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

EAST CAMPUS
701 NORTH ECONLOCKHATCHEE TRAIL
ORLANDO, FLORIDA

WEST CAMPUS
1800 SOUTH KIRKMAN ROAD
ORLANDO, FLORIDA

OSCEOLA CENTER
3319 OAK STREET
KISSIMMEE, FLORIDA 32741
TELEPHONE: (305) 847-9496
Valencia toll free number from Osceola County:
847-5011

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

BULLETIN
VALENCIA COMMUNITY COLLEGE
Volume 18 Number 1 May, 1984
Published by Valencia Community College at Orlando, Florida
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
Telephone: 299-5000

DIRECTORY:

FIRST FLOOR
- Center for Continuing Education for Women
- Personnel
- Registrar

SECOND FLOOR
- Open Campus

THIRD FLOOR
- Vice President for Administration
- Assistant to the Executive Vice President
- President for Facilities and Communication Services
- 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
Telephone 299-5000

LEGEND:

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

2. FIRST FLOOR
   Performing Arts Center, Air Condition-
   ing 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
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 1983-84 Chairman of the Valencia Community College District Board of Trustees. A resident of St. Cloud, he is a landscape contractor.

Allan E. Keen is the 1983-84 Vice Chairman of the Valencia Community College District Board of Trustees. He is president of a real estate investment and development firm in Winter Park.
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, having served as Chairman from 1980 to 1982. A resident of Kissimmee, she is active in state and national trustee organizations.

Raymer F. Maguire, Jr., is an Orlando attorney who has served on governing boards of the college since its founding in 1967. He served as Chairman of the Advisory Committee that governed the college from 1967 to 1969 and as the first Chairman of the District Board of Trustees from 1969 to 1972.

Anne M. McKinnon (Mrs. Dan L. McKinnon) is a resident of Winter Garden who, among other civic contributions, does volunteer work at West Orange Memorial Hospital. She was Chairman of the District Board of Trustees from 1974 to 1976.

Rafael E. (Ralph) Martinez is an attorney with a local law firm. He belongs to county, state, and interAmerican bar associations and is active in civic affairs.

Murray W. Overstreet, Jr., is an attorney who lives and practices in Kissimmee. He was Chairman of the District Board of Trustees from 1978 to 1980.
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# IMPORTANT COLLEGE CALENDAR DATES

**1984-1985**

<table>
<thead>
<tr>
<th>EVENT</th>
<th>SESSION 1</th>
<th>SESSION 2</th>
<th>SESSION 3</th>
<th>SESSION 4</th>
<th>SESSION 5</th>
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<tbody>
<tr>
<td>Application Deadline</td>
<td>Aug 13</td>
<td>Dec 10</td>
<td>Apr 8</td>
<td>June 6</td>
<td>Apr 25</td>
</tr>
<tr>
<td><em>Registration Appointment Deadline</em></td>
<td>Aug 17</td>
<td>Dec 14</td>
<td>Apr 19</td>
<td>June 12</td>
<td>May 1</td>
</tr>
<tr>
<td>Returning Student Registration (Appointment only)</td>
<td>July 30-31</td>
<td>Nov 26-30</td>
<td>Apr 8-10</td>
<td>Apr 8-9</td>
<td>April 8-10</td>
</tr>
<tr>
<td>New Student Registration (Appointment only)</td>
<td>Aug 7-9</td>
<td>Dec 4-5</td>
<td>Apr 11</td>
<td>June 11-12</td>
<td>May 1</td>
</tr>
<tr>
<td>Combined Registration for Returning and New Students (Appointment only)</td>
<td>Aug 20-22</td>
<td>Jan 3-4</td>
<td>Apr 22</td>
<td>June 13</td>
<td>May 2</td>
</tr>
<tr>
<td><strong>Late Registration and Drop-Add</strong></td>
<td>Aug 27-31</td>
<td>Jan 7-11</td>
<td>April 29-30</td>
<td>June 17-18</td>
<td>May 6-7</td>
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<tr>
<td>Audit Registration Deadline</td>
<td>Aug 31</td>
<td>Jan 11</td>
<td>April 30</td>
<td>June 18</td>
<td>May 7</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Aug 27</td>
<td>Jan 7</td>
<td>April 29</td>
<td>June 17</td>
<td>May 6</td>
</tr>
<tr>
<td>Deadline for Refund Requests</td>
<td>Aug 31</td>
<td>Jan 11</td>
<td>April 30</td>
<td>June 18</td>
<td>May 7</td>
</tr>
<tr>
<td>Holidays</td>
<td>Sept 3</td>
<td>March 4-5</td>
<td>April 26</td>
<td>July 4</td>
<td>May 27</td>
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<tr>
<td>Graduation/CLAST Application/Deadline</td>
<td>Sept 7</td>
<td>Feb 8</td>
<td>May 3</td>
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<tr>
<td>Final Examination Period for Evening/Sat. Classes</td>
<td>Dec 6-8</td>
<td>April 16-20</td>
<td>June 12-13</td>
<td>July 31-Aug 1</td>
<td>July 29-Aug 1</td>
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<td>Final Examination Period (Day)</td>
<td>Dec 7</td>
<td>April 17-19</td>
<td>June 12-13</td>
<td>July 31-Aug 1</td>
<td>July 29-Aug 1</td>
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<tr>
<td>Classes End</td>
<td>Dec 13</td>
<td>April 23</td>
<td>June 13</td>
<td>Aug 1</td>
<td>Aug 1</td>
</tr>
<tr>
<td>College Level Academic Skill Test (CLAST)</td>
<td>Sept 29</td>
<td>March 9</td>
<td>June 1</td>
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SEE COLLEGE CALENDAR ON FOLLOWING PAGES FOR DETAILS

*Students must pick up their registration appointment card by this date in order to avoid being charged the late registration fee.*

**All students registering during these dates (excluding schedule adjustments) will be charged a late fee.**
CALENDAR FOR SESSION 1
1984-85
(Subject to Change)

April 1 (Sunday)
Last day to make application for financial aid for the 1984-85 academic year.

Returning Student Registration
July 30 (Monday) through August 2 (Thursday) and August 6 (Monday)
Advanced registration for Session 1, 1984-85, for currently enrolled and returning students by appointment. Academic counseling should be arranged prior to registration.

New Student Registration
August 7 (Tuesday) through August 9 (Thursday)
Advanced registration for Session 1, 1984-85, for new students by appointment. Academic counseling should be arranged prior to registration.

August 13 (Monday)
By this date admission requirements should be met for Session 1, 1984-85.

August 17 (Friday)
Registration appointment deadline. Students must pick up their registration appointment card by this date in order to avoid being charged the late registration fee.

August 20 (Monday) through August 22 (Wednesday)
Combined registration for Session 1, 1984-85, for returning and new students (Appointment only).

August 22 (Wednesday)
All faculty report for Session 1, 1984-85. College opens at 8:00 a.m.

August 27 (Monday)
Day and evening classes begin for Session 1, 1984-85.

August 27 (Monday) through August 31 (Friday)
Late registration and drop/add period. Schedule adjustment will be made on these dates. Times will be published.

August 31 (Friday)
Last day to register for classes on an audit basis.

August 31 (Friday)
Deadline for refund requests for Session 1, 1984-85.

September 3 (Monday)
Labor Day holiday for faculty, staff and students. (Administrative offices will be closed.)

September 7 (Friday)
Last day to make application for graduation and CLAST for Session 1, 1984-85.

September 24 (Monday) and September 25 (Tuesday)
Registration for Session 1, 1984-85, Minimester.

September 26 (Wednesday)
Classes begin for Session 1, 1984-85, Minimester

*September 26 (Wednesday)
Late registration and drop/add period for Session 1, 1984-85, Minimester.

September 29 (Saturday)
College Level Academic Skills Test (CLAST).

October 16 (Tuesday)
College Night Program. Supper hour and evening classes will not meet.

November 19 (Monday) and November 20 (Tuesday)
Final examination period for Session 1, 1984-85, Minimester.

November 20 (Tuesday)
End of Session 1, 1984-85, Minimester.

November 21 (Wednesday)
Supper hour and evening classes will not meet. Day classes will meet as usual.

November 22 (Thursday) through November 24 (Saturday)
Thanksgiving holidays for faculty, staff and students. (Administrative offices will be closed.)

November 24 (Saturday)
Classes will not meet.

Returning Student Registration
November 26 (Monday) through November 30 (Friday) and December 3 (Monday)
Advanced registration for Session 2, 1984-85, for currently enrolled and returning students by appointment. Academic counseling should be arranged prior to registration.

*All students registering during these dates (excluding schedule adjustments) will be charged a late fee.
New Student Registration
December 4 (Tuesday) and
December 5 (Wednesday)

Advanced registration for Session 2, 1984-85, for new students by appointment. Academic counseling should be arranged prior to registration.

December 10 (Monday)

By this date admission requirements should be met for Session 2, 1984-85.

December 6 (Thursday) through
December 8 (Saturday)
December 10 (Monday) through
December 12 (Wednesday)

Final examination period for Session 1, 1984-85, evening and Saturday classes.
(A final examination schedule will be published.)

December 7 (Friday)
December 10 (Monday) through
December 13 (Thursday)

Final examination period for Session 1, 1984-85, day classes.
(A final examination schedule will be published.)

December 13 (Thursday)
December 14 (Friday)

End of Session-1 classes, 1984-85.

December 14 (Friday)

Final grades for Session 1, 1984-85, may be turned in no later than 8:30 a.m.

Registration appointment deadline. Students must pick up their registration appointment card by this date in order to avoid being charged the late registration fee.

December 17 (Monday) through
January 1 (Tuesday)

Christmas and New Year's Day holidays for faculty, staff and students
(Administrative offices will be closed.)

CALENDAR FOR SESSION 2
1984-85

(Subject to Change)

Returning Student Registration
November 26 (Monday) through
November 30 (Friday) and
December 3 (Monday)

Advanced registration for Session 2, 1984-85, for currently enrolled and returning students by appointment. Academic counseling should be arranged prior to registration.

New Student Registration
December 4 (Tuesday) and
December 5 (Wednesday)

Advanced registration for Session 2, 1984-85, for new students by appointment. Academic counseling should be arranged prior to registration.

December 10 (Monday)

By this date admission requirements should be met for Session 2, 1984-85.

Registration appointment deadline. Students must pick up their registration appointment card by this date in order to avoid being charged the late registration fee.

December 14 (Friday)

All faculty report for Session 2, 1984-85. College opens at 8:00 a.m.

January 2 (Wednesday)
January 3 (Thursday) and
January 4 (Friday)

Combined registration for Session 2, 1984-85, for returning and new students
(Appointment only)

January 7 (Monday)

Day and evening classes begin for Session 2, 1984-85.

January 7 (Monday) through
January 11 (Friday)

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

January 11 (Friday)

Last day to register for classes on an audit basis.

January 11 (Friday)

Deadline for refund requests for Session 2, 1984-85.

January 28 (Monday) and
January 29 (Tuesday)

Registration for Session 2, 1984-85, Minimester.

January 30 (Wednesday)

Classes begin for Session 2, 1984-85, Minimester.

*All students registering during these dates (excluding schedule adjustments) will be charged a late fee.
January 30 (Wednesday) and January 31 (Thursday)

February 8 (Friday)

March 2 (Saturday) through March 5 (Tuesday)

March 9 (Saturday)

March 13 (Wednesday)

March 25 (Monday) and March 26 (Tuesday)

March 26 (Tuesday)

March 27 (Wednesday)

April 1 (Monday)

Returning Student Registration April 8 (Monday) through April 10 (Wednesday)

April 8 (Monday)

New Student Registration April 11 (Thursday)

April 16 (Tuesday) through April 20 (Saturday) and April 22 (Monday)

April 19 (Friday)

April 17 (Wednesday) through April 19 (Friday) and April 22 (Monday) through April 23 (Tuesday)

April 22 (Monday)

April 23 (Tuesday)

April 24 (Wednesday)

April 25 (Thursday)

April 26 (Friday)

Late registration and drop/add period for Session 2, 1984-85, Minimester.

Last day to make application for graduation and CLAST for Session 2, 1984-85.

Semester break for faculty, staff and students. Classes will not meet.
(Administrative offices will be closed.)

College Level Academic Skills Test (CLAST).

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

Final examination for Session II, 1984-85, Minimester.

End of Session 2, 1984-85, Minimester.

Final grades due for Session 2, 1984-85, Minimester.

Last day to make application for financial aid for the 1985-86 academic year.

Advanced registration for Session 3, 4 and 5, 1984-85, for currently enrolled and returning students by appointment. Academic counseling should be arranged prior to registration.

By this date admission requirements should be met for Session 3, 1984-85.

Advanced registration for Session 3, 1984-85, for new students by appointment.
Academic counseling should be arranged prior to registration.

Final exam period for Session 2, 1984-85, evening and Saturday classes.
(A final examination schedule will be published.)

**Registration appointment deadline.** Students must pick up their registration appointment card by this date in order to avoid being charged a late registration fee.

Final examination period for Session 2, 1984-85, day classes.
(A final examination schedule will be published.)

Combined registration for Session 3, 1984-85, for returning and new students by appointment.

End of Session 2, 1984-85, classes.

Final grades for Session 2, 1984-85, may be turned in no later than 8:30 a.m.

GRADUATION

College closed.

*All students registering during these dates (excluding schedule adjustments) will be charged a late fee.

---

**CALENDAR FOR SESSIONS 3, 4 and 5 1984-85**

(Subject to Change)

April 8 (Monday)

Returning Student Registration April 8 (Monday) through April 10 (Wednesday)

New Student Registration April 11 (Thursday)

By this date admission requirements should be met for Session 3, 1984-85.

Advanced registration for Session 3, 4 and 5, 1984-85, for currently enrolled and returning students by appointment. Academic counseling should be arranged prior to registration.

Advanced registration for Session 3, 1984-85, for new students by appointment. Academic counseling should be arranged prior to registration.
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<th>Date</th>
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<td>April 19 (Friday)</td>
<td><strong>Registration appointment deadline.</strong> Students must pick up their registration appointment card by this date in order to avoid being charged a late registration fee.</td>
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<tr>
<td>April 22 (Monday)</td>
<td>Combined registration for Session 3, 1984-85, for returning and new students. (Appointment only)</td>
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<tr>
<td>April 25 (Thursday)</td>
<td>By this date admission requirements should be met for Session 5, 1984-85.</td>
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<tr>
<td>April 25 (Thursday)April 29 (Monday)</td>
<td>Faculty report for Session 5 and 3, 1984-85.</td>
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<tr>
<td>April 29 (Monday)</td>
<td>Day and evening classes begin for Session 3, 1984-85.</td>
</tr>
<tr>
<td>April 29 (Monday) through April 30 (Tuesday)</td>
<td>Late registration and drop/add period for Session 3. Schedule adjustments will be made on these dates. Times will be published.</td>
</tr>
<tr>
<td>April 30 (Tuesday)</td>
<td>Last day to register for classes on an audit basis.</td>
</tr>
<tr>
<td>April 30 (Tuesday)</td>
<td>Deadline for refund requests for Session 3, 1984-85.</td>
</tr>
<tr>
<td>New Student Registration May 1 (Wednesday)</td>
<td>Advanced registration for Session 5, 1984-85, for new students by appointment. Academic counseling should be arranged prior to registration.</td>
</tr>
<tr>
<td>May 1 (Wednesday)</td>
<td><strong>Registration appointment deadline.</strong> Students must pick up their registration appointment card by this date in order to avoid being charged the late registration fee.</td>
</tr>
<tr>
<td>May 2 (Thursday)</td>
<td>Combined registration for Session 5, 1984-85, for returning and new students. (Appointment only)</td>
</tr>
<tr>
<td>May 3 (Friday)</td>
<td>Last day to make application for graduation and CLAST for Session 3, 4 and 5, 1984-85.</td>
</tr>
<tr>
<td>May 6 (Monday)</td>
<td>Day and evening classes begin for Session 5, 1984-85.</td>
</tr>
<tr>
<td>May 6 (Monday) and May 7 (Tuesday)</td>
<td>Late registration and drop/add period for Session 5, 1984-85. Schedule adjustments will be made on these dates. Times will be published.</td>
</tr>
<tr>
<td>May 7 (Tuesday)</td>
<td>Last day to register for classes on an audit basis.</td>
</tr>
<tr>
<td>May 7 (Tuesday)</td>
<td>Deadline for refund requests for Session 5, 1984-85.</td>
</tr>
<tr>
<td>May 27 (Monday)</td>
<td>Memorial Day holiday for faculty, staff and students. (Administrative offices will be closed.)</td>
</tr>
<tr>
<td>June 1 (Saturday)</td>
<td>College Level Academic Skills Test (CLAST).</td>
</tr>
<tr>
<td>June 6 (Thursday)</td>
<td>By this date admission requirements should be met for Session 4, 1984-85.</td>
</tr>
<tr>
<td>Returning Student Registration June 10 (Monday)</td>
<td>Advanced registration for Session 4, 1984-85, for currently enrolled and returning students by appointment. Academic counseling should be arranged prior to registration.</td>
</tr>
<tr>
<td>New Student Registration June 11 (Tuesday) and June 12 (Wednesday)</td>
<td>Advanced registration for Session 4, 1984-85, for new students by appointment. Academic counseling should be arranged prior to registration.</td>
</tr>
<tr>
<td>June 12 (Wednesday)</td>
<td><strong>Registration appointment deadline.</strong> Students must pick up their registration appointment card by this date in order to avoid being charged the late registration fee.</td>
</tr>
<tr>
<td>June 12 (Wednesday) and June 13 (Thursday)</td>
<td>Final examination for Session 3, 1984-85, for day and evening classes. A final examination schedule will be published.</td>
</tr>
<tr>
<td>June 13 (Thursday)</td>
<td>Combined registration for Session 4, 1984-85, for returning and new students. (Appointment only)</td>
</tr>
<tr>
<td>June 13 (Thursday)</td>
<td>End of Session 3, 1984-85, classes.</td>
</tr>
<tr>
<td>June 14 (Friday)</td>
<td>Final grades for Session 3, 1984-85, may be turned in no later than 11:00 a.m.</td>
</tr>
<tr>
<td>June 17 (Monday)</td>
<td>Day and evening classes begin for Session 4, 1984-85.</td>
</tr>
</tbody>
</table>

*All students registering during these dates (excluding schedule adjustments) will be charged a late fee.*
June 17 (Monday) and June 18 (Tuesday) Late registration and drop/add period for Session 4, 1984-85. Schedule adjustments will be made on these dates. Times will be published.

June 18 (Tuesday) Last day to register for classes on an audit basis.

June 18 (Tuesday) Deadline for refund requests for Session 4, 1984-85.

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

July 29 (Monday) through August 1 (Thursday) Final examination period for Session 5, 1984-85, day and evening classes. (A final examination schedule will be published.)

July 31 (Wednesday) and August 1 (Thursday) Final examination period for Session 4, 1984-85, day and evening classes. (A final examination schedule will be published.)

August 1 (Thursday) End of Session 4 and 5, 1984-85, classes.

August 2 (Friday) Final grades for Session 4 and 5, 1984-85, may be turned in no later than 11:00 a.m.

*All students registering during these dates (excluding schedule adjustments) will be charged a late fee.*
VALENCIA COMMUNITY COLLEGE

VALENCIA'S HISTORY

Valencia Junior College was founded in February, 1967, by the Orange County Board of Public Instruction and the State Board of Education under the authority granted by the 1961 session of the Florida Legislature.

In the fall of 1967, the Charter Class, limited to freshman students, began classes in temporary facilities at 2908 West Oak Ridge Road, Orlando.

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

The granting of full accreditation by the Southern Association of Colleges and Schools in 1969, the changing of 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 creation of Open Campus in 1974 and the opening of the East Campus in 1975 all contributed to the early, exciting and formative years.

VALENCIA'S MULTI-CAMPUS GROWTH

Valencia has grown to a multi-campus institution. The West Campus is located on a 180 acre site at 1800 South Kirkman Road. The Open Campus, with headquarters in the college's Downtown Center at 190 South Orange Avenue, brings needed courses and programs at more than 150 locations to residents of the entire college district.

Valencia's East Campus is located on an 80 acre site at 701 North Econlockhatchee Trail. The college is now serving over 40,000 Central Florida residents each year.

VALENCIA'S MISSION

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

VALENCIA'S GUIDING PRINCIPLES

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

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

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

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

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

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

VALENCIA'S OBJECTIVES

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

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

2. To provide career programs that will prepare 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 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 decision-making.

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) noncredit courses are available. These courses 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, changes in state laws and medical/legal requirements and the expanded skills.

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 reenter 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 for continuing education by the Florida State Board of Nursing (Provider 27C0035) and by the Florida State Board of Dentistry (Provider P00010).

Approved 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 prelicensing 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, preparation 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 Courses 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 and is funded, in part, by a grant from 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.

Center for Adult Literacy

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

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 Displaced 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 to 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 and the Black Women in Management Communication Network hold 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 of personal and cultural enrichment through classes categorized under broad topics which include art, music, dance, crafts, language, 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 practical 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 funded cooperatively by Valencia’s Parent Education Project and the Parent Resource Center, Inc. Information can be obtained by contacting the Parent Education Project office.

Outreach Centers

Valencia Center in Osceola County
3319 Oak Street
Kissimmee, Florida 32741
Telephone: 947-5496
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 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.

Institute for International Business

All seminars and workshops offered by Valencia’s Institute for International Business are cosponsored by the World Trade Center Orlando and the U.S. Department of Commerce. Topics include international banking procedures, overseas marketing techniques, preparation for trade missions to other countries, and aspects of international law (how to form export trade companies, ways to prepare agency and distributorship agreements). Training is targeted to business persons who either plan to export or who need an update in some specific area of international trade. For more information, call 299-5000 extension 3393, or 351-9001 (World Trade Center Orlando).

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 Center 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 skills 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 state and 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, planning 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.

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 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.

Because of the college's 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 20 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 students' 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 Europe have been ongoing programs. With affiliation in two consortia, Valencia is able to offer additional programs in 15 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 the 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.
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 IN SCIENCE DEGREE. You will remain so classified until you provide a high school equivalency diploma after completing the GED Test through a state department of education.

3. You are at least 18 years of age and, after completing the General Education Development (GED) 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 (GED) 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 (GED) 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 in 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 GED 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. FAILURE TO FURNISH COMPLETE AND ACCURATE INFORMATION MAY RESULT IN CANCELLATION OF REGISTRATION AND LOSS OF ALL CREDITS EARNED AT THIS COLLEGE.

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

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

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

d. 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.

e. Transfer credits earned more than 10 years previously must be validated by earning a “C” average or better in the first 12 semester hours credit completed at Valencia.

7. You are seeking a degree at another institution and desire to take a course at Valencia for transfer of credit (transient student). You are not required to submit a transcript of your other college records but you must have written permission (Transient Student Form) from your “home” college or university and complete the Valencia Community College Application for Admission form. You must submit a Transient Student Form for each term you are enrolled as a transient student at Valencia.

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

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

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

c. You may change your status to regular student upon written request in the Registrar’s Office when all admission requirements for regular students have been met.

9. If you are an academically outstanding student, you may enroll as an early admissions student at Valencia during your senior year of high school. Students interested in the early admissions program must meet the requirements established by their county board of public instruction and Valencia Community College.

10. While a high school senior, you may dual enroll in Valencia classes taught on your high school campus during school hours. You must be qualified and have the approval of your parents and guidance counselor.

Eligibility for early admission or dual enrollment is
determined by requirements of the Orange or Osceola County Board of Public Instruction and Valencia Community College based upon such criteria as test scores, an average of "B" on all courses taken in grades 10 and 11, maturity level, motivational 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 two 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.

Your level of English language proficiency at the time of admission will determine if you must take English as a Second Language (ESL) classes 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 2.5 cumulative grade point average or if you have earned an Associate in Arts degree for which English was the language of instruction.

Because Valencia has 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 20 percent of the total international student enrollment shall be from a single country.

Community College.

i. You must submit a signed International Student Agreement Form.

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.

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 at Valencia Community College.

Your level of English language proficiency at the time of admission will determine if you must take English as a Second Language (ESL) classes at Valencia.

Students who need beginning English are referred to the Orange County Adult Education English as a Second Language Program.

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 2.5 cumulative grade point average or if you have earned an Associate in Arts degree for which English was the language of instruction.

Because Valencia has 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 20 percent of the total international student enrollment shall be from a single country.
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 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 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 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 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 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. Furthermore, any period of time in which a student resides in the state primarily for education purposes shall not be counted toward residency status. 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 parent 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. Students are encouraged to complete the above process well in advance of their registration appointment. If the request for reclassification and the necessary documentation is not received by the Registrar prior to the last day of registration for the term in which the student intends to be reclassified, the student will not be reclassified for that term.

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 (Econlockhatchee Trail), West Campus (Kirkman Road), or through the Open Campus, or at all of these locations, but should declare your “home” campus by stating on your Application for Admission form where you plan to take most of your classes. Your records will be kept at the campus (East or West) which you designate. You can receive counseling, utilize student services and transact your business there. If you wish your records transferred to a different campus, you must complete a Change of Campus form in the Records Office of your “home” campus. It is your responsibility to notify the Records Office of any change in your status, address, etc. You have a right to view your records.
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 mathematics, English and reading. It takes approximately four hours to complete the assessment session. There is no charge for this service.

Before taking any English or mathematics course (except at the fundamental level) at Valencia, you must participate in this initial assessment called PAGSS, 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 at:

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 12 credit hours within that term) at Valencia. At this time you must also declare academic status: AA degree, AS degree, or nondegree. NOTE: For non-degree seeking students, the initial assessment 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 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 according to the college's fee payment schedule. 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 success 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 are 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 statewide 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 statewide advanced placement agreement (see the catalog section on Testing).

ADMISSION TO THE HEALTH RELATED PROGRAMS

Students interested in a health related career are encouraged to explore the many challenging and
rewarding opportunities available in health related professions. Valencia Community College offers five health programs which lead to an Associate in Science Degree. They are dental hygiene, medical laboratory technology, nursing, paramedic technology, and respiratory therapy. Admission to these programs is limited because of clinical facilities and staff. Therefore, students who wish to pursue one of the five programs must meet requirements of that program.

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

Primary consideration will be given to applicants who have completed all admission requirements and submitted an application by March 30. 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 coursework and have earned a minimum grade point average as established for the program.

An application is required to complete Valencia's PAGSS Assessment Packet prior to application to a health program. Applicants must schedule an appointment with a college counselor to review PAGSS results. If deficiencies are indicated by test scores, the student will be required to complete mandated coursework.

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 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 days after the first class day of each session. The request must be made for each session. Your decision to refuse release of information means also that your name would not appear on lists of programs, news releases, etc. The student must give written consent for release of information to second parties.

CLASSIFICATION OF STUDENTS

A Regular Student

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

1. Full-time. You are a full-time student if enrolled for 12 or more semester hours credit in Session 1, 2, or 5, and six or more semester hours credit in Session 3, 4 or any of the college's Minimesters.

2. Part-time. You are a part-time student if enrolled for less than 12 semester hours credit in Session 1, 2 or 5 and less than six semester hours credit in Session 3, 4 or any of the college's Minimesters.

3. Freshman. You are classified as a freshman if you have completed less than 24 semester hours credit of college work.

4. Sophomore. If you are regularly enrolled in college credit courses and have completed 24 semester hours credit and are still taking courses toward your initial degree, you are classified as a sophomore.

An Audit Student

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

1. As an audit student you must meet the admission requirements of the college.

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

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

4. Once the late registration period has ended, you may
not change from audit status to credit status or from credit status to audit status.

**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 ROTC program at the University of Central Florida or the United States Army ROTC program at Stetson University. A maximum of four semester hours or six quarter hours of ROTC credits thus earned may be transferred to apply as elective credit toward a degree at Valencia Community College. Further information is available at the ROTC office of the appropriate university.

**MINIESTER**

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

A Minimester is scheduled during Sessions 1 and 2:

**Session 1, 1984-85, Minimester**

| Registration   | September 24-25, 1984 |
| Classes Begin  | September 26, 1984   |
| Late Registration | September 26-27, 1984 |
| Classes End    | November 20, 1984    |
| Final Exams    | November 19-20, 1984 |
| Final Grades Due | November 21, 1984   |

**Session 2, 1984-85 Minimester**

| Registration   | January 28-29, 1985  |
| Classes Begin  | January 30, 1985     |
| Late Registration | January 30-31, 1985 |
| Classes End    | March 26, 1985       |
| Final Exams    | March 25-26, 1985    |
| Final Grades Due | March 27,1985       |

**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 12 hours of credit during Sessions 1 and 2. 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 Community College 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 $10.00 per student semester hour is charged in addition to the regular tuition for each independent study course in which you enroll. This is not covered under government grant programs but may be eligible by special permission under Veterans programs.

**SERVICEMEN’S OPPORTUNITY COLLEGE**

You may benefit from the college’s special efforts to aid servicemen in securing a postsecondary education. The American Association of Community and Junior Colleges has designated Valencia 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 15 semester hours credit through extension and/or correspondence courses. (See catalog section on Correspondence and Extension Credit.)

3. Credit can be given you through relevant validated military service training including military service schools, United States Armed Forces Institute (USAFI) courses and acceptable college level GED test scores. The recommendation of the American Council on Education, A Guide to the Evaluation of Educational Experiences in the Armed Services, will be used in evaluating military service training.

**TRANSFER CREDIT**

If you attend another institution as a Valencia transient student you must have an overall “C” (2.0) academic average or higher and have written approval from the Registrar’s Office on a Transient Student Form. Forms for this purpose are available in the Registrar’s Office at Valencia. It is the student’s responsibility to have a transcript of any courses taken at another institution sent to the Registrar’s Office at Valencia in order to receive credit as a transient student.

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-

**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 chairperson of the Vocational Program Department on the East Campus or the chairman of the Department of Business on the West Campus for further details.

**CORRESPONDENCE AND EXTENSION COURSE CREDITS**

Under certain conditions, you can earn up to but not exceeding 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.

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 15 semester hours credit before your graduation may be earned through correspondence and/or extension courses.

If you plan to transfer from Valencia 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.
ACADEMIC POLICIES

COMPETENCIES OF A VALENCIA COMMUNITY COLLEGE GRADUATE

Valencia realizes the importance of educating individuals who can function effectively in the community and is committed to assist students in the educational process. The college has defined seven global competencies which are addressed in the curriculum. When you graduate from Valencia, 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
7. Recognize the value of physical and mental health.

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, reading, speech 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 mathematic courses).

If you were previously 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: AA degree, AS degree, or non-degree. NOTE: For nondegree 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 postsecondary 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 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 the following skills:

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

F. Transmitting ideas and information in effective written language which conforms to the conventions of standard American English includes all of the following skills:

1. Demonstrating effective word choice by all of the following:
   a. Using words which convey the denotative and connotative meanings required by context
   b. Avoiding slang, jargon, cliches and pretentious expressions
   c. Avoiding wordiness

2. Employing conventional sentence structure by all of the following:
   a. Placing modifiers correctly
   b. Coordinating and subordinating sentence elements according to their relative importance
   c. Using parallel expressions for parallel ideas
   d. Avoiding fragments, comma splices and fused sentences

3. Employing effective sentence structure by all of the following:
   a. Using a variety of sentence patterns
   b. Avoiding unnecessary use of passive construction
   c. Avoiding awkward constructions

4. Observing the conventions of standard American English grammar and usage by all of the following:
   a. Using standard verb forms
   b. Maintaining agreement between subject and verb, pronoun and antecedent
   c. Using proper case forms
   d. Maintaining a consistent point of view
   e. Using standard practice for spelling, punctuation and capitalization
   f. Revising, editing, and proof-reading 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:
   a. Formulating a thesis statement
   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.
   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 corresponds to specified conditions.

