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 36, 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 Equal Opportunity, 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 ECONLOCKHATCHEE TR.
ORLANDO, FLORIDA 32807

OSCEOLA CAMPUS
809 OSCEOLA BOULEVARD
KISSIMMEE, FLORIDA 32743
TELEPHONE: (305) 847-9496
Valencia toll free number from Osceola County: 847-5011

WEST CAMPUS
1800 SOUTH KIRKMAN RD.
ORLANDO, FLORIDA 32811

NORTH CENTER
1010 NORTH ORLANDO AVENUE
WINTER PARK, FLORIDA 32789
TELEPHONE: 628-1976

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

CATALOG VALENCIA COMMUNITY COLLEGE
Volume 20 Number 1 January, 1987
Published by Valencia Community College at Orlando, Florida
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DOWNTOWN CENTER
Open Campus Headquarters and
College Administrative Offices

190 South Orange Avenue
Orlando, Florida
Telephone: 299-5000

OPEN CAMPUS

DIRECTORY:

FIRST FLOOR
Business and Industry Services
Personnel
Registrar

SECOND FLOOR
Open Campus

THIRD FLOOR
Vice President of Planning,
Research and Development
Assistant to the Executive Vice
President for Facilities and
Communication Services
Coordinator of Communications
and Marketing
V.C.C. Foundation, Inc.
Mail Room

FOURTH FLOOR
Office of the President
Executive Vice President
Vice President for Business
Affairs
Vice President for Campus
Affairs
MAP
of
NORTH CENTER
1010 North Orlando Avenue
Winter Park, Florida 32789
Telephone: 628-1327
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.

Allan E. Keen is the 1986-87 chairman of the Valencia Community College District Board of Trustees. He is president of a real estate investment and development firm in Winter Park.

Jeannell G. Bronson (Mrs. Theolis Bronson) is vice chairman of the District Board of Trustees. She 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.
Joseph B. Shirah is the owner of a local landscape nursery and landscape contracting firm. He is a resident of Osceola County.

Clifford P. Blanchard, III is the owner of a pharmaceuticals company and is a resident of Osceola County. Mr. Blanchard is active in professional associations and civic groups.

Alvin J. Cowans is president of the McCoy Federal Credit Union. His civic activities include membership in the Central Florida Urban Bankers Association, the Southwest Jaycees and the Credit Union Executive Society.

Peggy Sue Smith Luzadder (Mrs. Richard L. Luzadder) is a former teacher and newspaper publisher. She is currently the owner of a local travel agency and is active in church and civic organizations.

Robert M. Vickery is chairman of the Board of Robert M. Vickery Company, a building contracting firm. He is a 36-year resident of Orange County and is very active in area civic organizations. Mr. Vickery is current president of the Valencia Community College Foundation Executive Committee.

Rafael E. (Ralph) Martinez is an attorney with a local law firm. He belongs to county, state and interAmerican bar associations and is active in civic affairs.
### Valencia Community College 1987/88

#### IMPORTANT COLLEGE CALENDAR DATES

<table>
<thead>
<tr>
<th>EVENT</th>
<th>SESSION 1</th>
<th>SESSION 2</th>
<th>SESSION 3</th>
<th>SESSION 4</th>
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<td>December 9</td>
<td>April 12</td>
<td>June 10</td>
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<tr>
<td>Registration Appointment Deadline</td>
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<td>Returning Student Registration (Appointment only)</td>
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<td>April 13-15</td>
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<td>August 10-14</td>
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<td>August 24-25</td>
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<tr>
<td>Faculty Report</td>
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<td>May 2</td>
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<td>August 31</td>
<td>January 11-12</td>
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<td>January 6</td>
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<tr>
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<td>June 22</td>
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<td>May 4</td>
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<td>January 25-26</td>
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<td>January 27-28</td>
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<td>October 13-West</td>
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<td></td>
<td>October 15-East</td>
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<td>October 13-West</td>
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<td>November 25</td>
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<td>Matador Day</td>
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<td>March 9</td>
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<td>Minsemester Final Examination</td>
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<td>March 21-22</td>
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<td>End of Minsemester Classes</td>
<td>November 17</td>
<td>March 22</td>
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<td>Minsemester Grades Due</td>
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<td>June 15-16</td>
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<td>December 14-16</td>
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<td>Final Examination Period (Day)</td>
<td>December 11</td>
<td>April 21-22</td>
<td>June 15-16</td>
<td>August 3-4</td>
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<td>December 14-17</td>
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<td>December 17</td>
<td>April 26</td>
<td>June 16</td>
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<td>June 17 12 Noon</td>
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<tr>
<td>Commencement Ceremony</td>
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<td>March 28-April 1</td>
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<td>January 1</td>
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<td>August 28</td>
<td>Feb 12</td>
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<tr>
<td>College Level Academic Skills Test (CLAST)</td>
<td>September 26</td>
<td>March 12</td>
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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, the opening of the East Campus in 1975 and the opening of a permanent campus in Osceola County in 1986 have been landmark events in the history of the college.

VALENCIA’S MULTI-CAMPUS GROWTH

Valencia has grown to a multi-campus institution. The West Campus is located on a 180 acre site at 1800 South Kirkman Road. The Open Campus, with headquarters in the college’s Downtown Center at 190 South Orange Avenue, provides needed courses and programs at more than 130 locations to residents of the entire college district. Valencia’s East Campus is located on an 80 acre site at 701 North Econlockhatchee Trail. The Osceola Campus is a joint-use facility adjacent to Gateway-High School at 809 Osceola Boulevard in Kissimmee. The college is now serving approximately 48,000 Central Florida residents each year. The North Center at 1010 North Orlando Avenue brings continuing education and credit courses to residents and employees of the northern areas of Orange County.

VALENCIA’S MISSION

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

VALENCIA’S GUIDING PRINCIPLES

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

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

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

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

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

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

VALENCIA’S OBJECTIVES

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

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

2. To provide career programs that will prepare students for gainful employment in the community upon completion of an Associate in Science degree.

3. To provide continuing education courses, programs and activities to meet the needs of the community in the areas of vocational training, cultural and recreational activities and to upgrade professional skills as requested by the citizens of the college district.

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

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

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

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

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

VALENCIA’S ROLES AND FUNCTIONS

The functions of Valencia Community College are as varied as the students who seek admission. Valencia’s major roles and functions include:

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

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

3. The Community Service Function — The college has a responsibility to provide educational services needed or desired by all segments of the community. These may include such activities as continuing education, enrichment or occupational courses, counseling services, cultural events, workshops, conferences, seminars and refresher courses. To determine the needs of the community, the college uses advisory committees to recommend courses and programs. The college welcomes suggestions from interested individuals. The college is committed to taking these courses and programs to all areas of the college district, thereby making them readily available to all of its citizens.

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

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

6. The Developmental Function — The college assists those students who need special help to develop self-confidence and to achieve academic success.

THE VALENCIA COMMUNITY COLLEGE FOUNDATION, INC.

The Valencia Community College Foundation, Inc., is a separate, nonprofit organization which receives, holds and disburses funds for the furtherance of the college. The Foundation was set up in 1974 as a means of allowing people to participate in the support of the college.

The direct management of the Foundation is vested in its Board of Directors, composed of business and professional leaders from the community and representatives of the college’s administrative staff. Valencia’s President, as well as one member of the District Board of Trustees, serve as permanent Board members.

The Foundation is empowered to solicit and receive gifts (whether money or other tangible assets) from individuals, partnerships, corporations or any other sources. Such gifts may be directed toward specific purposes or may be given without restriction to be used as determined by the Board of Directors and the 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 Foundation Office which is located on the third 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 meet the ever-changing needs of Central Florida, 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.) To fulfill its mission in Osceola County, a new Osceola Campus opened in September 1986. The facility allows students from Osceola County to complete an Associate in Arts degree at this site and also reaches out to serve the continuing education needs of the county. In addition, a new North Center, opened in the fall of 1986. The North Center for Corporate Training, opened in the fall of 1986 to meet the ever-growing needs of business and industry by offering specific business-related workshops and seminars, along with selected college credit courses.

The Open Campus also offers traditional college credit courses in locations convenient to the citizens of Central Florida through a newly developed VTV-Valencia Television Station, which aired in September 1986. Through the organizational structure of VTV, students may also take courses by telephone.

The campus brings continuing education opportunities to the community in a variety of ways: short courses, workshops and seminars, guest speakers, forums and conferences.

In its effort to contribute to the economic development of Central Florida, the campus operates tailor-made office skills centers at Sun Bank and Walt Disney World. These unique public-private partnership programs have received national acclaim for their foresightedness in meeting the needs of business and industry.

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 Department of Governmental Services at Valencia Community College resulted from three years of planning toward providing continuing education and specialized training for employees in governmental service. With the aid of numerous advisory committees composed of citizens in public service professions, the Department plans, develops and implements government-related workshops and seminars.

Courses are available for criminal justice and public safety officers, firemen, and those charged with enforcing municipal codes and regulations.

Office Skills Training Center

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

Offered at the Sun Bank's downtown office, the center has 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.

Disney University Learning Center

Located on Disney World property in The Center building, the center offers instruction in typing, business English, shorthand and other clerical skills plus business math, word processing, accounting and data processing. The courses are designed to train entry level employees in office skills, enhance the skills of current employees and prepare experienced employees for advancement. All courses are taught at the Disney University by a Valencia instructor and the courses are self-paced and individualized so employees can master skills at their own pace. Earning college credit from VCC in typewriting, accounting, business math shorthand and keyboarding is an option.
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) and by the Psychological Services of the DPR (Provider #5-58-88).

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.

VTV - Valencia Television (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 and Evans Cablevision. Orientation, mid-term and final examinations are conducted on a regular basis. Voluntary review sessions are scheduled at convenient times and locations.

To obtain credit, the student must apply, register for the class, pay the regular course tuition, watch the telecasts, do the textbook and workbook assignments and visit a Valencia campus three times during the semester for orientation, mid-term examination and final examination. If a telecast is missed, make-up viewing is available at the student's convenience in the audio-visual section of the East or West Campus Learning Resources Center and at the Osceola Campus.

Center for Independence Training and Education (CITE)

The Center for Independence, Training and Education (CITE) is sponsored by the Orange 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.

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 North Center
1010 North Orlando Avenue
Winter Park, Florida 32789

In September of 1986 Valencia's District Board of Trustees approved the establishment of the North Center to better serve the residents of the northern portions of the district. This conveniently located outreach center offers credit classes, continuing education classes and career testing and advisement. The "branch college" concept brings Valencia closer to students. It houses the offices of the Center for Continuing Education for Women (CCEW) and the joint UCF/Valencia Real Estate Program. Office hours are 8:00-5:00 p.m. Monday through Friday. Students taking courses at the North Center may register for classes at the center as well.

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.

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 faculties 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 has a responsibility to continue to provide international dimensions as an integral part of the education of its students in order to prepare them well for employment, life and citizenship in Central Florida, the state of Florida, the United States and the world. Orlando has become an international city; "Florida's new internationalism" is now a reality; national security and economic prosperity for the United States depend in part on our ability to understand and communicate with other nations and peoples. Thus, Valencia Community College has the opportunity to respond, as an institution of higher education, to the international arenas in which it finds itself as a result of community, state and world events.

Valencia encourages and supports the development of the many aspects of international/intercultural education. Of particular importance are the mission statement and goals of the college's Long Range Plan for International/Intercultural Education.

MISSION STATEMENT: The purpose of international/intercultural education at Valencia is to promote knowledge, understanding, and appreciation of other peoples and cultures.

1. To increase interaction among individuals from various countries and cultures.
2. To add international dimensions to the college curriculum.
3. To encourage and increase faculty and student participation in international/intercultural experiences.
4. To enhance the international student program.
5. To expand opportunities for developing language competencies.
6. To develop educational programs of the college to foster international economic development.
7. To enhance the relationship between the college and the international dimensions of the community.

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

ENGLISH AS A SECOND LANGUAGE

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

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

STUDY ABROAD

Valencia offers a diversity of short term and semester overseas programs to provide students with instruction while being exposed to other countries and cultures. Spanish Language and Culture in Valencia, Spain, and humanities courses in Mexico and Europe have been on-going programs. With affiliation in two consortia, Valencia is able to offer additional programs in 15 countries on four continents in the areas of business administration, art, language, liberal arts, criminal justice and arts and sciences.

Seminars are offered for faculty in Belgium and Germany in cooperation with the European Economic Community in economics, political science, history and international education. Exchanges for faculty within the country and overseas are part of the program. Further information is available in the Office of International Education on East and West Campuses.

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

You may be admitted to Valencia Community College as a student upon receipt of your high school or GED (General Education Development) transcript and, when appropriate, a college transcript if you satisfy any of the following criteria:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

b. If you attend another college or university, you must sign a statement certifying that you are eligible to return to the last college attended and that you are not now under any suspension.
c. You may change your status to regular student upon written request in the Registrar's Office when all admission requirements for regular students have been met.

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

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

Eligibility for early admission or dual enrollment is determined by requirements of the Orange or Osceola County Board of Public Instruction and Valencia Community College based upon such criteria as test scores, an average of "B" on all courses taken in grades 10 and 11, maturity level, motivational level, attendance record, etc. College credit earned during early admission or dual enrollment is held in escrow and granted after your graduation from high school.

In order to apply the college credit you earn through the early admission or dual enrollment program towards a degree at Valencia, you must provide a high school transcript showing your graduation date. NO HIGH SCHOOL CREDIT IS GRANTED BY THE COLLEGE. Further information may be obtained from your guidance counselor at your high school.

11. You meet international student requirements. This college is authorized under federal law to enroll nonimmigrant alien students. If you wish to enroll at Valencia Community College on a nonimmigrant visa as a student (F-1 or J-1), you must meet all the admission requirements as outlined below. Your application materials should be submitted to the Admissions Office two months prior to the start of the session in which you wish to enroll:

a. You must satisfy the admission requirements as a regular student.

b. You must submit an International Student Application.

c. You must submit a regular Application for Admission.

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

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

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

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

You will not be required to demonstrate English proficiency if you have completed 30 or more semester credits in a U.S. college or university with at least a 2.5 cumulative grade point average or if you have earned an Associate in Arts degree for which English was the language of instruction.

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 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, administrative and career employees of the community college system of Florida and members of their immediate families.

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.

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<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>
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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.
(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.

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

c. Change of Residence. The burden of proof rests with you, the student, to establish Florida 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 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 certificate that you are a resident alien. Classification as a Florida resident will then be recorded if your application is supported by satisfactory evidence. Students are encouraged to complete the above process well in advance of their registration appointment. If the request for reclassification and the necessary documentation is not received by the Registrar prior to the last day of registration for the term in which the student intends to be reclassified, the student will not be reclassified for that term.

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

2. You may attend classes at East Campus (Econlockhatchee Trail), West Campus (Kirkman Road), or through the Open Campus, or at all of these locations, but should declare your “home” campus by stating on your Application for Admission form where you plan to take most of your classes. Your records will be kept at the campus (East or West) which you designate. You can receive counseling, utilize student services and transact your business there. If you wish your records transferred to a different campus, you must complete a Change of Campus form in the Records Office of your “home” campus. It is your responsibility to notify the Records Office of any change in your status, address, etc. You have a right to view your records.

Steps for New Students in the Registration Process

1. After being admitted to Valencia Community College, the first step is to attend an assessment session. The purpose of this session is to help you evaluate your achievement in mathematics, English and reading. It takes approximately four hours to complete the assessment session. There is no charge for this service.

Before taking any English or mathematics course (except at the fundamental level) at Valencia, you must participate in this initial assessment called PAGSS, Personal Assessment and Goal Setting System.

You may register for only one term at Valencia without the assessment (excluding English and mathematics courses) if (1) you have a two- or four-year college degree; (2) you plan to enroll in only one class (excluding English and mathematics courses) your first semester and have not graduated from high school during the previous academic year; (3) you are currently pursuing a degree at another college and plan to return to that institution without earning a degree from Valencia Community College (transient student status); (4) you are taking courses for teacher recertification (including English and mathematics courses). If you are in one of these categories and do not choose to participate in the assessment and academic advising sessions, we encourage you to contact the Counseling Office on the campus where you plan to enroll:

West Campus, Building 3, Room 135
East Campus, Building 1, Room 217

Advising is available on a walk-in basis between 8:30 a.m. and 11:30 a.m. and between 1:30 p.m. and 4:30 p.m. Advising in the evening is available by appointment. You may call 299-5000, extension 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 Campus, you may contact them at:

Osceola Campus
609 Osceola Boulevard
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, paramedical 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, paramedical 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
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 Minimesters.

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

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

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

An Audit Student

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

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

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

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

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

ROTC AND CROSS ENROLLMENT

Students, male and female, at Valencia Community College are eligible through cross-enrollment agreements to apply for the United States Air Force ROTC program at the University of Central Florida with Army Military Science classes conducted at University of Central Florida and Valencia Community College campuses. A maximum of eight semester hours of ROTC credit may apply as elective credit toward a degree at Valencia Community College. Further information is available at the ROTC office at the University of Central Florida and Valencia Community College.

SPECIAL SCHEDULING OPPORTUNITIES

MINIMESTER

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

A Minimester is scheduled during Sessions 1 and 2.

