financial Aids Specialist

Amann, James W.
Groundskeeper I

Amendola, Frank T.
Small Engine Mechanic

Anderson, Arthur Z.
Groundskeeper I

Aplin, Johnny E.
Tutor Coordinator

Arnold, Elizabeth K.
Educational Advisor

Asher, Marsha K.
Office Systems Manager - Open Campus

Baacke, Jean M.
Admissions/Records Specialist

Bailey, JoAnne
Secretary I

Baker, Island Sr.
Custodian I

Baldwin, Lawrence N.
Painter

Ball, Florence Q.
Receptionist

Ball, Gordon C.
Bookstore Assistant II

Ball, Jastiel N.
Supervisor, Physical Plant

Ball, Jay N.
Stock Clerk

Barnard, Rhonie C.
Library Assistant

Barnes, Edward
Security Guard

Barry, Robert W.
Systems Analyst II

Bean, Barbara J.
Media Production/Graphic Specialist

Bearden, Rosie M.
Records Specialist

Bennett, Geneva R.
Cashier

Bibber, Charles A. III
Programmer/Analyst I

Bickers, Gloria J.
Grants Record Specialist

Blakeley, Frank Sr.
Custodian I

Blankenship, John M.
Laboratory Assistant

Blue, Hoover N. Sr.
Security Guard

Bolivia, Karl C.
Word Processing Cluster Coordinator I

Borden, Dixie L.
Word Processing Cluster Coordinator I

Borglum, Carsten B.
Bookstore Assistant I

Boyter, Sharon S.
PBX Operator

Bracey, Louise A.
Secretary

Brady, Barbara A.
Word Processing Specialist II

Branch, Marilyn A.
Senior Payroll Specialist

Branson, Haven H.
Laboratory Assistant
Bronneman, Katherine S.
Word Processing Cluster Coordinator I

Brewster, Margie B.
Computer Operator

Brig, Frances M.
Secretary II

Brown, Lonnie G.
Custodian I

Brown, Linda M.
Para-Professional Open Instructional Lab

Brown, Paul A.
Shipping & Receiving Clerk

Bullard, Dana B.
Custodian I

Bunting, Raymond C.
Custodian I

Bustillo, Vicente De
Security Working Supervisor

Byrd, Erylyn E.
Custodian I

Caison, Henry
Custodian I

Calahan, Dorothy M.
Custodian I

Calvin, Michael L.
Systems Analyst

Campbell, Joan H.
Word Processing Cluster Coordinator II

Campbell, Roger T.
Maintenance Carpenter

Caniff, Deborah A.
Secretary

Carlisle, Elaine M.
Financial Aids Specialist

Carmichael, GeorgeAnn
Secretary II

Chambers, Georgia A.
Custodian I

Churchwell, Sybil E.
Secretary III

Clay, Frank L.
Security Guard

Clayton, Myra J.
Records Specialist

Clifton, Cheryl W.
Word Processing Specialist I

Cobb, Betty J.
Financial Aids Advisor

Conlogue, Joanne J.
Word Processing Cluster Coordinator I

Cooley, William J.
Groundskeeper I

Ceto, Florence A.
International Student Advisor

Coevy, Joanna B.
Open Campus Admissions & Records Supervisor

Counihan, Cynthia R.
Custodian I

Cozio, Maryann
Secretary III

Craig, Marlene K.
Personnel Specialist

Cranford, Catherine
Accounting Clerk I

Creel, Penny K.
Accounting Clerk I

Cunningham, Thomas W.
Chief Accountant

Curtis, William T., Ill
Computer Operator

Curry, Ernest E., Sr.
Supervisor of Mail & Courier Services

Curtis, Hiram H.
Manager, Purchasing, Risk Management & Insurance

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Daley, Magdalene
Secretary I

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Damron, Jaymi S.
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Daverne, Madeline M.
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Daves, Delma J.
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Davis, James P.
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Davis, Jesse E.
Groundskeeper I

Davis, Roberta D.
Word Processing Specialist II
Delaney, Debra J.  
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Denny, Maxine K.  
Graduation & Evening Services Supervisor

Denny, Sondra J.  
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Des Parole, Carla D.  
Educational Advisor

Diaz, Silvia L.  
Custodian I

Dixon, Julian D.  
Groundskeeper I

Douglas, Gretchen  
Outreach Recruiter

Drake, Eleanor L.  
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Dudash, Genevieve L.  
Word Processing Specialist II

Escret, Karen L.  
Media Processing Specialist

Eaker, Dawn R.  
Secretary

Edge, Georgia A.  
Secretary III

Edwards, Patricia A.  
Senior Secretary - CITE

Eichensuer, Kurt H. F.  
Supervisor, Trades and Maintenance

Elliott, William D.  
Technical Assistant - Performing Arts Center

Enos, Barbara A.  
Secretary II

Etter, Clifford H.  
Air Conditioning Technician

Everson, Bruce H.  
Learning Center Assistant

Ewing, Michael O.  
Secretary II

Fansler, Sharon K.  
Educational Advisor

Ferrell, Esther J.  
Evening Admissions & Records Analyst

Fields, Thomas F.  
Senior Laboratory Technician

Figueroa, Benita M.  
Custodian I

Figueroa, Pedro R.  
Small Engine Mechanic/Groundskeeper

Findley, Terry A.  
Office Systems Manager - East Campus

Fleming, Dorsey S.  
Chief of Security

Fleming, Luta T.  
Assistant to the Director of Financial Aids

Flemmings, Joyce E.  
PBX Operator

Foronda, Adventor Q.  
Air Conditioning Technician

French, Betsy A.  
Learning Center Specialist

French, Jacquelyn A.  
Secretary/Bookkeeper - CCEW

Gainos, Jane A.  
Secretary III

Gallant, Henry W. Jr.  
Facilities Assistant II

Gant, Joan B.  
Word Processing Cluster Coordinator I

Garrett, Eimira R.  
Word Processing Specialist I

Gayton, Walter H. Sr.  
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Geinowski, Blanca L.  
Secretary