I. Demonstrating understanding of statistical concepts including probability by all of the following skills:
   1. Recognizing the normal curve and its properties.
   2. Recognizing samples that are representatives of a given population.
   3. Identifying the probability of a specified outcome in an experiment.

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

K. Demonstrating understanding of computer technology concepts by all of the following skills:
   1. Identifying characteristics of tasks which computers usually perform well.
   2. Identifying the human functions necessary to utilize computers.
   3. Identifying possible abuses of computer use.

L. Generalizing and selecting applicable generalizations in arithmetic by both of the following skills:
   1. Inferring general relations between numbers by examining particular number pairs.
   2. Selecting applicable properties for performing arithmetic calculations.

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

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

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

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

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

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

1. Solving real-world problems 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 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 must participate in the College-Level Academic Skills Mid-Program Assessment the first time they enter the range of 30-45 hours of completed coursework (including transfer credit). The midprogram assessment addresses competencies in English, essay writing, reading comprehension and mathematics. Low scores may indicate possible areas of deficiency. Additional coursework may be mandated to correct identified deficiencies.

ACADEMIC STANDARDS, PROBATION, SUSPENSION, DISMISSAL

Academic Standards

To maintain satisfactory academic progress at Valencia Community College, 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 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 semester hours, or
   b. A maximum of 24 semester hours, and
   c. Have achieved a 2.0 cumulative GPA

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—1, 2, 5 or combined sessions 3 and 4. 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 the Campus at the appropriate campus for reenrollment
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 three years from the date that the Dean of the Campus at the appropriate campus, for permission to reenter the college; the Dean will convene a panel of three—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 the Campus.
2. If dissatisfied with the decision of the Dean of the Campus 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 or his authorized representative from taking any immediate action which may be deemed necessary.

APPEAL OF ADMINISTRATIVE DECISIONS

You have the right, individually, to appeal any administrative decision under existing policies which adversely affects you. Such appeals should be directed to the Committee on Student Appeals, which may consider appeals for many types of administrative actions including:

1. Reinstatement from academic suspension
2. Waiver of certain admission requirements
3. Reinstatement of credit status

EXPECTED STUDENT CONDUCT

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 grounds for suspension or expulsion.

Disciplinary Appeal

You may appeal within 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 10 working days of the recommendation and copies shall be sent to the President, the campus dean and the student requesting the committee hearing. Any further appeal from the decision of the President shall be formally lodged with the Board of Trustees of the college.

WITHDRAWAL FROM A CLASS

You may wish to withdraw from a class or from all your classes. If you officially withdraw prior to the end of the refund period, a refund of tuition and appropriate fees will be processed for you. If you withdraw after the refund period, you will be entitled to no refund of tuition and no credit.
For an official withdrawal, you must complete proper withdrawal forms in the Registrar’s Office. Your withdrawal must be prior to the scheduled final examination (or special examination, if one has been approved). Proper withdrawal will result in a grade of “W” (Withdrawn). If you do not take the final examination in a course you will receive a “W” (Withdrawn) unless your professor submits a grade of “I” (Incomplete).

WITHDRAWAL FROM COLLEGE

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

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

ACADEMIC HONORS

Academic honor lists are published each session in recognition of scholastic achievement at Valencia. Students are eligible when they complete a minimum of 12 semester hours of coursework during a semester. Part-time students are eligible when they complete increments of 12 semester hours of coursework accumulated over several sessions; once the student completes 12 semester hours of coursework, 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 (GPA) 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 GPA) 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</th>
<th>Rating</th>
<th>Quality Points (per credit hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing Below Average</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn or Dropped</td>
<td>0</td>
</tr>
<tr>
<td>X</td>
<td>Audit</td>
<td>0</td>
</tr>
<tr>
<td>N</td>
<td>No Grade or Noncredit</td>
<td>0</td>
</tr>
<tr>
<td>-</td>
<td>No Grade Submitted</td>
<td>0</td>
</tr>
</tbody>
</table>
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 Grades**

If you feel that the assignment of a final course grade was unfair and not representative of your performance in terms of the evaluation system as defined and used by the faculty member, you have recourse through the student academic grievance process to seek a fair resolution of the difference.

An incomplete may be assigned if you are progressing satisfactorily and, for valid reasons (emergencies such as serious illness or death of a family member), cannot 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 1, with six representative courses identified here by prefix and number with the credit hours and grades indicated here by prefix and number with the credit hours and grades indicated, your grade point average would be 32 quality points divided by 16 academic hours attempted or exactly 2.0 ("C").

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Semester Hours Attempted</th>
<th>Earned Grade</th>
<th>Hours Completed</th>
<th>Hours Passed</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1103</td>
<td>3</td>
<td>A</td>
<td>3</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>POS 1041</td>
<td>3</td>
<td>B</td>
<td>3</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>CHM 1040c</td>
<td>4</td>
<td>C</td>
<td>4</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>CCC 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>
<tr>
<td><strong>Total</strong></td>
<td><strong>19</strong></td>
<td></td>
<td><strong>16</strong></td>
<td><strong>13</strong></td>
<td><strong>32</strong></td>
</tr>
</tbody>
</table>

**REPEATED COURSES**

If you repeat a course, or take two courses in which credit cannot be received in both, credit can be allowed only in the course taken most recently even if it bears a lower grade than the previous attempt. You cannot be given

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 the matter is not resolved, you should then meet with the Dean of the Campus.

If you still feel you have not received a satisfactory 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 30 days after receipt of your grievance form which will provide you an opportunity to present your position and supporting facts. You will be required to provide the committee an advance copy of the major issues, documents to be included and names of persons you expect to attend the hearing. The committee is the final judge of what is to be included and excluded in the hearing and has the right to adjourn and reconvene at a later time if this is necessary to complete the hearing. After the hearing, the committee will make a recommendation to the college President, who will notify you in writing as to the resolution of the grievance.

ADVICE TO STUDENTS

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

ACADEMIC COURSE LOAD

Your normal full-time academic course load during Session 1, 2 or 5 is 15 or 16 semester hours, with a maximum of 19 semester hours. During Sessions 3 or 4 or any of the college's Minimesters, seven semester hours is considered the maximum full-time course load, since these sessions are half as long as regular semesters but equally full in class hours per course. In unusual cases, the appropriate dean or a counselor may grant special permission to deviate from these maximums. The college reserves the right to limit the number of semester hours carried if your academic record indicates need for further preparation for college level work. A counselor can assist you in determining your academic course load.

FINAL EXAMINATIONS

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

CLASS ATTENDANCE

You are expected to attend all sessions of all classes for which you are duly registered. Regular attendance and regular class participation are significant factors which promote success in college. In the event of absence, you should contact your instructor as soon as practical to indicate the reason and to obtain necessary information to make up the loss.

If your absences in a class become so excessive that continued attendance has little or no value, your instructor will contact you in writing requesting a conference with you by a stated date and indicating that further absence will result in withdrawal from the course. If you fail to respond by that stated date, your withdrawal from the class will be processed and a grade of "W" assigned.
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 (MasterCard, Visa accepted).

Residency Status
1. FLORIDA RESIDENTS $20.00/CREDIT HOUR
2. OUT-OF-STATE $42.00/CREDIT HOUR
   + $1.00/CREDIT HOUR SCHOLARSHIP FEE

Laboratory Fees
A special fee of $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 $80.00
Performance I, II, III and IV $80.00
Secondary Applied Music $40.00

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, white hose and safety glasses $145.00
3. Graduate pins $30-50.00
4. Liability insurance* $17.00
5. Miscellaneous supplies and materials $35.00
   Approximate for two years $677-697.00

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

1. National Dental Hygiene Examination $40.00
2. Florida State Dental Hygiene Examination $165.00

*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 $25.00
2. National Technician Examination $80.00
   $75.00

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

EMS students will incur the following costs above tuition, fees, books, meals and transportation to the campus and clinical facilities. These expenses are subject to change without notice:

1. Uniforms, lab coat and shoes $ 70.00
2. Name pins and patches for lab coat $ 5.00
3. Liability insurance* $ 17.00
4. Miscellaneous supplies and materials $ 35.00
   Approximate total for two years $127.00

NOTE: Subsequent to successful completion of the program, the graduate must sit for:
1. EMT-State Certification Exam $ 40.00
2. Paramedic State Certification Examination $ 70.00
   $110.00

*PREMIUMS SUBJECT TO CHANGE

Respiratory Therapy Expenses

Respiratory therapy students will incur the following costs above tuition, fees, books, meals and transportation to the campus. These expenses are subject to change without notice:

1. Uniforms, lab coats $ 70.00
2. Name pins and uniform patches $ 5.00
3. Liability insurance* $ 17.00
4. Graduate pins (estimated) $30-50.00
   Approximate total for two years $122-142.00

*PREMIUMS SUBJECT TO CHANGE

Nursing Expenses

Nursing students will incur the following costs above tuition, fees and books. These expenses are subject to change without notice.

1. Uniforms, caps, shoes and lab coats $100.00
2. Achievement tests (two year period) $ 22.00
3. Name pins and uniform patches $ 5.00
4. Liability insurance* $ 17.00
5. Graduate pins (estimated) $30-50.00
   Approximate total for two years $174-194.00

*PREMIUMS SUBJECT TO CHANGE

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

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

Florida State Board Nursing Examination $72.00

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
2. Other tests approved by the Board of Trustees To be announced
3. Independent study fee (nonrefundable 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
6. Late Registration: 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 AND/OR LOANS

If you are currently enrolled and have an overdue loan or bad check made to the college, you will be notified, and if the college does not hear from you within 10 days from the date notification was mailed from the college, you will be withdrawn from classes and not eligible for reinstatement in the current classes and not eligible for reinstatement in the current session. Until the indebtedness is paid, you will be unable to enroll in future sessions or receive transcripts of grades. Every effort will be made by the college to collect overdue loans and bad checks before the account is submitted to a collection agency. A fee of $10.00 will be assessed for each returned check. A service charge is also assessed for overdue loans.

STUDENT FINANCIAL AID

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.

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 will 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 to $2000 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 a Financial Aid Form 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 1 and 2 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 loans with a low, 3 percent interest rate and you
may have to demonstrate 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 10 weeks to process, so you should apply well in advance of tuition deadlines.

**Auxiliary Loan Program (ALP or PLUS)**
Auxiliary loans are available to parents of dependent undergraduate students, independent undergraduate students or graduate students. Maximum loan amounts for parents (per dependent undergraduate) is $3,000. Independent undergraduates can borrow up to $2,500, which includes any GSL borrowings also. Repayment at 12 percent simple interest begins within 60 days of disbursement of funds. Processing time varies, but usually requires 6-8 weeks so apply early. Applications and information may be obtained from the Financial Aid Office.

**Short-Term Loans**
Short-term loans are administered by Valencia Community College’s Financial Aid Office and are available up to a maximum of $120 for tuition fees and up to a maximum of $50 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 require a co-signer who is over 18 years old and employed. The co-signer must list his/her employer’s name on the loan application. The co-signer is required to either appear in the Financial Aid Office to sign the promissory note or have a notary witness his/her signature. Spouses may co-sign if employed.

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

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 Director of Financial Aid. 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.

**Florida College Career Work Experience Program (FCCWEPP)**
Any student who is a Florida resident, currently enrolled for at least six hours and has a need may qualify for the Florida College Career Work Experience Program. Students are placed in positions relating to their academic majors both on and off campus. Usually a student may work up to 20 hours per week.

**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 provide complete and accurate information on all applications. Information should be provided from the student’s or parent’s 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 application will be processed and the Affidavit of Educational Purpose must be signed.

2. **Financial Aid Form:**
   - Student must complete the Financial Aid Form in order to be considered for the following financial aid programs that are based on need:
     - [Florida College Career Work Experience Program (FCCWEPP)]
     - Supplemental Educational Opportunity Grant (SEOG)
     - College Work-Study (CWS)
     - Nursing Scholarship (SN)
     - Need Scholarship
   - This form calculates eligibility to receive funds from federal, state, institutional and other programs. The Financial Aid Forms may be used to apply for Pell...
(BEOG) and 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 the program information section, as the application procedures may vary somewhat with each individual type of aid.

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.

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 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.
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 it is important for you to feel comfortable, you will not be assigned to a counselor but may select your own.

You can see a counselor or educational advisor during the day on a walk-in basis by going to the Counseling Office. If you desire to see a counselor in the evening, please call ahead of time to make an appointment.

Evening Services

After 5:00 p.m., services of the admissions, registrar and finance areas are provided on the East and West Campuses in the Admissions Offices 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 scores 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 inservice training, homemaking or self-directed independent study.

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 in 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 office 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 cooperative education credits may apply toward elective credit in a degree program.

For further information, write or call the cooperative education office.
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 45 semester hours of credit through CLEP, General and Subject Examinations combined.

### 1984-85 CLEP SCHEDULE

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 20, 1984</td>
<td>September 24, 1984</td>
</tr>
<tr>
<td>January 15, 1985</td>
<td>December 11, 1984</td>
</tr>
<tr>
<td>April 20, 1985</td>
<td>March 25, 1985</td>
</tr>
<tr>
<td>June 15, 1985</td>
<td>May 20, 1985</td>
</tr>
<tr>
<td>October 19, 1985</td>
<td>September 23, 1985</td>
</tr>
</tbody>
</table>

### CLEP CREDIT AWARDED AT VALENCIA

<table>
<thead>
<tr>
<th>General Examinations</th>
<th>Course Equivalent</th>
<th>Credits Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Science</td>
<td>POS 1041-PUP 1002</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>Humanities</td>
<td>HUM 2213-HUM 2250</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>Mathematics</td>
<td>MGF 2202</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Natural Science</td>
<td>PSC 1515-APB 1120</td>
<td>3 Hrs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject Examinations</th>
<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>
<td>4 Hrs.</td>
</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>
</tr>
<tr>
<td>College Algebra</td>
<td>MAC 1104</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Educational Psychology</td>
<td>EDP 2002</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>English Literature</td>
<td>ENL 2012-ENL 2023</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>General Chemistry</td>
<td>CHM 1045C</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>General Psychology</td>
<td>PSY 1012</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>DEP 2003</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Accounting</td>
<td>ACC 2001-ACC 2021</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>Introductory</td>
<td>ECO 2013</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Macro-Economics</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>Sociology</td>
<td>MAC 1114</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Trigonometry</td>
<td>EUH 1000</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Western Civilization I</td>
<td>EUH 1000</td>
<td>3 Hrs.</td>
</tr>
</tbody>
</table>

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

The fee for each CLEP exam is $26.00.

### CREDIT BY EXAMINATION

You may receive credit by examination in courses which are designed as career courses if you have a substantial background, including experience and training in a specified field. This type of credit might not be acceptable for transfer to other institutions.
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 comprising more than 45,000 items, and maintain extensive vertical file holdings. The college has a collection of more than 3,500 audiovisual items for classroom use and group or individual study.

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

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

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

3. Damaged Materials:
   - Materials damaged beyond repair:
     - Current replacement cost plus a non-refundable $5.00 service charge per item.
   - Materials damaged but repairable
     - Repair charge will not exceed the original cost of the item.

STUDENT-CENTERED LEARNING LABORATORIES

The college provides student-centered learning laboratories on the West Campus and an open instructional laboratory on the East Campus. The laboratories are designed to provide (1) alternative modes of instruction which are parallel in content to the standard method of instruction, and (2) assistance for students who need help in reading, writing, 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 collegewide 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, 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 their educational goals.

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

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

Bookstore Operating Hours

**Session 1 and 2**
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 3**
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 week)

**Session 4**
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. It is 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 you are unable to take the class or have 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. 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. Mastercard and Visa are now accepted for payment of 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 at 299-5009. Charges are:

- Cleaning (students, employees, and alumni) $4.00
- Cleaning (general public) $6.00
- Cleaning (child under 12) $4.00
- Bite-Wing X-ray $2.00
- Full mouth and Panorex X-ray $6.00
- Pit and fissure sealant $5.00
- Nitrous oxide analgesia $5.00

*Subject to change.

STUDENT ACTIVITIES

Involvement in out-of-classroom activities is an important component of a well-rounded college experience. At Valencia participation in student organizations is encouraged as is participation in intercollegiate athletics, intramurals, campus events and special programs. Students not only have fun through involvement in these student activities, but gain valuable learning experiences as well. In many cases, these out-of-classroom opportunities serve as practical experiences for information learned in the classroom.

The following is a list of the student organizations and other out-of-classroom activity groups available at the college. Contact your campus Student Services Office for additional information on these groups.
STUDENT ORGANIZATIONS
(Subject to Change)

Afro-American Cultural Society (A/C)S) East and West
Amateur Radio Club West
Baptist Campus Ministry (BCM) West
Cabin Fever Quilters West
Computer Club East
Entertainment Advisory Board West
Florida Student Leaders of America (F-Slate) West
Florida Nursing Student Assn. (FNSA) West
Inter-Varsity Christian Fellowship East
Pep Club West
Phi Beta Lambda (PBL) East and West
Phi Theta Kappa (PTK) East and West
Student American Dental Hygienists Assn. (SADHA) West
Student Government Assn. (SGA) East and West
Student Music Educators National Conference (SMENC) East
Valencia Art League East
Valencia Character Company East
Valencia Innkeepers West
Valencia Student Society of American Medical Technologists West
Valencia Emergency Medical Student Assn. (MEMSA) West
Volunteers for International Student Activities (VISA) East and West

Other Activities
Available to Students
(Subject to Change)

Brain Bowl
Debate
Entertainment Advisory Board
Operation Student Concern (volunteerism)
The Paper (student newspaper)
The Valencian (literary magazine)

ATHLETICS

Athletics are a collegewide student activity. The Athletic Department is located in the Physical Education Center on the West Campus. The department sponsors six teams: for women the teams are basketball, softball and volleyball; for men the teams are baseball, basketball and golf. Scholarships are available in all sports. Information on tryouts for the various teams can be obtained by coming to the Athletic Department in PEC 201 or by calling 299-5000.

AREAS OF CONCERN TO STUDENTS

Public Transportation

The Orange, Seminole, Osceola Transportation Authority provides bus service to the Downtown Center and West Campus several times each day. Bus service is also provided to the East Campus by a bus sponsored by the East Orange Community Action Association.

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 the appropriate office and you should check that office frequently when seeking a lost article.

Mall

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 Student Services Office.

Parking

Parking facilities have been provided for students. Failure to park in assigned parking areas will result in a parking fine.

Types of Parking Fines

<table>
<thead>
<tr>
<th>Type of Parking Fine</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Improper parking in spaces designated &quot;handicapped only&quot;</td>
<td>$10.00</td>
</tr>
<tr>
<td>2. Parking in designated fire lanes, curb areas, wood areas, grass areas or visitor's area</td>
<td>$10.00</td>
</tr>
<tr>
<td>3. Failure to display decal</td>
<td>$5.00</td>
</tr>
<tr>
<td>4. All other violations</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

Note: Failure to pay citation fines within 15 calendar days will result in fines being doubled.
DEGREES AND PROGRAMS

INTRODUCTION

Valencia Community College offers you the choice of two basic degrees:

The Associate in Arts degree (AA)
The Associate in Science degree (AS)

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.

Both of the degrees are described in detail in this catalog. If you are interested in either 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 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 non-credit courses without planning to work toward a degree from the college. You might be especially interested in the continuing education courses listed at the end of this section of the catalog.

Or you might be interested in another type of recognition which Valencia Community College offers students who complete courses in particular areas. That recognition is called a certificate. Certificates are available for students who complete a certain number of courses in clerical sciences and fire technology. If you are interested in learning more about the certificates that are available, you are encouraged to talk to one of the counselors.
UNIVERSITY PARALLEL PROGRAM
ASSOCIATE IN ARTS DEGREE

GENERAL INFORMATION

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 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  Criminal Justice
Agriculture  Dentistry
Allied Legal Services  Dietetics and Nutrition
Architecture  Drama
Art  Ecology and Environment
Art Education  Economics
Astronomy  Education
Biology (Botany, Zoology, Microbiology)  Engineering
Biology Education  Technology
Building Construction  English
Business Administration  English and English Education
Business Education  Fashion Design and Merchandising
Business Education  Fire Technology
Chemistry  Forestry and Wildlife Ecology
Chemistry Education  French
Communications  Geology
Communications  German
Computer Science  History
(Business)  Humanities
Computer Science  International Business
(Scientific)  Interior Design
Journalism  Landscape Architecture
Law  Law
Library Science  Law
Marketing  Law
Mathematics  Law
Mathematics Education  Law
Medical Technology  Library Science
Medicine  Marketing
Meteorology  Mathematics
Music  Mathematics Education
Music Education  Medical Technology
Nursing  Medicine
Occupational Therapy  Meteorology

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 offices.

Requirements for the Associate In Arts Degree at Valencia Community College

1. You must complete 60 hours of acceptable college credits, of which six semester hours credit may be from music ensemble courses and/or six semester hours credits 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 take the Mid-Progress Assessment (MPA).

5. You must complete the last 15 college credit hours in residence at Valencia Community College.

6. You must complete with a grade of "C" or better ENC 1101, ENC 1102, the six hours of the Area 2 (humanities) courses requiring 6000 words of writing and the required six hours of Area 3 (mathematics) courses.
7. You must request a graduation check in the Registrar's Office upon completion of 40 semester hours.

8. You must file an application for graduation in the Registrar's Office by the deadline date as listed in the College Calendar and Catalog.

9. You must fulfill all financial obligations to the college.

10. You must take and pass the College Level Academic Skills Test (CLAST).

**CREDIT LIMITATION**

Students may apply limited hours of earned credit toward an associate degree from the following courses:

**English and Speech** (three hours maximum).

No more than a total of three hours from the following courses:

- ENC 1001 English Writing Skills
- ENC 1002 Basic Writing
- ESL 1201 Intermediate Speech for Foreign Students I
- ESL 1241 Intermediate English Writing I
- ESL 1261 Intermediate English Structure Patterns I
- ESL 1301 Intermediate Speech for Foreign Students II
- ESL 1341 Intermediate English Writing II
- ESL 1361 Intermediate English Structure Patterns II

**Mathematics** (three hours maximum)

Three hours of MAT 1024 Elementary Algebra.

**Reading** (three hours maximum)

No more than a total of three hours from the following courses:

- ESL 1221 Intermediate English Reading I
- ESL 1321 Intermediate English Reading II
- REA 1105 Reading Skills I
- REA 1106 Reading Skills II
- REA 2930 Individualized Reading

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**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 12 credit hours of English coursework in which the student is required to demonstrate written skills and six 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.

Students entering Valencia after October 15, 1982, as first-year college students will meet the writing and mathematics requirements specified in Rule 6A-10.30 by completing the General Education Requirements in Areas 1, 2, and 3 or by completing the Area 3 mathematics requirement and the Interdisciplinary Studies program.

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**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 36 semester hours of academic credit which serves as the core of the curriculum. The 36 hours are selected from five core areas of academic courses offered at Valencia Community College. The second approach requires SPC 1600, POS 1041, the Area 3 mathematics requirement, and an Interdisciplinary Study program which consists of 24 hours taken over four sessions.

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.

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**A Typical AA Degree Program**

**General Education:**

<table>
<thead>
<tr>
<th>Area</th>
<th>Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area 1.</td>
<td>Communications including ENC 1101, ENC 1102, SPC 1600</td>
<td>9 credits</td>
</tr>
<tr>
<td>Area 2.</td>
<td>Humanities</td>
<td>9 credits</td>
</tr>
<tr>
<td>Area 3.</td>
<td>Mathematics excluding MAT 0013, MAT 1024, MAT 1033</td>
<td>6 credits</td>
</tr>
<tr>
<td>Area 4.</td>
<td>Natural Science</td>
<td>6 credits</td>
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<tr>
<td>Area 5.</td>
<td>Social Science including POS 1041</td>
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<table>
<thead>
<tr>
<th>Minimum Semester Hours Credit</th>
<th>36 credits</th>
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<tbody>
<tr>
<td>Majors and/or Electives excluding unacceptable courses</td>
<td>24 credits</td>
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| 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
  and
ENC 1102 or ENC 1122 Honors Freshman Composition II - 3 credits
  and
SPC 1600 Fundamentals of Speech - 3 credits

Area 2. Humanities

Required Courses — A minimum of 9 semester hours credit

(1) Complete two of the following courses, one of which must have an HUM prefix and all of which will require at least 6,000 words of writing:

Humanities
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
HUM 2310 Mythology in Art and Literature - 3 credits

Fine Arts
ARH 2051 Introduction to Art
MUL 1211 Music Literature - 3 credits

Literature
AML 2010 Survey in American Literature: Colonial Period to Civil War - 3 credits
AML 2022 Survey in American Literature: Civil War to Present - 3 credits
ENL 2013 Survey in English Literature 1300 to 1800 - 3 credits
ENL 2023 Survey in English Literature 1800 to Present - 3 credits
LIT 2090 Contemporary Literature - 3 credits
LIT 2110 Survey in World Literature: Beginnings through Renaissance - 3 credits
LIT 2220 Survey in World Literature Enlightenment to Present - 3 credits

(2) Complete a third course from the list above or one of the courses below (these courses do not meet the 6000 word requirement):

Art
ARH 1000 The Visual Arts Today - 3 credits
ARH 2050 Introduction to Art History I - 3 credits

Foreign Language
FRE 2200-2201 Intermediate French - 3 credits each
GER 2200-2201 Intermediate German - 3 credits each
SPN 2200-2201 Intermediate Spanish - 3 credits each
SPW 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 2740 Humanities in the British Isles - 3-6 credits
HUM 2742 Humanities in Italy - 3-6 credits
HUM 2930 Selected Topics in Humanities - 3 credits

Literature
LIT 2000 Introduction to Literature - 3 credits

Music
MUL 1011 Music Appreciation - 3 credits
MUS 1111 Musicianship I - 4 credits

Philosophy
PHI 2010 Philosophy - 3 credits

Religion
REL 2020 Understanding Religious Man - 3 credits

Theater
THE 1020 Introduction to Theater - 3 credits
THE 1301 Development of Theater and Drama: Beginnings to Ibsen - 3 credits
THE 1302 Development of Theater and Drama: Ibsen to Present - 3 credits
Area 3. Mathematics

Required Courses — A minimum of 6 semester hours credit from the following:

MAC 1104  College Algebra - 3 credits
MAC 1114  College Trigonometry - 3 credits
MAC 1132  College Algebra and Trigonometry - 4 credits
MAC 2233  Calculus for Business and Social Science - 3 credits
MAC 2311  Calculus with Analytic Geometry I - 5 credits
MAC 2312  Calculus with Analytic Geometry II - 5 credits
MAC 2313  Calculus with Analytic Geometry III - 4 credits
MAP 2302  Differential Equations - 3 credits
MAS 2103  Introduction to Matrices - 3 credits
MAS 2301  Introduction to Modern Algebra - 3 credits
MGF 2202  College Mathematics - 3 credits

Either, but not both of
STA 2014  Elementary Statistics - 3 credits
PHI 2101  Formal Logic - 3 credits

Area 4. Natural and Physical Sciences

Required Courses — A minimum of 6 semester hours credit

APB 1120  Man and Environment I - 3 credits
APB 1150  Biological Sciences - 3 credits
APB 1253  Biology of Human Sexuality - 3 credits
APB 2203C-2204C  Human Anatomy and Physiology - 4 credits each
AST 1002  Elementary Astronomy - 3 credits
BOT 2010C  Botany - 4 credits
BSC 1010C  Fundamentals of Biology - 4 credits
BSC 2933  Selected Topics in Biology - 1-3 credits each
CHM 1020  Chemistry in Everyday Life - 3 credits
CHM 1034C  General Chemistry for Laboratory Technology - 6 credits
CHM 1040C  Introductory Chemistry - 4 credits
CHM 1045  General Chemistry and Qualitative Analysis - 4 credits each
CHM 1200C  Introductory Organic and Biochemistry - 4 credits
CHM 2120C  Quantitative Analysis - 4 credits
CHM 2933  Special Topics in Chemistry - 1-3 credits each
CHM 2210-2211C  Organic Chemistry - 4 credits each
GLY 1000  Earth Sciences - 3 credits
GLY 2010C  Physical Geology - 4 credits
GLY 2100  Historical Geology - 3 credits
MCB 2010C  Microbiology - 4 credits
OCB 2003  Marine Biology - 3 credits
PCB 2303  Aquatic Biology - 3 credits
PHY 1001C  Applied Physics - 4 credits
PHY 1023-1024C  Basic Physics - 4 credits each
PHY 1053-1054C  Introductory Physics - 4 credits each
INTERDISCIPLINARY STUDIES PROGRAM

An Alternative Approach to General Education

As an alternative approach to general education you may enter the Interdisciplinary Studies in General Education Program (West Campus only). Through this program you can complete 24 of the 36 hours required in general education. The additional 12 hours general education requirements are POS 1041, U.S. Government I, 6 hours of Mathematics (see requirements for Area 3), and one elective from Areas 1 - 5.

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 Sartre 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.

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 semester sequence which consists of four six-hour courses taught during Sessions 1 and 2 of each academic year. These courses are:

IDS 1101 Interdisciplinary Studies in General Education I - 6 credit hrs.
IDS 1102 Interdisciplinary Studies in General Education II - 6 credit hrs.
IDS 2103 Interdisciplinary Studies in General Education III - 6 credit hrs.
IDS 2104 Interdisciplinary Studies in General Education IV - 6 credit hrs.

Each of the above courses will require 6000 words of writing.

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 equivalency indicates how credit is distributed within the IDS Program:

IDS 1101 English Composition I (3 credits - 6000 words)
Humanities (3 credits)
IDS 1102 Humanities (3 credits - 6000 words)
Natural Science (3 credits)
IDS 2103 English Composition II (3 credits - 6000 words)
Natural Science (3 credits)
Social Science (3 credits)
IDS 2104 Humanities (3 credits - 6000 words)
Social Science (3 credits)
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 requirements.

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 the college's 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 readmission.

3. If you are a transfer student to Valencia Community College, you must complete 15 college credit hours in residence at Valencia Community College in order to be eligible for an Associate in Science degree.

4. You must have a graduation check by the Registrar's Office and file an Application for Graduation form by the deadline as listed in the college calendar.

5. You must fulfill all financial obligations to the college.

CREDIT LIMITATION

Students may apply limited hours of earned credit toward an associate degree from the following courses:

English and Speech (three hours maximum)

No more than a total of three hours from the following courses:

ENC 1001 English Writing Skills
ENC 1002 Basic Writing
ESL 1201 Intermediate Speech for Foreign Students I
ESL 1241 Intermediate English Writing I
ESL 1261 Intermediate English Structure Patterns I
ESL 1301 Intermediate Speech for Foreign Students II
ESL 1341 Intermediate English Writing II
ESL 1361 Intermediate English Structure Patterns II

Mathematics (three hours maximum)

Three hours of MAT 1024 Elementary Algebra

Reading (three hours maximum)

No more than a total of three hours from the following courses:

ESL 1221 Intermediate English Reading I
ESL 1321 Intermediate English Reading II
REA 1105 Reading Skills I
REA 1106 Reading Skills II
REA 2930 Individualized Reading

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
Engineering Technology
Business - Accounting Option
Business - Finance Option
Business - Hospitality Management Option
Business - Management and Marketing Option
Construction Technology - Architectural and Building
Construction Technology Option
AIR CONDITIONING AND REFRIGERATION ENGINEERING 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>
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<tr>
<td>MTB 1321 or</td>
<td>Technical Mathematics I</td>
<td>3-4</td>
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<tr>
<td>MAC 1132</td>
<td>College Algebra and Trigonometry</td>
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</tr>
<tr>
<td>CHM 1040C or</td>
<td>Introduction to General Chemistry</td>
<td>3-4</td>
</tr>
<tr>
<td>CHM 1045C</td>
<td>General Chemistry with Qualitative Analysis</td>
<td>4</td>
</tr>
<tr>
<td>ETD .1100C</td>
<td>Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ETM 1610C</td>
<td>Heating, Ventilating and Air Conditioning I</td>
<td>4</td>
</tr>
<tr>
<td>ETM 1613C</td>
<td>Refrigeration I</td>
<td>4</td>
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<tr>
<td>MAN 1800</td>
<td>Small Business Management</td>
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INTERMEDIATE COURSES

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<th>Course</th>
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<th>Credit Hours</th>
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<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
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<td>ETD 1611</td>
<td>Air Conditioning II</td>
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</tr>
<tr>
<td>ETM 2633</td>
<td>Electricity for Air Conditioning and Refrigeration</td>
<td>4</td>
</tr>
<tr>
<td>HUM 1020</td>
<td>Introduction to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1053C</td>
<td>Introductory Physics I</td>
<td>4</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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ADVANCED COURSES

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<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>COC 1300</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>ACC 1009 or</td>
<td>Basic Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 2001</td>
<td>Principles of Accounting I</td>
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<td>ETD 2941</td>
<td>Air Conditioning Practicum</td>
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<td>ETD 2650</td>
<td>Control Systems for Air Conditioning and Refrigeration</td>
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<td>Electives</td>
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</table>

Total 60-61

Note: Students are encouraged to supplement the above and enroll in one or more courses: SPC 1500 Fundamentals of Speech; ETM 2534 Refrigeration II; MTB 1322 Technical Mathematics II; BCN 1705 Contracts, Codes, Specifications and Office Practices; GEB 1011 Introduction to Business; ETG 2949 Cooperative Education; MAR 2101 Principles of Marketing; MAR 2101 Principles of Selling; BCN 2563 Building Service Systems.