WEEKEND COLLEGE

The Weekend College provides a program of Friday evening and/or Saturday classes for individuals who are interested in obtaining a college education but cannot attend during the week.

Classes are scheduled to allow students to receive a maximum of 12 hours of credit during Sessions 1 and 2. Students may be able to complete an associate degree program in five years by completing six hours of credit every session.

Students are encouraged to supplement these weekend classes with either TV courses or courses by mail.

INDEPENDENT STUDY

Valencia Community College offers independent study (IS) in various courses to provide you an opportunity to progress at your own rate of speed. Independent Study is designed to meet course requirements through individual student/faculty interaction in a non-classroom situation and provides an alternative to the regular fixed schedule. Independent study arrangements are dependent on the availability of 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 $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 15 semester hours credit through correspondence and/or extension courses and apply these toward a degree at Valencia Community College.

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

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

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

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

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

If you plan to transfer from Valencia to another institution, you should learn its acceptance policy regarding correspondence and extension courses. Correspondence and extension (television and newspaper) courses are not eligible for government grant programs but are eligible for veterans programs under special conditions.
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:

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. This session is to evaluate your present level of achievement in the essential skills of communications and computation skills needed for work. On the basis of this assessment you will be placed in appropriate courses. At its discretion the college may accept for placement purposes nationally standardized test scores in lieu of the college's assessment.

To enroll in any English, reading, speech or mathematics course (except at college-prep level) you must participate in Valencia'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 mathemetic courses).

If you are originally exempted from the assessment, you must take it after completing one term (during which you may carry no more than 12 credit hours). At that time, you must declare your academic goal: AA degree, AS degree, or nondegree. NOTE: If you are a nondegree-seeking student, the Personal Assessment and Goal Setting session may be optional; however, until you complete the assessment, no more than 12 hours will apply toward a degree from Valencia. Any change in degree-seeking status must be recorded in the Registrar's Office.

College-Level 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 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 1101 Honors Freshman Composition I with a grade of "C".
2. Have completed two of the following General Education requirements with a grade of "C" and be enrolled in the third or have completed all three with a grade of "C".
1. Recognizing the author's purpose
2. Identifying the author's overall organizational pattern
3. Distinguishing between statement of fact and statement of opinion
4. Detecting bias
5. Recognizing author's tone
6. Recognizing explicit and implicit relationships within 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, details, and/or arguments

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
8. Evaluating objectively

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 development
2. Determining the purpose and the audience 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 or main idea statement which reflects the purpose and the focus
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 ideas and supporting details in an organizational pattern appropriate to the purpose and the focus
   c. Writing unified prose in which all supporting material is relevant to the thesis or main idea 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
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 using adjectives and adverbs correctly
5. Using standard practice for spelling, punctuation and capitalization.
6. 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 or main idea statement
   b. Providing adequate support material
   c. Organizing suitably
   d. Using appropriate words
   e. Using 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 rational numbers
2. Adding, subtracting, multiplying and dividing rational numbers in decimal form
3. Calculating percent increase and percent decreases

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

1. Rounding measurements to the nearest given unit of the measuring device used
2. Calculating distances, areas and volumes

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 linear equations and inequalities
5. Using given formulas to compute results, when geometric measurements are not involved
6. Finding particular values of a function
7. Factoring a quadratic expression
8. Finding the roots of a quadratic equation

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. Counting subsets of a given set

E. Demonstrating mastery of logical-reasoning algorithms by deducing 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
5. Identifying a reasonable estimate of sum, average, or product of numbers

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

1. Identifying relationships between angle measures
2. Classifying simple plane figures by recognizing their properties
3. Recognizing similar triangles and 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 properties and interrelationships among the mean, median, and mode in a variety of distributions
2. Choosing the most appropriate procedure for selecting an unbiased sample from a target 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

K. 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

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

1. Inferring formulas for measuring geometric figures
2. Selecting applicable formulas for computing measures of geometric figures

M. Generalizing and selecting applicable generalizations in algebra by both of the following skills:

1. Inferring relations among variables
2. Selecting applicable properties for solving equations and inequalities

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

O. Generalizing and selecting applicable generalizations in logical reasoning by both of the following skills:

1. Inferring valid reasoning patterns and expressing them with variables
2. Selecting applicable rules for transforming statements without affecting their meaning

P. 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 and which do not require the use of percent
2. Solving problems that involve the structure and logic of arithmetic

Q. 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

R. Demonstrating proficiency for solving problems in the area of algebra by both the following skills:

1. Solving real-world problems involving the use of variables, aside from commonly used geometric formulas
2. Solving problems that involve the structure and logic of algebra

S. Demonstrating proficiency for solving problems in the area of statistics, including probability for both the following skills:

1. Solving real-world problems involving the normal curve
2. Solving real-world problems involving probabilities

T. 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 college-level academic skills, Valencia requires that they take a mid-program assessment. Students must participate in the College Level Academic Skills Mid-Program
Assessment when 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 areas of deficiency. Additional coursework may be mandated to correct 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 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 should talk with a counselor to discuss your proposed coursework before the next registration. 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 appropriate campus for reenrollment 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 at the appropriate campus, for permission to reenter the college; the provost will convene a panel of three - counselor, student and provost - 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 the right to appeal a suspension or dismissal decision.

To appeal suspension, you must first discuss your concerns with the provost of the appropriate campus, who may reverse a suspension decision. If dissatisfied with the decision of the provost, you may appeal to the Committee on Student Appeals on or before the fifth day of class the following session.

To appeal dismissal, you must bring your concerns directly to the Committee on Student Appeals on or before the fifth day of class 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 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 Valencia's discipline policy 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 designee. At such hearings, you as the student charged shall have right to counsel or a representative of your choice. Determination of your guilt or innocence in the commission of the act of misconduct may be made by the president after the hearing. If you are convicted 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. 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 are calculated as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Rating</th>
<th>Quality Points (per credit hr.)</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>S</td>
<td>No Grade Submitted</td>
<td>0</td>
</tr>
</tbody>
</table>

For example, assume that you have taken the schedule below, made the grades recorded, and want to know your GPA. Although you signed up for six courses (19 semester hours), you withdrew from HUM 2220, so you don’t count that course at all. You completed 16 semester hours, even though you passed only 13. You do have to count the course you completed but failed. Now look at the quality-point list above and multiply the number of hours you completed in each course by the number of quality points you get for each grade. You have earned a total of 32 quality points by completing 16 semester hours. Divide your 32 quality points by the 16 hours you completed and get your GPA — 2.0 (“C”).

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.

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

**REPEATED COURSES**

If you repeat a course or take two courses, only one of which you can receive credit for, you can be allowed credit only in the course you take most recently even if the grade is lower. You cannot be given multiple credit for the same course unless the catalog says you can. 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 East or West Campus or the dean of continuing education on 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 provost 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 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 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.

**ACADEMIC COURSE LOAD**

Your normal full-time academic course load during Session 1, 2, or 5 is 15 or 16 semester hours, with a maximum of 19 or a minimum of 12 semester hours. During Sessions 3 or 4 or any of the college's minimesters, seven semester hours is considered the maximum full-time course load, since these sessions are half as long as regular semesters but equally full in class hours per course. In unusual cases, the appropriate provost 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**

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 professor and the appropriate provost.

**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 possible 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 $21.25*/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 $700.00
2. Uniforms, laboratory costs, caps, white hose and safety glasses $180.00
3. Graduate pins (est.) * $ 50.00
4. Liability insurance * $ 25.00
5. Miscellaneous supplies and materials $ 35.00

Approximate for two years $990.00

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

1. National Dental Hygiene Examination* $ 40.00
2. Florida State Dental Hygiene Examination* $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 $180.00
2. Name pins and uniform patches $ 10.00
3. Liability insurance* $. 25.00
4. Graduate pins (estimated)* $30-50.00

Approximate total for two years $265.00

*PRICES SUBJECT TO CHANGE

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

1. State of Florida Technician Examination* $35.00
2. National Technician Examination* $60.00 $95.00

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: 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* $25.00
4. Miscellaneous supplies and materials $50.00

Approximate total for two years $160.00

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

1. EMT State Certification Exam $55.00
2. Paramedic State Certification Examination $65.00

*PRICES SUBJECT TO CHANGE

Respiratory Therapy Expenses

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

1. Uniforms, lab coats $100.00
2. Name pins and uniform patches $7.00
3. Liability insurance* $25.00
4. Graduate pins (estimated) $50.00

Approximate total for two years $182.00

*PRICES SUBJECT TO CHANGE

Nursing Expenses

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

1. Uniforms, caps, shoes, lab coats and accessories $200.00
2. Achievement tests (two year period) $30.00
3. Name pins and uniform patches $5.00
4. Liability insurance* $25.00
5. Graduate pins (estimated) $70.00

Approximate total for two years $330.00

*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: These fees are subject to change without notice:

1. Credit by Examination: CLEP General and Subject Examination (each) $30.00
   Local Credit by Examination (per exam) $15.00
2. Other tests approved by the Board of Trustees To be announced
3. Independent study fee (nonrefundable and payable in addition to regular course tuition) per student semester hour $10.00
4. Graduation fee (includes cap and gown when required) $12.00
5. Mid-Program Assessment: Late fee $10.00
6. Late Registration: Late fee $10.00
REFUNDS
If you MUST withdraw from the college, you must notify the Registrar's Office at once and complete the necessary withdrawal form. If withdrawal is within the drop-add refund period, all tuition and appropriate fees will be refunded. Refunds are processed through the Finance Office and must be mailed to the student. There are no refunds after the drop-add refund period expires. Application fees and certain other fees are not refundable. Students will be responsible for knowing the dates of drop-add.

COLLECTION OF BAD CHECKS AND/OR LOANS
If you are currently enrolled and have an overdue loan or bad check made to the college, you will be notified, and if the college does not hear from you within seven 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 or overdue loan.

STUDENT FINANCIAL AID
Purpose of Financial Aid
Valencia Community College subscribes to the principle that the purpose of financial aid is to provide assistance to students who have a demonstrated financial need as determined by an approved need analysis system or who show academic or special talent. Awards may come from one or any combination of grants, scholarships, loans or part-time employment. The financial aid administered to students may be from federal, state or local funds. Students interested in applying for financial assistance should contact the Financial Aid Office on the campus which they anticipate attending.

General Eligibility Requirements
All financial aid is dependent upon the availability of federal, state and institutional resources. To be eligible for financial aid the student must:

1. Be accepted for admission to the college
2. Be making satisfactory progress
3. Be enrolled at least half-time, 6 semester hours
4. Be a U.S. citizen, or live in the U.S. for other than a temporary purpose and intend to become a permanent resident
5. Not be in default of a Guaranteed Student Loan or National Direct Student Loan
6. Not owe a refund to Pell 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 credits hours. Students attempting an AA degree after an AS, or an AS after an AA, or a certificate program 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:
Guaranteed student loans are need based loans. All applicants must apply for PELL grant through college scholarship service and have a demonstrated need. 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.

PEL Grant
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 grants 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 six 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 $100 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, eight percent interest rate and you will 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 six to eight 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 amount for tuition fees for books. These loans are not for cash but for the transfer of monies from a specific loan account to the general fund. Loans for tuition and fees are issued during registration; however, loans for books are not issued until the add/drop period has ended. Each student may receive only one loan per session. No loan will be issued to a student who has an outstanding or current financial obligation, such as VA deferment, at Valencia Community College.

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

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

Applications for financial aid at Valencia Community College should be filed before April 1 for the following academic year. Students do not need to be accepted for admission to the college in order to apply for financial aid; however, an award will not be offered until the student is admitted to the college.

These applications are not difficult; however, it is most important that the student provide complete and accurate information on all applications. Information should be provided from the student's or parent's previous 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:
   Students 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)
   - Supplemented Educational Opportunity Grant (SEOG)
   - College Work-Study (CWS)
   - Nursing Scholarship (NS)
   - Need Scholarship
   - Guaranteed Student Loan

   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 and FSAG; separate applications are not necessary.

3. Pell Application:
   This separate application should be used only in the following two cases:
   A. The student is only applying for Pell 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.

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.
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 entry assessment tests (see glossary) designed to help in academic placement.

Career Testing

Valencia offers a variety of tests that will assist you in one or all of the following:

1. Interest clarification
2. Personality assessment
3. Career exploration
4. Skills assessment
Advanced Placement Examinations (CEEB)

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

EXPERIENTIAL LEARNING

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

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.

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.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

As a Valencia student, you may gain credit in certain specified courses through examinations of the College Level Examination Program (CLEP) administered by the Educational Testing Services (ETS) for the College Entrance Examination Board (CEEB). The CLEP General Examinations and CLEP Subject Exam(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 exams at Valencia on any test date with the exception of June when four 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 45 semester hours of credit through CLEP, General and Subject Examinations combined.

1987-88 CLEP SCHEDULE

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Application Deadline</th>
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<tr>
<td>October 17, 1987</td>
<td>September 21, 1987</td>
</tr>
<tr>
<td>January 16, 1988</td>
<td>December 8, 1987</td>
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<tr>
<td>April 16, 1988</td>
<td>March 21, 1988</td>
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<tr>
<td>June 18, 1988</td>
<td>May 23, 1988</td>
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</tbody>
</table>
CLEP CREDIT AWARDED
AT VALENCIA

General Examinations  Course Equivalent  Credits Awarded
Social Science       POS 1041-PUP 1002  6 Hrs.
Natural Science     PSC 1515-APB 1120  6 Hrs.

Subject Examinations
American History I   AMH 2010         3 Hrs.
American History II  AMH 2020         3 Hrs.
*American Literature AML 2010-AML 2022  6 Hrs.
Biology             BSC 1010C         4 Hrs.
Calculus/Analytic Geom MAC 2311         5 Hrs.
College Algebra     MAC 1104         3 Hrs.
College French      FRE 1100-FRE 1101  6 Hrs.
                    FRE 2200-FRE 2201  6 Hrs.
College German      GER 1100-GER 1101  6 Hrs.
                    GER 2200-GER 2201  6 Hrs.
College Spanish     SPN 1100-SPN 1101  6 Hrs.
                    SPN 2200-SPN 2201  6 Hrs.
Educational
Psychology         EDP 2002         3 Hrs.
*English Literature ENL 2013-ENL 2023  6 Hrs.
General Chemistry   CHM 104SC         4 Hrs.
General Psychology  PSY 1012         3 Hrs.
Human Growth and Development
Introductory        DEP 2003         3 Hrs.
Introductory
Accounting          ACG 2001-ACG 2011  6 Hrs.
Introductory
Macro-Economics     ECO 2013         3 Hrs.
Introductory
Micro-Economics     ECO 1023         3 Hrs.
Introductory
Sociology           SYG 2000         3 Hrs.
Trigonometry        MAC 1114         3 Hrs.
Western Civilization IIEUH 1000  3 Hrs.
Western Civilization IIEUH 1001  3 Hrs.

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

2. Lost Materials:
   - Current replacement cost plus a non-refundable $5.00 service charge per item
   - (The service charge of $5.00 is not refundable since it also corresponds to the maximum overdue fine.)

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

STUDENT-CENTERED LEARNING LABORATORIES

The college provides student-centered learning laboratories on the West Campus and an open instructional laboratory on the East Campus. The laboratories are designed to provide (1) alternative modes of instruction which are parallel in content to the standard method of instruction and (2) assistance for students who need help in reading skills, writing skills and mathematics skills. For more information, please contact the Counseling Office on either campus.

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 extracurricular 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 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 217
Phone-299-5000 x 2310
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
7:30 a.m. to 7:00 p.m. Monday-Thursday
7:30 a.m. to 4:30 p.m. Friday

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

Session 3
7:30 a.m. to 7:00 p.m. Monday-Thursday
7:30 a.m. to 4:30 p.m. Friday

Special Hours
7:00 a.m. to 9:00 p.m. Monday-Thursday (first week)

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

Special Hours
4:30 p.m. to 9:00 p.m. Monday-Thursday (first week)
4:30 p.m. to 7:00 p.m. Monday-Thursday (second week)

Nightline (after 5:00 p.m.) to West Campus Bookstore:
Call 299-5007.

Hours subject to change.
Purchase of Books

In most cases you should buy your books and supplies at the time you register. This will help to prevent the long lines that form on the opening day of classes. New and some used books are available and priced as fairly as possible. 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-Slate) East
- 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 Offices on the East Campus and West Campus. All found articles should be turned in to those offices. You should check with those offices 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.

Parking

Registration of Vehicles; Parking Permits and Decals:

All motor vehicles operated by students and employees in connection with attendance or employment at Valencia Community College must display a current parking decal.

Parking decals are valid from August 1 to July 31 the following year.

Parking decals must be obtained at the time of registration for classes. Lost, stolen or damaged decals must be replaced. Decals are issued at no cost to students and employees.

Emergency or temporary permits for short term periods may be obtained at the Campus Security Office.

Handicapped Parking Permits:

Persons with physical handicaps, permanent or temporary, having a vehicle properly registered with the college, may obtain a Special Handicapped Parking permit from the Handicapped Services Office.

Parking Regulations:

Student holders of parking decals may park only in spaces designated with white stripes, with the exception of Visitor Parking.