Gerry, Mary L.  
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Glaculli, Debra A.  
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Glover, Lorri  
Accounting Clerk I

Gordon, Levi  
Groundskeeper I

Gould, Earnestine  
Custodian I

Graves, Spencer  
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Gray, James Q.  
Groundskeeper I

Gray, Janet E.  
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Green, Daisie M.  
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Green, Helen P.
Word Processing Specialist II

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Gunn, Maurice K., Sr.
Security Guard

Guzman, Victor M.
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Hill, Cecily
Groundskeeper I

Hill, Roosevelt Jr.
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Holmes, Wilma
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Cashier

Hunt, Hilda J.
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Ings, Tominsina L.
Secretary II

Jackson, Marion
Custodian I

Jackson, Pedro
Custodian I

Jackson, Romona
Custodian I

Jacobs, Fairrell C.
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Jameson, Jo Ann J.
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Jenkins, Louise I.
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Jenkins, Meredy M.
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Johnson, Benny L.
Groundskeeper I

Johnson, Lonnie
Custodian I

Johnson, Mary A.
Custodian I

Jones, Brenda G.
Secretary I

Jones, Diane M.
Secretary I

Jones, Shirley M.
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Jose, Rolan
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Kaler, John G.
Security Guard

Kennedy, Denise A.
Secretary

Kerr, Gail J.
Secretary I

King, Robert N.
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Lawrence, Albourne O.
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Leigh, Harold E.
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Leonard, Armando
Groundskeeper I

Lenga, Bernice T.
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Accounting Clerk I

Lowe, Vicky A.
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Luse, Barbara L.
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Marchi, Marie A.
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Maule, Cheryl A.
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Mayfield, Melanie
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McBurney, Ralph
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Proctor, Edward H.
Property Records Specialist

Provido, Jose G.
Security Guard

Pyster, Doris B.
Secretary

Rainer, Martha A.
Learning Center Specialist

Ranke, Ruth A.
Library Assistant

Ratliff, Barbara G.
Payroll Supervisor

Ratliff, Robert E.
Facilities and Energy Coordinator

Ravenscroft, Thomas A. Jr.
Recruitment & Information Specialist

Reeves, Barbara P.
Secretary II

Reilly, Barbara
International Student Advisor

Robinson, Lee E.
Custodian I

Rodgers, Albert L.
Custodian I

Rose, Jean K.
Career Advisor

Sampson, Julius Jr.
Custodian I

Schmaltz, Donna J.
Secretary

Setlow, William C. Jr.
Accountant

Scott, Melvin Sr.
Assistant Supervisor Custodial Services

Scott, Melvin Jr.
Custodian I

Scott, Michael
Custodian I

Scroggs, Jane B.
Administrative Assistant to the President

Seacat, Walter L.
Instructional Assistant

Sermon, Cheryl A.
Follow-up Testing Coordinator

Shaw, Corine B.
Media Processing Specialist

Sheehan, Joy J.
Accounting Clerk I

Sides, Vernelle
Accounts Supervisor

Simmons, Richard D.
Mail Clerk

Simmons, Rusty L.
Accounting Clerk I

Sireno, Rosemarie
Secretary I

Smith, JoAnn S.
Records Specialist

Smith, Roger P.
Internal Auditor

Snell, Tommie H.
Word Processing Cluster Coordinator III

Stadler, Patricia A.
Personnel Specialist
Steele, William A. Sr.
Facilities Assistant I

Stephen, Gall
Secretary III

Stiles, Joan
Program Assistant - Computer Training for the Disabled

Stinnett, Rhonda D.
Research Analyst

Stokes, John D.
Audio Visual Specialist

Stout, Richard
Media Production Specialist

Stromble, William T.
Security Working Supervisor

Strickland, James M.
Admissions Specialist

Teska, Elinor A.
Secretary III

Teska, Nancy A.
Word Processing Cluster Coordinator I

Tocne, Joan R.
Library Assistant

Toczak, John A.
Supervisor, Building Maintenance

Thomas, Carmelina D.
Accounting Clerk I

Thomas, Gene
Custodian I

Thomas, William R.
Computer Operator

Thompson, Franklin H.
Storekeeper

Thurmond, Janet B.
Budget Specialist

Tighe, Ardella F.
Bookstore Manager

Toner, Jo Ann S.
Assistant to the Registrar

Torrance, Janice M.
Admissions/Records Specialist

Torvik, Thelma M.
Personnel Assistant

Tu, Louis P.
Groundskeeper I

Tynor, Denise K.
Word Processing Cluster Coordinator II

Van Twyver, 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

Walls, Martin O.
Security Guard

Washburn, Joan E.
Secretary I

Watkins, Sara H.
Office Systems Manager - West Campus

Weiler, John H.
Assistant to the Registrar

Wilkerson, Jacqueelyn G.
Cashier

Wilkerson, Jimmie C.
Custodian I

Wilkerson, John F.
Custodian I

Williams, Kim R.
Open Instructional Laboratory/Testing

Williams, Norris N.
Groundskeeper I

Williams, Randall W.
Information Specialist

Winchester, Sarah L.
Accountant

Witham, Alton B.
Supervisor, Finance Office - West Campus

Witham, Dolores L.
Financial Aids Advisor

Wright, Bruce E.
Custodian I

Wright, George Sr.
Assistant Supervisor, Custodial Services

Zaman, Marie F.
Audio Visual Specialist

Zielke, Marilyn F.
Purchasing Assistant
Members of the Foundation Executive Committee for 1982-83 include (front row, left to right) Alan C. Starling, Howard L. Palmer, Elizabeth A. Sterchi, (back row, left to right) Edmund K. Gross, James F. Gollattscheck and Thomas E. Triplett. Not pictured are Marie N. Caruso, Murray W. Overstreet, Jr. and Joseph Wittenstein.