Note: Specialized programs are offered on the East Campus.

BUSINESS - ACCOUNTING TECHNOLOGY
Associate in Science

This program is designed for students who seek immediate employment in the field of accounting and for those presently employed in accounting careers and desiring advancement but not a transfer degree. Students wishing to transfer any credits from this option to another institution must accept responsibility for securing approval in advance from the transfer institution.
FOUNTION COURSES

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<tr>
<td>ACC 2021</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
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<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
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<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
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<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
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INTERMEDIATE COURSES

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<td>ACC 2800</td>
<td>Accounting Theory</td>
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<tr>
<td>ACC 2509</td>
<td>Federal Income Tax</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>COC 1300</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1023</td>
<td>Principles of Economics-Micro</td>
<td>3</td>
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<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>SES 1335</td>
<td>Business Communications</td>
<td>3</td>
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<td>SES 2321</td>
<td>Business Machines</td>
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<td>HUM</td>
<td>Humanities Elective</td>
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ADVANCED COURSES

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<td>ACC 2409</td>
<td>Cost Accounting</td>
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<tr>
<td>ACC 2730</td>
<td>Accounting Information Systems</td>
<td>3</td>
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<tr>
<td></td>
<td>Business Elective (choose either ACC 2344, BAN 2700, BUL 2112, ECO 2013, MAN 2000, MAR 2011 or SES 1191)</td>
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<td>12</td>
</tr>
<tr>
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<td>Total</td>
<td>60</td>
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NOTE: Specialized program courses are offered on the East Campus.

BUSINESS - FINANCE OPTION

Associate In Science

This program 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.

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

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<th>Course</th>
<th>Title</th>
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<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
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<tr>
<td>SES 1335</td>
<td>Business Communication</td>
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<td>ACC 2001</td>
<td>Principles of Accounting I</td>
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</tr>
<tr>
<td>ECO 1023</td>
<td>Principles of Economics-Micro</td>
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<td>COC 1300</td>
<td>Introduction to Data Processing</td>
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<td>INP 1301</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>ACC 2021</td>
<td>Principles of Accounting II</td>
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<td>ECO 2013</td>
<td>Principles of Economics-Macro</td>
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<td>FIN 2230</td>
<td>Money and Banking</td>
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<tr>
<td>BAN 2700</td>
<td>Principles of Finance</td>
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<tr>
<td>BAN 2800</td>
<td>Credit Laws and Regulations</td>
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<td></td>
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Total: 60

*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, ENC 1210 Technical Communications, or other business courses.

NOTE: Specialized option courses 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
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<td>POS 1041</td>
<td>U.S. Government I</td>
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<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
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<td>COC 1300</td>
<td>Introduction to Data</td>
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<td>HFT 1000</td>
<td>Introduction to the</td>
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<td>HFT 1201</td>
<td>Hospitality Industry</td>
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<td>INP 1301</td>
<td>Psychology In Business</td>
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<td>Fundamentals of Speech</td>
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INTERMEDIATE COURSES

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<tbody>
<tr>
<td>SES 1335</td>
<td>Business Communication</td>
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<tr>
<td>ACC 2001</td>
<td>Principles of Accounting I*</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics**</td>
<td>3</td>
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<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
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<tr>
<td>HFT 1410</td>
<td>Front Office Management</td>
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<td>HFT 2200</td>
<td>Hospitality Management</td>
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<td>FSS 2251</td>
<td>Food and Beverage Manage-</td>
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ADVANCED COURSES

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<tbody>
<tr>
<td>HFT 1700</td>
<td>Introduction to Tourism</td>
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<tr>
<td>FSS 2500</td>
<td>Food and Beverage Control</td>
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<td>HFT 2600</td>
<td>Law and Insurance</td>
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<td>HFT 2941</td>
<td>Hospitality Seminar and</td>
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<td>Work Experience</td>
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<tr>
<td>HFT 1000</td>
<td>Marketing and Sales in</td>
<td>3</td>
</tr>
<tr>
<td>SPN 1000</td>
<td>Basic Spanish***</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 63

*Basis 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 any 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 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>ECO 1000</td>
<td>Basic Economics</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>
<tr>
<td>GEB 1011</td>
<td>Introduction to</td>
<td>3</td>
</tr>
<tr>
<td>COC 1300</td>
<td>Introduction to Data</td>
<td>3</td>
</tr>
<tr>
<td>SES 1141</td>
<td>Keyboarding Skills</td>
<td>2</td>
</tr>
</tbody>
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INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
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<tr>
<td>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>Business Communications</td>
<td>3</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>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>Cooperative Education or Elective</td>
<td>3</td>
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</table>

Total 62

*Students will select elective hours from business/data processing and/or foreign language courses.

RECOMMENDED ELECTIVES

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

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

CONSTRUCTION TECHNOLOGY WITH OPTIONS IN ARCHITECTURAL AND BUILDING CONSTRUCTION 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 those currently employed who wish to upgrade their skills.

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

**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>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 Strengths 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 Precalculus</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1322</td>
<td>Technical Mathematics II</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1054C</td>
<td>Introductory Physics II</td>
<td>4</td>
</tr>
<tr>
<td>SUR 1100</td>
<td>Basic Surveying and Measurements (Surveying I)</td>
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<tr>
<td><strong>Total Core Subjects</strong></td>
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**ADVANCED SPECIALIZED COURSES**

**Architecture and Building Construction Technology Option**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ARC 2033C</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>
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<tr>
<td><strong>Total</strong></td>
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**Civil Technology Option**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<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 Design</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<td><strong>67-68</strong></td>
</tr>
</tbody>
</table>

**RECOMMENDED ELECTIVES**

*Students shall select one recommended elective from this list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARV 2310</td>
<td>Pictorial Rendering</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2949</td>
<td>Cooperative Education: Building Construction Field Experience</td>
<td>3-4</td>
</tr>
<tr>
<td>COC 1300</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>COP 1110</td>
<td>Fortran Programming</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>29</strong></td>
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</tbody>
</table>

**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.

**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</td>
<td>3</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>CCJ 1010</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1020</td>
<td>Introduction to Criminal Justice I</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>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>CJT 2110</td>
<td>Criminal Investigation I</td>
<td>3</td>
</tr>
<tr>
<td>SYG 2010</td>
<td>Contemporary Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>SYG 1322</td>
<td>Juvenile Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2610</td>
<td>Crime Control and Prevention</td>
<td>3</td>
</tr>
<tr>
<td>PHI 1101</td>
<td>Practical Logic</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2130</td>
<td>Criminal Justice and Community Relations</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>21</strong></td>
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</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>CCJ 2230</td>
<td>Criminal Law and Legal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2612</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 2830</td>
<td>Selected Topics or Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

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

**DATA PROCESSING**

**Associate in Science**

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
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</tr>
<tr>
<td>MAT 1024</td>
<td>Elementary Algebra</td>
<td>3</td>
</tr>
<tr>
<td>COC 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>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>SES 1191</td>
<td>Keyboarding Skills</td>
<td>2</td>
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</table>

INTERMEDIATE 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>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>COP 2225</td>
<td>COBOL Programming II</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics**</td>
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<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
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<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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ADVANCED COURSES

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>COP 2120</td>
<td>COBOL Programming II</td>
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<tr>
<td>CIS 2321</td>
<td>Data Systems Analysis and Design</td>
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<tr>
<td>CRM 2121</td>
<td>Data Processing Management</td>
<td>3</td>
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<tr>
<td>ACC 2021</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government elective*</td>
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</tr>
</tbody>
</table>

Total: 62

*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

Assocate in Science

This program is accredited by the Commission on Dental Accreditation, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and the United States Department of Education.

This Dental Hygiene Program is designed to prepare students for careers as dental hygienists. Graduates are eligible to take the National Board and the Florida examination for licensure as registered dental hygienists. Graduates will also receive certification in expanded duties recognized by the Florida State Board of Dentistry. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

A minimum grade of "C" must be achieved in all dental hygiene, 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 section of this catalog.

FRESHMAN YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>APB 2203C</td>
<td>Human Anatomy and Physiology I and II</td>
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<tr>
<td>APB 2204C</td>
<td>Human Anatomy and Physiology I and II</td>
<td>8</td>
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<tr>
<td>MCB 2010C</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>DES 1000C</td>
<td>Dental Radiography</td>
<td>3</td>
</tr>
<tr>
<td>DES 1020C</td>
<td>Dental Radiography</td>
<td>3</td>
</tr>
<tr>
<td>DEH 1800C</td>
<td>Dental Hygiene I</td>
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<td>DEH 2530C</td>
<td>Dental Hygiene II</td>
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<td>DEH 1802L</td>
<td>Dental Hygiene II</td>
<td>4</td>
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<tr>
<td>PSY 1012</td>
<td>Psychopathology</td>
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<td>DEH 2700</td>
<td>Dental Health Education</td>
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<td>DEH 2050</td>
<td>Dental Health Education</td>
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SOPHOMORE YEAR

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<tr>
<td>HUN 1001</td>
<td>Fundamentals of Nutrition</td>
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<tr>
<td>DES 2044</td>
<td>General and Oral Pathology</td>
<td>3</td>
</tr>
<tr>
<td>DEH 2804</td>
<td>Clinical Dental Hygiene IV</td>
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<tr>
<td>DEH 2804L</td>
<td>Clinical Dental Hygiene IV</td>
<td>2</td>
</tr>
<tr>
<td>DEH 2805</td>
<td>Periodontics</td>
<td>2</td>
</tr>
<tr>
<td>DES 2100C</td>
<td>Dental Materials</td>
<td>3</td>
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<tr>
<td>DEH 2701</td>
<td>Dental Public Health and Preventive Dentistry</td>
<td>2</td>
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<tr>
<td>DEH 2504</td>
<td>Dental Specialties</td>
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<td>DEH 2806</td>
<td>Dental Public Health and Preventive Dentistry</td>
<td>2</td>
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<tr>
<td>DEH 2806L</td>
<td>Clinical Dental Hygiene V</td>
<td>2</td>
</tr>
<tr>
<td>SYG 2000</td>
<td>Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 74

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

This program is designed for students who desire a career in dietetic technology. The student will develop skills as a dietetic technician to assist the dietitian, the administrator/dietitian and/or the consultant/dietitian in the provision of nutritional care services. This program includes laboratory and field experience which allows for the students to acquire knowledge, skills and attitudes essential to become a dietetic technician. This program is articulated between Orlando Vocational-Technical Center and Valencia Community College. It is accredited by the American Dietetic Association.

## FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUN 1201</td>
<td>Basic Nutrition</td>
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<tr>
<td>DIE 1270L</td>
<td>Clinical Study I</td>
<td>3</td>
</tr>
<tr>
<td>FSS 1202C</td>
<td>Principles of Food</td>
<td>3</td>
</tr>
<tr>
<td>Preparation</td>
<td></td>
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<tr>
<td>MAT 1024</td>
<td>Elementary Algebra</td>
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<tr>
<td>HES 1000</td>
<td>Personal Health</td>
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<tr>
<td>HUN 1290</td>
<td>Nutrition II</td>
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<tr>
<td>DIE 2271L</td>
<td>Clinical Study II</td>
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<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
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<tr>
<td>FOS 2201</td>
<td>Sanitation</td>
<td>2</td>
</tr>
<tr>
<td>FSS 1001</td>
<td>Introduction to Food Service</td>
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**Total** 29

## INTERMEDIATE COURSES

<table>
<thead>
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<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tr>
<td>FSS 2221</td>
<td>Quantity Food Preparation</td>
<td>3</td>
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<tr>
<td>DIE 1211</td>
<td>Nutrition III</td>
<td>3</td>
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<tr>
<td>DIE 2502L</td>
<td>Clinical Study III</td>
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<td>DIE 2100</td>
<td>Health Care System</td>
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<td>CHM 1040C</td>
<td>Introduction to General Chemistry</td>
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<tr>
<td>SPC 1300</td>
<td>Informal Communication</td>
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**Total** 19

## ADVANCED COURSES

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<td>HUN 1401</td>
<td>Nutrition IV</td>
<td>3</td>
</tr>
<tr>
<td>DIE 2273L</td>
<td>Clinical Study IV</td>
<td>3</td>
</tr>
<tr>
<td>FSS 2302</td>
<td>Dietetic Seminar</td>
<td>1</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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<tr>
<td>SYG 2000</td>
<td>Introductory Sociology</td>
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</table>

**Total** 61

---

# 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>
<td>COC 1300</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1100C*</td>
<td>Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1321</td>
<td>Technical Mathematics I</td>
<td>3</td>
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<tr>
<td>MAC 1104</td>
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<tr>
<td>PHY 1053C</td>
<td>Introductory Physics I</td>
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**Total** 16

## INTERMEDIATE COURSES

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<td>Basic Economics</td>
<td>3</td>
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<tr>
<td>EGN 1130C*</td>
<td>Descriptive Geometry</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1701C*</td>
<td>Mechanical Drafting I</td>
<td>3</td>
</tr>
<tr>
<td>ETM 1828</td>
<td>Engineering Materials &amp; Processes</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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<tr>
<td>MCB 1304</td>
<td>Modern Computational Methods</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1322</td>
<td>Technical Mathematics II</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1114</td>
<td>or College Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1054C</td>
<td>Introductory Physics II</td>
<td>4</td>
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<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
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<td>Elective</td>
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**Total** 33

## ADVANCED COURSES

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<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ETD 2643C*</td>
<td>Electro-Mechanical Drafting</td>
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</tr>
<tr>
<td>ETD 2702C*</td>
<td>Mechanical Drafting II</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2721C</td>
<td>Elements of Tool Design</td>
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</tr>
<tr>
<td>ETD 2949</td>
<td>Cooperative Education: Drafting &amp; Design Field Experience or Elective</td>
<td>2-4</td>
</tr>
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</table>

**Total** 12-14

---

# ELECTRONICS TECHNOLOGY PROGRAM WITH OPTIONS IN ELECTROMECHANICAL AND HYBRID MICROELECTRONICS
**Associate in Science**

This program is designed to produce skilled technicians capable of assisting in the design, production, operation
and servicing of electrical and electronic systems and equipment. It is organized to provide 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.

boundary COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
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<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1327</td>
<td>Mathematics for Electronics I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1328</td>
<td>Mathematics for Electronics II</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1053C</td>
<td>Introductory Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1054C</td>
<td>Introductory Physics II</td>
<td>4</td>
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INTERMEDIATE COURSES

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ETE 2144C</td>
<td>Electronic Circuits II</td>
<td>4</td>
</tr>
<tr>
<td>ETE 2169C</td>
<td>Electronic Troubleshooting</td>
<td>3</td>
</tr>
<tr>
<td>ETE 2423C</td>
<td>Electronic Communication Systems II</td>
<td>4</td>
</tr>
<tr>
<td>ETE 2680C</td>
<td>Fundamentals of Microcomputers</td>
<td>4</td>
</tr>
<tr>
<td>ETE 2692C</td>
<td>Computer Systems Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>ETE 2930</td>
<td>Selected Topics</td>
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Total: 21-25

EMERGENCY MEDICAL SERVICES

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<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>
<td>4</td>
</tr>
<tr>
<td>ETM 1405C</td>
<td>Mechanisms</td>
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</table>

Total: 20

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

NOTE: Specialized program courses are offered on the West Campus.
Requirements and further information about admission to this program can be found in the admissions and records section of this catalog.

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

### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>EMS 1114</td>
<td>Fundamentals of Emergency Medical Technology**</td>
<td>4</td>
</tr>
<tr>
<td>EMS 1115</td>
<td>Fundamentals of Emergency Medical Technology Practice</td>
<td>2</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>EMS 1015</td>
<td>Medical Terminology for Emergency Care</td>
<td>2</td>
</tr>
<tr>
<td>EMS 1332</td>
<td>Medical Ethics</td>
<td>2</td>
</tr>
<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>EMS 1431</td>
<td>Emergency Medical Technician Clinical Practice**</td>
<td>4</td>
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<td></td>
<td><strong>Total</strong></td>
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### INTERMEDIATE COURSES

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<thead>
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<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<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>ENC 1210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>EMS 1341</td>
<td>Extrication/Rescue</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
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<td></td>
<td><strong>Total</strong></td>
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### ADVANCED COURSES

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<tbody>
<tr>
<td>NUR 1022</td>
<td>Math/Pharmacology</td>
<td>2</td>
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<tr>
<td>EMS 2219</td>
<td>Paramedic I**</td>
<td>4</td>
</tr>
<tr>
<td>EMS 2219L</td>
<td>Hospital Clinical Practice</td>
<td>5</td>
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<tr>
<td>EMS 2239</td>
<td>Paramedic II**</td>
<td>4</td>
</tr>
<tr>
<td>EMS 2239L</td>
<td>Field Internship Practice II**</td>
<td>5</td>
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<td></td>
<td>Humanities Elective</td>
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### EMS CERTIFICATE PROGRAM

<table>
<thead>
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<tbody>
<tr>
<td>EMS 1114</td>
<td>Fundamentals of EMT (Basic EMT)</td>
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<tr>
<td>EMS 1115</td>
<td>Fundamentals of EMT Practice</td>
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</tr>
<tr>
<td>EMS 1431</td>
<td>EMT Clinical Practice</td>
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</tr>
<tr>
<td>EMS 1332</td>
<td>Medical Ethics</td>
<td></td>
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<tr>
<td>APB 1190C</td>
<td>Basic Anatomy and Physiology</td>
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<tr>
<td>EMS 2219</td>
<td>Paramedic I</td>
<td></td>
</tr>
<tr>
<td>EMS 2219L</td>
<td>Hospital Clinical Practicum</td>
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</tr>
<tr>
<td>NUR 1022</td>
<td>Math Pharmacology</td>
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</tr>
<tr>
<td>EMS 1341</td>
<td>Extrication/Rescue</td>
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<tr>
<td>EMS 2229</td>
<td>Paramedic II</td>
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</tr>
<tr>
<td>EMS 2229L</td>
<td>Field Internship Practice</td>
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<td></td>
<td>Paramedic State Board</td>
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<td></td>
<td><strong>Total</strong></td>
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</tbody>
</table>

*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.

### FIRE TECHNOLOGY

Associate in Science

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

A student wishing to earn a certificate rather than an AS degree may do so by completing the fire technology courses.

### 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>
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<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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<tr>
<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>
</tr>
<tr>
<td>GRA 1500</td>
<td>Introduction to Graphic</td>
<td>3</td>
</tr>
<tr>
<td>Communications*</td>
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<tr>
<td>GRA 1530C</td>
<td>Fundamentals of Typography*</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1020</td>
<td>Introduction to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and</td>
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<tr>
<td>Industry</td>
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<td>MAC 1104 or</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1321</td>
<td>Technical Mathematics I</td>
<td>3</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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<th>Title</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</td>
<td>3</td>
</tr>
<tr>
<td>Preparation*</td>
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<tr>
<td>GRA 2702</td>
<td>Graphics Production Management</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2930</td>
<td>Selected Topics in Graphic</td>
<td>3</td>
</tr>
<tr>
<td>Arts</td>
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<td>GRA 2949</td>
<td>Cooperative Education:</td>
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<tr>
<td>Graphic Arts Field Experience or Elective</td>
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<td>2-4</td>
</tr>
<tr>
<td>MAC 1114 or</td>
<td>College Trigonometry</td>
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</tr>
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<td>MTB 1322</td>
<td>Technical Mathematics II</td>
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ADVANCED COURSES

<table>
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<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ETD 1100C</td>
<td>Engineering Drawing</td>
<td>3</td>
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<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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PRINTING MANAGEMENT OPTION

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<td>Introduction to Data Processing</td>
<td>3</td>
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<td>GRA 2571C</td>
<td>Photolithography</td>
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<td>GRA 2635C</td>
<td>Graphic Reproduction Processes*</td>
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</tr>
<tr>
<td>GRA 2706</td>
<td>Graphic Arts Estimating</td>
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| Total | 60-62                   |

SUGGESTED ELECTIVES

<table>
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<th>Course</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>
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<tr>
<td>JOU 1420L</td>
<td>College Newspaper</td>
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<tr>
<td>JOU 2200</td>
<td>Editing and Makeup or selected course from other graphics major</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2302</td>
<td>Advertising</td>
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</tr>
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</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.

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>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>HOS 1010C</td>
<td>Introduction to Horticulture</td>
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</tr>
<tr>
<td>ORH 1521C</td>
<td>Ornamental Plant Materials I</td>
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<td>ORH 1522C</td>
<td>Ornamental Plant Materials II</td>
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<td>ORH 1858C</td>
<td>Ornamental Plant Maintenance</td>
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<td>ORH 1011C</td>
<td>Landscaping Design and</td>
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<td>Management</td>
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<td>ORH 1012C</td>
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<td>HOS 2004C</td>
<td>Plant Propagation</td>
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<td>POS 1041</td>
<td>U.S. Government</td>
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<tr>
<td>SOS 2102C</td>
<td>Soil and Fertilizers</td>
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<tr>
<td>ENY 1007C</td>
<td>Principles of Entomology</td>
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<td>GEB 1011</td>
<td>Introduction to Business</td>
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ADVANCED COURSES

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<td>Florist Production and Use</td>
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<tr>
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<td>Basic Economics</td>
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<tr>
<td>INP 1301</td>
<td>Psychology in Business and</td>
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</tr>
<tr>
<td>Industry</td>
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<td>ENC 1210</td>
<td>Technical Communication</td>
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<tr>
<td>ORH 2251C</td>
<td>Nursery Operation and</td>
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<td>Management</td>
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<tr>
<td>HOS 2941</td>
<td>Horticulture Seminar and Work Experience</td>
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| Total | 64        |

HORTICULTURE (ORNAMENTAL) Associate in Science

This program is designed to provide the necessary skills for
SUGGESTION: Horticulture Seminar and Work Experience is suggested for this program.

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

**INTERNATIONAL BUSINESS PROGRAM**

Associate in Science

This program is designed for students who seek immediate employment in the field of international business and for those presently employed in some business career who desire advancement. Instruction in this program provides a balanced curriculum of general education and business-related subjects. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

**FOUNDATION COURSES**

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<tr>
<td>SPC 1700</td>
<td>Cross Cultural Communication</td>
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<td>Freshman Composition I</td>
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<td>SES 1335</td>
<td>Business Communications</td>
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<td>GEB 101</td>
<td>Introduction to Business Mathematics</td>
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<td>ECO 1000</td>
<td>Principles of Economics-Micro</td>
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<td>Principles of Economics-Macro</td>
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**INTERMEDIATE COURSES**

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<td>MAR 2011</td>
<td>Principles of Marketing</td>
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<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
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<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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<td>ACC 2001</td>
<td>Principles of Accounting I</td>
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<td>EGS 2601</td>
<td>Economics of International Trade and Development</td>
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<tr>
<td>FIN 2612</td>
<td>International Banking and Finance</td>
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<tr>
<td>MAR 2241</td>
<td>International Marketing and Distribution</td>
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**ADVANCED COURSES**

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**RECOMMENDED ELECTIVES**

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<td>Business Law II</td>
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<td>MAN 2000</td>
<td>Principles of Management</td>
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<tr>
<td>GRA 2740C</td>
<td>Graphical Presentations</td>
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<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
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<tr>
<td>CFO 2002</td>
<td>Introduction to Comparative Politics</td>
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</table>

*Note: Student must take six hours of one language.

**LAWYER'S ASSISTANT**

Associate in Science

This program is designed to prepare the student for gainful employment as a law 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>
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<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>LEA 1013</td>
<td>Legal Research and Theory</td>
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<td>LEA 1201</td>
<td>Real Property I</td>
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**INTERMEDIATE COURSES**

<table>
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<th>Title</th>
<th>Credit Hours</th>
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<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
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<tr>
<td>LEA 2202</td>
<td>Real Property II</td>
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<td>BUL 2112</td>
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<tr>
<td>SES 1335</td>
<td>Business Communications</td>
<td>3</td>
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<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
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<tr>
<td>ACC 1009</td>
<td>Basic Accounting</td>
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<tr>
<td>LEA 2101</td>
<td>Civil Litigation I</td>
<td>3</td>
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<tr>
<td>LEA 2102</td>
<td>Civil Litigation II</td>
<td>3</td>
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<tr>
<td>LEA 2211</td>
<td>Wills, Trusts and Estate Administration I</td>
<td>3</td>
</tr>
<tr>
<td>LEA 2212</td>
<td>Wills, Trusts and Estate Administration II</td>
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<tr>
<td>LEA 2401</td>
<td>Law Office Management</td>
<td>3</td>
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</tbody>
</table>
ADVANCED COURSES

BUL 2114 Business Organizations 3
LEA 2940 Internship as a Lawyer’s Assistant or Elective 6
Total 9

*Elective Courses: LEA 2501 Family Law, CCJ 2240 Criminal Evidence 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; COG 1300 Introduction to Data Processing; ENC 1210 Technical Communication; or a humanities elective.

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

MEDICAL LABORATORY TECHNOLOGY
Associate in Science

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

The Medical Laboratory Technology Program is designed for persons who desire preparation for employment as medical laboratory technicians. Graduates are eligible to take the State Medical Laboratory Technician examination for licensure and a national registry examination. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

A minimum grade of "C" must be achieved in all medical laboratory technology, 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>
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<td>MLS 1000C</td>
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<tr>
<td>MCB 2010C</td>
<td>Microbiology</td>
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<tr>
<td>MLS 1300C</td>
<td>Hematology</td>
<td>4</td>
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<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
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<tr>
<td>MLS 1400C</td>
<td>Medical Microbiology</td>
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<tr>
<td>MLS 2500C</td>
<td>Clinical Chemistry</td>
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<tr>
<td>MLS 2600L</td>
<td>Blood Bank Practicum</td>
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<tr>
<td>MLS 2600</td>
<td>Instrumentation</td>
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<tr>
<td>MLS 2609L</td>
<td>Hematology Practicum</td>
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<tr>
<td>MLS 2810L</td>
<td>Chemistry Practicum</td>
<td>4</td>
</tr>
<tr>
<td>MLS 2811L</td>
<td>Micro Practicum</td>
<td>4</td>
</tr>
<tr>
<td>MLS 2808L</td>
<td>Serology/Urinalysis Practicum</td>
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<td>POS 101</td>
<td>U.S. Government I</td>
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<tr>
<td>MLS 1200C</td>
<td>Urinalysis</td>
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<tr>
<td>MLS 2510C</td>
<td>Serology/Immunology</td>
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<tr>
<td>MLS 2525C</td>
<td>Immunohematology</td>
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</tr>
</tbody>
</table>
Total 66

**Students will be advised of course sequence.

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

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

NURSING
Associate in Science

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

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

A minimum grade of "C" must be achieved in all nursing, required science and social science courses to meet a prerequisite of graduation requirement.
To continue in a health related program, any student who has withdrawn and/or failed two health related courses must be readmitted to the respective health related program through the readmission petition procedure. 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>
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<tbody>
<tr>
<td>APB 2203C</td>
<td>Human Anatomy and Physiology I</td>
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<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
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<tr>
<td>NUR 1022</td>
<td>Mathematics and Pharmacology for Nursing</td>
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<td>NUR 1040C</td>
<td>Nursing I - Fundamentals of Nursing</td>
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<td>PSY 1012</td>
<td>General Psychology</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>DEP 2003</td>
<td>Developmental Psychology</td>
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<tr>
<td>ENC 1210 or ENC 1102</td>
<td>Freshman Composition II</td>
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<tr>
<td>MCB 2010C</td>
<td>Microbiology</td>
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<tr>
<td>NUR 1200C</td>
<td>Nursing II - Common Responses to Illness</td>
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<td>NUR 2251C</td>
<td>Nursing III - Complex Responses to Illness</td>
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**ADVANCED COURSES**

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<td>Nursing IV - Maternal Child Health Nursing</td>
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<td>NUR 2310C</td>
<td>Nursing V - Psychiatric/Mental Health Nursing</td>
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<td>POS 1041</td>
<td>U.S. Government I</td>
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<tr>
<td>SYG 2000</td>
<td>Introduction to Sociology</td>
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<tr>
<td>NUR 2210</td>
<td>Leadership Theory</td>
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<td>NUR 2943</td>
<td>Nursing VI - Clinical Practicum in Patient Care Management</td>
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**LPN-RN TRANSITION TRACK**

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

**FOUNDATION COURSES**

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
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<td>APB 2204C</td>
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<td>PSY 1012</td>
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<td>DEP 2033</td>
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**INTERMEDIATE COURSES**

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<td>Nursing III Complex</td>
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<td>NUR 1055C</td>
<td>Transition Maternal Child Health</td>
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<td>Technical Communication Freshman Composition II</td>
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**ADVANCED COURSES**

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<th>Title</th>
<th>Credit Hours</th>
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<tr>
<td>NUR 2310C</td>
<td>Nursing V - Psychiatric Nursing</td>
<td>5</td>
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<tr>
<td>NUR 2943</td>
<td>Nursing VI - Clinical Practicum in Patient Care Management</td>
<td>5</td>
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<td>NUR 2210</td>
<td>Leadership Theory</td>
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<td>U.S. Government I</td>
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</tbody>
</table>

**PEST CONTROL TECHNOLOGY**

Associate in Science

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

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Freshman Composition I</td>
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<td>MTB 1103</td>
<td>Business Mathematics</td>
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<td>APB 1120</td>
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<tr>
<td>BSC 1010C</td>
<td>Fundamentals of Biology*</td>
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<td>HOS 1010C</td>
<td>Introduction to Horticulture</td>
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</tr>
<tr>
<td>ENY 1002</td>
<td>Basic Entomology</td>
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<td>ENY 1102</td>
<td>Insect Identification</td>
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<td>CHM 1020 or CHM 1040C</td>
<td>Chemistry in Everyday Life or Chemistry*</td>
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</table>
REAL ESTATE
Associate in Science

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

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENC 1101</td>
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<td>Introduction to Business</td>
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<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
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<td>POS 1041</td>
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<tr>
<td>REE 1600</td>
<td>Real Estate Principles and Practices I</td>
<td>3</td>
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<tr>
<td>BUL 1303</td>
<td>Florida Real Estate Law</td>
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<td>Psychology in Business and Industry</td>
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<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
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INTERMEDIATE COURSES

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<td>SES 1335</td>
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<td>3</td>
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<tr>
<td>ACC 1009</td>
<td>Basic Accounting</td>
<td>3</td>
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<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
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<tr>
<td>REE 2200</td>
<td>Real Estate Finance I</td>
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<tr>
<td>REE 2100</td>
<td>Real Estate Appraising I</td>
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<tr>
<td>REE 1010</td>
<td>Housing and Home Ownership</td>
<td>3</td>
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<tr>
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<td>Humanities Elective</td>
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ADVANCED COURSES

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<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENY 2224</td>
<td>Household Pests and Their Control</td>
<td>4</td>
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<tr>
<td>ENY 2940</td>
<td>Field Service</td>
<td>2</td>
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<td>ENY 2227</td>
<td>Wood Destroying Pests, and Their Control</td>
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<td>ENY 2011</td>
<td>Seminar: Pest Control Business Administration</td>
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<td>MAR 2101</td>
<td>Principles of Selling</td>
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<tr>
<td>ENY 2231</td>
<td>Lawn and Ornamental Pests and Their Control</td>
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<tr>
<td>MAN 2000</td>
<td>Principles of Management</td>
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* BSC 1010C and CHM 1040C are 40-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.
ADVANCED COURSES
REE 2205 Real Estate Finance II 3
REE 2101 Real Estate Appraising II 3
REE 2040 Real Estate Investment 3
REE 2500 Real Estate Management 3
REE 2930 or Selected Topics 3
Elective 3

Total 15

60

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

Experiential Learning Credit: Students may receive six semester hours credit (REE 1000 and BUL 1303) if they hold an active license or if they have already met the state prelicensure education requirement. See the Department Chairman for Vocational Programs, East Campus.