Handicapped students may park in the white (General Parking) spaces or in the Handicapped Parking Only spaces if the vehicle bears a valid handicapped parking permit.

Parking is prohibited on sidewalks, grass area and lawns, wheelchair ramps, along parking lot curbs or in areas temporarily restricted.

In the event a vehicle must be parked illegally to await repairs or fuel, Campus Security must be notified immediately.

Motorcycles and motor scooters (including MOPEDS) may be parked only in spaces provided for such vehicles.

Trailers, motorhomes and similar recreational vehicles will not be parked anywhere on campus without approval of the Security Office.

Vehicles parked in such manner as to obstruct another vehicle or the flow of vehicular traffic may be moved or impounded at the owner’s expense.

Permission to leave a vehicle on campus overnight must be obtained from the Security Office. Vehicles left parked on campus in excess of 72 hours will be towed as abandoned at the owner’s or operator’s expense.

Moving Traffic Regulations:

Speed Limits:

Perimeter Roads - 25 MPH
Parking Lots - 10 MPH

Observance of entrance and exit lanes will be strictly enforced.

Driving and Parking Offenses:

Parking in RESERVED, LOADING or other unauthorized areas; blocking or obstructing traffic, street, sidewalk, handicapped ramp, building entrance or exit, or another vehicle; parking on grass areas, athletic fields and/or along parking lot curbs is prohibited. Parking in Handicapped Only zones or blocking wheelchair ramps can subject the vehicle to impoundment at the owner’s or operator’s expense as will repeated violations of other parking regulations.

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.

No skateboards, roller skates or other roller equipped means of transportation will be allowed on the sidewalks between or around the buildings, or inside the buildings, except when hand carried.

Visitor Parking:

Parking for visitors is provided in designated lots. Vehicles operated by Valencia Community College students or employees are prohibited from visitor parking lots at all times.

Fines:

Fines imposed for violations must be paid within 15 school days from date of issue of citation. Amounts due after the delinquent date are double the original amount of fine. Fines for parking violations are payable at the Finance Offices on East and West Campus.

Parking Violations:

<table>
<thead>
<tr>
<th>Violation</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handicapped Spaces, Ramps</td>
<td>$10.00</td>
</tr>
<tr>
<td>Roadways, Curb Areas</td>
<td>$5.00</td>
</tr>
<tr>
<td>Visitors, Special (Faculty/Staff)</td>
<td>$5.00</td>
</tr>
<tr>
<td>Grass Areas</td>
<td>$5.00</td>
</tr>
<tr>
<td>Motorcycle Areas</td>
<td>$5.00</td>
</tr>
<tr>
<td>No Current Decal Displayed</td>
<td>$5.00</td>
</tr>
<tr>
<td>Other Violations as listed in these Regulations</td>
<td>$5.00</td>
</tr>
</tbody>
</table>
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 college or university.

2. The AS degree is designed to prepare students to enter a career upon completing the degree, with no further study required.

Both degrees are described in detail in this catalog. If you are interested in either degree, you should read the catalog very carefully to learn all the requirements and characteristics of each.

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 course requirements under which you entered and meet the graduation requirements of that catalog, even if the course 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.
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. 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.

Requirements for the Associate In Arts Degree at Valencia Community College

1. You must complete 60 hours of acceptable college credits, of which six semester hours credit may be from music ensemble courses and/or six semester hours credit may be from physical education activity courses.

   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 course requirements under which you entered and meet the graduation requirements of that catalog even if the course requirements are changed while you are a student except as may be otherwise provided by law or policies of the District Board of Trustees.

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-Program Assessment (MPA).

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

6. You must complete with a grade of "C" or better ENC 1111, ENC 1112: ENC 1121, ENC 1122, or CRW 2000; the six hours of the Area 2 (humanities) courses requiring 6000 words of writing; and the required six hours of Area 3 (mathematics) courses.

7. You must request a graduation check in the Registrar's Office upon completion of 40 semester hours.

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

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

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

**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. Effective July 1, 1985, Florida Statute Sec. 240.117 makes clear that college-preparatory courses may not be counted towards an associate degree. The following are college-prep courses at Valencia:

**English and Speech**

ENC 0011 College Prep English I
ENC 0021 College Prep English II
ESL 1201 Intermediate Speech for Foreign Student I
ESL 1241 Intermediate English Writing I
ESL 1261 Intermediate English Structure Patterns I
ESL 1301 Intermediate Speech for Foreign Student II
ESL 1341 Intermediate English Writing II
ESL 1361 Intermediate English Structure Patterns II

**Mathematics**

MAT 0003 Introductory Mathematics
MAT 0024 Elementary Algebra

**Reading**

REA 0001 College Prep Reading I
REA 0002 College Prep Reading II
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 rule requires that any new student enrolling in a public postsecondary institution after October 15, 1982, must complete successfully 12 credit hours of coursework in which the student is required to demonstrate written skills and six credit hours of mathematics coursework at the level of college algebra or higher. These courses 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 is the 24 semester hour Interdisciplinary Studies Program and the completion of SPC 1600, POS 1041,
and the 6 semester hour mathematics requirement outlined in Area 3.

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>Area 1</td>
<td>ENC 1101 Freshman Composition I or ENC 1121 Honors Freshman Composition I (If mandated, ENC 0011 and ENC 0021, must be completed before taking ENC 1101 or 1121.)</td>
<td>3</td>
</tr>
<tr>
<td>Area 2</td>
<td>Humanities, Fine Arts, or Literature Course</td>
<td>3</td>
</tr>
<tr>
<td>Area 3</td>
<td>College-level Mathematics Course (If mandated, MAT 0003, MAT 0024 and/or MAT 1033 must be completed before taking college level mathematics.)</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 (POS 1041 required)</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>

INTERMEDIATE COURSES

| Area 1 | ENC 1102 Freshman Composition II or ENC 1122 Honors Freshman Composition II or CRW 2000 Creative Writing and Advanced Composition | 3            |
| Area 2 | Humanities, Fine Arts, or Literature Course | 3            |
| Area 3 | College-level Mathematics Course            | 3            |
| Area 4 | Natural and Physical Science Course         | 3            |
| Area 5 | Social Science Course                        | 3            |
|       | Major and/or Elective Course                | 3            |
|       | Major and/or Elective Course                | 3            |

ADVANCED COURSES

| Area 1 | SPC 1600 Fundamentals of Speech              | 3            |
| Area 2 | Humanities, Fine Arts, or Literature Course | 3            |
|        | Major and/or Elective Course                 | 3            |
|        | Major and/or Elective Course                 | 3            |
|        | Major and/or Elective Course                 | 3            |
|        | Major and/or Elective Course                 | 3            |

TOTAL

| 60 |

Area 1. Communications

Required Courses — A minimum of 9 semester hours credit

ENC 1101 or ENC 1121 Freshman Composition I - 3 credits

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, Late Roman 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 - 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 1800 - 3 credits
  - ENL 2203 Survey in English Literature 1800 to Present - 3 credits
  - LIT 2090 Contemporary Literature - 3 credits
Area 3. Mathematics

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

MGF 2202 College Mathematics - 3 credits
MAC 1104 College Algebra - 3 credits
MAC 1114 College Trigonometry - 3 credits
MAC 1132 College Algebra and Trigonometry - 4 credits
MAC 2233 Calculus for Business and Social Science - 3 credits

MAC 2311 Calculus with Analytic Geometry I - 5 credits
MAC 2312 Calculus with Analytic Geometry II - 5 credits
MAC 2313 Calculus with Analytic Geometry III - 4 credits
MAP 2302 Differential Equations - 3 credits
MAS 2103 Introduction to Matrices - 3 credits
MAS 2301 Introduction to Modern Algebra - 3 credits

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

Area 4. Natural and Physical Sciences

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

APB 1120 Man and Environment I - 3 credits
APB 1150 Biological Sciences - 3 credits
APB 1253 Biology of Human Sexuality - 3 credits
APB 2203C-2204C Human Anatomy and Physiology - 4 credits each
AST 1002 Elementary Astronomy - 3 credits
BOT 2010C Botany - 4 credits
BSC 1010C Fundamentals of Biology - 4 credits
BSC 2933 Selected Topics in Biology - 1-3 credits each
CHM 1020 Chemistry in Everyday Life - 3 credits
CHM 1034C General Chemistry for Laboratory Technology - 6 credits
CHM 1045C Introductory Chemistry - 4 credits
CHM 1046C General Chemistry and Qualitative Analysis - 4 credits each
CHM 1200C Introductory Organic and Biochemistry - 4 credits
CHM 2120C Quantitative Analysis - 4 credits
CHM 2933 Special Topics in Chemistry - 1-3 credits each
CHM 2210-2211C Organic Chemistry - 4 credits each
GLY 1000 Earth Sciences - 3 credits
GLY 2010C Physical Geology - 4 credits
GLY 2100 Historical Geology - 3 credits
MCB 2010C Microbiology - 4 credits
MET 1010 Introduction to Meteorology - 3 credits
OCB 2003 Marine Biology - 4 credits
OCE 1001 Introduction to Oceanography - 3 credits
PCB 2303 Aquatic Biology - 3 credits
PHY 1001C Applied Physics - 4 credits
PHY 1053-1054C Introductory Physics - 4 credits each
PHY 2048-2049C General Physics with Calculus - 4 credits each
PHY 2936 Special Topics in Physics - 1-3 credits each
PSC 1515 Energy: Past, Present and Future - 3 credits
Area 5. Social Sciences

Required Courses — A minimum of 6 semester hours of credit:
POS 1041 U.S. Government I - 3 credits

plus one of the following courses:

- AFA 2150 Afro-American History and Culture - 3 credits
- AMH 2010-2020 United States History - 3 credits each
- ANT 2000 Introduction to Anthropology - 3 credits
- ECO 1000 Basic Economics - 3 credits (or both ECO 1023 and ECO 2013)
- EUH 1000-1001 Western Civilization - 3 credits each
- HIS 2206 Recent and Contemporary History - 3 credits
- INR 2002 International Politics - 3 credits
- POS 2112 State and Local Government - 3 credits
- PSY 1012 General Psychology - 3 credits
- PUP 1002 U.S. Government II - 3 credits
- SYG 2000 Introductory Sociology - 3 credits

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

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

Each of the courses above require 6000 words of writing.

Enrollment in the program is open to students who score well on the entry level assessment 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 equivalency indicates how credit is distributed within the IDS Program:

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

Natural Science (3 credits)
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 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 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.

**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 course requirements under which you entered and meet the graduation; requirements of that catalog even if the course requirements are changed while you are a student except as may be otherwise provided by law or policies of the District Board of Trustees.

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. Florida Statute Sec. 240.117 makes clear that college preparatory courses may not be counted towards an associate degree. The following are college-prep courses at Valencia:

**English and Speech**

ENC 0011 College-Prep English I
ENC 0021 College-Prep English II
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 0003 Introductory Mathematics
MAT 0024 Elementary Algebra

**Reading**

REA 0001 College-Prep Reading I
REA 0002 College-Prep Reading II
ESL 1221 Intermediate English Reading I
ESL 1321 Intermediate English Reading II

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

ASSOCIATE IN SCIENCE DEGREE PROGRAMS

Business - Accounting Option
Business - Banking Option
Business - Finance Option
Business - Hospitality Management Option
Business - Management and Marketing Option
Business - Postal Management Option
Business - Postal Management - Postal Operations (Certificate)
Construction Technology - Architectural and Building
Construction Technology - Civil Technology Option
Construction Technology - Electrical Technology Option
Criminal Justice
Data Processing
Dental Hygiene
Dietetic Technology
Drafting and Design Technology
Electronics Technology
Electronics Technology - Electromechanical Option

Electronics Technology - Hybrid Microeconomics Option
Electronics Technology - Laser/Electro-Optics Option
Electronics Technology - Automation Systems/Robotics Option (in development)
EMT Certificate
Emergency Medical Services Technology
Fire Science
Graphics Technology
Graphic Arts Management Option
Graphics Design/Commercial Art Option
Horticulture (Oramental)
Horticulture (Ornamental) - Certificate
International Business
Legal Assistant
Medical Laboratory Technology
Nursing
Paramedic Technology Certificate
Pest Control Technology
Radiologic Technology
Real Estate
Respiratory Therapy
Office Systems Technology
Office Systems Technology - Legal Secretary Option
Office Systems Technology - Medical Secretary Option
Office Systems Technology - Word/Information Processing System Option
Office Systems Technology - 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>
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<tbody>
<tr>
<td>ACG 2001</td>
<td>Principles of Accounting I</td>
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<td>ACG 2011</td>
<td>Principles of Accounting II</td>
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<td>GEB 1011</td>
<td>Introduction to Business</td>
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<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
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<td>MTB 1103</td>
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<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
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**INTERMEDIATE COURSES**

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<tr>
<td>ACG 2031</td>
<td>Accounting Theory</td>
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<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
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<td>COC 1300</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1023</td>
<td>Principles of Economics - Micro</td>
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</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>OST 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
</tbody>
</table>
BANKING OPTION
Associate in Science

This program is designed for persons desiring employment in the field of banking. The banking courses are approved by the American Institute of Banking. 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. This program is offered in conjunction with the Central Florida Chapter of the American Institute of Banking (AIB). Through this program student can obtain coursework for AIB diplomas in General Banking, Consumer Lending, Commercial Lending and Mortgage Lending. The student may also complete the requirements for AIB certificates in Consumer Service Skills, Securities Services Skills and Supervisory Skills.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>1101</th>
<th>ENC 1000</th>
<th>1004</th>
<th>BAN 1004</th>
<th>ECO 2013</th>
<th>BAN 1802</th>
<th>BAN 2511</th>
<th>MTB 1103</th>
<th>ACG 2001</th>
<th>POS 1300</th>
<th>1041</th>
<th>U.S. Government I</th>
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<tbody>
<tr>
<td>Title</td>
<td>Freshman Composition I</td>
<td>Principles of Banking</td>
<td>3</td>
<td>Basic Economics</td>
<td>Law and Banking: Commercial Law</td>
<td>Marketing for Bankers</td>
<td>Business Mathematics</td>
<td>Principles of Accounting I</td>
<td>Introduction to Data Processing</td>
<td></td>
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INTERMEDIATE COURSES

Option 1 - Consumer Lending Diploma
BAN 2215 - Consumer Credit Analysis 3
BAN 2240 - Consumer Lending

Option 2 - Commercial Lending Diploma
BAN 2231 - Introduction to Commercial Lending 2
BAN 2232 - Corporate Banking: A Practical Approach to Lending 3

Option 3 - Mortgage Lending Diploma
REE 2200 - Real Estate Finance I PLUS 3
BAN 2501 - Money and Banking for Commercial Bankers 3

ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ACG 2360</td>
<td>Cost Accounting 3</td>
</tr>
<tr>
<td>ACG 2450</td>
<td>Accounting Information Systems 3</td>
</tr>
<tr>
<td>ACG 2934, BAN 2700, BUL 2112, ECO 2013, MAN 2000, MAR 2011</td>
<td>Business Elective (choose one) 6</td>
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<td>Total</td>
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</table>

ELECTIVE SPECIAL COURSES

These courses are for pursuit of special certificates and count as electives in the overall program. They may be taken at any time.