**EXECUTIVE COMMITTEE**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>President</td>
<td>Howard L. Palmer</td>
</tr>
<tr>
<td>Vice President</td>
<td>Alan C. Starling</td>
</tr>
<tr>
<td>Permanent Member</td>
<td>Elizabeth A. Sterchi</td>
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<tr>
<td>Secretary</td>
<td>Marie N. Caruso</td>
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<tr>
<td>Immediate Past President</td>
<td>Joseph Wittenstein</td>
</tr>
<tr>
<td>Representative</td>
<td>Murray W. Overstreet, Jr.</td>
</tr>
<tr>
<td>District Board of Trustees</td>
<td>James F. Gollattscheck</td>
</tr>
</tbody>
</table>

**BOARD OF DIRECTORS**

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>A. N. Abramowitz</td>
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<tr>
<td>George Bailey</td>
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<tr>
<td>Allen D. Carroll</td>
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<tr>
<td>J. Mark Cox</td>
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<tr>
<td>Charles K. Cross</td>
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<tr>
<td>Robert Crowell</td>
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<td>James B. Dinneen</td>
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<td>Julian K. Dominick, Sr.</td>
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<tr>
<td>Buell G. Duncan, Jr.</td>
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<tr>
<td>Gerald A. Gay</td>
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<tr>
<td>Alexander D. Hall, Jr.</td>
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<tr>
<td>F. Philip Handy</td>
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<tr>
<td>Gordon H. Harris</td>
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<tr>
<td>Charles J. Hawkins</td>
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<tr>
<td>Katherine B. Hayne</td>
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<td>Audrey Holloway</td>
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<td>Evans Hubbard</td>
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<td>Robert L. Larson</td>
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<td>Joseph R. Lee</td>
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<td>Donald D. Lettow</td>
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<tr>
<td>Fred L. MacLeod</td>
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<tr>
<td>Paul C. Perkins</td>
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<tr>
<td>Kenneth A. Plante</td>
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<td>Charles M. Potter</td>
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<td>Thomas D. Purdy</td>
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<td>James C. Robinson</td>
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<tr>
<td>Jerry L. Rogers</td>
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<tr>
<td>Andrew N. Serros</td>
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<tr>
<td>Georgia Vickers Stuart</td>
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<tr>
<td>William Trickett, Jr.</td>
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<tr>
<td>Jack Truett</td>
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<td>Robert M. Vickery</td>
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<td>Donald W. Welch</td>
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<tr>
<td>Marlon Welch</td>
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<tr>
<td>Clyde A. West</td>
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<tr>
<td>Patricia Whaien</td>
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<tr>
<td>Robert White</td>
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<tr>
<td>Walter Windsor</td>
</tr>
</tbody>
</table>
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
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

Clare Baker
Retired

Robert L. Carmody
Chairman, Technical and Engineering Related Programs
Valencia Community College

Peter Chesebrough
Professor
Valencia Community College

Charles Dolomote
Martin-Marietta Corporation

Thomas Fields
Electronics Laboratory Technician
Valencia Community College

Edmund Gross
Executive Director
Valencia Community College Foundation
Valencia Community College

Eleanor Haburton
Professor
Valencia Community College

David Jordan
Electronics Technician
REPCO, Inc.

Steve McManey
Student
Valencia Community College
Cecil Poston  
Committee Chairman  
University of Central Florida

William Rausch  
Retired

Harvey Salz  
Electromechanical/Electronics  
Program Director  
Valencia Community College

Arnold Stein  
Vice President of Engineering  
REPCO, Inc.

Chalmers Stromberg  
Chief Engineer  
WDBO Radio and Television

Lucien Wolcott  
Retired

**BUSINESS — FINANCE OPTION**

Willie Allison  
Loan Officer  
Dade Savings & Loan

Shirley Austin  
Senior Business Development Analyst  
North & Central Florida Business Service Center

Linda Chapin  
Vice President  
Pioneer 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.

Marianna Jones  
Training Coordinator for Patient Business  
Florida Hospital  
601 E. Rollins  
Orlando, Florida 32803

**BUSINESS — MANAGEMENT AND MARKETING OPTION**

Arien Gastineau  
Program Representative  
Valencia Community College

Marsha Hamilton  
Personnel Director  
McDonald’s

Pearl Ings  
Marketing Specialist  
Orlando Utilities Commission

Steve Kinder  
Director of Personnel  
Sea World

Joseph McNamara  
President  
Farm & Home Irrigation Co.