FRESHMAN YEAR*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<td>ENC 1101</td>
<td>Freshman Composition I</td>
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<td>MAT 1033</td>
<td>Intermediate Algebra</td>
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<tr>
<td>APB 2203C and APB 2204C</td>
<td>Physiology I and II</td>
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<td>PHYS 101C</td>
<td>Applied Physics</td>
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<tr>
<td>MC 2010C</td>
<td>Microbiology</td>
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<tr>
<td>RET 1024</td>
<td>Introduction to Respiratory Therapy</td>
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<tr>
<td>RET 1026</td>
<td>Basic Respiratory Equipment</td>
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<tr>
<td>APB 1650</td>
<td>Introduction to Pharmacology</td>
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<tr>
<td>APB 2283</td>
<td>Pulmonary Physiology</td>
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<td>RET 1264</td>
<td>Advanced Respiratory</td>
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<tr>
<td>RET 1874</td>
<td>Clinical Practice I</td>
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Total 42

*S Twelve calendar months

SOPHOMORE YEAR

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<thead>
<tr>
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<td>U.S. Government I</td>
<td>3</td>
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<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
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<tr>
<td>RET 2875</td>
<td>Clinical Practice II</td>
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<tr>
<td>APB 2293</td>
<td>Respiratory Pathology</td>
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<td>RET 2284</td>
<td>Cardiopulmonary Therapy</td>
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<tr>
<td>RET 2876</td>
<td>Clinical Practice III</td>
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<td>RET 2954</td>
<td>Advanced Cardiopulmonary Therapy</td>
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<td>RET 2877</td>
<td>Clinical Practice IV</td>
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<td>RET 2878</td>
<td>Clinical Practice V</td>
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<td>HCA 2301</td>
<td>Hospital Organization and Management</td>
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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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
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</tr>
<tr>
<td>SES 1100</td>
<td>Beginning Typewriting*</td>
<td>3</td>
</tr>
<tr>
<td>SES 1210</td>
<td>Beginning Shorthand*</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>INF 1301</td>
<td>Psychology in Business and Industry</td>
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Total 18
INTERMEDIATE COURSES

<table>
<thead>
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<tr>
<td>SES 1110</td>
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<td>SES 1211</td>
<td>Intermediate Shorthand*</td>
<td>3</td>
</tr>
<tr>
<td>SES 2401</td>
<td>Office Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>SES 2321</td>
<td>Business Machines</td>
<td>3</td>
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<tr>
<td>SES 1335</td>
<td>Business Communications</td>
<td>3</td>
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<tr>
<td>ACC 1009</td>
<td>Basic Accounting*</td>
<td>3</td>
</tr>
<tr>
<td>COC 1300</td>
<td>Introduction to Data</td>
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<tr>
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<td>Processing</td>
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ADVANCED COURSES

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<tr>
<td>SES 2120</td>
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<td>SES 2212</td>
<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>
<td>3</td>
</tr>
<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>SES 2490</td>
<td>Executive Secretarial Seminar and Work Experience</td>
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<td></td>
<td><strong>Total</strong></td>
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*Students with prior instruction and/or experience should enroll in next higher shorthand and/or typewriting course. They shall select electives in lieu of SES 1210, SES 1211, SES 1100, or SES 1110 or take credit by exam (CE) for the course waived. Recommended electives as substitutes: ECO 1000 Basic Economics; BUL 2112 Business Law II; PSY 1012 General Psychology; SOC 2000 Introduction to Sociology; MAN 2000 Principles of Management.

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

SECRETARIAL SCIENCE
LEGAL SECRETARY OPTION
Associate in Science

Students desiring clerical-secretarial employment dealing primarily with law should select the legal secretarial two-year degree program. This program includes a seminar and work experience in local law offices, as well as legal terminology. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<td>ENC 1101</td>
<td>Freshman Composition I</td>
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<td>SEC 1210</td>
<td>Beginning Shorthand*</td>
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<td>SES 1100</td>
<td>Beginning Typewriting*</td>
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<td>Introduction to Business</td>
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<td>POS 1041</td>
<td>U.S. Government I</td>
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<td>MTB 1103</td>
<td>Business Mathematics</td>
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INTERMEDIATE COURSES

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<td>Intermediate Typewriting*</td>
<td>3</td>
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<td>SES 1211</td>
<td>Intermediate Shorthand*</td>
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<tr>
<td>SES 1335</td>
<td>Business Communications</td>
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<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
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<td>INP 1301</td>
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SECRETARIAL SCIENCE
MEDICAL SECRETARY OPTION
Associate in Science

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

This is a one-year certificate program comprised of selected courses offered as a part of the Secretarial Science Program. It is designed to provide the student with the basic fundamentals in typing and record keeping, as well as a basic general education background that will be valuable to the student working in a clerical position.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tr>
<td>SES 1100</td>
<td>Beginning Typing</td>
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<tr>
<td>SES 1175</td>
<td>Medical Terminology</td>
<td>3</td>
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<td>APB 1390</td>
<td>Business Mathematics</td>
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<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business</td>
<td>3</td>
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<tr>
<td></td>
<td>and Industry</td>
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**FOUNDATION COURSES**

**SESSION 1**

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<td>Business Communications</td>
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<tr>
<td>SES 1110</td>
<td>Intermediate Typing</td>
<td>3</td>
</tr>
<tr>
<td>SES 2321</td>
<td>Business Machines</td>
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<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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<td>SES 2490</td>
<td>Executive Secretarial Seminar and Work Experience</td>
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**SESSION 2**

**SESSION 3**

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<td>SES 2401</td>
<td>Office Procedures I</td>
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<tr>
<td>SES 2120</td>
<td>Advanced Typing</td>
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</table>

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

**INTERMEDIATE COURSES**

**ADVANCED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tr>
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<td>Intermediate Typing*</td>
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<td>SES 2176</td>
<td>Medical Transcription II</td>
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<td>SES 1451</td>
<td>Medical Office Procedures</td>
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<td>APB 1391</td>
<td>Medical Terminology II</td>
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<td>SES 1335</td>
<td>Business Procedures</td>
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<tr>
<td>ACC 1009</td>
<td>Basic Accounting**</td>
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<td>POS 1041</td>
<td>U.S. Government I</td>
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<table>
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<td>COC 1300</td>
<td>Introduction to Data Processing</td>
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<td>Advanced Typing</td>
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<tr>
<td>SES 2177</td>
<td>Medical Transcription III</td>
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<td>BUL 2111</td>
<td>Business Law I</td>
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<td>SES 2462</td>
<td>Medical Office Assisting</td>
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<td>Word Processing</td>
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<td>Internship as Medical Secretary</td>
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*Students with prior instruction and/or experience in SES 1100 or SES 1110 may enroll in next higher typing course or select elective courses or take credit by exam (CE) for the course waived. Recommended electives are: PSY 1012; SPN 1030; SPC 1600; data processing, 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.
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>
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<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
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</tr>
<tr>
<td>MAC 1104 or</td>
<td>College Algebra</td>
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</tr>
<tr>
<td>MTB 1321</td>
<td>Technical Mathematics I</td>
<td>3</td>
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<tr>
<td>MTB 1304</td>
<td>Modern Computational Methods</td>
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<tr>
<td>SUR 2321</td>
<td>Basic Surveying and Measurements (Surveying I)</td>
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<tr>
<td>SUR 2660</td>
<td>Professional Drafting for Surveyors</td>
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<td>Humanities Elective</td>
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<td></td>
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INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
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<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
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<td>MAC 1114 or</td>
<td>College Trigonometry</td>
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<td>MTB 1322</td>
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<td>ORH 1521</td>
<td>Ornamental Plant Materials I</td>
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<td>POS 1041</td>
<td>U.S. Government I</td>
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<td>SUR 2201C</td>
<td>Highway Drafting and Route Design</td>
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<tr>
<td>SUR 2300</td>
<td>Topography and Mapping</td>
<td>3</td>
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<tr>
<td>SUR 2330</td>
<td>Photogrammetry</td>
<td>2</td>
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<tr>
<td>SUR 2400</td>
<td>Legal Aspects of Surveying</td>
<td>3</td>
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<tr>
<td>SUR 2610</td>
<td>Intermediate Survey Computations (Surveying II)</td>
<td>3</td>
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<tr>
<td>SUR 2949 or</td>
<td>Cooperative Education</td>
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</tr>
<tr>
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<td>Surveying Field Experience Elective</td>
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<td><strong>Total</strong></td>
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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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<tbody>
<tr>
<td>SUR 2402</td>
<td>Land Surveying and Descriptions</td>
<td>3</td>
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<tr>
<td>SUR 2460</td>
<td>Subdivisions</td>
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</tr>
<tr>
<td>SUR 2500</td>
<td>Electronic and Geodetic Surveying</td>
<td>3</td>
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<tr>
<td>SUR 2640</td>
<td>Advanced Survey Computations (Surveying III)</td>
<td>4</td>
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<td></td>
<td><strong>Total</strong></td>
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</table>

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

THEATER/ENTERTAINMENT TECHNOLOGY  
Associate in Science

This program is designed to produce skilled technicians capable of functioning independently or as part of a production team in the preparation and performance of theatrical/entertainment events. The curriculum balances general education, basic theater and specialized technical courses. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>THE 1020 or</td>
<td>Introduction to Theater</td>
<td></td>
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<tr>
<td>HUM 1020</td>
<td>Introduction to Humanities</td>
<td>3</td>
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<tr>
<td>THE 1301</td>
<td>Development of Theater-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Beginnings to Isben</td>
<td>3</td>
</tr>
<tr>
<td>THE 1302</td>
<td>Development of Theater-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Isben to Present</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1210</td>
<td>Basic Stagecraft I</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business &amp; Industry</td>
<td>3</td>
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<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
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INTERMEDIATE COURSES

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<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1211</td>
<td>Basic Stagecraft I</td>
<td>3</td>
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<tr>
<td>ETD 1100C</td>
<td>Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2220</td>
<td>Introduction to Stage Lighting</td>
<td>4</td>
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<tr>
<td>TPA 2260</td>
<td>Sound for the Stage</td>
<td>4</td>
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<tr>
<td>TPA 1230 or</td>
<td>Costume Techniques and</td>
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<tr>
<td></td>
<td>Wardrobe Practices</td>
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<tr>
<td>TPA 1250</td>
<td>Makeup for the Stage</td>
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<tr>
<td>RTV 1200</td>
<td>Television Production</td>
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ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tr>
<td>TPA 2010</td>
<td>Basic Theater Design</td>
<td>3</td>
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<tr>
<td>THE 2925</td>
<td>Play Production</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2282</td>
<td>Theater Equipment</td>
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<tr>
<td></td>
<td>Maintenance</td>
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<tr>
<td>TPA 2290</td>
<td>Technical Theater Production</td>
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</tr>
<tr>
<td>TPA 2949</td>
<td>Theater Internship</td>
<td>3</td>
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<tr>
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</table>

* A total of nine hours is required between these two courses. At least six must be taken in Technical Theater Production. Additional hours in Technical Production can be substituted for Theater Internship.

NOTE: Specialized program courses are offered on the East Campus.
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 (1) Continuing Education Unit for every 10 contact hours of participation. The student may request the Registrar’s Office to forward transcriptions 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 COOPERATIVE EDUCATION: AIR CONDITIONING AND REFRIGERATION FIELD EXPERIENCE
2-4 Credits
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 HEATING, VENTILATING AND AIR CONDITIONING I
4 Credits
Prerequisite: MTB 1321 or Corequisite: MAC 1132.
Describe units of measurement and basic engineering formulas for mass, volume, temperature, pressure, velocity. Basic laws and formulas for heat transfer. Psychrometrics. Heat and cooling load calculations.

ETM 1611 AIR CONDITIONING II
4 Credits
Prerequisite: ETM 1610C. Advanced psychrometrics and load calculations. Types of heating and cooling systems and components. Fan laws and formulas. Air distribution and duct design. Air conditioning system design.

ETM 1613C REFRIGERATION I
4 Credits
Prerequisite: MTB 1321 or Corequisite: MAC 1132. A study of fundamentals principles and their applications to the basic refrigeration cycle. Types of equipment and systems components. (Special Fee)

ETM 2633 ELECTRICITY FOR AIR CONDITIONING AND REFRIGERATION
4 Credits
Prerequisites: ETM 1610C and ETM 1613C DC and AC motors, generators, circuits, resistance, inductants and capacitants, transformers, starting equipment and electrical test equipment. (Special Fee)

ETM 2634 REFRIGERATION II
3 Credits
Prerequisite: ETM 1610C and 1613C. Compound and cascade refrigeration systems. Water vapor and air systems. Cryogenics. Fuel flow. Load calculations and systems designs for industrial refrigeration applications.

ETM 2650C CONTROL SYSTEMS FOR AIR CONDITIONING AND REFRIGERATION
3 Credits
Includes two-hour laboratory. Prerequisites: ETM 2634 and ETM 1611. Prerequisites or corequisites: 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)

ETM 2841 AIR CONDITIONING PRACTICUM
2 Credits
This course includes opportunities for the student to observe air conditioning systems in operation. Seminars will be held to discuss these observations and other aspects of up-to-date air conditioning techniques.

ANTHROPOLOGY

ANT 2000 INTRODUCTORY ANTHROPOLOGY
3 Credits
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 THE VISUAL ARTS TODAY
3 Credits
The course, an introductory art appreciation course, is designed to provide the student with a foundation for understanding the contemporary visual arts.

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

ARH 2051 INTRODUCTION TO ART HISTORY II
3 Credits
Prerequisite: ENC 1101. A survey of the development of the visual arts from the Renaissance to the present. This course will require each student to write 6000 words.

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

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

ART 1203C DESIGN II
3 Credits
Includes extra periods. Prerequisite: ART 1201C. A continuation of Design I through the study of the visual
elements and principles and their application in three-dimensional form.

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

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

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

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

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

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

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

ART 2510C  3 Credits
PAINTING I
Includes extra periods. Prerequisite: ART 1301C and ART 1201C or consent of instructor. Introduction to basic concepts and techniques of painting. (Special Fee)

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

ART 2600C  3 Credits
PHOTOGRAPHY I
Includes extra periods. An introduction to black and white photography with emphasis upon the following: use of the camera, darkroom procedures of developing, printing and the study of visual design in photography. Student should have camera with adjustable lens and shutter speeds. (Special Fee)

ART 2601C  3 Credits
PHOTOGRAPHY II
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  3 Credits
SCULPTURE I
Includes extra periods. Experiences with a variety of three-dimensional media such as wood, metal (cast and fabricated), clay and plastics, designed to introduce the student to the handling of materials and tools necessary to gain an understanding of the arrangement and relationship of three-dimensional forms. (Special Fee)

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

ART 2892  3 Credits
SPANISH ART
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 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 lifestyle are investigated along with present and projected solutions to problems.

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

APB 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 2204C. (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  3 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 APB 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 2582  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  3 Credits
MARINE BIOLOGY
Prerequisite: BSC 1010C. A survey of basic aspects of oceanography, marine organisms and salt water aquariums. Some of the class meetings during the semester are held at Sea World. (Special Fee)

PCB 2303C  3 Credits
AQUATIC BIOLOGY
Prerequisite: BSC 1010C or permission of the department. A lecture, laboratory and field biological survey of lakes and streams including the taxonomy, ecology and life cycles of freshwater organisms with emphasis on the invertebrates. 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. **Prerequisites:** 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 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  
3 Credits  
**BASIC ACCOUNTING**  
**Prerequisite:** MTB 1103 or equivalent. The course provides instruction and practice in the fundamentals of financial record-keeping and reporting for professionals, service and merchandising enterprises.

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

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

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

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

ACC 2730  
3 Credits  
**ACCOUNTING AND INFORMATION SYSTEMS**  
**Prerequisites:** ACC 2021 and COC 1330. The accounting application of electronic data processing, including the preparation, interpretation and use of computer information in financial decision-making.

ACC 2800  
3 Credits  
**ACCOUNTING THEORY**  
**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.

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

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

BAN 1140  
2 Credits  
**TELLER OPERATIONS**  
Examines the importance of the teller in creating and maintaining good customer relations and the specific operational procedures necessary for successful performance of this function. This course is part of the Valencia/Institute of Financial Education program.

BAN 1300  
2 Credits  
**SAVINGS ACCOUNTS**  
The course includes discussion of the nature of savings accounts, types of savings account ownership and problems unique to savings accounts. This course is part of the Valencia/Institute of Financial Education program.

BAN 1600  
2 Credits  
**INTRODUCTION TO THE SAVINGS ASSOCIATION BUSINESS**  
An introduction to the role of savings associations in the modern business world. The historical development, present-day organization, competition and future direction of savings association are covered. This course is part of the Valencia/Institute of Financial Education program.

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

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

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

BAN 2684  
2 Credits  
**PERSONAL MONEY MANAGEMENT**  
Emphasizes how to plan, control and direct one's financial resources effectively and profitably by choosing wisely among financial alternatives. This course is part of the Valencia/Institute of Financial Education program.
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 2111**
**BUSINESS LAW I**
An introduction to law, its social forces and agencies for enforcement; the effects of governmental regulation on business and society, including environmental law, community planning and consumer protection; contracts; personal property, including bailments and sales.

**BUL 2112**
**BUSINESS LAW II**
*Prerequisite:* BUL 2111. A continuation of the study of law, including commercial paper, creditors’ rights under secured transactions, insurance, bankruptcy, agency, employment, partnerships, corporations and real property.

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

**ECS 2001**
**INTERNATIONAL BUSINESS AND ECONOMICS**
See International Business.

**FIN 2010**
**PERSONAL INVESTMENTS: STOCKS AND BONDS**
The basic principles of the stock market as they affect the individual investor in stocks and bonds. Investments in these securities is studied from the standpoint of the short-term and long-term investor and will include portfolio construction, security analysis and the element of risk and the impact of taxes.

**FIN 2100**
**PERSONAL FINANCE**
A study of economic and personal goals including personal budgeting, credit buying, borrowing money and banking. This course also discusses various insurances such as life insurance, casualty insurance, medical insurance, home ownership and retirement plans. General investments will be covered such as mutual funds, etc.

**FIN 2230**
**MONEY AND BANKING**
An introduction to the principles of money and banking including consideration of monetary systems, foreign exchanges and commercial banking with emphasis on the Federal Reserve System of the United States.

**FIN 2612**
**INTERNATIONAL BANKING AND FINANCE**
See International Business.

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

**GEB 1014**
**INTRODUCTION TO INTERNATIONAL BUSINESS**
See International Business.

**MAN 1800**
**SMALL BUSINESS MANAGEMENT**
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**
*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**
This course is designed to teach the management functions of planning, organizing, staffing, directing and controlling in relation to a supervisory position. (No prerequisite)

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

**MAN 2940**
**WORK SEMINAR**
*Prerequisite:* Approval by instructor. The student works in selected offices in the community a maximum of 15 hours each week during the final session. Seminar is held weekly to evaluate personal experiences and different aspects of the secretarial work.
MAN 2949  2-4 Credits
COOPERATIVE EDUCATION:
MANAGEMENT FIELD EXPERIENCE
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. May be repeated for credit.

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

MAR 2101  3 Credits
PRINCIPLES OF SELLING
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  3 Credits
PRINCIPLES OF SALESMANSHIP
This course employs a maximum use of case study and is designed as a self-development program emphasizing the sales objectives of contacts, relationships, follow-up calls, suggestions, objections, resistance, acceptance and repeat business.

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

MAR 2241  3 Credits
INTERNATIONAL MARKETING AND DISTRIBUTION
See International Business.

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

MAR 2949  2-4 Credits
COOPERATIVE EDUCATION:
MARKETING FIELD EXPERIENCE
Prerequisite: GEB 1011 or experience. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. May be repeated for credit.

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

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

SES 1100  3 Credits
BEGINNING TYPWRITING
For the student with little or no typewriting experience. The course will include the techniques and basic skill 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 TYPWRITING
Prerequisite: SES 1100 or one year of high school typewriting. A continuation of the skills of typing, including their application to more advanced styles of correspondence, statistical and typewriting manuscripts.

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

SES 1191  2 Credits
KEYBOARDING SKILLS
This 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
Prerequisite: ENC 1101. Practice in developing effective oral and written business communication skills to create successful human relations. Emphasis is placed on written business correspondence.
SES 1461
MEDICAL OFFICE PROCEDURES
3 Credits
Emphasis is given to receptionist duties, medical records management, bookkeeping (Pegboard system) and proper completion of private health insurance forms, and governmental forms such as Medicare and worker’s compensation forms.

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

SES 2180
WORD PROCESSING
3 Credits
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
MEDICAL TRANSCRIPTION II
3 Credits
Prerequisite: SES 1175 or equivalent. An advanced course in machine transcription of physician-dictated medical documents using more difficult terminology.

SES 2177
MEDICAL TRANSCRIPTION III
3 Credits
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
ADVANCED SHORTHAND
3 Credits
Prerequisite: SES 1211 or equivalent. A continuation of Gregg (Diamond Jubilee) shorthand. The student will develop the ability to take dictation and transcribe rapidly and accurately. Emphasis is on spelling, punctuation, vocabulary and arrangement of dictation into mailable copy.

SES 2231
BUSINESS MACHINES
3 Credits
Prerequisite: SES 1100 or equivalent. This course is designed to acquaint the student with the fundamental operations of present day business machines. Included will be electronic calculators, electronic typewriters and introduction to machine transcription.

SES 2401
OFFICE PROCEDURES I
3 Credits
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
OFFICE PROCEDURES II
3 Credits
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
LEGAL SECRETARIAL PRACTICES AND PROCEDURES
3-3 Credits
Prerequisites or corequisites: SES 1211 and SES 1110, or their equivalents. Intensive practice in the handling of legal forms, filing and records, legal terminology and legal office routines.

SES 2450
LEGAL SECRETARIAL SEMINAR AND WORK EXPERIENCE
3 Credits
Prerequisite: Approval of the program director. The student works in selected legal offices in the community 15 hours a week. There is a seminar each week to answer questions, share experiences and gain further knowledge of the varying aspects of legal secretarial work.

SES 2462
MEDICAL OFFICE ASSISTING
3 Credits
Prerequisite: SES 1461. Instruction is given in the office procedures dealing with physical examinations, medical research and an understanding of the care and sterilization of surgical instruments. Basic instruction is given in pharmacology, immunology and diagnostic laboratory procedures.

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

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

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

SLS 1301 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.

SLS 2930 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 field of inorganic chemistry, organic chemistry and biochemistry. They will apply these principles as they analyze, discuss and make decisions on chemically related problems that affect everyday life. (Not a preparation for CHM 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. Prerequisite: One year of high school algebra or MAT 1024. This course is designed to prepare students without high school chemistry or those with an inadequate background for CHM 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. Prerequisite: 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 1046C 4 Credits
GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS II
Six hours lecture/laboratory instruction. Prerequisite: Satisfactory completion of CHM 1045C. A continuation of CHM 1045C dealing mainly with equilibrium theory, thermodynamics, chemical kinetics and electrochemistry. The laboratory is designed to illustrate the principles of ionic equilibria within the framework of qualitative analysis. (Special Fee)

CHM 1200C 4 Credits
INTRODUCTORY ORGANIC AND BIOCHEMISTRY
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 1024 (or one year of high school algebra). This course is designed to provide students planning a career in health-related fields or in the life sciences with an introduction to organic and biochemistry. The students will study the structures and typical reactions of the functional groups, the structure and the functions of the classes of biomolecules and the energy flow of biological systems. The laboratory portion of the course will provide students with exercises which illustrate the principles of organic and biochemistry. (Special Fee)

CHM 2120C 4 Credits
QUANTITATIVE ANALYSIS
Nine hours lecture/laboratory instruction. Prerequisite: CHM 1046C. Introduction to the theoretical principles and laboratory practice of modern analytical chemistry including separations and gravimetric, titrimetric, electrometric, absorption spectrometric and chromatographic techniques. (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.
Corequisite: ARC 2122C or ARC 2154C. Introduction to architectural planning and design. Project team concept is utilized. Student projects include shopping centers, industrial complexes, production facilities, apartment complexes, hi-rise buildings, etc. Students prepare the necessary drawings to construct the project including site plan, building plans, sections, etc. Students also build a model of their project. (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 AND 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, SPECIFICATION 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 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.

BCN 2816 3 Credits
BUILDING CONSTRUCTION ESTIMATING
Course covers the basic steps of estimating from review of drawings and specifications to the development of a final estimate including overhead and profit factors. Prepares students to make some of the kinds of estimates that are commonly used in the construction industry.

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

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ETC 220C
SOILS AND FOUNDATIONS
Course covers analysis of subsoil conditions, bearing capacity and settlement analysis, character of natural soil deposits, earth pressure and retaining wall theory and stability of slopes and sub-grades. Foundation design, behavioral characteristics and pile driving are also covered. (Special Fee)

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

EVS 2224C
HYDROLOGY AND DRAINAGE
Prerequisite: EVS 2215C. Emphasis is placed on the theory of hydrology as it relates to drainage areas, storm water runoff and streamflow analysis. Design concepts and techniques cover subsurface drainage and storm drainage structures such as ditch checks, conduit systems, bridges and culverts.

SUR 2201C
HIGHWAY DRAFTING AND ROUTE DESIGN
Prerequisite: SUR 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)

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

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

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

CCJ 2810
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
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
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
CRIMINAL INVESTIGATION II
Tactics of investigation are applied to specific types of crimes. The modus operandi, modus and corpus delicti of various crimes are analyzed. Evidence gathering and criminalistic procedures are explored.

CJT 2110
CRIMINAL INVESTIGATION I
Recording the crime scene, collecting and preserving evidence. Familiarization with police crime laboratory and interview and interrogation theories are presented.

DATA PROCESSING
CAP 2930
SELECTED TOPICS IN DATA PROCESSING
Prerequisite: Department permission. This seminar is for students interested in discussion, exploration and
CIS 2231  
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 2949  
COOPERATIVE EDUCATION: DATA PROCESSING FIELD EXPERIENCE  
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. May be repeated for credit.

CNM 1005  
INTRODUCTION TO PROGRAMMING CONCEPTS  
Corequisite or prerequisite: COC 1300. A survey of the programming steps required in a data processing environment. The processes of practical business applications are stressed. The course includes math and logic for computers, flowcharting and the manipulation of files and records.

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

COC 2001  
COMPUTERS FOR EVERYONE  
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  
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  
Prerequisite: COP 2226. A continuation of the study of COBOL programming with advanced applications. (Special Fee)

COP 2121  
ADVANCED PROGRAMMING  
Prerequisites: 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  
Prerequisites: 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)

CRM 2120  
DATA PROCESSING MANAGEMENT  
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 1003C  
CLINICAL DENTAL HYGIENE I  
Includes two four-hour clinical periods. Corequisite: 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 Insurance Fee $8.00)

DEH 1030C  
GENERAL ORAL HISTOLOGY  
Prerequisites: APB 2203C, DES 1001, DES 1000C and DES 1200C. Corequisites: APB 2204C, MCB 2010C and DEH 1802C. A detailed study of the minute structures 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 1090  
INTRODUCTION TO ORAL HYGIENE  
This course is designed for any student interested in his or her own dental health. It will acquaint the consumer with the dental professions and the significance of preventive dentistry. The cause and prevention of dental and oral disease will be presented. Emphasis is placed on methods for achieving and maintaining optimum oral health. This course is a prerequisite for DEH 1091.

DEH 1091  
INTRODUCTION TO DENTAL HYGIENE  
Prerequisite: DEH 1090. This course is designed for students who may be interested in the dental hygiene profession. Educational requirements, professional organizations, licensure procedures and job opportunities will be presented. Emphasis will be placed upon familiarizing the student with procedures routinely performed by a dental hygienist in the State of Florida.

DEH 1800C  
CLINICAL DENTAL HYGIENE II  
Includes two 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 1802L  
CLINICAL DENTAL HYGIENE II  
Includes two eight-hour clinical periods. Prerequisites: DEH 1800C, MCB 2010C. Corequisites: DEH 2530C,
DES 2050, DEH 2700. Beginning patient care emphasizing oral and/oral histories, instrumentation, radiographic techniques and fluoride application. Students also participate in patient care at the Orlando Naval Regional Dental Center. (Special Fee)

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

DEH 2530C 2 Credits
CLINICAL DENTAL HYGIENE III
Includes one-hour laboratory. Prerequisites: MCB 2010C, DEH 1800C. Corequisites: DEH 1800L, DEH 2504, 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 2802 2 Credits
PERIODONTICS
Prerequisites: DEH 1120 and MCB 2010C. Corequisites: DEH 2044. This course presents the classification of periodontal disease, the clinical picture, causative factors, treatment planning, therapy and the role of the periodontal disease. Includes training in root planing and ginglyval curettage.

DEH 2700 2 Credits
DENTAL HEALTH EDUCATION
Includes one-hour laboratory. Prerequisite: SPC 1600. Corequisites: DEH 2044L, DEH 2504, DEH 2806, DEH 2806L. 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 2 Credits
DENTAL PUBLIC HEALTH AND PREVENTIVE DENTISTRY
Prerequisites: PSY 1012, DEH 2700. Corequisites: DEH 2504, DEH 2806, DEH 2806L. 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 2804 2 Credits
CLINICAL DENTAL HYGIENE IV
Prerequisites: DEH 2804L, DEH 2530C, DEH 2700, DEH 2050. Corequisites: DEH 2804L, DEH 2802, DEH 2044, DEH 2807, DEH 2100C. This course includes the study of the considerations for the special patient, myofunctional therapy, case documentation and preparation/presentation of the table clinics.

DEH 2804L 3 Credits
CLINICAL DENTAL HYGIENE PRACTICE IV
Two eight-hour clinical periods. Prerequisites: DEH 2804L, DEH 2530C, DEH 2700, DEH 2050. Corequisites: DEH 2804L, DEH 2802, DEH 2044, DEH 2100C, HUN 1001. This course emphasizes proficiency in oral prophylaxis, radiographic techniques, soft tissue curettage, root planing, dietary analysis, treatment planning, diagnostic models, nitrous oxide conscious sedation. Students also participate in patient care at the Orlando Naval Regional Dental Center. (Special Fee)

DEH 2806 2 Credits
CLINICAL DENTAL HYGIENE V
Prerequisites: DEH 2602 DEH 2804, DEH 2804L, DEH 2044. Corequisites: DEH 2806L, DEH 2504, DEH 2701. This course includes the study of periodontal dressing, suture removal, ethics, jurisprudence and practice management.