For the Customer Service Skills Certificate:
BAN 1423 - Customer Service 1
BAN 1424 - Product Knowledge 1
BAN 1425 - Selling Bank Services 1
Seminar - Bank Security for Customer Contact Personnel 3

For the Securities Services Skills Certificate:
BAN 1400 - The Trust Business 3
BAN 1413 - Securities Processing 3
Corporate Securities Services (In Development) 6

ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>BAN 1114</td>
<td>Deposit Operations</td>
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<tr>
<td>BAN 2135</td>
<td>Bank Accounting</td>
</tr>
<tr>
<td>BAN 2155</td>
<td>International Banking</td>
</tr>
<tr>
<td>BAN 2241</td>
<td>Bank Cards</td>
</tr>
<tr>
<td>BAN 2412</td>
<td>Financial Planning for Bankers</td>
</tr>
<tr>
<td>BAN 2742</td>
<td>Commercial Bank Management I</td>
</tr>
<tr>
<td>BAN 2743</td>
<td>Bank Management II</td>
</tr>
<tr>
<td>BAN 2751</td>
<td>Retail Banking Series (Comprised of the following three short courses)</td>
</tr>
<tr>
<td>BAN 2762</td>
<td>Retail Banking</td>
</tr>
<tr>
<td>BAN 2763</td>
<td>Sales Management</td>
</tr>
<tr>
<td>BAN 2764</td>
<td>Financial Performance of Banks</td>
</tr>
<tr>
<td>BAN 2781</td>
<td>Management of Commercial Bank Funds</td>
</tr>
<tr>
<td>BAN 2782</td>
<td>Bank Investments</td>
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</tbody>
</table>

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>
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</thead>
<tbody>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business 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>
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</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
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### INTERMEDIATE COURSES

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<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>OST 1335</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2031</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>
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<td>HUM 1301</td>
<td>Humanities elective</td>
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<tr>
<td>ACG 2017</td>
<td>Principles of Accounting II</td>
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<tr>
<td>ECO 2014</td>
<td>Principles of Economics-Macro</td>
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<tr>
<td>FIN 2210</td>
<td>Money and Banking</td>
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<tr>
<td>BAN 2700</td>
<td>Principles of Finance</td>
<td>3</td>
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<tr>
<td>BAN 2600</td>
<td>Credit Laws and Regulations</td>
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### ADVANCED COURSES

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>HFT 1700</td>
<td>Introduction to Tourism</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2600</td>
<td>Law and Insurance</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2941</td>
<td>Hospitality Seminar and Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2500</td>
<td>Marketing and Sales in Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>SPN 1000</td>
<td>Basic Spanish***</td>
<td>3</td>
</tr>
</tbody>
</table>

### BUSINESS - HOSPITALITY MANAGEMENT OPTION

**Associate in Science**

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

### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
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</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>
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<td>FSS 2222C</td>
<td>Quantity Food Production and Food Management</td>
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<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
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<tr>
<td>HFT 2200</td>
<td>Hospitality Management</td>
<td>3</td>
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</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>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
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<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
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<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
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<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>COC 1300</td>
<td>Introduction to Data Processing</td>
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<tr>
<td>OST 1141</td>
<td>Keyboarding Skills</td>
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**INTERMEDIATE COURSES**

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<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
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<tr>
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<td>ACG 2001</td>
<td>Principles of Accounting I</td>
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<td>MAN 2021</td>
<td>Principles of Management</td>
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<td>MAR 2011</td>
<td>Principles of Marketing</td>
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<td>Humanities Elective</td>
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<td>OST 1335</td>
<td>Business Communications</td>
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**ADVANCED COURSES**

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<td>BUL 2112</td>
<td>Business Law II</td>
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<tr>
<td>ACG 2011</td>
<td>Principles of Accounting II</td>
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<tr>
<td>MAR 2101</td>
<td>Principles of Selling</td>
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<td></td>
<td>Business/Data Processing and/or Foreign Language</td>
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<td>MAR 2949</td>
<td>Cooperative Education or Elective</td>
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**RECOMMENDED ELECTIVES:**

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<td>REE 1000</td>
<td>Real Estate, P &amp; I</td>
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<td>MAR 2151</td>
<td>Retailing</td>
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<td>MAR 2302</td>
<td>Advertising</td>
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<td>ECO 1040</td>
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<td>Statistics</td>
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<td>MAN 2100</td>
<td>Supervision of Personnel</td>
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<td>MAN 1600</td>
<td>Small Business Management</td>
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<td>MKS 1402</td>
<td>Fashion Merchandising</td>
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<td>ACG 2360</td>
<td>Cost Accounting</td>
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**BUSINESS - POSTAL MANAGEMENT OPTION**

**FOUNDATION COURSES**

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<td>ECO 1000</td>
<td>Basic Economics</td>
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<td>SPC 1600</td>
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<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
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<td>COC 1301</td>
<td>Introduction to Data Processing</td>
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<tr>
<td>OST 1141</td>
<td>Keyboarding Skills</td>
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<th>Course</th>
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<th>Credit Hours</th>
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<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>
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<tr>
<td>OST 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>MNA 1391</td>
<td>Introduction to Postal Manage- ment</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>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
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<tr>
<td>BUL 2112</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>MNA 1392</td>
<td>Postal Management Delivery Services, Business/Data Processing/ Health/Foreign Language or Humanities Electives*</td>
<td>3</td>
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<tr>
<td>MAR 2941</td>
<td>Cooperative Education or Elective</td>
<td>3</td>
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**RECOMMENDED ELECTIVES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ACG 2100</td>
<td>Principles of Accounting I</td>
<td></td>
</tr>
<tr>
<td>MAR 2101</td>
<td>Principles of Marketing</td>
<td></td>
</tr>
<tr>
<td>MAR 2101</td>
<td>Principles of Selling</td>
<td></td>
</tr>
<tr>
<td>BAN 2700</td>
<td>Principles of Finance</td>
<td></td>
</tr>
</tbody>
</table>

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

*Students will select elective hours from Business/Data Processing/Health/Foreign Language/or Humanities courses.
The Civil Technology option simulates job situations found in a civil engineer's office and applies to the design of bridges, causeways, highways, airports, water control systems, large structures, environmental considerations and various other related areas within the total occupational cluster.

**CORE SUBJECTS**

**FOUNDATION COURSES**

- ARC 1120C Architectural Drawing I
- BCN 1200C Building Materials and Construction Methods
- ENC 1101 Freshman Composition I
- MAC 1104 College Algebra or
- MAT 1033 Intermediate Algebra
- PHY 1053C Introductory Physics I
- Elective

Credit Hours: 21-22

**INTERMEDIATE COURSES**

- ARC 2122C Architectural Drawing II (Steel Structures)**
- ARC 2154C Architectural Drawing III (Concrete Structures)**
- BCN 2405C Statics and Strength of Materials
- BCN 2616 Building Construction Estimating
- ENC 1210 Technical Communication
- MAC 1114 College Trigonometry
- PHY 1054C Introductory Physics II
- SUR 1100 Basic Surveying and Measurements (Surveying I)

Credit Hours: 29

**ADVANCED SPECIALIZED COURSES**

**ARCHITECTURE AND BUILDING CONSTRUCTION TECHNOLOGY OPTION**

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

Credit Hours: 17

**CIVIL TECHNOLOGY OPTION**

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

Credit Hours: 17

**RECOMMENDED ELECTIVES**

*Students shall select one recommended elective from this list:
**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, advanced courses in this program are offered on the West Campus.

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### 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>
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<tbody>
<tr>
<td>ENC 1101</td>
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<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>
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<tr>
<td>CCJ 1010</td>
<td>Criminology</td>
<td>3</td>
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<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</td>
<td>3</td>
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<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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**Total: 21**

### INTERMEDIATE COURSES

<table>
<thead>
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<th>Title</th>
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<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>
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<tr>
<td>CCJ 2810</td>
<td>Crime Control and Prevention</td>
<td>3</td>
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<tr>
<td>PHI 1100</td>
<td>Practical Logic</td>
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<tr>
<td>CCJ 2130</td>
<td>Criminal Justice and Relations</td>
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**Total: 21**

### ADVANCED COURSES

<table>
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<td>CCJ 2230</td>
<td>Criminal Law and Legal Procedures</td>
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<tr>
<td>CCJ 2330</td>
<td>Probation and Parole</td>
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</table>

**Total: 63**

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

**DATA PROCESSING**

**Associate in Science**

This program is designed for the student who wishes to be usefuly employed in one of several business data processing fields as a programmer, systems analyst, computer operator, or manager. 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 transferring institution.

### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
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<tr>
<td>MAT 1033</td>
<td>Intermediate Algebra</td>
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</tr>
<tr>
<td>COC 1300</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>CNM 1005</td>
<td>Introduction to Programming Concepts</td>
<td>3</td>
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<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
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<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>OST 1141</td>
<td>Keyboarding Skills</td>
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**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>
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<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
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<tr>
<td>COP 2226</td>
<td>COBOL Programming I</td>
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<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
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<tr>
<td>ECO 1000</td>
<td>Basic Economics**</td>
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<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
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<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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**Total: 21**

### ADVANCED COURSES

**Total: 63**

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP</td>
<td>1160 RPG II Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP</td>
<td>1170 Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP</td>
<td>1110 Fortran Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP</td>
<td>2700 Data Base Management System</td>
<td>3</td>
</tr>
<tr>
<td>CES</td>
<td>1570 Microcomputer Business Management</td>
<td>3</td>
</tr>
<tr>
<td>ETD</td>
<td>1320 Introduction to CADD</td>
<td>3</td>
</tr>
<tr>
<td>GRA</td>
<td>2800 Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>COP</td>
<td>1161 RPG II Programming</td>
<td>3</td>
</tr>
<tr>
<td>CET</td>
<td>2112C Digital Techniques</td>
<td>4</td>
</tr>
</tbody>
</table>

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>
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<tbody>
<tr>
<td>ENC</td>
<td>1101 Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>APB</td>
<td>2203C Human Anatomy and</td>
<td>3</td>
</tr>
<tr>
<td>APB</td>
<td>2204C Physiology I and II</td>
<td>8</td>
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<tr>
<td>MCB</td>
<td>2100C Microbiology</td>
<td>4</td>
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<tr>
<td>SPC</td>
<td>1600 Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>DES</td>
<td>1000C Tooth Morphology and</td>
<td>2</td>
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<tr>
<td>DES</td>
<td>1010 Head and Neck Anatomy</td>
<td>1</td>
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<tr>
<td>DES</td>
<td>1220C Dental Radiography</td>
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<tr>
<td>DES</td>
<td>1030C General and Oral Histology</td>
<td>2</td>
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<tr>
<td>DEH</td>
<td>1005C Clinical Dental Hygiene I</td>
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</table>


SOPHOMORE YEAR

<table>
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<tr>
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<th>Title</th>
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<tbody>
<tr>
<td>HUN</td>
<td>1001 Fundamentals of Nutrition</td>
<td>3</td>
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<tr>
<td>DES</td>
<td>2044 General and Oral Pathology</td>
<td>3</td>
</tr>
<tr>
<td>DEH</td>
<td>2804 Clinical Dental Hygiene IV</td>
<td>2</td>
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<td>DEH</td>
<td>2904L Clinical Dental Hygiene V</td>
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<tr>
<td>DEH</td>
<td>2602 Periodontics</td>
<td>2</td>
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<tr>
<td>DES</td>
<td>2100C Dental Materials</td>
<td>3</td>
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<tr>
<td>DEH</td>
<td>2701 Community Dental Health II</td>
<td>3</td>
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<tr>
<td>DEH</td>
<td>2504 Preventive Dentistry</td>
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<tr>
<td>DEH</td>
<td>2806 Dental Specialties</td>
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<td>DEH</td>
<td>2806L Clinical Dental Hygiene V</td>
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<tr>
<td>SYG</td>
<td>2000 Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td>POS</td>
<td>1041 U.S. Government I</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 74

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

DENTETIC 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>
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<tbody>
<tr>
<td>HUN</td>
<td>1201 Nutrition I</td>
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<tr>
<td>DIE</td>
<td>1003 Basic Nutrition</td>
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<tr>
<td>DIE</td>
<td>1270L Nutrition Clinical Practice I</td>
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<tr>
<td>DIE</td>
<td>1271L Nutrition Clinical Practice I</td>
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<tr>
<td>DIE</td>
<td>1300 Health Field II</td>
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<tr>
<td>FSS</td>
<td>1202C Principles of Food Prep</td>
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<tr>
<td>MTB</td>
<td>1103 Business Math</td>
<td>3</td>
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<tr>
<td>HUN</td>
<td>1250 Nutrition II</td>
<td>3</td>
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<tr>
<td>ENC</td>
<td>1101 Diet Therapy</td>
<td>3</td>
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<tr>
<td>FOS</td>
<td>2201 Freshman Composition I</td>
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<tr>
<td>FSS</td>
<td>1001 Sanitation and Safety</td>
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<tr>
<td>POS</td>
<td>1041 Introduction to Food Service Management</td>
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</table>

Total 25
INTERMEDIATE COURSES

DIE 1412  Nutrition III  Nutrition Counseling and Education  3
DIE 2272L Nutrition Clinical Practice III  3
DIE 2100 Health Care Delivery Systems  3
SPC 1300 Informal Communication or Fundamentals of Speech  3
SPC 1600 Educational Psychology or Field Experience in Education  3
EDP 2002 Introductory Sociology *Elective  3
EDG 2941 *Elective  3
SYG 2000

ADVANCED COURSES

FSS 2221 Quantity Food Preparation  3
HUN 1401 Nutrition IV - Application of Diet in Disease  3
DIE 2273L Nutrition Clinical Practice IV  4
DIE 2500 Dietetic Seminar  1
INP 1301 Psychology in Business  3

Total  60

*RECOMMENDED ELECTIVES:

APB 1190C Introduction to Human Anatomy and Physiology  3
BSC 1010C Fundamentals of Biology  3
APB 1150 Biological Sciences  1
CHM 1040C Introduction to General Chemistry  3
APB 1300 Medical Terminology  3
MCB 2010C Microbiology  3

DRAFTING AND DESIGN TECHNOLOGY
Associate In Science

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

FOUNDATION COURSES

Course  Title  Credit Hours
COC  1300  Introduction to Data Processing  3
ENC  1101  Freshman Composition I  3
ETD  1100C* Engineering Drawing  3
MAC  1104  College Algebra  3
MAT  1033  Intermediate Algebra  3
PHY  1053C  Introductory Physics I  4

TOTAL  16

INTERMEDIATE COURSES

ECO  1000  Basic Economics  3
EGN  1130C* Descriptive Geometry  3
ENG  1210  Technical Communication  3
ETD  1701C* Mechanical Drafting I  3
ETM  1828  Engineering Materials & Processes  3

ADVANCED COURSES

ETD  2643C* Electro-Mechanical Drafting  4
ETD  2702C* Mechanical Drafting II  3
ETD  2721C Elements of Tool Design  3
ETD  2949 Cooperative Education: Drafting & Design Field Experience or Elective  2-4

Total  12-14

RECOMMENDED ELECTIVES

ETD  1320 Introduction to CADD  3
ETD  1350 Advanced CADD  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.

ELECTRONICS TECHNOLOGY WITH OPTIONS IN ELECTRO MECHANICAL, HYBRID MICRO-ELECTRONICS AND LASER/ELECTRO-OPTICS
Associate In Science

This program is designed to produce skilled technicians capable of assisting in the design, production, operation and servicing of electrical and electronic systems and equipment. It is organized to provide an up-to-date curriculum in electronics technology, enabling students to gain responsible positions in one of the many clusters of occupations in the electronics field. To transfer credits from this program requires advance approval from the transfer institution. An articulation agreement is in effect with the University of Central Florida. Students should check with counselors about the University parallel program.

FOUNDATION COURSES

Course  Title  Credit Hours
ENC  1101  Freshman Composition I  3
ENC  1210  Technical Communication  3
MTB  1327  Mathematics for Electronics I  3
MTB  1328  Mathematics for Electronics II  3
PHY  1053C  Introductory Physics I  4
PHY  1054C  Introductory Physics II  4

TOTAL  20
### INTERMEDIATE COURSES

<table>
<thead>
<tr>
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<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ETD 2643C</td>
<td>Electromechanical Drafting</td>
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</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>EET 1141C</td>
<td>Electronics Circuits I</td>
<td>4</td>
</tr>
<tr>
<td>EET 2325C</td>
<td>Electronic Communication Systems I</td>
<td>4</td>
</tr>
<tr>
<td>CET 2112C</td>
<td>Digital Techniques</td>
<td>4</td>
</tr>
<tr>
<td>EET 2949</td>
<td>Cooperative Education: Electronics Field Experience or Elective</td>
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### ADVANCED SPECIALIZED COURSES

#### ELECTRONICS TECHNOLOGY

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<tr>
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<th>Title</th>
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<td>EET 2142C</td>
<td>Electronic Circuits II</td>
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<tr>
<td>EET 2183</td>
<td>Electronic Troubleshooting Techniques</td>
<td>3</td>
</tr>
<tr>
<td>EET 2335C</td>
<td>Electronic Communication Systems II</td>
<td>4</td>
</tr>
<tr>
<td>CET 2113C</td>
<td>Computer Systems</td>
<td>4</td>
</tr>
<tr>
<td>CET 2123C</td>
<td>Fundamentals of Microcomputers</td>
<td>4</td>
</tr>
<tr>
<td>EET 2930</td>
<td>Selected Topics</td>
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**Total** 66-70

### ELECTROMECHANICAL OPTION*

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<tr>
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<td>Input Devices</td>
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</tr>
<tr>
<td>CRM 2012</td>
<td>Storage Principles and Devices</td>
<td>4</td>
</tr>
<tr>
<td>EST 2535C</td>
<td>Control Systems</td>
<td>4</td>
</tr>
<tr>
<td>EST 2565C</td>
<td>Electromechanical Components</td>
<td>4</td>
</tr>
<tr>
<td>ETM 1405C</td>
<td>Mechanisms</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total** 65

*NOTE: The electromechanical option is not available at this time and is being replaced by the Automation Systems/Robotics Option. These courses will be supplemented by the four EST-prefixed courses listed under Recommended Electives/Supplemental courses in addition to other courses currently in development.