Hubert Mullings, II  
Consultant

Bill Ransom  
Orlando, Florida

Andrew N. Sorros  
Representative  
New York Life Insurance

Sylvia K. Smith  
Assistant Vice President  
Sun Banks of Florida, Inc.
Nat Stephens, Jr.
Martin-Marietta

Stanley Stone
Vocational Programs
Department Chairman
Valencia Community College

Joe Straub
Program Representative
Valencia Community College

Ben A. Thompson
President
Ben Thompson Office Equipment

Helen F. Wack
Personnel Manager
Burdine's

Stephen L. West
Program Representative
Valencia Community College

Robert R. Wolfe
Assistant Manager for Research and Marketing
Orlando Sentinel

Pam Woodley
Assistant Supervisor - Employment
Southern Bell Employment Office

CONSTRUCTION TECHNOLOGY

George Chittenden
Program Director

Donald Hampton
Committee Chairman
Hampton, Monday & Associates P.A.

David D. Jackson
President
Jackson Construction

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

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

Lee Koepke
Executive Vice President
The Graves Company of Kissimmee

Frank William Kynast
Walt Disney World

William Palm
Engineer
Giac and Radcliff, Inc.

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

Claude Shivers
Architect

Toby Tovar
Department Head
Architecture
Walt Disney World

CRIMINAL JUSTICE

Charles Brookfield
Chief Correctional Officer
Orange County Main Jail

Richard DeTreville
Officer
Orlando Police Department

Lt. Joanne Hardy
Orange County Sheriff's Division

Everitt Harriss
Security Administrator
Martin Marietta Corporation

L. Bryant Helmer
President
Associated Security, Inc.

Douglas Huffman, Lt.
Chief Bailiff
Orange County Sheriff's Office

William S. Hunt
Professor
Valencia Community College

Sgt. Sam Ings
Orlando Police Department

Robert L. Milke
Director, Governmental Services
Valencia Community College

Fréd Morrison, Captain
Division Commander, Training
Orlando Police Department

Chuck Sargent
Security/Safety Director
Sea World of Florida, Inc.

Charles Shockley
Chief Correctional Counselor
Kissimme Community Correctional Center

DATA PROCESSING

Dave Abel
Director of Systems Planning
Tupperware Home Parties

John G. Bolin
Assistant Superintendent for Management and
Personnel Services
Orange County Schools

B. L. Cording
Assistant Manager
Orlando Utilities
Mike Coffman
President
Florida Computer Graphics

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

Benny Francis
CPA
President, Data Processing Management Association
Osburn Henning and Company

Terry J. Frederick
Chairman, Computer Science
University of Central Florida

Robert Hedrick
Director
Florida Southern College at Orlando

Pat Kirkey
Assistant Vice President and Director of Computer Services
Citrus Central, Inc.

Robert Lacey
Program Representative
Valencia Community College

Jim Leach
Director of Data Processing
Tupperware Home Parties

Doris Lee
Section Manager
Sun Bank Data Corporation

Don Michael
Vice President and Manager of Data Processing Services
Sun Bank Data Corporation

Robert Pew
Program Representative
Valencia Community College

Gil Russell
Director of Management Information Services
Red Lobster Inns of America

James C. Staples
Data Systems Technical Manager
Martin-Marietta Data Systems

Art Wagner
Data Processing Manager
Hughes Supply, Inc.

Dennis Weaver
Director of Information Services
General Mills Restaurant

Pat Wolski
Assistant Director for Data Processing
Orlando Sentinel

Victorina O. Aspiras
Director
Dental Assisting Program
Southern College

Tom Blain
Kissimmee, Florida

Wallace Brown
Casselberry, Florida

Richard Chace, Jr.
Winter Park, Florida

Chris DiCillo, R.D.H.
Orlando, Florida

Thomas Hand
President
Orange County Dental Society

Skip Harrell, C.D.A.
Orlando, Florida

Sandy Kline Isle
Orlando, Florida

Ronald Eklind
Navy Regional Dental Clinic

John McColskey
Orlando, Florida

DRAFTING AND DESIGN TECHNOLOGY

Gene Brown
Chief Mechanical Engineer
REPCO, Inc.

Robert L. Carmody
Department Chairman
Valencia Community College

Patricia Courington
Instructor - Drafting and Design
Mid-Florida Tech

Jarvis N. Jackson
Engineering Documentation Management
NCR Corporation

Ray Kerkhoff
Committee Chairman
Computer Graphics
Martin-Marietta Corporation

Nazaire LeBlanc
Adjunct Professor
Valencia Community College

George Lemieux
Engineering Documentation
Martin-Marietta Aerospace

Earl Stump
Assistant Chief Draftsman
Florida Gas Transmission Co.

DENTAL HYGIENE

Martha Arthur, R.D.H.
Altamonte Springs, Florida
ELECTRONICS/ELECTROMECHANICAL TECHNOLOGY

Arthur Abilock
Martin-Marietta Corporation

Frank Campfield
Products Maintenance Instructor
Tektronix, Inc.

Peter Chesebrough
Professor
Valencia Community College

Richard Denning
Department of Engineering Technology
University of Central Florida

David A. Dickman
Field Service Manager
Xerox Corporation

William Haynes
Consultant
William H. Haynes & Associates

Larry K. Klutz
Microelectronics Senior Staff Engineer
Martin Marietta

Larry A. LaForest
Senior Engineer
HYBRID Microelectronics
REPCO, Inc.

Vincent Lucchese
Manager of Training
Facilities Division
Walt Disney World

Fred Offenbach
Director of Education
Florida Hospital

Harvey Salz
Program Director
Valencia Community College

Frank Sammer
Professor of Electronics
University of Central Florida

Robert Skeeffer
Systems Test Manager
Educational Computer Corporation

Arnold Stein
Assistant Vice President
Director of Engineering
REPCO, Inc.

