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 catalog as circumstances require.

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

DOWNTOWN CENTER
190 SOUTH ORANGE AVENUE
ORLANDO, FLORIDA 32801

EAST CAMPUS
701 NORTH ECONOLOCKHATCHEE TRAIL
ORLANDO, FLORIDA 32807

WEST CAMPUS
1800 SOUTH KIRKMAN ROAD
ORLANDO, FLORIDA 32811

OSCEOLA CENTER
3319 OAK STREET
KISSLIMEE, 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

CATALOG
VALENCIA COMMUNITY COLLEGE
Volume 19
Number 1
May, 1985

Published by
Valencia Community College at Orlando, Florida

Cover photo © 1985 Wiley and Flynn
TABLE OF CONTENTS

College Locations ........................................... 2
District Board of Trustees .................................... 6
1985-87 College Calendar .................................... 9
Valencia Community College:
  History, Mission, Objectives, Functions .................. 18
The Open Campus .............................................. 20
Admissions and Records ...................................... 24
Academic Policies ............................................. 31
Financial Information .......................................... 39
Student Services .............................................. 44
Degrees and Programs ........................................ 52
Course Descriptions .......................................... 78
College Administration ....................................... 124
Faculty and Staff ............................................ 125
Foundation Board of Directors ............................... 138
Advisory Committees ......................................... 139
Glossary ..................................................... 154
Index ........................................................ 156
DOWNTOWN CENTER
Open Campus Headquarters
and
College Administrative Offices

190 South Orange Avenue
Orlando, Florida
Telephone: 299-5000
DISTRICT BOARD OF TRUSTEES

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

Joseph B. Shirah is the 1984-85 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 1984-85 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 inter-American bar associations and is active in civic affairs.

Alan C. Starling is the President of an automobile dealership in Kissimmee. He is active in professional and civic organizations in Central Florida and is the current President of Valencia’s Foundation.
<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S  M  T  W  T  F  S</td>
<td>S  M  T  W  T  F  S</td>
<td>S  M  T  W  T  F  S</td>
</tr>
<tr>
<td>1  2  3  4  5</td>
<td>1  2</td>
<td>1  2</td>
</tr>
<tr>
<td>6  7  8  9  10 11 12</td>
<td>3  4  5  6  7  8  9</td>
<td>3  4  5  6  7  8  9</td>
</tr>
<tr>
<td>13 14 15 16 17 18 19</td>
<td>10 11 12 13 14 15 16</td>
<td>10 11 12 13 14 15 16</td>
</tr>
<tr>
<td>20 21 22 23 24 25 26</td>
<td>17 18 19 20 21 22 23</td>
<td>17 18 19 20 21 22 23</td>
</tr>
<tr>
<td>27 28 29 30 31</td>
<td>24 25 26 27 28</td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>May</td>
<td>June</td>
</tr>
<tr>
<td>1  2  3  4  5  6</td>
<td>1  2  3</td>
<td>1</td>
</tr>
<tr>
<td>7  8  9  10 11 12 13</td>
<td>5  6  7  8  9  10 11</td>
<td>2  3  4  5  6  7  8</td>
</tr>
<tr>
<td>14 15 16 17 18 19 20</td>
<td>12 13 14 15 16 17 18</td>
<td>9  10 11 12 13 14 15</td>
</tr>
<tr>
<td>21 22 23 24 25 26 27</td>
<td>19 20 21 22 23 24 25</td>
<td>16 17 18 19 20 21 22</td>
</tr>
<tr>
<td>28 29 30 31</td>
<td>26 27 28 29 30 31</td>
<td>30 24 25 26 27 28 29 30</td>
</tr>
<tr>
<td>July</td>
<td>August</td>
<td>September</td>
</tr>
<tr>
<td>1  2  3  4  5  6</td>
<td>1  2  3</td>
<td>1  2  3  4  5  6  7</td>
</tr>
<tr>
<td>7  8  9  10 11 12 13</td>
<td>4  5  6  7  8  9  10</td>
<td>8  9  10 11 12 13 14</td>
</tr>
<tr>
<td>14 15 16 17 18 19 20</td>
<td>11 12 13 14 15 16 17</td>
<td>15 16 17 18 19 20 21</td>
</tr>
<tr>
<td>21 22 23 24 25 26 27</td>
<td>18 19 20 21 22 23 24</td>
<td>22 23 24 25 26 27 28</td>
</tr>
<tr>
<td>28 29 30 31</td>
<td>25 26 27 28 29 30 31</td>
<td>29 30</td>
</tr>
<tr>
<td>October</td>
<td>November</td>
<td>December</td>
</tr>
<tr>
<td>1  2  3  4  5</td>
<td>1  2  3</td>
<td>1  2  3  4  5  6  7</td>
</tr>
<tr>
<td>6  7  8  9  10 11 12</td>
<td>3  4  5  6  7  8  9</td>
<td>8  9  10 11 12 13 14</td>
</tr>
<tr>
<td>13 14 15 16 17 18 19</td>
<td>10 11 12 13 14 15 16</td>
<td>15 16 17 18 19 20 21</td>
</tr>
<tr>
<td>20 21 22 23 24 25 26</td>
<td>18 19 20 21 22 23 24</td>
<td>22 23 24 25 26 27 28</td>
</tr>
<tr>
<td>27 28 29 30 31</td>
<td>25 26 27 28 29 30 31</td>
<td>29 30</td>
</tr>
<tr>
<td>1986</td>
<td></td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>February</td>
<td>March</td>
</tr>
<tr>
<td>1  2  3  4</td>
<td>1  2  3  4  5  6  7  8</td>
<td>1</td>
</tr>
<tr>
<td>5  6  7  8  9  10 11</td>
<td>2  3  4  5  6  7  8  9</td>
<td>2  3  4  5  6  7  8</td>
</tr>
<tr>
<td>12 13 14 15 16 17 18</td>
<td>9  10 11 12 13 14 15</td>
<td>9  10 11 12 13 14 15</td>
</tr>
<tr>
<td>19 20 21 22 23 24 25</td>
<td>16 17 18 19 20 21 22</td>
<td>16 17 18 19 20 21 22</td>
</tr>
<tr>
<td>26 27 28 29 30 31</td>
<td>23 24 25 26 27 28</td>
<td>29 30</td>
</tr>
<tr>
<td>April</td>
<td>May</td>
<td>June</td>
</tr>
<tr>
<td>1  2  3  4  5</td>
<td>1  2  3</td>
<td>1  2  3  4  5  6  7</td>
</tr>
<tr>
<td>6  7  8  9  10 11 12</td>
<td>4  5  6  7  8  9  10</td>
<td>8  9  10 11 12 13 14</td>
</tr>
<tr>
<td>13 14 15 16 17 18 19</td>
<td>11 12 13 14 15 16 17</td>
<td>15 16 17 18 19 20 21</td>
</tr>
<tr>
<td>20 21 22 23 24 25 26</td>
<td>18 19 20 21 22 23 24</td>
<td>22 23 24 25 26 27 28</td>
</tr>
<tr>
<td>27 28 29 30 31</td>
<td>25 26 27 28 29 30 31</td>
<td>29 30</td>
</tr>
<tr>
<td>July</td>
<td>August</td>
<td>September</td>
</tr>
<tr>
<td>1  2  3  4  5</td>
<td>1  2  3</td>
<td>1  2  3  4  5  6  7</td>
</tr>
<tr>
<td>6  7  8  9  10 11 12</td>
<td>3  4  5  6  7  8  9</td>
<td>7  8  9  10 11 12 13</td>
</tr>
<tr>
<td>13 14 15 16 17 18 19</td>
<td>10 11 12 13 14 15 16</td>
<td>14 15 16 17 18 19 20</td>
</tr>
<tr>
<td>20 21 22 23 24 25 26</td>
<td>17 18 19 20 21 22 23</td>
<td>21 22 23 24 25 26 27</td>
</tr>
<tr>
<td>27 28 29 30 31</td>
<td>25 26 27 28 29 30 31</td>
<td>28 29 30</td>
</tr>
<tr>
<td>October</td>
<td>November</td>
<td>December</td>
</tr>
<tr>
<td>1  2  3  4</td>
<td>1  2  3  4  5  6  7</td>
<td>1  2  3  4  5  6  7</td>
</tr>
<tr>
<td>5  6  7  8  9  10 11</td>
<td>2  3  4  5  6  7  8</td>
<td>7  8  9  10 11 12 13</td>
</tr>
<tr>
<td>12 13 14 15 16 17 18</td>
<td>9  10 11 12 13 14 15</td>
<td>14 15 16 17 18 19 20</td>
</tr>
<tr>
<td>19 20 21 22 23 24 25</td>
<td>16 17 18 19 20 21 22</td>
<td>21 22 23 24 25 26 27</td>
</tr>
<tr>
<td>26 27 28 29 30 31</td>
<td>23 24 25 26 27 28 29 30 31</td>
<td>28 29 30 31</td>
</tr>
<tr>
<td>EVENT</td>
<td>1985-86</td>
<td>1986-87</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td><strong>APPLICATION DEADLINE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SESSION 1</strong></td>
<td>Aug 12</td>
<td>Aug 11</td>
</tr>
<tr>
<td><strong>SESSION 2</strong></td>
<td>Dec 9</td>
<td>Dec 8</td>
</tr>
<tr>
<td><strong>SESSION 3</strong></td>
<td>Apr 7</td>
<td>Apr 14</td>
</tr>
<tr>
<td><strong>SESSION 4</strong></td>
<td>June 5</td>
<td>July 28-31</td>
</tr>
<tr>
<td><strong>SESSION 5</strong></td>
<td>Apr 24</td>
<td>Aug 4</td>
</tr>
<tr>
<td><strong>RETURNING STUDENT REGISTRATION DEADLINE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SESSION 1</strong></td>
<td>Aug 15</td>
<td></td>
</tr>
<tr>
<td><strong>SESSION 2</strong></td>
<td>Dec 13</td>
<td></td>
</tr>
<tr>
<td><strong>SESSION 3</strong></td>
<td>Apr 17</td>
<td></td>
</tr>
<tr>
<td><strong>SESSION 4</strong></td>
<td>June 11</td>
<td></td>
</tr>
<tr>
<td><strong>SESSION 5</strong></td>
<td>Apr 30</td>
<td></td>
</tr>
<tr>
<td><strong>NEW STUDENT REGISTRATION DEADLINE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SESSION 1</strong></td>
<td>Aug 6-8</td>
<td>Aug 14</td>
</tr>
<tr>
<td><strong>SESSION 2</strong></td>
<td>Dec 3-4</td>
<td>Dec 12</td>
</tr>
<tr>
<td><strong>SESSION 3</strong></td>
<td>Apr 10</td>
<td></td>
</tr>
<tr>
<td><strong>SESSION 4</strong></td>
<td>June 10-11</td>
<td>Aug 4</td>
</tr>
<tr>
<td><strong>SESSION 5</strong></td>
<td>Apr 30</td>
<td></td>
</tr>
<tr>
<td><strong>COMBINED REGISTRATION FOR RETURNING AND NEW STUDENTS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SESSION 1</strong></td>
<td>Aug 19-21</td>
<td>Aug 18-20</td>
</tr>
<tr>
<td><strong>SESSION 2</strong></td>
<td>Jan 2-3</td>
<td>Jan 5-6</td>
</tr>
<tr>
<td><strong>SESSION 3</strong></td>
<td>Apr 21</td>
<td></td>
</tr>
<tr>
<td><strong>SESSION 4</strong></td>
<td>June 12</td>
<td></td>
</tr>
<tr>
<td><strong>SESSION 5</strong></td>
<td>May 1</td>
<td></td>
</tr>
<tr>
<td><strong>LATE REGISTRATION AND DROP-ADD</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SESSION 1</strong></td>
<td>Aug 26-30</td>
<td>Aug 25-29</td>
</tr>
<tr>
<td><strong>SESSION 2</strong></td>
<td>Jan 6-10</td>
<td>Jan 7-9</td>
</tr>
<tr>
<td><strong>SESSION 3</strong></td>
<td>Apr 28-29</td>
<td>Jan 12-13</td>
</tr>
<tr>
<td><strong>SESSION 4</strong></td>
<td>June 16-17</td>
<td></td>
</tr>
<tr>
<td><strong>SESSION 5</strong></td>
<td>May 6-8</td>
<td></td>
</tr>
<tr>
<td><strong>CLASS BEGIN</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SESSION 1</strong></td>
<td>Aug 30</td>
<td>Aug 29</td>
</tr>
<tr>
<td><strong>SESSION 2</strong></td>
<td>Jan 10</td>
<td>Jan 13</td>
</tr>
<tr>
<td><strong>SESSION 3</strong></td>
<td>Apr 29</td>
<td></td>
</tr>
<tr>
<td><strong>SESSION 4</strong></td>
<td>June 17</td>
<td></td>
</tr>
<tr>
<td><strong>SESSION 5</strong></td>
<td>May 12</td>
<td></td>
</tr>
<tr>
<td><strong>DEADLINE FOR REFUND REQUESTS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SESSION 1</strong></td>
<td>Aug 30</td>
<td>Aug 29</td>
</tr>
<tr>
<td><strong>SESSION 2</strong></td>
<td>Jan 10</td>
<td>Jan 13</td>
</tr>
<tr>
<td><strong>SESSION 3</strong></td>
<td>Apr 29</td>
<td></td>
</tr>
<tr>
<td><strong>SESSION 4</strong></td>
<td>June 17</td>
<td></td>
</tr>
<tr>
<td><strong>SESSION 5</strong></td>
<td>May 12</td>
<td></td>
</tr>
<tr>
<td><strong>HOLIDAYS</strong></td>
<td>Sept 2</td>
<td>Sept 1</td>
</tr>
<tr>
<td>Nov 21-23 Dec 16-Jan 1</td>
<td>Mar 3-4</td>
<td>Nov 27-29</td>
</tr>
<tr>
<td><strong>SESSION 1</strong></td>
<td>Mar 26</td>
<td>Dec 15-Jan 2</td>
</tr>
<tr>
<td><strong>SESSION 2</strong></td>
<td>July 4</td>
<td></td>
</tr>
<tr>
<td><strong>SESSION 3</strong></td>
<td>May 26</td>
<td></td>
</tr>
<tr>
<td><strong>SESSION 4</strong></td>
<td>July 4</td>
<td></td>
</tr>
<tr>
<td><strong>SESSION 5</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>GRADUATION/CLAST APPLICATION DEADLINE</strong></td>
<td>Sept 6</td>
<td>Sept 6</td>
</tr>
<tr>
<td><strong>SESSION 1</strong></td>
<td>Feb 7</td>
<td>Feb 7</td>
</tr>
<tr>
<td><strong>SESSION 2</strong></td>
<td>May 9</td>
<td>May 9</td>
</tr>
<tr>
<td><strong>SESSION 3</strong></td>
<td>May 9</td>
<td>May 9</td>
</tr>
<tr>
<td><strong>SESSION 4</strong></td>
<td>Aug 29</td>
<td>Aug 29</td>
</tr>
<tr>
<td><strong>SESSION 5</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FINAL EXAMINATION PERIOD FOR EVENING/SAT CLASSES</strong></td>
<td>Dec 5-7</td>
<td>Dec 4-6</td>
</tr>
<tr>
<td><strong>SESSION 1</strong></td>
<td>Apr 15-19</td>
<td>Apr 21-25</td>
</tr>
<tr>
<td><strong>SESSION 2</strong></td>
<td>June 11-12</td>
<td>June 8-10</td>
</tr>
<tr>
<td><strong>SESSION 3</strong></td>
<td>July 30-31</td>
<td></td>
</tr>
<tr>
<td><strong>SESSION 4</strong></td>
<td>Dec 5</td>
<td></td>
</tr>
<tr>
<td><strong>SESSION 5</strong></td>
<td>Apr 22-24</td>
<td></td>
</tr>
<tr>
<td><strong>FINAL EXAMINATION PERIOD (DAY)</strong></td>
<td>Dec 6</td>
<td>Apr 21-25</td>
</tr>
<tr>
<td><strong>SESSION 1</strong></td>
<td>Apr 16-18</td>
<td>Apr 27</td>
</tr>
<tr>
<td><strong>SESSION 2</strong></td>
<td>June 11-12</td>
<td></td>
</tr>
<tr>
<td><strong>SESSION 3</strong></td>
<td>July 30-31</td>
<td></td>
</tr>
<tr>
<td><strong>SESSION 4</strong></td>
<td>Dec 5</td>
<td></td>
</tr>
<tr>
<td><strong>SESSION 5</strong></td>
<td>Apr 22-24</td>
<td></td>
</tr>
<tr>
<td><strong>CLASSES END</strong></td>
<td>Dec 12</td>
<td>Apr 27</td>
</tr>
<tr>
<td><strong>SESSION 1</strong></td>
<td>Apr 22</td>
<td></td>
</tr>
<tr>
<td><strong>SESSION 2</strong></td>
<td>June 12</td>
<td></td>
</tr>
<tr>
<td><strong>SESSION 3</strong></td>
<td>July 31</td>
<td></td>
</tr>
<tr>
<td><strong>SESSION 4</strong></td>
<td>Dec 11</td>
<td></td>
</tr>
<tr>
<td><strong>SESSION 5</strong></td>
<td>Apr 28</td>
<td></td>
</tr>
<tr>
<td><strong>COLLEGE LEVEL ACADEMIC SKILLS TEST (CLAST)</strong></td>
<td>Oct 5</td>
<td>Oct 5</td>
</tr>
<tr>
<td><strong>SESSION 1</strong></td>
<td>Mar 8</td>
<td>Oct 5</td>
</tr>
<tr>
<td><strong>SESSION 2</strong></td>
<td>June 7</td>
<td>Oct 5</td>
</tr>
<tr>
<td><strong>SESSION 3</strong></td>
<td>June 7</td>
<td>Oct 5</td>
</tr>
<tr>
<td><strong>SESSION 4</strong></td>
<td>Sept 27</td>
<td>Oct 5</td>
</tr>
<tr>
<td><strong>SESSION 5</strong></td>
<td>Mar 14</td>
<td>Oct 5</td>
</tr>
</tbody>
</table>

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
1985-86
(Subject to Change)

April 1 (Monday)  Last day to make application for financial aid for the 1985-86 academic year.
Returning Student Registration
July 29 (Monday) through
August 1 (Thursday) and
August 5 (Monday)
New Student Registration
August 6 (Tuesday) through
August 8 (Thursday)
August 12 (Monday)  By this date admission requirements should be met for Session 1, 1985-86.
August 15 (Thursday)  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 19 (Monday) through
August 21 (Wednesday)
August 21 (Wednesday)  All faculty report for Session 1, 1985-86. College opens at 8:00 a.m.
August 26 (Monday)  Day and evening classes begin for Session 1, 1985-86.
August 26 (Monday) through
August 30 (Friday)*
August 30 (Friday)  Late registration and drop/add period. Schedule adjustment will be made on these dates. Times will be published.
August 30 (Friday)  Last day to register for classes on an audit basis.
August 30 (Friday)  Deadline for refund requests for Session 1, 1985-86.
September 2 (Monday)  Labor Day holiday for faculty, staff and students. (Administrative offices will be closed.)
September 6 (Friday)  Last day to make application for graduation and CLAST for Session 1, 1985-86.
September 23 (Monday) and
September 24 (Tuesday)
September 25 (Wednesday)  Registration for Session 1, 1985-86, Minimester.
September 25 (Wednesday) and*
September 26 (Thursday)
October 5 (Saturday)  Classes begin for Session 1, 1985-86, Minimester
October 5 (Saturday)  College Level Academic Skills Test (CLAST).
October 15 (Tuesday)  College Night Program. Supper hour and evening classes will not meet.
November 18 (Monday) and
November 19 (Tuesday)
November 19 (Tuesday)  Final examination period for Session 1, 1985-86, Minimester.
November 19 (Tuesday)  End of Session 1, 1985-86, Minimester.
November 20 (Wednesday)  Supper hour and evening classes will not meet. Day classes will meet as usual.
November 21 (Thursday) through
November 23 (Saturday)
November 23 (Saturday)  Thanksgiving holidays for faculty, staff and students. (Administrative offices will be closed.)
November 23 (Saturday)  Classes will not meet.
Returning Student Registration
November 25 (Monday) through
November 29 (Friday) and
December 2 (Monday)
Returning Student Registration
November 25 (Monday) through
November 29 (Friday) and
December 2 (Monday)
Advanced registration for Session 1, 1985-86, 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.
Advanced registration for Session 2, 1985-86, for new students by appointment. Academic counseling should be arranged prior to registration.

By this date admission requirements should be met for Session 2, 1985-86.

Final examination period for Session 1, 1985-86, evening and Saturday classes. (A final examination schedule will be published.)

Final examination period for Session 1, 1985-86, day classes. (A final examination schedule will be published.)

End of Session 1 classes, 1985-86.

Final grades for Session 1, 1985-86, 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.

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

CALENDAR FOR SESSION 2
1985-86

(Subject to Change)

Returning Student Registration
November 25 (Monday) through
November 29 (Friday) and
December 2 (Monday)

Advanced registration for Session 2, 1985-86, for currently enrolled and returning students by appointment. Academic counseling should be arranged prior to registration.

Advanced registration for Session 2, 1985-86, for new students by appointment. Academic counseling should be arranged prior to registration.

By this date admission requirements should be met for Session 2, 1985-86.

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

All faculty report for Session 2, 1985-86. College opens at 8:00 a.m.

Combined registration for Session 2, 1985-86, for returning and new students. (Appointment only)

Day and evening classes begin for Session 2, 1985-86.

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

Last day to register for classes on an audit basis.

Deadline for refund requests for Session 2, 1985-86.

Registration for Session 2, 1985-86, Minimester.

Classes begin for Session 2, 1985-86, Minimester.

Late registration and drop/add period for Session 2, 1985-86, Minimester.

*All students registering during these dates (excluding schedule adjustments) will be charged a late fee.
February 7 (Friday)  
March 3 (Monday) through  
March 4 (Tuesday)  
March 8 (Saturday)  
March 12 (Wednesday)  
March 24 (Monday) and  
March 25 (Tuesday)  
March 25 (Tuesday)  
March 26 (Wednesday)  
April 1 (Tuesday)  
Returning Student Registration  
April 7 (Monday) through  
April 9 (Wednesday)  
April 7 (Monday)  
New Student Registration  
April 10 (Thursday)  
April 15 (Tuesday) through  
April 19 (Saturday) and  
April 21 (Monday)  
April 17 (Thursday)  
April 16 (Wednesday) through  
April 18 (Friday) and  
April 21 (Monday) through  
April 22 (Tuesday)  
April 21 (Monday)  
April 22 (Tuesday)  
April 23 (Wednesday)  
April 24 (Thursday)  
April 25 (Friday)  

Last day to make application for graduation and CLAST for Session 2, 1985-86.  
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 2, 1985-86, Minimester.  
End of Session 2, 1985-86, Minimester.  
Final grades due for Session 2, 1985-86, Minimester.  
Last day to make application for financial aid for the 1986-87 academic year.  
Advanced registration for Session 3, 4 and 5, 1985-86, 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, 1985-86.  
Advanced registration for Session 3, 1985-86, for new students by appointment.  
Academic counseling should be arranged prior to registration.  
Final exam period for Session 2, 1985-86, 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, 1985-86, day classes.  
(A final examination schedule will be published.)  
Combined Registration for Session 3, 1985-86, for returning and  
new students (Appointment only).  
End of Session 2, 1985-86, classes.  
Final grades for Session 2, 1985-86, may be turned in no later than 8:30 a.m.  
GRADUATION  
College closed.  

CALENDAR FOR SESSION 3, 4 and 5  
1985-86  
(Subject to Change)  

April 7 (Monday)  
Returning Student Registration  
April 7 (Monday) through  
April 9 (Wednesday)  
New Student Registration  
April 10 (Thursday)  
April 17 (Thursday)  

By this date admission requirements should be met for Session 3, 1985-86.  
Advanced registration for Session 3, 4 and 5, 1985-86, for currently enrolled and  
returning students by appointment. Academic counseling should be arranged prior  
to registration.  
Advanced registration for Session 3, 1985-86, for new students by appointment.  
Academic counseling should be arranged prior to registration.  
Registration appointment deadline. Students must pick up their registration appointment  
card by this date in order to avoid being charged a late registration fee.
April 21 (Monday)  Combined registration for Session 3, 1985-86, for returning and new students. (Appointment only)

April 24 (Thursday) By this date admission requirements should be met for Session 5, 1985-86.

April 28 (Monday) Faculty report for Sessions 3 and 5, 1985-86.

April 28 (Monday) Day and evening classes begin for Session 3, 1985-86.

April 28 (Monday) through April 29 (Tuesday)* Late registration and drop/add period for Session 3. Schedule adjustments will be made on these dates. Times will be published.

April 29 (Tuesday) Last day to register for classes on an audit basis.

April 29 (Tuesday) Deadline for refund requests for Session 3, 1985-86.

New Student Registration April 30 (Wednesday) Advanced registration for Session 5, 1985-86, for new students by appointment. Academic counseling should be arranged prior to registration.

April 30 (Wednesday) Registration appointment deadline. Students must pick up their registration appointment card by this date in order to avoid being charged the late registration fee.

May 1 (Thursday) Combined registration for Session 5, 1985-86, for returning and new students. (Appointment only)

May 6 (Tuesday) Day and evening classes begin for Session 5, 1985-86.

May 6 (Tuesday) through May 8 (Thursday) and May 12 (Monday)* Late registration and drop/add period for Session 5, 1985-86. Schedule adjustments will be made on these dates. Times will be published.

May 9 (Friday) Last day to make application for graduation and CLAST for Sessions 3, 4 and 5, 1985-86.

May 12 (Monday) Last day to register for classes on an audit basis.

May 12 (Monday) Deadline for refund requests for Session 5, 1985-86.

May 26 (Monday) Memorial Day holiday for faculty, staff and students. (Administrative offices will be closed.)

June 5 (Thursday) By this date admission requirements should be met for Session 4, 1985-86.

June 7 (Saturday) College Level Academic Skills Test (CLAST).

Returning Student Registration June 9 (Monday) Advanced registration for Session 4, 1985-86, for currently enrolled and returning students by appointment. Academic counseling should be arranged prior to registration.

New Student Registration June 10 (Tuesday) and June 11 (Wednesday) Advanced registration for Session 4, 1985-86, for new students by appointment. Academic counseling should be arranged prior to registration.

June 11 (Wednesday) Registration appointment deadline. Students must pick up their registration appointment card by this date in order to avoid being charged the late registration fee.

June 11 (Wednesday) and June 12 (Thursday) Final examination for Session 3, 1985-86, for day and evening classes. (A final examination schedule will be published.)

June 12 (Thursday) Combined registration for Session 4, 1985-86, for returning and new students. (Appointment only)

June 12 (Thursday) End of Session 3, 1985-86, classes.

June 13 (Friday) Final grades for Session 3, 1985-86, may be turned in no later than 11:00 a.m.

June 16 (Monday) Day and evening classes begin for Session 4, 1985-86.

June 16 (Monday) and June 17 (Tuesday)* Late registration and drop/add period for Session 4, 1985-86. Schedule adjustments will be made on these dates. Times will be published.

June 17 (Tuesday) Last day to register for classes on an audit basis.

*All students registering during these dates (excluding schedule adjustment) will be charged a late fee.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 17 (Tuesday)</td>
<td>Deadline for refund requests for Session 4, 1985-86.</td>
</tr>
<tr>
<td>July 4 (Friday)</td>
<td>Independence Day holiday for faculty, staff and students. (Administrative offices will be closed.)</td>
</tr>
<tr>
<td>July 28 (Monday) through</td>
<td>Final examination period for Session 5, 1985-86, day and evening classes. (A final examination schedule will be published.)</td>
</tr>
<tr>
<td>July 31 (Thursday)</td>
<td>Final examination period for Session 4, 1985-86, day and evening classes (A final examination schedule will be published.)</td>
</tr>
<tr>
<td>July 30 (Wednesday) and</td>
<td></td>
</tr>
<tr>
<td>July 31 (Thursday)</td>
<td>End of Session 4 and 5, 1985-86, classes.</td>
</tr>
<tr>
<td>August 1 (Friday)</td>
<td>Final grades for Session 4 and 5, 1985-86, may be turned in no later than 11:00 a.m.</td>
</tr>
</tbody>
</table>

**CALENDAR FOR SESSION 1 1986-87**

*(Subject to Change)*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1 (Tuesday)</td>
<td>Last day to make application for financial aid for the 1986-87 academic year.</td>
</tr>
<tr>
<td>Returning Student Registration</td>
<td>Advanced registration for Session 1, 1986-87, for currently enrolled and returning students by appointment. Academic counseling should be arranged prior to registration.</td>
</tr>
<tr>
<td>July 28 (Monday) through</td>
<td></td>
</tr>
<tr>
<td>July 31 (Thursday) and</td>
<td></td>
</tr>
<tr>
<td>August 4 (Monday)</td>
<td></td>
</tr>
<tr>
<td>New Student Registration</td>
<td>Advanced registration for Session 1, 1986-87, for new students by appointment. Academic counseling should be arranged prior to registration.</td>
</tr>
<tr>
<td>August 5 (Tuesday) through</td>
<td></td>
</tr>
<tr>
<td>August 7 (Thursday)</td>
<td></td>
</tr>
<tr>
<td>August 11 (Monday)</td>
<td>By this date admission requirements should be met for Session 1, 1986-87.</td>
</tr>
<tr>
<td>August 14 (Thursday)</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>August 18 (Monday) through</td>
<td>Combined registration for Session 1, 1986-87, for returning and new students (Appointment only).</td>
</tr>
<tr>
<td>August 20 (Wednesday)</td>
<td></td>
</tr>
<tr>
<td>August 20 (Wednesday)</td>
<td>All faculty report for Session 1, 1986-87. College opens at 8:00 a.m.</td>
</tr>
<tr>
<td>August 25 (Monday)</td>
<td>Day and evening classes begin for Session 1, 1986-87.</td>
</tr>
<tr>
<td>August 25 (Monday) through</td>
<td>Late registration and drop/add period. Schedule adjustment will be made on these dates. Times will be published.</td>
</tr>
<tr>
<td>August 29 (Friday)</td>
<td></td>
</tr>
<tr>
<td>August 29 (Friday)</td>
<td>Last day to register for classes on an audit basis.</td>
</tr>
<tr>
<td>August 29 (Friday)</td>
<td>Deadline for refund requests for Session 1, 1986-87.</td>
</tr>
<tr>
<td>August 29 (Friday)</td>
<td>Last day to make application for graduation and CLAST for Session 1, 1986-87.</td>
</tr>
<tr>
<td>September 1 (Monday)</td>
<td>Labor Day holiday for faculty, staff and students. (Administrative offices will be closed.)</td>
</tr>
<tr>
<td>September 22 (Monday) and</td>
<td>Registration for Session 1, 1986-87, Minimester.</td>
</tr>
<tr>
<td>September 23 (Tuesday)</td>
<td></td>
</tr>
<tr>
<td>September 24 (Wednesday)</td>
<td>Classes begin for Session 1, 1986-87, Minimester.</td>
</tr>
<tr>
<td>September 24 (Wednesday) and September 25 (Thursday)*</td>
<td>Late registration and drop/add period for Session 1, 1986-87, Minimester.</td>
</tr>
<tr>
<td>September 27 (Saturday)</td>
<td>College Level Academic Skills Test (CLAST).</td>
</tr>
</tbody>
</table>

*All students registering during these dates (excluding schedule adjustments) will be charged a late fee.
October 14 (Tuesday)  College Night Program. Supper hour and evening classes will not meet.

November 17 (Monday) and November 18 (Tuesday)  Final examination period for Session 1, 1985-86, Minimester.

November 18 (Tuesday)  End of Session 1, 1986-87, Minimester.

November 26 (Wednesday)  Supper hour and evening classes will not meet. Day classes will meet as usual.

November 27 (Thursday) through November 29 (Saturday)  Thanksgiving holidays for faculty, staff and students. (Administrative offices will be closed.)

November 29 (Saturday)  Classes will not meet.

Returning Student Registration November 17 (Monday) through November 21 (Friday) and November 24 (Monday)  Advanced registration for Session 2, 1986-87, for currently enrolled and returning students by appointment. Academic counseling should be arranged prior to registration.

New Student Registration December 8 (Monday) and December 9 (Tuesday)  Advanced registration for Session 2, 1986-87, for new students by appointment. Academic counseling should be arranged prior to registration.

December 8 (Monday)  By this date admission requirements should be met for Session 2, 1986-87.

December 4 (Thursday) through December 6 (Saturday) December 8 (Monday) through December 10 (Wednesday)  Final examination period for Session 1, 1986-87, evening and Saturday classes. (A final examination schedule will be published.)

December 5 (Friday) December 8 (Monday) through December 11 (Thursday)  Final examination period for Session 1, 1986-87, day classes. (A final examination schedule will be published.)

December 11 (Thursday)  End of Session 1 classes, 1986-87.

December 12 (Friday)  Final grades for Session 1, 1986-87, may be turned in no later than 8:30 a.m.

December 12 (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.

December 15 (Monday) through January 2 (Friday)  Christmas and New Year’s Day holidays for faculty, staff and students. (Administrative offices will be closed.)

**CALENDAR FOR SESSION 2 1986-87**

*(Subject to Change)*

Returning Student Registration November 17 (Monday) through November 21 (Friday) and November 24 (Monday)  Advanced registration for Session 2, 1986-87, for currently enrolled and returning students by appointment. Academic counseling should be arranged prior to registration.

New Student Registration December 8 (Monday) and December 9 (Tuesday)  Advanced registration for Session 2, 1986-87, for new students by appointment. Academic counseling should be arranged prior to registration.

December 8 (Monday)  By this date admission requirements should be met for Session 2, 1986-87.

December 12 (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.

January 5 (Monday)  All faculty report for Session 2, 1986-87. College opens at 8:00 a.m.

January 5 (Monday) and January 6 (Tuesday)  Combined registration for Session 2, 1986-87, for returning and new students. (Appointment only)

January 7 (Wednesday)  Day and evening classes begin for Session 2, 1986-87.
January 7 (Wednesday) through January 9 (Friday) and January 12 (Monday) through January 13 (Tuesday)*
Late registration and drop/add period. Schedule adjustments will be made on these dates. Times will be published.

January 13 (Tuesday)
Last day to register for classes on an audit basis.

January 13 (Tuesday)
Deadline for refund requests for Session 2, 1986-87.

January 26 (Monday) and January 27 (Tuesday)
Registration for Session 2, 1986-87, Minimester.

January 28 (Wednesday)
Classes begin for Session 2, 1986-87, Minimester.

January 28 (Wednesday) and January 29 (Thursday)*
Late registration and drop/add period for Session 2, 1986-87, Minimester.

February 13 (Friday)
Last day to make application for graduation and CLAST for Session 2, 1986-87.

March 4 (Wednesday) through March 6 (Friday)
Semester break for faculty, staff and students. Classes will not meet. (Administrative offices will be closed.)

March 14 (Saturday)
College Level Academic Skills Test (CLAST).

March 18 (Wednesday)
Matador Day. Day classes dismissed between 11:00 a.m. and 5:00 p.m. Supper hour and evening classes will meet as usual.

March 23 (Monday) and March 24 (Tuesday)
Final examination for Session 2, 1986-87, Minimester.

March 24 (Tuesday)
End of Session 2, 1986-87, Minimester.

March 25 (Wednesday)
Final grades due for Session 2, 1986-87, Minimester.

April 1 (Wednesday)
Last day to make application for financial aid for the 1986-87 academic year.

April 9 (Thursday)
By this date admission requirements should be met for Session 3, 1986-87.

Returning Student Registration April 13 (Monday) through April 15 (Wednesday)
Advanced registration for Session 3, 4 and 5, 1986-87, for currently enrolled and returning students by appointment. Academic counseling should be arranged prior to registration.

New Student Registration April 16 (Thursday)
Advanced registration for Session 3, 1986-87, for new students by appointment. Academic counseling should be arranged prior to registration.

April 16 (Thursday)
Registration appointment deadline. Students must pick up their registration appointment card by this date in order to avoid being charged a late registration fee.