### HYBRID MICROELECTRONICS OPTION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EST 1302</td>
<td>Introduction to Hybrid Microelectronics</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2614C</td>
<td>Microelectronics Drafting</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2571C</td>
<td>Photolithography</td>
<td>3</td>
</tr>
<tr>
<td>EST 2321C</td>
<td>Microelectronics Materials and Equipment I</td>
<td>4</td>
</tr>
<tr>
<td>EST 2322C</td>
<td>Microelectronics Materials and Equipment II</td>
<td>3</td>
</tr>
<tr>
<td>EST 2332C</td>
<td>Microelectronics Packaging</td>
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<tr>
<td>EST 2331C</td>
<td>Microelectronics Circuit Fabrication</td>
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</tr>
<tr>
<td>ETE 2341C</td>
<td>Quality Assurance and Reliability Testing</td>
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</table>

**Total** 25

### LASER/ELECTRO-OPTICS OPTION

#### RECOMMENDED ELECTIVES/SUPPLEMENTAL COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CAP 2201</td>
<td>Scientific Program Applications</td>
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<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>STD 1151</td>
<td>Career Development</td>
<td>2</td>
</tr>
<tr>
<td>EST 2671C</td>
<td>Automation Systems I</td>
<td>3</td>
</tr>
<tr>
<td>EST 2672C</td>
<td>Automation Systems II</td>
<td>3</td>
</tr>
<tr>
<td>EST 2673C</td>
<td>Programmable Controllers I</td>
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<tr>
<td>EST 2674C</td>
<td>Programmable Controllers II</td>
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**Total** 66-68

### LASER/ELECTRO-OPTICS OPTION

#### FOUNDATION COURSES

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<thead>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
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<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1327</td>
<td>Mathematics for Electronics I</td>
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#### INTERMEDIATE COURSES

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<tr>
<td>EET 1015C</td>
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<td>EET 1025C</td>
<td>Fundamentals of AC Circuits</td>
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<td>EET 1141C</td>
<td>Electronics Circuits I</td>
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<tr>
<td>EET 2142C</td>
<td>Electronic Circuits II</td>
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<tr>
<td>EET 2183C</td>
<td>Electronic Trouble-Shooting Techniques</td>
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<tr>
<td>CET 2112C</td>
<td>Digital Techniques</td>
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<tr>
<td>CET 2123C</td>
<td>Fundamentals of Microcomputers</td>
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**Total** 25

### ELECTRONICS TECHNOLOGY

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<td>EST 2201C</td>
<td>Fundamentals of Laser Systems</td>
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<tr>
<td>EST 2221C</td>
<td>Optical Components and Instruments</td>
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</tr>
<tr>
<td>EST 2231C</td>
<td>Gas Lasers</td>
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<tr>
<td>EST 2232C</td>
<td>Solid State Lasers</td>
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<td>EST 2251C</td>
<td>Selected Laser Topics</td>
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<tr>
<td>EST 2252C</td>
<td>Laser Application Designs</td>
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**Total** 21-23

### LAZER/ELECTRO-OPTICS OPTION

#### 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. Through a comprehensive program consisting of theory, clinical, and field internship, you will develop skills for ensuring the role of basic life support provider and of physician extender. You must complete the State Board licensure for EMT before you take any advanced courses or before you sit 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 health related courses (can be the same course or two different courses) must petition the Admissions 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.

**FOUNDATION COURSES**

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

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<td>APB 2204C</td>
<td>Human Anatomy and Physiology II</td>
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<td>ENC 1210</td>
<td>Technical Communication</td>
<td>3</td>
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<tr>
<td>EMS 1341</td>
<td>Extrication/Rescue</td>
<td>3</td>
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<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
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**ADVANCED COURSES**

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<th>Title</th>
<th>Credit Hours</th>
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<tbody>
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<td>Dosage Calculation/Pharmacology</td>
<td>3</td>
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<tr>
<td>EMS 2219</td>
<td>Paramedic II**</td>
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<tr>
<td>EMS 2219L</td>
<td>Hospital Clinical Practicum</td>
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<tr>
<td>EMS 2229</td>
<td>Paramedic II**</td>
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<tr>
<td>EMS 2229L</td>
<td>Field Internship Practicum**</td>
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<td>Humanities Elective</td>
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**EMS CERTIFICATE PROGRAM**

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<td>EMS 1012</td>
<td>Dosage Calculation/Pharmacology</td>
<td>3</td>
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<tr>
<td>EMS 1114</td>
<td>Fundamentals of EMT (Basic EMT)</td>
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<td>EMS 1115</td>
<td>Fundamentals of EMT Practice (EMT State Board)</td>
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<tr>
<td>EMS 1332</td>
<td>Medical Ethics</td>
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<tr>
<td>APB 1190C</td>
<td>Basic Anatomy and Physiology</td>
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<td>EMS 1341</td>
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<tr>
<td>EMS 1431</td>
<td>EMT Clinical Practicum</td>
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<td>EMS 2219</td>
<td>Paramedic I</td>
<td>4</td>
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<tr>
<td>EMS 2219L</td>
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<td>EMS 2229</td>
<td>Paramedic II</td>
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**EMS 2229L Field Internship Paramedic (Paramedic State Board) 5
Total 40
**Has prerequisites/co-requisite

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

**FIRE SCIENCE**

**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.

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
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</tr>
<tr>
<td>POS 2112</td>
<td>State and Local Government or</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government</td>
<td>3</td>
</tr>
<tr>
<td>INP 1501</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Math</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 1800</td>
<td>Fundamentals of Speech</td>
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**INTERMEDIATE COURSES**

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

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<th>Credit Hours</th>
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<tbody>
<tr>
<td>FFP 2200</td>
<td>Introduction to Fire Inspection*</td>
<td>3</td>
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<tr>
<td>FFP 2620</td>
<td>Fire Protection and 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 2501</td>
<td>Hazardous Materials II*</td>
<td>3</td>
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</table>
GRAPHICS TECHNOLOGY
WITH OPTIONS IN GRAPHIC ARTS MANAGEMENT AND GRAPHIC DESIGN/COMMERCIAL ART

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 a graphics production department, or in the creative aspects of graphic design and commercial art. Core courses plus major courses are required to complete the program. Courses for the Management Option and the Design/Commercial Art Option are listed below. To transfer credits from this program to another institution, the student should secure approval from the transfer institution.

GRAPHICS TECHNOLOGY
GRAPHIC ARTS MANAGEMENT OPTION

This option prepares students who wish to pursue a career in graphic arts with special emphasis on the managerial aspects of a printing/production/art department operation.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
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</tr>
<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
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<tr>
<td>MTB 1103</td>
<td>Business Math</td>
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<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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<tr>
<td>ART 1201C</td>
<td>Design I</td>
<td>3</td>
</tr>
<tr>
<td>ART 1301C</td>
<td>Drawing I</td>
<td>3</td>
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<tr>
<td>GRA 1500</td>
<td>Introduction to Graphic Communication</td>
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<tr>
<td>COC 1300</td>
<td>Introduction to Data Processing</td>
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INTERMEDIATE COURSES

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<tbody>
<tr>
<td>ARH 1000</td>
<td>Visual Arts Today</td>
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<tr>
<td>APA 1111</td>
<td>Basic Accounting</td>
<td>3</td>
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<tr>
<td>GRA 1540C</td>
<td>Layout, Design, and Copy Preparation</td>
<td>3</td>
</tr>
<tr>
<td>GRA 1530C</td>
<td>Fundamentals of Typography</td>
<td>3</td>
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<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
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ADVANCED COURSES

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<td>Supervising of Personnel</td>
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<tr>
<td>GRA 2702</td>
<td>Graphics Production Management</td>
<td>3</td>
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<tr>
<td>GRA 2706</td>
<td>Graphic Arts Estimating</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2571C</td>
<td>Photolithography</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2635C</td>
<td>Graphic Reproduction Processes</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2949</td>
<td>COOP Field Experience or Elective</td>
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Total 18

SUGGESTED ELECTIVES

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<td>*GRA 2661C</td>
<td>Binding Operations</td>
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<tr>
<td>GRA 2704C</td>
<td>Production Scheduling</td>
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<tr>
<td>*GRA 2601CL</td>
<td>Color Stripping</td>
<td>3</td>
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<tr>
<td>GRA 2692</td>
<td>Printing Problems</td>
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<tr>
<td>SPC 1600</td>
<td>Speech</td>
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</tbody>
</table>

Total 63

GRAPHICS TECHNOLOGY
GRAPHIC DESIGN/COMMERCIAL ART OPTION

This option prepares students for employment as designers, commercial artists, mechanical artists. It includes drawing, mechanical and layout preparation, design for communication, typesetting, and photographic skills.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
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<td>ENC 1101</td>
<td>Freshman Composition I</td>
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<tr>
<td>GRA 1500</td>
<td>Introduction to Graphic Communication</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Math or other</td>
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<tr>
<td>ARH 1000</td>
<td>Visual Arts Today, or</td>
<td>3</td>
</tr>
<tr>
<td>and/or</td>
<td>Art History I</td>
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<td>ARH 2050</td>
<td>and/or Art History II</td>
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<td>and/or</td>
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<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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<tr>
<td>ART 1301C</td>
<td>Drawing I</td>
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<td>ART 1201C</td>
<td>Design I</td>
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INTERMEDIATE COURSES

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<tbody>
<tr>
<td>ENC 1210</td>
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<td>3</td>
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<tr>
<td>ART 1302C</td>
<td>Drawing II or</td>
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<tr>
<td>and/or</td>
<td>Painting I</td>
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<tr>
<td>ART 2600C</td>
<td>Design II</td>
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<tr>
<td>ART 1203C</td>
<td>Layout, Design, and Copy Preparation</td>
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<tr>
<td>GRA 1540C</td>
<td>Fundamentals of Typography</td>
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<tr>
<td>GRA 1530C</td>
<td>Engineering Drawing</td>
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<tr>
<td>ETD 1100C</td>
<td>Photography I</td>
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ADVANCED COURSES

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<td>Graphic Reproduction Processes</td>
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<td>GRA 2749C</td>
<td>Graphic Presentations</td>
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<tr>
<td>GRA 2747C</td>
<td>Illustrating</td>
<td>3</td>
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<tr>
<td>GRA 2741C</td>
<td>Pictorial Rendering</td>
<td>3</td>
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<tr>
<td>GRA 2800</td>
<td>Computer Graphics</td>
<td>3</td>
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<tr>
<td>GRA 2949</td>
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<th>Course Title</th>
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</tr>
<tr>
<td>GRA 1540C</td>
<td>Layout, Design, and Copy Preparation*</td>
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SUGGESTED ELECTIVES

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<td>MAR 2302</td>
<td>Advertising</td>
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<tr>
<td>GRA 2706</td>
<td>Graphic Arts Estimating</td>
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<tr>
<td>GRA 2571C</td>
<td>Photolithography</td>
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<tr>
<td>APA 1111</td>
<td>Basic Accounting</td>
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</tr>
<tr>
<td>COC 1022</td>
<td>Introduction to Microcomputers</td>
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<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
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</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</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 certain courses after attending Valencia Community College for one semester. Specialized programs are offered on the West Campus and in the Graphic Arts Management Option and the Graphic Design/Commercial Art Option on the East 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 Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>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>
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INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORH 1011C</td>
<td>Landscaping Design and Implementation</td>
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ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>HOS 2004C</td>
<td>Interiorscaping Design and Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>PCS 1041</td>
<td>Plant Propagation</td>
<td>3</td>
</tr>
<tr>
<td>SOS 2102C</td>
<td>U.S. Government I</td>
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<tr>
<td>ENY 1007C</td>
<td>Principles of Entomology</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLP 2001C</td>
<td>Plant Pathology</td>
<td>4</td>
</tr>
<tr>
<td>ORH 1265C</td>
<td>Woody Plant Production</td>
<td>3</td>
</tr>
<tr>
<td>ORH 2293C</td>
<td>Flori-crop Production and Use</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
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<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
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<tr>
<td>ORH 2251C</td>
<td>Nursery Operation and Management</td>
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<tr>
<td>HOS 2941</td>
<td>Horticulture Seminar and Work Experience</td>
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Total: 64

NOTE: If a student is interested in an AA degree, check with counseling. Specialized program courses in horticulture are offered on the West Campus.

GREENHOUSE AND NURSERY OPERATIONS
CERTIFICATE
ORNAMENTAL HORTICULTURE

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>HOS 1010C</td>
<td>Introduction to Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1011C</td>
<td>Landscaping - Design and Implementation</td>
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<tr>
<td>ORH 1012C</td>
<td>Interiorscaping Design and Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1265C</td>
<td>Woody Plant Production</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>
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</tr>
<tr>
<td>ORH 1858C</td>
<td>Ornamental Plant Maintenance</td>
<td>4</td>
</tr>
<tr>
<td>ORH 2251C</td>
<td>Nursery Operation and Management</td>
<td>3</td>
</tr>
<tr>
<td>HOS 2004C</td>
<td>Plant Propagation</td>
<td>3</td>
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</table>

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

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

INTERNATIONAL BUSINESS PROGRAM
Associate in Science

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

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

Only those students with proficiency in reading and writing skills should consider enrolling in LEA 1013 and LEA 1201 before completing BUL 2111 and ENC 1101.

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

### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>GEB 1014</td>
<td>Introduction to International Business</td>
<td>3</td>
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<td>SPC 1700</td>
<td>Cross Cultural Communication</td>
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<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
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<tr>
<td>OST 1335</td>
<td>Business Communications</td>
<td>3</td>
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<td>GEB 1011</td>
<td>Introduction to Business</td>
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<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
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<tr>
<td>OST 1141</td>
<td>Keyboarding Skills</td>
<td>3</td>
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<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>
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<td>ECO 1023cr</td>
<td>Principles of Economics-Micro</td>
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<td>ECO 2013</td>
<td>Principles of Economics-Macro</td>
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### INTERMEDIATE COURSES

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<tbody>
<tr>
<td>COC 1300</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2111</td>
<td>Business Law I</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>
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<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>
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<tr>
<td>MAR 2241</td>
<td>International Marketing &amp; Distribution</td>
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### ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>INR 2002</td>
<td>International Politics</td>
<td>3</td>
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<td>Selected Elective</td>
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### RECOMMENDED ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ACG 2011</td>
<td>Principles of Accounting II</td>
</tr>
<tr>
<td>BUL 2112</td>
<td>Business Law II</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>GRA 2740C</td>
<td>Graphical Presentations</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
</tr>
<tr>
<td>CFO 2002</td>
<td>Introduction to Comparative Politics</td>
</tr>
</tbody>
</table>

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

### LEGAL ASSISTANT

**Associate in Science**

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

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

Only those students with proficiency in reading and writing skills should consider enrolling in LEA 1013 and LEA 1201 before completing BUL 2111 and ENC 1101.

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

### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>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>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>LEA 1013</td>
<td>Legal Research &amp; Theory</td>
<td>3</td>
</tr>
<tr>
<td>LEA 1201</td>
<td>Real Property I</td>
<td>3</td>
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</tbody>
</table>

### INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>POS 1041</td>
<td>U. S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>LEA 2202</td>
<td>Real Property II</td>
<td>3</td>
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<tr>
<td>BUL 2112</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>OST 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>APA 1111</td>
<td>Basic Accounting</td>
<td>3</td>
</tr>
<tr>
<td>LEA 2101</td>
<td>Civil Litigation I</td>
<td>3</td>
</tr>
<tr>
<td>LEA 2102</td>
<td>Civil Litigation II</td>
<td>3</td>
</tr>
<tr>
<td>LEA 2211</td>
<td>Wills, Trusts &amp; Estate</td>
<td>3</td>
</tr>
<tr>
<td>LEA 2212</td>
<td>Administration II</td>
<td>3</td>
</tr>
<tr>
<td>LEA 2401</td>
<td>Law Office Management</td>
<td>3</td>
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### ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>BUL 2114</td>
<td>Business Organizations</td>
<td>3</td>
</tr>
<tr>
<td>LEA 2940</td>
<td>Internship as a Legal Assistant or Elective</td>
<td>6</td>
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</tbody>
</table>

*Elective courses: LEA 2501 Family Law; CCJ 2240 Criminal Evidence and Legal Procedures; LEA 2105 Real Property III; OST 1100 or OST 1110 Beginning or Intermediate Typing Skills; TAX 2000 Federal Income Tax; COC 1300 Introduction to Data Processing; ENC 1210 Technical Communication; or a humanities elective.

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

### MEDICAL LABORATORY TECHNOLOGY

**Associate in Science**

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

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

A minimum grade of “C” must be achieved in all medical laboratory technology, required science and social science courses to meet a prerequisite 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>
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</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>
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</tr>
<tr>
<td>MLS  1200C</td>
<td>Urinalysis</td>
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<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>MLS  2510C</td>
<td>Serology/Immunology</td>
<td>2</td>
</tr>
<tr>
<td>MLS  2525C</td>
<td>Immunohematology</td>
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**INTERMEDIATE COURSES**

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<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>
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<tr>
<td>MLS  2620C</td>
<td>Clinical Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>MLS  2807L</td>
<td>Blood Bank Practicum</td>
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**ADVANCED COURSES**

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLS  2600</td>
<td>Instrumentation</td>
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</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  2808L</td>
<td>Serology/Urinalysis Practicum</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>
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</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>69</strong></td>
</tr>
</tbody>
</table>

Students will be advised of course sequence.

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

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

**NURSING**

**Associate in Science**

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

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

According to the laws governing State licensure any candidate who has been arrested or convicted of any offense other than minor traffic violations will be required to petition the Board of Nursing for permission to sit for the licensing exam.

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 (2) 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.

Transfer students must be evaluated on math and technical skills before beginning the nursing program.