Chalmers Stromberg
Manager/Development Facilities
WCPX Television

Dorsey Thomas
Field Service Manager
Xerox Corporation

James Welty
Microprocessor Applications Engineer

FIRE TECHNOLOGY

S. Ballou
Chief
Winter Park Fire Department

James Briggs
Chief
Winter Garden Fire Department

James G. Cragan
Fire Administrator
Orange County Fire and Rescue Services

Rudy During
Program Representative
Valencia Community College

K. Kemp
Chief
Kissimmee Fire Department

William Miles
Academy Coordinator
Orlando-Orange County Fire Training Academy

Charles Walker
Engineer
Orlando Fire Department

GRAPHIC ARTS TECHNOLOGY

Charles Atkins, Jr.
Atkins Paper Company

Virginia Baldwin
Display Art - Advertising Orlando Sentinel

Barbara Bean
Audio-Visual Prod.-Tech.
Valencia Community College

Aldus M. Cody
Cody Publications

Katheryn Day
Graphics Student
Valencia Community College

Lyle Evans
Mid-Florida Technical Institute

Velma Grassler
Tupperware Home Parties

Al Kunze
Printing Industries of Florida
HOSPITALITY MANAGEMENT

Charles Andrew
General Manager
Hyatt Hotel World

Willie Brown
Gateway Inn

Frank Caputo
General Manager
Holiday Inn

Cathy Cinnamon
Sales Representative
Days Lodge

Rick Clemmons
Director of Training
Days Inn

Jack Coulter
Eastern Airlines

Malcolm Finnane
Howard Johnson’s Mid-Town

Alma Gray
Winter Park, Florida

Michael Hardisty
General Manager
Sheraton Lakeside

Marty Hunter
General Manager
Gateway Inn

Richard Johnson
Manager of Training & Development
Walt Disney World

William Kahn
Program Representative

Darrel Larson
Owner
Perkins Cake & Steak

J. "Red" Muer
General Manager
Gold Key Inn

Mike Pisycki
Program Representative
Valencia Community College

HORTICULTURE
(ORNAMENTAL) TECHNOLOGY

Marylyn Bales
Owner
Plymouth Green Nursery

Bruce Barmby
Agriculture Center

George Busby
State Department of Education

Robert Crawford
Walt Disney World

Harold Danforth
City of Orlando Parks

Beth Eyman
Executive Director
Florida Turf Grass Association

Bert Foster
Foster, Conant & Associates, Inc.

Betty Hardy
Florida Nursery Growers Association

Randy Knight
Owner of Poole and Fuller Garden Center

James Knox
Owner
Knox Nursery

Floyd Ladbetter
Orange County Public Schools

Howard Miller
Director of Research and Development
Bamboo Nursery, Inc.

Lloyd D. Purdy, Jr.
A. Duda and Sons

Linda Russo
Horticultural Specialist
Coca Cola Foods Division

Martin Schwerthoffer
Sea World

Jack Siebenthaler
Clearwater, Florida

Tom Underwood
Walt Disney World
Bill Rooks  
Sea World

Harris Rosen  
Owner  
Quality Inn International

Len Sloboda  
Innkeeper  
Holiday Inn, Mid-Town

Bruce Williams  
Proprietor  
Skyline Restaurant

Ed Young  
Delta Airlines

INTERNATIONAL BUSINESS

Robert Bledsoe  
Department of Political Science  
University of Central Florida

Skip Brennan  
President  
Agriplex

Dan Butler  
Department of Marketing  
University of Central Florida

Michael Carlton  
Vice President  
ContiCommodity

Peter DeWitt  
Department of Marketing  
University of Central Florida

Jeff Good  
International Sales Manager  
REPCO, Inc.

Jack Hardin  
President  
Central Florida Hotel and Motel Association

H. Werner Korten  
H & R Instruments

George McLarry  
International Attorney  
Hoequist, McLarry & Coleman

John R. Marshall III  
Trade Specialist  
U.S. Department of Commerce

Chad Martin  
Director of Marketing  
Court of Flags Hotel

Jim Plcone  
Executive Vice President  
Greater Orlando Chamber of Commerce

Ronald W. Reinhaus  
Professor, Political Science/International Business  
Valencia Community College

Harris Rosen  
Quality Inn at International Drive

Ahmed Y. Saidi  
President  
Respiratory Care Service

Garnetta Swenson  
Sales Manager  
Court of Flags Hotel

Margie Varney  
Executive Director  
World Trade Center Orlando

Susan Whitmire  
International Marketing Director  
Piezo Technology, Inc.

Dennis P. Wood  
Vice President for International Banking  
Barnett Bank

Kitty Wrenn  
Ernst & Whinney, CPA,

LAWYER'S ASSISTANT

James Auffant  
Senior Staff Attorney  
Orange County Legal Aid Society

Kenneth Bevan  
Attorney at Law  
Professor/Program Director  
Valencia Community College

Mary Ellen Buehring  
Certified Legal Assistant  
Winderwood, Haines, Ward and Woodman P.A.

Barbara Dawson  
Personnel Specialist  
City of Orlando

Lisa Finnell  
Lawyer's Assistant Student  
Valencia Community College

Christine Harris  
Graduate of Lawyer's Assistant Program  
Valencia Community College

David Jones  
Socio-Economic Specialist  
Martin-Marietta

John Keat  
Attorney at Law  
Frederick, Wooten and Honeywell

Walter Komanski  
Orange County Judge, Orlando, Florida

Allen McCormick  
Attorney at Law  
Adjunct Professor, Valencia Community College

Lola Mills  
Legal Assistant  
Orange County Legal Aid
Hugh Palmer  
Attorney at Law  
Sole Practitioner

James E. Sowell  
Attorney at Law  
Woolfolk & Perry Attorneys at Law, P.A.