April 20 (Monday)
Combined registration for Session 3, 1986-87, for returning and new students by appointment.

April 21 (Tuesday) through April 25 (Saturday) and April 27 (Monday)
Final exam period for Session 2, 1986-87, evening and Saturday classes. (A final examination schedule will be published.)

April 22 (Wednesday) through April 24 (Friday) and April 27 (Monday) through April 28 (Tuesday)
Final examination period for Session 2, 1986-87, day classes. (A final examination schedule will be published.)

April 28 (Tuesday)
End of Session 2, 1986-87, classes.

April 29 (Wednesday)
Final grades for Session 2, 1986-87, may be turned in no later than 8:30 a.m.

April 30 (Thursday)
GRADUATION

May 1 (Friday)
College open.

*All students registering during these dates (excluding schedule adjustment) 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 creating of Open Campus in 1974 and the opening of the East Campus in 1975 all contributed to the early, exciting and formative years.

VALENCIA’S MISSION

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

VALENCIA’S GUIDING PRINCIPLES

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

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

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

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

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

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

VALENCIA’S 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 and 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 District 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 college credit classes, 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 telephone. 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 the administrative supervision of the Open Campus, bringing the community much demanded educational services in specialized areas.

OPEN CAMPUS PROGRAMS

Computer Programmer Training for the Disabled

The Computer Programmer Training for the Disabled program of Valencia Community College’s Open Campus marshals the efforts of training, rehabilitation and business resources in Central Florida to offer training opportunities to severely disabled individuals in computer programming. The program serves the community by enabling qualified individuals to acquire skills in a high-demand occupation and assists business and industry by providing a well-trained resource to fill the many job openings in this rapidly expanding field.

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.

Office Skills Training Center

The Office Skills Training Center is a training partnership involving Valencia Community College, HBJ Media Systems Corporation and Sun Bank. The program provides an office training center for Sun Bank employees.

The center offers individualized multimedia courses in clerical skills, administrative skills, business math, accounting, word processing, data processing and basic skills. The open entry/open exit courses are designed to train entry level employees in basic office skills, enhance the skills of current employees and prepare experienced employees for advancement. All courses are individualized and self-paced so employees can learn and master the skills at their own pace. The employees have the option to earn college credit from VCC for courses in typewriting, accounting, business math, business machines and keyboarding.

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 27C0095) 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.

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.

Emergency Medical Services

Several Emergency Medical Services (EMS) noncredit courses are available. These courses train technicians to perform lifesaving 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 lifesaving support skills which do not require the supervision of a physician.
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, Telephone 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 Cablevision of Central Florida. 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 and at the Osceola 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 students.

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 Search 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 for 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: 847-9496
Toll free to Valencia switchboard from Osceola County: 847-5011

With the beginning of Open Campus in 1974, an outreach center was established in Kissimmee to address the particular needs of Osceola County residents. The Center provides credit classes, continuing education classes, career testing and advising and, on a limited basis, many of the services offered on the 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**

The concept of teacher education centers stems from the belief that education of teachers is a career-long process and that staff development for educators is best carried out through the collaborative efforts of the schools, colleges and community agencies. The Valencia Community College Teacher Education Center provides educational personnel with learning opportunities designed to update professional skills and provide an avenue for teaching certificate renewal.

Teaching certificates can be extended through college credit courses and/or continuing education courses. Teacher aides can earn certificates of completion through participation in a nine-course training program. Individual faculty can attend courses custom-tailored to their needs. Courses are offered on the campuses, at the schools in the community and via television, radio and telephone.
Institute for Business and Industry

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

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

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

Center for Community Leadership

The Center for Community Leadership is a program designed to provide training and technical assistance for 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 community college will provide their only college-level educational experience. Today's students will be confronted throughout their lives with issues that transcend national boundaries. So interconnected are world politics and economics that some understanding of current issues and the events that shape them, as well as an appreciation for other cultures and customs throughout the world, is now basic to good citizenship.

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

1. Programs of an international/intercultural nature for and with the college and the community
2. International dimensions in the college curriculum
3. Support services for international students
4. Study abroad programs
5. Student, faculty and staff exchange programs

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 student's 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.
ADMISSIONS AND RECORDS

ADMISSION REQUIREMENTS

You may be admitted to Valencia Community College as a student upon receipt of your high school or GED (General Education Development) 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. You are required to complete the Valencia Application on or before the first day of the semester in which you plan to enroll.

   c. You must retain your application until the completion of your first 12 semester hours of college credit.

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 on 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 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.

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

h. You must submit a declaration of finances certifying that you have the financial resources to attend Valencia 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 do this 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 and stationed in Florida, including dependent member of their immediate family

   (2) Veterans of the United States of America retired with twenty (20) years or more of active military service, including dependent members of their immediate families, who are in Florida at the time of retirement or move to Florida within one (1) year following retirement and intend to make Florida their permanent home

   (3) Full-time faculty and administrative personnel of Florida public schools and universities, their spouses and children considered dependent under internal revenue rules

   (4) Full-time faculty and career employees of the community college system of Florida and members of their immediate families

   (5) Florida residents who interrupt their residence by active duty in the Armed Forces of the United States, the Peace Corps or similar organizations fostering by the Federal Government and return to Florida domicile upon separation from such duty

   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 fees 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 residence. 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

---

**ADMISSION REQUIREMENTS SUMMARY**

Valencia Community College requires the documentation marked with an “X” in the following chart from those students applying under the categories listed. The application fee is payable ONE TIME ONLY.

<table>
<thead>
<tr>
<th>Credit Application Form</th>
<th>Degree Seeking Students</th>
<th>Special Students</th>
<th>Teacher Recertification</th>
<th>Transient Students</th>
<th>Dual Enrollment</th>
<th>Early Admission Students</th>
<th>International Students</th>
<th>Non-Native-Speaking Students</th>
<th>Audit Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Seeking Students</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Special Students</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Teacher Recertification</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Transient Students</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Dual Enrollment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Early Admission Students</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>International Students</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Non-Native-Speaking Students</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Audit Students</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

**Footnotes:**

1. Must be furnished after the student has completed high school or GED requirements.
2. Official transcripts are required from each institution previously attended.
3. Transcripts are required prior to taking English or math courses.
4. Not required for students who speak English as their native language.
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 (Econolochatchee 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 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 PAGS, 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 1350 on the West Campus or 2310 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 nondegree 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 successful performance in a college credit program to compensatory courses and any other instruction for which they are adequately prepared.

**RESTRICTIONS ON ENROLLMENT**

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

It is possible for you to earn college credits prior to enrollment at Valencia Community College under a Florida 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: (1) the general college application and (2) 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 Educational Advisor for admission requirements and procedures.

Primary consideration will be given to applicants who have completed all admission requirements and submitted an application by deadline dates. 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 applicant is required to complete Valencia’s Assessment Packet prior to application to a health program. Applicants must schedule an appointment with a college counselor to review test results. If deficiencies are indicated by test scores, the student will be required to complete mandated course work.

The office of Health Related Programs Health and Public Services Student Advisor 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 day 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 Ministers.

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 Ministers.

3. Freshman. You are classified as a freshman if you have completed fewer than twenty-four (24) semester hours credit of college work.
4. Sophomore. If you are regularly enrolled in college credit courses and have completed twenty-four (24) semester hours credit and are still taking courses toward your initial degree, you are classified as a sophomore.

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.

SPECIAL SCHEDULING OPPORTUNITIES

AFTERNOON COLLEGE

The Afternoon College is designed to offer the following advantages:

An ideal time frame for students who work morning shifts, late evening shifts or three-day weekends

A full-time schedule in a two, three or four-day week

Back-to-back scheduling and elimination of long waiting periods between classes

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

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

MINISTEMER

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, 1985-86 Minimester**

<table>
<thead>
<tr>
<th>Registration</th>
<th>September 23-24, 1985</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>September 25, 1985</td>
</tr>
<tr>
<td>Late Registration</td>
<td>September 25-26, 1985</td>
</tr>
<tr>
<td>Classes End</td>
<td>November 19, 1985</td>
</tr>
<tr>
<td>Final Exams</td>
<td>November 18-19, 1985</td>
</tr>
<tr>
<td>Final Grades Due</td>
<td>November 20, 1985</td>
</tr>
</tbody>
</table>

**Session 2, 1985-86 Minimester**

<table>
<thead>
<tr>
<th>Registration</th>
<th>January 27-28, 1986</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>January 29, 1986</td>
</tr>
<tr>
<td>Late Registration</td>
<td>January 29-30, 1986</td>
</tr>
<tr>
<td>Classes End</td>
<td>March 25, 1986</td>
</tr>
<tr>
<td>Final Exams</td>
<td>March 24-25, 1986</td>
</tr>
<tr>
<td>Final Grades Due</td>
<td>March 26, 1986</td>
</tr>
</tbody>
</table>

WEEKEND COLLEGE

The Weekend College provides a program 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 a professor. 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 professors and/or department chairman. Formal applications are available in the departmental office responsible for the course. A non-refundable fee of ten dollars ($10.00) per student semester hour is charged in addition to the regular tuition for each independent study course in which you enroll. This is not covered under government grant programs but may be eligible by special permission under veterans programs.
SERVICEMEN'S OPPORTUNITY COLLEGE

You may benefit from the college's special efforts to aid servicemen in securing a postsecondary education. The American Association of Community and Junior Colleges has designated Valencia 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, 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-Florida Technical Institute in drafting and design technology, construction technology, graphic arts technology, hospitality management and data processing. Further information can be obtained from the West Campus Department of Technical and Engineering Related Programs, East Campus Department of Vocational Programs and West Campus Department of Business.

COLLEGE CREDIT FOR THE CERTIFIED PROFESSIONAL SECRETARY (CPS) AND PROFESSIONAL LEGAL SECRETARY (PLS) DESIGNATOR

Valencia Community College recognizes the professional achievement of the secretary who has earned and been awarded the CPS or PLS designator. Certain college credits may be allowed the applicant who enrolls and elects to pursue an Associate in Science (AS) or an Associate in Arts (AA) degree. Contact the chairman of the Vocational Programs 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 exceed fifteen (15) semester hours credit through correspondence and/or extension courses and apply these toward a degree at Valencia Community College.

1. You must have permission of the Registrar before registering for correspondence or extension courses.

2. The course or courses must be offered by a regionally accredited institution.

3. The minimum grade acceptable must be at least the equivalent of a "D" at Valencia.

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

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

If you plan to transfer from Valencia 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
3. 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 mathematical 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 no-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 College-level Academic Skills Test (CLAST) when they have earned or are enrolled in courses totaling 55 credits (normally a student’s last regular semester of enrollment at Valencia):

1. Those seeking the Associate in Art 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

In addition to having reached or being enrolled in 55 credit hours, all students must meet the following qualifications to take CLAST:

For students who entered Valencia Community College from August 1, 1984 on:

1. Have completed ENC 1101 - Freshman Composition I or
ENC 1121 - Honors Freshman Composition I with a grade of "C" or higher.

2. Have completed two of the following General Education requirements with a grade of "C" or higher and be enrolled in the third or have completed all three with a grade of "C" or higher.

ENC 1102 Freshman Composition II or ENC 1122 Honors Freshman Composition II

Two Area 2 humanities courses requiring 6,000 words of writing (see p. 55).

3. Have completed one General Education Area 3 mathematics course with a grade of "C" or higher and be enrolled in a second or have completed two with a grade of "C" or higher (see p. 56).

4. Have taken the Mid-Program Assessment (MPA) and satisfied any deficiencies which the MPA may have indicated existed.

5. Have a cumulative grade point average (GPA) of 2.0 or higher.

For students who entered Valencia Community College from October 15, 1982 to July 31, 1984:

1. Have completed ENC 1101 - Freshman Composition I or ENC 1121 - Honors Freshman Composition I with a grade of "C" or higher.

2. Be enrolled in or have completed with a grade of "C" or higher ENC 1102 - Freshman Composition II or ENC 1122 - Honors Freshman Composition II.

3. Have completed one mathematics course at the MAT 1033 level or higher with a grade of "C" or higher and be enrolled in a second or have already completed two with a grade of "C" or higher.

4. Have a 2.0 cumulative GPA.

For students who entered Valencia Community College before October 15, 1982:

A. Have completed and passed ENC 1101 - Freshman Composition I or ENC 1121 - Honors Freshman Composition I.

B. Be enrolled in or have completed and passed ENC 1102 - Freshman Composition II or ENC 1122 - Honors Freshman Composition II.

C. Be enrolled in or have completed and passed one mathematics course at the MAT 1033 level or higher.

D. Have a 2.0 cumulative GPA.

The statewide College-level Academic Skills Test measures the following communication and computation skills:

**Communications Skills**

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

1. Recognizing main ideas in a given passage.
2. Identifying supporting details.

3. Determining meaning of words on the basis of context.

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. Recognizing explicit and implicit relationships within sentences.
6. Recognizing explicit and implicit relationships between sentences.
7. Recognizing valid arguments.
8. 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.
2. Perceiving the speaker's organization of ideas and information.
3. Discriminating between statements of fact and statements of opinion.
4. Distinguishing between emotional and logical arguments.
5. Detecting bias.
6. Recognizing the speaker's attitude.
7. Synthesizing by drawing logical inferences and conclusions.
9. Recalling the arguments and identifying the implications.

E. Composing units of discourse providing ideas and information suitable for purpose and audience includes all of the following skills:

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

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

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

G. Speaking involves composing the message, providing ideas and information suitable to topic, purpose and audience which includes all of the following skills:

1. Determining the purpose of the oral discourse
2. Choosing a topic and restricting it according to purpose and audience
3. Fulfilling the purpose by the following:
   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 expressions 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 positive 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 and 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. Identifying information contained in bar, line and circle graphs
2. Determining the mean, median and mode of a set of numbers
3. Selecting the sample space associated with an experiment

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

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

1. Recognizing the meaning of exponents
2. Recognizing the role of the base number in determining place value in the base-ten numeration system and in systems that are patterned after it
3. Identifying equivalent forms of positive rational numbers involving decimals, percents and fractions
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. Identifying appropriate types of measurement for geometric objects

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

1. Recognizing and using properties of operations
2. Determining whether a particular number is among the solutions of a given 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 generalizations 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 perimeters, areas, volumes of geometric figures
   2. Solving problems that involve the structure and logic of algebra

T. Demonstrating proficiency for solving problems in the area of statistics, including probability by 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 (MPA)

So that Associate in Arts 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 Mid-Program Assessment addresses the same competencies in English, essay writing, reading comprehension and mathematics as the College Level Academic Skills Test (CLAST). Low scores on the MPA may indicate possible areas of deficiency. Additional coursework may be mandated to correct identified deficiencies.

ACADEMIC
STANDARDS,
PROBATION,
SUSPENSION,
DISMISSAL

Academic Standards

In order to maintain satisfactory academic progress at Valencia Community College, you must 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 make a grade of less than "C" at or about the mid-term point of the session, you will be notified by your professor in writing. It is recommended that when you receive this notice, you meet with the professor without delay. You should also meet with a counselor prior to registering for the next session.

**Academic Warning**

If your term GPA falls below 2.0 and/or you do not complete 50% of your coursework each session, you will be given an Academic Warning. Sometime during the upcoming session, you must talk with a counselor to discuss your proposed coursework before the next registration. If you do not meet with a counselor, you will not be able to register for the next session. To be removed from academic warning, you must complete 50% of your coursework and achieve a term GPA of 2.0 or higher.

**Academic Probation**

If your cumulative GPA falls below 2.0 and/or you have not completed 50% of your coursework for two successive sessions, you will be placed on Academic Probation. Under this status you must obtain a counselor's approval of your coursework until you are off probation.

If you registered for the upcoming session prior to receiving notification of your probationary status, you must obtain a counselor's approval of your coursework before the end of the late registration/drop-add period of that upcoming session. To be removed from probation you must achieve a cumulative GPA of 2.0 or higher and complete 50% of your term coursework.

**Academic Suspension**

If you do not remove yourself from probation after attempting 24 semester hours, you will be placed on Academic Suspension for the following session (1, 2, 5 or combined 3 and 4).

Under Academic Suspension you:

1. Are officially suspended from enrolling for credit courses at Valencia for one session (1, 2, or 5 or combined 3 and 4)
2. Must apply to the provost of the campus at the appropriate campus for reentrance to the college after the suspension period ends
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% 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 for two sessions (1, 2, 5 or combined 3 and 4). Under academic dismissal you:

1. May register only for a noncredit course(s) at Valencia
2. May petition after two sessions from the date of dismissal the provost 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 provost of the campus.
2. If dissatisfied with the decision of the provost 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 provost. The provost 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 provost 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 twelve (12) semester hours of coursework during a semester. Part-time students are eligible when they complete increments of twelve (12) semester hours of coursework accumulated over several sessions; once the student completes twelve (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 completed. 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>

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 professor 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 (6) representative courses identified here by prefix and number with the credit hours and grades indicated, your grade point average would be thirty-two (32) quality points divided by sixteen (16) academic hours completed or exactly 2.0 ("C").

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Semester Hours Attempted</th>
<th>Earned Grade</th>
<th>Hours Completed Passed</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>3</td>
<td>A</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>POS 1041</td>
<td>3</td>
<td>B</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>CHM 1040</td>
<td>4</td>
<td>C</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>COC 1300</td>
<td>3</td>
<td>D</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1104</td>
<td>3</td>
<td>F</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>HUM 2220</td>
<td>3</td>
<td>W</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>19</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>16</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>13</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>32</td>
</tr>
</tbody>
</table>

REPEATED COURSES

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

Students will not receive credit for a course repeated after they have been awarded a degree or certificate from Valencia Community College.

GRIEVANCE PROCESS

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.

Your first effort must be to meet with the professor concerned and discuss how the grade was determined.
and examine the evidence. If the matter is not resolved, you should then meet with the professor'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 provost 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.

GRADE EVALUATION

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

ACADEMIC COURSE LOAD

Your normal full-time academic course load during Session 1, 2 or 5 is fifteen (15) or sixteen (16) semester hours, with a maximum of nineteen (19) or a minimum of twelve (12) semester hours. During Sessions 3 or 4 or any of the college's Minimesters, seven (7) semester hours is considered the maximum full-time course load, since these sessions are half as long as regular semesters but equally full in class hours per course. In unusual cases, the appropriate dean or a counselor may grant special permission to deviate from these maximums. The college reserves the right to limit the number of semester hours carried if your academic record indicates need for further preparation for college level work. A counselor can assist you in determining your academic course load.

FINAL EXAMINATIONS

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

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 professor 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 professor 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 and Visa are accepted.

Residency Status

1. FLORIDA RESIDENTS $19.75*/CREDIT HOUR
2. OUT-OF-STATE $42.50/CREDIT HOUR

*Additional fees:
Scholarship Fee - $1.00 per credit hour
Student Activity Fee - $50 per credit hour

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 $150.00
3. Graduate pins (est.)* $50.00
4. Liability insurance* $19.50
5. Miscellaneous supplies and materials $35.00

Approximate for two years $704.50

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 $125.00

$165.00

*COSTS 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 $125.00
2. Name pins and uniform patches $5.00
3. Liability insurance* $19.50
4. Graduate pins (estimated)* $30-50.00

Approximate total for two years $199.50

*PRICES 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 $50.00

$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 $  80.00
2. Name pins and patches for lab coat $  5.00
3. Liability insurance* $ 19.50
4. Miscellaneous supplies and materials $ 35.00

Approximate total for two years $139.50

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

*PRICES 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 $  80.00
2. Name pins and uniform patches $  5.00
3. Liability insurance* $ 19.50
4. Graduate pins (estimated) $  50.00

Approximate total for two years $154.50

*PRICES 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 $150.00
2. Achievement tests (two year period) $  25.00
3. Name pins and uniform patches $  5.00
4. Liability insurance* $ 19.50
5. Graduate pins (estimated) $  50.00

$249.50

*PRICES 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. Local Credit by Examination (per exam) $ 15.00
3. Other tests approved by the Board of Trustees $ 12.00
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) $ 10.00
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 ten (10) days from the date notification was mailed from the college, you
will be withdrawn from classes and not eligible for reinstatement in the current 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 demonstrated 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 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 (SEOG) or SEOG
7. Not have existing financial obligations to the college

Satisfactory Progress

1. All students receiving federal, state and institutional assistance must comply with the standards of progress at Valencia Community College. The requirements are required by Federal Regulations (34 CFR Section 668.16) pertaining to all Title IV Assistance.

2. Students who have previously been enrolled and have attempted 120 hours at Valencia and have not received their degrees (AA or AS) are no longer making satisfactory academic progress for aid purposes unless they appeal and the appeals are approved. Students seeking dual degrees (AA and AS) or two AS degrees may attempt no more than 130 credit hours. Students applying an AA degree after an AS, or an AS after an AA, or a certificate program after another course of study may receive aid if otherwise qualified, provided the semester and hours attempted are not exceeded. Students attempting 100 hours must request a graduation check from the Registrar's Office on the campus they are attending.

3. A successful completion rate of at least 50% of the courses attempted with a 2.0 GPA will denote satisfactory progress. The success rate will be calculated at the end of the first summer term in June (3). The credit hours of successfully completed work required will be expressed as a whole number which includes any fraction developed in the calculation. The formula for the calculation is: Hours attempted (to nearest 100th) x .50 = required number of hours successfully completed. For instance - 96 hours x .50 = 48 hours completed.

Successful completion of a course is defined as an earned grade of A, B, C or D. Unsatisfactory grades are F, W and I. All courses for which a student is registered after the refund period has expired are counted in the determinations.

Students will be allowed to attempt a maximum of 120 semester hours including preparatory courses. Any student that has attempted 120 semester hours by June of each year will be ineligible to receive assistance unless mitigating circumstances shall be defined as:

1. Death of a close relative affecting the student's academic performance
2. Illness of the student or close family member having direct effect upon the academic record
3. Special mitigating circumstances of a specific and substantial nature of a unique kind as determined by the Director of Financial Aid or his designee

If mitigating circumstances are found to exist, the student may be restored to satisfactory academic standing for one semester after which the general standards shall apply; further restrictions to satisfactory standing may occur only if progress during the intervening semester(s) clearly does not meet all of the listed progress standards.

REINSTATEMENT AND APPEALS:

Students suspended from aid due to failure to maintain the standards may be reinstated after they have attended one semester and completed at least 12 credits and attained the minimum standards. It shall be the student's responsibility to request reinstatement. Appeals shall be typed. The appellant shall also provide such documentation as necessary for a determination and dismissal of the case by the Director and shall fulfill all reasonable requests with reference to time, personal appearance and supporting evidence.

GUARANTEED STUDENT LOANS:

The differ somewhat from other Title IV Programs in their utility for special students and schedule. These loans may be recommended for second degrees of the same kind or for additional certification, provided the criteria of satisfactory academic progress and other program
requirements are met. All students applying for these loans will be required to have a GPA of 2.0 at VCC and at previous institutions. Any exception to the GPA must be made by the lender. Most all lenders require a minimum GPA of 2.0 on a 4.0 scale.

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, 8 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 $60 for books. These loans are not for cash but for the transfer of monies from a specific loan account to the student's account in 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 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 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 (FCWEP)
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.

A. The student is only applying for Pell (BEOG) and is not applying for other types of financial assistance.
B. Due to drastic changes in the student’s or his/her family’s financial situation, it is necessary for the student to file a Pell Special Conditions Form.

4. Students should be sure to check under the program information section, as the application procedures may vary somewhat with each individual type of aid.

VETERANS

Approval Information

Valencia Community College is approved for the enrollment of veterans and other eligible persons. Continuing education programs are not approved for veterans benefits. Veterans who served on active duty for more than 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 on either the East or West Campus for assistance in applying for VA educational benefits.

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 41 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.

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 year’s 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 (FCCWEP)
   - Supplemental Educational Opportunity Grant (SEOG)
   - College Work-Study (CWS)
   - Nursing Scholarship (NS)
   - 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:
STUDENT SERVICES

COUNSELING AND ADVISING 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.

Counseling or Advising 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 Admission 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 advisers 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 a person's knowledge resulting from non-college experience.

Credits will not be awarded simply for your years of experience. Rather, you will be requested to demonstrate the 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.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

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.

As a Valencia student, you may gain credit in certain specified courses through examinations of the College Level Examination Program (CLEP) administered by the Educational Testing Services (ETS) for the College Entrance Examination Board (CEEB). The CLEP General Examinations and CLEP Subject Examination(s) are administered periodically at Valencia.

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

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

If you earn acceptable CLEP scores and request that these scores be sent to Valencia, the credits will be recorded as a part of your official Valencia transcript. No letter grades or quality points will be assigned.

You may use CLEP credit under the repeat course policy for "D" or "F" grades only. Credit will not be awarded for courses in which a "C" or better has been earned.
Under the repeat policy, only the last attempt of a course is counted in your GPA. If you earn an acceptable CLEP score in a course where a "D" or "F" has been earned, the CLEP credit will be recorded and the "D" or "F" will no longer be computed in your GPA. No letter grade or quality points will be assigned.

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

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

1985-86 CLEP SCHEDULE

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 19, 1985</td>
<td>September 23, 1985</td>
</tr>
<tr>
<td>January 18, 1986</td>
<td>December 9, 1985</td>
</tr>
<tr>
<td>April 19, 1986</td>
<td>March 24, 1986</td>
</tr>
<tr>
<td>June 21, 1986</td>
<td>May 26, 1986</td>
</tr>
<tr>
<td>October 18, 1986</td>
<td>September 22, 1986</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>Natural Science</td>
<td>PSC 1515-APB 1120</td>
<td>6 Hrs.</td>
</tr>
</tbody>
</table>

Subject Examinations

<table>
<thead>
<tr>
<th>Subject</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 Geom</td>
<td>MAC 2311</td>
<td>5 Hrs.</td>
</tr>
<tr>
<td>College Algebra</td>
<td>MAC 1104</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>College French</td>
<td>FRE 1100-FRE 1101</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>College German</td>
<td>GER 1100-GER 1101</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>College Spanish</td>
<td>SPN 1100-SPN 1101</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>Educational Psychology</td>
<td>EDP 2002</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>English Literature</td>
<td>ENL 2013-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>Introductory Accounting</td>
<td>ACG 2001-ACG 2011</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>Introductory Introductory Accounting</td>
<td>ECO 2013</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>ECO 1023</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Introductory Micro-Economics</td>
<td>ECO 1023</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>SYG 2000</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Trigonometry</td>
<td>MAC 1114</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Western Civilization I</td>
<td>EUH 1000</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Western Civilization II</td>
<td>EUH 1001</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 $28.00.

*The following CLEP examinations do not include the Gordon Rule 6000 words writing requirement and therefore do not meet the Area 2 general education requirements for an AA degree:

General Examination in Humanities
HUM 2213-HUM 2230

American Literature - Subject Examination
AML 2010-AML 2022

English Literature - Subject Examination
ENL 2013-ENL 2023

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.

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 a professor. 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 professors and/or department chairmen. Formal applications are available in the departmental office responsible for the course. A non-refundable fee of ten dollars ($10.00) per student semester hour is charged in addition to the regular tuition for each independent study course in which you enroll. This is not covered under government grant programs but may be eligible by special permission under veterans programs.

LEARNING RESOURCES CENTER

The Learning Resources Center (a library, an audiovisual program, non-traditional learning spaces and activities and instructional development services) is people, facilities and all kinds of resources combined to meet the educational needs of students, faculty and administration.
The Learning Resources Centers at Valencia have a combined book collection of approximately 61,000 volumes. In addition, the campuses subscribe to more than 1,000 periodicals (newspapers, journals and magazines), have microforms numbering more than 45,000 items and maintain extensive vertical file holdings. The college has a collection of more than 3,600 audiovisual items for classroom use and group or individual study.

Qualified staff 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:
   Maximum fine per overdue item: $5.00
   Reserve Materials:
   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 skills, writing skills and mathematics skills. For more information, please contact the Counseling Office on either campus.

OFFICE OF MINORITY AFFAIRS

The Office of Minority Affairs provides a 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 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 professors; contact their 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.

**HANDICAPPED STUDENT SERVICES**

It is the philosophy of Valencia Community College that disabled students should be integrated as fully as possible into all aspects of college life in order to obtain maximum benefit from the educational experience. Please contact the Handicapped Student Services Office on either the East or West Campus, if you have a disability, visible or invisible, and feel that you can benefit from any of the services of the program.

Handicapped Student Services of the Office of Minority Affairs provides and coordinates support services for disabled students attending Valencia Community College in the following areas:

- mobility impaired
- speech and language impaired
- visually impaired
- hearing impaired
- health impaired
  - heart, epileptic, emotional and others
- learning disabled

A lengthy involvement in providing services to handicapped students has resulted in highly positive attitudes on behalf of the instructional, administrative and support personnel. The facilities are essentially barrier-free, resulting from the college's long commitment to remove such barriers. The services offered include:

- counseling (career, academic, personal)
- early registration
- special orientation
- liaison assistance with agencies and other college personnel
- tutoring, readers, scribes, notetakers and special testing
- technical assistance with program and instructional modification
- Apollo Laser and talking computers
- sensitizing and awareness seminars and workshops

**NOTE:** The college does not provide personal attendant care.

The location of Handicapped Student Services are:

**WEST CAMPUS**
Office - Building 2
Room 245
Phone-299-5000 x 1523
TTY - 298-7032

**EAST CAMPUS**
Office - Building 1
Room 333
Phone-299-5000 x 2220
TTY - 277-0238

**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**

**Sessions 1 and 2**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 a.m. to 7:00 p.m.</td>
<td>Monday-Thursday</td>
</tr>
<tr>
<td>7:30 a.m. to 4:30 p.m.</td>
<td>Friday</td>
</tr>
</tbody>
</table>

**Special Hours**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 a.m. to 9:00 p.m.</td>
<td>Monday-Thursday (first two weeks)</td>
</tr>
<tr>
<td>8:00 a.m. to noon</td>
<td>first Saturday of classes</td>
</tr>
</tbody>
</table>

**Session 3**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 a.m. to 7:00 p.m.</td>
<td>Monday-Thursday</td>
</tr>
<tr>
<td>7:30 a.m. to 4:30 p.m.</td>
<td>Friday</td>
</tr>
</tbody>
</table>

**Special Hours**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 a.m. to 9:00 p.m.</td>
<td>Monday-Thursday (first week)</td>
</tr>
</tbody>
</table>

**Session 4**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:30 p.m. to 7:00 p.m.</td>
<td>Monday-Thursday (second week)</td>
</tr>
</tbody>
</table>

Nightingale (after 5:00 p.m.) to West Campus Bookstore: Call 298-5007.

Hours subject to change.

**Purchase of Books**

In most cases you should buy your books and supplies at the time you register. This will help to prevent the long lines that form on the opening day of classes. New and some used books are available and priced as fairly as possible. If for any reason you feel you may drop the class or if you do not know who your professor 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 299-5000. Charges* are:

Cleaning (students, employees, and alumni) .......... $4.00
Cleaning (general public) ....................... 5.00
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 (AACS).............. East and West
Amateur Radio Club .................................. West
Baptist Campus Ministry (BCM) .................. West
Cabin Fever Quilters ................................. West
Circle K ............................................. East
Entertainment Advisory Board .................... West
Fellowship of Christian Athletes .................. East
Florida Student Leaders of America (F-State) ........ West
Florida Nursing Student Assn. (FNSA) .......... West
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
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 PRC 201 or by calling 299-5000.

AREAS OF CONCERN TO STUDENTS

Public Transportation

Tri County Transit 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 acquiring or supervision of housing for students.

Lost and Found

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

Mail

You should provide correspondents with your correct mailing address. Mail addressed to you at the college 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. All motor vehicles operated by students in connection with attendance or employment at Valencia Community College must display a current parking decal. Failure to park in assigned parking areas will result in a parking fine.

Types of Parking Fines

<table>
<thead>
<tr>
<th>Type of Violation</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Improper parking in spaces designated “handicapped only” or ramp</td>
<td>$10.00</td>
</tr>
<tr>
<td>2. Parking in designated fire lanes, curb area, wood areas, grass areas or visitor’s area</td>
<td>$5.00</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 fifteen (15) calendar days will result in fines being doubled. A hold on your records will be maintained until the fine is paid.

Bicycles shall not be ridden on the sidewalks between or around the buildings. All bicycles shall be walked from the parking lot areas to the approved parking areas.

Bicycles found parked in any area other than the approved bicycle parking rack may be impounded and taken to the security area until claimed by the owner or operator. A citation may be issued to the operator or owner of a bicycle if parked in violation.

Skateboards, roller skates or other roller equipped means of transportation will not be allowed on the sidewalks between or around the buildings, except when hand carried.
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 noncredit 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 dental hygiene, nursing, medical laboratory technology, paramedic technology and respiratory therapy.

University Parallel Programs
At Valencia

Accounting
Agriculture
Allied Legal Services
Architecture
Art
Art Education
Astronomy
Biology (Botany, Zoology, Microbiology)
Biology Education
Building Construction
Business Administration
Business Education
Chemistry
Chemistry Education
Communications
Computer Science (Business)
Computer Science (Scientific)

Criminal Justice
Dentistry
Dietetics and Nutrition
Drama
Ecology and Environment
Economics
Education
Engineering
Engineering Technology
English and English Education
Fashion Design and Merchandising
Fire Technology
Forestry and Wildlife Ecology
French
Geology

German
History
Home Economics
Humanities
International Business
Interior Design
Journalism
Landscape Architecture
Law
Library Science
Marketing
Mathematics
Mathematics Education
Medical Technology
Medicine
Meteorology
Music
Music Education
Nursing
Occupational Therapy

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

NOTE: The above list is not 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 sixty (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 fifteen (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 forty (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).

**COLLEGE PREPARATORY CREDIT LIMITATION**

College preparatory courses help students attain basic skills in reading, writing, and mathematics so that students have a better chance at success in college-level courses. Effective July 1, 1985, Florida Statute Sec. 240.117 determined that college preparatory courses may not be counted towards fulfilling the number of credits required for a degree. The following courses may be designated as college preparatory courses. During your initial advising session before registering for courses, a counselor or academic advisor will clarify which courses have been designated as college preparatory.

**English and Speech**

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**

MAT 0013 Introductory Mathematics
MAT 1024 Elementary Algebra

**Reading**

REA 1105 Reading Skills I
ESL 1221 intermediate English Reading I
ESL 1321 intermediate English Reading II

**English and Mathematics Requirements for the Associate in Arts Degree**

In December 1981, the State Board of Education approved Rule 6A-10.30. This new rule requires that any new student enrolling in a public postsecondary institution after October 15, 1982, must complete successfully twelve (12) credit hours of English coursework in which the student is required to demonstrate written skills and six (6) credit hours of mathematics coursework at the level of college algebra or higher. These courses in English and mathematics must be completed successfully prior to the receipt of an Associate in Arts degree from a public community college or university and prior to entry into the upper division of a public university as provided in the rule.

Students entering Valencia after October 15, 1982, as first-time college students will meet the writing and mathematics requirements specified in Rule 6A10.30 by completing the General Education requirements in Areas 1, 2 and 3 or by completing the Area 3 mathematics requirements and the interdisciplinary Studies program.

**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 requirements 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 the general educational requirements be indicated on your student record.