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

Entry level assessment must be taken before admission to the Nursing Program. Deficiencies identified in entry level assessment 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>
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</tr>
<tr>
<td>NUR  1143</td>
<td>Mathematics and Pharmacology</td>
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<td>NUR  1023C</td>
<td>Nursing I Fundamentals</td>
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<td>PSY  1012</td>
<td>General Psychology</td>
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**INTERMEDIATE COURSES**

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<th>Title</th>
<th>Credit Hours</th>
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<tr>
<td>APB  2204C</td>
<td>Human Anatomy and Physiology II</td>
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<td>DEP  2004</td>
<td>Developmental Psychology</td>
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<td>HUM  2250</td>
<td>Humanities-Twentieth Century</td>
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<td>ENC  1102</td>
<td>Freshman Composition II</td>
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<td>MCB  2010C</td>
<td>Microbiology</td>
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<td>NUR  1212C</td>
<td>Nursing II - Common Responses to Illness</td>
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<td>NUR  2730C</td>
<td>Nursing III Complex Responses to Illness</td>
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### ADVANCED COURSES

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<td>NUR 2520C</td>
<td>Nursing V Psychiatric/Mental Health Nursing</td>
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<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
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<td>SYG 2000</td>
<td>Introduction to Sociology</td>
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<td>NUR 2821</td>
<td>Leadership Theory</td>
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<tr>
<td>NUR 2810C</td>
<td>Nursing VI Clinical Practicum in Patient Care Management</td>
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*Prerequisite courses for admission into Nursing Program.

### LPN-RN TRANSITION TRACK

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

### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>NUR 1143</td>
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<tr>
<td>APB 2203C</td>
<td>Human Anatomy and Physiology I*</td>
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<td>Microbiology*</td>
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### INTERMEDIATE COURSES

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<td>HUM 2250</td>
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<td>Leadership Theory</td>
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*Prerequisite courses for admission into LPN/RN Transition Track.

### FOUNDATION COURSES

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<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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<tr>
<td>OST 1701</td>
<td>Word/Information Processing Concepts</td>
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### INTERMEDIATE COURSES

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<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
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<td>OST 1110</td>
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<td>Office Technology I</td>
<td>3</td>
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<tr>
<td>OST 1721</td>
<td>Word/Information Processing Applications</td>
<td>3</td>
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<tr>
<td>OST 1335</td>
<td>Business Communications</td>
<td>3</td>
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<td>APA 1111</td>
<td>Basic Accounting*</td>
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<tr>
<td>COC 1022</td>
<td>Introduction to Micro Computers</td>
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### ADVANCED COURSES

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<td>OST 2120</td>
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<td>Advanced Shorthand*</td>
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<td>OST 2782</td>
<td>Word Information Processing Applications</td>
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<td>OST 1355</td>
<td>Introduction to Records Information</td>
<td>3</td>
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<td>POS 1041</td>
<td>U.S. Government I</td>
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</tr>
<tr>
<td>OST 2402</td>
<td>Office Technology II</td>
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*Students with prior instruction and/or experience should enroll in next higher shorthand and/or typewriting course. They should select electives in lieu of OST 1211, OST 1212, OST 1100, or OST 1110 or take credit by exam (CE) for the course waived. Recommended electives as substitutes are: OST 1357 Records Management; ECO 1000 Basic Economics; BUL 2111 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.

### OFFICE SYSTEMS TECHNOLOGY

#### LEGAL SECRETARY OPTION

**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.

### OFFICE SYSTEMS TECHNOLOGY

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

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
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<td>ENC 1101</td>
<td>Freshman Composition I</td>
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<td>OST 1100</td>
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<td>OST 1355</td>
<td>Introduction to Records</td>
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<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
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<td>MTB 1103</td>
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**INTERMEDIATE COURSES**

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<td>OST 1212</td>
<td>Intermediate Shorthand*</td>
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<tr>
<td>OST 1335</td>
<td>Business Communications</td>
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<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
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<tr>
<td>OST 1701</td>
<td>Word/Information Processing</td>
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</table>
| INP 1301 | Psychology in Business and Industry | 3 | 21
| **Total** |                             | **21**       |

**ADVANCED COURSES**

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<th>Course</th>
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<th>Credit Hours</th>
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<td>LEA 2401</td>
<td>Office Technology I</td>
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<tr>
<td>LEA 2401</td>
<td>Law Office Management</td>
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<tr>
<td>OST 2402</td>
<td>Office Technology II</td>
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<td>OST 1721</td>
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*Students with prior instruction and/or experience in shorthand and/or typewriting should enroll in the next higher shorthand and/or typewriting courses. Such students should select elective courses for the courses waived or take credit by exam (CE). 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, OST 1356 Records Technology, OST 1357 Records Management, MAN 2021 Principles of Management, OST 2451 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.

### OFFICE SYSTEMS TECHNOLOGY

#### 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
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<tr>
<td>OST 1100</td>
<td>Beginning Typewriting*</td>
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<td>OST 1611</td>
<td>Medical Transcription I</td>
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<td>APB 1390</td>
<td>Medical Terminology I I</td>
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<td>MTB 1103</td>
<td>Business Mathematics</td>
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<td>GEB 1011</td>
<td>Introduction to Business</td>
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<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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**INTERMEDIATE COURSES**

<table>
<thead>
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<tbody>
<tr>
<td>OST 1110</td>
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<td>Medical Transcription II</td>
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<td>OST 1461</td>
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<td>APB 1391</td>
<td>Medical Terminology II</td>
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<td>OST 1335</td>
<td>Business Communications</td>
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<td>APP 1111</td>
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**ADVANCED COURSES**

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*Students with prior instruction and/or experience in OST 1100 or OST 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: OST 1211 Beginning Shorthand, OST 1212 Intermediate Shorthand, OST 2782 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.

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

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

### OFFICE SYSTEMS TECHNOLOGY

#### 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 select 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>
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<th>Title</th>
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<td>Freshman Composition I</td>
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<td>OST 1701</td>
<td>Word/Information Processing Concepts</td>
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<td>MTB 1103</td>
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<td>GEB 1011</td>
<td>Introduction to Business</td>
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<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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<td>OST 1355</td>
<td>Introduction to Records Information</td>
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**INTERMEDIATE COURSES**

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<td>Word/Information Processing Operations</td>
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**ADVANCED COURSES**

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<td>OST 2402</td>
<td>Office Technology II</td>
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<td>2111, OST 1211, OST 1212)</td>
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**Total**

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*Students with prior instruction and/or experience should enroll in the next higher typewriting course. They should select electives in lieu of OST 1100 and OST 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.

**OFFICE SYSTEMS TECHNOLOGY 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>OST 1100</td>
<td>Beginning Typewriting*</td>
<td>3</td>
</tr>
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<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>MTB 1103</td>
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**INTERMEDIATE COURSES**

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<th>Title</th>
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<tbody>
<tr>
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<td>Business Communications</td>
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<td>OST 1110</td>
<td>Intermediate Typewriting*</td>
<td>3</td>
</tr>
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<td>OST 1701</td>
<td>Word/Information Processing Concepts</td>
<td>3</td>
</tr>
<tr>
<td>OST 1355</td>
<td>Introduction to Records Information</td>
<td>3</td>
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<td>OST 1721</td>
<td>Word/Information Processing Operations</td>
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**ADVANCED COURSES**

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<tr>
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<td>Office Technology I</td>
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</tr>
<tr>
<td>OST 2120</td>
<td>Advanced Typewriting</td>
<td>3</td>
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<td></td>
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<td><strong>6</strong></td>
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</tr>
</tbody>
</table>

Students selecting this option with prior instruction and/or experience should enroll in the next higher typewriting course and are encouraged to enroll in elective courses relating to this career area by use of the waiver in lieu of credit by examination where possible.

**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>
</tbody>
</table>

**OFFICE SYSTEMS TECHNOLOGY 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**

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</tr>
<tr>
<td>BSC '1010C</td>
<td>Fundamentals of Biology*</td>
<td>4</td>
</tr>
</tbody>
</table>
ADMINISTRATION COURSES

HOS 1010C Introduction to Horticulture 3
ENZ 1002 Basic Entomology 3
ENZ 1102 Insect Identification 3
CHM 1020 Chemistry in Everyday Life 3
CHM 1040C Introduction to General Chemistry 4

Total 21-23

INTERMEDIATE COURSES

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

Total 19

ADVANCED COURSES

ENZ 2224 Household Pests and Their Control 4
ENZ 2940 Field Service 2
ENZ 2227 Wood Destroying Pests and Their Control 4
ENZ 2011 Seminar: Pest Control Business Administration 2
MAR 2101 Principles of Selling 3
ENZ 2221 Principles of Management 3
MAN 2000 Law and Ornamental Pests and Their Control 2

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.

FOUNDATION COURSES

Course Title Credit Hours
RTE 1001 Medical Terminology for Radiographers 1
RTE 1002 Introduction to Radiography 1
APB 1220 Anatomy and Physiology 3
RTE 1405 Radiographic Procedures 5
RTE 1405L Radiographic Procedures Lab I 1
RTE 1819L Radiographic Clinical Education I 6
MTB 1103 Business Math 3
RTE 1613 Radiation Physics and Imaging Equipment 5
RTE 1613L Radiation Physics Lab 1

Total 26

INTERMEDIATE

RTE 1111 Patient Care in Radiography 1
RTE 1206 Introduction to Computers in Radiograph 1
RTE 1829L Radiography Clinical Education II 7
ENC 1101 Freshman Composition I 3
RTE 2413 Radiographic Exposure and Processing 2
RTE 2413L Radiographic Exposure and Processing Lab 1
RTE 2384 Radiation Biology and Protection 2
RTE 2417 Evaluation of Radiographs 2
RTE 2415L Radiographic Procedures Lab II 1

Total 20

ADVANCED

RTE 2849L Radiography Clinical Education III 5
PSY 1012 General Psychology 3
RTE 2153 Pathophysiology for Radiographers 2
RTE 2473 Radiographic Quality Assurance 1
RTE 2473L Radiographic Quality Assurance Lab 1
RTE 2930 Radiologic Science Seminar 2
RTE 2879L Radiography Clinical Education IV 7

Total 27

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>
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<tbody>
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<tr>
<td>GEB 1011</td>
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</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
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<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>REE 1000</td>
<td>Real Estate Principles and Practices I</td>
<td>3</td>
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<tr>
<td>BUL 1303</td>
<td>Florida Real Estate Law</td>
<td>3</td>
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<tr>
<td>INP 1501</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
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<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
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### INTERMEDIATE COURSES

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<th>Credit Hours</th>
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<tr>
<td>OST 1335</td>
<td>Business Communications</td>
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<tr>
<td>APA 1111</td>
<td>Basic Accounting</td>
<td>3</td>
</tr>
<tr>
<td>or 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</td>
<td>3</td>
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<tr>
<td></td>
<td>Humanities Elective</td>
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<td><strong>Total</strong></td>
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### ADVANCED COURSES

<table>
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<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</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 2500</td>
<td>Real Estate Management</td>
<td>3</td>
</tr>
<tr>
<td>REE 2930 or Selected Topics</td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></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-licensure education requirement. See the Department Chairman for Vocational Programs, East Campus.

### RESPIRATORY THERAPY

**Associate in Science**

This program is approved by the American Medical Association and the Joint Review Committee for Respiratory Therapy Education.

The Respiratory Therapy Program is designed for students who desire preparation for employment as respiratory therapists, and graduates are eligible for registry examination. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

A minimum grade of "C" must be achieved in all respiratory therapy and required science courses to meet a prerequisite or graduation requirement.

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

### SURVEYING TECHNOLOGY

**Associate in Science**

The surveying program is designed to train technicians to enter the land surveying profession in one of several areas related to the total occupational cluster.

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

### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 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 MAT 1033</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1304</td>
<td>Modern Computational Methods</td>
<td>2</td>
</tr>
</tbody>
</table>
INTERMEDIATE COURSES

- ENC 1210 Technical Communication 3
- INP 1301 Psychology in Business and Industry 3
- MAC 1114 College Trigonometry 3
- ORH 1521C Ornamental Plant Materials I 3
- POS 1041 U.S. Government I 3
- SUR 2201C Highway Drafting and Route Design 4
- SUR 2300 Topography and Mapping 3
- SUR 2330 Photogrammetry 2
- SUR 2400 Legal Aspects of Surveying 3
- SUR 2610 Intermediate Survey Computation (Surveying II) 3
- SUR 2949 Cooperative Education: Surveying Field Experience Elective 2-4

TOTAL 29-31

ADVANCED COURSES

- SUR 2402 Land Surveying and Descriptions 3
- SUR 2460 Subdivisions 3
- SUR 2500 Electronic and Geodetic Surveying 3
- SUR 2640 Advanced Survey Computations (Surveying III) 4

TOTAL 13

Total 65-67

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

THEATER/ENTERTAINMENT TECHNOLOGY
Associate in Science

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

FOUNDATION COURSES

<table>
<thead>
<tr>
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<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</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 Ibsen</td>
<td>3</td>
</tr>
<tr>
<td>THE 1302</td>
<td>Development of Theater - Ibsen 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

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 "CEU" can earn one (1) Continuing Education Unit for every 10 contact hours of participation. While CEU'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.
COURSE DESCRIPTIONS

ANTHROPOLOGY

ANT 2000  3 Credits
INTRODUCTORY ANTHROPOLOGY
An introduction to the study of man and his culture with special attention given to physical anthropology, archaeology and linguistics. The main emphasis of this course is on the social, political, religious and economic institutions in selected preliterate societies.

ART

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

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

ARH 2051  3 Credits
INTRODUCTION TO ART HISTORY II
Prerequisite: ENC 1101. A survey of the development of the visual arts from the Renaissance to the present. This is a writing reinforcement course.

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

ART 1300C  3 Credits
DRAWING
Includes extra periods. (Prerequisite: ART 130C)

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

ART 1302C  3 Credits
DRAWING II
Includes extra periods. (Prerequisite: ART 130C)
Continuation of Drawing I with emphasis on further development of technique and exploration of personal imagery and content. (Special Fee)

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

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

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

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

ART 2401C  3 Credits
PRINTMAKING II
Includes extra periods. (Prerequisite: ART 2400C or permission of the 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  3 Credits
PAINTING I
Includes extra periods. (Prerequisite: ART 1301C and ART 1201C or consent of professor.) Introduction to basic concepts and techniques of painting. (Special Fee)

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

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

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

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

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

ART 2892 3 Credits
SPANISH ART
Prerequisite: permission of professor. A combination of classroom preparation plus travel to include sketching, painting, native crafts, etc. This course is only taught in Seville, Spain.

ART 2949 2-4 Credits
COOPERATIVE 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 non-laboratory 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 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 human 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 1220 3 Credits
ANATOMY AND PHYSIOLOGY
This course will provide the student with knowledge of the structure and function of the skeletal, muscular, circulatory, respiratory, digestive, urinary, reproductive, endocrine, and nervous systems. For radiologic technology students only.

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, physiology and development, processes of fertilization, pregnancy, childbirth, contraception, sexually transmitted diseases, menstruation, menopause and aging. Other appropriate areas may also be discussed when time permits.

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

APB 1391 3 Credits
MEDICAL TERMINOLOGY II
Four hours lecture/laboratory periods. A continuation of APB 1390 including the nervous, sensory, endocrine, digestive, excretory and reproductive systems.

APB 2203C 4 Credits
HUMAN ANATOMY AND PHYSIOLOGY I
Six hours lecture/laboratory instruction: Prerequisite: CHM 1040C and BSC 1010C or permission of department. This course deals with the structure and function of the integumentary, skeletal, muscular, endocrine, 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 department. Riverine Ecology is a 1-credit hour field ecology course. An all day trip is required. Topics studied include plants, animals, water chemistry, stream flow dynamics, fresh water resources and management and pollution.

APB 2702  1 Credit
SEA GRASS ECOLOGY
Prerequisite: BSC 1010C or permission of department. Sea Grass Ecology is a field ecology course. A day-long trip is required. Topics include sea 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 2703  1 Credit
MANATEE ECOLOGY
Prerequisite: BSC 1010C or permission of department. Manatee Ecology is a 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  4 Credits
BOTANY
Six hours lecture/laboratory instruction. Prerequisite: BSC 1010C. A study of the structural organization, classification, physiology, reproduction, heredity and evolution of plants. Included is a survey of the plant kingdom and a comparison of the various plant groups. (Special Fee)

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

BSC 2033  1-3 Credits
SELECTED TOPICS IN BIOLOGY
Prerequisite: Permission of the department. 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 professor dictate.

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

MCB 2010C  4 Credits
MICROBIOLOGY
Six hours lecture/laboratory instruction. Prerequisite: BSC 1010C and prerequisite or corequisite: CHM 1040C or CHM 1045C. A survey of microbial forms with emphasis on the bacteria, their morphology, physiology and genetic mechanisms. Pathogenic processes and microbes are discussed in detail. (Special Fee)

OCB 2003C  4 Credits
MARINE BIOLOGY
Prerequisite: BSC 1010C or permission of department. 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  3 Credits
AQUATIC BIOLOGY
Prerequisite: BSC 1010C or permission of 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  4 Credits
GENERAL ZOOLOGY
Six hours lecture/laboratory instruction. Prerequisite: BSC 1010C or permission of the department. A lecture and laboratory study of animals from simple to complex. Emphasis is placed on taxonomy, structure, function, and evolution and the development of biological skills needed for advanced biology courses. (Special Fee)

ZOO 2303C  4 Credits
VERTEBRATE ZOOLOGY
Six hours lecture/laboratory instruction. Prerequisites: BSC 1010C and ZOO 2013C or permission of the department. A lecture and laboratory study of chordate zoology with emphasis on the taxonomy, ecology, evolution, function and structure of the vertebrates and development of biological skills needed for advanced biology courses. (Special Fee)

ZOO 2713C  4 Credits
COMPARATIVE VERTEBRATE ANATOMY
Six hours lecture/laboratory instruction. Prerequisite: ZOO 2013C. An evolutionary approach to comparative study of organ systems of several representative chordates. Dissection of these organisms is performed
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, corporations and controlling enterprises, and managerial decision-making.