DEH 2806L 3 Credits
CLINICAL DENTAL HYGIENE PRACTICE V
Two six-hour clinical periods. Prerequisites: DEH 2802, DEH 2804, DEH 2804L, DEH 2044. Corequisites: DEH 2804, DEH 2701, DEH 2806. This course emphasizes proficiency in time management in clinical dental hygiene including pit and fissure sealant application. Students also participate in patient care at the Orlando Naval Regional Dental Center. (Special Fee)

DEH 2830 1-5 Credits
SELECTED TOPICS IN DENTAL HYGIENE
Prerequisite: Permission of department or faculty. This course is designed for students interested in obtaining additional dental hygiene skills.

DES 1000C 2 Credits
TOOTH MORPHOLOGY AND NOMENCLATURE
Includes one-hour laboratory. Corequisites: DEH 1000C, DES 1010, DES 1020C, APB 2032. 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 1010  
HEAD AND NECK ANATOMY  
Corequisites: DES 1000C, DEH 1003C, DES 1220C, 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 1220C  
DENTAL RADIOGRAPHY  
Includes one two-hour laboratory. Corequisites: APB 2203C, DES 1010, DES 1000C, and DEH 1003C. 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 2044  
GENERAL AND ORAL PATHOLOGY  
Prerequisites: MCB 2010C and DEH 1030C Corequisite: DEH 2602. Introduction to general pathalogy 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 relationships to systemic disturbances.

DES 2050  
PHARMACOLOGY  
Prerequisite: APB 2203C-2204C, MCB 2010C. Corequisites: DEH 2530C, DEH 1804L, DEH 2700. Presentation of basic aspects relating to the physical and chemical properties, dosage, methods of administration and theophoric use of pharmaceutical preparation used in dentistry.

DES 2100C  
DENTAL MATERIALS  
Includes three-hour laboratory. Prerequisite: DEH 2530C. Corequisites: DEH 2804, DEH 2804L. 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 - $40.00)

DIETETIC TECHNOLOGY

DIE 1211  
NUTRITION III  
Prerequisite: FSS 2221; Corequisite: DIE 2272L. Principles of and methods for the use of diet as a therapeutic measure under certain pathological conditions. Dietary modifications to meet nutritional needs under pathological conditions. Planning of diets to meet certain health requirements.

DIE 1270L  
CLINICAL STUDY I  

DIE 2100  
HEALTH CARE SYSTEMS  
Identify the roles and responsibilities of a member of the dietetic profession. Work cooperatively with members of the food service management and health care teams. Assist community health care programs with the agencies’ educational component pertaining to various aspects of nutritional care. Communicate the role of nutritional care in a variety of health care delivery systems.

DIE 2271  
CLINICAL STUDY II  
Prerequisites: HUN 1201, DIE 1270L, FSS 1202C; Corequisite: HUN 1290. Application of theory, principles and techniques studied in HUN 1290 Nutrition II.

DIE 2272L  
CLINICAL STUDY III  
Prerequisites: FSS 2221, DIE 2271L; Corequisite: DIE 1211. Application of theory, principles and techniques studied in DIE 1211 Nutrition III.

DIE 2273L  
CLINICAL STUDY IV  
Prerequisites: DIE 1211, DIE 2272L; Corequisite: HUN 1401. Job-related experiences provide the student with an opportunity to use methods, knowledge and proficiencies acquired in HUN 1401 Nutrition IV.

FOS 2201  
SANITATION  
Prerequisite: HUN 1290. A study of the scientific rationale for sanitary practices enforced for group protection in institutional food service facilities and all food service delivery systems, safety regulations and practices for the protection of employees and patrons. To include all types of sanitation problems including food-borne illnesses, chemical poisoning and methods of their control.

FSS 1001  
INTRODUCTION TO FOOD SERVICE  
Prerequisite: FOS 2201. An analysis of the organization and management of food service facilities in hospitals, nursing homes, schools, restaurants, residence halls and community programs. Emphasis will be given to record keeping, inventory controls, storage, food accounting and labor management.

FSS 1202C  
PRINCIPLES OF FOOD PREPARATION  
A fundamental course in the study of foods with laboratory activities designed to provide the student with an understanding of food preparation methods for families.
and groups. Emphasis is placed on the importance of such factors as preserving nutritive values of food, economics and social concerns, recipe evaluation, quality standard, efficient work habits, sanitation and safety.

FSS 2221  
QUANTITY FOOD PREPARATION  
Prerequisite: FSS 1001. Study and laboratory experience in the preparation of food in quantity. Quality standards in preparation and service, use of standardized recipes, portion and cost controls will be included.

FSS 2303  
DIETETIC SEMINAR  
Prerequisite: HUN 1401. Analysis of the role and competencies of the technician as a member of the dietetic team. A discussion of the career ladder concept, employment process, job expectations, performance standards and group dynamics. Overview of appropriate professional association membership requirements and services.

HUN 1201  
BASIC NUTRITION  
Corequisite: DIE 1270L. Study of food nutrients, their digestion and absorption and metabolism. The student will acquire an understanding of the relationship of food to human development and maintenance of health, for all age groups. Various food habits and fads will be studied and compared with adequate diets. Current literature to be examined.

HUN 1290  
NUTRITION II  
Prerequisite: HUN 1201, DIE 1270L, FSS 1201C; Corequisite: DIE 2271L. Nutritional care in childhood illnesses and diseases, renal dysfunction, alcoholism, drug addiction and the mentally and physically disadvantaged. Public nutritional policies and services and the implications for nutrition education and community nutrition. Also will include the development and use of educational aids.

HUN 1401  
NUTRITION IV  
Prerequisite: DIE 1211; Corequisite: DIE 2273L. The physical and physiological changes in all age groups as related to their nutritional needs. Nutritional requirements of individuals and the relation to digestion absorption and utilization of food are studied.

DRAFTING & DESIGN TECHNOLOGY

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

ETD 2049  
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.

ETD 2702C  
MECHANICAL DRAFTING II  
Includes two-hour laboratory. Prerequisite: ETC 1701C. A continuation of ETC 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  
ELEMENTS OF TOOL DESIGN  
Includes a laboratory. Prerequisite: ETD 2702C and ETD 1828 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)
ECONOMICS

ECO 1000  3 Credits
BASIC ECONOMICS
A general survey course of basic economic concepts and institutions to prepare the student for intelligent citizenship. Emphasis is on the principles of production, the determination of prices, the distribution of income and economic problems of everyday life. Not intended for majors in economics or certain business curricula requiring six semester hours of "Principles of Economics." No credit will be granted if ECO 2013 has been satisfactorily completed.

ECO 1023  3 Credits
PRINCIPLES OF ECONOMICS-MICRO
Introduction to economic theory and fundamentals of economic analysis. Emphasis on the study of microeconomics: market structure, price determination, factors of production, the distribution of income and the effects of monopoly and oligopoly on the market. This is one half of a two-semester sequence and should normally be taken before ECO 1013, which completes the sequence.

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

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

ECO 2932  1-3 Credits
SELECTED TOPICS IN ECONOMICS
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.

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

ELECTRONICS TECHNOLOGY

CRM 2010  4 Credits
INPUT/OUTPUT DEVICES
Includes three-hour laboratory. Prerequisite: ETE 2691C 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 2691C. 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. 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 1
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 ICs, 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 2232C  4 Credits
CONTROL SYSTEMS
Includes three-hour laboratory. Prerequisite: ETE 2144C and PHY 1054C or department approval. A course designed to develop a basic understanding of control systems theory, applications, and the operation of components utilized in typical systems. The different types of control systems are analyzed and the concepts of system stability introduced. (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  4 Credits
FUNDAMENTALS OF MICROCOMPUTERS
Includes three-hour laboratory. Prerequisite: ETE 2691C or permission of instructor. This systems level workshop/study course covers the logic of a microprocessor-based computer system. 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)

ETE 2691C  4 Credits
DIGITAL TECHNIQUES
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  4 Credits
COMPUTER SYSTEMS FUNDAMENTALS
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 utilized in digital computing or control system applications. (Special Fee)

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

**ETE 2755C**
**MICROELECTRONICS DRAFTING**
3 Credits
Includes two-hour laboratory. **Prerequisite:** ETD 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 MATERIAL 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 quality assurance. Military standards and reliability documents will be used to evaluate product performance and identify cause of failure. (Special Fee)

**ETE 2830**
**SELECTED TOPICS IN ELECTRONICS TECHNOLOGY**
2-8 Credits
**Prerequisite:** ETE 1143C or departmental approval. The purpose of this course is to provide the student with exposure to various technical and non-technical disciplines in which he is likely to become involved upon entry into the industrial working environment.

**ETE 2849**
**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.

**ETM1405C**
**MECHANISMS**
4 Credits
Includes three-hour laboratory. **Corequisite:** MTB 1104, 1321, 1322, 1327, 1328, MAC 1321 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 those 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)

**MTB 1321**
**TECHNICAL MATHEMATICS I**
1 Credit
**Prerequisite:** One year of high school algebra and one year of geometry, or MAT 1024. Applied mathematics including a brief review of arithmetic, 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**
**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**
**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**
**Prerequisite:** MTB 1327 or equivalent. A continuation of MTB 1327. In course II, students will solve problems of trigonometry of AC circuits, network frequency response, transient analysis, computer number systems and Boolean algebra of circuits. Prerequisite for all courses in the Electronic Tech Program.

**EMERGENCY MEDICAL SERVICE**
**EMT/PARAMEDIC**

**EMS 1015**
**MEDICAL TERMINOLOGY FOR EMERGENCY CARE**
Prepares the student to read and understand the language of medicine. Efforts are directed to promote a knowledge of the elements of medical terms, understanding of standard medical abbreviations, to spell medical terms and to appreciate the logical method of word building found in medical terminology.

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

**EMS 1115**
**FUNDAMENTALS OF EMT PRACTICE**
**Corequisite:** EMS 1114. Laboratory exercises emphasize patient assessment, radio communications, airway management, bandaging, splinting, CPR, methodologies of shock treatment, obstetrical assistance, extrication, MAST applications, working with heart monitors, setting up IVs and others. In addition, the student will apply these skills in the hospital and rescue units at the end of the course. Professional liability insurance required. (Special Fee $25.00 and Insurance Fee - $9.00)

**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 knowledge and practical skills in gaining access to and the disentanglement and removal of the patient in a effective and safe manner in ways which minimize the danger of further injury or aggravation of existing injuries. (Special Fee)

**EMS 1431**
**EMERGENCY MEDICAL TECHNICIAN CLINICAL PRACTICUM (EMT RECERTIFICATION)**
**Prerequisite:** EMS 1114 and EMS 1115 or permission of department. This course is a transition course for the EMT who wishes to update basic skills, learn more advanced EMT skills and prepare for the paramedic-level courses. All basic skills are reviewed with the faculty including recertification in Basic Life Support through AHA. The student then applies these skills with preceptors in the clinical setting of emergency departments, crisis centers and rescue/ambulance services. This is sanctioned through Florida HRS/EMS office to recertify the EMT with 30 contact hours and 10 CEU's necessary for recertification. Professional liability insurance required. 8 contact hours (Special Fee - $10.00)

**EMS 2219**
**PARAMEDIC I**
**Prerequisites:** EMS 1114, EMS 1115, EMS 1431 and must...
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 techniques involved in making and reading engineering drawings. Emphasis is placed on lettering, industrial symbolism, visualization, orthographic projection, 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 2010
SURVEY IN AMERICAN LITERATURE: COLONIAL PERIOD TO CIVIL WAR
3 Credits
Prerequisite: ENC 1101. A survey of literary trends from the Colonial period to the Civil War. Emphasis is placed on the romantic rediscovery (nature, man, society) in the works of such writers as Poe, Emerson, Thoreau, Hawthorne, Melville and Whitman. This course will require each student to write 5000 words.

AML 2022
SURVEY IN AMERICAN LITERATURE: CIVIL WAR TO PRESENT
3 Credits
Prerequisite: ENC 1101. 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 course will require each student to write 6000 words.

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

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 or to refine specific writing skills. (Special Fee in self-paced lab sections)
ENC 1002
BASIC WRITING
Instruction and intensive 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
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. This course will require each student to write 6000 words.

ENC 1102
FRESHMAN COMPOSITION II
Prerequisite: ENC 1101 or ENC 1121. Continuation of ENC 1101 or ENC 1121 with practical application of skills learned. Emphasis on style, use of library, reading, evaluating and using available sources; planning, writing and documenting the short research paper. This course will require each student to write 6000 words.

ENC 1121
HONORS FRESHMAN COMPOSITION I
A course to improve the expository writing skills of the academically advanced student. Emphasis on reading, thinking and writing skills and translation of these skills into clear, well-organized prose. This course will require each student to write 6000 words. Enrolment by permission of department.

ENC 1122
HONORS FRESHMAN COMPOSITION II
Prerequisite: ENC 1121 or ENC 1101. A course that builds on the skills developed in ENC 1121 or 1101. It provides the academically advanced student further emphasis on reading, thinking and writing skills. Special emphasis on using the library; reading objectively and critically; taking notes and planning, writing and documenting research. This course will require each student to write 6000 words. Enrolment by permission of department.

ENC 1210
TECHNICAL COMMUNICATION
Prerequisite: ENC 1101 or ENC 1121. Emphasis on clear, simple and precise English. Writing of business letters, office memos, technical reports, proposals and recommendations. Practice in collecting and organizing data and preparing report formats. Oral reports and interview techniques included.

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

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

ENG 2930
SELECTED TOPICS IN ENGLISH
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
Prerequisite: ENC 1101. A humanistic study of British literature through the 18th 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 course will require each student to write 6000 words.

ENL 2023
SURVEY IN ENGLISH LITERATURE: 1800 TO PRESENT
Prerequisite: ENC 1101. A study of British literature of the 19th and 20th centuries from the same approach as that of ENL 2013. This course will require each student to write 6000 words.

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

LIT 2090
CONTEMPORARY LITERATURE
Prerequisite: ENC 1101. 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. This course will require each student to write 6000 words.

LIT 2110
SURVEY IN WORLD LITERATURE:
BEGINNINGS THROUGH RENAISSANCE
Prerequisite: ENC 1101. A study of the major poetry, fiction, drama and essays of world literature from the Ancients through the Renaissance. Emphasis on selections that make reading stimulating and pleasurable. This course will require each student to write 6000 words.

LIT 2220
SURVEY IN WORLD LITERATURE:
ENLIGHTENMENT TO PRESENT
Prerequisite: ENC 1101. A study of world literature from the Renaissance to the Modern from the same approach as that of LIT 2110. This course will require each student to write 6000 words.
ENGLISH AS A SECOND LANGUAGE

ESL 1201 INTERMEDIATE SPEECH FOR FOREIGN STUDENTS I
Prerequisite: Demonstration of required level of English proficiency. Emphasis on major stress and intonation patterns in English. Attention to aural comprehension of facts and ideas. Vocabulary development through individual and group exercises.

ESL 1221 INTERMEDIATE ENGLISH READING I
Prerequisite: Demonstration of required level of English proficiency. 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 I
Prerequisite: Demonstration of required level of English proficiency. 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 I
Prerequisite: Demonstration of required level of English proficiency. 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.

ESL 1301 INTERMEDIATE SPEECH FOR FOREIGN STUDENTS II
Prerequisite: Demonstration of required level of English proficiency. 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
Prerequisite: Demonstration of required level of English proficiency. 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
Prerequisite: Demonstration of required level of English proficiency. 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

FIRE TECHNOLOGY

FFP 1000 INTRODUCTION TO FIRE SCIENCE TECHNOLOGY
A study of chemistry and physics of fire; a detailed study of the effects of fire on the national economy, as well as a review of the fire experience of the United States; a detailed examination of basic fire classifications, fire causes and leading fire problems; survey of agencies involved in fire safety, fire protection and materials handling; familiarization with federal, state and local fire protection ordinances.

FFP 1131 COMPANY OFFICER LEADERSHIP
A study of the course will include basic aspects of leadership. Those areas that deal with leadership style, communications, group dynamics, individual behavior, motivation and the various types of management currently being used.

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

FFP 2150 METHODS AND TECHNIQUES OF INSTRUCTION FOR FIRE TECHNOLOGY
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
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
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.
FPP 2310 BUILDING CONSTRUCTION AND FUNDAMENTALS
State and federal laws applicable to fire protection and construction, building codes and their application to fire protection and fire prevention, building construction and design with emphasis on fire prevention features.

FPP 2500 HAZARDOUS MATERIALS I
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.

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

FPP 2830 SELECTED TOPICS IN FIRE TECHNOLOGY
Prerequisite: Department permission. This seminar is for students interested in discussion, exploration of selected topics in the area of fire technology.

FPP 2849 COOPERATIVE EDUCATION: FIRE SCIENCE FIELD EXPERIENCE
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. May be repeated for credit.

FRENCH

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

FRE 1100 ELEMENTARY FRENCH I
Prerequisite: FRE 1000, two years of high school French, or permission of the instructor. Fundamental French grammar and communication skills.

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

FRE 2200 INTERMEDIATE FRENCH I
Prerequisite: FRE 1101 or permission of the instructor.

Conversation is stressed, while writing and reading skills develop gradually.

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

GEOGRAPHY

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

GEOLOGY

GLY 2010C PHYSICAL GEOLOGY
Six hours lecture/laboratory instruction. The course deals with the physical structure of the earth. It includes effects of volcanic activity, glaciation, diastrophism/formation of major crustal features; continents; ocean beds, folds, faults and mountain building; tectonics (structural deformation and readjustment of the crust), sediments, erosional features, rock and mineral formation along with new and current geological developments.

GLY 2100 HISTORICAL GEOLOGY
Prerequisite: GLY 1000, Earth Science, or GLY 2010, Physical Geology, or equivalent. This course deals with the historical aspect of the earth from Archeozoic to present time relating and describing patterns, changes and trends of geological features and the flora and fauna of fossil forms.

GERMAN

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

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

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 material 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 concept of population trends; historical conception of aging and cross cultural differences; intergenerational relations; changing family patterns; impact on social institutions; relationship between leisure, work and retirement; “successful aging” and the elderly and social change.

GEY 1252  LEISURE AND AGING  1-3 Credits
This course is of particular relevance to health professionals, occupational and diversional therapists and volunteers. It is designed to give the student an orientation to the physiological and sociological qualities that characterize the older adult in the United States society. The focus is on how leisure services can maximize the quality of life for the older person, including (1) concepts of leisure, their implications for varying life styles and changing societal values; (2) interrelationship of leisure service delivery systems and other supporting services for the elderly; (3) the meaning of leisure to the lives of the elderly; (4) innovative programming or a life support process.

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

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

GEY 1641  DRUGS AND THE ELDERLY: SUBSTANCE USE/ABUSE, MISUSES  1-3 Credits
Prerequisite: Approval of instructor. This course is designed for health professionals, nurses (students, LPN’s, RN’s), psychologists and state agency personnel who are actively providing services to the elderly. This course is designed to promote awareness of the current dangers and safeguards in drug use for the aged. It includes an overall review of the physiological changes in aging as they relate 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  INTRODUCTION TO GRAPHIC COMMUNICATIONS  3 Credits
A broad look at the graphics surrounding us. Printing process; typesetting methods, including copyfitting, recognition and identification or papers; layout and color; plus introduction to press camera are all explored.

GRA 1530C  FUNDAMENTALS OF TYPOGRAPHY  3 Credits
The fundamentals of typography cover: printer’s measurements, copyfitting, history of typography and recognition of popular type faces, specification 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  LAYOUT, DESIGN AND COPY PREPARATION  3 Credits
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 rough ideas and designs into comprehensive layouts from which are prepared 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  PHOTOLITHOGRAPHY  3 Credits
Includes two-hour laboratory. A basic course in the fundamental photographic principles, theory procedures and the application of the photographic techniques in the production of negatives for the printing process. This includes camera operation, developing, enlarging, printing, scaling, the reproduction of the line copy and the stripping methods used in photolithography. (Special Fee)

GRA 2635C  GRAPHIC REPRODUCTION PROCESSES  3 Credits
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 offset presswork are covered. (Special Fee)
GRA 2702 GRAPHICS PRODUCTION MANAGEMENT 3 Credits
Prerequisite: GRA 1500 or permission of instructor. This course provides the graphics student opportunities to organize, develop and manage a graphics operation from a mid- to top-level manager's position. Marketing concepts are explored as well as the theory of business principles. Students form and manage a graphics business addressing the management role in sales, public relations, personnel, production planning, budget and finance, as well as the full cycle of business management. Work simplification theories and practices are dealt with, as well as current tools available to approach a decision-making situation in the business world.

GRA 2706 GRAPHICS ARTS ESTIMATING 3 Credits
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 GRAPHICAL PRESENTATIONS 3 Credits
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 technical techniques, are employed. The preparation of finished graphics for reproduction or projection is performed and instruction is given on flip chart techniques, the use of overhead projection, slides and special materials. (Special Fee)

GRA 2743C ILLUSTRATING 3 Credits
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 PICTORIAL RENDERING 3 Credits
Designed to give the student a basic grounding in the construction and drawing methods necessary to produce accurate pictorial 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 production planning and design analysis. (Special Fee)

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

HEALTH

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

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

HISTORY

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

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

AMH 2020 UNITED STATES HISTORY 1865-1945 3 Credits
The history of the United States from the Reconstruction Era through World War II with special emphasis on the rise of America to world power and its position in the 20th century.

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

EUH 1000 WESTERN CIVILIZATION TO 1750 3 Credits
A historical survey of ancient, medieval and early modern Western civilization, with emphasis on political, social and economic developments. The course examines the early societies of Mesopotamia and Egypt, Greece, the Roman Republic and Empire, early Christianity, the barbarian invasions, medieval government and commerce, the Renaissance and Reformation, the origins of the modern state and other topics.
ENY 1007C
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
FRUIT PRODUCTION (POMOLOGY)
Prerequisite: HOS 1010C. Includes one-hour laboratory. 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 2211L
CITRUS CULTURE
Includes one-hour laboratory. Prerequisite: HOS 1010. Citrus production and marketing. This includes a study of such practices as propagation, planting, pruning, cultivating, fertilizing, spraying, irrigating, harvesting, grading, storing and marketing. (Special Fee)

HOS 1010C
INTRODUCTION TO HORTICULTURAL SCIENCE
Includes a laboratory. 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
PLANT PROPAGATION
Prerequisite: HOS 1010C or departmental approval. Includes lab. 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
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
HORTICULTURE SEMINAR AND WORK EXPERIENCE
Prerequisite: Approval of the instructor. The student works in a selected horticulture position for 10 hours a week. Seminars are held to answer questions, share experiences and gain knowledge of the varying aspects of horticulture work.

ORM 1011C
LANDSCAPING DESIGN AND IMPLEMENTATION
Prerequisite: ORH 1521C or departmental approval. A
comprehensive study of design elements, design principles, culture and technique. The study will include preparation, evaluation, presentation and implementation of functionally designed areas. A lab is included. (Special Fee)

**ORH 1012C**  
**INTERIORSCAPING, DESIGN AND MAINTENANCE**  
**Prerequisite:** ORH 1522C or departmental approval. A comprehensive study of design elements and principles as applied to interior situations and conditions. Emphasis is placed on preparation, evaluation and implementation of the functionally designed areas. Maintenance procedures and practices will be discussed in detail. A lab is included. (Special Fee)

**ORH 1265C**  
**WOODY PLANT PRODUCTION**  
**Prerequisite:** HOS 1010C or departmental approval. A basic course dealing with the production management and marketing of major woody ornamental and fruit 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 1521C**  
**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 1522C**  
**ORNAMENTAL PLANT MATERIALS II**  
**Prerequisite:** HOS 1010C 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 1858C**  
**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 2203C**  
**FLORI-CROP PRODUCTION AND USE**  
**Prerequisite:** HOS 1010C or departmental approval. The basic concept 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 2220C**  
**TURF GRASS CULTURE**  
**Prerequisite:** HOS 1010C, SOS 2102C or departmental approval. A detailed study of turf grass varieties and their establishment, maintenance and renovation. Emphasis will be placed on physiology, soil-water relationships, nutrition, pests and their control and sod production. Includes a lab.

**ORH 2251C**  
**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 and nursery design, nursery visitations, nursery personnel, cost analysis, cultural approaches, growing structures, and equipment use. (Special Fee)

**ORH 2275C**  
**COMMERCIAL FOLIAGE PLANT PRODUCTION**  
**Prerequisite:** HOS 1010C or departmental approval. A comprehensive study of commercial foliage production. Major topics of discussion will be identification, classification, growing structures, culture, production, pest control and marketing. Includes a lab. (Special Fee)

**ORH 2281C**  
**INTRODUCTION TO ORCHIDOLOGY**  
Includes two-hour laboratory. **Prerequisite:** HOS 1010C, or departmental approval. 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**  
**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**  
**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**  
**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 (economical 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)

**SOS 2470**  
**IRRIGATION-DESIGN, INSTALLATION AND MAINTENANCE**  
**Prerequisite:** HOS 1010C or departmental approval. A technical study of land forms and their alternations. Special emphasis is placed on irrigation and water impounding with respect to landscaping and drainage equipment; its use and maintenance will be discussed in detail. A lab is included. (Special Fee)

**VEC 1201**  
**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 FOOD AND BEVERAGE MANAGEMENT 3 Credits
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 FOOD AND BEVERAGE CONTROL 3 Credits
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 INTRODUCTION TO HOSPITALITY INDUSTRY 3 Credits
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 HOTEL/RESTAURANT ORGANIZATION 3 Credits
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 FRONT OFFICE MANAGEMENT 3 Credits
This course is designed to acquaint the student with front desk procedures including the use of accounting machines for processing guest accounts through the hotel night audit.

HFT 1700 INTRODUCTION TO TOURISM 3 Credits
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 HOSPITALITY MANAGEMENT 3 Credits
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 MARKETING AND SALES IN THE HOSPITALITY INDUSTRY 3 Credits
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 LAW AND INSURANCE 3 Credits
Study is made of the nature and function of the legal system as it applies to the operation of an inn. Specific attention is given to the inn-keeper-guest relationship, contracts, torts, civil and property rights and insurable risks.

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

HFT 2941 HOSPITALITY SEMINAR AND WORK EXPERIENCE 3 Credits
Prerequisite: Permission of instructor. This course provides 240 hours of practical experience under supervision of an industry manager and college instructor.

HUMANITIES

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

HUM 2220 HUMANITIES - GREEK AND ROMAN 3 Credits
Prerequisite: ENC 1101. 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. This course will require each student to write 6000 words.

HUM 2223 HUMANITIES - EARLY CHRISTIAN AND MEDIEVAL 3 Credits
Prerequisite: ENC 1101. 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. This course will require each student to write 6000 words.

HUM 2232 HUMANITIES - RENAISSANCE AND BAROQUE 3 Credits
Prerequisite: ENC 1101. 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. This course will require each student to write 6000 words.

HUM 2234 HUMANITIES - ENLIGHTENMENT AND ROMANTICISM 3 Credits
Prerequisite: ENC 1101. 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 19th century, emphasizing the emergence of rationalism and modern science and the Romantic rebellion. This course will require each student to write 6000 words.
HUM 2250 3 Credits
HUMANITIES — TWENTIETH CENTURY
Prerequisite: ENC 1101. 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. This course will require each student to write 6000 words.

HUM 2310 3 Credits
MYTHOLOGY IN ART AND LITERATURE
Prerequisite: ENC 1101. 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 course will require each student to write 6000 words.

HUM 2740 6 Credits
HUMANITIES IN THE BRITISH ISLES
Course consists of seminars 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, Edinburgh and Dublin and other places. Offered Semester 3 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, Siena, Venice and Milan reinforce the seminars through direct experience of the art, architecture and culture of Italy from pre-historic times to the present. Prerequisite: permission of department chairman. Registration fee plus cost of tour. Participants must be 18 years of age or older.

HUM 2930 1-3 Credits
SELECTED TOPICS IN HUMANITIES
These seminars are offered for students who are interested in special topics in the humanities. Topics may be selected from the special areas of art, architecture, literature, religion, music and philosophy or may include combinations of these areas.

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

INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION

IDS 1101 6 Credits
INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION I
An introduction to the process of rational thought and how people have organized this process to define human values and the physical universe. This introduction focuses on the Greek contributions to this process, compares them to modern culture and integrates the disciplines of physics, mathematics, language, rhetoric, psychology and the humanities. This course will require each student to write 6000 words.

IDS 1102 6 Credits
INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION II
An examination of the change in the thinking process that occurred as a result of the scientific revolution of the 17th, 18th and 19th centuries. This examination focuses on the process itself and the impact the process has had on modern culture. This examination integrates information from astronomy, physics, mathematics, biology, psychology, economics, communications and the humanities. This course will require each student to write 6000 words.

IDS 2103 6 Credits
INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION III
An examination of the new cosmology which emerged in the early 20th century as a result of relativity theory and quantum theory. This examination focuses on the changing attitudes toward the physical world and its impact on contemporary human values. This examination integrates physics, politics, mathematics, psychology, sociology, communications and the humanities. This course will require each student to write 6000 words.

IDS 2104 6 Credits
INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION IV
An examination of a new awareness of the universe which resulted from new astronomical discoveries about "time" and "space" in the past 15 years. This examination focuses on how these discoveries are forcing re-examination of values in light of present day knowledge. This examination integrates astronomy, mathematics, biology, sociology, psychology, politics, communications and the humanities. This course will require each student to write 6000 words.

INTERNATIONAL BUSINESS

ECS 2801 3 Credits
ECONOMICS OF INTERNATIONAL TRADE AND DEVELOPMENT
A comparative study of economic systems in selected Western and non-Western nations, including the economic systems' impact on cultures, commerce, public policy and institutions.

FIN 2612 3 Credits
INTERNATIONAL BANKING AND FINANCE
A study of international banking and finance principles and practices for the import-export, tourism, banking and other
industries dealing in international business. Included in the
course are the areas of exchange rates, import-export
collections, international documents, international
governmental regulation.

**GEB 1014**  
**INTRODUCTION TO INTERNATIONAL BUSINESS**  
Overview of the cultural environment of international business and the institutions which affect business today. International economic, political and trade issues are analyzed in the context of socioeconomic goals and policies of the nations involved.

**MAR 2241**  
**INTERNATIONAL MARKETING AND DISTRIBUTION**  
A study of international marketing and distribution principles and practices for the import-export, tourism, banking and other industries involved in international business. Included in the course are the areas of import-export documentation, transportation, pricing, trade shows and other skills necessary in international marketing and distribution.

**JOURNALISM**

**JOU 1100**  
**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**  
**ADVANCED REPORTING**  
Prerequisite: JOU 1100. Develops student as specialized news gatherer and reporter. Sharpened in-depth reportorial skills; emphasis on investigative reporting. Students submit material to campus newspaper and other publications.

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

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

**JOU 2200**  
**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**  
**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**  
**SELECTED TOPICS IN JOURNALISM**  
These seminars are for students interested in research, discussion and observation of special topics in journalism.

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

**JOU 2949**  
**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 students 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, condominiums and zoning; and fixtures.
LEA 2101 CIVIL LITIGATION I
This course focuses on the litigation process as it relates to the court system of Florida. Attention is given to the function of law, the role of the attorney, the basic substantive law, pleadings, discovery, trial, settlement and appeal.

3 Credits

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 lawsuits, discovery, settlement, trial, appeal and the collection of judgments.

3 Credits

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.

3 Credits

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.

3 Credits

LEA 2211 WILLS, TRUSTS & ESTATE ADMINISTRATION I
This course provides 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.

3 Credits

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.

3 Credits

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 nonprofessional employee.

3 Credits

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

3 Credits

LEA 2940 INTERNSHIP AS A LAWYER’S ASSISTANT
Prerequisite: BUL 2112, LEA 1013, and one of the following: LEA 2102, or LEA 2112, 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 internship credits may apply toward elective credit in a degree program.