**ASSOCIATE IN ARTS DEGREE COURSE SEQUENCE**

(See General Education listing for specific courses)

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Area</th>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>ENC 1101 Freshman Composition I  or ENC 1121 Honors Freshman Composition I (If mandated, ENC 1001, ENC 1002, and/or REA 1105 must be completed before taking ENC 1101 or 1121.)</td>
<td>3</td>
</tr>
<tr>
<td>2.</td>
<td>Humanities Course</td>
<td>3</td>
</tr>
<tr>
<td>3.</td>
<td>College-level Mathematics Course (If mandated, MAT. 0013, MAT 1024, and/or MAT 1033 must be completed before taking college level mathematics.)</td>
<td>3</td>
</tr>
<tr>
<td>4.</td>
<td>Natural and Physical Science Course</td>
<td>3</td>
</tr>
<tr>
<td>5.</td>
<td>Social Science Course (POS.1041 required) Major and/or Elective Course</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Major and/or Elective Course</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>21</strong></td>
</tr>
</tbody>
</table>
### INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Area 1</th>
<th>ENC 1102 Freshman Composition II or ENC 1122 Honors Freshman Composition II</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area 2</td>
<td>Humanities Course</td>
<td>3</td>
</tr>
<tr>
<td>Area 3</td>
<td>College-level Mathematics Course</td>
<td>3</td>
</tr>
<tr>
<td>Area 4</td>
<td>Natural and Physical Science Course</td>
<td>3</td>
</tr>
<tr>
<td>Area 5</td>
<td>Social Science Course</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Major and/or Elective Course</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Major and/or Elective Course</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL** 21

### ADVANCED COURSES

<table>
<thead>
<tr>
<th>Area 1</th>
<th>SPC 1600 Fundamentals of Speech</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area 2</td>
<td>Major and/or Elective Course</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Major and/or Elective Course</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Major and/or Elective Course</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL** 18

**60**

### GENERAL EDUCATION REQUIREMENTS FOR ALL AA DEGREE PROGRAMS

**Area 1. Communications**

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

<table>
<thead>
<tr>
<th>ENC 1101 or ENC 1121</th>
<th>Freshman Composition I - 3 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Honors Freshman Composition I - 3 credits</td>
</tr>
</tbody>
</table>

**Area 2. Humanities**

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

In meeting this requirement the student must:

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 and 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 History II - 3 credits
  - 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 1600 - 3 credits
  - ENL 2023: Survey in English Literature 1600 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 2050-2051: 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
  - SPN 2510: Introduction to Spanish Civilization - 3 credits
  - SPW 2100-2101: Introduction to Spanish Literature - 3 credits each
  - SPN 1170-2270: Overseas Study in Spanish Language and Culture I and II - 6 credits each
### Area 3. Mathematics

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC 1104</td>
<td>College Algebra - 3 credits</td>
</tr>
<tr>
<td>MAC 1114</td>
<td>College Trigonometry - 3 credits</td>
</tr>
<tr>
<td>MAC 1132</td>
<td>College Algebra and Trigonometry - 4 credits</td>
</tr>
<tr>
<td>MAC 2233</td>
<td>Calculus for Business and Social Science - 3 credits</td>
</tr>
<tr>
<td>MAC 2311</td>
<td>Calculus with Analytic Geometry I - 5 credits</td>
</tr>
<tr>
<td>MAC 2312</td>
<td>Calculus with Analytic Geometry II - 5 credits</td>
</tr>
<tr>
<td>MAC 2313</td>
<td>Calculus with Analytic Geometry III - 5 credits</td>
</tr>
<tr>
<td>MAP 2302</td>
<td>Differential Equations - 3 credits</td>
</tr>
<tr>
<td>MAS 2103</td>
<td>Introduction to Matrices - 3 credits</td>
</tr>
<tr>
<td>MAS 2301</td>
<td>Introduction to Modern Algebra - 3 credits</td>
</tr>
<tr>
<td>MGF 2202</td>
<td>College Mathematics - 3 credits</td>
</tr>
</tbody>
</table>

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

### Area 4. Natural and Physical Sciences

**Required Courses** — A minimum of 6 semester hours of credit.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>APB 1120</td>
<td>Man and Environment I - 3 credits</td>
</tr>
<tr>
<td>APB 1150</td>
<td>Biological Sciences - 3 credits</td>
</tr>
<tr>
<td>APB 1253</td>
<td>Biology of Human Sexuality - 3 credits</td>
</tr>
<tr>
<td>APB 2203C-2204C</td>
<td>Human Anatomy and Physiology - 4 credits each</td>
</tr>
<tr>
<td>AST 1002</td>
<td>Elementary Astronomy - 3 credits</td>
</tr>
<tr>
<td>BOT 2010C</td>
<td>Botany - 4 credits</td>
</tr>
<tr>
<td>BSC 1010C</td>
<td>Fundamentals of Biology - 4 credits each</td>
</tr>
<tr>
<td>BSC 2933</td>
<td>Selected Topics in Biology - 1-3 credits each</td>
</tr>
<tr>
<td>CHM 1020</td>
<td>Chemistry in Everyday Life - 3 credits</td>
</tr>
<tr>
<td>CHM 1034C</td>
<td>General Chemistry for Laboratory Technology - 6 credits</td>
</tr>
<tr>
<td>CHM 1040C</td>
<td>Introductory Chemistry - 4 credits each</td>
</tr>
<tr>
<td>CHM 1045</td>
<td>General Chemistry and Qualitative Analysis - 4 credits each</td>
</tr>
<tr>
<td>CHM 1045C</td>
<td>Analysis - 4 credits each</td>
</tr>
<tr>
<td>CHM 1200C</td>
<td>Introductory Organic and Biochemistry - 4 credits each</td>
</tr>
<tr>
<td>CHM 2120C</td>
<td>Quantitative Analysis - 4 credits each</td>
</tr>
<tr>
<td>CHM 2933</td>
<td>Special Topics in Chemistry - 1-3 credits each</td>
</tr>
<tr>
<td>CHM 2210-2211C</td>
<td>Organic Chemistry - 4 credits each per</td>
</tr>
<tr>
<td>GLY 1000</td>
<td>Earth Sciences - 3 credits</td>
</tr>
<tr>
<td>GLY 2010C</td>
<td>Physical Geology - 4 credits</td>
</tr>
<tr>
<td>GLY 2100</td>
<td>Historical Geology - 3 credits</td>
</tr>
<tr>
<td>MCB 2010C</td>
<td>Microbiology - 4 credits</td>
</tr>
<tr>
<td>OCB 2003</td>
<td>Marine Biology - 4 credits</td>
</tr>
<tr>
<td>PCB 2303</td>
<td>Aquatic Biology - 3 credits</td>
</tr>
<tr>
<td>PHY 1001C</td>
<td>Applied Physics - 4 credits</td>
</tr>
<tr>
<td>PHY 1053-1054C</td>
<td>Introductory Physics - 4 credits each per</td>
</tr>
<tr>
<td>PHY 2048-2049C</td>
<td>General Physics with Calculus - 4 credits each</td>
</tr>
<tr>
<td>PHY 2936</td>
<td>Special Topics in Physics - 1-3 credits each</td>
</tr>
<tr>
<td>PSC 1515</td>
<td>Energy: Past, Present and Future - 3 credits</td>
</tr>
<tr>
<td>PSC 2121</td>
<td>Selected Topics in Physical Science - 1-3 credits each</td>
</tr>
<tr>
<td>ZOO 2013C</td>
<td>General Zoology - 4 credits</td>
</tr>
<tr>
<td>ZOO 2303C</td>
<td>Vertebrate Zoology - 4 credits</td>
</tr>
</tbody>
</table>
Area 5. Social Sciences

**Required Courses** — A minimum of 6 semester hours of credit:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>plus one of the following courses:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AFA 2150</td>
<td>Afro-American History and</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Culture</td>
<td></td>
</tr>
<tr>
<td>AMH 2010-</td>
<td>United States History</td>
<td>3</td>
</tr>
<tr>
<td>2020</td>
<td>credits each</td>
<td></td>
</tr>
<tr>
<td>ANT 2000</td>
<td>Introduction to Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(or both ECO 1023 and ECO 2013)</td>
<td></td>
</tr>
<tr>
<td>FUH 1000-1001</td>
<td>Western Civilization</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>credits each</td>
<td></td>
</tr>
<tr>
<td>HIS 2206</td>
<td>Recent and Contemporary History</td>
<td>3</td>
</tr>
<tr>
<td>INR 2002</td>
<td>International Politics</td>
<td>3</td>
</tr>
<tr>
<td>POS 2112</td>
<td>State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PUP 1002</td>
<td>U.S. Government II</td>
<td>3</td>
</tr>
<tr>
<td>SYG 2000</td>
<td>Introductory Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

**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 of general education requirements are POS 1041, U.S. Government I, 6 hours of Mathematics (see requirements for Area 3) and SPC 1600, Fundamentals of Speech.

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 6-hour courses taught during Sessions 1 and 2 of each academic year. These courses are:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDS 1101</td>
<td>Interdisciplinary Studies in General Education I</td>
<td>6</td>
</tr>
<tr>
<td>IDS 1102</td>
<td>Interdisciplinary Studies in General Education II</td>
<td>6</td>
</tr>
<tr>
<td>IDS 2103</td>
<td>Interdisciplinary Studies in General Education III</td>
<td>6</td>
</tr>
<tr>
<td>IDS 2104</td>
<td>Interdisciplinary Studies in General Education IV</td>
<td>6</td>
</tr>
</tbody>
</table>

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 can withdraw from the program without loss of credit and new students who qualify may enter the program at the beginning of any semester. The following table of equivalencies indicates how credit is distributed within the IDS Program:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDS 1101</td>
<td>English Composition I (3 credits - 6000 words)</td>
<td></td>
</tr>
<tr>
<td>IDS 1102</td>
<td>Humanities (3 credits - 6000 words)</td>
<td></td>
</tr>
<tr>
<td>IDS 2103</td>
<td>Humanities (3 credits - 6000 words)</td>
<td></td>
</tr>
<tr>
<td>IDS 2104</td>
<td>English Composition II (3 credits - 6000 words)</td>
<td></td>
</tr>
<tr>
<td>IDS 1102</td>
<td>Humanities (3 credits)</td>
<td></td>
</tr>
<tr>
<td>IDS 2103</td>
<td>Humanities (3 credits)</td>
<td></td>
</tr>
<tr>
<td>IDS 2104</td>
<td>English Composition II (3 credits)</td>
<td></td>
</tr>
<tr>
<td>IDS 1102</td>
<td>Humanities (3 credits)</td>
<td></td>
</tr>
<tr>
<td>IDS 2103</td>
<td>Humanities (3 credits)</td>
<td></td>
</tr>
<tr>
<td>IDS 2104</td>
<td>English Composition II (3 credits)</td>
<td></td>
</tr>
</tbody>
</table>

57
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 the 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.

All Associate in Science degree programs include a minimum of 15 credits in general education, the core component to include a minimum of 3 credits in communication and a minimum of 3 credits in computation/mathematics.

1. Communication - may include composition, technical communication, business communication or other courses in the communication area. Written communication shall be included.

2. Computation/Mathematics - may include courses in the mathematics area, business mathematics or applied mathematics within individual disciplines.

Remaining credits in the core may be taken from 2 or more of the following components:

- Foreign Language
- Computer Instruction
- Humanities
- Communication
- Computation/Mathematics
- Fine Arts
- Natural Science
- Social Science

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.

COLLEGE PREPARATORY CREDIT LIMITATION

College preparatory courses help students attain basic skills in writing, reading and mathematics so that students have a better chance at success in college-level courses. In the spring of 1983, Florida Statute Sec. 240.117 determined that college preparatory courses may carry credit, but will not be applied toward an associate degree. The following courses may be designated as college preparatory courses. During your initial advising session before registering for courses, a counselor or academic advisor will clarify which courses have been designated as college preparatory.
ASSOCIATE IN SCIENCE

DEGREE PROGRAMS

Business - Accounting Option
Business - Finance Option
Business - Hospitality Management Option
Business - Management and Marketing Option
Construction Technology - Architectural and Building
Construction Technology Option
Construction Technology - Civil Technology Option
Criminal Justice
Data Processing
Dental Hygiene
Dietetic Technology
Drafting and Design Technology
Electronics Technology
Electronics Technology - Electromechanical Option
Electronics Technology - Hybrid Microelectronics Option
Electronics Technology - Laser/Electro-Optics Option
Fire Technology
Graphic Arts Technology - Illustrating Option
Graphic Arts Technology - Printing Management Option
Horticulture (Ornamental) - Certificate
International Business
Lawyer's Assistant
Medical Laboratory Technology
Nursing
Paramedic Technology
Pest Control Technology
Real Estate
Respiratory Therapy
Secretarial Science
Secretarial Science - Legal Secretary Option
Secretarial Science - Medical Secretary Option
Secretarial Science - Word/Information Processing System Option
Secretarial Science - Clerical Option (Certificate)
Surveying Technology
Theater/Entertainment Technology

BUSINESS - ACCOUNTING OPTION
Associate In Science

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

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2011</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>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 21

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2031</td>
<td>Accounting Theory</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>COG 1300</td>
<td>Introduction to Data</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1023</td>
<td>Principles of Economics -</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Micro Processing</td>
<td>3</td>
</tr>
<tr>
<td>SES 1335</td>
<td>Psychology in Business and</td>
<td>3</td>
</tr>
<tr>
<td>SES 1141</td>
<td>Industry Business Communications</td>
<td></td>
</tr>
<tr>
<td>HUM 1800</td>
<td>Keyboarding Skills</td>
<td>3</td>
</tr>
<tr>
<td>TAX 2000</td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Federal Income Tax</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 27

ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2360</td>
<td>Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2450</td>
<td>Accounting Information</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Systems</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Business Elective (choose</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>either</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ACG 2934, BAN 2700, BUL 2112, ECO 2013, MAN 2000, MAR 2101 or SES 1191)</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL 12

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.

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
</tbody>
</table>

**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>SES 1335</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1023</td>
<td>Principles of Economics-Micro</td>
<td>3</td>
</tr>
<tr>
<td>COC 1300</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>HUM</td>
<td>Humanities elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**ADVANCED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2011</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Economics-Macro</td>
<td>3</td>
</tr>
<tr>
<td>FIN 2250</td>
<td>Money and Banking</td>
<td>3</td>
</tr>
<tr>
<td>BAN 2700</td>
<td>Principles of Finance</td>
<td>3</td>
</tr>
<tr>
<td>BAN 2800</td>
<td>Credit Laws and Regulations</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 60

*Students are encouraged to supplement the above and enroll in one or more courses: SES 1141 Keyboarding Skills, TAX 2000 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>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>COC 1300</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>HFT 1000</td>
<td>Introduction to the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>FSS 2250</td>
<td>Quantity Food Production and Food Management</td>
<td>3</td>
</tr>
</tbody>
</table>
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 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>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 Business</td>
<td>3</td>
</tr>
<tr>
<td>COC 1300</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>SES 1141</td>
<td>Keyboarding Skills</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours: 21**

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>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>
</tr>
<tr>
<td>ACG 2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>SES 1335</td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2112</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2011</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 2549</td>
<td>Business/Data Processing and/or Foreign Language</td>
<td>6</td>
</tr>
<tr>
<td>MAR 2549</td>
<td>Cooperative Education or Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours: 24**

ADVANCED COURSES

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

**Total Credit Hours: 21-22**

CORE SUBJECTS

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC 2122C</td>
<td>Architectural Drawing II (Steel Structures)**</td>
<td>4</td>
</tr>
<tr>
<td>ARC 2154C</td>
<td>Architectural Drawing III (Concrete Structures)**</td>
<td>4</td>
</tr>
<tr>
<td>BCN 2405C</td>
<td>Statics and Strength of Materials</td>
<td>4</td>
</tr>
<tr>
<td>BCN 2516</td>
<td>Building Construction Estimating</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1114</td>
<td>College Trigonometry or</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1322</td>
<td>Technical Mathematics II</td>
<td>3</td>
</tr>
<tr>
<td>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>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credit Hours: 50-51**

RECOMMENDED ELECTIVES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAX 2000</td>
<td>Federal Income Tax</td>
<td>3</td>
</tr>
<tr>
<td>REE 1000</td>
<td>Real Estate, P &amp; PI</td>
<td>3</td>
</tr>
<tr>
<td>BAN 2700</td>
<td>Principles of Finance</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2151</td>
<td>Retailing</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2302</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1040</td>
<td>Consumer Economics</td>
<td>3</td>
</tr>
<tr>
<td>STA 2014</td>
<td>Statistics</td>
<td>3</td>
</tr>
<tr>
<td>SPN 1000</td>
<td>Basic Spanish</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2100</td>
<td>Supervision of Personnel</td>
<td>3</td>
</tr>
<tr>
<td>MAN 1800</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>MKA 1402</td>
<td>Fashion Merchandising</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2360</td>
<td>Cost Accounting</td>
<td>3</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.
ADVANCED SPECIALIZED COURSES

Architecture and Building Construction Technology Option

ARC 2033C   Architectural Design     4
BCN 1705   Contracts, Codes, Specifications and Office Practice  3
BCN 1721   Construction Planning and Control  3
BCN 2021   Advanced Construction Methods and Applications  3
BCN 2563   Building Service Systems  4

Total 17

Civil Technology Option

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

Total 17

RECOMMENDED ELECTIVES

*Students shall select one recommended elective from this list.

GRA 2745C   Pictorial Rendering  3
BCN 2949   Cooperative Education: Building Construction Field Experience  3-4
COC 1300   Introduction to Data Processing  3
COP 1110   Fortran Programming  3
GEB 1011   Introduction to Business  3
INP 1301   Psychology in Business and Industry  3
POS 1041   U.S. Government I  3

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

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

CRIMINAL JUSTICE

Associate in Science

The program is designed to familiarize students with the entire criminal justice system.

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

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>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>Criminology</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1020</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>INP 1131</td>
<td>Applied Psychology for Criminal Justice Personnel</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 21

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1210</td>
<td>Technical 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 2810</td>
<td>Crime Control and Prevention</td>
<td>3</td>
</tr>
<tr>
<td>PHI 1100</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>
</tbody>
</table>

Total 21

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 2812</td>
<td>Commercial/Retail Loss Prevention</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2330</td>
<td>Probation and Parole</td>
<td>3</td>
</tr>
<tr>
<td>CJT 2100</td>
<td>Criminal Investigation II</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2930</td>
<td>Selected Topics or Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 18

Persons who have previously completed the Florida Basic Law Enforcement or Corrections Standards courses are eligible to receive 9 credit hours toward the AS degree in Criminal Justice.

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>
<td>3</td>
</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>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 1141</td>
<td>Keyboarding Skills</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 21

**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 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 2226</td>
<td>COBOL Programming I</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>
<td>3</td>
</tr>
<tr>
<td>ECO 1000</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 21

**ADVANCED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP 2120</td>
<td>COBOL Programming II and Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2321</td>
<td>Data Systems Analysis</td>
<td>3</td>
</tr>
<tr>
<td>CRM 2121</td>
<td>Data Processing Management</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2011</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Electives**</td>
<td>6</td>
</tr>
</tbody>
</table>

Total: 63

*Students may select electives from the following: business/data processing; humanities; foreign language.

**Principles of Economics ECO 1023 may be substituted for Basic Economics ECO 1000.

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

**DENTAL HYGIENE**

Associate in Science

This program is 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 be eligible to 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 or graduation requirement.

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

Students will be allowed to petition one time.

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

**FRESHMAN YEAR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</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</td>
<td></td>
</tr>
<tr>
<td>APB 2204C</td>
<td>Physiology I and II</td>
<td>8</td>
</tr>
<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 1600</td>
<td>Tooth Morphology and Nomenclature</td>
<td>2</td>
</tr>
<tr>
<td>DES 1010</td>
<td>Head and Neck Anatomy</td>
<td>1</td>
</tr>
<tr>
<td>DEH 1000C</td>
<td>Clinical Dental Hygiene I</td>
<td>4</td>
</tr>
<tr>
<td>DEH 1220C</td>
<td>Dental Radiography</td>
<td>3</td>
</tr>
<tr>
<td>DEH 1030</td>
<td>General and Oral Histology</td>
<td>2</td>
</tr>
<tr>
<td>DEH 1800C</td>
<td>Clinical Dental Hygiene II</td>
<td>4</td>
</tr>
<tr>
<td>DEH 2530C</td>
<td>Clinical Dental Hygiene III</td>
<td>2</td>
</tr>
<tr>
<td>DEH 1820L</td>
<td>Clinical Health Hygiene Practice III</td>
<td>1</td>
</tr>
<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>DEH 2700</td>
<td>Dental Health Education</td>
<td>2</td>
</tr>
<tr>
<td>DEH 2050</td>
<td>Pharmacology</td>
<td>2</td>
</tr>
</tbody>
</table>

Total: 44

**SOPHOMORE YEAR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUN 1001</td>
<td>Fundamentals of Nutrition</td>
<td>3</td>
</tr>
<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>
<td>2</td>
</tr>
<tr>
<td>DEH 2804L</td>
<td>Clinical Dental Hygiene Practice IV</td>
<td>3</td>
</tr>
<tr>
<td>DEH 2602</td>
<td>Periodontics</td>
<td>2</td>
</tr>
<tr>
<td>DES 2100C</td>
<td>Dental Materials</td>
<td>3</td>
</tr>
<tr>
<td>DEH 2701</td>
<td>Dental Public Health and Preventive Dentistry</td>
<td>2</td>
</tr>
<tr>
<td>DEH 2504</td>
<td>Dental Specialties</td>
<td>1</td>
</tr>
<tr>
<td>DEH 2806</td>
<td>Clinical Dental Hygiene V</td>
<td>2</td>
</tr>
<tr>
<td>DEH 2806L</td>
<td>Clinical Dental Hygiene Practice V</td>
<td>3</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: 30

**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>Nutrition I</td>
<td>3</td>
</tr>
<tr>
<td>DIE 1270L</td>
<td>Nutrition Clinical</td>
<td>1</td>
</tr>
<tr>
<td>FSS 1202C</td>
<td>Principles of Food</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1024</td>
<td>Elementary Algebra</td>
<td>3</td>
</tr>
<tr>
<td>HUN 1290</td>
<td>Nutrition II</td>
<td>3</td>
</tr>
<tr>
<td>DIE 1271L</td>
<td>Diet Therapy</td>
<td>2</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>FOS 2201</td>
<td>Sanitation and Safety</td>
<td>2</td>
</tr>
<tr>
<td>FSS 1001</td>
<td>Introduction to Food Service Management</td>
<td>3</td>
</tr>
<tr>
<td>DIE 1003</td>
<td>Health Field I</td>
<td>1</td>
</tr>
<tr>
<td>DIE 1300</td>
<td>Health Field II</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total:** 25

### INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIE 1412</td>
<td>Nutrition III</td>
<td>3</td>
</tr>
<tr>
<td>DIE 2272L</td>
<td>Nutrition Counseling and Education</td>
<td>3</td>
</tr>
<tr>
<td>DIE 2100</td>
<td>Health Care Delivery Systems</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1300</td>
<td>Informal Communication or Systems</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>EDP 2002</td>
<td>Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SYG 2000</td>
<td>Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td><em>Elective</em></td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 21

### ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSS 2221</td>
<td>Quantity Food Preparation</td>
<td>3</td>
</tr>
<tr>
<td>HUN 1401</td>
<td>Nutrition IV - Application of Diet in Disease</td>
<td>3</td>
</tr>
<tr>
<td>DIE 2273L</td>
<td>Nutrition Clinical Practice IV</td>
<td>4</td>
</tr>
<tr>
<td>DIE 2500</td>
<td>Dietetic Seminar</td>
<td>1</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 60

*Recommended Electives

APB 1190C | Introduction to Human Anatomy and Physiology
BSC 1010C | Fundamentals of Biology
APB 1150 | Biological Sciences
CHM 1040C | Introduction to General Chemistry
APB 1390 | Medical Terminology
MCB 2010C | Microbiology

### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COC 1300</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>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>
</tr>
<tr>
<td>MAC 1104</td>
<td>or College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1053C</td>
<td>Introductory Physics I</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total:** 16

### INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>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>
<td>3</td>
</tr>
<tr>
<td>MTB 1304</td>
<td>Modern Computational Methods</td>
<td>2</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>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td><em>Elective</em></td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 33

### ADVANCED COURSES

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

**Total:** 61-63

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

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

**ELECTRONICS TECHNOLOGY**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETE 2144C</td>
<td>Electronic Circuits II</td>
<td></td>
</tr>
<tr>
<td>ETE 2169C</td>
<td>Electronic Trouble-Shooting Techniques</td>
<td></td>
</tr>
<tr>
<td>ETE 2423C</td>
<td>Electronic Communication Systems II</td>
<td></td>
</tr>
<tr>
<td>ETE 2680C</td>
<td>Fundamentals of Micro-computers</td>
<td></td>
</tr>
<tr>
<td>ETE 2692C</td>
<td>Computer Systems Fundamentals</td>
<td></td>
</tr>
<tr>
<td>ETE 2930</td>
<td>Selected Topics</td>
<td>2-6</td>
</tr>
</tbody>
</table>

**Total**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>21-25</td>
</tr>
</tbody>
</table>

**ELECTROMECHANICAL OPTION**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRM 2010</td>
<td>Input Devices</td>
<td>4</td>
</tr>
<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>
<td>4</td>
</tr>
</tbody>
</table>

**Total**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>20</td>
</tr>
</tbody>
</table>

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

**HYBRID MICROELECTRONICS OPTION**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETE 1790</td>
<td>Introduction to Hybrid Microelectronics</td>
<td></td>
</tr>
<tr>
<td>ETE 2755C</td>
<td>Microelectronics Drafting</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2574C</td>
<td>Photolithography</td>
<td>3</td>
</tr>
<tr>
<td>ETE 2761C</td>
<td>Microelectronics Materials and Equipment I</td>
<td></td>
</tr>
<tr>
<td>ETE 2762C</td>
<td>Microelectronics Materials and Equipment II</td>
<td></td>
</tr>
<tr>
<td>ETE 2766C</td>
<td>Microelectronics Packaging</td>
<td>3</td>
</tr>
<tr>
<td>ETE 2768C</td>
<td>Microelectronics Circuit Fabrication</td>
<td>3</td>
</tr>
<tr>
<td>ETE 2770C</td>
<td>Quality Assurance and Reliability Testing</td>
<td></td>
</tr>
</tbody>
</table>

**Total**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>26</td>
</tr>
</tbody>
</table>

**LASER/ELECTRO-OPTICS OPTION**

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<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>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>
</tr>
</tbody>
</table>

**Total**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>71</td>
</tr>
</tbody>
</table>

**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD 2643C</td>
<td>Electromechanical Drafting</td>
<td>4</td>
</tr>
<tr>
<td>EET 1015C</td>
<td>Fundamentals of DC Circuits</td>
<td>3</td>
</tr>
<tr>
<td>EET 1025C</td>
<td>Fundamentals of AC Circuits</td>
<td>3</td>
</tr>
<tr>
<td>ETE 1143C</td>
<td>Electronic 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</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>25</td>
</tr>
</tbody>
</table>

**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 1015C</td>
<td>Fundamentals of DC Circuits</td>
<td>3</td>
</tr>
<tr>
<td>EET 1025C</td>
<td>Fundamentals of AC Circuits</td>
<td>3</td>
</tr>
<tr>
<td>ETE 1143C</td>
<td>Electronic Circuits I</td>
<td>4</td>
</tr>
<tr>
<td>ETE 2444C</td>
<td>Electronic Circuits II</td>
<td>4</td>
</tr>
<tr>
<td>ETE 2691C</td>
<td>Digital Techniques</td>
<td>4</td>
</tr>
<tr>
<td>ETE 2169C</td>
<td>Electronic Trouble-Shooting Techniques</td>
<td>4</td>
</tr>
<tr>
<td>ETM 2680C</td>
<td>Fundamentals of Micro-computers</td>
<td></td>
</tr>
</tbody>
</table>

**Total**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>25</td>
</tr>
</tbody>
</table>
LASER/ELECTRO-OPTIC OPTION

EST 2201C Fundamentals of Laser Systems 4
EST 2221C Optical Components and Instruments 4
EST 2231C Gas Lasers 4
EST 2232C Gas State Lasers 4
EST 2252C Laser Application Designs 3
EST 2251C Selected Laser Topics 2-4

Total 66-68

RECOMMENDED ELECTIVES/
SUPPLEMENTAL COURSES

CAP 2201 Scientific Program Applications 3
INP 1301 Psychology in Business and Industry 3
MTB 1304 Modern Computational Methods 2
STD 1151 Career Development 2

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

FOUNDATION COURSES

Course Title Credit Hours
EMS 1114 Fundamentals of Emergency Medical Technology** 4
EMS 1115 Fundamentals of Emergency Medical Technology Practice** 2
ENC 1101 Medical Terminology for Emergency Care 2
EMS 1332 Medical Ethics 2
PSY 1012 General Psychology 3
EMS 1431 Emergency Medical Techni-
cian Clinical Practicum** 4

Total 20

INTERMEDIATE COURSES

APB 2203C Human Anatomy and Physiology I* 4
APB 2204C Human Anatomy and Physiology II* 4
ENC 1210 Technical Communication 3
EMS 1341 Extrication/Rescue 3
POS 1041 U.S. Government I 3

Total 17

ADVANCED COURSES

EMS 1012 Dosage Calculation/Pharmacology 3
EMS 2219 Hospital Clinical Practice 4
EMS 2219L Paramedic I 5
EMS 2229 Field Internship Prac-
ticum** 4
EMS 2229L Humanities Elective 3

Total 30

EMS CERTIFICATE PROGRAM

EMS 1114 Fundamentals of EMT (Basic EMT) 4
EMS 1115 Fundamentals of EMT Practice (EMT State Board) 2
EMS 1431 EMT Clinical Practicum 4
EMS 1332 Medical Ethics 2
APB 1190C Basic Anatomy and Physiology 4
EMS 2219 Paramedic I 4
EMS 2219L Hospital Clinical Practicum 5
EMS 1012 Dosage Calculation/Pharma-
cology 3
EMS 1341 Extrication/Rescue 3
EMS 2229 Paramedic II 4
EMS 2229L Field Internship Paramedic (Paramedic State Board) 5

Total 40

** Has prerequisites/corequisite

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

EMERGENCY MEDICAL SERVICES

EMT/PARAMEDIC TECHNOLOGY

Associate in Science

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

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

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

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

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

Students will be allowed to petition no more than one time.

Requirements and further information about admission to this program can be found in the admissions and records section of this catalog.
FIRE TECHNOLOGY
Associate In Science

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

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and industry</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1024</td>
<td>Elementary Algebra</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1000</td>
<td>Introduction to Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1131</td>
<td>Company Officer Leadership*</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
</tbody>
</table>

21

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2150</td>
<td>Methods &amp; Techniques of Instruction*</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1410</td>
<td>Fire Fighting Strategy and Tactics*</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1040C</td>
<td>Introduction to General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>SYG 2000</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2500</td>
<td>Hazardous Materials I*</td>
<td>3</td>
</tr>
</tbody>
</table>

25

ADVANCED COURSES

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

15

Total | 61

*Courses required for state Fire Department Officer Certification.

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

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

GRAPHIC ARTS TECHNOLOGY WITH OPTIONS IN ILLUSTRATING AND PRINTING MANAGEMENT
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 processes 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1201C</td>
<td>Design I</td>
<td>3</td>
</tr>
<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 Communications*</td>
<td>3</td>
</tr>
<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 Industry</td>
<td>3</td>
</tr>
<tr>
<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>
</tr>
<tr>
<td>PHY 1053C</td>
<td>Introductory Physics I</td>
<td>4</td>
</tr>
</tbody>
</table>

26

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

17-19
### ADVANCED COURSES

<table>
<thead>
<tr>
<th>Option</th>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ILLUSTRATING</td>
<td>ETD 1100C</td>
<td>Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>GRA 2740C</td>
<td>Graphical Presentations</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>GRA 2743C</td>
<td>Illustrating</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>GRA 2745C</td>
<td>Pictorial Rendering</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRINTING MANAGEMENT</th>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPTION</td>
<td>COC 1300</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>GRA 2571C</td>
<td>Photolithography</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>GRA 2635C</td>
<td>Graphic Reproduction Processes*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>GRA 2706C</td>
<td>Graphic Arts Estimating</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUGGESTED ELECTIVES</th>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ART 1301</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ART 2600C</td>
<td>Photography I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>JOU 1420L</td>
<td>College Newspaper</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>JOU 2200</td>
<td>Editing and Makeup</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MAR 2302</td>
<td>Advertising</td>
<td>3</td>
</tr>
</tbody>
</table>

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

### HORTICULTURE (ORNAMENTAL)

**Associate in Science**

This program is designed to provide the necessary skills for individuals desiring employment in the field of ornamental horticulture. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

#### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>HOS 1010C</td>
<td>Introduction to Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1521C</td>
<td>Ornamental Plant Materials I</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1522C</td>
<td>Ornamental Plant Materials II</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1858C</td>
<td>Ornamental Plant Maintenance</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>19</td>
</tr>
</tbody>
</table>

#### 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORH 1011C</td>
<td>Landscaping Design and</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Implementation</td>
<td></td>
</tr>
<tr>
<td>ORH 1012C</td>
<td>Interiorscaping Design and</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Maintenance</td>
<td></td>
</tr>
<tr>
<td>HOS 2004C</td>
<td>Plant Propagation</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>SOS 2102C</td>
<td>Soils and Fertilizers</td>
<td>3</td>
</tr>
<tr>
<td>ENY 1007C</td>
<td>Principles of Entomology</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>21</td>
</tr>
</tbody>
</table>
### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 1014</td>
<td>Introduction to International Business</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1700</td>
<td>Cross Cultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>Foreign Language</td>
<td>3</td>
</tr>
<tr>
<td>SES 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>GEB 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>SES 1141</td>
<td>Keyboarding Skills</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1000 or</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1023 or</td>
<td>Principles of Economics-Micro</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Economics-Macro</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 30

### INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COC 1300</td>
<td>Foreign Language*</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>INP 1501</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ECS 2601</td>
<td>Economics of International Trade and Development</td>
<td>3</td>
</tr>
<tr>
<td>FIN 2612</td>
<td>International Banking and Finance</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2241</td>
<td>International Marketing and Distribution</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 27

### ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>INR 2002</td>
<td>International Politics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Selected Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 6

### RECOMMENDED ELECTIVES

- Foreign Language
- Principles of Accounting II
- Principles of Management
- Graphical Presentations
- Fundamentals of Speech
- Introduction to Comparative Politics

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

### 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 or 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.

### 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>APB 2203C</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1045C</td>
<td>General Chemistry with Qualitative Analysis I</td>
<td>4</td>
</tr>
<tr>
<td>MLS 1000C</td>
<td>Introduction to MLT</td>
<td>1</td>
</tr>
<tr>
<td>MLS 1200C</td>
<td>Urinalysis</td>
<td>2</td>
</tr>
<tr>
<td>APB 2204C</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>MCB 2010C</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>MLS 1300C</td>
<td>Hematology</td>
<td>4</td>
</tr>
<tr>
<td>MLA 2510C</td>
<td>Serology/Immunology</td>
<td>2</td>
</tr>
<tr>
<td>MLS 2525C</td>
<td>Blood Bank Practicum</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total:** 30

### INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLS 1400C</td>
<td>Medical Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>MLS 2620C</td>
<td>Clinical Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>MLS 2807L</td>
<td>Blood Bank Practicum</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total:** 11

### ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLS 2600</td>
<td>Instrumentation</td>
<td>1</td>
</tr>
<tr>
<td>MLS 2809L</td>
<td>Hematology Practicum</td>
<td>5</td>
</tr>
<tr>
<td>MLS 2810L</td>
<td>Chemistry Practicum</td>
<td>5</td>
</tr>
<tr>
<td>MLS 2811L</td>
<td>Micro Practicum</td>
<td>5</td>
</tr>
<tr>
<td>MLS 2806L</td>
<td>Serology/Urinalysis</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Freshman Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 69

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 or 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>
</tr>
</thead>
<tbody>
<tr>
<td>APB 2203C</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>NUR 1022</td>
<td>Mathematics and Pharmacology for Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 1040C</td>
<td>Nursing I - Fundamentals</td>
<td>9</td>
</tr>
<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 22

### INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>APB 2204C</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>DEP 2003</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2250</td>
<td>Humanities - Twentieth Century or Freshman Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>MCB 2010C</td>
<td>Nursing II - Common</td>
<td>10</td>
</tr>
<tr>
<td>NUR 1200C</td>
<td>Nursing III - Complex</td>
<td>5</td>
</tr>
<tr>
<td>NUR 2251C</td>
<td>Responses to Illness</td>
<td>10</td>
</tr>
</tbody>
</table>

**Total:** 29

### ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 2130C</td>
<td>Nursing IV - Maternal</td>
<td>10</td>
</tr>
<tr>
<td>NUR 2310C</td>
<td>Child Health Nursing</td>
<td>5</td>
</tr>
<tr>
<td>NUR 2105C</td>
<td>Nursing V - Psychiatric/Mental Health Nursing</td>
<td>5</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>SYG 2000</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>NUU 2210</td>
<td>Leadership Theory</td>
<td>1</td>
</tr>
<tr>
<td>NUU 2943</td>
<td>Nursing VI - Clinical Practicum in Patient</td>
<td>5</td>
</tr>
<tr>
<td>Care Management</td>
<td></td>
<td>27</td>
</tr>
</tbody>
</table>