Stanley Henry Stone  
Dept. Chairman, Vocational Programs  
Valencia Community College

**MEDICAL LABORATORY TECHNOLOGY**

Ann Cole  
Central Florida Regional Hospital

Pat Gliereath  
Orlando Regional Medical Center  
Laboratory

Elizabeth Hendrick  
West Orange Memorial Hospital

Cheryl Krause  
West Orange Memorial Hospital

Bill Mobley  
Lake Community Hospital

Michal L. Pratt, Commander  
Laboratory  
Naval Regional Medical Center

Jan Timbrook  
Holiday Division  
Orlando Regional Medical Center

Karen White  
Central Florida Blood Bank

Kenneth Wozniak  
Medical Director  
Derrick & Associates

Geraldine Francis, R.N.  
Director of Nursing  
Kissimmee Community Hospital

Louise Gusso, R.N.  
Florida Hospital

Etta McCulloch  
Department of Education

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

Betty Misek, R.N.  
Associate Director of Nursing  
Orlando Regional Medical Center

Martha Neff  
Chairman  
Nursing Program  
University of Central Florida

Jack Northcutt, R.N.  
Florida Hospital

Ruthann Richey, R.N.  
Director of Inservice  
Lucerne Humana Hospital

William Schumacher  
Director of Education  
Florida Hospital Association

Shirley Shepard, R.N.  
Director of Nursing  
Winter Park Memorial Hospital

Andrea Walsh, R.N.  
Director of Nursing  
Orlando General Hospital

Linda Woodson, R.N.  
Orlando Vocational Technical Center

Marie Wieland  
Hospital Auxiliary  
Orlando Regional Medical Center

**NURSING**

Axel Anderson, M.D.  
Director of Medical Education  
Orlando Regional Medical Center

Cyndi Bjorklund, R.N.  
Director of Nursing  
Lucerne Humana Hospital

Cathy Canniff, R.N.  
Director of Nursing  
Orlando Regional Medical Center

Judy Conway, R.N.  
Head Nurse  
Tower 7 Holiday Division  
Orlando Regional Medical Center

Margery Duchano, R.N.  
Assistant Director for Patient Education  
Orlando Regional Medical Center

**PARAMEDIC TECHNOLOGY**

Richard Anderson  
Apopka Fire Department

Robert Duplis  
Medical Director  
Orlando Regional Medical Center

Charles Hall  
Orange County EMS

Chief Jan Kassab, Assistant  
Maitland Fire Department

Jane Lassiter, R.N.  
Head Nurse, Emergency Department  
Orlando General Hospital
REAL ESTATE

Joseph L. Amos, M.A.I.
Assoc.-Brass & Schneider Inc.

Marilyn B. Burton
Student

Robert H. Culbertson
Broker-Salesman
C.H. Lucas & Co. Inc., Realtors

Errol L. Greene
Director of Career Development
Atkins-Greene-Stauffer-Clark & Co.

Scott W. Hadley
Assist. Sec. - Loan Officer
First Federal Savings & Loan of Orlando

Fannie Hillman
Fannie Hillman and Associates

Milton W. Hooper
General Sales Manager
Huskey Realty

Edward L. King
Broker - Salesman
Marshal B. Bone Inc.

Paul Lilling, G.R.I., S.R.A.
Account Executive
E. F. Hutton & Co.

Ben Musick, G.R.I., Realtor
Program Director & Secretary
Valencia Community College

Elvis Purvis
Realtor
Century 21 Elvis Purvis Inc.

PEST CONTROL TECHNOLOGY

Larry Beasley
Director of Crop Research & Environment
A. Duda and Sons

Bill Crummett
Crummett Chemical

Norman Greer
Academic Pest Control

Fredrick Hasset Jr.
District Entomologist
Florida Department of Health and Rehabilitative Services

Rick Lewis
General Manager
Lewis-Cobb Exterminating Company

Mike Marchesano
Regional Director Florida Pest Control
Central Exterminating Co.

Jessie P. Smith
Jim Rowe Pest Control

Charles P. Steinmetz
Middleton Pest Control Inc.

Bill Tanner
Orkin Exterminating Co., District Office

Thomas H. Walkup
Walkup Exterminating, Inc.

Charlie Witherington
President and General Manager
Falcon Termite and Pest Control Co., Inc.

RESPIRATORY THERAPY

Al Bork
Assistant Managing Director
American Lung Association

Darryl Bridges, R.R.T.
Respiratory Therapy
Lucerne General Hospital

John Hess, R.R.T.
Assistant Technical Director
Orlando Regional Medical Center

Ralph Iglio, R.R.T.
Technical Director, Respiratory Therapy
Lucerne General Hospital

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

Luis Johnson, R.R.T.
Chief Respiratory Therapist
Mercy Community Hospital
SECRETARIAL SCIENCE

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Personnel Technician
Orange County Government

Marilyn Bell
Administrative Director of Human Resource Development
Orlando Regional Medical Center

Rosa Carter
Program Representative
Valencia Community College

Chris Croft
Program Representative
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Robert Ente
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Association of Legal Administration

Jo Ferguson
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Gisela Gonzalez
Research Assistant and Medical Secretary Department Head
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Patricia R. Horn, CMT
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American Association of Medical Transcription

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Orange City Surveyors

Novio Cleveland
Aerial Cartographics of America

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Phil Hampton, PLS
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Hanson’s Land Surveyors

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William C. Hart, Jr., PLS
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Barbara Herrick
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Gerald O. McNair, PLS, PE
Committee Chairman
Dyer, Riddle, Mills & Precourt

A.R. Miller
A.R. Miller Engineering, Inc.
Orlando, Florida
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GLOSSARY

Academic Average — Total of grades of 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 on East Campus. West Campus is experimenting with a Friday 12:00 noon to 2:00 p.m. activity period.