3 Credits

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

3 Credits

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

3 Credits

MATHEMATICS

Mathematics courses at Valencia Community College are 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 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.)

3 Credits

MAC 1114 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.)

3 Credits

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

4 Credits
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, techniques of integration, applications of the integral, indeterminate forms, conic sections, infinite series.

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

MAE 2811  3 Credits  
MATHEMATICS FOR ELEMENTARY EDUCATION MAJORS  
Prerequisite: MGF 2202. 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  
Prerequisite: Student has taken college preassessment 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 or toward any associate degree at Valencia Community College. (Special Fee in Self-paced Lab Sections.)

MAT 1024  3 Credits  
ELEMENTARY ALGEBRA  
Prerequisite: MAT 0013 or satisfactory score on preassessment inventory. Designed for students who have had little previous algebra. In this course the student identifies, defines and applies the language of algebra and arithmetic of real numbers for solving first and second degree polynomial equations and inequalities, algebraically and/or graphically. Not applicable toward mathematics requirements in general education.

MAT 1033  3 Credits  
INTERMEDIATE ALGEBRA  
Prerequisite: MAT 1024 or equivalent. Primarily intended for the student who plans to take College Algebra and lacks the prerequisites, but also provides algebra required for other areas, such as statistics, respiratory therapy, and chemistry. Topics include fundamental operations with polynomials, complex numbers and algebraic fractions, factoring graphing, exponents, radicals, systems of equations, quadratic equations, laws of logarithms and word problems.

MAT 1905  1-4 Credits  
DIRECTED INDIVIDUAL STUDIES  
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 department office.

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

MGF 2202  1-3 Credits  
COLLEGE MATHEMATICS  
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  2-4 Credits  
COOPERATIVE EDUCATION: MATHEMATICS FIELD EXPERIENCE  
Prerequisite: Permission of instructor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. May be repeated for credit.

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

MTB 1320 1 Credit
APPLIED MATHEMATICS FOR HEALTH CARE
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 1364 1 Credit
THE METRIC SYSTEM
A course designed to familiarize the student with the metric system. The course includes a study of the history of the metric system, classroom applications of metric measurement, advantages and disadvantages of the metric system and conversion between the customary and metric systems and conversion of units within the metric system.

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

MEDICAL LABORATORY TECHNOLOGY

MLS 1000C 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, societies and licensure regulations. (Special Fee)

MLS 1002C 2 Credits
URINALYSIS
Prerequisite: 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 organisms culture, isolation and identification. (Special Fee)

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

MLS 2525C 2 Credits
IMMUNOHEMATOLOGY
Prerequisite: MLS 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. (Special Fee - Insurance - $17.00)

MLS 2808L 2 Credits
SEROLOGY/URINALYSIS PRACTICUM
Three weeks, 40 hours per week. Prerequisites: MLS 1200C, MLS 2510C and permission of instructor. The student is placed in the serology and urinalysis department of an approved lab where, under supervision, he/she performs clinical test procedures.

MLS 2809L 4 Credits
HEMATOLOGY PRACTICUM
Four weeks, 40 hours per week. Prerequisites: MLS 1300C and instructor permission. The student is placed in the hematology department of an approved clinical lab where, under supervision, he/she performs clinical test procedures.
MLS 2810L
CHEMISTRY PRACTICUM
Four weeks, 40 hours per week. Prerequisites: MLS
2620C and instructor permission. The student is placed in
the chemistry department of an approved clinical
laboratory where, under supervision, he/she performs
clinical test procedures.

MLS 2811L
MICROBIOLOGY PRACTICUM
Four weeks, 40 hours per week. 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
those proficiency courses for which he/she is qualified.
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 major 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.

MUE 1490
INSTRUMENTAL TECHNIQUES
1 Credit
Introduction to the instruments of the orchestra, involving
fundamentals of performance, acoustical principles,
teaching methods and materials. Students are assigned to
sections in either woodwinds, brass, strings or percussion.
May be repeated for credit (Laboratory fee)

MUL 1011
MUSIC APPRECIATION
3 Credits
A general survey of music and its composers, with
extensive listening in order to develop intelligent
understanding and appreciation of the world's great music.
This course is open to all students.

MUL 1211
MUSIC LITERATURE
3 Credits
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
course will require each student to write 6000 words.

MUN 1100
SYMPHONIC BAND
1 Credit
Prerequisites: Previous band experience and approval of
instructor. Required of all music majors who play
appropriate instruments. A laboratory training session for
the fundamentals of rehearsal techniques and the
performance of standard concert band literature. Open to
all students who play appropriate instruments. May be
repeated for credit.
MUN 1310
CONCERT CHOIR
Three hours weekly. Established for people who love to sing and perform, the Concert Choir does not require auditions or music reading. This large mixed choral group performs a variety of music throughout the area. Solos, duets and small ensemble experiences are provided for the more advanced students. Students may register for this course without prior approval of the instructor. May be repeated for credit.

MUN 1340
CONTEMPORARY ENSEMBLE
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.

MUN 2710
JAZZ LAB BAND
1 Credit
Open by audition during the drop/add period to all students who play appropriate instruments. Performance of varied literature in areas of jazz, swing and rock. May be repeated for credit.

MUS 1111
MUSICIANSHIP I
4 Credits
Includes three 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-reading. (No laboratory fee)

MUS 1112
MUSICIANSHIP II
4 Credits
Includes three 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 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 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 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-reading. (No laboratory fee)

MUT 1352
JAZZ POPULAR MUSIC II
4 Credits
Includes two 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 includes dictation and sight-reading. (No laboratory fee)

MUT 2231-2232
KEYBOARD HARMONY I & II
1-1 Credit
Prerequisite: Two semesters of piano or permission of the instructor. The application of the materials studied in music theory, with particular attention to improvisation and harmonization of melodies and elementary score reading.
MVK 111A&B
CLASS PIANO FOR MUSIC MAJORS I & II
1-1 Credit
An elementary course in piano designed to prepare non-keyboard music majors for minimum proficiency requirements in music major programs. Involves major and minor scales, arpeggios, sight-reading and transposition. Open to non-music majors by special permission of the instructor. May be repeated for credit. (Special Fee)

MVK 181A&B
CLASS PIANO I & II
1-1 Credit
Group instruction on electronic pianos for students with little or no experience in reading music or playing the piano. Not recommended for music majors who should register for MVK 1111. May be repeated for credit. (Special Fee)

MVS 181A&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 182A&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)

MVS 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)

MVS 1121A&B
CLASS VOICE III & IV
1-1 Credit
For intermediate and advanced students with vocal study. 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 an audition plus instructor and department approval.

Contact the music program lead instructor for further details.

NURSING

NUR 1022
MATHEMATICS AND PHARMACOLOGY FOR NURSING
2 Credits
Corequisite: NUR 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 rate, 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 competency, safely and with proper attention to the needs of patients.

NUR 1040C
NURSING I FUNDAMENTALS OF NURSING
9 Credits
Prerequisites/Corequisites: APB 2203C, INUR 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, Insurance Fee - $8.00)

NUR 1054C
TRANSITION
10 Credits
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 placed 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 understanding 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
TRANSITION: MATERNAL CHILD HEALTH
6 Credits
Prerequisites: NUR 104C and NUR 2251C. This course is specifically designed for the LPN student. It builds on the concepts presented in NUR 1045C and NUR 2251C. The course focuses on developmental theories utilized in assessing, planning, implementing and evaluating care for the childbearing and childrearing family as a unit. Emphasis is placed on the family as a unit. The effects of stress and adaptation on the family unit will be viewed from a physiological, psychological and developmental perspective. (Special Fee)

NUR 1200C
NURSING II: COMMON RESPONSES TO ILLNESS
10 Credits
Prerequisite: NUR 1040C and APB 2203C. Corequisite: APB 2204C. NUR 1200C builds on the theory and skills attained in Nursing I. The course focuses 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 - $18.00)
NUR 1943  
**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 students an opportunity to increase their clinical experience and refine clinical skills. Criterion-referenced grading will be 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 2130  
**NURSING IV MATERNAL CHILD HEALTH NURSING**
Prerequisites: NUR 2251C, MCB 2010C, 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 physiological, psychological and developmental perspective. (Special Fee $16.00, Insurance Fee $8.00)

NUR 2251C  
**NURSING III COMPLEX RESPONSES TO ILLNESS**
Prerequisites: APB 2204C, NUR 1200C, or NUR 1054C. Corequisites: MCB 2010C, DEP 2033. Nursing III builds 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 student will develop technical 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: 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**
Prerequisite: NUR 2310C. Corequisite: NUU 2210. 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**
Prerequisite: NUR 2310C. Corequisite: NUR 2943. This course provides the opportunity for the student to look at nursing practice according to leadership theory. Clinical leadership skills essential for patient care management are presented. Nursing practice problems are analyzed and solutions are determined through group discussion. The student is guided in career planning and emphasis is placed on the transition from student to graduate nurse. (Special Fee $25.00)

**NUTRITION**

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

**PEST CONTROL TECHNOLOGY**

ENY 1002  
**BASICS 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  
**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  
**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  
**SEMINAR: PEST CONTROL BUSINESS ADMINISTRATION**
Prerequisite: GEB 1011. Studies in the basic nature of pest control services: site evaluation, 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
Prerequisite: 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 termites, beetles and fungi which destroy wood in structures. The operation and selection of tools and equipment will also be demonstrated and discussed.

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

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

PHILOSOPHY

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

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

PHYSICAL AND EARTH SCIENCES

AST 1002 3 Credits
ASTRONOMY
An introductory non-mathematical qualitative survey of the astronomical universe. Includes a study of the earth as an astronomical body, solar systems, stars, galaxies and cosmological theories of the universe in general. Much emphasis is placed on the unprecedented growth of knowledge in astronomy during the past decade.

GLY 1000 3 Credits
EARTH SCIENCES
A general survey of the earth sciences. Includes a study of basic astronomy, geology, earthquakes, and volcanoes, glaciers, landforms, oceanography and meteorology with emphasis on Florida. Current geophysical phenomenon are utilized in class discussion.

PSC 1515 3 Credits
ENERGY: PAST, PRESENT AND FUTURE
This course is designed to meet the general education requirement for the non-science major. Students will study the history of energy development, fundamental physical concepts of energy and the impact of energy problems on the economy. They will apply these principles and their relationships to decisions on personal energy use as well as local, national and international energy problems.

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

PHYSICAL EDUCATION

DAA 2160 2 Credits
CONTEMPORARY DANCE
Basic theory and practice in using body movements to express or demonstrate ideas or thoughts. To broaden knowledge of rhythms, music and self expression through the medium of movement. Leotards are required. Also offered as CN 92, noncredit.

DAA 2200 2 Credits
BALLET I
The class consists of basic techniques at the barre using basic foot, arm and body positions. There is center floor work which will cover basic adagio movements and allegro combinations and use classical sequences for traveling across the floor. Leotards, tights and ballet shoes needed.

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

DAA 2560 2 Credits
JAZZ DANCE I
The student learns coordinated movements with isolated parts of the body while using the jazz style of dance. Basic routines are choreographed to pop, jazz and rock music. Also offered as CN 138, noncredit.

DAA 2561 2 Credits
JAZZ DANCE II
Prerequisite: Permission of instructor. This class is a continuation of Jazz Dance I by using more complex rhythms and more intricate steps. The student works in a variety of jazz styles such as lyrical and rock.

PEL 1111 2 Credits
BEGINNING BOWLING
Designed to introduce the individual to the sport of bowling. Stress is placed on correctness of performance as well as the competitive nature of the game. Physical demands in this course are low, and skills learned have value for use in leisure hours. Also offered as CN 86, noncredit.
PEL 1121  
BEGINNING GOLF  
2 Credits  
The basic fundamentals pertaining to the grip, stance, posture and swing are stressed. Work with the woods, irons, chipping and putting is to be included. Discussions are held on the rules of play, etiquette and purchase and care of equipment. All equipment is furnished. The recreational and carry-over values of the sport are emphasized. Also offered as CN 103, noncredit.

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

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

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

PEL 1342  
TENNIS II  
2 Credits  
Designed specifically for the student wanting to develop the advanced skills of a good tennis player. The lob, overhead and drop shot are introduced while advanced development of the fundamental strokes is emphasized. Practical playing experience aids in teaching strategy. Students enrolling in this class should have better than average tennis form for the ground strokes, volley and serve. Playing experience suggested.

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

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

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

PEL 1511  
SOCCER I  
2 Credits  
The class is designed to teach the fundamental soccer skills such as kicking, heading, dribbling, tackling, throwing and goal keeping. Team play, game strategy, and the basic rules of the game are covered.

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

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

PEL 2442  
RAQUETBALL II  
2 Credits  
Designed specifically for students wanting to develop advanced skills of a good raquetball player. The overhead, ceiling ball, the 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 1171  
DANCE AEROBICS  
2 Credits  
A program of physical fitness based on the popular aerobic exercises choreographed to music. Individual exercise programs will be designed for people of all ages.

PEM 1201  
TUMBLING AND GYMNASTICS  
2 Credits  
A program of tumbling and gymnastics utilizing the trampoline and other apparatus. Emphasis on personal enjoyment as well as development of self confidence and good body mechanics through coordination, rhythm and balance. Also offered as CN 91, noncredit.

PEM 1441  
KARATE I  
2 Credits  
The class consists of the application and understanding of learned techniques in the "Empty Hand Way" (Karate Do). Basic movement skills, safety regulations, rules and basic oriental terminology related to the sport are emphasized.

PEM 1954  
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 2131  
**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 2442  
**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 1203  
**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  
Designed primarily for student 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 1053C-1054C  
**INTRODUCTORY PHYSICS I-II**  
4-4 Credits  
**Prerequisite:** A working knowledge of algebra and trigonometry. Six hours lecture/laboratory instruction. 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 corequisite for PHY 2048C:** MAC 2311. **Prerequisite or corequisite for PHY 2049C:** MAC 2312. The first semester covers mechanics, heat and sound with emphasis on fundamental principles. The second semester covers electricity, magnetism and optics. Designed for physics, mathematics, chemistry and pre-engineering majors. (Special Fee)

PHY 2123  
**MODERN PHYSICS**  
3 Credits  
**Prerequisite:** One year each of college physics and calculus. Calculus III can be taken concurrently with PHY 2123. Special relativity, optical and X-ray spectra, interaction and duality of particles and radiation-basic concepts of quantum mechanics, atomic and molecular structures, introductory solid state and elementary nuclear and particle physics.

PHY 2936  
**SELECTED TOPICS IN PHYSICS**  
1-3 Credits  
**Prerequisite:** 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:** POS 1041. A comparative study of systems in selected Western and non-Western nations, including political cultures, social change, public policy and institutions.

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  
A survey of the discipline of political science. An examination of important concepts in the development of Western political thought. A discussion of selected topics in various fields of inquiry within political science.

POS 1041  
**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 government in the political system.
PSYCHOLOGY

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

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

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

READING

REA 1105
READING SKILLS I
A reading skills development course that teaches comprehension skills and vocabulary development.

REA 1106
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, Note-taking 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.

REAL ESTATE

BUL 1303
3 Credits
FLORIDA REAL ESTATE LAW
Corequisite: REE 1000. An introduction to Florida real estate license law and rules and regulations of Florida Real Estate Commission. Legal and ethical principles covered are required knowledge for student entering the real estate field and for state real estate license examinations. Students interested in sitting for the Florida Real Estate Commission exam must take a combined REE 1000 and BUL 1303 end of course exam and receive a grade of 70 percent or better.

REE 1000
3 Credits
REAL ESTATE PRINCIPLES AND PRACTICES
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. Students interested in sitting for the Florida Real Estate Commission exam must take a combined REE 1000 and BUL 1303 end of course exam and receive a grade of 70 percent or better.

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

REE 2040
3 Credits
REAL ESTATE INVESTMENT
This course is designed to forecast and measure investment yields such as cash flow and profit analysis on real property. Houses, apartments, shopping centers, office buildings and industrial properties are analyzed using various investment approaches.

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

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

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

REE 2205
3 Credits
REAL ESTATE FINANCE II
A continuation of Real Estate Finance I. Emphasis is given to the application of the management approach to financing with special attention given to the use of funds, the many facets of mortgages, long-term leases, purchases and lease-back arrangements.

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

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

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

RESPIRATORY THERAPY

APB 1650
2 Credits
INTRODUCTION TO PHARMACOLOGY
Prerequisite: 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
Prerequisite: PHY 1001C, APB 2203C. Includes three-hour laboratory. 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

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

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

RET 1026C  3 Credits
BASIC RESPIRATORY EQUIPMENT
Prerequisite: RET 1026. Includes three-hour laboratory. 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 1264C  4 Credits
ADVANCED RESPIRATORY EQUIPMENT AND FUNCTIONS
Prerequisite: RET 1026. Includes three-hour laboratory. 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
Prerequisites: RET 1026, RET 1264 (may be taken concurrently). APB 1650. 200 hospital clock hours; approximately 12.5 days for every two semester hours credit. 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 and Insurance Fee - $17.00)

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

RET 2875C  2 Credits
CLINICAL PRACTICE II Prerequisite: RET 1874. 200 hospital clock hours; approximately 12.5 hours for every two semester hours credit. 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  2 Credits
CLINICAL PRACTICE III
Two hundred hospital clock hours, approximately 12.5 hours for every two semester hours credit. Prerequisite: RET 2875, concurrently with RET 2284. Each student assigned clinical tasks and orientation in pulmonary function lab, cardiac catheterization and open heart surgery under the supervision of the staff respiratory therapist or clinical instructor. (Special Fee)

RET 2877C  2 Credits
CLINICAL PRACTICE IV
Two hundred hospital clock hours, approximately 12.5 hours for every two semester hours credit. Prerequisite: RET 2284, RET 2876. Each student assigned clinical tasks in pediatrics, pulmonary rehabilitation and medicine, under the supervision of a physician and clinical instructor. (Special Fee)

RET 2878C  2 Credits
CLINICAL PRACTICE V
Two hundred hospital clock hours, approximately 12.5 hours for every two semester hours credit. Prerequisite: RET 2934, RET 2877. Each student assigned clinical tasks in the areas of general thoracic and neurosurgery. The student may be assigned other areas under the direction of the clinical instructor. (Special Fee)

RET 2934  4 Credits
ADVANCED CARDIOPULMONARY THERAPY
Includes three-hour laboratory. Prerequisite: RET 2284. Surgical treatment of cardiopulmonary disorders and possible associated complications. Respiratory aspects of infancy and childhood. A unit on medicine is presented. (Special Fee)

SOCIAL SCIENCE
IDS 1151  3 Credits
MAN AND ENVIRONMENT II
This general education course is designed to provide an understanding of the interrelationship of man with the varying aspects of his natural and artificial environment from a resource management viewpoint. Many aspects of the environmental crisis such as the impact of political, economic and social institutions, differing beliefs and myths and individual and group maladjustments are investigated along with possible solutions. Not a natural science.
SSS 2941
FIELD EXPERIENCE IN SOCIAL SCIENCES
Two 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 semesters of credit.

SOCIOLOGY

SYG 1222
JUVENILE DELINQUENCY
3 Credits
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 1244
SOCIOLOGY OF DRUGS
3 Credits
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
3 Credits
A course designed to enable the student to understand
social behavior and social processes as well as to
familiarize the student with the vocabulary and
methodology of the discipline of sociology. Areas of
emphasis are culture and personality, age and sex roles,
family, deviant behavior, social class and stratification,
group behavior and social change.

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

SYG 2320
DEVIAN'T BEHAVIOR
3 Credits
An examination of sociological and social-psychological
theories of 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 heterosexual
deviance, homosexual deviance, urbanizational deviance,
physical deviance, suicide, mental disorder and crime.

SYG 2430
MARRIAGE AND THE FAMILY
3 Credits
A course designed to assist the student in developing
perspective regarding areas of adjustment in the course of
marriage and family living. Attention is given to the areas
of premarital behavior patterns, love and mate selection,
communication, family finances, sexual relations,
parenthood, divorce, widowhood and remarriage.

SYG 2935
SELECTED TOPICS IN SOCIOLOGY
1-3 Credits
Prerequisite: SYG 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
BASIC SPANISH
3 Credits
It is recommended that students without recent high school
language skills take this course before taking SPN 1100.
Stress is placed on everyday use of the language. Students
are introduced to basic grammar, vocabulary and
composition through a conversational approach to
Spanish.

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

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

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

SPN 1101
ELEMENTARY SPANISH II Prerequisite: SPN 1100 or
permission of the instructor. Continuation of SPN 1100.
SPN 1170-2270  6-6 Credits
OVERSEAS STUDY IN SPANISH LANGUAGE AND CULTURE I and II
Prerequisite: Permission of the department chairman.
These courses consist of two phases. (1) The orientation program gives the student the opportunity to make certain cultural, personal and educational adjustments prior to the beginning of summer study at a Spanish university; (2) The period of study at the university offers the student 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 2200 or permission of the instructor. Conversational approach with readings adapted from Spanish newspapers and magazines.

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

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

SPW 2100-2101  3-3 Credits
INTRODUCTION TO SPANISH LITERATURE
Prerequisite: SPN 2201 or equivalent. The first semester is a survey of the literary masterpieces of Spain from the 12th century to the Golden Age. The second semester is a continuation from 1800 to the 20th 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 1700  3 Credits
CROSS CULTURAL COMMUNICATION
The study and application of awareness skills for communication with people of other cultures. Upon completion, the student will be capable of using problem analysis skills when communicating with people of other cultures.

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

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

STUDENT DEVELOPMENT

SLS 1261  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-taps, 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 2321  PROFESSIONAL DRAFTING FOR SURVEYORS
2 Credits
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 2330  PHOTOGRAMMETRY
2 Credits
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  LEGAL ASPECTS OF SURVEYING
3 Credits
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  LAND SURVEYING AND DESCRIPTIONS
3 Credits
Prerequisites: 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  SUBDIVISIONS
3 Credits
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  ELECTRONIC AND GEODETIC SURVEYING
3 Credits
Prerequisite: SUR 2610. A study of electronic distance measurements and geodetic techniques in surveying; theory, construction and use of electronic measuring devices (geodimeter, telerometer, ranging-laser); applied geodetic astronomy (bearing and latitude determination using stars, sun, elongations, etc.); geodetic corrections to surveys of large extent.

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

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

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

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

THEATER

THE 1020  INTRODUCTION TO THEATER
3 Credits
An overview of the major elements involved in theater production. Includes script analysis, history, technical theater, acting and directing. Attendance at selected plays is required.

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

THE 1302  DEVELOPMENT OF THEATER AND DRAMA: IBSEN TO PRESENT
3 Credits
Survey of theater and drama from the times of Ibsen to the present. Places theater in social framework of its age with emphasis on producers, actors, audiences and playhouses, including setting, lighting, music, costumes and make-up. Representative plays studied.
THE 2925
PLAY PRODUCTION
3 Credits
Designed to acquaint the student of theater with the overall 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.

THE 2930
SELECTED TOPICS IN THEATER
1-3 Credits
This seminar is for students interested in research, discussion and observation of special topics in drama and theater.

TPA 1210
BASIC STAGECRAFT I
3 Credits
Focuses on the methods of scenery construction. Covers tools, materials, hardware and basic approaches to building scenery using hands-on experience to complement lectures.

TPA 1211
BASIC STAGECRAFT II
3 Credits
Prerequisite: TPA 1210. A continuation of Stagecraft I with special emphasis given to construction of props, scene painting techniques, special effects and installation.

TPA 1230
COSTUME TECHNIQUES AND WARDROBE PRACTICES
2 Credits
Emphasis is placed on the planning, execution and running of costumes for production.

TPA 1250
MAKEUP FOR THE STAGE
2 Credits
Study of the principles, materials and applications of theatrical makeup.

TPA 2010
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 2220
INTRODUCTION TO STAGE LIGHTING
4 Credits
A study of stage lighting techniques, practices and equipment. Includes electrical theory, use of dimming systems and implementation of lighting designs. Includes two-hour laboratory.
COLLEGE ADMINISTRATION

Paul C. Gianini, Jr.
President

COLLEGE-WIDE ADMINISTRATION

Paul C. Gianini, Jr. ........................................... President
David L. Evans .................................................. Executive Vice President
Richard J. O'Sullivan ....................................... Vice President for Administration
Lee P. Young ....................................................... Vice President for Business Affairs
James R. Reinschmidt ........................................ Assistant to Executive Vice President for Facilities and Communication Services
Thomas J. Ribley ............................................. Assistant to the Executive Vice President
Claudia E. Pennington ....................................... Dean for Learning Resources
E. Michael Break ............................................. Director of Personnel Services and Employee Relations
Charles H. Droslin .......................................... Director of Registration and School and College Relations
Edmund K. Gross ............................................ Director of Development and Executive Director of Valencia Community College Foundation
Lawrence R. Hawkins ...................................... Director of Data Processing Services
Thomas M. Henkel, Jr. .................................... Assistant to the President
Donna A. Nickel .............................................. Director of Title III Grant/Staff and Program Development
M. Keese Perry .............................................. Director of Accounting and Controller
Preston D. Rosser ........................................... Director of Financial Aid and Veterans' Affairs
Ruth B. Sainsbury ........................................... Director of Communications and Community Relations
Barbara Joan Tiller ......................................... Director of Vocational Education
Geraldine F. Thompson .................................. Assistant to the President for Minority Affairs

EAST-CAMPUS ADMINISTRATION

W. Carolyn Allen ............................................ Dean of the Campus
James R. Cashon ............................................ Chairman of Counseling Department
Judith M. Jones ............................................. Chairman of Mathematics/Science Department
Charles L. Roberts ........................................ Chairman of Communications/Humanities Department
Stanley H. Stone ............................................ Chairman of Vocational Programs Department
Quentin D. Thorne ........................................ Chairman of Fine Arts/Social Sciences Department
Annie R. Buckham .......................................... Coordinator of Minority Affairs/Counselor

OPEN CAMPUS ADMINISTRATION

W. Michael Hooks .......................................... Dean of the Campus
Gary D. Hollingsworth .................................... Director of Special Projects
Paul L. Kinser .............................................. Director of Continuing Education
Ray G. Love .................................................... Director of Community Services
Robert L. Milne ............................................. Director of Governmental Services Programs
Eddie L. Harris, Jr. ......................................... Coordinator of Minority Affairs

WEST-CAMPUS ADMINISTRATION

Anita J. Harrow ............................................. Dean of the Campus
Robert L. Carmody ......................................... Chairman of Technical and Engineering Related Programs
Louis M. Edwards .......................................... Chairman of Mathematics Department
Deborah G. Hopkins ....................................... Chairman of Business Department
Tyron S. Johnson ........................................... Chairman of Counseling Department
Ben H. Lynd .................................................... Chairman of Science Department
Rosita Martinez ............................................. Chairman of Foreign Language Department
Charles E. Miller .......................................... Chairman of Physical Education Department
William C. Prentiss ........................................ Chairman of Social Science Department
J. Louis Schlegel ............................................ Chairman of Humanities Department
Donald J. Tigue ............................................ 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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Adams, Kattie J.
Displaced Homemaker Program & Job Search Project
B.S., Florida A & M University

Ainsworth, Christine S.
Instructional Resource Specialist
B.S., University of Central Florida
M.Ed., Rollins College

Alderman, Freddie L.
Mathematics
B.S., Florida A & M University
M.A., Rollins College

Allen, W. Carolyn
Dean of the Campus, East Campus
B.S., Florida State University
M.S., University of Tennessee
Ph.D., Florida State University

Anderson, Glynda B.
Counselor
B.S., Texas College of A & I
M.Ed., University of Texas

Applebaum, Ivan R.
Psychology
B.S., Rollins College
M.S., Rollins College
M.S., University of Central Florida
Ed.S., Florida Atlantic University

Bartfield, Ona M.
English
A.B., Stetson University
M.A., Stetson University

Beaver, Rheta M.
Mathematics
B.A., University of Central Florida
M.A., University of Central Florida

Benefield, Jack W.
Chemistry
B.S.Ed., University of Georgia
M.Ed., University of Georgia

Bennett, Lula B.
Political Science
A.B., Valdosta State College
M.A.T., Rollins College
Ed.D., Nova University

Bevan, Kenneth V.
Lawyer's Assistant Program
B.A., University of Florida
J.D., Samford University

Blackney, W. Richard
Art
B.S., Western Michigan University
M.A.A., Western Michigan University

Brandolini, Ronald G.
Economics
B.A., University of Vermont
M.A., State University of New York/Binghampton

Break, E. Michael
Director of Personnel Services and Employee Relations
B.A., California State University
M.S., Rollins College

Brumbaugh, Judith A.
Economics
B.A., Adrian College
M.A., University of Georgia

Buckhanon, Annie R.
Coordinator of Minority Affairs/Counselor
B.S., Florida A & M University
M.Ed., University of Central Florida

Bumbaugh, Mickey
Personnel Counselor/Trainer
B.A. University of Wyoming
M.A., Florida Atlantic University

Byrnes, Thomas J.
Political Science
B.A., Marquette University
M.A., University of Florida

Capraun, Lynn W.
Respiratory Therapy
B.S., University of Central Florida
M.S., University of Central Florida

Carignan, Ann Marie
Nursing
B.S.N., St. Anslem College
M.S., Boston University

Carmody, Robert L.
Chairman, Technical and Engineering Related Programs, West Campus
B.A., Michigan State University
M.C.S., Rollins College
Ed.S., Florida State University

Carter, Rosa
Business
B.S., Alabama State College
M.Ed., University of Central Florida

Carver, Donna J.
Librarian
B.A., University of Central Florida
M.L.S., Florida State University
Cashon, James R.
Chairman, Counseling Department
East Campus
B.A., Rutgers University
M.Ed., Ohio University
Ph.D., University of Florida

Castellano, William R.
Student Development Coordinator
B.A., University of Central Florida
M.A., University of Central Florida

Centko, John M.
Horticulture
B.S., Murray State University
M.S., Murray State University

Chaffin, Barbara
Program Director, Continuing Education
for Health Professionals
B.S., Emory University
M.A., University of South Florida

Chapman, Beverly M.
Program Director, Computer
Training for the Disabled

Chestam, Ben H.
Mathematics
B.A., University of Florida
M.Ed., University of Florida
Ed.D., University of Florida

Chesebrough, Carol A.
Dental Hygiene
B.S., Ferris State College
M.A., Iowa State University

Chesebrough, Peter N.
Electronics Technology
B.S., Stanford University
M.A., San Jose State University

Chittenden, George E., Jr.
Construction Technology
B.I.E., University of Florida
M.B.A., Rollins College

Cohen, Carol
CITE Program
B.S., Memphis State University
M.A., University of Central Florida

Coleman, Hoyte A.
Program Director, Special Services
A.B., Florida Southern College
M.S., University of Southern California

Cook, Willie C.
Mathematics
B.S., Florida A & M University
M.Ed., Florida A & M University
Ph.D., Florida State University

Croft, Christine M.
Secretarial Science
B.S., Delta College
M.B.E., University of Mississippi

Cullom, Celia R.
English and Speech
B.S., University of Missouri
M.A., George Peabody College for Teachers of Vanderbilt University

DeLisle, Judith A.
Librarian
B.A., Michigan State University
M.L.S., University of Michigan

Dexter, Bettye
Nursing
R.N., Pennsylvania Hospital School of Nursing
B.S., Florida Southern College

Dolan, James D.
Business
J.D., University of Baltimore

Dome, Charles H., IV
Sociology
B.A., University of Central Florida
M.S., Florida State University
Ed.D., Nova University

Dornes, Margaret I.
Business/Education
B.S., Western Michigan University

Dow, George M.
Business/Accounting
B.S., University of Florida
B.A., University of Florida
M.B.A., University of Central Florida
C.P.A., Florida

Drosin, Charles H.
Director of Registration and School and College Relations
B.A., Florida Atlantic University
M.Ed., University of Central Florida

Dunn, Walter F.
Counselor
B.S., East Tennessee State University
M.A., George Washington University