**Total:** 78
### LPN-RN Transition Track

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

### Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>APB 2203C</td>
<td>Human Anatomy &amp; Physiology*</td>
<td>4</td>
</tr>
<tr>
<td>APB 2204C</td>
<td>Human Anatomy &amp; Physiology II*</td>
<td>4</td>
</tr>
<tr>
<td>MCP 2010C</td>
<td>Microbiology*</td>
<td>4</td>
</tr>
<tr>
<td>PSY 1012</td>
<td>General Psychology*</td>
<td>3</td>
</tr>
<tr>
<td>DEP 2033</td>
<td>Developmental Psychology*</td>
<td>3</td>
</tr>
<tr>
<td>NUR 1054C</td>
<td>Transition</td>
<td>10</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SYG 2000</td>
<td>Introductory Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 34

### Intermediate Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 2251C</td>
<td>Nursing III Complex Responses to Illness</td>
<td>5</td>
</tr>
<tr>
<td>NUR 1055C</td>
<td>Transition Maternal Child Health</td>
<td>5</td>
</tr>
<tr>
<td>HUM 2250 or Humanities Twentieth Century or ENC 1102</td>
<td>Freshman Composition II</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 14

### Advanced Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 2310C</td>
<td>Nursing V - Psychiatric Nursing</td>
<td>5</td>
</tr>
<tr>
<td>NUR 2943C</td>
<td>Nursing VI - Clinical Practicum in Patient Care Management</td>
<td>5</td>
</tr>
<tr>
<td>NUU 2210</td>
<td>Leadership Theory</td>
<td>1</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 14

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

### Pest Control Technology

**Associate in Science**

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

### Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>APB 1120</td>
<td>Man and Environment or**</td>
<td>3</td>
</tr>
<tr>
<td>BSC 1010C</td>
<td>Fundamentals of Biology*</td>
<td>4</td>
</tr>
<tr>
<td>HOS 1010C</td>
<td>Introduction to Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>ENY 1002</td>
<td>Basic Entomology</td>
<td>3</td>
</tr>
<tr>
<td>ENY 1102</td>
<td>Insect Identification</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1020</td>
<td>Chemistry in Everyday</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1040C</td>
<td>Introduction to General Chemistry*</td>
<td>4</td>
</tr>
</tbody>
</table>

Total: 21–23

### Intermediate Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>APA 1111</td>
<td>Basic Accounting</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>ORH 2220C</td>
<td>Introduction to Lawn and Turfgrass Care and Management</td>
<td>3</td>
</tr>
<tr>
<td>ENY 1220</td>
<td>Pesticides</td>
<td>3</td>
</tr>
<tr>
<td>SOS 2102C</td>
<td>Soils and Fertilizers</td>
<td>4</td>
</tr>
</tbody>
</table>

Total: 19

### Advanced Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENY 2224</td>
<td>Household Pests and Their Control</td>
<td>4</td>
</tr>
<tr>
<td>ENY 2940</td>
<td>Field Service</td>
<td>2</td>
</tr>
<tr>
<td>ENY 2227</td>
<td>Wood Destroying Pests and Their Control</td>
<td>4</td>
</tr>
<tr>
<td>ENY 2011</td>
<td>Seminar: Pest Control</td>
<td>2</td>
</tr>
<tr>
<td>MAR 2101</td>
<td>Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td>ENY 2231</td>
<td>Law and Ornamental Pests and Their Control</td>
<td>2</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 20

* 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.
REAL ESTATE
Associate in Science

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

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>GEB 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>REE 1000</td>
<td>Real Estate Principles &amp; Practices</td>
<td>3</td>
</tr>
<tr>
<td>BUL 1303</td>
<td>Florida Real Estate Law</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business &amp; Industry</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECO 1023</td>
<td>Principles of Economics - Micro</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Economics - Macro</td>
<td></td>
</tr>
</tbody>
</table>

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SES 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>APA 1111</td>
<td>Basic Accounting</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACG 2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>REE 2200</td>
<td>Real Estate Finance I</td>
<td>3</td>
</tr>
<tr>
<td>REE 2100</td>
<td>Real Estate Appraising I</td>
<td>3</td>
</tr>
<tr>
<td>REE 1010</td>
<td>Housing and Home Ownership Elective</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RET 1024</td>
<td>Introduction to Respiratory Therapy</td>
<td>2</td>
</tr>
<tr>
<td>RET 1026</td>
<td>Basic Respiratory Equipment</td>
<td>3</td>
</tr>
<tr>
<td>APB 1650</td>
<td>Introduction to Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>APB 2263</td>
<td>Pulmonary Physiology</td>
<td>4</td>
</tr>
<tr>
<td>RET 1264</td>
<td>Advanced Respiratory Equip. &amp; Functions</td>
<td>4</td>
</tr>
<tr>
<td>RET 1874</td>
<td>Clinical Practice I</td>
<td>4</td>
</tr>
</tbody>
</table>

ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>REE 2205</td>
<td>Real Estate Finance II</td>
<td>3</td>
</tr>
<tr>
<td>REE 2101</td>
<td>Real Estate Appraising II</td>
<td>3</td>
</tr>
<tr>
<td>REE 2040</td>
<td>Real Estate Investment</td>
<td>3</td>
</tr>
<tr>
<td>REE 2505</td>
<td>Real Estate Management</td>
<td>3</td>
</tr>
<tr>
<td>REE 2930</td>
<td>Selected Topics or Elective</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

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 pre-license 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>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1033</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>APB 2203C</td>
<td>Physiology I and II</td>
<td>8</td>
</tr>
<tr>
<td>APB 2204C</td>
<td>Human Anatomy &amp; Physiology I and II</td>
<td>8</td>
</tr>
<tr>
<td>PHY 1001C</td>
<td>Applied Physics</td>
<td>4</td>
</tr>
<tr>
<td>MCB 2010C</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>RET 1024</td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>RET 1026</td>
<td>Introduction to Respiratory Therapy</td>
<td>2</td>
</tr>
<tr>
<td>APB 1650</td>
<td>Basic Respiratory Equipment</td>
<td>3</td>
</tr>
<tr>
<td>APB 2263</td>
<td>Pulmonary Physiology</td>
<td>4</td>
</tr>
<tr>
<td>RET 1264</td>
<td>Advanced Respiratory Equip. &amp; Functions</td>
<td>4</td>
</tr>
<tr>
<td>RET 1874</td>
<td>Clinical Practice I</td>
<td>4</td>
</tr>
</tbody>
</table>

*Twelve calendar months

SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>RET 2875C</td>
<td>Clinical Practice II</td>
<td>4</td>
</tr>
<tr>
<td>APB 2293</td>
<td>Respiratory Pathology</td>
<td>3</td>
</tr>
<tr>
<td>RET 2284</td>
<td>Cardiopulmonary Therapy</td>
<td>4</td>
</tr>
<tr>
<td>RET 2876C</td>
<td>Clinical Practice III</td>
<td>4</td>
</tr>
<tr>
<td>RET 2442C</td>
<td>Introduction to Physiologic Monitoring</td>
<td>3</td>
</tr>
<tr>
<td>RET 2714C</td>
<td>Pediatric Respiratory Care</td>
<td>3</td>
</tr>
<tr>
<td>HCA 2301</td>
<td>Hospital Organization and Management</td>
<td>2</td>
</tr>
</tbody>
</table>

Total 77

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>
<td>3</td>
</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>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>SES 1150</td>
<td>Word/Information Processing Concepts</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 21**

### INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SES 1110</td>
<td>Intermediate Typewriting*</td>
<td>3</td>
</tr>
<tr>
<td>SES 1211</td>
<td>Intermediate Shorthand*</td>
<td>3</td>
</tr>
<tr>
<td>SES 2401</td>
<td>Office Technology I</td>
<td>3</td>
</tr>
<tr>
<td>SES 1151</td>
<td>Word/Information Processing Operations</td>
<td>3</td>
</tr>
<tr>
<td>SES 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>APA 1111</td>
<td>Basic Accounting**</td>
<td>3</td>
</tr>
<tr>
<td>COC 1022</td>
<td>Introduction to Micro Computers</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 21**

### ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SES 2120</td>
<td>Advanced Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>SES 2212</td>
<td>Advanced Shorthand</td>
<td>3</td>
</tr>
<tr>
<td>SES 2160</td>
<td>Word/Information Processing Operations</td>
<td>3</td>
</tr>
<tr>
<td>MAN 1011</td>
<td>Introduction to Records</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>Office Technology II</td>
<td>3</td>
</tr>
<tr>
<td>SES 2170</td>
<td>Office Technology II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Elective (choose either</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MAN 1014, SES 2162,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SES 2490, BUL 2111)</td>
<td></td>
</tr>
</tbody>
</table>

**Total: 21**

**Total: 63**

*Students with prior instruction and/or experience should enroll in next higher shorthand and/or typewriting course. They should select electives in lieu of SES 1210, SES 1211, SES 1100, or SES 1110 or take credit by exam (CE) for the course waived. Recommended electives as substitutes are: MAN 2012 Records Management; ECO 1000 Basic Economics; BUL 2111 or BUL 2112 Business Law I or II; MAN 2021 Principles of Management; GEB 1014 Introduction to International Business; COC 1300 Introduction to Data Processing; a foreign language course.

**Interested students are encouraged to take ACG 2001 Accounting I in lieu of APA 1111.**

---

**SECRETARIAL SCIENCE**  
LEGAL SECRETARY OPTION  
Associate in Science

Students desiring clerical-secretarial employment dealing primarily with law should elect the legal secretarial degree program. This program includes law office management, 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>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SEC 1210</td>
<td>Beginning Shorthand*</td>
<td>3</td>
</tr>
<tr>
<td>SES 1100</td>
<td>Beginning Typewriting*</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MAN 1011</td>
<td>Introduction to Records</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 21**

### INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA 1111</td>
<td>Basic Accounting**</td>
<td>3</td>
</tr>
<tr>
<td>SES 1110</td>
<td>Intermediate Typewriting*</td>
<td>3</td>
</tr>
<tr>
<td>SES 1211</td>
<td>Intermediate Shorthand*</td>
<td>3</td>
</tr>
<tr>
<td>SES 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>SES 1150</td>
<td>Word/Information Processing Concepts</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 21**

### ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEC 2212</td>
<td>Advanced Shorthand</td>
<td>3</td>
</tr>
<tr>
<td>SES 2120</td>
<td>Advanced Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2112</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>SES 2401</td>
<td>Office Technology I</td>
<td>3</td>
</tr>
<tr>
<td>LEA 2401</td>
<td>Law Office Management</td>
<td>3</td>
</tr>
<tr>
<td>SES 2170</td>
<td>Office Technology II</td>
<td>3</td>
</tr>
<tr>
<td>SES 1151</td>
<td>Word/Information Processing Operations</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 21**

**Total: 63**

*Students with prior instruction and/or experience in shorthand and/or typewriting should enroll in the next higher shorthand and/or typewriting courses. Such students should select electives for the courses waived or take credit by exam (CE). Recommended electives are: COC 1300 Introduction to Data Processing, COC 1022 Introduction to Microcomputers, INP 1301 Psychology in Business and Industry, GEB 1014 Introduction to International Business, LEA 1013 Legal Research and Theory, CCJ 1010 Introduction to Criminal Justice I, MAN 1014 Records Technology, MAN 2012 Records Management, MAN 2021 Principles of Management, SES 2450 Legal Secretarial Seminar and Work Experience, or a foreign language course.

**Interested students are encouraged to take ACG 2001 Accounting I in lieu of APA 1111.**

**NOTE:** Specialized program courses are offered on the East Campus.
SECRETARIAL SCIENCE
MEDICAL SECRETARY OPTION
Associate in Science

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

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SES 1100</td>
<td>Beginning Typewriting*</td>
<td>3</td>
</tr>
<tr>
<td>SES 1175</td>
<td>Medical Transcription I</td>
<td>3</td>
</tr>
<tr>
<td>APB 1390</td>
<td>Medical Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Human Anatomy &amp; Physiology</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
</tbody>
</table>

**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SES 1110</td>
<td>Intermediate Typewriting*</td>
<td>3</td>
</tr>
<tr>
<td>SES 1150</td>
<td>Word/Information Processing</td>
<td>3</td>
</tr>
<tr>
<td>SES 2176</td>
<td>Medical Transcription II</td>
<td>3</td>
</tr>
<tr>
<td>SES 1461</td>
<td>Medical Office Technology</td>
<td>3</td>
</tr>
<tr>
<td>APB 1391</td>
<td>Medical Terminology II</td>
<td>3</td>
</tr>
<tr>
<td>SES 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>APA 1111</td>
<td>Basic Accounting**</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
</tbody>
</table>

**ADVANCED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COC 1022</td>
<td>Introduction to Micro Computers</td>
<td>3</td>
</tr>
<tr>
<td>SES 2120</td>
<td>Advanced Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>SES 2177</td>
<td>Medical Transcription III</td>
<td>3</td>
</tr>
<tr>
<td>SES 2462</td>
<td>Medical Office Assisting</td>
<td>3</td>
</tr>
<tr>
<td>SES 1151</td>
<td>Word/Information Processing</td>
<td>3</td>
</tr>
<tr>
<td>SES 2470</td>
<td>Internship as Medical Secretary/Transcriptionist</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 63**

*Students with prior instruction and/or experience in SES 1100 or SES 1110 may enroll in next higher typewriting course or select elective courses or take credit by exam (CE) for the course waived. Recommended electives are: SES 1210 Beginning Shorthand, SES 1211 Intermediate Shorthand, SES 2160 Word/Information Processing Applications, COC 1300 Introduction to Data Processing, GEB 1014 Introduction to International Business, PSY 1012 General Psychology, SPN 1030-1031 Conversational Spanish for Health Related Personnel, BUL 2111 Business Law I.*

**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SES 1110</td>
<td>Intermediate Typewriting*</td>
<td>3</td>
</tr>
<tr>
<td>SES 2401</td>
<td>Office Technology I</td>
<td>3</td>
</tr>
<tr>
<td>SES 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>COC 1022</td>
<td>Introduction to Micro Computers</td>
<td>3</td>
</tr>
<tr>
<td>APA 1111</td>
<td>Basic Accounting**</td>
<td>3</td>
</tr>
<tr>
<td>SES 1151</td>
<td>Word/Information Processing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 18**

**ADVANCED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SES 2120</td>
<td>Advanced Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>SES 2170</td>
<td>Office Technology II</td>
<td>3</td>
</tr>
<tr>
<td>SES 2160</td>
<td>Word/Information Processing</td>
<td>3</td>
</tr>
<tr>
<td>SES 2162</td>
<td>Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Electives (Choose either SES 2490, MAN 1014, MAN 2012, MAN 2000, BUL 2111, SES 1210, SES 1211)</td>
<td>6</td>
</tr>
</tbody>
</table>

**Total: 21**

*Students with prior instruction and/or experience should enroll in the next higher typewriting course. They should select electives in lieu of SES 1101 and SES 1110 or take credit by exam (CE) for the course waived.

Recommended electives as substitutes: ECO 1000 Basic

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

SECRETARIAL SCIENCE
WORD/INFORMATION PROCESSING SYSTEMS OPTION
Associate in Science

This program is designed to meet the needs of students desiring college level training in the automated office word/information processing systems. Students desiring employment in word processing, records management and mid-management levels of an automated office system would elect the Word/Information Processing Systems degree 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.

**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>SES 1101</td>
<td>Beginning Typewriting*</td>
<td>3</td>
</tr>
<tr>
<td>SES 1150</td>
<td>Word/Information Processing</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>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
</tbody>
</table>

**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SES 1110</td>
<td>Intermediate Typewriting*</td>
<td>3</td>
</tr>
<tr>
<td>SES 2401</td>
<td>Office Technology I</td>
<td>3</td>
</tr>
<tr>
<td>SES 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>COC 1022</td>
<td>Introduction to Micro Computers</td>
<td>3</td>
</tr>
<tr>
<td>APA 1111</td>
<td>Basic Accounting**</td>
<td>3</td>
</tr>
<tr>
<td>SES 1151</td>
<td>Word/Information Processing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 21**

**ADVANCED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SES 2120</td>
<td>Advanced Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>SES 2170</td>
<td>Office Technology II</td>
<td>3</td>
</tr>
<tr>
<td>SES 2160</td>
<td>Word/Information Processing</td>
<td>3</td>
</tr>
<tr>
<td>SES 2162</td>
<td>Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Electives (Choose either SES 2490, MAN 1014, MAN 2012, MAN 2000, BUL 2111, SES 1210, SES 1211)</td>
<td>6</td>
</tr>
</tbody>
</table>

**Total: 60**

*Students with prior instruction and/or experience should enroll in the next higher typewriting course. They should select electives in lieu of SES 1101 and 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; GEB 1014 Introduction to International Business; a foreign language course.

**Interested students are encouraged to take ACG 2001 Principles of Accounting I in lieu of APA 1111.**

SECRETARIAL SCIENCE
CLERICAL OPTION
Certificate

This certificate program is comprised of selected courses offered as a part of the Secretarial Science Program. It is designed to provide the student with the fundamentals in typewriting, word processing and business applications 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.

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>SES 1100</td>
<td>Beginning Typewriting*</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 12**

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SES 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>SES 1110</td>
<td>Intermediate Typewriting*</td>
<td>3</td>
</tr>
<tr>
<td>SES 1150</td>
<td>Word/Information Processing Concepts</td>
<td>3</td>
</tr>
<tr>
<td>MAN 1011</td>
<td>Introduction to Records Information</td>
<td>3</td>
</tr>
<tr>
<td>SES 1151</td>
<td>Word/Information Processing Operations</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 15**

ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SES 2401</td>
<td>Office Technology</td>
<td>3</td>
</tr>
<tr>
<td>SES 2120</td>
<td>Advanced Typewriting</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 6**

**Total: 20**

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

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1104</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Technical Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1304</td>
<td>Modern Computational Methods</td>
<td>2</td>
</tr>
<tr>
<td>SUR 1100</td>
<td>Basic Surveying and Measurements (Surveying I)</td>
<td>4</td>
</tr>
<tr>
<td>SUR 2321</td>
<td>Professional Drafting for Surveyors</td>
<td>2</td>
</tr>
<tr>
<td>or</td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 32-34**

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>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1114</td>
<td>College Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Technical Mathematics II</td>
<td>3</td>
</tr>
<tr>
<td>CRH 1521C</td>
<td>Ornamental Plant Materials I</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2201C</td>
<td>Highway Drafting and Route Design</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td>Topography and Mapping</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2300</td>
<td>Photogrammetry</td>
<td>2</td>
</tr>
<tr>
<td>SUR 2330</td>
<td>Legal Aspects of Surveying</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2400</td>
<td>Intermediate Survey</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Computations (Surveying II)</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2510</td>
<td>Cooperative Education</td>
<td>2</td>
</tr>
<tr>
<td>or</td>
<td>Surveying Field Experience or Elective</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total: 55-67**

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.
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>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>THE 1020 or 1020</td>
<td>Introduction to Theater</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1020</td>
<td>Introduction to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>THE 1301</td>
<td>Development of Theater - Beginnings to Ibisen</td>
<td>3</td>
</tr>
<tr>
<td>THE 1302</td>
<td>Development of Theater - Ibisen 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>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 21 credit hours**

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<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 II</td>
<td>3</td>
</tr>
<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>
</tr>
<tr>
<td>TPA 2260</td>
<td>Sound for the Stage</td>
<td>4</td>
</tr>
<tr>
<td>TPA 1230 or 1230</td>
<td>Costume Techniques and Wardrobe Practices</td>
<td>2</td>
</tr>
<tr>
<td>TPA 1250</td>
<td>Makeup for the Stage</td>
<td>2</td>
</tr>
<tr>
<td>RTV 1200</td>
<td>Television Production</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 25 credit hours**

ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TPA 2010</td>
<td>Basic Theater Design</td>
<td>3</td>
</tr>
<tr>
<td>THE 2925</td>
<td>Play Production</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2282</td>
<td>Theater Equipment Maintenance</td>
<td>4</td>
</tr>
<tr>
<td>TPA 2290</td>
<td>Technical Theater Production</td>
<td>6*</td>
</tr>
<tr>
<td>TPA 2949</td>
<td>Theater Internship</td>
<td>3*</td>
</tr>
</tbody>
</table>

**Total: 19 credit hours**

*A total of nine (9) hours is required between these two courses. At least six (6) 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.

CONTINUING EDUCATION

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

Continuing education courses are designed to meet the needs of individual students or groups of students who are not interested in enrolling for college credit, but are interested in upgrading occupational or personal skills or learning to make better use of leisure and recreational time. They are offered throughout Orange and Osceola counties.

Students satisfactorily completing courses designated "C E U" can earn one (1) Continuing Education Unit for every 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 are neither college credit nor their equivalent, 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.

![](image1.png)
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

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

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

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

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

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

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

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

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

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

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

ART 2949 2-4 Credits
COORDINATE EDUCATION: ART FIELD
EXPERIENCE
Prerequisite: Permission of professor. 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 life styles are investigated along with present
and projected solutions to problems.

APB 1130 3 Credits
FLORIDA ENVIRONMENTAL SYSTEMS
Prerequisite: BSC 1010C or permission of professor.
Florida Environmental Systems is a course focusing on
Florida ecology. A combination of lecture, lab, field and
computer lab techniques will be used to study a variety of
habitats. Topics include energy flow through food chains,
environmental modeling and general ecology. Prior
exposure to general biology topics is recommended. No
prior computer experience is necessary.

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 fertiliza-
tion, 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, nervous
systems, and the organs of special sense. 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:
Completion of APB 2203C with a grade of "C" or better. A
continuation of APB 2203C including the circulatory,
reproductive, respiratory, digestive and excretory systems
with considerable emphasis on the biochemistry of
metabolic processes and body fluids. (Special Fee)

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

APB 2701 1 Credit
RIVERINE ECOLOGY
Prerequisite: BSC 1010C or permission of professor.
Riverine Ecology is a 1-credit hour field ecology course. An
day trip is required. Topics include grasses of Florida coastal waters, chemistry of sea water, associated
plant and animal life of grass flats and the role of grass flats
in fisheries economics.

APB 2702 1 Credit
SEA GRASS ECOLOGY
Prerequisite: BSC 1010C or permission of professor. Sea
Grass Ecology is a 1-credit hour field ecology course. A
day-long trip is required. Topics include sea grasses of
Florida coastal waters, chemistry of sea water, associated

APB 2703 1 Credit
MANATEE ECOLOGY
Prerequisite: BSC 1010C or permission of professor.
Manatee Ecology is a 1-credit hour field ecology course. A
day-long field trip is required. Topics include manatee
anatomy, physiology and behavior as well as discussion of
reasons for population decline. The winter habitat (warm water refuge) is explored by boat and snorkel.

BOT 2010C
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
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
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
COOPERATIVE EDUCATION: BIOLOGY FIELD EXPERIENCE
Prerequisite: Permission of professor. 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
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 2003C
MARINE BIOLOGY
Prerequisite: BSC 1010C or permission of professor. A survey course with lecture and lab. Topics include the ocean as an environment (currents, tides, water chemistry, etc.); survey of marine animals and plants; and marine ecosystems. Field trips are required. (Special Fee)

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

ZOO 2713C
COMPARATIVE VERTEBRATE ANATOMY
4 Credits
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

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

ACG 2011
PRINCIPLES OF ACCOUNTING II
3 Credits
Prerequisite: ACG 2001. The concepts, principles and techniques applicable to partnerships and corporations and controlling enterprises and managerial decision-making.

ACG 2031
ACCOUNTING THEORY
3 Credits
Prerequisite: Permission of professor. 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.

ACG 2360
COST ACCOUNTING
3 Credits
Prerequisite: ACG 2011. The accounting principles and procedures used in the control of material, labor and overhead costs of production.
ACG 2450
ACCOUNTING AND INFORMATION SYSTEMS
Prerequisites: ACG 2011 and COC 1300. The accounting application of electronic data processing, including the preparation, interpretation and use of computer information in financial decision-making.

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

ACG 2949
COOPERATIVE EDUCATION: ACCOUNTING FIELD EXPERIENCE
Prerequisite: Permission of professor. 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.

APA 1111
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.

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

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

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

BAN 1610
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
RESIDENTIAL MORTGAGE LENDING
Introduction to the residential mortgage lending operations of savings associations. Includes conventional lending procedures, analysis of mortgage loan organization, processing and servicing, and overviews of government loan programs and the secondary mortgage market. This course is part of the Valencia/Institute of Financial Education program.

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

BAN 2684
PERSONAL MONEY MANAGEMENT
Emphasizes how to plan, control and direct one’s financial resources effectively and profitably by choosing wisely among financial alternatives. This course is part of the Valencia/Institute of Financial Education program.

BAN 2700
PRINCIPLES OF FINANCE
Prerequisite: GEB 1011. A study of business finance in the American economy, money, monetary 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 professor. 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.

**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 includes 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 are covered, e.g. 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 1011**
**INTRODUCTION TO RECORDS INFORMATION**
This course provides a general overview of records management from the entry-level position, enabling the student to develop skills in manual filing systems and procedures, the creation and organization of files as well as scheduling, maintaining, storing and retrieving records. Students are also introduced to micrographics. Students survey employment potential in this field and prepare a task analysis of a records management position.

**MAN 1014**
**RECORDS TECHNOLOGY**
**Prerequisite:** MAN 1011. This course provides a basic understanding of the use of micrographics as a method of reducing, protecting and simplifying the flow of information. Also included is how this medium interfaces with computers. The student conducts a feasibility study of converting from paper to micrographics. There is hands-on experience with micrographic equipment. (Special Fee)

**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 2012**
**RECORDS MANAGEMENT**
**Prerequisite:** MAN 1014. This course is designed to develop managerial, decision-making techniques for the records manager. It involves the study of systems and analysis, forms development, archival administration, personnel development and the establishment of a records management system.

**MAN 2021**
**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.

**MAN 2934**
**SELECTED TOPICS IN BUSINESS**
**Prerequisite:** Permission of professor. 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 professor. 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**
**COOPERATIVE EDUCATION: MANAGEMENT FIELD EXPERIENCE**
**Prerequisite:** Permission of professor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. May be repeated for credit.

**MAR 2011**
**PRINCIPLES OF MARKETING**
**Prerequisite:** GEB 1011. The functions, institutions, methods and problems of marketing goods and services.
MAR 2101
PRINCIPLES OF SELLING
Prerequisite: GEB 1011 or experience. This course is a combination of the principles and techniques of selling. Emphasis is placed on personal to personal situations, consumer motivations, persuasion and problems dealing with the psychology of sales situations.

3 Credits

MAR 2111
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.

3 Credits

MAR 2151
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.

3 Credits

MAR 2241
INTERNATIONAL MARKETING AND DISTRIBUTION
See International Business.

3 Credits

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

3 Credits

MAR 2949
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.

2-4 Credits

MKA 1402
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.

3 Credits

MTB 1103
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.

3 Credits

SES 1100
BEGINNING TYPING
For the student with little or no typewriting experience. The course includes 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.

3 Credits

SES 1110
INTERMEDIATE TYPING
Prerequisite: SES 1100, or one year of high school typewriting. This course is a continuation of the skills of typewriting including their application to more advanced styles of correspondence, statistical typing and manuscripts. Instruction on automated typewriters is introduced and students use the automated functions of the equipment while typing their problems.

3 Credits

SES 1141
KEYBOARDING SKILLS
This course includes instruction in the touch system of alphabetic and numeric typewriting keyboard as well as the ten-key pad of an electric calculator. These keyboarding skills can be used on a typewriter and electronic terminals. This course is not recommended for secretarial science students.

3 Credits

SES 1150
WORD/INFORMATION PROCESSING CONCEPTS
This course includes the exploration of careers and technology in the modern office, types of documents produced and methods of input, process, output, storage and retrieval, duplication and distribution/communication of various WP systems. Students evaluate hardware and software for word processing as well as evaluate the differences between dedicated WP systems, microcomputer WP systems and the electronic office.

3 Credits

SES 1151
WORD/INFORMATION PROCESSING OPERATIONS
Prerequisite or corequisite: SES 1150. In this course, students learn the specific operating instructions of the various electronic typewriters, dedicated word processing equipment and microcomputers used for word processing applications. Students learn various WP operations such as automatic centering, underlining, bolding, copying and moving copy, editing and storage and retrieval functions. Outside of class lab time is required. (Special Fee)

3 Credits

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

3 Credits

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

3 Credits

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

3 Credits
SES 1335
BUSINESS COMMUNICATIONS 3 Credits
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 TECHNOLOGY 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 TYPWRITING 3 Credits
Prerequisite: SES 1110 or equivalent. This course is 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. The student continues to learn and use the automated features of the electronic typewriter.

SES 2160
WORD/INFORMATION PROCESSING APPLICATIONS 3 Credits
Prerequisite: SES 1151; SES 1110 or equivalent. This course includes practical business applications of word processing skills using automated word processing equipment. The student inputs, edits, stores and outputs letters and documents from handwritten, typed and dictated forms. Production logs of completed work are maintained. Outside of class lab time is required. (Special Fee)

SES 2162
WORD/INFORMATION PROCESSING MANAGEMENT 3 Credits
Prerequisite: SES 2160. This course is designed for the student who plans to advance into the management area of word processing. The course covers the roles of management, evaluation of hardware and software, decision making, delegation, selection, training and evaluation of personnel, advanced systems terminology and dictation skills.

SES 2171
OFFICE TECHNOLOGY II 3 Credits
Prerequisite or corequisite: SES 1110. This course emphasizes the development of competent machine transcription skills as applied to various types of businesses and the production of mailable business letters and documents. Included is a comprehensive program of basic language skills which includes grammar, punctuation, spelling, proofreading and editing.

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 develops the ability to take dictation and transcribe rapidly and accurately. Emphasis is on spelling, punctuation, vocabulary and arrangement of dictation into mailable copy.

SES 2401
OFFICE TECHNOLOGY I 3 Credits
Prerequisite: SES 1100 or one year of high school typing. This course includes the role of the secretary and the secretarial concepts and applications including telephone techniques, electronic calculator operations, reprographic decisions, mail and shipping duties, public relations, planning for travel, conferences and meetings and using commercial data bases. It also includes techniques for abstracting and doing research for business reports as well as helps the student build basic employability skills and good business grooming habits.

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 vocabulary and 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/TRANSCRIPTIONIST 3 Credits
Prerequisite: Approval by the professor. An internship in which the student spends 15 hours a week in a physician's office, hospital or other health care facility.

SES 2490
WORD/INFORMATION PROCESSING SEMINAR AND INTERNSHIP 3 Credits
Prerequisite: Approval of the program director. The student works in a selected business office a minimum 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 professor. This course is for students interested in acquiring knowledge and skills in areas not included in other secretarial science courses.
TAX 2000 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.

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.

STD 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 study some of the basic concepts in the field of inorganic chemistry, organic chemistry and biochemistry. They apply these principles as they analyze, discuss and make decisions on chemically related problems that affect everyday life. (Not a preparation for CHM 1045C)

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

CHM 1040C 4 Credits
INTRODUCTION TO GENERAL CHEMISTRY
Six hours lecture/laboratory instruction. Prerequisites: One year of high school algebra or MAT 1024. This course is designed to prepare students without high school chemistry or those with an inadequate background for CHM 1045C. Modern chemical theories are used to develop an understanding of the fundamentals of inorganic chemistry and its applications. Quantitative relationships are emphasized throughout the course, using dimensional analysis to solve problems. Laboratory experiences are an integral part of the course. The course may not be taken for credit subsequent to earning a grade of "C" or better in CHM 1045C. (Special Fee)

CHM 1045C 4 Credits
GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS I
Six hours lecture/laboratory instruction. 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 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 provides 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 2210C
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
SPECIAL TOPICS IN CHEMISTRY
Lecture/laboratory instruction. Prerequisites: 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.

COMPUTER SCIENCE/DATA PROCESSING

CAP 2930
SELECTED TOPICS IN DATA PROCESSING
Prerequisite: Department permission. This seminar is for students interested in discussion, exploration and observation of select topics in the area of data processing.

CIS 2321
DATA SYSTEMS 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 professor. 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 preprogramming 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 1022
INTRODUCTION TO MICROCOMPUTERS
Prerequisite: SES 1141 or SES 1100 or permission of professor. This course is an introduction to the major uses of a microcomputer for business application. Topics covered include computer literacy, the electronic filing, word processing, investment decisions and an introduction to BASIC programming. An analysis of how to select a microcomputer and how to evaluate systems is also included. (Special Fee)

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 1170
BASIC PROGRAMMING
Suggested Prerequisites: SES 1141 and MTB 1103 or equivalent or permission of professor. The hands-on study of the BASIC programming language as it applies to business problem solving on microcomputers. Students produce a variety of business reports and build and maintain files using both sequential and random techniques. (Special Fee)

COP 1510
PROGRAMMING I
Prerequisites: MAC 1104 and MAC 1114 or equivalent. Algorithm development; structured programming techniques with computer experience using a procedure-oriented language; algorithms for searching and sorting. (Special Fee)

COP 1511
PROGRAMMING II
Prerequisite: COP 1510. Continuation of COP 1510: more complex data structures including records and files; recursion; more experience with procedure-oriented language. (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 professor. 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)

COP 2402C
ASSEMBLY LANGUAGE PROGRAMMING
Five hours lecture/laboratory instruction. Prerequisite: COP 1511 or equivalent programming experience. Computer structure, number systems, data representation, arithmetic and logic instructions, addressing modes,
looping techniques, sequential input/output, subroutines, macros and other topics. (Special Fee)

CRM 2120 3 Credits
DATA PROCESSING MANAGEMENT
Prerequisite: CIS 2321 or permission of professor. 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.

COT 2000 3 Credits
INTRODUCTION TO DISCRETE STRUCTURES
Prerequisite: COP 1510 and MAC 2311. Topics include logic, sets, functions, relations, combinatorics, graphs, Boolean algebra, finite-state machines, Turing machines, unsolvability, computational complexity.

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 and ARC 2122C or ARC 1120C and 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.

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, and 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 2566 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 professor. This cooperative
arrangement allows the student to earn credit by working in
a supervised training assignment directly related to the
student's college major. May be repeated for credit.

**ETC 2220C**
**SOILS AND FOUNDATIONS**
Course covers analysis of subsoil conditions, bearing
capacity and settlement analysis, character of natural soil
deposits, earth pressure and retaining wall theory and
stability of slopes and sub-grades. Foundation design,
behavioral characteristics and pile driving are also
covered. (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 buildings and factories for water supply, sewage,
transfer of liquid products and wastewater disposal.

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

**SUR 2201C**
**HIGHWAY DRAFTING AND ROUTE DESIGN**
*Prerequisites:* 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)

---

**CRIMINAL JUSTICE**

**CCJ 1010**
**CRIMINOLOGY**
A study of the nature and extent of crime and delinquency,
the causes and explanations of criminal behavior and the
rationale of crime control and treatment in the United
States.

**CCJ 1020**
**INTRODUCTION TO CRIMINAL JUSTICE**
An introduction and overview to the history, philosophy
and operations of the criminal justice system.

**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
pardon 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**
A study of security controls to minimize business and
industrial losses. Classroom and field exercises are utilized
to study physical and procedural loss control systems.

**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, motive 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.

---

**DENTAL HYGIENE**

**DEH 1003C**
**CLINICAL DENTAL HYGIENE I**
Includes two five-hour clinical periods. *Corequisites:* DES
1000C, DES 1001, DES 1200C, APB 2203C. This course
introduces the student to the responsibilities of the dental
hygienist. Discussion and practical application of
instrumentation and instrumentation skills, sterilization
techniques, medical/oral history procedures, plaque
control procedures, topical and systemic fluoride and
medical/oral emergencies. (Special Fee=Insurance Fee)

**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
1 Credit
This course is designed for any student interested in his or her own dental health. It acquaints the consumer with the dental professions and the significance of preventive dentistry. The cause and prevention of dental and oral disease are 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
1 Credit
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 are presented. Emphasis is placed upon familiarizing the student with procedures routinely performed by a dental hygienist in the State of Florida.