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 and subsequent evaluation of students to aid in placement and progress in reading comprehension, writing, English, arithmetic and algebra. See PAGSS and MPA.

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.

CLAST (College-Level Academic Skills Test) — State prepared and state-wide administered test of college-level competencies given to sophomores to qualify for the Associate in Arts degree or for admission to the state universities if seeking the Associate in Science degree or having more than fifty-five semester hours credit.

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 noncredit programs.

Continuing Education Unit (C.E.U.) — One C.E.U. is awarded for every ten (10) contact hours of instruction 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.

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

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

General Education — Specific number of 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.

International Student — A student who has entered the United States on a nonimmigrant visa or temporary period of stay, most often an individual on a student visa. Immigrants, refugees and U.S. citizens who do not speak English as a native language are not classified as international students at Valencia.

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

MPA (Mid-Program Assessment) — Test of college-level competencies for degree-seeking students who have 30 to 45 semester hours credit to determine any deficiencies which may be corrected prior to graduation.

Minimester — A short term (seven weeks) of credit instruction offered within Sessions I and II.

Noncredit — A continuing education course for which college credit is not granted.
Open Campus — The "campus without walls" offers both credit and noncredit courses at numerous locations and times throughout Orange and Osceola counties to meet community educational needs.

Operation Student Concern — Student participation in community service projects for which some academic credit may also be granted.

PAC — Performing Arts Center, East Campus.

PAGSS (Personal Assessment and Goal Setting System) — System through which students evaluate their attitudes and plan their educational programs.

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

PEC — Physical Education Center, West Campus.

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 term 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 Activities) — An organization at Valencia which is open to all students who want to learn about other cultures and countries, promote international understanding on campus and in the community, and make new friends.

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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Return This Application To:

VALENCIA COMMUNITY COLLEGE
FINANCIAL AID OFFICE
P. O. Box 3028
Orlando, FL 32802

ACADEMIC YEAR 1983/84

THIS APPLICATION IS FOR OFFICE USE ONLY, AND IS NOT USED FOR DETERMINING AID.

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

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

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

4. NAME________________________________________________________

5. SS #___________________________________________________________

6. ADDRESS_____________________________________________________

7. PHONE #_______________________________________________________

CITY_________________ STATE______ ZIP____________________________

8. DATE OF BIRTH__________________________

9. MARITAL STATUS_______________________________________________

10. RACE_________________________ 11. SEX_________________________

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

14. FLORIDA RESIDENT:  ____ Yes  ____ No  Number of Years: ____________

15. U.S. CITIZEN:  ____ Yes  ____ No
   A. If no, are you a permanent resident of the U.S.?  ____ Yes  ____ No
   B. Type of VISA now held: ____________________________________________

(Copy of VISA MUST BE SUBMITTED WITH the application.)

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
      1982  ____ Yes  ____ No  1983  ____ Yes  ____ No
   B. Was (or will) student listed as an exemption on parents' or guardian's U.S. income tax return for
      1982  ____ Yes  ____ No  1983  ____ Yes  ____ No
   C. Did (or will) student receive financial assistance of $750 or more from parents' or guardian during
      1982  ____ Yes  ____ No  1983  ____ Yes  ____ No

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:  ____ 3B  ____ 11  ____ 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. Parents  B. 0000 - 2999  C. 7500 - 8999
   __________  __________  __________
   __________  __________  __________
   __________  __________  __________
   guardians  3000 - 5999  9000 - 11,999
   __________  __________  __________
   __________  __________  __________
   self &/or spouse  6000 - 7499  Over 12,000

26. During the coming year will you or your parents receive any assistance from the following sources? (show the amount received from each source per month).
   A. AFDC __________________________ E. Social Security ________ Disability Benefits
   B. Child Support ____________________ F. Veterans Benefits ________ Disability Benefits
   C. Unemployment Compensation ________ G. Educational Benefits ________ Educational Benefits
   D. Vocational Rehabilitation __________

27. Work Experience:
   Mechanical Skills ☐ Type ☐ Telephone ☐ Filing ☐
   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, and

   ☐ I certify that I am not required to be registered with Selective Service because (check one reason)
   ☐ I am a female
   ☐ I was born before 1950
   ☐ I have not reached my 18th birthday.
   ☐ I am a permanent resident of the Trust Territory of the Pacific Islands or the Northern Mariana Islands.

   ☐ I certify that I am registered with Selective Service.

   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.
GENERAL INSTRUCTIONS TO ALL APPLICANTS

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

2. Application Deadline —
   Your completed application, transcripts, and any records necessary for admissions consideration should be in the admissions office before the application deadline listed in the calendar of the college catalog.

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

4. Submission of Transcripts —
   It is your responsibility to ensure that all high school and college transcripts are mailed from the educational institutions directly to the appropriate campus Registrar’s Office, Valencia Community College.

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

6. Veterans Benefits —
   If you plan to apply for veterans benefits, you should immediately contact the Veterans Affairs Office.