During, Rudolph D.
Fire Technology
B.A., University of Maryland

Edmonds, Margaret F.
Job Development/Placement Specialist for the Handicapped
B.A., Chestnut Hill College

Edwards, David W.
Psychology
B.S., Ohio University
M.S., Indiana University
Ed.D., Nova University
Edwards, Linda M.  
Dental Hygiene  
R.D.H., University of Kansas City  
B.S., University of Missouri  
M.S., Central Michigan University

Edwards, Louis M.  
Chairman, Mathematics Department, West Campus  
B.S., University of Florida  
M.Ed., University of Florida  
Ed.S., Florida State University

Evans, David L.  
Executive Vice President  
B.S., University of Tennessee  
M.M., University of Michigan  
Ph.D., University of Kentucky

Fear, David E.  
English  
B.S.Ed., Southern Illinois University  
M.S.Ed., Southern Illinois University

Ferguson, Josephine B.  
Business Education  
B.S., Bail State University  
M.A.T., Rollins College

Fisher, Constance  
Center for Continuing Education for Women Program  
B.S., College of William & Mary  
M.Ed., University of Central Florida

Fogel, Carroll E.  
Mathematics  
B.S., University of Tampa  
M.Ed., Pennsylvania State University  
Ed.S., University of Florida  
Ed.D., University of Missouri-Columbia

Forehand, Susie  
Nursing  
B.S.N., University of South Florida  
M.S.N., University of South Florida

Gagne, Julia A.  
Drama  
B.A., University of Central Florida  
M.F.A., Florida State University

Garcia, Thomas A.  
Physical Education and Basketball Coach  
B.S., Florida State University  
M.S., Florida State University

Garretson, William B.  
Biology  
B.S., Concord College  
M.A., Florida State University

Garwood, Joe A.  
Economics  
B.A., Denison University  
B.A., Washburn University  
M.S., Florida State University

Gastineau, G. Arlen  
Marketing  
B.S., Bethany Nazarone College  
M.C.S., Rollins College  
Ed.D., Nova University

Germaine, Michael B.  
Political Science  
B.A., University of South Florida  
M.S., Florida State University

Glanini, Paul C., Jr.  
President  
B.A., Yankton College  
M.Ed., University of Nebraska  
Ed.S., University of Florida  
Ed.D., University of Florida

Graber, Sherry L.  
Sociology  
B.A., University of Florida  
M.Ed., University of Florida

Graham, Larry N.  
Music  
B.M., Sanford University  
M.M., University of Florida

Greenwood, Elaine A.  
English  
B.A., Boston College  
M.A., Boston College

Grosch, Randy A.  
Sociology  
B.A., Florida Atlantic University  
M.A., Florida Atlantic University

Gross, Edmund K.  
Director of Development & Executive Director of Valencia Community College Foundation  
B.S., University of Florida  
M.Ed., University of Florida  
Ed.D., University of Florida

Guindin, Rafael  
Counselor  
B.A., University of Puerto Rico  
M.S., State University of New York  
M.A., Trenton State College

Gurr, Marsha  
Business Education  
B.S., Kansas State College  
M.S., University of South Florida

Halthill, Donna R.  
Coordinator, Learning Resources Center, East Campus  
B.S., Mississippi State College for Women  
M.S., Florida State University

Hannah, Rebecca  
Nursing  
B.S.N., Troy State University  
M.S.N., University of Alabama
Hardy, George W.
Mathematics
B.S., University of Florida
M.Ed., University of Florida

Harris, Eddie L., Jr.
Coordinator of Minority Affairs,
Open Campus, and Program Director /
Neighborhood Advisor Program
B.S., Jones Business College

Harris, Valerie L.
Paramedic Technology
B.S., University of South Florida

Harrow, Anita J.
Dean of the Campus, West Campus
B.A., University of South Florida
M.S., Florida State University
Ph.D., Florida State University

Hawkins, Lawrence R.
Director of Data Processing Services
B.S., University of Nebraska
M.S., Rollins College

Hayden, Glenn R.
English
B.A., University of Central Florida
M.A., University of Kentucky

Henderson, Patricia A.
Librarian
B.A., Florida State University
M.Ln., Emory University

Henkel, Thomas M., Jr.
Assistant to the President
B.A., University of Florida
J.D., University of Florida

Hennig, Eric S.
Counselor
B.A., High Point College
M.Ed., University of North Carolina
Ed.D., Nova University

Hershey, Harry B., Jr.
Coordinator, Veterans' Cost-of-Instruction Program
B.G.S., Rollins College

Hertz, Bruce F.
Psychology
B.A., Queens College
M.S.Ed., City College of New York
Ph.D., New School for Social Research

Hild, Fred E.
Business
B.A., Coe College
M.B.A., George Washington University

Hill, Joyce A.
Nursing
B.S.N., University of Florida

Hise, Kenneth W.
Economics
B.S., University of Maryland
M.S., Florida State University
Ed.D., Nova University

Hoff, Mary J.
English
B.A., Marymount College
M.A., University of Tulsa

Holland, Bob T.
Counselor
A.B., Union University
B.S., Southeastern Baptist Theological
Seminary
M.S.M., Southern Baptist Theological
Seminary
Ph.D., Florida State University

Holland, Wallace D.
Business
B.B.A., University of Georgia
M.B.A., Rollins College
Ed.D., Nova University

Hollingsworth, Gary D.
Director of Special Projects,
Open Campus
B.S., University of Nebraska
M.A.T., University of Florida

Hooks, William Michael
Dean of the Campus, Open Campus
B.S., Indiana State University
M.S., Indiana State University

Hopkins, Deborah G.
Chairman, Business Department, West
Campus
B.S., East Carolina University
M.A., East Carolina University
Ph.D., North Carolina State University

Horton, Allison Norman
Career Counselor
B.A., University of Southern California
M.A., George Peabody College for
Teachers of Vanderbilt University
Ed.D., George Peabody College for
Teachers of Vanderbilt University

Hosman, David K.
Counselor
B.A., Gordon College
M.A., Ball State University
Ed.D., Nova University

Howard, Delton D.
Psychology
B.S., Florida State University
M.S., Florida State University
Ed.D., Nova University

Howell, Lawrence C., Sr.
Data Processing
B.S., University of Southern Mississippi
M.B.A., Mississippi State University

Hunt, Louise E.
Medical Transcription
A.B. Trevecca Nazarene College

Hunt, William S.
Criminal Justice
B.S., Florida State University
M.S., Michigan State University
Hunter, Janice K.
English
B.A., Eckerd College
M.A., University of South Florida
Ed.D., University of Florida

Jacobs, Wayne R.
Mathematics
B.S.E., University of Florida
M.Ed., University of Florida

Jay, Nancy E.
Art
B.A., Georgia College at Milledgeville
M.F.A., Florida State University

Jenkins, Dennis L.
Art
B.S., University of Wisconsin
M.F.A., University of Wisconsin

Johnson, Annie Bell
Nursing
B.S., Stetson University
M.S., University of Colorado

Johnson, Boyd L.
Physical Education
B.A., University of Kentucky
M.A., University of Kentucky

Johnson, Tyron S.
Chairman, Counseling Department
West Campus
B.A., Johnson C. Smith University
M.A., Rollins College

Johnson, Walter D.
Coordinator Special Services and
Handicapped Specialist
B.A., University of Central Florida
M.A., Rollins College

Jones, Judith M.
Chairman, Mathematics/Science,
East Campus
B.A., Case-Western Reserve University
M.S., University of Florida

Kahn, William R.
Business
B.A., University of South Florida
M.A., University of South Florida
Ph.D., Florida State University

Kam, Carol C.
Reading and English
B.A., University of Florida
M.Ed., Rollins College
M.A., University of Florida

Kehr, Grace S.
Interdisciplinary Studies
B.A., University of Central Florida
M.A., University of South Florida

Keyes, Lula
Spanish
B.A., University of Florida
M.A.T., University of Florida

Kilgore, Charles L., III
Political Science
B.A., Southwestern at Memphis
M.A., College of William and Mary

Kimble, Daniel J.
Librarian
B.A.E., University of Florida
M.Ed., University of Florida

Kinser, Paul A.
Director, Continuing Education,
Open Campus
B.A., Indiana State University
M.S., Indiana State University
Ed.D., Nova University

Kolacek, Martha D.
Nursing
B.S.N., University of Alabama
M.S., Northern Illinois University

Kypralos, Anne C.
Nursing
B.S.N., Villanova University School
of Nursing
M.S.N., University of Pennsylvania
Graduate School of Nursing

Lacey, Robert W.
Data Processing
B.S., Boston University
M.C.S., Rollins College
Ed.D., Nova University

Lang, James D.
Mathematics
B.S., Georgia Institute of Technology
M.S., Georgia Institute of Technology
M.S., University of Illinois

LeBlanc, Gary A.
CITE Program
B.S., Florida State University

Legg, Mary Nell
Sociology
B.A., Northwestern Oklahoma
State University
M.S., Oklahoma State University

Lehmann, Timothy J.
Psychology
B.A., University of Florida
M.Ed., University of Florida
Ed.D., University of Florida

Levitt, Mara
Program Director CITE
B.A., State University of New York
M.Ed., University of Central Florida

Lewis, Joseph W.
Mathematics
B.S., University of Florida
M.Ed., University of Florida
Ed.S., University of Florida
Lippert, Don F.
Coordinator for Cooperative and
Experiential Education
B.S., University of Southern Mississippi
M.Ed., University of Central Florida

Love, Ray G.
Director of Community Services,
Open Campus
B.S., University of Alabama
M.A., University of Alabama

Lowe, William S.
Computer Program for Disabled
B.A., University of Central Florida

Lynd, Ben H.
Chairman, Science Department, West
Campus
B.A., Marshall University
M.A., Marshall University

Mack, Howard W., Jr.
Political Science
B.S., University of Florida
M.A.T., University of Florida

Marble, Johanna C.
Program Director, Community
Instructional Services

Marion, Freda B.
Vocational Handicapped Program
B.S., Florida State University

Martinez, Rosita M.
Chairman, Foreign Language
Department, West Campus
Degrees from Normal School for
Teachers, Manzanos, Cuba, and
University of Havana
M.A., Middlebury College
Ph.D., Havana University

Masenheimer, Maryanne M.
Nursing
B.S.N., Catholic University of America
M.S.N., Northern Illinois University

McCord, Dolores
Counselor
B.A., University of Florida
M.Ed., University of Florida

McCord, William M.
Physics
B.A., Vanderbilt University
M.A., George Peabody College
for Teachers of Vanderbilt
University
M.B.S., University of Colorado

McDonald, Robert C.
Chemistry
B.S., Florida State University
M.A., Appalachian State University
Ed.D., Nova University

McKinnon, Mary Jane
Coordinator, Open Campus Centers
B.A., Otterbein College

McLoughlin, George G.
Humanities
M.B., Boston University
Ed.M., University of Pittsburgh
Ed.D., University of Kentucky

McNamara, Lois L.
Humanities
B.A., Lawrence College
M.A.T., Rollins College

Meade, Don F.
English
B.A., Florida Southern College
M.A., Stetson University

Meade, Susan N.
Dental Hygiene
B.S., University of Louisville

Meinick, Stanley
Political Science
B.S., Florida State University
M.S., Florida State University
Ed.D., Nova University

Milke, Robert L.
Director, Governmental Services
Program
B.S., Marquette University

Miller, Charles E.
Chairman, Physical Education
Department, West Campus
B.S., Indiana State University
M.Ed., Stetson University

Miller, O. Anne
Nursing
B.S.N., University of Florida
M.A., Rollins College

Morris, Cliff C., Jr.
Mathematics
B.S., Florida A & M University
M.Ed., Florida A & M University

Morrison, Carla J.
Computer Program for Disabled

Musick, Bennett L.
Business and Real Estate
B.S., Rollins College
M.A.T., Rollins College

Nelson, Ronald B.
English
B.A., Florida State University
M.A., Florida State University
Ed.D., Nova University

Neptune, Darby A.
Displaced Homemaker Program
B.A., Rollins College
M.Ed., University of West Virginia

Niblack, Ernest
Counselor
B.S., Florida A & M University
M.Ed., Florida A & M University
Nickel, Donna A.
Director of Title III Grant/Staff
and Program Development
B.S., Duquesne University
M.S., University of Detroit

Obremski, Steven L.
CITE Program
B.A., Eastern Connecticut State College
M.A., University of Central Florida

O’Sullivan, Richard J.
Vice President for Administration
B.S., Western Connecticut State College
M.A., Fairfield University
C.A.G.S., Fairfield University
Ed.S., State University of New York
at Albany
Ed.D., State University of New York
at Albany

Paul, Della
English
B.A., Bethune-Cookman College
M.A., Rollins College

Pendergraft, Sandra L.
Nursing
B.S., University of North Carolina
M.S., University of North Carolina

Pennington, Claudia E.
Dean for Learning Resources
B.S.E., Henderson State University
M.A., George Peabody College for
Teachers of Vanderbilt University

Pennington, Elizabeth
Humanities
B.A., Florida State University
M.A., Florida State University

Perry, Annie C.
Reading
B.A., University of North Carolina
M.A.T., Rollins College
Ed.S., Florida State University

Perry, Floyd D., Jr.
Physical Education and Baseball Coach
B.S., Jacksonville University
M.A., Middle Tennessee State University

Perry, M. Keese
Director of Accounting and Controller
A.B., Mercer University
M.B.A., Stetson University

Pew, Robert W.
Data Processing
B.G.S., Rollins College
M.B.A., Rollins College
Ed.D., Nova University

Phillips, Peggy H.
English
B.A., Lenoir Rhyne College
M.Ed., University of Florida

Pierce, Thomas C.
Journalism
B.A., University of Florida
M.S., University of South Florida

Plzycki, Michael E.
Hospitality Management
B.S., Florida State University
M.S., Florida State University

Pollier, Vera R.
Center for Continuing Education
for Women Program
B.S., Florida A & M University
M.Ed., University of Central Florida

Powell, Lana L.
Business/Accounting
B.B.A., Stetson University
M.B.A., Stetson University
C.P.A., Florida

Prentiss, William C.
Chairman, Social Science Department,
West Campus
B.A., University of the South
M.A., University of Virginia
Ed.D., University of Florida

Purkey, William F.
Humanities
B.A., Olivet College
M.A., Stetson University
Ed.D., Nova University

Rathburn, Carlisle B.
Assistant to the Director
of Development
B.A., Huntingdon College
Ph.D., University of Florida

Reddick, Alzo
Program Director for Minority
Achievement
B.S., Paul Quinn College
M.A., Florida A. & M University
Ed.D., Nova University

Rediehs, Glen H.
Parent Education Program
B.A., Concordia College
M.Div., Concordia Seminary
M.Ed., University of Florida
Ph.D., University of Florida

Reicherts, C. William
English
B.G.S., Rollins College
M.A.T., Rollins College

Reinlghaus, Ronald W.
Political Science
B.A., University of Alabama
M.A., University of Alabama
Ed.D., Nova University

Reinenschmidt, James R.
Assistant to the Executive Vice President
for Facilities and Communications
B.A., University of Cincinnati
M.S.T., University of Florida
Rhamstine, Ernest L.
Biology
B.A., University of South Florida
M.A., University of South Florida
Ed.D., Nova University

Ribley, Julle H.
Coordinator of International / Intercultural Education
B.A., Birmingham Southern College
M.S., Florida State University

Ribley, Thomas J.
Assistant to the Executive Vice President
B.S., Otterbein College
M.M., University of South Carolina
Ph.D., Wayne State University

Rietveld, Richard D.
Technical Director/Performing Arts Center
B.A., Hope College
M.A., Colorado State University

Riles, Mary Carol
Coordinator of Assessment and Learning Center
B.A., University of Central Florida
M.A., Rollins College

Roach, Eugene W.
Political Science and History
B.A., West Virginia Wesleyan
M.A., West Virginia University

Roberts, Charles L.
Chairman, Communications/Humanities, East Campus
B.A., Florida Southern College
M.Div., Garrett Theological Seminary
M.A., Florida State University

Roach, Giseia R.
Mathematics
B.S., Barry College
M.A., University of Miami

Rosser, Preston D.
Director of Financial Aids and Veterans Affairs
B.S., Troy State University
M.S., Rollins College

Rutledge, Donald E.
Physical Education and Golf Coach
B.S.P.E., University of Florida
M.P.H., University of Florida

Salaberry, Ruth B.
Director of Communications and Community Relations
B.A., Texas Woman's University
M.A., Texas Woman's University

Salter, Charlie Jean
Biology
B.S., Alabama State College
M.Ed., Florida A & M University
M.A., Southern University
Ed.D., Nova University

Salz, Harvey
Electronics/Electromechanical Technology
B.E.E., Polytechnic Institute of New York
M.E.E., Polytechnic Institute of New York

Sample, Margaret L.
Biology
B.A., Lindenwood College
M.S., Ohio State University

Sathre, Leroy
Mathematics
B.A., DePauw University
M.S., University of Florida

Schafer, Virginia R.
Medical Laboratory Technology
B.S., University of Bridgeport
M.S., University of Bridgeport

Schlegel, J. Louie, III
Chairman, Humanities Department, West Campus
B.M., Stetson University
M.A., Florida State University

Scono, Robert
Paramedic Technology
B.S.N., Ohio State University

Scott, Consuelo E.
Communications
B.A., University of South Florida
M.A., Auburn University

Senterflitt, Ruth H.
English
B.S.E., University of Florida
M.A., Auburn University

Sessions, Raymond R., Jr.
Counselor
B.S., East Texas University
M.S., East Texas University
Ph.D., East Texas University

Sheldon, Clarence
Math/Physics
B.S., University of Notre Dame
M.A.T., Rollins College

Shemelya, Phyllis K.
Physical Education/Athletic Director
B.A., University of Kentucky
M.A., New York University

Shuman, Gerry F.
Biology
B.S., University of Tampa
M.N.S., University of Oklahoma

Simmons, H. Eugene
Counselor
B.A., Rollins College
M.S., Florida State University
Ph.D., Florida State University

Skinner, Kenneth David
Psychology
B.A., University of West Florida
M.A., University of West Florida
Ph.D., Florida Institute of Technology
Skjersaa, Hazel L.
Nursing
B.A., Texas Christian University
B.S.N., Cornell University
M.A., Columbia University
Ed.D., University of Florida

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

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

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

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

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

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

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

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

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

Stone, Stanley H.
Chairman, Vocational Programs,
East Campus
B.A., Howard University
J.D., Howard University

Stovall, Randall H.
Biology
B.S., University of Texas at Arlington
M.A., University of Texas at Arlington
Ph.D., Oklahoma State University

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

Stuart, Virginia E.
Program Coordinator, Displaced
Homemaker
B.A., Rutgers University

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

Sutton, Linda J.
Area Coordinator for Acquisitions
and Technical Processing
B.A., University of Central Florida
M.L.S., Florida State University

Taylor, Beverly P.
Mathematics
B.S., University of Southern Mississippi
M.S., Indiana University

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

Tetreault, Simone L.
Medical Laboratory Technology
B.S., University of Central Florida

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

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

Throm, Quentilla P.
Chairman, Fine Arts/Social Sciences,
East Campus
B.A., Shorter College
M.A., Florida State University

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

Tiller, Barbara Joan
Director of Vocational Education
B.A., University of South Florida
M.A., University of South Florida

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

Trachy, Carole L.
Humanities
B.A.; University of Massachusetts
M.A.T., University of Massachusetts
Ph.D., Florida State University
Twigg, Helen P.
 Humanities
 B.A., University of Florida
 M.A., University of Florida
 Ed.D., University of Florida

Tzimopoulos, Nicholas D.
 Chemistry
 B.A., University of New Hampshire
 M.S., Boston College
 Ph.D., Boston College

Vandermaat, Roberta J.
 Humanities
 B.A., Florida State University
 M.A., Florida State University

Ventry, Alice B.
 English
 B.S., Florida State University
 M.S., Florida State University

Ward, Joseph B., Jr.
 Drafting and Design/Graphics Technology
 B.S., University of Kansas
 M.A., Rollins College

Warren, Janice H.
 Program Director, Institute of Business and Industry
 B.S., University of Alabama
 M.S., University of Alabama

Wasniewski, Emil
 Coordinator of Institutional Reporting and Research
 B.S., U.S. Merchant Marine Academy
 B.S., U.S. Naval Post Graduate School
 M.A., George Washington University
 Ed.S, George Washington University
 Ed.D., George Washington University

Watson, Rose H.
 English
 B.A., State University College of New York at Buffalo
 M.S., State University College

Webb, Ruth Y.
 Chairman, Health and Public Service Department
 B.S.N., University of Florida
 M.A.T., Rollins College
 Ed.D., Nova University

Weed, Larry V.
 Music
 B.M., Oklahoma City University
 M.M., Eastman School of Music
 D.M.A., University of Michigan

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

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

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

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

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

Wit, Joanne
 Nursing
 B.S.N., Fairleigh Dickinson University
 M.S.N., Medical College of Georgia

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

Wright, Richard J.
 Biology
 B.S., Eastern Kentucky University
 M.A., University of Kentucky
 Ed.D., Nova University

Young, Lee P.
 Vice President for Business Affairs
 B.S., Florida State University
 M.S., Florida State University
 Adv.M.Ed., Florida State University
CAREER SERVICE EMPLOYEES
Current as of March 1, 1984

Alvarez, Patricia E.
Financial Aid Specialist

Amendolara, Frank T.
Small Engine Mechanic

Anderson, Arthur Z.
Groundskeeper I

Arnold, Elizabeth K.
Educational Advisor

Asher, Marsha K.
Office Systems Manager - Open Campus

Baacke, Jean M.
Admissions/Records Specialist

Bailey, JoAnne T.
Secretary I

Baker, Island Sr.
Custodian I

Baldwin, Lawrence N.
Painter

Ball, Florence G.
Receptionist

Ball, Gordon C.
Bookstore Assistant II

Ball, Jasiel N.
Supervisor, Physical Plant

Ball, Jay N.
Cashier

Barnard, Rhonis 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 Working Supervisor

Bickers, Gloria J.
Grants Record Specialist

Blakeley, Frank Sr.
Custodian

Blue, Hoover N. Sr.
Security Guard

Borden, Dixie L.
Word Processing Cluster Coordinator II

Borglum, Carsten B.
Bookstore Assistant I

Boyer, Sharon S.
PBX Operator

Bracewell, June M.
Accounting Clerk II

Bracey, Louise A.
Secretary

Braly, Barbara A.
Word Processing Specialist II

Branson, Haven H.
Laboratory Assistant

Braselton, Elizabeth J.
Word Processing Specialist I

Brenneman, Katherine S.
Word Processing Cluster Coordinator I

Brewster, Margie B.
Computer Operator

Brown, Lennel G.
Custodian I

Brown, Linda M.
Para-Professional Open Instruction Lab

Browne, Paul A.
Security Working Supervisor

Buffo, Emil A.
Air Conditioning Technician

Bullard, Dana B.
Custodian I

Bunting, Raymond C.
Custodian I

Bustillo, Vicente De
Security Guard

Byrd, Evelyn E.
Custodian I

Caison, Henry
Custodian I

Callahan, Dorothy M.
Custodian I

Calvin, Michael L.
Systems Analyst

Campbell, Jean H.
Word Processing Cluster Coordinator II
Campbell, Roger T.
Maintenance Carpenter

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

Clinebell, Sandra
Para-Professional, Data Processing

Close, Gordon W.
Custodian I

Cobb, Betty J.
Financial Aids Advisor

Cooley, William J.
Groundskeeper I

Core, John L.
Custodian I

Coto, Florence A.
International Student Advisor

Couey, 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

Cunningham, Thomas W.
Chief Accountant

Curdts, William T., III
Computer Operator

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

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

Cutting, Frances S.
Media Processing Specialist

Cuyler, Jennifer D.
Secretary

Dale, Magdalene
Secretary I

Daly, Magdaeline
Secretary I

Dalpey, Frederick J.
Assistant

Damon, Peter K.
Supervisor, Grounds Maintenance - East Campus

Darling, Susan H.
Assistant to the Director of Financial Aid for Student Employment

Daverne, Madeline M.
Word Processing Specialist II

Davis, Delma J.
Field Transportation Worker - CITE

Davis, Gwendolyn Y.
Word Processing Cluster Coordinator II

Davis, James P.
Reprographic Equipment Operator

Davis, Jesse E.
Groundskeeper I

Davis, Roberta D.
Word Processing Specialist II

Delaney, Debra J.
Veterans' Affairs/Financial Aid Specialist

DeNardo, Ronald J.
Custodian I

Denny, Maxine K.
Graduation & Evening Services Supervisor

Denny, Sondra J.
Records Specialist

Diaz, Silvia L.
Custodian I

DiBartolo, Diane
Records Analyst
Douglas, Gretchen E.  
Outreach Recruiter

Drake, Eleanor L.  
Supervisor, Finance Office - East Campus

Dudash, Genevieve L.  
Reprographic Equipment Operator/Word Processing Specialist I

Dufka, Leslie R.  
Graphic Designer

Eacret, Karen L.  
Media Processing Specialist

Eckle, Mila L.  
Accounting Clerk I

Edge, Georgia A.  
Secretary III

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

Elkins, Mary Beth  
Secretary I

Elliott, William D.  
Technical Assistant - Performing Arts Center

Enos, Barbara A.  
Secretary II

Epstein, Judy L.  
Lab Front Desk Coordinator & Testing Center Assistant

Etter, Clifford H.  
Air Conditioning Technician

Eudaly, Marilyn K.  
Secretary

Everson, Bruce H.  
Learning Center Assistant

Ewing, Michael O.  
Secretary II

Fader, Joanne  
Educational Advisor

Fansler, Sharon K.  
Educational Advisor

Ferrell, Esther J.  
Evening Admissions & Records Analyst

Fields, Thomas F.  
Senior Laboratory Technician

Figueroa, Benita M.  
Custodian I

Findley, Terry A.  
Office Systems Manager - East Campus

Fleming, Dorsey S.  
Chief of Security

Flemmings, Joyce E.  
PBX Operator

Foor, Sarah W.  
Accountant

Foreman, Nancy A.  
Secretary

French, Betsy A.  
Learning Center Specialist

French, Jacqueline A.  
Secretary/Bookkeeper - CCEW

Gaines, Jane A.  
Secretary III

Gallant, Henry W., Jr.  
Facilities Assistant II

Gant, Jean B.  
Word Processing Cluster Coordinator I

Garrett, Elmirra R.  
Word Processing Specialist I

Gayton, Walter H., Sr.  
Custodial Working Supervisor

Gentry, Howard T.  
Mail Clerk

Gerry, Mary L.  
Educational Advisor/Work Evaluator

Giaculli, Debra A.  
Word Processing Specialist II

Ginksi, Nancy K.  
Accounting Clerk II

Gillaspy, Diane L.  
Accounting Clerk I

Gordon, Holly A.  
Word Processing Specialist II

Gordon, Levi  
Groundskeeper I

Gould, Earnestine  
Custodian I

Gray, James G.  
Groundskeeper I

Gray, Janet E.  
Financial Aid Assistant

Green, Daisy M.  
Word Processing Specialist II

Greiner, Patrick W.  
Groundskeeper I

Gunn, Maurice K., Sr.  
Security Guard
Hall, Doreen J.
Word Processing Specialist II

Halemeyer, Corinne B.
Word Processing Specialist I

Handley, Bruce L.
Evening Admissions & Records Analyst

Hardaway, Emmett A., Sr.
Custodial Working Supervisor

Harris, Cynthia D.
Word Processing Specialist II

Hazelief, Phillip
Programmer/Analyst I

Henderson, Bernadette J.
Secretary III

Henderson, James E.
Groundskeeper

Hess, Betty R.
Open Instructional Laboratory/Testing Center Para-Professional

Hiers, Charles S.
Supervisor, Air Conditioning & Refrigeration

Hill, Cecil
Custodian I

Hill, Roosevelt Jr.
Groundskeeper I

Hinton, John L.
Custodian I

Hooks, Laura E.
Programmer/Analyst

Horn, Pamela W.
Word Processing Cluster Coordinator II

Hovencamp, Gladie
Secretary

Hull, Renee
Word Processing Cluster Coordinator I

Hunt, Hilda J.
Media Processing Specialist

Ings, Tominsina L.
Secretary II

Jackson, Pedro
Custodian I

Jackson, Romena
Custodian I

Jacobs, Fairrell C.
Physical Plant Services Coordinator

Jacobs, Valparisa
Secretary II

Jenkins, Louise I.
Word Processing Specialist II

Johnson, Benny L.
Groundskeeper I

Johnson, Lonnie
Custodian I

Jones, Brenda G.
Word Processing Specialist II

Jones, Diane M.
Secretary I

Jones, Shelle Y.
Admissions Specialist

Jones, Shirley M.
Testing Specialist

Jospe, Rolan
Maintenance Carpenter

Kaba, Carolee M.
Word Processing Specialist I

Kalal, John C.
Security Guard

Kennedy, Denise A.
Senior Secretary - CITE

Kerr, Gall J.
Secretary I

King, Robert N.
Security Guard

Koils, Judith A.
Word Processing Specialist II

Kuhn, Elisabeth
Supervisor, Custodial Services - East Campus

LaFortune, Debbie L.
Audio Visual Technician/Library Assistant

Lawrence, Albourne O.
Groundskeeper I
Lawson, Harold K.  
Supervisor, Custodial Services  
West Campus

Leibke, Janet M.  
Admissions Supervisor

Leigh, Harold E.  
Engine Mechanic

Long, Bernice T.  
Health & Public Services Student  
Advisor

Lowe, Barbara B.  
Accounting Clerk I

Lowe, Vicky A.  
Word Processing Cluster Coordinator I

Ludeman, Lisa G.  
Loan Specialist

Luse, Barbara L.  
Word Processing Specialist I

Marchl, Marle A.  
Keypunch Operator

Matson, Paul A.  
Maintenance Carpenter

Maule, Cheryl A.  
Secretary I - Special Services

Mayberry, Florence R.  
Media Processing Specialist

McAdams, Jack R.  
Programmer/Analyst II

McBurney, Ralph  
Custodian I

McDonald, Ruby A.  
Secretary

Melts, Mary C.  
Security Guard

Miller, Dialynn S.  
Educational Advisor

Miller, Robin L.  
Supervisor, Grounds Maintenance -  
West Campus

Mills, David G.  
Custodian I

Mobley, Randy F.  
PEC Building/Equipment Manager

Moore, Donald B.  
Groundskeeper I

Moore, Effie E.  
Custodian I

Moore, Geneva J.  
Custodian I

Moore, Robert F. Sr.  
Groundskeeper Working Supervisor

Muckel, Vicki E.  
Secretary II

Musgrave, Richard B.  
Programmer/Analyst II

Myers, Sybil M.  
Word Processing Specialist I

Napoleon, Booker T.  
Custodian I

Nazarath, Vasanthi P.  
Programmer/Analyst I

Nelson, David H.  
Maintenance Carpenter

Nelson, Karin C.  
Secretary II

Neverdale, Joan L.  
Secretary II

Niblack, Marcia E.  
Financial Aid Specialist

Ogden, Sybil F.  
Word Processing Cluster Coordinator I

O'Leary, Erika K.  
Mail Clerk

O'Leary, James F.  
Security

O'Leary, Kathleen E.  
Senior Payroll Specialist

Olmeda, JoAnne  
Secretary/Assistant to the Handicapped

Owen, Lee B.  
Custodian I

Owen, Martha B.  
Word Processing Cluster Coordinator II

Page, Judith T.  
Gallery Curator
Palmer, Betty H.
Word Processing Cluster Coordinator I

Parker, Mary A.
Secretary

Patzer, Ernest T.
Groundskeeper I

Payne, Sophia
Secretary

Peebles, Carlos E.
Electrician

Phillips, Archie
Reprographic Equipment Operator

Phillips, Clara H.
Word Processing Cluster Coordinator I

Pinkleb, Lois E.
Word Processing Specialist I

Procacc, Eileen G.
Secretary II

Proctor, Edward H.
Property Records Specialist

Provido, Jose G.
Security Guard

Pysters, 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

Ray, Hazel B.
Secretary I

Reilly, Barbara
International Student Advisor

Ribbe, Helen D.
Word Processing Cluster Coordinator I

Robinson, Lee E.
Custodian I

Rodgers, Albertis
Custodian I

Ruiz, Ileana, T.
Secretary

Sampson, Julius Jr.
Custodian I

Sanders, Mae Rose
Custodian I

Schmaltz, Donna J.
Secretary

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, W. Lowell
Instructional Assistant

Sermon, Cheryl A.
Follow-up Testing Coordinator

Severson, Mark D.
Small Engine Mechanic/Groundskeeper

Shaw, Corine B.
Media Processing Specialist

Sheehan, Joy J.
Accounting Clerk I

Sidell, Vernelle
Accounts Supervisor

Simmons, Richard D.
Shipping and Receiving Clerk

Sireno, Rosemarie
Secretary I

Smith, JoAnn S.
Word Processing Specialist I

Smith, Roger P.
Internal Auditor

Snell, Tommie H.
Word Processing Cluster Coordinator III

Stadler, Patricia A.
Personnel Specialist

Stephen, Gail
Secretary III

Stiles, Joan
Program Assistant

Stinnett, Rhonda D.
Research Analyst

Stokes, John D.
Audio Visual Specialist

Stout, Richard
Media Production Specialist
Stremble, William T.
Security Working Supervisor

Strickland, James M.
Admissions Specialist

Teska, Elinor A.
Secretary III

Teska, Nancy A.
Word Processing Cluster Coordinator I

Tetzak, John A.
Supervisor, Building Maintenance

Thomas, Carmeline 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 I

Torvik, Thelma M.
Personnel Assistant

Trachy, Linwood A.
Stock Clerk

Tu, Louisa P.
Custodian I

Tyner, 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.
Learning Center Assistant

Walls, Martin O.
Security Guard

Washburn, Joan E.
Secretary I

Watkins, Sara H.
Office Systems Manager - West Campus

Watson, James R.
Educational Advisor

Weller, John H.
Assistant to the Registrar

Wilkerson, Jacquelyn G.
Cashier

Wilkerson, Jimmie C.
Custodian I

Wilkerson, John F.
Custodian I

Williams, Noris N.
Groundskeeper I

Williams, Randall W.
Communications Assistant

Windsor, Noel G.
Programmer/Analyst I

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

Witham, Dolores L.
Financial Aids Advisor

Wright, George Sr.
Assistant Supervisor, Custodial Services

Young, Madelyn J.
Career Advisor

Zaman, Marie F.
Audio Visual Specialist

Zebrowsky, Pamela J.
Admissions/Records Specialist

Zieleke, Marilyn F.
Purchasing Assistant
Members of the Foundation Executive Committee for 1983-84 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. Tripplett. Not pictured are Marie N. Caruso, Joseph B. Shirah and Joseph Wittenstein.