DEH 1800C
CLINICAL DENTAL HYGIENE II
4 Credits
Includes two five-hour clinical periods. Prerequisites: DEH 1000C, DES 1000C, DES 1001, DES 1200C, APB 2203C. Corequisites: APB 2204C, MCB 2101C, DEH 1120. This course is a continuation of DEH 1003C. 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 PRACTICE III
1 Credit
Includes two eight-hour clinical periods. Prerequisites: DEH 1800C, MCB 2101C. Corequisites: DEH 2530C, DES 2050, DEH 2700. Beginning patient care emphasizing medical/oral histories, instrumentation, radiographic techniques and fluoride application. Students also participate in patient care at the Orlando Naval Regional Dental Center. (Special Fee)

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

DEH 2530C
CLINICAL DENTAL HYGIENE III
2 Credits
Includes three-hour laboratory. Prerequisites: MCB 2010C, DEH 1800C. Corequisites: DEH 1804L, DES 2050, DEH 2700. This course includes the study of root models. Laboratory experience includes obtaining impressions and trimming diagnostic models. (Special Fee)

DEH 2602
PERIODONTICS
2 Credits
Prerequisites: DEH 1120 and MCB 2101C Corequisite: DES 2044. This course presents the classification of periodontal disease, the clinical picture, causative factors, treatment planning, therapy, and the dental hygienist's role in working with periodontal disease. Included in training in root planing and gingival curettage.

DEH 2700
DENTAL HEALTH EDUCATION
2 Credits
Includes one (1) two-hour laboratory period. Prerequisite: SPC 1500. Corequisites: DEH 1802L, DEH 2530C, DES 2050. A discussion of the methods and materials used in dental health education. Includes communication skills and appropriate visual aids needed for effective education of both children and adults. (Special Fee)

DEH 2701
DENTAL PUBLIC HEALTH AND PREVENTIVE DENTISTRY
2 Credits
Prerequisites: PSY 1012, DEH 2700. Corequisites: DEH 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
CLINICAL DENTAL HYGIENE IV
2 Credits
Prerequisites: DEH 1804L, DEH 2530C, DEH 2700, DES 2050. Corequisites: DEH 2804L, DEH 2602, DEH 2804, DEH 2807, DEH 2100C. This course includes the study of considerations for the special patient, myofunctional therapy, case documentation and preparation/presentation of table clinics.

DEH 2804L
CLINICAL DENTAL HYGIENE PRACTICE IV
3 Credits
Two eight-hour clinical periods. Prerequisites: DEH 1802L, DEH 2530C, DEH 2700, DES 2050. Corequisites: DEH 2804, DEH 2602, DEH 2044, DEH 2100C, HUN 1001. This course emphasizes proficiency in oral prophylaxis, radiographic techniques, soft tissue curetage, root planing, dietary analysis, treatment planning, diagnostic models, nitrous oxide, conscious sedation. Students also participate in patient care at the Orlando Naval Regional Dental Center. (Special Fee)

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

DEH 2806L
CLINICAL DENTAL HYGIENE PRACTICE V
3 Credits
Two eight-hour clinical periods. Prerequisites: DEH 2602, DEH 2804, DEH 2804L, DES 2044. Corequisites: DEH 2602, DEH 2701, DEH 2806. This course emphasizes proficiency of time management in clinical dental hygiene skills including pit and fissure sealant application. Students also participate in patient care at the Orlando Naval Regional Dental Center. (Special Fee)

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

DES 1000C
TOOTH MORPHOLOGY AND NOMENCLATURE
2 Credits
Includes two-hour laboratory. Corequisites: DEH 1603C, DES 1010, DES 1200C, APB 2203C. This course includes basic terminology relative to the human dentition. It emphasizes the study of the morphology and function of the primary and permanent dentition. Laboratory procedures include identification of natural specimen teeth.
and carving wax patterns of representative teeth. (Special Fee)

DES 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 natural, physical behavior, biological effects, methods of control, safety precautions and the techniques for exposing, processing and mounting x-rays. Laboratory procedures include the application of these techniques in clinical practice. (Special Fee)

DES 2044
GENERAL AND ORAL PATHOLOGY
Prerequisites: MCB 2010C and DEG 1030C.
Corequisite: DEH 2602. Introduction to general pathology with the 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, APB 2204C, or 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 therapeutic 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 1003
HEALTH FIELD I
Current trends in the health field and food service industry explored. Overview of appropriate professional associations; their membership requirements, code of ethics, standards of practice and service components. Role delineation and career ladder options reviewed. Current legislation influencing the health field and particularly the field of dietetics examined. Regulatory bodies and laws governing the delivery of health care in institutions identified and reviewed.

DIE 1270L
NUTRITIONAL CLINICAL PRACTICE I
Prerequisite or corequisite: HUN 1201. Application of theory, principles and techniques studied in HUN 1201. On-site visits and guests allow students to observe, compare and contrast various health care agencies and institutions. Activities focus around identifying facilities, philosophy, goals, objectives, policies, procedures, organizational structure and services. The student takes a closer look at the dietary department's roles and functions.

DIE 1271L
NUTRITION CLINICAL PRACTICE II
Prerequisites or corequisites: HUN 1290 and FSS 1202C. Application of theory, principles and techniques studied in HUN 1290. Supervised field experience in nutrition care designed to develop, test and evaluate competencies in the application of nutrition knowledge and principles of individual patient care. Emphasis on becoming familiar with dietary operations to include planning regular and modified diets, assisting patients in meal selection, tally diets, accepting diet orders, checking for tray accuracy, monitoring tray delivery systems and becoming familiar with medical records, charting and medical terminology. The student practices both written and verbal communication skills.

DIE 1300
HEALTH FIELD II
Planning, organizing and enhancing personal and career development skills. Improving job search and work effectiveness skills utilizing assets to promote personal satisfaction. Identify and explore values inherent in the professional dietetics.

DIE 1412
NUTRITION III: NUTRITION AND NUTRITION COUNSELING
Prerequisite: DIE 1271L. The student acquires a working knowledge of interviewing techniques, nutritional assessments and counseling. Methods and techniques of nutrition education for all age groups and educational levels are a major emphasis. The main focus is on ambulatory nutritional care, i.e., public health, out-patient clinics, HMOs, etc.

DIE 2100
HEALTH CARE DELIVERY SYSTEMS
An overview of the various types of health care facilities and health delivery systems operating in the U.S.: their purpose, organization, need in society, general function and staffing. Facilities such as hospitals, long-term care facilities, rehabilitation centers, HMOs, private and public out-patient clinics, health departments along with social services, welfare agencies, non-profit organizations are compared and contrasted. The student also becomes familiar with the various agencies and organizations that provide valid nutrition education materials.

DIE 2272L
NUTRITION CLINICAL PRACTICE III
Prerequisite or corequisite: DIE 1412. Application of theory, principles and techniques studied in DIE 1412. Supervised field experience designed to develop, test and evaluate competencies in interviewing, assessing nutritional status, counseling, developing plans of care and evaluating services. Emphasis is on implementation of nutrition care plans and diet instruction in long term care facilities, out-patient clinics, health departments, HMOs etc. Projects include selecting appropriate educational materials and providing individual and group education.

DIE 2273L
NUTRITION CLINICAL PRACTICE IV
Prerequisite or corequisite: HUN 1401 Application of theory, principles and techniques studied in HUN 1401.
Supervised field experience designed to develop, test and evaluate competencies in assisting the dietitian in assessment, implementation, follow-up and evaluation of nutrition care for individuals and groups. The student also is evaluated for competencies in application of principles of personnel management and administration as they apply to the clinical setting.

DIE 2500 3 Credits  
DIETETIC SEMINAR  
A study of current nutrition problems and recent findings in nutrition. Content designed to meet the needs and interests of students. The student develops research skills necessary to keep abreast of current trends in the dietetic field and profession to include roles and relationships. The student learns to appreciate the value of continued education in this rapidly evolving allied health profession. Also, the student successfully completes a computer literacy program.

FOS 2201 2 Credits  
SANITATION AND SAFETY  
A study of the scientific rationale for sanitary practices enforced for group protection in institution food service delivery systems, safety regulations and practices for the protection of employees and patrons. To include all types of sanitation problems including food-born illnesses, chemical poisoning and methods of their control.

FSS 1001 3 Credits  
INTRODUCTION TO FOOD SERVICE MANAGEMENT  
A study of the organization and management of food service in health care facilities. Examines the role of the dietary department in relation to other departments in the institution. Trends in methods of food service in hospitals and extended care facilities are studied. Techniques of supervision and personnel management to include techniques of employment, training, promotion, job specifications, discipline and morale are a major emphasis. Also included are methods of purchasing, receiving, usage, storage and inventory control.

FSS 1202C 3 Credits  
PRINCIPLES OF FOOD PREPARATION  
Laboratory experience that helps the student develop knowledge and skill in preparation of food including principles and techniques of food preparation, management of resources, use and care of equipment and evaluation of food products. Safety, sanitation, work habits and proper storage practices are emphasized. Modifications of recipes for therapeutic diets are tested.

FSS 2221 3 Credits  
QUANTITY FOOD PREPARATION  
Prerequisite: FSS 1202C. An advanced course expanding skills learned in Principles of Food Preparation. Emphasis is placed on the application of these skills in realistic management operating situations. This course includes an analysis of factors involved in the selection, purchasing and use of equipment as well as functional layout and design of institutional kitchens, dietary office and service areas. Emphasis is placed on marketing menus in health care systems. The student evaluates a meal to serve fifty people.

HUN 1201 3 Credits  
NUTRITION I: BASIC NUTRITION  
The study of food nutrients, their digestion, absorption and metabolism. The student acquires an understanding of the relationship of food to human development and maintenance of health for all age groups. Various food habits and current issues in nutrition are studied and compared. Current literature is examined.

HUN 1290 3 Credits  
NUTRITION II: DIET THERAPY  
Prerequisite: DIE 1270L. Introduction to basic physiological changes in given disease states and a study of the general principles of dietary management. Development of diets for hospitals, nursing homes and for special health problems with regard to age, activity and condition of the individual or patient. Special emphasis placed on development of attractive menus for people under medical care.

HUN 1401 3 Credits  
NUTRITION IV: APPLICATION OF DIET IN DISEASE  
Prerequisite: DIE 2272L. Focus on the specific procedures involved with the implementation of nutrition care for the patient in health care institutions. Emphasis is on the interdisciplinary team approach to patient care. Charting technique, record keeping, auditing, quality assurance and evaluation of services are studied. Medical terminology and food and drug interactions are mastered.

DRAFTING & DESIGN TECHNOLOGY

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

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

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

ETD 2721C 3 Credits  
ELEMENTS OF TOOL DESIGN  
Includes a laboratory. Prerequisite: ETD 1701C 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)

ETD 2949 2-4 Credits
COOPERATIVE EDUCATION: DRAFTING AND DESIGN FIELD EXPERIENCE
Prerequisite: Permission of professor. 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.

ECONOMICS

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

ECO 1023 3 Credits
PRINCIPLES OF ECONOMICS-MICRO
Introduction to economic theory and fundamentals of economic analysis. Emphasis on the study of microeconomics: market structure, price determination, factors of production, the distribution of income and the effects of monopoly and oligopoly on the market. This is one half of a two-semester sequence and should normally be taken before ECO 2013, which completes the sequence.

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

ECO 2013 3 Credits
PRINCIPLES OF ECONOMICS-MACRO
Emphasis on the study of macroeconomics: national income accounting, consumption, saving and investment, government spending in economic activity, influence of government, money and banking, problems of inflation and unemployment, international trade and its impact on domestic economic activity. This completes a two-semester sequence and should normally follow ECO 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 2935 1-3 Credits
SELECTED TOPICS IN EDUCATION
Prerequisite: EDF 1005 or permission of the professor. These seminars are for students who are interested in special topics and desire to explore further the field of education through research, discussion and observation.

EDG 2941 2-4 Credits
FIELD EXPERIENCE IN EDUCATION
One class period plus a minimum of two hours per week of appropriate field experience under professional supervision. Prerequisite or corequisite: EDF 1005. This course is designed for students who wish to pursue particular interests in the field of education and to gain some actual experience in the field.

EDG 2949 2-4 Credits
COOPERATIVE EDUCATION: EDUCATION FIELD EXPERIENCE
Prerequisite: Permission of professor. 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 full; 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 reader, random access memory, read only memories, tunnel diode memory, electronic storage, electrostatic storage devices. (Special Fee)

EET 1015C 3 Credits
FUNDAMENTALS OF DC CIRCUITS
Includes two-hour laboratory. Prerequisite: MTB 1327 or departmental approval. A fundamental course in DC electric circuits designed to prepare the student for Fundamentals of AC Circuits (EET 1025C) and subsequent 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)

EET 1025C 3 Credits
FUNDAMENTALS OF AC CIRCUITS
Includes two-hour laboratory. Prerequisite: EET 1015C or departmental approval. Corequisite: MTB 1328 or departmental approval. A fundamental course in AC and transient-response networks 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 the proper techniques for data measurements/interpretation, trouble-shooting and orderly documentation of test results and conclusions. (Special Fee)

EST 2201C 4 Credits
FUNDAMENTALS OF LASER SYSTEMS
Includes two-hour laboratory. Prerequisite: PHY 1402C and corequisite: EET 1025C. This is the first course in the Laser/Electro-Optics Technology curriculum. It assumes no previous knowledge of lasers, systems containing lasers or laser applications other than the principles of physics presented in prerequisite courses. Characteristics that make laser light different from other light are presented. The basic operational theory of lasers and the unique designs of different types of lasers are studied. The laser is presented as one of many components within a total system containing electrical, mechanical, computer and optical devices working together to accomplish a specific application. The student becomes familiar with major laser manufacturers and the types of jobs available to a laser technician. Laser safety is studied and emphasized throughout the course. (Special Fee)

EST 2221C 4 Credits
OPTICAL COMPONENTS AND INSTRUMENTS
Includes two-hour laboratory. Prerequisite: PHY 1402C. Wave and geometrical characteristics of light studied earlier in Optical Physics are applied to specific optical components and instruments used in the laser industry. Proper cleaning and handling of optical surfaces will be demonstrated by each student. Characteristics and quality of optical materials for ultraviolet, visible and far infrared light will be presented. The function and specifications of optical coatings are studied. Optical elements such as prisms, windows, lenses, polarizing elements, filters, gratings and beam splitters are applied to laser systems. Students design, build or operate telescopes, collimators, spectrometers, monochrometers and interferometers. The function of each of these optical instruments related to laser beam control or optical testing and measurement is demonstrated by students in the laboratory. (Special Fee)

EST 2223C 4 Credits
GAS LASERS
Includes four-hour laboratory. Prerequisite: EET 2144C. Corequisite: EST 2201C. The operating theory and procedures for safe use of gas lasers are presented with emphasis placed on medium and high power lasers. Students investigate, through lectures, problem solving and directed laboratory exercises, the power supplies, active medium, excitation mechanisms, cooling systems and output characteristics of the common designs for HeNe ion, CO2 and eximer lasers. Less common designs also are studied such as TEA and gas dynamic lasers. Measuring instrumentation and other accessories such as power meters, Q-switches and mode lockers appropriate to the given type of laser are studied as part of that laser system rather than as a unique item in itself. (Special Fee)

EST 2232C 4 Credits
SOLID STATE LASERS
Includes four-hour laboratory. Prerequisite: EST 2201C, EST 2221C and ETE 2144C. The operating theory and procedures for safe use of CW and pulsed solid state lasers are presented. The Nd:YAG is used as the primary example of this type of laser in laboratory exercises although other types of active medium are discussed as lecture topics. Design considerations relative to the size and shape of laser rods, pumping cavities, flashlamps, resonator cavities, power supplies, cooling systems and output characteristics are presented. Q-switches and other intercavity components are investigated as part of the overall laser system. Measuring devices and techniques necessary to obtain accurate beam diagnostics are developed through both lectures and laboratory activities. (Special Fee)

EST 2251C 2-4 Credits
SELECTED LASER TOPICS
Prerequisites: EST 2201C and EST 2221C. This course is designed to familiarize the student with interesting applications of lasers which are not clearly related to medical, industrial or military laser systems. The subjects of optical communications, fiber optics, holography and laser safety standards are addressed among others. Laboratory work consists primarily of data transmission over fiber optics and the holographic recording of images. The study of laser safety standards centers around the requirements of the FDA standard and the recommendations of the ANSI Z136.1 standard. (Special Fee)

EST 2252C 4 Credits
LASER APPLICATION DESIGNS
Includes two-hour laboratory. Prerequisite: EST 2231C. Commercially built laser systems for medical, industrial and military applications are analyzed. The student studies the overall design of argon, CO2, Nd:YAG, Nd:glass, ruby and other laser designs used in industrial systems for welding, cutting, drilling, heat treating, marking, scribing and monitoring. The cost and benefits of commercially built units and custom-designed machines are compared and contrasted. Military lasers used for rangefinding, target designators, battle simulation and weapons are discussed. Solid state laser systems are of primary interest but CO2 and semiconductor lasers are also discussed. It is the intent of this course that the student visualize the laser as one part of a total system designed to accomplish a given application. That system contains, in addition to the laser, a beam delivery unit consisting of complex optical elements, detectors to monitor the beam power, energy or pulse characteristics, computer and other control systems, mechanical components to move the target or the beam and a biological or physical target which has unique characteristics. (Special Fee)

ETE 1143C 4 Credits
ELECTRONIC CIRCUITS I
Includes three-hour laboratory. Corequisite: EET 1025C 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 is given in
thick/thin film materials and processes, monolithic IC’s, hybrid assembly and packaging, artwork and design and quality assurance/reliability considerations.

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

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

**ETE 2323C**  
**4 Credits**  
**CONTROL SYSTEMS**  
Includes three-hour laboratory. **Prerequisite:** ETE 2144C 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-sideband communications, frequency modulation and demodulation, and television systems. Classroom lectures are supplemented with laboratory projects to provide the student with practical hands-on experience and to reinforce the understanding of concepts presented in the lecture material. (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 professor. This systems level workshop/study course covers the logic of a microprocessor-based computer system. Microprocessor trainers furnished 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**  
**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**  
**4 Credits**  
**ELECTROMECHANICAL COMPONENTS**  
Includes three-hour laboratory. **Prerequisite:** ETM 1405C or department approval. An indepth 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**  
**3 Credits**  
**MICROELECTRONICS DRAFTING**  
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  4 Credits
MICROELECTRONICS MATERIAL AND EQUIPMENT I
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 is placed on materials selection for thick/thin film conductor, resistor, dielectric and monolithic IC deposition systems. Processing equipment reviewed includes setup and operation of screen printers, abrasive trimmers, furnaces and vacuum deposition systems. (Special Fee)

ETE 2762C  4 Credits
MICROELECTRONICS MATERIALS AND EQUIPMENT II
Includes three-hour laboratory. **Prerequisite:** ETE 2761C or permission of professor. As a continuation of ETE 2761C, this course introduces microelectronic thick film and thin film assembly equipment and materials. Emphasis is placed on setup, operation and maintenance of assembly equipment, as well as proper handling and usage of associated materials. (Special Fee)

ETE 2766C  3 Credits
MICROELECTRONICS PACKAGING
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  3 Credits
MICROELECTRONICS CIRCUIT FABRICATION
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  3 Credits
QUALITY ASSURANCE AND RELIABILITY TESTING
Includes two-hour laboratory. **Prerequisite:** ETE 2766C. This course covers the application of probability statistics and sampling for microelectronic process control and failure analysis. Military standards and reliability documents will be used to evaluate product performance and identify cause of failure. (Special Fee)

ETE 2930  2-6 Credits
SELECTED TOPICS IN ELECTRONICS TECHNOLOGY
**Prerequisite:** ETE 1143C or departmental approval. The purpose of this course is to provide the student with exposure to various technical and nontechnical disciplines in which he is likely to become involved upon entry into the industrial working environment.

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

ETM 1405C  4 Credits
MECHANISMS
Includes three-hour laboratory. **Corequisites:** MTP 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 these mechanisms in integrated electromechanical systems as found in business machines and data processing equipment, to include study of levers and linkages, gears, transmission components and electric controls. (Special Fee)

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

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

MTB 1327  3 Credits
MATHEMATICS FOR ELECTRONICS I
**Prerequisite:** One year high school algebra and one year high school geometry or MAT 1033 or departmental permission. This course emphasizes electronics applications. In course I, students solve problems in arithmetic, unit conversion, algebraic solutions of electric circuits, network theorems and analysis-simplification methods.

MTB 1328  3 Credits
MATHEMATICS FOR ELECTRONICS II
**Prerequisite:** MTB 1327 or equivalent. A continuation of MTB 1327. In course II, students 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/PARMEDIC

EMS 1012  3 Credits
DOSSAGE CALCULATION/PHARMACOLOGY
Principles and concepts related to pharmacology and the administration of medications are presented. Specific knowledge of sources of drugs, classifications and actions of the body is stressed. This course also covers objectives to enable the student to calculate and administer medications competently. The major emphasis is on parenteral medication administration.
EMS 1015
MEDICAL TERMINOLOGY FOR
EMERGENCY CARE
4 Credits
To prepare the student to read and understand the
language of medicine. Efforts are directed to promote a
knowledge of the elements of medical terms, understaning of standard medical abbreviations, spelling medical terms and appreciation of the logical method of
word building found in medical terminology.

EMS 1114
FUNDAMENTALS OF EMERGENCY
MEDICAL TECHNOLOGY
4 Credits
Designed to develop a health professional who is capable
of providing basic life support in all aspects of emergency
medical care. This course the student learns assessment
in medical and trauma emergencies, stabilization of the
illness/injury and patient transport.

EMS 1115
FUNDAMENTALS OF EMT PRACTICE
2 Credits
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 applies 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 - $8.00)

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

EMS 1341
EXTRICATION/RESCUE
3 Credits
Provides the EMT knowledge and practical skills in gaining
access to and the disentanglement and removal of the
patient in an effective and safe manner in ways which
minimize the danger of further injury or aggravation of
existing injuries. (Special Fee)

EMS 1431
EMERGENCY MEDICAL TECHNICIAN
CLINICAL PRACTICUM (EMT
RECERTIFICATION)
4 Credits
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
4 Credits
Prerequisite: EMS 1114, EMS 1115, EMS 1431 and must
hold State Certification. Corequisite: APB 2203C. Theory
and procedures used by a comprehensive emergency
medical system in advance care of the emergency patient
are stressed. Modules from the Department of
Transportation paramedic curriculum will be covered. 8
contact hours.

EMS 2219L
HOSPITAL CLINICAL PRACTICUM
5 Credits
Corequisite: EMS 2219. Practicum stressing clinical
application of advanced procedures and theories learned
in Paramedic I. Directed experiences will be in emergency
departments, operating rooms, intensive care, cardiac
care, neonatal units and others in local hospitals.
Professional liability insurance required. 10 contact hours.
(Special Fee)

EMS 2229
PARAMEDIC II
4 Credits
Prerequisite: EMS 2219 and EMS 2219L. Must have
achieved “C” or better grade in these. Corequisite: APB
2204C. This course is a continuation of learning theory and
procedures used by a comprehensive emergency medical
system in advanced care of the emergency patient.
Modules from the Department of Transportation
paramedic curriculum will be covered.

EMS 2229L
FIELD INTERNSHIP PRACTICUM
5 Credits
Corequisite: EMS 2229. Practicum provides the
opportunity for each student to develop competency in
clinical skills necessary to serve as a member of the
advanced life support team. Integration of EMT and
paramedic responsibilities is stressed so the student will
gain confidence in clinical problem solving. Successful
completion qualifies the student to sit for the paramedic
state board examination. Professional liability insurance
required. 10 contact hours (Special Fee)

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

EMS 2930
SELECTED TOPICS IN EMS
1-5 Credits
The course is designed for students interested in obtaining
additional skills as an EMT or paramedic. Clinical experience
and/or didactic activities are provided. The course may require the student to provide professional
liability insurance. A special fee may be required.

ENGINEERING

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

ETD 1100C
ENGINEERING DRAWING
3 Credits
Includes two-hour laboratory. A survey course of the
principles and practices involved in making and reading
engineering drawings. Emphasis is placed on lettering,
industrial symbiosis, 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 requires each student to write 6,000 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 requires each student to write 6,000 words.

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

ENC 1001
ENGLISH WRITING SKILLS
1-6 Credits
Mini-courses on specific writing skills. Examples are spelling improvement, capitalization and punctuation, correcting common grammatical errors, writing paragraphs, review of essay writing, improving style, taking notes, answering essay questions, outlining. Can be taken for one, two or three credits per semester. May be repeated for up to six hours of credit. May be taken as continuation of ENC 1002 or in conjunction with ENC 1101 or 1102 or to reline specific writing skills. (Special Fee in self-paced lab sections)

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

ENC 1101
FRESHMAN COMPOSITION I
3 Credits
Instruction and practice in effective expository writing. Emphasis on clarity of central and supporting ideas, adequate development, logical organization, coherence and grammatical and mechanical accuracy. This course requires each student to write 6,000 words.

ENC 1102
FRESHMAN COMPOSITION II
3 Credits
Prerequisite: ENC 1101 or ENC 1121 or permission of the department. Continuation of ENC 1101 with practical application of skills learned. Emphasis on style; use of the library, reading, evaluating and using available sources, planning, writing and documenting the short research paper. This course requires each student to write 6,000 words.

ENC 1121
HONORS FRESHMAN COMPOSITION I
3 Credits
A course to improve the expository writing skills of the academically advanced student. Emphasis on reading, thinking and writing skills and translation of these skills into clear, well-organized prose. This course requires each student to write 6,000 words. Enrollment by permission of department.

ENC 1122
HONORS FRESHMAN COMPOSITION II
3 Credits
Prerequisite: ENC 1101 or ENC 1121. A course that builds on the skills developed in ENC 1101 or 1121. 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 requires each student to write 6,000 words. Enrollment by permission of department.

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

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

ENG 2100
INTRODUCTION TO FILM
3 Credits
Prerequisite: 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
1-3 Credits
This seminar is for students interested in research, discussion and observation of special topics in writing and literature.

ENL 2013
SURVEY IN ENGLISH LITERATURE
3 Credits
1300 to 1800
Prerequisite: ENC 1101. A humanistic study of British literature through the eighteenth century. Representative selections from each period are studied for interpretation, background, artistic qualities and ethical meaning, with emphasis on human values and application to life. This course requires each student to write 6,000 words.
ENL 2023 SURVEY IN ENGLISH LITERATURE: 1800 TO PRESENT
Prerequisite: ENC 1101. A study of British literature of the nineteenth and twentieth centuries from the same approach as that of ENL 2013. This course requires each student to write 6,000 words.

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

LIT 2090 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. To include the works of such authors as Baldwin, Bellow, Brooks, Camus, Ellison, Hesse, Malamud, Sartre. This course requires each student to write 6,000 words.

LIT 2110 SURVEY IN WORLD LITERATURE: BEGINNING THROUGH RENAISSANCE
Prerequisite: ENC 1101. A study of the major poetry, fiction, drama and essays of world literature from the ancients to and including the Renaissance. Emphasis on selections that make reading stimulating and pleasurable. This course requires each student to write 6,000 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 requires each student to write 6,000 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 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 includes 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  
3 Credits  
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  
3 Credits  
Principles, procedures and techniques of teaching are presented with emphasis on methods of instruction, developing training outlines, use of visual aids and testing procedures for fire technology instructors.

**FFP 2180**  
FIRE DEPARTMENT MANAGEMENT  
3 Credits  
Principles and functions of fire department management. The chief officer's role as a manager including objectives of the fire department, planning, budgeting, water supplies, relationship of insurance to fire protection, communications and fire alarms, organization and legal aspects of the prevention, fire investigation and changing concepts in management.

**FFP 2200**  
INTRODUCTION TO FIRE INSPECTION  
3 Credits  
Structure and organization of fire prevention organizations; conducting inspections, interpreting and applying code regulations; study of procedures and techniques of fire prevention, including surveying and mapping, recognition and elimination of fire hazards; fire risk analysis as applied to municipal and industrial occupancies; problems of public relations, including coordination with other agencies, public education, inspection practices.

**FFP 2310**  
BUILDING CONSTRUCTION AND FUNDAMENTALS  
3 Credits  
State and federal laws applicable to fire protection and construction, building codes and their application to fire protection and fire prevention, building construction and design with emphasis on fire prevention features.

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

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

---

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

**FFP 2949**  
COOPERATIVE EDUCATION: FIRE SCIENCE FIELD EXPERIENCE  
2-4 Credits  
Prerequisite: Permission of professor. 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  
3 Credits  
A conversational approach to French. The stress is placed on the everyday use of the language. Students are introduced to basic grammar, vocabulary and composition. This course, two years of high school French or permission of the professor is a prerequisite for FRE 1100.

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

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

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

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

---

**GEOGRAPHY**

**GEA 1000**  
WORLD GEOGRAPHY  
3 Credits  
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  
4 Credits  
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 2100, Physical Geology, or equivalent. This course deals with the historical aspect of the earth from Archeozoic to present time relating and describing patterns, changes and trends of geological features and the flora and fauna of fossil forms.

GERMAN

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

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

GER 2200
INTERMEDIATE GERMAN I
Prerequisite: GER 1101 or permission of the professor. Conversational approach based on material which also develops reading and writing skills.

GER 2201
INTERMEDIATE GERMAN II
Prerequisite: GER 2200 or permission of the professor. Conversational approach based on material which also develops reading and writing skills.

GERONTOLOGY

GEY 1003
SOCIAL FORCES IN LATER LIFE:
AN INTRODUCTION TO SOCIAL GERONTOLOGY
This course is designed for persons who work with older adults in a social environment. It deals with age related attitudes; individual adjustment and life satisfaction to conception of population trends; historical concept 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
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
Prerequisite: Approval of professor. 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
Prerequisite: Approval of professor. This course is designed for health professionals, nurses (students, LPN's, RN's), psychologists and state agency personnel who are actively providing services to the elderly. This course is designed to promote an awareness of the current dangers and safeguards in drug use for the aged. It includes an overall review of the physiological changes in aging as 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 of 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 professor. 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 3 Credits
PHOTOLITHOGRAPHY
Prerequisite: GRA 1500 or permission of professor. 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, papering, scaling, dark room operation and the reproduction of line and half-tone copy (both single and two-color). This course is taught at Mid-Florida Technical Institute.

GRA 2635C 3 Credits
GRAPHIC REPRODUCTION PROCESSES
Prerequisite: GRA 1500 or permission of professor. Fundamentals of single color layout, imposition, stripping and opaquing of negatives onto a goldendone. The student is introduced to the theory of direct image, electrostatic, photo direct, press and direct processes of color and plates. Hands-on projects are provided in stripping (for single- and two-color) plate selection and burning. Theory and hands-on practice of the principles and methods of prepress, press operation and cleanup are provided. This course is taught at Mid-Florida Technical Institute.

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

GRA 2706 3 Credits
GRAPHICS ARTS ESTIMATING
Prerequisite: GRA 1500 or permission of professor. 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. The analysis of specifications, costs of materials and outside services, profit margins and pricing from time/cost data.

GRA 2740C 3 Credits
GRAPHICAL PRESENTATIONS
Prerequisite: GRA 1500 or departmental approval. A study of the graphical applications of presenting business and technical information to a specific audience. Hands-on projects, making use of modern graphical techniques, are employed. The preparation of finished graphics for reproduction 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 3 Credits
ILLUSTRATING
Prerequisite: GRA 1500. A basic course in the application of freehand sketching and mechanical projection to industrial/commercial problems. Portfolio, resume and preparation for job seeking explored. Various mediums employed such as ink, airbrush, watercolor, acrylics, pastels and colored pencils. Also included are studies in planning, production and completion of finished artwork for brochures, reports, manuals and other industrial/commercial publications. (Special Fee)

GRA 2745C 3 Credits
PICTORIAL RENDERING
Designed to give the student a basic grounding in the construction and drawing methods necessary to produce accurate pictorial and architectural renderings. Various mediums are explored including airbrush and watercolor. 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 2830 3 Credits
SELECTED TOPICS IN GRAPHIC ARTS
Prerequisite: GRA 1500 or permission of professor. For the student who desires a more in-depth study of the various advanced concepts, methods and techniques currently employed in the graphic arts field. State-of-the-art applications are explored through research, experimentation, discussion and demonstration.

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

HEALTH

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

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

HISTORY

AFA 2150 3 Credits
AFRO-AMERICAN HISTORY AND CULTURE
Designed to acquaint students with and stimulate interest in the life and history of the Afro-American with emphasis on his origins, enslavement, subculture and his struggle for civil rights and human dignity.
AMH 2010
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 twentieth century.

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

EUH 1000
WESTERN CIVILIZATION TO 1750
3 Credits
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.

EUH 1001
WESTERN CIVILIZATION 1750 TO PRESENT
3 Credits
A historical survey of modern Western society, with emphasis on industrialization, social developments, the rise of the modern state and international relations. The course examines the French and Russian revolutions, Fascist Italy, Nazi Germany and the two world wars as well as a number of other major topics.

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

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

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

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

HORTICULTURE (ORNAMENTAL)

ENY 1007C
PRINCIPLES OF ENTOMOLOGY
3 Credits
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 are analyzed, including cultural, biological and chemical methods. Other topics include pesticides—methods of application and precautions in handling. (Special Fee)

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

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

HOS 1010C
INTRODUCTION TO HORTICULTURAL SCIENCE
3 Credits
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
3 Credits
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
1-4 Credits
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
3 Credits
Prerequisite: Approval of the professor. 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.

ORH 1011C
LANDSCAPING DESIGN AND IMPLEMENTATION
3 Credits
Prerequisite: ORH 1521C or departmental approval. A comprehensive study of design elements, design
principles, culture and technique. The study includes 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 are discussed in detail. A lab is included. (Special Fee)

**ORH 1285C**
**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 Florida landscaping. The identification, growth characteristics, propagation, culture and use of these plants are studied. Labs are taught off campus at Harry P. Leu Gardens. (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 use of these plants are 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 is 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 is placed on physiology, soil-water relations, 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 surveying, nursery design, nursery visits, 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 professor. 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 (economic as well as social). Other areas of investigation 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 101C 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. 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 2250 QUANTITY FOOD PRODUCTION AND FOOD MANAGEMENT 3 Credits
The main purposes of this course are to teach basic cooking skills along with an understanding of food management that can be applied to any food service organization. Under the guidance and supervision of an experienced chef, and within a commercial kitchen, students concentrate on understanding foods and the interplay among ingredients, recipes, kitchen equipment, kitchen procedures and techniques and managing costs while learning how to prepare various dishes found in a typical food service operation. (Special Fee $20.00)

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 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 businessess 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 states.

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 is 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 professor. 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 professor. This course provides 240 hours of practical experience under supervision of an industry manager and college professor.

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 1701 HUMANITIES IN MEXICO 3 Credits
This course includes 11 days travel to Mexico City, Cuernavaca and Taxco during the break between Semester 2 and 3. Ten hours of class work during the last 3 weeks of Semester 2 acquaint students with the history, culture, and architecture they will encounter in Mexico at sites such as Teotihuacan, Xochicalco and Malinalco. Course content focuses on pre-Columbian cultures, colonial Mexico under Spanish influence and on problems of modern Mexico. Prerequisites: permission of department chairman plus cost of trip and registration fees. Offered biannually during Semester 2.

HUM 1702 HUMANITIES IN MEXICO 3 Credits
This course includes 11 days travel to the Yucatan Peninsula of Mexico visiting Merida, Campeche, Can-Cun and the Mayan archeological sites of Dzibichaltan, Chichen Itza, Edzna, Coba Uxmal and others. Ten hours of class work during the last three weeks of Semester 2 acquaint students with knowledge of the history, culture, art and architecture of the Mayan people of the Yucatan. Special emphasis is placed on contemporary, social and economic issues of this part of Mexico. Prerequisite: permission of department chairman plus cost of trip and registration fees. Offered biannually during Semester 2.

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 requires each student to write 6000 words.