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

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

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

NOTE: A STUDENT WHO SEeks ADMISSION TO VALENcia COMMUNITY COLLEGE AND WHO INTENDS TO APPLY FOR A VISA AND/OR ADMISSION TO THE UNITED STATES UNDER THE IMMIGRATION AND NATIONALITY ACT MUST SATISFY ALL REQUIREMENTS FOR ADMISSION AS A REGULAR STUDENT. ADMISSION REQUIREMENTS SHOULD BE MET THREE MONTHS PRIOR TO ENROLLING.
**ADMISSION STATUS:**
(Please check only the one that applies to your current status.)

1. I have a high school diploma.
2. College Transfer
   - I have attended another college or university and will be transferring the credit earned to Valencia Community College.
   - Are you presently on probation at another college? Yes ___ No ___
   - Are you presently on suspension at another institution? Yes ___ No ___
3. Transient
   - I have been enrolled at another college or university and want to take courses at Valencia Community College for transfer of credit back to that institution.
4. Special
   - I am enrolling for personal enrichment, job improvement, or teacher recertification.
5. Early Admissions
   - In place of my senior year of high school I plan to enroll at Valencia Community College. (An Early Admission Application must be submitted to the college.)
6. Dual Enrollment
   - I plan to enroll in Valencia classes while concurrently enrolled in high school. (A Dual Enrollment Application must be submitted to the college.)

High School Last Attended

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

**General Equivalency Diploma**

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

**GED Records if Different from Present Name**

Colleges or Universities (List all institutions attended)

<table>
<thead>
<tr>
<th>Name</th>
<th>City</th>
<th>State</th>
<th>Dates Attended (from Mo. Yr. to Mo. Yr.)</th>
<th>Credit Hours</th>
<th>Degree</th>
</tr>
</thead>
</table>

**Below Records if Different from Present Name**

Birth Date: __________
Birth State: ________

Where do you want your records kept?
1. East Campus
2. West Campus

**PLEASE CHECK NO MORE THAN FIVE GOALS YOU WANT TO MEET AT VALENCIA**

- 1. To earn an Associate in Arts Degree. (This degree prepares you for transfer to a four-year university.)
- 2. To earn an Associate in General Studies Degree. (This degree is your own prescribed course of study and may or may not prepare you for transfer to a four-year university.)
- 3. To earn an Associate in Science Degree or...
- 4. To meet job requirements.
- 5. To keep up-to-date in my field.
- 6. To decide on my career.
- 7. To learn more about my field of interest.
- 8. To improve my ability to think.
- 9. To improve my ability in math, reading, writing, or speaking.
- 10. To understand myself better.
- 11. To become more sure of myself.
- 12. To become more independent.
- 13. To learn how to better relate to people.
- 14. Other ____________

Valencia Community College does not discriminate in admission or access to its programs on the basis of race, color, religion, sex, national origin, handicap, or age.

I indicate by my signature that I have been notified of my rights as accorded by Statute 20, United States Code, section 1232g. (See privacy rights on reverse side of application.)

I understand by my signature that while attending Valencia Community College I have given consent to and agree to uphold the policies of that institution and declare that I have not been suspended within the past year from any other college or university as a result of action taken subject to Florida Statutes (F.S.A. 239.55 & 239.582 - illegal use of possession of drugs or narcotics).

Date of Application __________
Applicant's Signature __________
Social Security Number | Last Name | First Name | Middle Initial |
|------------------------|-----------|------------|---------------|

Mailing Address | City | State | Zip Code |
|---------------|------|-------|---------|

Area Code | Telephone Number | County of Residency | State of Residency |
|----------|------------------|---------------------|-------------------|

Sex:
- □ Female
- □ Male

Civil Rights Category:
- □ American Indian/Native Alaskan
- □ Black (Non-Hispanic)
- □ Hispanic
- □ Pacific Islander/Asiatic
- □ White (Non-Hispanic)

Nation of Citizenship | Visa Type
|---------------------|---------------|

Resident Alien | Immigration Number
|----------------|-----------------|

Refugee | Immigration Number
|----------------|-----------------|

What is your native language?

What language do you know best?

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

* See last page of application for residency information.

**FLORIDA RESIDENTS PLEASE COMPLETE THE FOLLOWING AFFIDAVIT:**

I, being first duly sworn, affirm that

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

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

since (Month) 19 or that the applicant qualifies under Section 1 2 3 4

Sworn to and subscribed before me

this day of 19

Notary Public

My commission expires

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

(Signature of applicant over 18 years of age)

(Address of person making affidavit)

Date you plan to enroll at Valencia Community College (Refer to college catalog for application deadline dates.)

Year:
- □ Session I (September)
- □ Session II A (April)
- □ Session II B (June)
- □ Session II (January)
- □ Session III (May)

Will you be enrolling in more than one class during your first semester at Valencia Community College? □ yes □ no

Will you be enrolling in an English or Mathematics course during your first term at Valencia Community College? □ yes □ no
RESIDENCY INFORMATION

READ THIS STATEMENT CAREFULLY BEFORE SIGNING AND NOTARIZING AFFIDAVIT

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

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

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

1. Military personnel of the United States of America on active duty and stationed in Florida, including dependent members of their immediate families.

2. Veterans of the United States of America retired with twenty (20) years or more of active military service, including dependent members of their immediate families, who are in Florida at the time of retirement or move to Florida within one (1) year following retirement and intend to make Florida their permanent home.

3. Elementary, secondary, and junior college faculty members under current teaching contracts in the State of Florida.

4. Full-time faculty and career employees of the junior college system of Florida and members of their immediate families. It is not the intent of this regulation to waive tuition for a student whose spouse is employed by the college.

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

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

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

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

PRIVACY RIGHTS OF PARENTS AND STUDENTS

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

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

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

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

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

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