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Vice President and President-Elect

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District Board of Trustees

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Edmund K. Gross
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ADVISORY COMMITTEES

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

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

There are three types of advisory committees:

1. The general advisory committee is composed of one representative (usually the chairman) from each specific program advisory committee. Its purpose is to relate the total occupational education effort to the community and to provide an atmosphere for liaison among the several program advisory committees.

2. A program advisory committee is composed of representatives from the specific occupational area concerned.

3. A community advisory committee is composed of representatives from the community and Valencia Community College.

At the printing of this catalog, the following were serving on advisory committees at the college:

Joe Koropsak
Executive Director
Air Conditioning Contractors Association of Central Florida

Sidney Leopold
Air Conditioning Instructor
Mid-Florida Technical Institute

Dave McDuffie
President
Tempaco

Donald F. Meyers
Marketing Specialist
Orlando Utilities

John Simonds
Engineer
Southeast Bank Building

Edward Taubensee
General Electric Company

AMATEUR RADIO CLUB

Clare Baker
Retired

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

Peter Cheesbrough
Professor
Valencia Community College

Charles Dolomone
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, Retired
Valencia Community College

David Jordan
Electronics Technician
REPCO, Inc.

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.

Lucien Wolcott
Retired

AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

William C. Denson, P.E.
Hayes Denson Associates, Inc.
Consulting Engineers

Bill Engley
Mechanical Designer
R. Douglas Stone and Associate

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.

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BUSINESS - FINANCE OPTION

Willie Allison
Loan Officer
Dade Savings and Loan

Linda Chapin
Vice President
Pioneer Federal Savings and Loan

Thomas Embree
Manager Credit Card Department
Navy Orlando Federal Credit Union

Gordon R. Hinesley
Vice President
Florida National Bank

William E. McQuatters
Florida Information Systems

John Pinholster
Assistant Vice President
Pioneer Federal Savings and Loan

Marianna Jones
Training Coordinator for Patient Business
Florida Hospital

BUSINESS - ACCOUNTING OPTION

R. A. Allen
CPA

Donald Dempsey, CPA
Dempsey, Henderson & Company

Frank Ewing
Vice President/Treasurer
Hughes Supply, Inc.

Ronald Hagans, CPA
Accounting Chief
Martin Marietta Corp.

Jack Jones
Computer Manager
Coca Cola Bottling Co.

William J. Norris
Associate Executive Director for Finance
Community Hospital-Kissimmee

Gloria Postell
Internal Auditor
Park Federal Savings

Jean Salerno
Business Manager
Orange Buick

Ronald R. Schuck, CPA
Kane & Shuck

B. M. Weinstein, CPA
Perry, Tomlinson, Weinstein & McMillen

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Program Coordinator
Distribution Education
Orange County

Arlen Gastineau
Program Representative
Valencia Community College

Pearl Ings
Marketing Specialist
Orlando Utilities Commission

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Farm & Home Irrigation Co.

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Consultant

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Representative
New York Life Insurance

Net Stephens, Jr.
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Stanley Stone
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Valencia Community College

Joe Straub
Program Representative
Valencia Community College

Ben A. Thompson
President
Ben Thompson Office Equipment

Helene F. Wack
Personnel Manager
Burdine's

Robert Ratroff
President
Sonitrol Financial Corporation

Gary Gilpin
President

Dale Setzer
Director of Marketing
Orange Buick

Joseph Varga
Director of Marketing Research
Robinson's, Inc.

Rick Johnson
Manager Training & Development
Walt Disney World

Jennifer Harrelson
Corporate Banking Offices
Sun Bank, N.A.
COMPUTER PROGRAMMER
TRAINING FOR THE
DISABLED
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Data Processing Manager
Hughes Supply, Inc.

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Data Processing Manager
Super Foods

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Super Foods, Inc.

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Sun Bank Service Corporation

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Director, Personnel
Sun Bank Service Corporation

Dan Tillotson
Vice President
Sun Bank Service Corporation

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Director, MIS
Orange County Public Schools

David J. Boorman
Group Data Processing Executive
Stromberg-Carlson

William Conroy
Manager, Data Systems
Stromberg-Carlson

Randall L. Johns
Director of Data Processing
Seminole County School Board

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Walt Disney World

Jerry M. Gaudette
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Walt Disney World

David Kannally
Manager, Cast Communications
Walt Disney World

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Branch Manager
IBM

Hardy Dorsey
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Earle Shotwell
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Woody Woodall
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Red Lobster

Dick Shorthouse
Project Manager
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Roger N. Nixon
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Mike Geric
District Manager, Technical Education
AT&T Information Systems

Beryl Cording
Asst. Manager, Finance
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Peggy Gall Forehand
Private Consultant

Stan Duffendack
Director of Information Systems
Westinghouse

Judith Merritt
Account Executive
McGraw Hill

Lyn Pigg
Consultant
SL Computer Consultants, Inc.

Susan Cruce
Consultant
SL Computer Consultants, Inc.

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District Sales Manager
for Computer Systems
Hewlett Packard

Jim Woodruff
Director of Information Systems
Harcourt Brace Jovanovich, Inc.

Ted Badger
District Manager
Moore Business Forms

Rebecca Barr
Marketing Representative

Tony Galloway
Senior Marketing Representative
Xerox Corporation

George Smith
D.P. Manager
Residential Communities

CONSTRUCTION TECHNOLOGY

George Chittenden
Committee Secretary
Construction Program Director
Valencia Community College

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

Harold Johnson
Manager, Architecture Design
and Development
W.E.D. Enterprises

Lee Keopke
Executive Vice President
The Graves Company of Kissimmee
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 Harris
Security Administrator
Martin Marietta Corporation

L. Bryant Helmer
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Associated Security, Inc.

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

William S. Hunt
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Valencia Community College

Sgt. Sam Ings
Orlando Police Department

Robert L. Milke
Director, Governmental Services
Valencia Community College

Fred Morrison, Captain
Division Commander, Training
Orlando Police Department

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

Charles Shockley
Chief Correctional Counselor
Kissimmee Community Correctional Center

DATA PROCESSING

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

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Data Processing Manager
Super Food Services, Inc.

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

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

Robert Hedrick
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Professor Program Representative
Valencia Community College

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
Education and Documentation
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, 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

Thomas G. Wright
Orange County Data Center
DENTAL HYGIENE

Martha Arthur, R.D.H.
Altamonte Springs, Florida

Victoria O. Aspiras, D.D.S.
Director
Dental Assisting Program
Southern College

Tom Blain, D.D.S.
Kissimmee, Florida

Wallace Brown, D.D.S.
Casselberry, Florida

Linda M. Edwards
Program Director
Dental Hygiene
Valencia Community College

Ronald Ekland, D.D.S.
Navy Regional Dental Clinic

Geraldine Ferris, D.D.S.
Liaison, Orange County Dental Society
Altamonte Springs, Florida

Kathy Halback, R.D.H.
President
Orange County Dental Hygienists’ Society

John McCloskey
Orlando, Florida

Lillian Martinez
Orlando, Florida

Louis Pesce, D.D.S.
President, Orange County Dental Society

GEORGE LEMIEUX
Engineering Documentation
Orlando Division
Martin-Marietta Aerospace

Marty Schmidt
Program Chief
Martin-Marietta Corporation

John Tanner
Manager Production Engineering
Martin-Marietta Aerospace

Bob Thornhill
Manager, Robot Product Center
Martin-Marietta Corporation

George Young
Draftsman
Florida Gas

ELECTRONICS/ELECTROMECHANICAL TECHNOLOGY

Arthur Abilock
Senior Systems Engineer
Martin-Marietta Corporation

Peter Chesebrough
Professor - Electronics Program
Valencia Community College

Richard Denning
Chairman
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
Micro-Electronics Senior Staff Engineer
Martin Marietta

Larry A. LaForest
Vice President
Micro Engineers, Inc.

Vincent Lucchese
Manager of Training
Facilities Division
Walt Disney World

Fred Offenbach
Director of Education
Florida Hospital

Harvey Salz
Committee Secretary
Electronics Program Director
Valencia Community College

Frank Sammer
Professor of Electronics
Department of Engineering Technology
University of Central Florida

DRAFTING AND DESIGN TECHNOLOGY

Gene Brown
Chief Mechanical Engineer
REPCO, Inc.

Robert L. Carmody
Department Chairman
Committee Secretary
Valencia Community College

Patricia Courington
Program Director - Drafting and Design
Mid-Florida Tech

Jarvis N. Jackson
Engineering Documentation Management
Department 621
NCR Corporation

Ray Kerkhoff
Committee Chairman
Section Head
Computer Graphics
Martin-Marietta Corporation
FIRE TECHNOLOGY

Sidney Ballou  
Chief  
Winter Park Fire Department

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

Rudy During  
Committee Secretary  
Valencia Community College

Ken Kemp  
Chief  
Kissimmee Fire Department

William Miles  
Academy Coordinator  
Orlando-Orange County Fire Training Academy

Gene Reynolds  
Chief  
Orlando Fire Department

Charles Walker  
Engineer  
Orlando Fire Department

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Charles Atkins, Jr.  
President  
Atkins Paper Company

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

Janie Bishop  
Supervisor, Graphic Composition  
Martin-Marietta Corporation

Aldus M. Cody  
President  
Cody Publications

Lyle Evans  
Printshop Supervisor  
Mid-Florida Technical Institute

Velma Grasseler  
Design Supervisor/Graphic Services  
Tupperware Home Parties

Randy Kidd  
Director of Management Services  
Printing Industries of Florida

Al Kunze  
Director of Management Services  
Printing Industries of Florida

D. Kragh Lillethorup  
Art/Design  
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President  
Insty Print
HORTICULTURE (ORNAMENTAL) TECHNOLOGY

Marilyn Bailes
Owner
Plymouth Green Nursery

George Busby
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Robert Crawford
Arboriculturist
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Beth Eyman
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Florida Turf Grass Association

Bert Foster
Foster, Conant & Associates, Inc.

Betty Hardy
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Poole and Fuller Garden Center

James Knox
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Orange County Public Schools

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Bamboo Nursery, Inc.

Linda Russo
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Coca Cola Foods Division

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Sea World

Jack Siebenthaler
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Agriculture Center

HOSPITALITY MANAGEMENT

Charles Andrew
General Manager
Hyatt Hotel World

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Gateway Inn

Frank Caputo
Vice Chairman
City and Disney World Area Manager
Holiday Inn Hotels

Cathy Cinnamon
Sales Representative
Marriott Hotels

Jack Coulter
Sales Manager
Eastern Airlines

Carolyn Fennell
Director of Community Relations
Greater Orlando Aviation Authority

Malcolm Finnane
Guest Manager
Howard Johnson's Mid-Town

Alma Gray
International Visitors Bureau
Orlando International Airport

Michael Hardisty
General Manager
Sheraton World

Marty Hunter
Chairman
Gateway Inn

Richard Johnson
Manager of Training and Development
Resort Division
Walt Disney World

Darrel Larson
Owner
Perkins Cake and Steak

Bonnie D. Manjura
Director
Tourism/Convention Development
Orlando Area Chamber of Commerce

Chad Martin
Director of Marketing and Sales
Ramada Court of Flags

J. Red Muer
General Manager
Gold Key Inn

Ken Nichols
Vice President of Operations
Sheraton Inn World

Abraham Pizam
Director
Pope, Sr. Institute of Tourism Studies
College of Business Administration
University of Central Florida
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

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Department of Marketing
University of Central Florida

Jeff Good
International Sales Manager
REPCO, Inc.

Jack Hardin
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Central Florida Hotel and Motel Association

H. Werner Korten
K & R Instruments

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

Chad Martin
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Court of Flags Hotel

George McLarney
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Hoequist, McLarney & Coleman

Harris Rosen
Quality Inn at International Drive

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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
Public Defenders Office

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

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

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Personnel Specialist
Personnel Department
City of Orlando

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Socio-Economic Program Administration
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Billings, Frederick, Wooten, and Honeywell

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Valencia Community College

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Judge of the Circuit Court

MEDICAL LABORATORY TECHNOLOGY

Ann Cole
Central Florida Regional Hospital

Pat Gilreath
Orlando Regional Medical Center Laboratory
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
Holiday Division

Patricia Dempsey, R.N.
Director of Nursing
Brookwood Community Hospital

Margery Duchano, R.N.
Assistant Director for Patient Education
Orlando Regional Medical Center

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

Louise Gusso, R.N.
Director of Staff Development
Florida Hospital

Karen Hansen, R.N.
Assistant Director for Educational Development
Orlando Regional Medical Center

Mary Jack, R.N.
Director of Nursing
St. Cloud Hospital

Lisa Karson, R.N.
Director of Medical-Surgical Nursing
Orlando Regional Hospital

Etta McCulloch, R.N.
Region III
Department of Education

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

Jack Northcutt, R.N.
Vice President of Nursing
Florida Hospital

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

Fran Sellers
Director of Nursing
Kissimmee Memorial 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
Hospice Auxiliary
Orlando Regional Medical Center

PEST CONTROL TECHNOLOGY

Larry Beasley
Director of Crop Research and Environment
A. Duda and Sons

Bill Crummett
Crummett Chemical

Norman Greer
Academic Pest Control

Fredrick Hasut, 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
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Student

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Advance Properties, Inc.

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Realtor - Vice President
Real Estate One, Inc.

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Office Manager
First Federal Savings & Loan of Orlando

Robert M. Day
Property Appraiser
Osceola County

George E. Flyth, A.S.A.
C.F.E. Adjunct Faculty
Valencia Community College

Fannie Hillman
Fannie Hillman and Associates

Clara Hilgar, C.F.E., A.S.A.
Orange County
Property Appraiser's Office

Milton W. Hooper
Vice President
Gale Group, Inc., Realtors

Edward L. King
Broker - Salesman
O. D. Redd Real Estate

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.

RESPIRATORY THERAPY

Darryl Bridges, R.R.T.
Respiratory Therapy
Humana Hospital Lucerne

O. J. Drumheller, R.R.T.
Orlando, Florida

Thomas M. Henkel
Acting Dean of the Campus, West
Valencia Community College

John Hess, R.R.T.
Assistant Technical Director
Respiratory Therapy
Orlando Regional Medical Center
Orange Division

Ralph Iglio, R.R.T.
Technical Director
Respiratory Therapy
Humana Hospital Lucerne

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

Luis Johnson, R.R.T.
Better Breathing and Living Aids

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

William McConnel, R.R.T.
Chief Respiratory Therapist
Brookwood Community Hospital

Robert Rogers, R.R.T.
Administrative Director
Respiratory Therapy
Orlando Regional Medical Center

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

Easton Smith, R.R.T.
Respiratory Therapy Department
Kissimmee Community Hospital

Robert Snyder, M.D.
Orlando, Florida

James Webb, R.R.T.
Director, Respiratory Therapy
Florida Hospital

Ruth Webb
Chairman
Health and Public Services
Valencia Community College

Joan Williams
Valencia Community College

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

SECRETARIAL SCIENCE

Emily Bailey
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
Valencia Community College

Nancy Eakin
Word Processing Senior Specialist
Walt Disney World

Robert Ente
President
Association of Legal Administration

Jo Ferguson
Program Representative
Valencia Community College

Gisela Gonzalez
Research Assistant and Medical Secretary
Department Head
Jewett Orthopaedic Clinic

Marsha Gurr
Program Representative
Valencia Community College

Patricia R. Horn, CMT
Member, Board of Directors
American Association of Medical Transcription

Louise Hunt
Program Representative
Valencia Community College

William A. Iles
Assistant to President
Florida Hospital

Lynda A. Kuyper, RRA
Director of Medical Records Administration Program
University of Central Florida

Frances Mazzitello
Legal Assistant
Meredith J. Cohen, P.A.

Reginald McGill
Office Manager
First Federal Savings & Loan

Linda G. Moores, ART
Director of Medical Records Administration Program
Humana Hospital Lucerne

Helen H. Mowrla
Staff Assistant - Operations
Sun Bank, N.A.

Betty Palmer
CPS
Valencia Community College

Ciara Phillips
Secretary
Valencia Community College

Robert Schaal
Personnel Director
University of Central Florida

Joan Smedley
Administrative Assistant
Akerman, Senterfitt & Eidson

Sam Tish
Program Representative
Valencia Community College

Tonyla Todd
Employment Specialist
Florida State Employment

Jane Walker
Legal Assistant/PLS
Brinson, Smith, Helier & Smith, P.A.

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Surveyor
Post, Buckley, Schuh & Jernigan

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Valencia Community College

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Orange County Engineering
Orange City Surveyors

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Bob Carr Performing Arts Center

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WCPX-TV Channel 6

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Vision Convention Services

John F. Kurzon
Alpha Centauri, Inc.

Mac McLaughlin
Shamrock Stage Services

Frank E. Murray
Walt Disney World

Nick W. Pfiefauf
WESH-TV Channel 2

Dennis Phillips
Allied Costumes

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Circus World, Inc.

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Walt Disney World

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Universal City

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Daytona Playhouse

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Sea World

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Bayfront Center Complex

Louis A. Senneville
International Alliance of Theatrical Stage Employees

Cher Stempler
Stars Hall of Fame

Stan Warren
Florida State DOE
Division of Vocational Education

Kip Watson
Southern Ballet Theatre

Kenneth S. Wisniski
Communications Concepts, Inc.

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GLOSSARY

**Academic Average** - Total of grades of all college courses attempted, exclusive of courses repeated.

**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 and on Friday from 12:00 noon to 2:00 p.m. on West Campus.

**Advanced Placement** - Earning of college credits prior to enrollment at Valencia Community College by passing certain examinations, such as those administered 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.

**Athena** - Weekly student affairs publication available on the West Campus which contains 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 PAGGS 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 for which a student is enrolled.

**CLAST (College Level Academic Skills Test)** - State prepared and statewide 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 55 semester hours credit.

**CLEP (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 100 colleges and universities.

**Continuing Education** - A variety of subjects offered at numerous locations to adults of the community in noncredit programs.

**C.E.U. (Continuing Education Unit)** - One C.E.U. is awarded for every ten 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 who is taking certain specified courses at another institution at the same time in order 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 on the East Campus which contains 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 12 or more semester hours in Session 1, 2 and 5 or six or more semester hours in Session 3 or 4.

**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 excellent (A) to failure (F).

**GPA (Grade Point Average)** - Dividing total quality points earned by total semester hours attempted, resulting in a decimal figure ranging from 4.0 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 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 1 (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 Session 1 and 2.

**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 located on the East Campus.

PAGSS (Personal Assessment and Goal Setting System) - System through which students are aided in planning their educational programs.

Part-Time Student - Enrollment for less than 12 semester hours in Session 1, 2 or 5 or less than six semester hours in Session 3 or 4.

PEC - Physical Education Center located on the 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 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 12 calendar months prior to the start of class.

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.

SCAT (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 1, 2 and 5 are usually 14 weeks each. Sessions 3, 4 and minisemesters are usually 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 who are qualified due to educational, economic, cultural, language or physical disadvantage under a federally funded program.

Special Student - Student 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 - Pertains to full-time or part-time, regular or special, freshman or sophomore, audit or credit, career or universiy parallel, etc.

Student Government Association (SGA) - SGA officers are the official representatives of the student body in matters concerning student life.

Student Load - Number of credit hours carried each session.

Suspension - Student status when terms of academic or other probationary period expire 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 the college courses taken by the student.

Transfer Student - Student who comes from or goes to another educational institution to complete degree requirements and major course work at another institution.

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 specific course requirements.

Valencian - Magazine of poems and short stories published once or twice yearly though 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 counties, 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 weekdays.

Withdrawal - Removal from a class and/or college by completion of proper forms in the Registrar's Office.
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VALENCIA COMMUNITY COLLEGE
FINANCIAL AID OFFICE
P. O. Box 3028
Orlando, FL 32802

THIS APPLICATION IS FOR OFFICE USE ONLY AND NOT USED FOR DETERMINING AID.
TO THE STUDENT: Read the questions carefully. Complete all questions (1-28). PLEASE PRINT.

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

2. Which campus will you attend: □ West □ East □ Open

PERSONAL INFORMATION

3. NAME ____________________________

4. SS# ___________________________

5. ADDRESS __________________________
   CITY ___________________ STATE ______ ZIP ______

6. PHONE # ____________________

7. DATE OF BIRTH _______________________

8. MARITAL STATUS _______________________

9. RACE ______ 10. SEX ______

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

13. FLORIDA RESIDENT: □ 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.)

STUDENT'S STATUS

15. ALL STUDENTS MUST ANSWER QUESTIONS A, B, C FOR EACH YEAR:
   A. Did (or will) student live with parents or guardian for more than six consecutive weeks during
      1983 □ Yes □ No 1984 □ Yes □ No
   B. Was (or will) student listed as an exemption on parents' or guardian's U.S. income tax return for
      1983 □ Yes □ No 1984 □ Yes □ No
   C. Did (or will) student receive financial assistance of $750 or more from parents or guardian during
      1983 □ Yes □ No 1984 □ Yes □ No

   If you answer "yes" to any question in section 15 you must fill-in questions 16 and 17.

16. PARENT'S NAME: ____________________________

17. ADDRESS ____________________________

EDUCATIONAL DATA

18. MAJOR ____________________________ If nursing, have you been accepted into the program □ Yes □ No

19. Expected date of graduation from VALENCIA COMMUNITY COLLEGE ______

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

21. Please check which sessions during the coming academic year you will attend: □ 1 □ 2 □ 3 □ 4 □ 5

22. 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 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 ____________________________

23. LIST PREVIOUS DEGREES RECEIVED ____________________________
FINANCIAL DATA

24. Annual Income (Please check source and amount of 1983 income)
   A. □ Parents       B. □ 0 - 2999       □ 7500 - 9999
        □ Guardians  □ 3000 - 5999       □ 9000 - 11,999
        □ Self and/or Spouse  □ 6000 - 7499       □ Over 12,000

25. 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 □ Death or Widow Benefits
   B. Child Support ______________________ E. Disability Benefits
   C. Unemployment Compensation ___________ E. Educational Benefits
   D. Vocational Rehabilitation ___________ F. Veterans Benefits □ Disability Benefits
       ____________________________ □ Educational Benefits

26. Work Experience:
   □ Mechanical Skills  □ Type  □ Telephone  □ Filing
   □ Lawn Care  □ Security  □ Maintenance  □ Special Skills ______

27. I affirm that I will use any funds I receive under the Pell Grant (BEOG), Supplemental Educational Opportunity Grant, College Work-Study 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 1960
   □ 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.
   □ I am in the armed services on active duty (Note: Members of the Reserves and National Guard are not considered on active duty.)
   □ Other: ____________________________
       (Explain) ____________________________

28. SIGNATURE: ____________________________________________ DATE: ______________
   Academic period covered by award(s) _______ 19 _______ 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 five years, or both, under the provisions of the United States Criminal Code.

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

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

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

2. Application Deadline
   Your completed application, transcripts, and any records necessary for admissions consideration should
   be in the admissions office before the 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 this application must be completed.

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

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

NOTE: A STUDENT WHO SEeks ADMISSION TO VALENCIA COMMUNITY COLLEGE AND WHO INTENDS TO
APPLY FOR A VISA AND/OR ADMISSION TO THE UNITED STATES UNDER THE IMMIGRATION AND NATIONALITY
ACT MUST SATISFY ALL REQUIREMENTS FOR ADMISSION AS A REGULAR STUDENT. ADMISSION
REQUIREMENTS SHOULD BE MET THREE MONTHS PRIOR TO ENROLLING.
ADMISSION STATUS
(Please check only the one that applies to your current status.)

DEGREE SEEKING

HIGH SCHOOL EDUCATION
☐ I have a high school diploma.
☐ I have a high school certificate of
     completion.
☐ I am at least 18 years of age and have
     a state high school equivalency diploma
     (state issued GED).
☐ I am completing high school early by
     means of the GED Test and this is my
     first time in college (early exit GED).
☐ I am at least 18 years of age and have
     not received a high school diploma or a
     state (GED) equivalency diploma
     (provisional).

☐ DUAL ENROLLMENT
During my senior year I plan to enroll in
Valencia Community College courses
taught on my high school campus
during school hours. (A Dual Enrol-
ment Form with counselor approval
must accompany this application.)

1. ☐ COLLEGE TRANSFER
I have attended another college or uni-
versity and will be transferring the
credit I earned to Valencia Community
College.

☐ Are you presently on probation at
     another college? ☐ Yes ☐ No

☐ Are you presently on suspension at
     another institution? ☐ Yes ☐ No

2. ☐ EARLY ADMISSIONS
During my senior year of high school I
plan to enroll in courses taught on the
Valencia Community College campus.
(An Early Admission Form must ac-
company this application.)

High School Last Attended

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

(NAME ON HIGH SCHOOL RECORDS IF DIFFERENT FROM PRESENT NAME)
General Equivalency Diploma

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

(NAME ON GED RECORDS IF DIFFERENT FROM PRESENT NAME)

<table>
<thead>
<tr>
<th>Colleges or Universities (List all institutions attended)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>------</td>
</tr>
</tbody>
</table>

(NAME ON ABOVE RECORDS IF DIFFERENT FROM PRESENT NAME)

Birth Date: Month Day Year

Where do you want your records kept?
☐ East Campus (Ecclochatchee Trail) ☐ West Campus (Kirkman Road)

PLEASE CHECK NO MORE THAN FIVE GOALS YOU WANT TO MEET AT VALENCIA.

☐ 1. To earn an Associate in Arts Degree. (This degree
    prepares you for transfer to a four-year university.)
☐ 2. To earn an Associate in Science Degree in
    ___________________________.
    (This degree prepares you for a career not requiring a
    four-year degree.)
☐ 3. To meet job requirements.
☐ 4. To keep up-to-date in my field.
☐ 5. To decide on my career.
☐ 6. To learn more about my field of interest.
☐ 7. To improve my ability in math, reading, writing, or speaking.
☐ 8. To understand myself better.
☐ 9. To learn how to better relate to people.
☐ 10. 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**

**Sex:**
- 2  □ Female  (Required under "Title VI" Civil Rights Act of 1964)
- 1  □ Male

**Civil Rights Category:**
- 3  □ American Indian or Alaskan Native
- 2  □ Black (Non Hispanic Origin)
- 4  □ Asian or Pacific Islander
- 5  □ Hispanic
- 1  □ White (Non Hispanic Origin)

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**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:**

**FLORIDA RESIDENTS PLEASE COMPLETE THE FOLLOWING AFFIDAVIT**

(See last page of application for definition of residency)

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I, being first duly sworn, affirm that

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

Sworn to and subscribed before me

this ______ day of ______ 19___

Notary Public

My commission expires

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**(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)**

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Date you plan to enroll at Valencia Community College (Refer to college catalog for application deadline dates)

**Year:**
- □ Session 1 (September)
- □ Session 2 (January)
- □ Session 3 (April)
- □ Session 4 (June)
- □ Session 5 (May)

**Will you be enrolling in more than one class during your first semester at Valencia?** □ yes  □ no

**Will you be enrolling in an English or Mathematics course during your first term at Valencia?** □ 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 submit it with their application to Valencia Community College. Applicants who are not Florida residents may attend Valencia Community College, and they are not required to submit a residency affidavit. College fees and tuition assessments are based on applicant’s legal residence or the legal residence of his/her parents or legal guardian if the applicant is less than 18 years of age.

A bona fide Florida resident, for purposes of admission and payment of fees to Valencia Community College, is defined as a person who is a citizen of the United States or a resident alien and who has resided and has his/her habitation, domicile, home, and permanent abode in the State of Florida for at least 12 months immediately preceding his/her 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 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 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/her legal residence or his/her intention as to legal residence in connection with, or supplemental to, his/her 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/her place of residence from another state to the State of Florida only by actually and physically coming into the state and establishing his/her residence with the intention of permanently residing within the state. The domicile or legal residence of the wife is that of the husband or the domicile or legal residence of the husband is that of the wife as determined by the couple and duly expressed in writing and the legal residence of a minor is that of his/her parents, parent, or legal guardian of his/her 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/her parents or legal guardian) shall have resided in Florida for 12 months, shall have filed a declaration of intent to become a resident of the state, and shall be registered to vote in the state. An alien shall have resided in Florida for 12 months and must present United States immigration and naturalization certification that he/she 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/her classification will be changed for future registrations.

PRIVACY RIGHTS OF PARENTS AND STUDENTS

Statute 20, United States Code, section 1232g and regulations adopted pursuant thereto, hereafter referred to as the Code, requires that each student be notified of the rights accorded him/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 Campus.

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 18 or is enrolled in a post-secondary program, parents no longer have any rights under the Code unless (1) the student gives written consent to release the information to the student’s parents, or (2) the parents provide evidence that the student is a dependent of the parents as defined in Section 152 of the Internal Revenue Code of 1954. Such information will not be released to second parties without the written consent of the student.

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

The college seal, developed after correspondence with the mayor of the City of Valencia, Spain, is an orginal 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.

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**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.