HUM 2223  
HUMANITIES — EARLY CHRISTIAN AND MEDIEVAL  
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 requires each student to write 6000 words.

HUM 2232  
HUMANITIES - RENAISSANCE AND BAROQUE  
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 requires each student to write 6000 words.

HUM 2234  
HUMANITIES - ENLIGHTENMENT AND ROMANTICISM  
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 nineteenth century, emphasizing the emergence of rationalism and modern science and the Romantic rebellion. This course requires each student to write 6000 words.

HUM 2250  
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 requires each student to write 6000 words.

HUM 2310  
MYTHOLOGY IN ART AND LITERATURE  
Prerequisite: ENC 1101. An integrated examination 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 are studied to determine the universality of the various symbols and concepts. This course requires each student to write 6000 words.

HUM 2740  
HUMANITIES IN THE BRITISH ISLES  
Course consists of seminars and travel in England, Scotland and Ireland. Pre-travel seminars focus on the art, architecture, literature and drama of England from pre-historic times to the present. Travel to London, Greenwich, Stonehegin, 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  
HUMANITIES IN ITALY  
Course consists of seminars and travel in England, Scotland and Ireland. Pre-travel seminars focus on the 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 reinforces 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  
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 2200  
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 is focused on the questions which people ask and which lead them to formulate religious answers and the various religious doctrines which formalize these human concerns. The course balances different opinions from the major religious traditions such as Christianity, Judaism, Hinduism and Buddhism, among others, and helps the students broaden their perspective on religion.

INTERDISCIPLINARY STUDIES  
IN GENERAL EDUCATION  
IDS 1101  
INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION I  
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 requires each student to write 6000 words.

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

IDS 2103  
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 requires each student to write 6000 words.

IDS 2104  
INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION IV  
6 Credits

An examination of a new awareness of the universe which resulted from new astronomical discoveries about "time" and "Space" in the past 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 requires each student to write 6000 words.

INTERNATIONAL BUSINESS

ECS 2601  
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  
3 Credits
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  
3 Credits
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 1401  
ADVANCED REPORTING

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

JOU 1420L, 1421L, 2422L, 2423L  
COLLEGE NEWSPAPER

each 1 Credit

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

each 1 Credit

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

3 Credits
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

3 Credits
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

1-3 Credits
These seminars are for students interested in research, discussion and observation of special topics in journalism.

JOU 2946  
JOURNALISM INTERNSHIP

1 Credit
Three hours per week. Prerequisite: JOU 1100 or permission of the professor. 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

2-4 Credits
Prerequisite: Permission of professor. 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

3 Credits
An introduction to the history, development and current practices of the media of mass communication—designed to present functions of newspapers, magazines, radio, television and advertising in light of their responsibilities to the public.
MMC 2100 3 Credits
WRITING FOR MASS COMMUNICATIONS
Provides fundamental instruction and practice in writing for journalism, advertising, broadcasting and public relations. Designed as a pre-professional course for students majoring in journalism and communications.

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

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

LEA 2401 3 Credits
LAW OFFICE MANAGEMENT
The student studies a law office organization, specialized bookkeeping and accounting for lawyers, 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.

LEA 2501 3 Credits
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.

LEA 2940 3 Credits
INTERNSHIP AS A LAWYER'S ASSISTANT
Prerequisites: BUL 2112, LEA 1013, and one of the following: LEA 2102, or LEA 2212, 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.

LOGIC

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

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

MATHEMATICS
Each student enrolling in mathematics courses at Valencia Community College is encouraged to discuss his/her educational goals with a counselor or a mathematics professor prior to registration.
MAC 1104
COLLEGE ALGEBRA
Prerequisite: Two years of high school algebra and one year of high school geometry with a grade of "C" or better; MAT 1033 with a grade of "C" or better or equivalent. A function approach to algebra. Topics include relations, polynomial, exponential and logarithmic functions and their graphs; systems of equations. (Credit is not given for both this course and MAC 1132.)

MAC 1114
COLLEGE TRIGONOMETRY
Prerequisite: MAC 1104 with a grade of "C" or better or two years of high school algebra and one year of high school geometry with a grade of "C" or better. 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 this course and MAC 1132.)

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 above average student planning to study analytic geometry and calculus. (Credit is not given for both this course and MAC 1114 or for both MAC 1132 and MAC 1114.)

MAC 2233
CALCULUS FOR BUSINESS AND SOCIAL SCIENCE
Prerequisite: MAC 1104 with a grade of "C" or better. An introduction to calculus with applications to business and social science. Topics include differentiation and integration of algebraic, exponential, and logarithmic functions, rates of change, curve sketching, optimization problems, partial derivatives.

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

MAC 2312
CALCULUS WITH ANALYTIC GEOMETRY II
Prerequisite: MAC 2311 with a grade of "C" or better. Topics include differentiation and integration of the transcendental functions, techniques of integration, applications of the integral, indeterminate forms, conic sections, infinite series.

MAC 2313
CALCULUS WITH ANALYTIC GEOMETRY III
Prerequisite: MAC 2312 with a grade of "C" or better. Topics include polar coordinates, indefinite series, vectors, three dimensional analytic geometry, parametric equations, partial derivatives, multiple integration.

MAE 2811
MATHEMATICS FOR ELEMENTARY EDUCATION MAJORS
Prerequisite: MGF 2002. New approaches to arithmetic and mathematics appropriate for elementary school curricula. Topics selected from sets, systems of numeration, development of computational techniques, informal logic, development of ideas in geometry and algebra from a teaching perspective.

MAP 2302
DIFFERENTIAL EQUATIONS
Prerequisite: MAC 2313 with a grade of "C" or better or consent of professor. An introduction to methods and applications of ordinary differential equations. Topics include first order equations and applications; higher order linear equations with applications; Laplace Transforms, introduction to numerical methods.

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

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

MAT 0013
INTRODUCTORY MATHEMATICS
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/her 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
ELEMENTARY ALGEBRA
Prerequisite: MAT 0013 with a grade of "C" or better 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
INTERMEDIATE ALGEBRA
Prerequisite: MAT 1024 with a grade of "C" or better 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. Not applicable toward mathematics requirements in general education.
MAT 1905
DIRECTED INDIVIDUAL STUDIES
1-4 Credits
Individual study in mathematics is designed to provide the student an opportunity to develop specific individual program related mathematical skills and/or concepts in an individualized setting. This course may not be used in lieu of any mathematics course listed in the catalog. Application must be made to the department office.

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

MGF 2202
COLLEGE MATHEMATICS
1-3 Credits
Prerequisite: MAT 1033 with grade of "C" or better or satisfactory score on the college preassessment inventory. Topics included are sets, numeration systems, logic, geometry, probability, statistics and computers.

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

MTB 1304
MODERN COMPUTATIONAL METHODS
2 Credits
Includes laboratory 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/her 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 1364
THE METRIC SYSTEM
1 Credit
A course designed to familiarize the student with the metric system. The course includes a study of the history of the metric system, classroom applications of metric mensuration, advantages and disadvantages of the metric system and conversion between the customary and metric systems and conversion of units within the metric system.

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

MEDICAL LABORATORY TECHNOLOGY

MLS 1000C
INTRODUCTION TO MLT
1 Credit
Prerequisite: Acceptance into the MLT program. An orientation to the profession of medical technology. Major areas of microbiology, chemistry and hematology are presented in addition to medical terminology, ethics, societies and licensure regulations. (Special Fee)

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

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

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

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

MLS 2525C
IMMUNOHEMATOLOGY
2 Credits
Prerequisite: MLS 1000C. ABC-Rh typing and crossmatching principles and techniques are emphasized. (Special Fee)

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

MLS 2820C
CLINICAL CHEMISTRY
4 Credits
Prerequisite: MLS 1000C and CHM 1045C. Advanced clinical chemistry with emphasis on quality control, instrumentation and performance of all routine chemical and analytical procedures. Includes three-hour laboratory. (Special Fee)

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

MLS 2808L
SEROLOGY/URINALYSIS PRACTICUM
3 Credits
Prerequisite: MLS 1200C, MLS 2510C and permission of professor. The student is placed in the serology/urinalysis department of an approved lab where, under supervision, he/she performs clinical test procedures. (Insurance fee $19.00)

MLS 2809L
HEMATOLOGY PRACTICUM
5 Credits
Prerequisite: MLS 1300C and professor 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 5 Credits
CHEMISTRY PRACTICUM
Four weeks, 40 hours per week. Prerequisite: MLS 2620C and professor 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 5 Credits
MICROBIOLOGY PRACTICUM
Four weeks, 40 hours per week. Prerequisite: MLS 1400C and professor 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 music history, 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 majors pursuing the Associate in Arts degree. Students receiving credit for principal freshman and principal sophomore instruction are required to enroll in and observe good attendance in one or more ensembles as appropriate for the lesson taught. Failure to comply with the attendance requirement may result in concurrent withdrawals from both ensembles and private lessons. A student pursuing the music major program at Valencia must observe the following requirements:

1. Be examined in performance before a panel of music faculty at the end of each semester. Advancements to higher levels of study will be determined by the recommendation of the panel and the professor'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 professor 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 professor of the Music Department.

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

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

MUL 1211 3 Credits
MUSIC LITERATURE
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 requires each student to write 6000 words.

MUN 1100 1 Credit
SYMPHONIC BAND
Prerequisite: Previous band experience and approval of professor. 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 1 Credit
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 professor. May be repeated for credit.

MUN 1340 1 Credit
CONTEMPORARY ENSEMBLE
A choral ensemble performing choreographed selections from popular, Broadway musical and vocal jazz repertoire. This ensemble also performs for an annual Christmas
MADRIGAL DINNER. Open to all students through auditions held prior to and during registration. 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 is 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 is 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-singing. (No laboratory fee)

MUS 1112
MUSICIANSHIP II
4 Credits
Includes three one-hour laboratories. Prerequisite: MUS 1111 or permission of professor. 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 professor. 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 professor. 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 professor. 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 professor. A study of harmony, arranging and improvisation for students interested in music in this idiom. Aural laboratory includes dictation and sight-singing. (No laboratory fee)

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

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

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

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

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

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

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

**MVV 1121AAB**
**CLASS VOICE III & IV**
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 professor and department approval.

Contact the music program lead professor for further details.

**NURSING**

**NUR 1022**
**MATHEMATICS AND PHARMACOLOGY FOR NURSING**
**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 competently, safely and with proper attention to the needs of patients.

**NUR 1040C**
**NURSING I FUNDAMENTALS OF NURSING**
**Prerequisites/Corequisites:** APB 2203C, NUR 1022, NUR 1040C introduces the student to basic concepts of health and general effects of stress on individuals throughout the life cycle. The nursing process is presented as an approach to patient care. Emphasis is placed on human needs related to hygiene, comfort, safety, activity, elimination, rest and sleep and effective communication. The course focuses on understanding the adult patient's physiologic 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**
**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 is 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 is 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**
**Prerequisites:** NUR 1054C and NUR 2251C. This course is specifically designed for the LPN student. It builds on the concepts presented in NUR 1054C and NUR 2251C. The course focuses on developmental theories utilized in assessing, planning, implementing and evaluating care for the childbearing and child rearing family as a unit. Emphasis is placed on the family as a unit. The effects of stress and adaptation on the family unit are viewed from a physiological, psychological and developmental perspective. (Special Fee)

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

**NUR 1943**
**CLINICAL ELECTIVE**
This course is a clinical elective designed to increase nursing competencies, judgments and self-confidence in the care of hospitalized patients. It offers the student an opportunity to increase their clinical experience and refine clinical skills. Criterion-referenced grading is used in this course. Course objectives are formulated on an individual basis to allow each student to meet his/her goals. Formative evaluation is 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. NUR 2130C is designed to adapt the theory and skills attained in Nursing I, II and III to the care of the childbearing and child rearing 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 child rearing family as a unit. The effect of stress and adaptation on the family unit is 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 Ill 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 also focuses on an understanding of the emotional reactions of individuals during critical illnesses. Theoretical course content includes the more complex disturbances of oxygen transport, fluid and electrolyte balance and motor and sensory regulation. Throughout the course the student develops technical skills in caring for patients with complex problems. Clinical experiences focus on more independent use of the nursing process when caring for patients with rapidly changing needs. Short and long term goals are 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 is 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: NURU 2210. The student is assisted to acquire increasing ability to plan and deliver care to groups of patients. The student has 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 is 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
BASIC ENTOMOLOGY
An introduction to the morphology, development, natural history, behavior and importance of the insect 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 2111
SEMINAR: PEST CONTROL BUSINESS ADMINISTRATION
Prerequisite: GEB 1011. Studies in the basic nature of pest control services: site selection, business and labor management, production, cost analysis, insurance, laws, taxation and other business methods as they relate to pest control business.

ENY 2224
HOUSEHOLD PESTS AND THEIR CONTROL
Prerequisites: ENY 1002, ENY 1102 and ENY 1220. A practical approach to the identification, biology, life histories, inspection procedures and controls involving general household pests.

ENY 2227
WOOD DESTROYING PESTS AND THEIR CONTROL
Prerequisites: 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 is also demonstrated and discussed.

ENY 2231
LAWN AND ORNAMENTAL PESTS AND THEIR CONTROL
Prerequisites: 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
FIELD SERVICE
Prerequisite: Permission of professor. 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 are required. Work experience must be approved by the professor.
PHILOSOPHY

PHI 2010

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

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 the 20th century.

PHYSICAL AND EARTH SCIENCES

AST 1002

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

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

ENERGY: PAST, PRESENT AND FUTURE

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

PSC 2121

SELECTED TOPICS IN PHYSICAL SCIENCE

This course deals with selected topics in the physical sciences based on an historical, traditional or contemporary approach, as the background and interests of the students and professor might dictate.

PHYSICAL EDUCATION

DAA 2160

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

BALLET I

The class consists of basic techniques at the barre using basic foot, arm and body positions. There is center floor work which covers basic adagio movements and allegro combinations and uses classical sequences for traveling across the floor. Leotards, tights and ballet shoes needed.

DAA 2201

BALLET II

Prerequisite: Permission of professor. 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

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 top, jazz and rock music. Also offered as CN 138, noncredit.

DAA 2561

JAZZ DANCE II

Prerequisite: Permission of professor. 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

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

The basic fundamentals pertaining to the grip, stance, posture and swing are stressed. Work with the woods, irons, chipping and putting is 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

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

PEL 1321

VOLLEYBALL

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

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

PEL 1342

TENNIS II

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

PEL 1346  BADMINTON I  2 Credits
Body movement, positioning, footwork and stroke technique are taught. Practical playing experience stresses rules, etiquette and strategy. All equipment is 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 aid in teaching both doubles and singles strategy.

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

PEL 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 professor. 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 professor. Also offered as CN 106, noncredit.

PEL 2442  RACQUETBALL II  2 Credits
Designed specifically for students wanting to develop advanced skills of a good racquetball 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 professor.

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" (Karaté 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 professor. Designed for students who wish to attain skill in the various forms of katas while performing the fundamentals of Karate Do in complex patterns of simulated defensive situations.

PEOP 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  4-4 Credits
INTRODUCTORY PHYSICS I-II
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)
PHYSICS

OPTICAL PHYSICS
Six-hour lecture/laboratory instruction. Prerequisite: PHY 1053C or PHY 2048C. Designed for the laser optics technician degree. A detailed study of geometrical, physical and quantum optics.

GENERAL PHYSICS WITH CALCULUS I-II
Six-hour 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 upon fundamental principles. The second semester covers electricity, magnetism, and optics. Designed for physics, mathematics, chemistry and pre-engineering majors. (Special Fee)

MODERN PHYSICS
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.

SELECTED TOPICS IN PHYSICS
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

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

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

INTERNATIONAL POLITICS
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.

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

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

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

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

COOPERATIVE EDUCATION: POLITICAL SCIENCE FIELD EXPERIENCE
Prerequisite: Permission of professor. 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.

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

PSYCHOLOGY

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.

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

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.

DEVELOPMENTAL PSYCHOLOGY
Prerequisite: PSY 1012. A course designed to survey theory and research on development from prenatal stages through adulthood (childhood development is stressed). The course emphasizes the biological, psychological and social variables which influence human behavior.

EDUCATIONAL PSYCHOLOGY
A study of psychological principles and how they apply to the educational process. Major areas considered are principles of learning, individual differences, motivation, mental abilities, measuring outcomes of learning and study of the teaching-learning situation. (This course is especially designed for the prospective teacher.)
INP 1131  APPLIED PSYCHOLOGY FOR CRIMINAL JUSTICE  3 Credits
The course covers the basic elements of general psychology such as learning, perception, personality theory, etc., with emphasis on the application of psychological principles by law enforcement and correctional officers.

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

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

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

PSY 2949  COOPERATIVE EDUCATION: PSYCHOLOGY FIELD EXPERIENCE  2-4 Credits
Prerequisite: Permission of professor. 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.

REAL ESTATE

BUL 1303  FLORIDA REAL ESTATE LAW  3 Credits
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  REAL ESTATE PRINCIPLES AND PRACTICES  3 Credits
Corequisite: BUL 1303 or professor’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  HOUSING AND HOME OWNERSHIP  3 Credits
An introduction to the economic, physical, legal and esthetic 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  REAL ESTATE INVESTMENT  3 Credits
This course is designed to forecast and measure investment yields such as cash flow and profit analysis on real property. Houses, apartments, shopping centers, office buildings and industrial properties are analyzed using various investment approaches.

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

READING

REA 1105  READING SKILLS I  3 Credits
A reading skills development course that teaches comprehension skills and vocabulary development.

REA 1106  READING SKILLS II  3 Credits
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  READING TECHNIQUES  3 Credits
A course designed to assist the student with average and above average reading ability in developing optimal reading skills. Emphasis is on increasing reading speed and flexibility, developing thorough, accurate and critical comprehension and acquiring a precise and extensive vocabulary. May be used as a general education elective.
analysis, neighborhood characteristics and building construction.

**REE 2101**
**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**
**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**
**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**
**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**
**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**
**COOPERATIVE EDUCATION: REAL ESTATE FIELD EXPERIENCE**
Prerequisite: Permission of professor. 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**
**INTRODUCTION TO PHARMACOLOGY**
Prerequisite: APB 2204C. History of pharmacology, regulatory agencies and regulations concerning the use of drugs. Drug action, absorption, distribution and use in the human body. Emphasis on respiratory drugs, cardiac drugs and related drugs the therapist is exposed to in the hospital.

**APB 2263**
**PULMONARY PHYSIOLOGY**
Prerequisite: PHY 1001C, APB 2203C. Includes three-hour laboratory. This course includes the following respiratory 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**
**RESPIRATORY PATHOLOGY**

**Cellular pathology with emphasis on pathology of respiratory and cardiovascular systems.**

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

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

**RET 1026C**
**BASIC RESPIRATORY EQUIPMENT**
Prerequisites: RET 1024, APB 2203C Corequisites: PHY 1001C, APB 2204C, MCB 2010C. Fundamental functions of basic respiratory therapy equipment. Systems of oxygen storage, safety precautions. Preparation for clinical practice. (Special Fee)

**RET 1264C**
**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 respiratory. (Special Fee)

**RET 1874C**
**CLINICAL PRACTICE I**
Prerequisite: RET 1026. Corequisite: RET 1264 and APB 1650. Approximately 15 contact hours for every 4 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)

**RET 2284C**
**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 2442C**
**INTRODUCTION TO PHYSIOLOGIC MONITORING**
Prerequisite: RET 2284. Lecture demonstration involving blood gas analyzers, oxygen analyzers, pulmonary function equipment, physiologic monitoring, electrical safety and quality control. (Special Fee)

**RET 2714C**
**PEDIATRIC RESPIRATORY CARE**
Prerequisite: RET 2284. Instruction includes the following areas: development and physiology of the fetal and neonate lung; perinatal circulation; neonatal pulmonary disorders; treatment of perinatal patients with respiratory care techniques and pediatric respiratory therapy. (Special Fee)
SOCIAL SCIENCE

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

SSI 2841 FIELD EXPERIENCE IN SOCIAL SCIENCES 1 Credit
Two (2) hours per week of appropriate field experience under professional supervision. This course is designed for students who wish to pursue particular interests in areas related to any of the social sciences and to gain some actual experience in the field. The course may be repeated for a maximum of three semesters of credit.

SOCIOLOGY

SYG 1322 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 1324 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 DEVIANT 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, urbanization and 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 professor. 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 2-4 Credits
Prerequisite: Permission of professor. 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
Beginning conversational class for students in criminal justice and other programs. Vocabulary presented would benefit those dealing with Spanish speaking people in all areas.

3-3 Credits

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

3 Credits

SPN 1101
ELEMENTARY SPANISH II
Prerequisite: SPN 1100 or permission of the professor. Continuation of SPN 1100.

3 Credits

SPN 1170-2270
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.

6-6 Credits

SPN 2200
INTERMEDIATE SPANISH I
Includes one-hour laboratory. Prerequisite: SPN 1101 or permission from the professor. Conversational approach with readings adapted from Spanish newspapers and magazines.

3 Credits

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

3 Credits

SPN 2510
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.

3 Credits

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

1-3 Credits

SPW 2100-2101
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.

3-3 Credits

SPEECH

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

3 Credits

SPC 1051
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.

3 Credits

SPC 1300
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.

3 Credits

SPC 1600
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.

3 Credits

SPC 1601
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.

3 Credits

SPC 1700
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.

3 Credits

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

3 Credits

SPC 2594
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.

1 Credit

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

1-3 Credits

STUDENT DEVELOPMENT

SLS 1261
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;
station; and topographic and land surveying studied in
coordinated class, laboratory and field assignments.

SUR 2300  3 Credits
TOPOGRAPHY AND MAPPING
Prerequisite: SUR 1100. A study of the field and drafting
techniques of map construction, control surveys, detail
surveys, transit-tape; transit-stadia; plane table; map
drafting; contour construction; use of contour maps; cross-
section field work and drafting; earthwork computations;
theory and use of state plane coordinate systems; map
reproduction techniques.

SUR 2321  2 Credits
PROFESSIONAL DRAFTING FOR SURVEYORS
A study of the techniques and drawings used in the
surveying profession. Topics include lettering, line (pencil
and ink) drafting, traverse and curve plotting, cross
sections, lot surveys and boundary plats.

SUR 2330  2 Credits
PHOTOGRAHAMMETRY
An introduction to the science of aerial photo interpretation
as it applies to obtaining reliable information for surveying
and the development of land maps. Topics include parallax
measurements, stereo plotting, remote sensing and radial
line plotting.

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

SUR 2402  3 Credits
LAND SURVEYING AND DESCRIPTIONS
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  3 Credits
SUBDIVISIONS
Prerequisite: SUR 2640. A study of plat construction from
tract description to final record plat; plat drafting;
necessary computations; lettering meaning of legal parts;
current plat laws and regulations.

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

SUR 2610  3 Credits
INTERMEDIATE SURVEYING COMPUTATIONS
(Surveying II)
Prerequisite: SUR 1100. A study of field techniques and
their associated computations; adjustment of a transit;
errors in angle measurements; errors in distance
measurements; field techniques of traversing; traverse
computations (closure and balancing); field techniques of
typing points to control; tie-in computations; layout of
horizontal curves; horizontal curve computations; field
techniques and computations of precise levels; vertical
curve computations.

SUR 2640  4 Credits
ADVANCED SURVEYING COMPUTATIONS
(Surveying III)
Prerequisite: SUR 2610. A study of the advanced
surveying 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  2-4 Credits
COOPERATIVE EDUCATION:
SURVEYING FIELD EXPERIENCE
Prerequisite: SUR 2610 and permission of professor. This
cooperative arrangement allows the student to earn credit
by working in a supervised training assignment directly
related to the student's college major. May be repeated for
credit.

TELEVISION

RTV 2930  1-3 Credits
SELECTED TOPICS IN TELEVISION
TECHNOLOGY
Designed for students who are interested in research,
discussion, observation and experience in advanced
techniques in video production. Topics are selected from
the various areas of video technology such as the design
and production of video programs, computer graphics and
animation for video, editing and post-production
techniques. The course may be repeated for credit
provided a different topic is being explored each time.

RTV 1200  3 Credits
TELEVISION PRODUCTION
An introduction to the 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  3 Credits
INTRODUCTION TO THEATER
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 3 Credits
DEVELOPMENT OF THEATER AND DRAMA:
BEGINNINGS TO IBSEN
Survey of theater and drama from the primitive theater to
the time of Ibsen. Places theater in social framework of its
age with emphasis on producers, actors, audiences and
playhouses, including setting, lighting, music, costumes
and make-up. Representative plays studied.

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

THE 2925 3 Credits
PLAY PRODUCTION
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, costume, properties,
make-up and house management. Production techniques
are applied through public performance.

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

TPA 1210 3 Credits
BASIC STAGECRAFT I
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 3 Credits
BASIC STAGECRAFT II
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 2 Credits
COSTUME TECHNIQUES AND
WARDROBE PRACTICES
Emphasis is placed on the planning, execution and running
of costumes for production.

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

TPA 2010 3 Credits
BASIC THEATER DESIGN
This course involves the student in the preliminary
concepts of stage, lighting and costume design. This
course teaches the student the history of theatrical
presentation and the motivation for design concepts.

TPA 2220 4 Credits
INTRODUCTION TO STAGE LIGHTING
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.

TPA 2260 4 Credits
SOUND FOR THE STAGE
Theory and practices in sound reinforcement and effects
composition, for the indoor and outdoor stage. Covers
audio equipment and systems, recording techniques and
operation of sound for performance. Includes two-hour
laboratory.

TPA 2282 4 Credits
THEATER EQUIPMENT MAINTENANCE
Prerequisite: TPA 2260, TPA 2220 or permission of
professor. Provides students with a systematic approach to
maintenance and trouble shooting of theater sound and
lighting equipment. Includes two-hour laboratory.

TPA 2290 1-3 Credits
TECHNICAL THEATER PRODUCTION
Participation by the student as a technician in the dramatic
productions at the college. May be repeated for up to 12
hours credit.

TPA 2949 1-3 Credits
THEATER INTERNSHIP
Prerequisite: Permission of professor. The internship
allows the student to earn credit by working in a supervised
training assignment directly related to the student's college
program. Three additional hours in Technical Theater
Production may be substituted for this course. May be
repeated for up to 6 hours credit.

TPP 1110 3 Credits
BEGINNING ACTING
An introduction to practical skills necessary to the art of
acting and acting as a career. Includes mime and imitation,
acting styles and methods, methods of analysis for
structure and meaning of plays, character development,
techniques for various kinds of stages, audition

TPP 1111 3 Credits
INTERMEDIATE ACTING
Prerequisite: TPP 1110. Further application of the
principles studied in Beginning Acting. Includes preparing
a resume, auditioning, memorizing techniques, acting
styles and public performance.
COLLEGE ADMINISTRATION
Effective July 1, 1985

EAST CAMPUS ADMINISTRATION
W. Carolyn Allen .................................. Provost of the East Campus
James R. Cashon .................................. Chairman of Student Development Department
Judith M. Jones .................................. Chairman of Mathematics/Science/Physical Education Department
Grace S. Kehrer .................................. Chairman of Communications/Humanities Department
Stanley H. Stone .................................. Chairman of Vocational Programs Department
Qurentia P. Throm .................................. Chairman of Fine Arts/Social Sciences Department

OPEN CAMPUS ADMINISTRATION
W. Michael Hooks .................................. Provost of the Open Campus
Paul A. Kinser .................................. Director of Continuing Education
Ray G. Love .................................. Director of Community Services
Robert L. Mlke .................................. Director of Governmental Services Programs

WEST CAMPUS ADMINISTRATION
Anita J. Harrow .................................. Provost of the West Campus
Robert L. Carmody .................................. Chairman of Technical and Engineering Related Programs Department
Louis M. Edwards .................................. Chairman of Mathematics Department
Ruth Y. Evans .................................. Chairman of Health and Public Service Department
Deborah G. Hopkins .................................. Chairman of Business Department
Tyron S. Johnson .................................. Chairman of Student Development 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. Tighe .................................. Chairman of Communications Department

COLLEGEWIDE ADMINISTRATION
Paul C. Gianini, Jr. .................................. President
Jack C. Crawford .................................. Vice President for Business Affairs
David L. Evans .................................. Vice President for Instructional and Student Services
James R. Reinschmidt ..................... Assistant to the Vice President for Facilities and Communication Services
E. Michael Break .................................. Director of Personnel Services and Employee Relations
Charles H. Drogin .................................. 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. Keele Perry .................................. Director of Accounting and Controller
Preston D. Rosser .................................. Director of Financial Aid and Veterans' Affairs
Ruth B. Salsberry .................................. Director of Communications
Barbara Joan Tiller .................................. Director of Vocational Education
Geraldine F. Thompson .................................. Assistant to the President for Minority Affairs and Equal Access/Equal Opportunity Officer

124
FACULTY AND STAFF

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
Provost of the East Campus
B.S., Florida State University
M.S., University of Tennessee
Ph.D., Florida State University

Allen, Jerry L.
Communications
B.S., East Texas State University
M.S., East Texas State University

Ancona, Carol T.
Interdisciplinary Studies
B.A., Syracuse University
M.S., Syracuse University

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

Andrews, Donald W.
Humanities
B.A., Florida State University
M.A., Florida State University

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

Arkko, Mary Ann
Program Director, Teacher Education Center
B.A., U.C.L.A.
M.Ed., U.C.L.A.

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 M.
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. R.
Art
B.S., Western Michigan University
M.A.A., Western Michigan University

Boyett, Therlene
Mathematics
B.S., West Texas State University
M.S., West Texas State University

Brandolini, Ronald G.
Economics
B.A., University of Vermont
M.A., State University of New York/Binghamton

Break, E. Michael
Director of Personnel Services and Employee Relations
B.A., California State University
M.S., Rollins College
Ed.S., Florida Atlantic University

Buckhanon, Annie R.
Coordinator of Minority Affairs/Counselor
B.S., Florida A & M University
M.Ed., University of Central Florida

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 M.
Nursing
B.S.N., St. Anselm College
M.S., Boston University

Camody, Robert L.
Chairman, Technical and Engineering Related Programs Department
West Campus
B.A., Michigan State University
M.C.S., Rollins College
Ed.S., Florida State University

Carter, Rosa P.
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
Croft, Christline 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

Dennis, Thomas E.  
EMT Coordinator

Denny, Cathlene, S.  
Communications  
B.A., Miami University  
M.Ed., University of Florida

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.  
Institute for Business/Industry  
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

Cashon, James R.  
Chairman, Student Development  
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., Jr.  
Horticulture  
B.S., Murray State University  
M.S., Murray State University

Chaffin, Barbara J.  
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

Cheatham, Ben H., Jr.  
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

Choce, Bonnie  
Reading  
B.S., Florida A & M University  
M.S., Florida A & M University

Cohen, Carol E.  
CITE Program  
B.S., Memphis State University  
M.A., University of Central Florida

Coleman, Hoyle A.  
Program Director, Special Services  
A.B., Florida Southern College  
M.S., University of Southern California

Cook, Genevieve  
Earth Science/Geology  
B.S., Beloit College  
M.A., Rollins College

Cook, Willie C.  
Mathematics  
B.S., Florida A & M University  
M.Ed., Florida A & M University  
Ph.D., Florida State University

Coyne, George W.  
Physics  
B.S., Purdue University  
M.S., Purdue University  
Ph.D., Purdue University

Crawford, Jack C.  
Vice President for Business Affairs  
B.A., University of Nebraska  
M.B.A., University of Central Florida
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.D., Florida State University

Ensling, Rebecca
Nursing
B.S.N., Troy State University
M.S.N., University of Alabama

Evans, David L.
Vice President for Instructional and Student Services
B.S., University of Tennessee
M.M., University of Michigan
Ph.D., University of Kentucky

Evans, Ruth Y.
Chairman, Health and Public Service Department, West Campus
B.S.N., University of Florida
M.A.T., Rollins College
Ed.D., Nova University

Fear, David E.
English
B.S.Ed., Southern Illinois University
M.S.Ed., Southern Illinois University

Ferguson, Josephine B.
Business Education
B.S., Ball State University
M.A.T., Rollins College

Fisher, Constance Q.
Assistant to the Provost, East Campus
B.S., College of William & Mary
M.Ed., University of Central Florida

Fogal, 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

Gagnon, 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., West Virginia 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 Nazarene College
M.C.S., Rollins College
Ed.D., Nova University

Gateley, Miriam
Business
B.S., University of Central Florida
M.S., University of Central Florida

Germaine, Michael B.
Political Science
B.A., University of South Florida
M.S., Florida State University

Gianini, 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 M.
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.
Communications
B.A., Boston College
M.A., Boston College
Ed.D., University of Florida

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 E.
Business Education
B.S., Kansas State College
M.S., University of South Florida

Halflin, Donna R.
Coordinator, East Campus Learning Resources Center
B.S., Mississippi State College for Women
M.S., Florida State University

Hardy, George W.
Mathematics
B.S., University of Florida
M.Ed., University of Florida
Harris, Valerie L.  
Paramedic Technology  
B.S., University of South Florida

Harrow, Anita J.  
Provost of the 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

Hearn, Lynn D.  
Mathematics  
B.A., University of Florida  
M.A., University of Florida

Henderson, Patricia A.  
Librarian  
B.A., Florida State University  
M.L., Emory University

Henderson, Victoria A.  
Counselor - Special Services  
B.S., Western Michigan University  
M.S.W., Western Michigan University

Henkel, Thomas M., Jr.  
Assistant to the President  
B.A., University of Florida  
J.D., University of Florida

Hersey, Harry B., Jr.  
Coordinator, Veterans  
Cost-of-instruction Program  
B.S., Rollins College

Hild, Fred E.  
Assistant to the Provost  
West Campus  
B.A., Coe College  
M.B.A., George Washington University

Hill, Joyce A.  
Nursing  
B.S.N., University of Florida

Hisee, 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

Hollister, Merton A.  
Mathematics/Science  
B.S., Rollins College  
M.S., Rollins College  
J.D., Mercer University

Holzhauer, Louise V.  
Computer Programmer Training for the Disabled  
B.A., DePauw University

Hooks, William Michael  
Provost of the 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

Horton, Allison N.  
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, Dalton D.  
Psychology  
B.S., Florida State University  
M.S., Florida State University  
Ed.D., Nova University

Hunt, Louise I.  
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.A., University of Wisconsin  
M.F.A., University of Wisconsin

Johnson, Annie B.  
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, Student Development  
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/
Physical Education Department,
East Campus
B.A., Case-Western Reserve University
M.S., University of Florida

Kanar, Carol S.
Reading and English
B.A., University of Florida
M.Ed., Rollins College
M.A., University of Florida

Kazanazza, Jack G.
Assistant to the Executive
Director of the VCC Foundation
B.S., Florida State University

Kehrer, Grace S.
Chairman, Communications / Humanities Department,
East Campus
B.A., University of Central Florida
M.A., University of South Florida
Ed.S., Florida Atlantic University

Keyes, Lula C.
Spanish
B.A., University of Florida
M.A.T., University of Florida

Kilinger, 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

Kinner, 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

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 N.
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

Lewis, Joseph W.
Mathematics
B.S., University of Florida
M.Ed., University of Florida
Ed.S., University of Florida

Llaca, Paul
Communications
B.A., Long Island University
M.A., Long Island University

Linton, Corinne B.
Business
B.A., Notre Dame of Maryland
B.S., Rollins College
M.B.A., Stetson University
M.Ed., University of Florida
Ed.D., 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

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 A.
Vocational Handicapped Program
B.S., Florida State University

Martinez, Rosita N.
Chairman, Foreign Language
Department, West Campus
Degrees from Normal School for
Teachers, Mantazas, Cuba, and

University of Havana
M.A., Middlebury College
Ph.D., Havana University

McCord, Dolores
Counselor
B.A., University of Florica
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 J.
Coordinator, Open Campus Centers
B.A., Otterbein College

McNamara, Lola L.
Humanities
B.A., Lawrence College
M.A.T., Rollins College

Meade, Don E.
English
B.A., Florida Southern College
M.A., Stetson University

Meade, Susan N.
Dental Hygiene
B.S., University of Louisville

Melnick, 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, Ouida A.
Nursing
B.S.N., University of Florida
M.A., Rollins College