ACG 2031

ACCOUNTING THEORY

3 Credits

Prerequisite: ACG 2011. The theoretical basis of standard accounting principles, procedures and practices, including analysis of financial records.

ACG 2260

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

3 Credits

Prerequisite: ACG 2011. The accounting principles and procedures used in the control of material, labor and overhead costs of production.

ACCOUNTING AND INFORMATION SYSTEMS

3 Credits

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

1-3 Credits

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

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.

APA 1111

BASIC ACCOUNTING

3 Credits

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 1004

PRINCIPLES OF BANKING

3 Credits

A survey of how a commercial bank functions. How the various components of a commercial bank interact within the institution. American Institute of Banking course for employees of commercial banks.

BAN 1114

DEPOSIT OPERATIONS

3 Credits

An examination of the deposit operations of banks in the context of the U.S. payments system. It explores how banks operate relative to their deposit-taking activities and management of deposited funds. Emphasizing system rather than product the course also covers the impact of the external environment on determining why banks operate the way they do. American Institute of Banking course for employees of commercial banks.

BAN 1400

THE TRUST BUSINESS

3 Credits

An introduction to the trust functions of a commercial bank for all banking personnel. The place of the trust department in the bank, the services it provides and how those services are delivered. American Institute of Banking course for employees of commercial banks.

BAN 1413

SECURITIES PROCESSING

3 Credits

For operations personnel who wish to develop a broad knowledge of the securities business and its application to the banking environment. Emphasis is on the operational aspects of processing various securities, administering consumer and corporate trust accounts, and the bank's own investment portfolio. American Institute of Banking course for employees of commercial banks.

BAN 1423

CUSTOMER SERVICE

1 Credit

Effective communication skills to benefit bank customer contact personnel. How to establish contact, define and resolve problems and close an encounter. American Institute of Banking course for employees of commercial banks.

BAN 1424

PRODUCT KNOWLEDGE

1 Credit

Comprised of three separate modules, this short course is designed to provide students with a generic knowledge of the range of services their bank offers in the areas of customer products, corporate products and trust products. American Institute of Banking course for employees of commercial banks.

BAN 1425

SELLING BANK SERVICES

1 Credit

Provides bank customer contact personnel with the skills they need to sell bank services and meet customer needs. Cultivates a positive attitude towards selling and develops specific selling techniques. American Institute of Banking course for employees of commercial banks.

BAN 1801

LAW AND BANKING: APPLICATIONS

3 Credits

An introduction to the laws pertaining to secured transactions, letters of credit and bank collection process. Includes material on check losses and a broad range of legal issues related to the processing of checks. Also, collateral, perfection and default. Case histories are used extensively. American Institute of Banking course for employees of commercial banks.

BAN 1802

LAW AND BANKING: PRINCIPLES

3 Credits

A banker's guide to law and legal issues with special
emphasis on the Uniform Commercial Code. Summarizes the law pertaining to contracts, real estate and bankruptcy and the legal implications of consumer lending. American Institute of Banking course for employees of commercial banks.

**BAN 2135  3 Credits**
**BANK ACCOUNTING**
Accounting principles applied to typical bank financial statements. Aspects of accounting unique to banking. American Institute of Banking course for employees of commercial banks.

**BAN 2155  3 Credits**
**INTERNATIONAL BANKING**
How money is transferred among countries; how trade is financed; what the international financing agencies do; what instruments are used in the international financial markets and how the Eurodollar market operates. American Institute of Banking course for employees of commercial banks.

**BAN 2210  3 Credits**
**ANALYZING FINANCIAL STATEMENTS**
The basic skills of financial statement analysis for the prospective bank lender/credit analyst who is already familiar with fundamental accounting procedures and practices. American Institute of Banking course for employees of commercial banks.

**BAN 2215  3 Credits**
**CONSUMER CREDIT ANALYSIS**
Advanced study of the legal and regulatory issues; credit application; investigation and scoring; credit decision making; and loan interviewing and documentation. American Institute of Banking Course for employees of commercial banks.

**BAN 2231  2 Credits**
**INTRODUCTION TO COMMERCIAL LENDING**
A survey of commercial lending covering characteristics of the business loan customer, the fundamentals of commercial loan products, pricing, decision-making, support and documentation. American Institute of Banking course for employees of commercial banks.

**BAN 2232  3 Credits**
**CORPORATE BANKING: A PRACTICAL APPROACH TO LENDING**
A study of the commercial loan function from initial loan request to methods of analysis, loan structuring and loan administration. American Institute of Banking course for employees of commercial banks.

**BAN 2240  3 Credits**
**CONSUMER LENDING**
A survey of credit risk evaluation, setting policy, handling loans from application through closing. Also servicing and collection, compliance methods, portfolio management and marketing. American Institute of Banking course for employees of commercial banks.

**BAN 2241  3 Credits**
**BANK CARDS**
How bank cards function in the U.S. economy, their operational aspects, how they interface with the payments system and their relationship to EFT technology. American Institute of Banking course for employees of commercial banks.

**BAN 2412  3 Credits**
**FINANCIAL PLANNING FOR BANKERS**
The fundamental concepts of financial planning. The goal is not to train bankers to be professional financial planners, but to provide them with a general appreciation of the topic and its application to the banking environment. American Institute of Banking course for employees of commercial banks.

**BAN 2501  3 Credits**
**MONEY AND BANKING FOR COMMERCIAL BANKERS**
The role of commercial banks and the Federal Reserve Bank in the monetary system of the United States. How other financial institutions affect commercial banks and the supply of money. American Institute of Banking courses for employees of commercial banks.

**BAN 2511  3 Credits**
**MARKETING FOR BANKERS**
A study of what motivates customers to buy financial services. How to develop a successful marketing plan. How to integrate public relations, advertising, sales promotion, selling and service distribution functions of a bank. American Institute of Banking course for employees of commercial banks.

**BAN 2531  1 Credit**
**PREPARING FOR SUPERVISION**
Four modules prepare the student for the supervisory role through case studies, role playing and discussion. American Institute of Banking course for employees of commercial banks.

**BAN 2742  3 Credits**
**COMMERCIAL BANK MANAGEMENT**
Management concepts applied to managing a commercial bank. Includes the formulation of objectives and policies; management of assets and liabilities; the sources and uses of funds; and the administration of deposits, loans and other investments. American Institute of Banking course for employees of commercial banks.

**BAN 2761  3 Credits**
**RETAIL BANKING SERIES**
Consolidates BAN 2762, BAN 2763 and BAN 2764 into a single three credit presentation. The individual short courses will be reported to AiB for credit. American Institute of Banking course for employees of commercial banks.

**BAN 2762  1 Credit**
**RETAIL BANKING**
Focus is on communication, human resources, time management, and leadership skills needed for successful operation of a retail banking establishment. American Institute of Banking course for employees of commercial banks.

**BAN 2763  1 Credit**
**SALES MANAGEMENT**
Concentration is on the responsibilities of the sales manager including successfully setting goals and increasing sales results. Includes discussion of tracking, measuring and rewarding. American Institute of Banking course for employees of commercial banks.
FINANCIAL PERFORMANCE OF BANKS
Concentration is on measuring a bank's profitability. The student will learn ten decisions a manager can make to influence profitability. American Institute of Banking course for employees of commercial banks.

MANAGEMENT OF COMMERCIAL BANK FUNDS
Loan portfolio and policy, investment portfolio, money market assets and liabilities, liquidity management, spread management, money position and funds management for commercial banks. American Institute of Banking course for employees of commercial banks.

BANK INVESTMENTS
Investment fundamentals, investment instruments, securities markets and investment portfolio management for the commercial banker. American Institute of Banking course for employees of commercial banks.

SELECTED TOPICS IN BANKING
Reserved for presentation of special courses that may be required on what is essentially a "one-time" basis; and the introduction of new courses that may be developed by the American Institute of Banking and requiring immediate implementation prior to the processing of a formal change to the curriculum. American Institute of Banking course for employees of commercial banks.

INTRODUCTION TO THE SAVINGS ASSOCIATION
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.

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.

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.

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.

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.

INDIVIDUAL RETIREMENT ACCOUNTS/KEOGH PLAN
The course includes discussion of the legal requirements for establishing and contributing to retirement accounts, including IRA's, Spousal IRA's, Rollers, Simplified Employee Pension Plans and Keogh. This course is part of the Valencia/Institute of Financial Education program.

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.

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

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.

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.

BUSINESS LAW I
An introduction to the 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.

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.

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

ECS 2001 INTERNATIONAL BUSINESS AND ECONOMICS 3 Credits
See International Business.

FIN 2010 PERSONAL INVESTMENTS: STOCKS AND BONDS 3 Credits
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 3 Credits
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 3 Credits
An introduction to the principles of money credit 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 3 Credits
See International Business.

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

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

OST 1356 RECORDS TECHNOLOGY 3 Credits
Prerequisite: OST 1355. 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 3 Credits
A study of the basic principles needed for success in a small business. Includes procedures for planning, locating, opening, operating, evaluating and controlling a small business. Basic foundations of budgeting, marketing, research, promotion, profit analysis and advertising are presented.

OST 1357 RECORDS MANAGEMENT 3 Credits
Prerequisite: OST 1355. 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 3 Credits
Prerequisite: GEB 1011. The principles encompassed in the managerial functions of planning, organizing, staffing, coordinating and controlling and their application to the operation of a business enterprise.

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

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

MAN 2940 WORK SEMINAR 3 Credits
Prerequisite: Approval by 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 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.

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

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

MAR 2111 PRINCIPLES OF SALESMAanship 3 Credits
This course employs a maximum use of case study and is designed as a self-development program emphasizing the sales objectives of contacts, relationships, follow-up calls, suggestions, objections, resistance, acceptance and repeat business.
MAR 2151 RETAILING
Prerequisite: GEB 1011 or experience. This course gives an introduction to the nature and scope of retail merchandising as seen within the total economic structure. Emphasis is given to the many functions of a retail establishment including employee services and consumer relationships.

MAR 2241 INTERNATIONAL MARKETING AND DISTRIBUTION
See International Business.

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

MAR 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.

MKA 1402 FASHION MERCHANDISING
A study of the fashion merchandising industry, including the historical perspectives, nature of fashion, materials of computational problems of business and consumerism. Business applications including decimals, fractions, percentages, interest rates, bank records, payroll and merchandising.

OST 1100 BEGINNING TYPING
For the student with little or no typing 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.

OST 1110 INTERMEDIATE TYPING
Prerequisite: OST 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.

OST 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.

OST 1211 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.

OST 1212 INTERMEDIATE SHORTHAND
Prerequisite: OST .1211 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.

OST 1335 BUSINESS COMMUNICATIONS
Prerequisite: ENC 1101. Practice in developing effective oral and written business communication skills to create successful human relations. Emphasis is placed on written business correspondence.

OST 1355 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.

OST 1461 MEDICAL OFFICE TECHNOLOGY
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.

OST 1611 3 Credits
MEDICAL TRANSCRIPTION I
Prerequisite: OST 1100 or one year of high school typing. Prerequisite or corequisite: APB 1390. This course emphasizes the fundamentals of transcribing simple medical reports and correspondences from various transcribing machines.

OST 1701 3 Credits
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.

OST 1721 3 Credits
WORD/INFORMATION PROCESSING OPERATIONS
Prerequisite or corequisite: OST 1701. 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)

OST 2120 3 Credits
ADVANCED TYPWRITING
Prerequisite: OST 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.

OST 2213 3 Credits
ADVANCED SHORTHAND
Prerequisite: OST 1212 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.

OST 2401 3 Credits
OFFICE TECHNOLOGY I
Prerequisite: OST 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, rephotographic 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.

OST 2402 3 Credits
OFFICE TECHNOLOGY II
Prerequisite or corequisite: OST 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.

OST 2431-2432 3-3 Credits
LEGAL SECRETARIAL PRACTICES AND PROCEDURES
Prerequisites or corequisites: OST 1212 and OST 1110, or their equivalents. Intensive practice in the handling of legal forms, filing and records, legal vocabulary and terminology and legal office routines.

OST 2451 3 Credits
LEGAL SECRETARIAL SEMINAR AND WORK EXPERIENCE
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.

OST 2462 3 Credits
MEDICAL OFFICE ASSISTING
Prerequisite: OST 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.

OST 2471 3 Credits
INTERNSHIP AS MEDICAL SECRETARY/TRANSCRIPTIONIST
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.

OST 2491 3 Credits
WORD/INFORMATION PROCESSING SEMINAR AND INTERNSHIP
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 give further knowledge of the varying aspects of secretarial work.

OST 2612 3 Credits
MEDICAL TRANSCRIPTION II
Prerequisite: OST 1611 or equivalent. An advanced course in machine transcription of physician-dictated medical documents using more difficult terminology.

OST 2613 3 Credits
MEDICAL TRANSCRIPTION III
Prerequisite: OST 2612 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.
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 1032C 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 1025C 4 Credits
INTRODUCTION TO GENERAL CHEMISTRY
Six hours lecture/laboratory instruction. Prerequisites: One year of high school algebra or MAT 0024. This course is designed to prepare students without high school chemistry or those with an inadequate background for CHM 1045C. Modern chemical theories are used to develop an understanding of the fundamentals of inorganic chemistry and its applications. Quantitative relationships are emphasized throughout the course, using dimensional analysis to solve problems. Laboratory experiences are an integral part of the course. The course may not be taken for credit subsequent to earning a grade of "C" or better in CHM 1045C. (Special Fee)

CHM 1045C 4 Credits
GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS I
Six hours lecture/laboratory instruction. Prerequisites: CHM 1025C 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 1205C 4 Credits
INTRODUCTORY ORGANIC AND BIOCHEMISTRY
Six hours lecture/laboratory instruction. Prerequisites: CHM 1025C (or one year of high school chemistry completed with a grade of "C" or better) and MAT 0024. (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 and aromatic compounds, their properties, reactions and synthesis, emphasizing the dependence of properties and reaction mechanisms upon structure. The laboratory illustrates techniques of separation, identification and purification. (Special Fee)

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

CHM 2933 1-3 Credits
SPECIAL TOPICS IN CHEMISTRY
Lecture/laboratory instruction. 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 1082 3 Credits
MICROCOMPUTER BUSINESS APPLICATIONS
Applications using LOTUS and DBase III. This course is designed for people who want to learn more about microcomputers and their applications. Students will work on IBM-PC's using some of the more popular commercially available software packages, included will be an introduction to DOS. Practical exercises using the LOTUS spreadsheet, creating databases, and generating reports.

CAP 2930 1-3 Credits
SELECTED TOPICS IN DATA PROCESSING
Suggested prerequisite: Department permission. This seminar is for students interested in discussion, exploration and observation of select topics in the area of data processing.

COP 2700 3 Credits
DATA BASE MANAGEMENT SYSTEMS
Suggested Prerequisite: Knowledge of one programming language or department approval. This course compares the various file processing methods relating to data bases and record concepts in relation to trees, lists and networks. Included is the review of data base management systems and the use of one such system in a business application environment.

CIS 2321 3 Credits
DATA SYSTEMS ANALYSIS AND DESIGN
Prerequisite: COP 2226. This course covers the analysis, design and control of data systems. Methods in information storage and retrieval, magnetic tape and disk file organization are stressed.

CIS 2949 2-4 Credits
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 3 Credits
INTRODUCTION TO PROGRAMMING CONCEPTS
Suggested 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 3 Credits
INTRODUCTION TO MICROCOMPUTERS
Prerequisite: OST 1141 or OST 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 3 Credits
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 3 Credits
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 3 Credits
FORTRAN PROGRAMMING
Suggested 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 1161 3 Credits
RPG II PROGRAMMING
Suggested Prerequisite: COC 1300 or department approval. A course in the RPG II (Report Program Generator) programming language providing the student with an opportunity to write, test, and debug programs. Topics covered include arithmetic operations, comparing, control breaks, multiple record types, exception output, table and array hook-up, read-demand files and indexed sequential files.

COP 1170 3 Credits
BASIC PROGRAMMING
Suggested Prerequisites: 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 3 Credits
PROGRAMMING I
Prerequisite: 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 3 Credits
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 3 Credits
COBOL PROGRAMMING II
Prerequisite: COP 2226. A continuation of the study of COBOL programming with advanced applications. (Special Fee)

COP 2121 3 Credits
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 3 Credits
COBOL PROGRAMMING I
Suggested prerequisite: COC 1300 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 3 Credits
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
Suggested prerequisite: CIS 2321 or Department approval. 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
Prerequisites: 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, SPECIFICATIONS AND OFFICE PRACTICES
Course covers organization and operation of architect's, engineer's or contractor's office and includes study of office practices, codes, standards, specifications and legal documents related to the construction industry.