Moody, Sallye H.
Communications
B.A., University of Florida
M.A., University of Central Florida

Morris, Cliff C., Jr.
Mathematics
B.S., Florida A & M University
M.Ed., Florida A & M University
Morrison, Carla J.
Computer Programmer Training
for the Disabled

Moss, Teresa L.
Mathematics
B.A., Capital University
M.A., University of South Florida
Ph.D., University of South Florida

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

Niblack, Ernest
Counselor
B.S., Florida A & M University
M.Ed., Florida A & M University

Nicholson, Ruth A.
Program Director, Parent Education, Project
B.A., Rollins College
M.A., Rollins College

Nickel, Donna A.
Director of Title III Grant/Staff and Program Development
B.S., Duquesne University
M.S., University of Detroit

Nydam, Sandra F.
Business Education/Coordinator
Office Skills Training Center
B.S., Florida Southern College
Ed.M., Rollins College

Obrenski, Steven L.
CITE Program
B.A., Eastern Connecticut State College
M.A., University of Central Florida

Paul, Della W.
English
B.A., Bethune-Cookman College
M.A., Rollins College

Payne, David G.
Humanities
B.A., Grand Rapids Baptist College
M.A., Western Kentucky University
M.A., University of Miami

Pendergraft, Sandra C.
Nursing
B.S., University of North Carolina
M.S., University of North Carolina

Pennington, Elizabeth
Humanities
B.A., Florida State University
M.A., Florida State University

Perry, Annie Blue
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. Keece
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, Maryanne M.
Nursing
B.S.N., Catholic University of America
M.S.N., Northern Illinois 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

Pizyci, Michael E.
Hospitality Management
B.S., Florida State University
M.S., Florida State University

Polter, 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

Reddick, Alzo J.
Program Director for Minority Achievement
B.S., Paul Quin College
M.A., Florida A & M University
Ed.D., Nova University

Redmon, Malcolm E.
Mathematics/Physics
B.A., Catholic University
M.S., University of Notre Dame

Reichert, William
English
B.G.S., Rollins College
M.A.T., Rollins College

Reinhaus, Ronald W.
Political Science
B.A., University of Alabama
M.A., University of Alabama
Ed.D., Nova University

Reinschmidt, James R.
Assistant to the Vice President for Facilities and Communications Services
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

Ribbley, Julia H.
Coordinator of International/Intercultural Education
B.A., Birmingham Southern College
M.S., Florida State University

Ribbley, Thomas J.
Mathematics
B.S., Otterbein College
M.M., University of South Carolina
Ph.D., Wayne State University

Rietfeld, Richard D.
Technical Director/Performing Arts Center
B.A., Hope College
M.A., Colorado State University

Riles, Mary C.
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.
Humanities
B.A., Florida Southern College
M.Div., Garrett Theological Seminary
M.A., Florida State University

Rosch, Gisela
Mathematics
B.S., Barry College
M.A., University of Miami

Rosser, Preston D.
Director of Financial Aid and Veterans’ Affairs
B.S., Troy State University
M.S., Rollins College

Rutledge, Donald E.
Physical Education and Golf Coach
B.S., University of Florida
M.P.H., University of Florida

Salsberry, Ruth B.
Director of Communications
B.A., Texas Woman’s University
M.A., Texas Woman’s University

Saller, 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.S.E., Polytechnic Institute of New York

Sample, Margaret G.
Biology
B.A., Lindenwood College
M.S., Ohio State University

Sathre, Leroy
Mathematics
B.A., DePauw University
M.S., University of Florida

Sathre, Winona S.
Mathematics
B.S., University of Bridgeport
M.S., University of Bridgeport

Schafer, Virginia R.
Medical Laboratory Technology
B.S., University of Bridgeport
M.S., University of Bridgeport

Schlegel, J. Loui, III
Chairman, Humanities Department, West Campus
B.M., Stetson University
M.A., Florida State University

Senterfitt, Ruth H.
English
B.S.E., University of Florida
M.A., Auburn University

Sermon, Cheryl A.
Outreach Recruiter
B.S., Clark College

Sessions, Raymond R., Jr.
Counselor
B.S., East Texas University
M.S., East Texas University
Ph.D., East Texas University

Shank, Judy
English
B.A., Pennsylvania State University
M.A., Florida State University

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

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, Kay L.
Communications
B.A., Indiana State University
M.A., Purdue University
M.A., Eastern Illinois University

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

Snyder, William J.
Speech
B.A., University of Central Florida
M.A., University of Central Florida

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

Stebbins, Consuelo E.
Communications
B.A., University of South Florida
M.A., Auburn University
Ph.D., Florida State University

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

Stone, Stanley H.
Chairman, Vocational Programs Department, 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
Stover, John L.  
Retention Counselor/Student  
Concern Coordinator  
B.A., University of Central Florida  
M.A., University of Central Florida

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

Trachy, Carole A.  
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

Vandermaat, Roberta J.  
Humanities  
B.A., Florida State University  
M.A., Florida State University

Vough, Susan M.  
Social Worker  
Computer Programmer Training for the Disabled  
B.A., Stetson University

Walker, Renee E.  
Data Processing  
B.S., Western Kentucky University  
M.S., Western Kentucky University

Ward, Joseph B., Jr.  
Drafting and Design/Graphics Technology  
B.S., University of Kansas  
M.A., Rollins College

Warren, Janice H.  
Program Director, International Business  
B.S., University of Alabama  
M.S., University of Alabama

Wasniowski, Emil F.  
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.D., George Washington University

Waters, Marilyn L.  
Program Coordinator,  
Computer Programmer Training for the Disabled  
B.A., Wright State University  
M.A., Miami University

Watson, Rose H.  
English  
B.A., State University College of New York at Buffalo  
M.S., State University College

Weed, Larry Y.  
Music  
B.M., Oklahoma City University  
M.M., Eastman School of Music  
D.M.A., University of Michigan

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

White, Hal E.  
Nursing  
B.S., University of North Alabama  
M.A., University of Mississippi  
M.S.N., University of Alabama in Birmingham

Williams, Audrey J.  
English  
B.A., Talladega College  
M.A.T., Rollins College

Williams, Earl  
Communications  
B.A., Mississippi College  
M.A., University of Mississippi  
Ph.D., Florida State University

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

Woodard, Nora D.  
Reading  
B.S., Albany State College  
M.A., University of Central Florida

Woodbery, 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

Zapico, Silvia C.  
Chemistry  
B.S., Oglethorpe University  
M.S., University of Miami
CAREER SERVICE EMPLOYEES
Current as of March 1, 1985

Borglum, Carsten B.
Bookstore Assistant II

Boyer, Sharon S.
PBX Operator

Bracey, Louise A.
Secretary I

Branson, Haven H.
Laboratory Assistant

Braselton, Elizabeth J.
Word Processing Specialist I

Brenneman, Katharine S.
Word Processing Cluster Coordinator I

Brewster, Margie B.
Computer Operator

Brown, Karl L.
Custodian I

Brown, Lennie G.
Mail Clerk/Custodian

Brown, Linda M.
Paraprofessional Open Instruction Lab

Browne, Paul A.
Security Working Supervisor

Bryant, Lisa R.
Admissions/Records Specialist

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

Calson, Henry
Custodian I

Calvin, Michael L.
Systems Analyst

Campbell, Jean H.
Word Processing Cluster Coordinator II

Campbell, Roger T.
Maintenance Carpenter

Akbal, Bebi A.
Cashier

Alvarez, Gustavo A.
Cashier

Alvarez, Patricia E.
Financial Aid Specialist

Amendolara, Frank T.
Small Engine Mechanic

Anderson, Arthur Z.
Groundskeeper I

Arias, Emilia V.
Custodian I

Arnold, Elizabeth K.
Educational Advisor

Asher, Marsha G.
Office Systems Manager Open Campus

Bailey, JoAnne T.
Secretary I

Baker, Island, Sr.
Custodian I

Baldwin, Lawrence N.
Electrician

Ball, Florence G.
Receptionist

Ball, Gordon C.
Bookstore Assistant II

Ball, Gwendolyn L.
Secretary I

Ball, Janel N.
Supervisor, Physical Plant

Ball, Jay N.
Cashier

Barnard, Rhonda C.
Library Assistant

Barry, Robert W.
Systems Analyst II

Bean, Barbara J.
Media Production/Graphic Specialist

Bearden, Rosie M.
Admissions/Records Specialist

Bennett, Geneva R.
Cashier Working Supervisor

Blake, Frank, Sr.
Custodian I

Blue, Hoover N., Sr.
Security Guard

Borden, Dixie L.
Word Processing Cluster Coordinator II
Caron, Kathleen E.
Senior Payroll Specialist

Chambers, Georgia A.
Custodian I

Churchwell, Sybil E.
Coordinator of Communication Services

Clay, Frank L.
Security Guard

Clayton, Myra J.
Admissions/Records Specialist

Clifton, Cheryl A.
Word Processing Specialist I

Clinebell, Sandra
Instructional Assistant

Cobb, Betty J.
Financial Aid Advisor

Cooley, William J.
Small Engine Mechanic/ Groundskeeper

Core, John L.
Custodian I

Coto, Florence A.
International Student Advisor

Couey, Joanna B.
Open Campus Admissions & Records Supervisor

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 and Insurance

Cutting, Frances S.
Media Processing Specialist

Daley, Magdalene
Secretary I

Dalgay, Frederick J.
Laboratory Assistant

Damon, Peter K.
Supervisor Grounds Maintenance - East Campus

Dameron, Jayni S.
Word Processing Specialist II

Darling, Susan H.
Assistant to the Director of Financial Aid for Student Employment

Daverne, Madeline M.
Word Processing Specialist II

Daves, Delma J.
Field Transportation Worker - CITE

Daviner, Deborah A.
Supervisor, Finance Office - East Campus

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

Dawson, Jerome M.
Security Guard

Delaney, Debra J.
Veterans' Affairs/Financial Aid Specialist

Denny, Maxine K.
Graduation & Evening Services Supervisor

Denny, Sondra J.
Admissions/Records Specialist

Denton, William A.
Budget Specialist

Diaz, Silvia L.
Custodian I

DiBartolo, Diane
Records Analyst

Dudash, Genevieve L.
Reprographic Equipment Operator/ Word Processing Specialist I

Dufka, Leslie R.
Graphic Designer

Eacret, Karen L.
Media Processing Specialist

Ecle, Mila L.
Grants Records Specialist

Edge, Georgia A.
Secretary IV

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

Eldridge, Charlotte L.
Secretary I

Elkins, Mary Beth
Word Processing Cluster Coordinator II

Enos, Barbara A.
Secretary II

Etter, Clifford H.
Air Conditioning Technician

Everson, Bruce H.
Learning Center Assistant

Ewing, Michael O.
Secretary II

Fader, Joanne
Educational Advisor

Fassler, Sharon K.
Educational Advisor

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

Fiegmanns, Joyce E.
PBX Operator

Foreman, Nancy A.
Secretary I

Frazee, Karen L.
Accounting Clerk I

French, Jacqueline A.
Secretary/Bookkeeper

Gaines, Jane A.
Secretary I

Gallant, Henry W., Jr.
Facilities Assistant II

Gant, Jean B.
Word Processing Cluster Coordinator I

Gantner, Edward E.
Security Guard

Gayton, Walter H., Sr.
Custodial Working Supervisor

Gentry, Howard T.
Mail Clerk

Gibson, Donna J.
Secretary I

Ginski, Nancy K.
Accounting Clerk II
Gilapy, Diana L.
Accounting Clerk I

Gordon, Holly A.
Word Processing Specialist II

Gordon, Levi
Groundskeeper I

Gould, Earnestine
Custodian I

Gravel, Maryann
Secretary III

Gray, James G.
Groundskeeper I

Gray, Janet E.
Financial Aid Assistant

Green, Daisy M.
Word Processing Specialist II

Grenier, Patrick W.
Groundskeeper I

Henson, B. Bernard, Jr.
Evening Admissions and Records Analyst

Hiep, Dang Van
Custodian I

Hill, Cecili
Custodian I

Hill, Roosevelt, Jr.
Groundskeeper I

Hinde, Theresa L.
Secretary I

Holley, William C.
Systems Programmer I

Holtzapple, Pamela L.
Accounting Clerk I

Hooks, Laura E.
Programmer/Analyst II

Hovencamp, Gladys
Secretary I

Hull, Renee
Word Processing Cluster Coordinator I

Hunt, David R.
Instructional Assistant

Hunt, Hilda J.
Media Processing Specialist

Hunt, Victor P.
Supervisor, Accounts Receivable

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, Lonnie
Custodian I

Jones, Brenda G.
Secretary II

Jones, Diane M.
Secretary I

Jones, Sheila Y.
Admissions/Records Specialist

Jones, Shirley M.
Testing Specialist

Jones, Willene
Word Processing Specialist I

Kaba, Carolee M.
Word Processing Specialist II

Kaler, John C.
Security Guard

Kerr, Gall J.
Records Analyst

Klenas, James H.
Groundskeeper I

King, Robert N.
Security Guard

Kols, 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

Leiback, Janet M.
Admissions Supervisor

Leigh, Harold E.
Engine Mechanic

Lester, Kimberly A.
Word Processing Specialist I

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, Marie A.  
Keypunch Operator

Matson, Paul A.  
Maintenance Carpenter

Mayberry, Florence R.  
Media Processing Specialist

McAdams, Jack R.  
Programmer/Analyst II

McBurney, Ralph  
Custodian I

McDermott, Margaret L.  
Admissions/Records Specialist

McFarland, Jerry  
Security Working Supervisor

Mette, Mary C.  
Security Guard

Miller, Cathy A.  
Admissions/Records Specialist

Miller, Dialynn S.  
Educational Advisor

Miller, Robin L.  
Supervisor, Grounds Maintenance  
West Campus

Milligan, Rhonda D.  
Research Analyst

Mills, David G.  
Custodian I

Mobley, Randy F.  
PEC Building/Equipment Manager

Moore, Effie E.  
Custodian I

Moore, Geneva J.  
Custodian I

Moore, Robert F., Sr.  
Groundskeeper Working Supervisor

Moses, Patricia B.  
Word Processing Specialist II

Moultrie, Alice G.  
Custodian I

Muckel, Vicki E.  
Secretary II

Musgrave, Richard B.  
Programmer/Analyst II

Napoleon, Booker T.  
Custodian I

Nelson, David H.  
Facilities Assistant I

Nelson, Karin C.  
Secretary II

Neverdale, Joan L.  
Secretary II

Niblack, Marcla E.  
Financial Aid Specialist

Nightingale, Nancy J.  
Admissions/Records Specialist

O’Leary, Erika K.  
Mail Clerk

O’Leary, James F.  
Security Guard

Olmeda, JoAnne  
Secretary I

Otero, Delia M.  
Secretary I

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

Parah, Betsay F.  
Learning Center Specialist

Parker, Mary A.  
Secretary I

Patzer, Ernest T.  
Groundskeeper I

Payne, Sophia  
Secretary I

Peebles, Carlos E.  
Maintenance Carpenter

Perkins, Walter W.  
Electronics Laser/Electro-Optics  
Laboratory Technician

Perry, Loretta J.  
Coordinating Assistant

Petty, Marlene K.  
Personnel Specialist

Phillips, Archie  
Reprographic Equipment Operator

Phillips, Clara H.  
Word Processing  
Cluster Coordinator I

Pinkney, Lois E.  
Word Processing Specialist I

Pinto, Vasanthi P.  
Programmer/Analyst I

Procacci, Eileen G.  
Secretary II

Proctor, Edward H.  
Property Records Specialist

Provido, Jose G.  
Security Guard

Pyster, Doris B.  
Word Processing Specialist II
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rainer, Martha A.</td>
<td>Learning Center Specialist</td>
</tr>
<tr>
<td>Ranke, Ruth A.</td>
<td>Library Assistant</td>
</tr>
<tr>
<td>Ratliff, Barbara G.</td>
<td>Payroll Supervisor</td>
</tr>
<tr>
<td>Ratliff, Robert E.</td>
<td>Facilities Coordinator</td>
</tr>
<tr>
<td>Ravenscroft, Thomas A., Jr.</td>
<td>Recruitment &amp; Information Specialist</td>
</tr>
<tr>
<td>Reilly, Barbara</td>
<td>International Student Advisor</td>
</tr>
<tr>
<td>Ribbe, Helen D.</td>
<td>Word Processing Cluster Coordinator I</td>
</tr>
<tr>
<td>Robinson, Lee E.</td>
<td>Custodian I</td>
</tr>
<tr>
<td>Rodgers, Alberts</td>
<td>Custodian I</td>
</tr>
<tr>
<td>Ruiz, Ileana T.</td>
<td>Secretary I</td>
</tr>
<tr>
<td>Saintmartin, Cheryl A.</td>
<td>Instructional Laboratory Coordinator</td>
</tr>
<tr>
<td>Sampson, Julius, Jr.</td>
<td>Custodian I</td>
</tr>
<tr>
<td>Sanders, Mae Rose</td>
<td>Custodian I</td>
</tr>
<tr>
<td>Scott, Melvin, Sr.</td>
<td>Assistant Supervisor, Custodial Services</td>
</tr>
<tr>
<td>Scott, Michael</td>
<td>Custodian I</td>
</tr>
<tr>
<td>Scroggs, Jane B.</td>
<td>Administrative Assistant to the President and to the District Board of Trustees</td>
</tr>
<tr>
<td>Seacat, W. Lowell</td>
<td>Instructional Assistant</td>
</tr>
<tr>
<td>Shaw, Corine B.</td>
<td>Media Processing Specialist</td>
</tr>
<tr>
<td>Sheehan, Joy J.</td>
<td>Accounting Clerk II</td>
</tr>
<tr>
<td>Sides, Vernelle</td>
<td>Accounts Supervisor</td>
</tr>
<tr>
<td>Simmons, Richard D.</td>
<td>Shipping and Receiving Clerk</td>
</tr>
<tr>
<td>Sirino, Rosemarie</td>
<td>Secretary I</td>
</tr>
<tr>
<td>Smith, JoAnn S.</td>
<td>Word Processing Specialist I</td>
</tr>
<tr>
<td>Smith, Roger P.</td>
<td>Internal Auditor</td>
</tr>
<tr>
<td>Snell, Tommie H.</td>
<td>Word Processing Cluster Coordinator III</td>
</tr>
<tr>
<td>Spatch, Shirley A.</td>
<td>Custodian I</td>
</tr>
<tr>
<td>Spatch, Shirley M.</td>
<td>Custodian I</td>
</tr>
<tr>
<td>Stadler, Patricia A.</td>
<td>Personnel Specialist</td>
</tr>
<tr>
<td>Stephen, Gail</td>
<td>Secretary IV</td>
</tr>
<tr>
<td>Stokes, John D.</td>
<td>Audio Visual Specialist I</td>
</tr>
<tr>
<td>Stout, Richard C.</td>
<td>Media Production Specialist</td>
</tr>
<tr>
<td>Teska, Elnor A.</td>
<td>Secretary IV</td>
</tr>
<tr>
<td>Teska, Nancy A.</td>
<td>Word Processing Cluster Coordinator I</td>
</tr>
<tr>
<td>Tezak, John A.</td>
<td>Supervisor, Building Maintenance</td>
</tr>
<tr>
<td>Thomas, Carmeline D.</td>
<td>Accounting Clerk I</td>
</tr>
<tr>
<td>Thomas, Gene</td>
<td>Custodian I</td>
</tr>
<tr>
<td>Thomas, William R.</td>
<td>Computer Operator</td>
</tr>
<tr>
<td>Thompson, Franklin H.</td>
<td>Storekeeper</td>
</tr>
<tr>
<td>Tighe, Ardellia F.</td>
<td>Bookstore Manager</td>
</tr>
<tr>
<td>Toner, Jo Ann S.</td>
<td>Assistant to the Registrar</td>
</tr>
<tr>
<td>Torrance, Janice M.</td>
<td>Admissions/Records Specialist</td>
</tr>
<tr>
<td>Torvik, Thelma M.</td>
<td>Personnel Assistant</td>
</tr>
<tr>
<td>Trachy, Linwood A.</td>
<td>Stock Clerk</td>
</tr>
<tr>
<td>Tu, Louis P.</td>
<td>Custodian I</td>
</tr>
<tr>
<td>Tullios, Mary B.</td>
<td>Accounting Clerk I</td>
</tr>
<tr>
<td>Tyner, Denise K.</td>
<td>Word Processing Cluster Coordinator II</td>
</tr>
<tr>
<td>Van Twyver, Patricia A.</td>
<td>Senior PBX Operator</td>
</tr>
<tr>
<td>Venable, Betty N.</td>
<td>Admissions/Records Specialist</td>
</tr>
<tr>
<td>Venson, Curtisa</td>
<td>Groundskeeper I</td>
</tr>
<tr>
<td>Vidmar, Loretta L.</td>
<td>Financial Aid Clerk</td>
</tr>
<tr>
<td>Vinas, Aquillino</td>
<td>Custodian I</td>
</tr>
<tr>
<td>Vogel, Dorothy C.</td>
<td>Psychometric Technician</td>
</tr>
<tr>
<td>Walls, Martin O.</td>
<td>Security Guard</td>
</tr>
<tr>
<td>Washburn, Joan E.</td>
<td>Secretary I</td>
</tr>
<tr>
<td>Watkins, Sara H.</td>
<td>Office Systems Manager - West Campus</td>
</tr>
<tr>
<td>Watson, James R.</td>
<td>Educational Advisor</td>
</tr>
<tr>
<td>Weller, John H.</td>
<td>Assistant to the Registrar</td>
</tr>
<tr>
<td>Whitaker, Denise H.</td>
<td>Senior Secretary</td>
</tr>
<tr>
<td>Wilkerson, Jimmie C.</td>
<td>Custodian I</td>
</tr>
<tr>
<td>Williams, Norris N.</td>
<td>Groundskeeper I</td>
</tr>
<tr>
<td>Williams, Randall W.</td>
<td>Communications Assistant</td>
</tr>
<tr>
<td>Windsor, Noel G.</td>
<td>Programmer/Analyst I</td>
</tr>
<tr>
<td>Witham, Alton B.</td>
<td>Supervisor, Finance Office - West Campus</td>
</tr>
<tr>
<td>Witham, Dolores L.</td>
<td>Financial Aid Advisor</td>
</tr>
<tr>
<td>Wood, Barbara E.</td>
<td>Secretary I</td>
</tr>
<tr>
<td>Wright, George, Sr.</td>
<td>Assistant Supervisor, Custodial Services</td>
</tr>
<tr>
<td>Young, Madelyn J.</td>
<td>Career Advisor</td>
</tr>
<tr>
<td>Zaman, Marie F.</td>
<td>Audio Visual Specialist II</td>
</tr>
<tr>
<td>Zieleke, Marilynn F.</td>
<td>Purchasing Assistant</td>
</tr>
</tbody>
</table>
Members of the Foundation Executive Committee for 1984-85 include (front row, left to right) District Board of Trustees Chairman Joseph B. Shirah, President-Elect Robert M. Vickery, Past President and permanent member of the Executive Committee Elizabeth Sterchi, Executive Director Edmund K. Gross and (back row, left to right) Valencia President Paul C. Gianini, Foundation President Alan C. Starling, Immediate Past President Howard L. Palmer and Treasurer Thomas E. Triplett. Not pictured is Secretary Robert White.

1984-85 EXECUTIVE COMMITTEE

Alan C. Starling
President

Robert M. Vickery
Vice President

Robert White
Secretary

Thomas E. Triplett
Treasurer

Paul C. Gianini, Jr.
President, Valencia Community College

Howard L. Palmer
Immediate Past President

Joseph B. Shirah
Representative, District Board of Trustees

Elizabeth A. Sterchi
Past President and Permanent Member of the Executive Committee

Edmund K. Gross
Ex-Officio

1984-85 BOARD OF DIRECTORS

A. N. Abramowitz
Donald Dempsey
Julian K. Dominick
Buell G. Duncan, Jr.
Manny Garcia, III
Carole Gatto
Paul C. Gianini
Edmund K. Gross
Gordon H. Harris
Katherine B. Hayne
Audrey Holloway
L. Evans Hubbard
Russell Hughes
Everett Huskey
Joseph R. Lee
Richard Luzadder
Fred MacLeod
Edward Manning
Howard L. Palmer
Charles M. Potter
James C. Robinson
Jerry L. Rogers
Andrew Serros
Ell Stassle
Joseph B. Shirah

Alan C. Starling
Elizabeth A. Sterchi
Georgia V. Stuart
William Tricket, Jr.
Thomas E. Triplett
Jack Truett
Robert M. Vickery
Patricia Whalen
Robert White
STEPHEN WILLIAMS
Joseph Wittenstein
ADVISORY COMMITTEES

Valencia Community College recognizes the need for using 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.

Edmund Gross
Executive Director
Valencia Community College Foundation
Valencia Community College

Eleanor Haburton
Professor, Retired
Valencia Community College

David Jordan
Electronics Technician
Sawtak, Inc.

Cecil Poston
Committee Chairman
University of Central Florida

William Rausch
Retired

Harvey Salz
Program Director - Electronics
Valencia Community College

Arnold Stein
President
Practical Engineering Developing

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
BUSINESS - MANAGEMENT AND MARKETING OPTION

Edwin F. Beschler
President and Chief Executive Officer
Grune and Stratton, Inc.

Hugh Capers
Program Coordinator
Distribution Education
Orange County

Ruth Evans
Department Chairman
Health and Public Services
Valencia Community College

Arlen Gastineau
Program Representative
Valencia Community College

Gary Gilpin
President

Jennifer Harrelson
Corporate Banking Offices
Sun Bank, N.A.

Pearl Ings
Marketing Specialist
Orlando Utilities Commission

Rick Johnson
Manager Training & Development
Walt Disney World

Joseph McNamara
Consulting Engineer

Robert Ratroff
President
Sonitrol Financial Corporation

Andrew N. Serros
Vice President
Hill, Richards, and Company, Inc.

Dale Setzer
Director of Marketing
Orange Buick

Nat Stephens, Jr.
Martin-Marietta

Stanley Stone
Vocational Programs
Department Chairman
Valencia Community College

Joe Straub
Program Representative
Valencia Community College

Ben A. Thompson
President
Ben Thompson Office Equipment

Ronald R. Shuck, CPA
Kane & Shuck

B.M. Weinstein, CPA
Perry, Tomlinson, Weinstein & McMillen

BUSINESS - FINANCE OPTION

Willie Allison
Loan Officer
Dade Savings and Loan

Shirley Boykin-Austin
Manager
Orlando Minority Business Development Center

Linda Chaplin
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

Marianna Jones
Training Coordinator for Patient Business
Florida Hospital

William E. McQuatters
Florida Information Systems

John Pinholter
Assistant Vice President
Pioneer Federal Savings and Loan
COMPUTER PROGRAMMER TRAINING FOR THE DISABLED BUSINESS ADVISORY COMMITTEE

Ted Badger
District Manager
Moore Business Forms

Tammie Barriere
Field Support Specialist
Westinghouse

David J. Boormann
Group Data Processing Executive
Stromberg-Carison

Joyce Brite
Technical Recruiter
AT & T Information Systems

Jerry Chilik
Account Executive
Xerox

Ed Clemmons
Manager
Systems and Programming
Super Foods, Inc.

William Conroy
Manager, Data Systems
Stromberg-Carison

Thomas E. Duchano
Data Processing Manager
Super Foods

Stan Duffendack
Director of Information Systems
Westinghouse

Nancy Farrow
Personnel Director
Sun Bank Service Corporation

Peggy-Gail Forehand
Private Consultant

Tony Galloway
Senior Marketing Representative
Xerox Corporation

Jerry M. Gaudette
Corp. Manager, Systems Development
Walt Disney World

Herman Hagemann
Corp. Manager, IRM
Walt Disney World

Steve Heard
Branch Manager
IBM

Jay Henderson
Project Manager
Tupperware

Steven Herndon
Manager, Personnel
Harris Corporation

David Kannally
Manager, Cast Communications
Walt Disney World

Steve Laird
Manager of Data Systems
AT & T Information Systems

Herb Lopata
Division Manager, Corporate Systems
AT & T Information Systems

Judith Merritt
Manager of Planning and Strategy
AT & T Information Systems

Roger N. Nixon
President
Arlen, Inc.

Craig Norris
S.E. Regional Manager
Sycomm Systems
Roger H. Nowlin  
Senior Systems Analyst  
Westinghouse

Earle Shotwell  
Senior Systems Engineer  
IBM

Dick Shorthouse  
Project Manager  
Martin Marietta Data Systems

George Smith  
Data Processing Manager  
Residential Communities

Janet D. Stanton  
Account Executive  
Sycomm Systems

Dan Tillotson  
Vice President  
Sun Bank Service Corporation

Diane Van Hoven  
Account Executive  
Sycomm Systems

Arthur M. Wagner  
Data Processing Manager  
Hughes Supply, Inc.

Marie Williams  
Manager, Financial Systems  
Westinghouse

Marvin Williams  
Supervisor, System Development  
Walt Disney World

Jim Woodruff  
Director of Information Systems  
Harcourt Brace Jovanovich, Inc.

Lee Koepke  
Executive Vice President  
The Graves Company of Kissimmee

Frank William Kynast  
Engineer  
SIGMA CON

Samuel A. Mathis  
Project Design Manager  
Glasc and Radcliffe, Inc.

William Palm  
Engineer  
Walt Disney World

Paul C. Palmer, Jr.  
President  
Palmer Homes, Inc.

Toby Tovar  
Department Head  
Architecture Design and Development  
Walt Disney World

CRIMINAL JUSTICE

Charles Brookfield  
Chief Correctional Officer  
Orange County Main Jail

Richard De Treve  
Security Director  
Hyatt Grand Cypress Resort

James Goff  
Security Director  
Martin Marietta Corporation

Lt. Joanne Hardy  
Orange County Sheriff's Division

William S. Hunt  
Professor, Program Director  
Valencia Community College

Sgt. Sam Ings  
Orlando Police Department

Thomas Lawlon  
Operations Director  
Associated Security

Robert L. Milke  
Director, Governmental Services  
Valencia Community College

Debbie Rockhill  
Selections Specialist  
Orange County Sheriff's Office

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

Charles Shockley  
Chief Correctional Counselor  
Pine Hills Community Correctional Center

CONSTRUCTION TECHNOLOGY

George Chittenden  
Committee Secretary  
Construction Program Director  
Valencia Community College

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

George Hardage  
President  
Zipperly Hardage Assoc., Inc.

Harold Johnson  
Architect  
Reynolds, Smith & Hills

Thomas Hunton  
Architect  
Hunton, Shivers, Brady Assoc., P.A.
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

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

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

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

Robert Hedrick
Director
Florida Southern College at Orlando

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

Robert Lacey
Program Representative
Valencia Community College

Jim Leach
Director of Data Processing
Tupperware Home Parties

Doris Lee
Section Manager
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 of Management Information Services
Red Lobster Inns of America

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

Art Wagner
Data Processing Manager
Hughes Supply, Inc.

Reneva Walker
Program Representative
Valencia Community College

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

Victorina 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

Andre Buchs, D.D.S.
President
Orange County Dental Society

Susan Callahan, R.D.H.
President
Orange County Dental Hygienists' Society

Linda M. Edwards
Program Director
Dental Hygiene
Valencia Community College

Ronald Ekling, D.D.S.
Navy Regional Dental Clinic

Ruth Evans
Department Chairman
Health and Public Services
Valencia Community College

Geraldine Ferris, D.D.S.
Liaison, Orange County Dental Society
Altamonte Springs, FL 32701

Anita Harrow
Provost, West Campus
Valencia Community College

John McColskey
Orlando, Florida

Lillian Martinez
Orlando, 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

Robert Gebbia
Manager - Systems Engineering
Westinghouse Electric Corp.
Steam Turbine Generator Division

Joseph Green
Industrial Training
Martin Marietta/Orlando Aerospace

Jarvis N. Jackson
Engineering Documentation Management
NCR Corporation

Jimmie Jones
Supervisor - Product Documentation
General Electric Corporation
Robotics and Vision Systems Division

Ray Kerkhoff
Committee Chairman
Section Head
Computer Graphics
Martin Marietta/Orlando Aerospace

George Lemieux
Engineering Documentation
Martin Marietta/Orlando Aerospace

Marty Schmidt
Senior Design Engineer
Martin Marietta/Orlando Aerospace

Clifford Smith
Senior Packaging Designer
Parks Jaggers Aerospace

John Tanner
Manager - Manufacturing Engineering
McDonnell-Douglas Astronautics

Bob Thornhill
Manager, Robot Product Center
Martin Marietta/Orlando Aerospace

Richard Denning
Chairman
Department of Engineering Technology
University of Central Florida

Anthony DiBerardino
Senior T.V. Electronic Group Engineer
Martin Marietta/Orlando Aerospace

David A. Dickman
Field Service Manager
Xerox Corporation

Paul Gheorghiu
Consultant
Orlando, Florida

William Haynes
Consultant
Orlando, Florida

Larry Klutz
Micro-Electronics Senior Staff Engineer
Martin Marietta/Orlando Aerospace,

Larry A. LaForest
Vice President
Micro Engineers, Inc.

Harvey Salz
Committee Secretary
Electronics Program Director
Valencia Community College

Frank Sammer
Professor of Electronics
Department of Engineering Technology
University of Central Florida

Walter Simclak
Director, New Product Development
REPCO, Inc.

Arnold Stein
Committee Chairman
President
Practical Engineer Development Co.

James Welty
District Sales Manager
Northwest Instrument Systems

EMERGENCY MEDICAL SERVICES

Richard Anderson
Assistant Chief
Emergency Medical Services
Apopka Fire Department

Carey Boyle
LCSR, NCUSN
Inservice Education
H-35
Naval Hospital

Douglas Bressler
Deputy Chief
Orange County Fire Department

ELECTRONICS/ELECTRO-MECHANICAL TECHNOLOGY

Arthur Abilock
Senior Systems Engineer
Martin Marietta/Orlando Aerospace
Gary Denton
Emergency Medical Services Director
West Orange Ambulance

Robert Duplais, M.D.
Chief Emergency Services
Assistant City Medical Director
Orlando Regional Medical Center

Ruth Evans
Department Chairman
Health and Public Services
Valencia Community College

Charles Hall, M.D.
Medical Director
Orange County EMS

Anita Harrow
Provost, West Campus
Valencia Community College

Clark Jones, Director
Florida Rural-Metro Ambulance

Mike Kelley
Assistant Chief
Orlando Fire Department

Lynette Kemp, R.N.
Inservice Supervisor
Emergency Department
Florida Hospital

Colleen Kohan, R.N.
Assistant Administrative Director
Emergency Services
Orlando Regional Medical Center

Sandy Miller, R.N.
Nursing Supervisor - Emergency Department
Orlando General Hospital

Frederick Wrutzel, M.D.
Chief Emergency Services
Assistant City Medical Director
Winter Park Hospital

Anita Harrow
Provost, West Campus
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

GRAPHICS ARTS TECHNOLOGY

Charles Atkins, Jr.
President
Atkins Paper Company

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

Elly Bissen
Art Director
Peterson Outdoor Advertising

Aldus M. Cody
President
Cody Publications

Lyle Evans
Printshop Supervisor
Mid-Florida Technical Institute

Velma Grasseler
Printshop Supervisor
Tupperware Home Parties

Randy Kidd
Director of Management Services
Printing Industries of Florida

Frank Nathe
President
Inny Print

Cullen Newman
Vice President
Production and Art
Frailey & Wilson Advertising Agency

Barbara Peterson
Adjunct Professor
Valencia Community College

Joe Ward, Jr.
Committee Secretary
Professor
Valencia Community College

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

Ruth Evans
Department Chairman
Health and Public Services
Valencia Community College

145
HORTICULTURE (ORNAMENTAL) TECHNOLOGY

Calvin Anderson
President
Mar-Cal Growers

Marilyn Bales
Owner
Plymouth Green Nursery

Dennis Brinkman
Vice President of Operations
V-J Growers Supply

George Busby
State Department of Education

Bert Foster
Foster, Conant & Associates, Inc.

Deborah Hopkins
Department Chairman, Business
Valencia Community College

Randy Knight
President
Poole and Fuller Garden Center

James Knox
Owner
Knox Nursery

Floyd Ledbetter
Orange County Public Schools

Craig Lukas
General Manager
Hermen Englmann Growers

Walter E. Mangold
Landscape Architect-Planner

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

Bill Nass
Executive Director
Member Services
Florida Turf Grass Association

Donna Nickel
Director of Program Development
Valencia Community College

Bob Rope
City of Orlando Parks

Linda Russo
Horticultural Specialist
Coca Cola Foods Division

Martin Schwerthoffer
Sea World

Jack Siebenthaler
Clearwater, Florida

Joan Tiller
Director of Vocational Education
Valencia Community College

Tom Underwood
Walt Disney World

Aday K. Yodov
Extension Specialist
Agriculture Center

HOSPITALITY MANAGEMENT

Cathy Cinnamon
Sales Representative
Marriott Hotels

Rick Clemmons
C/o Day’s Inn
Florida Division Head Office

Gary Cross
General Manager
Hotel Royal Plaza

Pete Edwards
General Manager
Hilton Inn Orlando

Carolyn Fennell
Director of Community Relations
Greater Orlando Aviation Authority

Patti Finnegan
Front Office Manager
The Gateway Inn

Alma Gray
International Visitors Bureau
Orlando International Airport

Michael Hardisty
General Manager
Sheraton World

Deborah Hopkins
Chairman, Business Department
Valencia Community College

Marty Hunter
Chairman
Gateway Inn

Richard Johnson
Manager of Training and Development
Resort Division
Walt Disney World

Manfred Laube
Storerooms Manager
Buena Vista Palace

Bonnie D. Manjura
Director
Tourism/Convention Development
Orlando Area Chamber of Commerce
Chad Martin
Director of Marketing and Sales
Ramada Court of Flags

Janet McDonald
Director of Personnel
Sheraton Lakeside Inn

Ken Nichols
Vice President of Operations
Sheraton Inn World

Executive Chef Marcel Panieli
Walt Disney World Village

Mike Fitzagh
Program Director
Hospitality Management
Valencia Community College

Bill Rooks
Vice President - Food Services
Sea World of Florida

Harris Rosen
Owner
Quality Inn International

Doug Schuh
President - Chapter Four
Florida Restaurant Association

Steve Ward
Wilson World Hotel

Joan Freese
Department of Political Science
University of Central Florida

Jeff Good
International Sales Manager
REPCO, Inc.

Jack Hardin
President
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
Director of Marketing
Court of Flags Hotel

George McLarty
International Attorney
Hoest, McLarty & Coleman

Susan Ohlhaver
International Department
FMC Corporation

Harris Rosen
Quality Inn at International Drive

Ahmad Y. Saidi
President
Respiratory Care Service

Garnette Swenson
Sales Manager
Court of Flags Hotel

Margie Varney
Executive Director
World Trade Center Orlando

David Webster
International Attorney

Susan Whitmire
International Marketing Director
Piezo Technology, Inc.

Dennis P. Wood
Vice President for International Banking
Barnett Bank

Kitty Wrenn
Ernst & Whinney, CPA

INTERNATIONAL BUSINESS

Pan Biddle
International Department
Regal Marine Industries, Inc.

Robert Bledsoe
Department of Political Science
University of Central Florida

Skip Brennan
President
Agriplex

Dan Butler
Department of Marketing
University of Central Florida

Michael Carlton
Vice President
ContiCommodity

Peter Devitt
Department of Marketing
University of Central Florida

Chad Martin
Department of Political Science
University of Central Florida

Jeff Good
International Sales Manager
REPCO, Inc.

Jack Hardin
President
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
Director of Marketing
Court of Flags Hotel

George McLarty
International Attorney
Hoest, McLarty & Coleman

Susan Ohlhaver
International Department
FMC Corporation

Harris Rosen
Quality Inn at International Drive

Ahmad Y. Saidi
President
Respiratory Care Service

Garnette Swenson
Sales Manager
Court of Flags Hotel

Margie Varney
Executive Director
World Trade Center Orlando

David Webster
International Attorney

Susan Whitmire
International Marketing Director
Piezo Technology, Inc.

Dennis P. Wood
Vice President for International Banking
Barnett Bank

Kitty Wrenn
Ernst & Whinney, CPA

LASER/ELECTRO-OPTICS

R.S. Adhav
President
Quantum Technology, Inc.

Stephanie Banks
Marketing Manager
Laser Iomics
Barry D. Bullard  
Assistant Professor  
Department of Engineering Technology  
University of Central Florida

Don Clausen  
Test Engineer  
International Laser Systems, Inc.

Whitworth W. Cotton, Jr.  
Director - Lightwave Engineering  
Stromberg-Carlson Engineering Center

David Flinchbaugh  
Sr. Design Engineer  
McDonnell-Douglas Astronautics Corp.

Wilbur S. Gary  
Director  
Orlando Vocational Technical Center

Paul Gheorghiu  
Consultant

Jim Johnson  
President  
Photon Dynamics, Ltd.

Douglas King  
Production Manager  
Laser Applications

Tony Marty  
Manager - Industrial Training  
Martin Marietta Corporation

Glen McCartney  
Vice President of Operations  
International Laser Systems, Inc.

Lee McDaniel  
President  
Infrared Industries

Robert McManus  
President  
McManus Associates, Inc.

Jack Minch  
Vice President of Operations  
Kazuko Enterprises, Inc.

Ralph Proctor  
National Service Manager  
Control Laser Corporation

Joe Scordato  
President  
Laserage Technology Group

Thomas J. Snyder  
Chairman of the Board/CEO  
Laser Photonics, Inc.

Jay Staley  
Instructor - Electronics  
Orlando Vocational Technical Center

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

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

Barbara Dawson  
Personnel Specialist  
Personnel Department  
City of Orlando

Lisa Finnell  
Graduate/Lawyer's Assistant Program  
Valencia Community College

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

Nancy Honas  
Student/Lawyer's Assistant Program  
Valencia Community College

David Jones  
Socio-Economic Program Administration  
Martin Marietta

John Kent  
Attorney at Law  
Billings, Frederick, Wooten, and Honeywell

Allen McCormick  
Attorney at Law

Lola Mills  
Legal Assistant  
Orange County Legal Aid

Hugh Palmer  
Attorney at Law

Stanley Henry Stone  
Department Chairman, Vocational Programs  
Valencia Community College

Emerson R. Thompson, Jr.  
Judge of the Circuit Court

MEDICAL LABORATORY TECHNOLOGY

Ann Cole  
Central Florida Regional Hospital

Ruth Evans  
Department Chairman  
Health and Public Services  
Valencia Community College

Pat Gilreath  
Orlando Regional Medical Center Laboratory

Anita Harrow  
Provost, West Campus  
Valencia Community College

LAWYER'S ASSISTANT

Arthur Baron  
Attorney at Law

148
Cheryl Krause
West Orange Memorial Hospital

Luisa Malgerstorf
Florida Hospital - Altamonte

Bob Meeler
Humana Community Hospital

Bill Mobley
Lake Community Hospital

Michel L. Pratt, Commander
Laboratory
Naval Regional Medical Center

Rita Schafer
Program Director
Medical Laboratory Technology
Valencia Community College

Karen White
Central Florida Blood Bank

Kenneth Wozniak
Medical Director
Derrick & Associates

Lisa Karson, R.N.
Director of Medical-Surgical Nursing
Orlando Regional Hospital

Etta McCulloch, R.N.
Region III
Department of Education

Anne Miller
Program Director
Nursing
Valencia Community College

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 Hassut, Jr.
District Entomologist
Florida Department of Health and Rehabilitative Services

Rick Lewis
General Manager
Lewis-Cobb Exterminating Company
REAL ESTATE

Joseph L. Amos, M.A.I.
Marilyn B. Burton
Student

Robert H. Culbertson
Realtor
Advance Properties, Inc.

Errol L. Greene
Realtor - Vice President
Don Asher, Inc.

Scott W. Hadley
Adjunct

Robert M. Day
Property Appraiser
Osceola County

George E. Flyth, A.S.A.
C.F.E. Adjunct Faculty
Valencia Community College

Clara Hilgar, C.F.E., A.S.A.
Orange County
Property Appraiser’s Office

Milton W. Hooper
General Sales Manager
Kellogg Goldman, Inc.

Edward L. King
Broker - Salesman
Marshall Bone, Inc.

Paul Lilling, G.R.I., S.R.A.
Account Executive
E. F. Hutton & Co.

Ben Musick, G.R.I., Realtor
Program Director
Valencia Community College

Elvia Purvis
Realtor
Century 21 Elvis Purvis, Inc.

RESPIRATORY THERAPY

Jonathan Albert
Technical Director
Respiratory Therapy
Humana Hospital Lucerne

Darryl Bridges, R.R.T.
Respiratory Therapy
Humana Hospital Lucerne

Lynn Capraun
Program Director
Respiratory Therapy
Valencia Community College

O.J. Drumheller, R.R.T.
Orlando, Florida

Ruth Evans
Department Chairman
Health and Public Services
Valencia Community College

Anita Harrow
Provost, West Campus
Valencia Community College

John Hess, R.R.T.
Assistant Technical Director
Respiratory Therapy
Orlando Regional Medical Center
Orange Division

Luis Johnson, R.R.T.
Better Breathing and Living Aids

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

Robert Rogers, R.R.T.
Administrative Director
Respiratory Therapy
Orlando Regional Medical Center

Steve Shideler, 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

Joan Williams
Valencia Community College
SECRETARIAL SCIENCE

Mary Bates
Office Manager
Pediatric Cardiology Associate

Jan Blum
Executive Secretary
Buena Vista Palace

Sadi Bryan
Administrative Secretary for Employment
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

Jo Ferguson
Program Representative
Valencia Community College

Glacies Gonzalez
Research Assistant and Medical Secretary Department Head
Jewett Orthopaedic Clinic

Marsha Gurr
Program Representative
Valencia Community College

Maggie Hazelwood
Word Processing Supervisor
Harcourt Brace Jovanovich, Inc.

Louise Hunt
Program Representative
Valencia Community College

Beverly Hunter
Medical Transcriptionist
Florida Hospital

Lynda A. Kuyper, RRA
Director of Medical Records
- Administration Program
University of Central Florida

Dick Meager
President and General Manager
Tab Products of Central Florida, Inc.

Linda G. Moors, ART
Director of Medical Records
Humana Hospital Lucerne

Helen H. Mowrls
Staff Assistant - Operations
Sun Bank, N.A.

Betty Palmer
CPS
Valencia Community College

Clara Phillips
Secretary
Valencia Community College

Robert Schaal
Personnel Director
University of Central Florida

Joan Smedley
Administrative Assistant
Akerman, Senterfitt & Eidson

Sam Tlah
Program Representative
Valencia Community College

Tonya Todd
Employment Specialist
Florida State Employment

Jane Walker
Legal Assistant/PLS
Brinson, Smith, Heller & Smith, P.A.

Sara Watkins
Office Systems Manager
Valencia Community College

Lynda Wylie
Supervisor
Kelly Services

SURVEYING TECHNOLOGY

Glen Bryan, PLS
Surveyor
Post, Buckley, Schuh & Jernigan

Robert L. Carmody
Department Chairman
Committee Secretary
Valencia Community College

Michael J. Cavaiere, PLS
Engineer
Dyer, Riddle, Mills, Precourt

Phil Hampton, PLS
Committee Chairman
President
Hampton Land Surveyors

Gordon Hanson, PLS
President
Hanson's Land Surveyors
William C. Hart, Jr., PLS
Treasurer
Hart Surveyors, Inc.

William Heath, PLS
Retired
Orlando, Florida

Barbara Herrick
Secretary/Treasurer
Herrick and Associates

Diane Jones
Senior Draftsman
Surveyors
Jones, Wood, and Gentry, Inc.

Don McKinney, PLS
Chief Surveyor
Survey Section
Walt Disney World

Gerald O. McNair, PLS, PE
Project Manager
Dyer, Riddle, Mills & Precourt

A.R. Miller
President
A.R. Miller Engineering, Inc.

Charles Woodward
Manager
Aerial Cartographics of America

Tracy Frenkel
Railway Video Productions

Rick Harbin
Walt Disney World

Joseph S. Hearn
WMFE-TV, Channel 24

Tracy A. Irwin
Vision Convention Services

John F. Kurzon
Alpha Centauri, Inc.

Mac McLaughlin
Shamrock Stage Services

Frank E. Murray
Walt Disney World

Nick W. Pfeflauf
WESH-TV Channel 2

Dennis Phillips
Allied Costumes

Clifford Pine
WFTV-TV Channel 9

Hugh Rankin
Stars Hall of Fame

Cindy M. Ravetto
Walt Disney World

David Ravetto
Walt Disney World

Holly Roark
Universal-City

Richard R. Schmid
Daytona Playhouse

Bill Schwentner
Sea World

Phil Scott
Bayfront Center Complex

Louis A. Seneville
International Alliance of Theatrical
Stage Employees

Cher Stemple
Stars Hall of Fame

Stan Warren
Florida State DOE
Division of Vocational Education

Kip Watson
Southern Ballet Theatre

Kenneth S. Wisniski
Communications Concepts, Inc.

L.J. Wittman
Wittman & Associates
BLACK ADVISORY COMMITTEE

Carolyn Allen
Dora Anderson
Barbara Bey
Edward Birk
Cecil W. Boston
Mickey Bumbaugh
Joe Caldwell
Alyce Dean
Harold Douglas
Vickie Felder Drew
Thelma J. Dudley
David L. Evans
Anne Felder
Inez Fort
Paul C. Gianini, Jr.
Claudia Graham
Anita Harrow
Wm. Michael Hooks
Fredericka Howard
Sam Ings
Pearl Ings
Mary J. Jack
Eula Pearl Jenkins
Osborne A. Jenkins
Tyron Johnson
G.H. Jones
Andre McClerklin
Reginald McGill
Richard O'Sullivan
Ella Parramore
Adrian P. Perte
Vera Poitier
Allen Pope
Ethel Rawis
Alzo Reddick
Clyde Robinson
Dorcas Rose
Theodore M. Rose, Sr.
Marguerite Scruggs
Michael Thomas
Geraldine F. Thompson
Georgia L. Wallace
Frederick Wilson
GLOSSARY

Accreditation - Certification that the college has met established standards and is nationally recognized by the regional accrediting association.

ACT - American College Testing Program.

Activity Period - A non-class hour set aside for student activities and various presentations on East Campus and 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 during the afternoon hours during the regular academic year.

Arena - 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.

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 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 for students, prospective students, families and friends to visit Valencia and meet representatives of more than 100 colleges and universities. Usually held the third Tuesday in October.

Continuing Education - A variety of subjects offered at numerous locations for 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 equals an hour per week that a class meets per regular session. Laboratories usually equal to one credit.

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 or after hours. Usually permission of high school is required.

East Wind - Weekly student affairs publication available on the East Campus which contains announcements and important information for students and staff.

Entry Level Assessment - System through which students are aided in planning their educational programs.

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 completed, resulting in a decimal figure ranging from 4.00 downward.

Graduation Check - Formal list of courses completed and required to be completed prepared by the Registrar's Office on request by the student. This 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. An additional fee is charged.

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 2. (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 possible deficiencies which may be corrected prior to graduation.

Minimester - A short term (seven weeks) of credit instruction offered during 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.

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 given to students who fail to maintain satisfactory academic progress.

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 completed, 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- or dual-enrollment earn college R.O.T.C. credit and degree credit.

Residency - To qualify for in-state tuition students must sign a notarized statement confirming that they have resided in the state of Florida 12 calendar months prior to the start of classes.

Rotunda - Sunken area located in center areas of the permanent buildings where lounging and student activities may take place.

Scholarships - Financial assistance for tuition and fee payment granted by donors to qualified recipients.

SAT - Scholastic Aptitude Test.

Servicemen's Opportunity College - Programs and special services designed to meet unique needs of active duty military personnel.

Session - Time period in which classes meet. Sessions 1, 2 and 5 are usually 14 weeks each. Sessions 3, 4 and minimesters are usually seven weeks each.

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 university parallel, etc.

Student Government Association (SGA) - Official representa-
INDEX

A
Academic Average, 37
Academic Course Load, 38
Academic Grievance, 37
Academic Honors, 37
Academic Policies, 31
Academic Progress, 41
Academic Skills Testing, 31
Academic Standards, 34
Accounting Courses, 80
Accreditation, inside front cover, 18, 154
Activity Period, 154
Address of College, title page
Administration of College, 124
Administrative Offices, 3
Admission, 24
Application Form, 26, insert
Admission Requirements, 24, 26
Adult Literacy League, 21
Advanced Placement, 28, 154
Advanced Placement Examinations (CEEB), 28, 44
Advising, 44
Advising Sessions, 27, 44
Advisory Committees for Career and Community Programs, 139-153
Amateur Radio Club, 139
Business — Accounting Option, 139
Business — Finance Option, 140
Business — Management and Marketing Option, 140
Computer Programmer Training for the Disabled, 141
Construction Technology, 142
Criminal Justice, 142
Data Processing, 143
Dental Hygiene, 143
Drafting and Design Technology, 144
Electronics Electromechanical Technology, 144
Emergency Medical Services, 145
Fire Technology, 145
Graphics Arts Technology, 145
Horticulture Technology, 146
Hospitality Management, 146
International Business, 147
Laser/Electro-Optics, 147
Lawyer’s Assistant, 148
Medical Laboratory Technology, 148
Nursing, 149
Pest Control Technology, 149
Real Estate, 150
Respiratory Therapy, 150
Secretarial Science, 151
Surveying Technology, 151
Theater, Entertainment, 152
Black Advisory Committee, 153
Afternoon College, 29, 154
Algebra Courses, 108
Alien Students, inside front cover, 25
Alternative to General Education, 57
Anatomy Courses, 79, 80, 90
Anthropology Course, 78
Appeal by Students, 35
Appeal Procedure, 35
Application, 39
Application Fee, 39
Applied Music, 39, 112
Architectural and Building Construction Technology Program, 61
Architectural Courses, 87

Arena, 38, 154
Art Courses, 78
Articulation Agreement, 52, 154
Assessment Session, 27, 31, 154
Associate in Arts Degree (AA), 52
Associate in Arts Degree Programs, 53-55
Requirements, 53
Associate in Science Degree (AS), 52, 58
Associate in Science Degree Programs, 58-76
Requirements, 58
See Career Programs, 58
Astronomy Course, 114
Attendance, 38
Audit Student, 29

B
Bad Check Collection, 40
Basic Education Opportunity Grant (BEOG), 41, 42
Biology Courses, 79
Black Advisory Committee, 153
Board of Trustees, 6
Bookstore, 48
Hours, 48
Payment, 48
Purchasing, 48
Returns, 46
Buckley Amendment, inside front cover
Building Construction Courses, 87
Business and Professional Courses, 80
Business Courses, 80
Business — Accounting Option Program, 59
Business — Finance Option Program, 59
Business — Hospitality Management Option Program, 60
Business — Management and Marketing Option Program, 61
Business and Industry Institute, 23

C
Cafeteria, 49
Calculus Courses, 108
Calendar Summarized, 9
Campus Addresses, inside front cover
Campus Maps, 3, 4, 5
Career Development Center, 44
Career Development Courses, 85
Career Education, 19
Career Employees, 133
Career Programs, 58, 154
Business — Accounting, 59
Business — Finance, 59
Business — Hospitality Management, 60
Business — Management and Marketing, 61
Civil Technology — Architectural and Building Construction Technology, 62
Construction Technology — Civil Technology, 62
Criminal Justice, 62
Data Processing, 62
Dental Hygiene, 63
Dietetic Technology, 63
Drafting and Design, 64
Electronics Technology, 65
Electronics Technology — Electromechanical, 65
Electronics Technology — Hybrid Microelectronics, 65
Electronics Technology — Laser/Electro-Optics, 65
Emergency Medical Services, 66
Fire Technology, 67
Graphic Arts, 67
Illustrating, 68
Printing Management, 68
Health Related, 63, 66, 69, 70, 72
Dental Hygiene, 63
Dietetic Technology, 63
Emergency Medical Services, 66
Medical Laboratory Technology, 69
Nursing, 70
Paramedic Technology, 66
Respiratory Therapy, 72
Horticulture, 68
Greenhouse Foliage Production, 68
Hospitality Management, 60
Lawyer's Assistant, 69
Pest Control Technology, 71
Real Estate, 72
Secretarial Science, 73
Legal Secretary, 73
Medical Secretary, 74
Clerical (Certificate), 75
Surveying Technology, 75
Theater/Entertainment Technology, 76
Career Service Personnel, 133
Center For Adult Literacy, 21
Center For Community Leadership, 23
Center For Continuing Education For Women (CCEW), 21
Center For Independence, Training and Education (CITE), 21
Ceramics Courses, 78
Certificates of Completion, 52
Certified Professional Secretary (CPS), 30
Changes in Catalog, inside front cover
Chemistry Courses, 85
Choir, 110, 111
Civil Technology Courses, 87, 88
Civil Technology Program, 62
Class Attendance, 38
Classes End, 9
Classes Start, 9
Class Load, 38
Class Period, 154
Classification of Students, 28
Clerical Secretarial Courses, 83, 84
Clinic, 49
College Calendar by Sessions, 9-16
College District, 2
College Entrance Examination Board (CEEB), 28, 44, 45
College Level Academic Skills, 31
College Level Examination Program (CLEP), 28, 40, 46, 154
Courses, Examinations and fees, 40, 46
Credit, Information and Scores, 37, 46
College Logo, inside back cover
College Night, 10, 154
College Personnel, 123-137
College Seal, title page, inside back cover
College-Wide Administration, 124
College Work Study, (CWS), 42
Communications Courses, 55, 97, 106
Communications Requirements, 55
Community Instructional Services (CIS), 21
Community Services, 19
Competencies of a Graduate, 31
Composition Courses, 97-98
Computer Courses, 86, 87, 92, 93, 94
Conditions For All Students, 28
Conduct, 36
Construction Courses, 87, 88
Construction Technology Program, 61
Continuing Education, 18, 20, 76, 154
Continuing Education Unit (CEU), 76, 154
Fees, 40
Continuing Education in the Cultural Arts, 22
Continuing Education for Health Professionals, 20
Cooperative Education, 45
Corequisite, 154
Corrections Courses, 88
Correspondence Credit, 30
Counseling, 19, 44
Counselors, 44
Course Descriptions, 78-122
Course Load, 38
Course Selection, 44
Courses, See Subjects
Courses Unacceptable for A.A. Degree, 53
Credit-by-Examination, 28, 40, 46, 154
Credit-by-Television, Telephone and Videotape, 21
Credit from Mid-Florida Technical Institute, 30
Credit Hour, 154
Credit Limitation, 52, 54
Creative Arts, Crafts, Music and Cultural Enrichment Courses, 20, 22
Criminal Justice Courses, 88
Criminal Justice Programs, 62
Criminology Courses, 88
Cross-Enrollment, 29, 154
Cultural Enrichment Courses, 20-23

D
Data Processing Courses, 86
Data Processing Program, 62
Day Classes, 9-16
Dean's Honor List, 37
Degree Information, 52
Degrees and Programs, 52-76
Degrees Offered, 52
Degrees Recognized, 52
Dental Care, 49
Dental Hygiene Clinic, 49
Dental Hygiene Courses, 88-90
Dental Hygiene Program, 63
Expenses, 39
Design Courses, 78, 91
Development, 19
Diploma, 24
Discipline, 35
Appeal, 36
Policy, 33
Dismissal, 35
District Board of Trustees, 6
District Map, 2
Dormitories, 50
Downtown Center, inside front cover, 3, 18
Drafting and Design Courses, 91, 92
Drafting and Design, Program, 64
Drama Courses, 121, 122
Drawing Courses, 78
Drop-Add, 40
Dual-Enrollment, 24, 25, 154

E
Early Admission, 24, 154
Earth Science Courses, 114
East Campus, inside front cover, 4, 18
East Wind, 38, 154
Ecology Courses, 79, 119
Economics Courses, 92
I
Illustrating and Printing Courses, 100, 101
Immigrants & Refugees, inside front cover, 25
Immigration and Nationality Act, inside front cover
Important College Dates, 9-16
Incomplete Grades, 37
Independent Study, 29, 40, 154
Institutional Work Study, 42
Institute of Lifetime Learning, 21
Institute for Business and Industry, 23
Institute for International Business, 22
Insurance, 39, 40, 50
Interdisciplinary Studies (IDS), 57
Interdisciplinary Studies Courses, 105, 106
International Business Courses, 106
International/Intercultural Education, 23
International Students, 23

J
Journalism Courses, 106

L
Laboratory Fees, 39
Late Registration, 9-16
Law Courses, 81, 107
Law Enforcement Courses, 88
Law Enforcement Program, 62
Lawyer's Assistant Courses, 107
Lawyer's Assistant Program, 69
Learning Resources Center (LRC), 46
Legal Secretarial Science Courses, 84
Library, 46
Lifetime Learning, 18
Literature Courses, 97, 98
Load, 38
Loan Collection, 42
Loan Programs, 41, 42
Loans, 41, 42
Logic Courses, 107
Logo, inside back cover
Loss Prevention Courses, 88
Lost and Found, 50

M
Mail, 50
Majors, 53
Management Courses, 82, 104
Management Programs, 60, 61
Maps of Campus, 3-5
Map of College District, 2
Marketing Courses, 83
Marketing Program, 61
Matador Day, 154
Mathematics Courses, 107-109
Mathematics Laboratory, 47
Mathematics Requirements, 53, 54, 56
Mathematics Requirements, AA Degree, 53, 54, 56
Media Teach, 21
Medical Laboratory Technology Courses, 109, 110
Medical Laboratory Technology Program, 69, 70
Medical Laboratory Program Expenses, 39
Medical Secretarial Science Courses, 84
Mid-Florida Technical Institute Credits, 30
Mid-Program Assessment, 34, 154
Mid-Term Warning, 35
Military Service Training, 29
Minimester, 29, 154
Minority Affairs, 47
Misconduct Hearings, 36
Mission of College, 18
Multi-Campus, 18
Music-Applied, 112
Music Courses, 110-112
Music Expenses, 39
Music-Private Instruction, 110
Music Program, 110

N
Natural Science Requirements, 56
New Student Registration, 27
Noncredit Courses, 76, 155
Non-Discrimination, inside front cover
Non-Immigrant Student, inside front cover, 25
Nursery and Greenhouse Management, 68
Nursing Courses, 112, 113
Nursing Expenses, 40
Nursing Program, 70, 71
Nutrition Courses, 50, 91, 113

O
Objectives of College, 18
Office of Minority Affairs, 47
Open Campus, 3, 18, 20, 76, 155
Open Instructional Laboratory, 47
Operation Student Concern, 155
Osceola Center, inside front cover, 22, 27
Outreach Centers, 22
Overseas Study, 23, 55, 79, 104, 120

P
Painting Courses, 79
Parent Education Project, 22
Parent Resource Center, 22
Paramedic Courses, 95, 96
Paramedic Expenses, 40
Paramedic Program, 66
Parking, 50
Part-Time Employment, 42
Part-Time Student, 28, 155
Pell Grant, 42
Personal Assessment and Goal Setting System
(PAGSS), 27, 31
Personnel of College, 124-137
Pest Control Courses, 113
Pest Control Program, 71
Philosophy Courses, 114
Photography Courses, 78
Physical Education Courses, 114, 115
Physical Science Courses, 114
Physical Science Requirements, 56
Physics Courses, 115, 116
Placement, 28
Plant and Soil Courses, 102, 103
Police Courses, 88
Political Science Courses, 116
Prerequisite, 155
President of College, 124
President's Honor List, 37
Printmaking Courses, 78
Prior Learning, 45
Probation, 27, 35, 155
Professional Legal Secretarial (PLS), 30
Provisional Student, 27, 155
Psychology Courses, 116, 117

Q
Quality Points, 37, 155
R
Reading Courses, 117
Reading Laboratory, 47
Real Estate Courses, 117, 118
Real Estate Institute, 21
Real Estate Program, 72
Recertification for Teachers, 22, 24
Records, 24
Recreational and Sports Courses, 114, 115
Refund Deadline, 40
Refund Policy, 40
Registration, 27
Registered Nurses (RN), 70
Regular Student, 28, 155
Rehabilitation Act, inside front cover
Release of Information, 28
Religion Course, 105
Relocatibles, 155
Repeated Courses, 37
Reserve Officers Training Corps (ROTC), 29, 155
Residency, 26, 155
   Change of Residence, 26
   Non-Florida Resident, 26
Respiratory Therapy Courses, 118
Respiratory Therapy Expenses, 40
Respiratory Therapy Program, 72
Restaurant Courses, 104
Restrictions on Enrollment, 27
Review Courses, 97, 98, 108, 117
Roles and Functions of Valencia, 19
   ROTC, 29, 155
Rotunda, 155

S
Satisfactory Progress, 41
Scheduling Options, 29
Scholarships, 42, 155
   Local, 42
   School and College Ability Test (SCAT), 155
Science Courses, 56
   Seal of College, title page, inside back cover
Secretary Courses, 83, 84
Secretarial Science, 73
   Legal Secretary Option, 73
   Medical Secretary Option, 74
   Clerical Option (Certificate), 75
Word Processing Systems Option, 74
Security, 50
Semester, 9-16
Senior Citizens, 21, 100
Servicemen's Opportunity College (SOC), 30, 155
Services for Handicapped, 48
Session, 9-16
Short-Term Loans, 42
Snack Bar, 49
Social Science Courses, 119
Social Science Requirement, 57
Sociology Courses, 119
Sophomore, 29
Spanish Courses, 119, 120
Special Services Program, 47, 155
   Requirements and Services, 47, 48
Special Student, 155
Speech Courses, 120
Sports Courses, 114, 115
Staff, 124-137
Stetson University, 297
Student Activities, 49, 155
Student-Centered Learning Laboratories, 47
Student Classification, 28, 155
Student Development Course, 120
Student Government Association, 156
Student Load, 38, 155
Student Loans, 41, 42
Student Organizations, 49
Student Services, 44
Study Abroad, 23, 55, 79, 104, 105, 120
Supplemental Educational Opportunity Grant (SEOG), 42
Surveying Courses, 121
Surveying Technology Program, 75
Suspension, 35, 155

T
Teacher Education Center, 22
Telephone Number of College, title page
Television Classes, 21, 121
Testing Service, 44
   Admission and Career, 44
Theater Courses, 121, 122
Transcripts, 24, 30, 155
Transfer of Credits, 19, 24, 30, 52
Transfer Program, 19, 52
Transfer Student, 155
Transient Student, 155
Transportation, 50
Trustees, District Board of, 6
Tuition, 39, 155
Tutoring, 47, 155
Typewriting Courses, 83

U
Unacceptable Courses To AA Degree, 53
United States Armed Forces Institute (USAFI), 30
University of Central Florida, 29
University Parallel Programs, 53, 155

V
Valencia Community College Foundation, Inc., 19, 138
Valencia, 49, 155
Veterans Affairs, 43
Veterans Benefits, 43
   Application, 43
   Check, 43
   Paying, 43
   Requirements, 43
VISA, 49, 155

W
Weekend College, 29, 155
West Campus, inside front cover, 15, 18
Withdrawal, 36, 155
   From Class, 36
   From College, 36
Work Study, 42
   Institutional (College), 42
Women's Programs, 21
Writing and Research Reinforcement Requirements for
   AA, 54
Writing Courses, 97, 98
Writing Laboratories, 47
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.)

<table>
<thead>
<tr>
<th>INSTITUTION</th>
<th>TYPE OF AID RECEIVED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INSTITUTION</th>
<th>TYPE OF AID RECEIVED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

23. LIST PREVIOUS DEGREES RECEIVED

<table>
<thead>
<tr>
<th>DEGREE TYPE</th>
<th>INSTITUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FINANCIAL DATA

24. Annual Income (Please check source and amount of 1983 income)

A. □ Parents
   □ Guardians
   □ Self and/or Spouse

B. □ 0 - 2999
   □ 3000 - 5999
   □ 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 _____________________________
B. Child Support ______________________
C. Unemployment Compensation ___________
D. Vocational Rehabilitation ____________
E. Social Security _____________________
F. Veterans Benefits ____________________

□ Death or Widow Benefits
□ Disability Benefits
□ Educational 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___ (Month) 19___ (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 AIDS OFFICE.

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

7. Residency Information
   The residency information on the second page of 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
1  I have a high school diploma.
14  I have a high school certificate of completion.
6  I am at least 18 years of age and have a state high school equivalency diploma (state issued GED).
13  I am completing high school early by means of the GED Test and this is my first time in college (early exit GED).
10  I am at least 18 years of age and have not received a high school diploma or a state (GED) equivalency diploma (provisional).
15  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 Enrollment Form with counselor approval must accompany this application.)

2  COLLEGE TRANSFER
I have attended another college or university and will be transferring the credit I earned to Valencia Community College.

Are you presently on probation at another college?
   Yes  No

Are you presently on suspension at another institution?
   Yes  No

9  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 accompany this application.)

NON DEGREE SEEKING

3  I have been enrolled at another college or university and want to take courses at Valencia Community College for transfer of credit back to that institution.
4  I am enrolling for personal enrichment or job improvement.
18  TEACHER RECERTIFICATION
I am enrolling for teacher certificiation.

High School Last Attended

<table>
<thead>
<tr>
<th>Name</th>
<th>City</th>
<th>County</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

State Issuing GED
Date Issued

(NAME ON GED RECORDS IF DIFFERENT FROM PRESENT NAME)

Colleges or Universities (List all institutions attended)

<table>
<thead>
<tr>
<th>Name</th>
<th>City</th>
<th>State</th>
<th>From Mo.</th>
<th>To Mo.</th>
<th>Dates Attended</th>
</tr>
</thead>
</table>

(NAME ON ABOVE RECORDS IF DIFFERENT FROM PRESENT NAME)

Birth Date:  Month Day Year
Birth State:

Where do you want your records kept?
   ☐ East Campus
   ☐ West Campus
   (Econlockhatchee Trail) (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
Office Use

(Type or Print All Information Requested)

Finance Office Use

#
$
D

Social Security Number         Last Name         First Name         Middle Initial

Mailing Address

City               State               Zip Code

Area Code       Telephone Number       County of Residency

Sex:          Civil Rights Category:
               (Required under "Title VI"
               Civil Rights Act of 1964)
2  □ Female
1  □ Male

3  □ American Indian
    or Alaskan Native
2  □ Black (Non
    Hispanic Origin)
4  □ Asian or Pacific
    Islander
5  □ Hispanic
1  □ White (Non Hispanic
    Origin)

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)

I, being first duly sworn, affirm that __________________________

Name of Applicant

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

since (month) _______ 19___ and prior to that in the COUNTY OF ______________________

since (month) _______ 19___ or that the applicant qualifies under Section _______ 1  2  3  4

Sworn to and subscribed before me

this ______ day of _______ 19___

(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)

Notary Public

My commission expires ____________

Date you plan to enroll at Valencia Community College (Refer to college catalog for application deadline dates)

Year:   □ Session 1 (September) □ Session 3 (April) □ Session 4 (June)
        □ Session 2 (January) □ Session 5 (May)

Will you be enrolling in more than one class during your first term 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 to submit it with their application to Valencia Community College. Applicants who are not Florida residents may attend Valencia Community College, and they are not required to submit a residency affidavit. College fees and tuition assessments are based on applicant's legal residence or the legal residence of his/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. Full-time faculty and administrative personnel of Florida public schools and universities, their spouses, and children considered dependent under internal revenue rules.
4. Full-time faculty and career employees of the community college system of Florida and members of their immediate families.
5. Florida residents who interrupt their residence by active duty in the Armed Services of the United States, the Peace Corps, or similar organizations fostered by the Federal Government, and return to Florida domicile upon separation from such duty.

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 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 parents 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 original design by a group of Valencia Community College faculty and students.

Valencia, Spain, is in the citrus growing center of Spain and was originally part of the Kingdom of Catalonia and Aragon. The city became a busy seaport after liberation by King James I. Today the city is located in the garden spot of the country and is fed by many rivers, making it a fertile region. Valencia Community College has operated a summer abroad program at the University of Valencia since 1975.

College Logo

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