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

BCN 2021  3 Credits
ADVANCED CONSTRUCTION METHODS AND APPLICATIONS
This course is designed to provide the student with exposure to 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 2616  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  4 Credits
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 subgrades. Foundation design, behavioral characteristics and pile driving are also covered. (Special Fee)

EVS 2215C  3 Credits
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  3 Credits
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  4 Credits
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  3 Credits
CRIMINOLOGY
A study of the nature and extent of crime and delinquency, the causes and explanations of criminal behavior and the rationale of criminal control and treatment in the United States.

CCJ 1020  3 Credits
INTRODUCTION TO CRIMINAL JUSTICE
An introduction and overview to the history, philosophy and operations of the criminal justice system.

CCJ 2130  3 Credits
POLICE COMMUNITY RELATIONS
A study of human relations and its effect on policing and confrontation management. Prejudice, discrimination, civil rights and the individual liberties are evaluated. Sources of trouble, unrest and tension are identified. Demonstration, protests and civil disorders are discussed. Methods of confrontation management and other remedial resources are presented.

CCJ 2230  3 Credits
CRIMINAL LAW AND LEGAL PROCEDURES
Theory, history and purpose of criminal law; role of the Supreme Court and the Constitution in law enforcement. The law and procedures from incident through arrest. This course also covers the structure, definitions and most frequently used sections of the Florida Statutes dealing with crimes against persons and property.
CCJ 2330
PROBATION, PAROLE AND COMMUNITY CORRECTIONS
3 Credits
An overview of probation as a judicial process, parole and pardons as executive functions, the community resources which are endemic to the correctional process and the various programs which are alternatives to incarceration.

CCJ 2810
CRIME CONTROL AND PREVENTION
3 Credits
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
3 Credits
An examination of loss problems encountered in retail sales establishments. Emphasis is placed upon prevention of shoplifting, employee theft, credit card fraud, inventory shrinkage, fraudulent checks and related problems.

CCJ 2930
SELECTED TOPICS IN CRIMINAL JUSTICE
1-3 Credits
Designed for students who are interested in special criminal justice topics and desire to explore these further through research, discussions and observations. Topics may be selected from the areas of law enforcement, corrections, courts and loss prevention. Students may earn 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
3 Credits
Tactics of investigation are applied to specific types of crimes. The modus operandi, modus and corpus delicti of various crimes are analyzed. Evidence gathering and criminalistic procedures are explored.

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

DENTAL HYGIENE

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 dentist and their relation to dental hygiene.

DEH 2530C
CLINICAL DENTAL HYGIENE III
2 Credits
Includes three-hour laboratory. Prerequisites: MCB 2010C, DEH 1600C. Corequisites: DEH 1804, 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 is training in root planing and gingival curettage.

DEH 2700 2 Credits
COMMUNITY DENTAL HEALTH I
Prerequisite: SPC 1600; Corequisites: DEH 1802L, DEH 2530C, DES 2050. Designed to introduce student dental hygienists to the study of the various aspects of Community Dentistry/Public Health and the basic concepts of surveying, analysis, planning, finance, implementation, and evaluation in Public Health. Statistical analysis, recent concepts of preventive dentistry research methodology, and dental health education skills, methods and materials will be studied.

DEH 2701 2 Credits
COMMUNITY DENTAL HEALTH II
Prerequisite: DEH 2700. Designed to give student dental hygienists the opportunity to apply the concepts and methods learned in DEH 2700 at a community level. A class project will be designed and implemented.

DEH 2804 2 Credits
CLINICAL DENTAL HYGIENE IV
Prerequisites: DEH 1804L, DEH 2530C, DEH 2700, DES 2050. Corequisites: DEH 2804L, DEH 2602, DEH 2044, 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 3 Credits
CLINICAL DENTAL HYGIENE PRACTICE IV
Two eight-hour clinical periods. Prerequisite: 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 curettage, root planing, diet analysis, treatment planning, diagnostic models, nitrous oxide conscious sedation. Students also participate in patient care at the Orlando Naval Regional Dental Center. (Special Fee) Insurance Fee.

DEH 2806 2 Credits
CLINICAL DENTAL HYGIENE V
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 3 Credits
CLINICAL DENTAL HYGIENE PRACTICE V
Two eight-hour clinical periods. Prerequisites: DEH 2602, DEH 2804, DEH 2804L, DES 2044. Corequisites: DEH 2504, 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 1-5 Credits
SELECTED TOPICS IN DENTAL HYGIENE
Prerequisite: Permission of department or faculty. This course is designed for students interested in obtaining additional dental hygiene skills.

DES 100C 2 Credits
TOOTH MORPHOLOGY AND NOMENCLATURE
Includes two-hour laboratory. Corequisites: DEH 1603C, DES 1010, DES 1220C, 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 1 Credit
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 3 Credits
DENTAL RADIOGRAPHY
Includes one two-hour laboratory. Corequisites: APB 2203C, DES 1010, DES 1000C, and DES 1003C. Orientation of the student to the nature, physical behavior, biological effects, methods of control, safety precautions and the techniques for exposing, processing and mounting x-rays. Laboratory procedures include the application of these techniques in clinical practice. (Special Fee)

DES 2044 3 Credits
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 2 Credits
PHARMACOLOGY
Prerequisite: APB 2203C-2204C. MCB 2010C. Corequisites: DEH 2530C, DEH 1804L, DEH 2700. Presentation of basic aspects relating to the physical and chemical properties, dosage, methods of administration and therapeutic use of pharmaceutical preparation used in dentistry.

DES 2100C 3 Credits
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 1 Credit
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  1 Credit
NUTRITIONAL CLINICAL PRACTICE I
Prerequisite or corequisite: HUN 1201. Application of theory, principles and techniques studied in HUN 1201. On-site visits and guest visits 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  2 Credits
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  1 Credit
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  3 Credits
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  3 Credits
HEALTH CARE DELIVERY SYSTEMS
An overview of the various types of health care facilities and health delivery systems operating in 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  3 Credits
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  4 Credits
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  1 Credit
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.

FSS 2201  2 Credits
SANITATION AND SAFETY
A study of the scientific rationale for sanitary practices enforced for group protection in institutional 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

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 plans, coordinates, executes and evaluates a meal to serve fifty people.

HUN 1201

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

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

NUTRITION IV: APPLICATION OF DIET IN DISEASE
Prerequisite: DIE 2270L. 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 or services are studied. Medical terminology and food and drug interactions are mastered.

DRAFTING & DESIGN TECHNOLOGY

ETD 1320

INTRODUCTION TO CADD
Prerequisite: ETD 1100C or departmental approval. Introduction to computer-aided drafting/design. Emphasizes skills and competencies necessary to function in systems drafting environment. Includes keyboard commands, menu, printer/plotter, input devices, computer terminology and systems operation. Provides hands-on experience to create, save and retrieve drawings having various shapes, line types, dimensions and layers. (Special Fee)

ETD 1350

ADVANCED CADD
Prerequisite: ETD 1320, or departmental approval. This course provides the experienced CADD student the opportunity to approach detailed and intricate drafting and design problems from a computer perspective. Hands-on experience is provided in creating custom menus, slides, text fonts, line types, attributes, extractions, 3-D drawings and rotations. (Special Fee).

ETD 1701C

MECHANICAL DRAFTING I
Includes two-hour laboratory. Prerequisite: ETD 1100C. Drawing basic machine elements and subassemblies including screw threads, linkage, gears and cams with consideration to precision and limit dimensioning, tolerance allowance 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

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 chassis and wire harnesses. Emphasis is placed on printed circuit board layout, as well as advanced microcircuit and integrated circuit drafting techniques. (Special Fee)

ETD 2702C

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. (Special Fee)

ETD 2721C

ELEMENTS OF TOOL DESIGN
Includes a laboratory. Prerequisite: ETD 1701C and ETM 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

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.

EDUCATION

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

EDG 2935 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. Prerequisites: CET 2112C and EST 2535C. 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: CET 2112C. Study of storage as a basic need in computer systems including temporary, permanent, partial and final; fundamental information pertaining to addressing, access, synchronization and characteristics of the various media; major areas of study to include magnetic drum storage, magnetic disk storage, magnetic tape storage, card random access memory, read only memories, tunnel diode memory, electronic storage, mechanical and electromechanical storage, electrostatic storage devices. (Special Fee)

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 Currents (EET 1025C) and subsequent advanced courses in the electronic 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)
EET 1141C
ELECTRONIC CIRCUITS I
4 Credits
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)

EET 2142C
ELECTRONIC CIRCUITS II
4 Credits
Includes three-hour laboratory. Prerequisite: EET 1141C. 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 is then expected to supplement classroom lectures. Familiarity is gained with an array of commercial test equipment frequently used in industrial development and testing facilities. (Special Fee)

EET 2183C
ELECTRONIC TROUBLE-SHOOTING TECHNIQUES
3 Credits
Includes two-hour laboratory. Corequisites: EET 2142C, CET 2111C. 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)

EET 2535C
CONTROL SYSTEMS
4 Credits
Includes three-hour laboratory. Prerequisite: EET 2142C 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)

EET 2325C
ELECTRONIC COMMUNICATION SYSTEMS I
4 Credits
Includes three-hour laboratory. Prerequisite: EET 2142C or department approval. Emphasis on the traditional system aspects of electronic communications utilizing the basic circuits and concepts discussed in prerequisite courses. Topics include information transmitting and receiving methods, noise bandwidth, amplitude modulation and demodulation, single-side-band communications, frequency modulation and demodulation and television systems. Class room 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)

CET 2123C
FUNDAMENTALS OF MICROCOMPUTERS
4 Credits
Includes three-hour laboratory. Prerequisite: CET 2112C 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)

CET 2112C
DIGITAL TECHNIQUES
4 Credits
Corequisite: EET 1141C 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)

CET 2113C
COMPUTER SYSTEMS FUNDAMENTALS
4 Credits
Prerequisite: CET 2112C 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; multi-
plex/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)

EST 2565C
ELECTROMECHANICAL COMPONENTS
4 Credits
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)

EST 2201C
FUNDAMENTALS OF LASER SYSTEMS
4 Credits
Includes three-hour laboratory. Prerequisite: PHY 1402C and Co-requisite: EET 1025C, or departmental approval. Cover basic operational theory of lasers and unique designs of different types of lasers. Emphasis is on systems approach, where the laser is introduced as one of many components within a system containing electrical, mechanical, computer, and optical devices working together to accomplish a specific application. The importance of laser safety is continuously stressed. The student becomes familiar with major laser manufacturers and employment opportunities in the laser industry. (Special Fee)

EST 2221C
OPTICAL COMPONENTS AND INSTRUMENTS
4 Credits
Includes three-hour laboratory. Prerequisite: PHY 1402C, or departmental approval. Wave and geometric characteristics of light, as applied to specific optical components and instruments used in the laser industry, are discussed. Properties of optical materials and coatings for ultraviolet, infrared, and visible light are studied. The properties and application of various optical elements used in laser systems, as well as operation of telescopes, collimators, spectrometers, monochrometers and interferometers are stressed. The function of these optical instruments related to laser beam control and optical testing is demonstrated through "hands-on" projects by the students. (Special Fee)

EST 2231C
GAS LASERS
4 Credits
Includes four-hour laboratory. Prerequisite: EST 2201C and Co-requisite: EET 2142C, or departmental approval. Emphasis is on operating theory and procedures for safe use of medium and high-power lasers. Students gain experience with the power supplies, active medium, excitation mechanisms, cooling systems, and output characteristics for HeNe, CO2, TEA, and gas dynamic lasers. Hands-on experience in the use of power-meters, Q-switches, mode-lockers, and other measuring instrumentation/accessories for evaluation/testing of gas laser systems are provided to the student via assigned laboratory projects. The importance of rigid adherence to safety procedures are relentlessly and continuously impressed upon the students. (Special Fee)

EST 2232C
SOLID STATE LASERS
4 Credits
Includes four hour laboratory. Prerequisite: EST 2201C; EST 2221C and ETE 2142C. 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
SELECTED LASER TOPICS
2-4 Credits
Includes two-hour laboratory. Prerequisites: EST 2201C and EST 2221C or departmental approval. This course is designed to familiarize the student with specific later-generation laser application not covered elsewhere in this curriculum. Such topics will be (with relative emphasis dependent on interests of students) as optical communications, fiber optics, Holography, and laser safety standards. Laboratory projects may include data transmission over fiber optics lines and the holographic recording of images. The study of laser safety standards centers around: FDA standards and recommendations of ANSI Z136.1 standards. (Special Fee)

EST 2252C
LASER APPLICATION DESIGNS
3 Credits
Includes two-hour laboratory. Prerequisites: EST 2231C or departmental approval. This course provides an overview generic systems analysis of commercially built laser systems for medical, industrial, and military applications. All such systems have in common, in addition to the basic laser device, a beam delivery subsystem of optical elements, a detection subsystem to monitor beam characteristics, a computer/control subsystem to provide relative motion between the laser beam and target, and an output target on which the entire laser system operates. Examples of laser system implementation in actual applications (i.e., medical, industrial, and military) may be provided via laboratory projects (actual or simulation), video presentations, or prearranged visitations to operational laser systems at local medical, industrial, or military installations (subject to accessibility). (Special Fee)

EST 1302
INTRODUCTION TO HYBRID MICROELECTRONICS
3 Credits
Prerequisite: EET 1141C. 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.
ETD 2614C
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) 3 Credits

EET 2930
SELECTED TOPICS IN ELECTRONICS TECHNOLOGY
Prerequisite: EET 1141C 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. 2-6 Credits

EST 2671C
AUTOMATION SYSTEMS I
Includes two-hour laboratory. An introductory course covering history of automation, master-slave manipulators, teleoperators, industrial robots, basic terms used in field, workplace design, engineering economy and robot classifications. Laboratory projects demonstrate robotics concepts. 3 Credits

EST 2672C
AUTOMATION SYSTEMS II
Includes two-hour laboratory. Prerequisite: EST 2671C or departmental approval. Emphasizes automation system components. Covers robot arms, kinematics, power sources, motors, gears, pulleys, mobility, controllers, and computers. Introduces basic sensors such as light, sound, laser, color, motion, and heat. Incorporation of components into operational systems. Laboratory projects provide hands-on experience and reinforce understanding of concepts presented in lectures. 3 Credits

EST 2673C
PROGRAMMABLE CONTROLLERS I
Includes three-hour laboratory. Prerequisite: ETE 1143C or departmental approval. Introduction to theory of operation of analog and digital controllers and software techniques, including math tables, logic charts, and Boolean Algebra. Particular emphasis on ladder logic diagrams, including timing functions, counters, and master control relays. Laboratory projects provide practical insights into capabilities and limitations of programmable controllers in industrial applications. 4 Credits

EST 2674C
PROGRAMMABLE CONTROLLERS II
Includes three-hour laboratory. Prerequisite: EST 2673C or departmental approval. Review of Programmable Controllers I. Analog and digital controllers, including P, PI, and PID algorithms, with emphasis on advanced digital controllers. Laboratory projects provide hands-on experience in developing, debugging, and executing programs and in troubleshooting hardware problems. 4 Credits

EET 2949
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. 2-4 Credits

ETM 1405C
MECHANISMS
Includes three-hour laboratory. Corequisites: MTB 1104, 1321, 1322, 1327, 1328, MAC 1321 and PHY 1053C. The study of fundamental concepts as found in basic mechanical and electromechanical mechanisms. 4 Credits
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 1327  
MATHMATICS 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  
MATHMATICS 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 SERVICES EMT/PARAMEDIC

EMS 1012  
DOSAGE CALCULATION/PHARMACOLOGY  
Principles and concepts related to pharmacology and the administration of medications are presented. Specific knowledge of sources of drugs, classifications and actions on 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  
To prepare the student to read and understand the language of medicine. Efforts are directed to promote a knowledge of the elements of medical terms, understanding of standard medical abbreviations, spelling medical terms and appreciation of the logical method of word building found in medical terminology.

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

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

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

EMS 1341  
EXTRICATION/RESCUE  
Provides the EMT knowledge and practical skills in gaining access to and the disentanglement and removal of the patient in 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)  
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 certify the EMT with 30 contact hours and 10 CEUs necessary for recertification. Professional liability insurance required. 8 contact hours (Special Fee)

EMS 2219  
PARAMEDIC I  
Prerequisites: EMS 1114, EMS 1115, EMS 1431 and must hold State Certification. Corequisite: APB 2203C. Theory and procedures used by a comprehensive emergency medical system in advance care of the emergency patient are stressed. Modules from the Department of Transportation paramedic curriculum will be covered. 8 contact hours.

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

EMS 2229  
PARAMEDIC II  
Prerequisites: EMS 2219 and EMS 2219L. Must have achieved "C" or better grade in these. Corequisite: APB 2204C. This course is a continuation of learning theory and procedures used by a comprehensive emergency medical system in advanced care of the emergency patient. Modules from the Department of Transportation paramedic curriculum will be covered.
FIELD INTERNSHIP PRACTICUM
Corequisite: EMS 2229. Practicum provides the opportunity for each student to develop competency in clinical skills necessary to serve as a member of the advanced life support team. Integration of EMT and paramedic responsibilities is stressed so that the student will gain confidence in clinical problem solving. Successful completion qualifies the student to sit for the paramedic state board examination. Professional liability insurance required. 10 contact hours (Special Fee)

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

EMS 2930
SELECTED TOPICS IN EMS
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 instructor may require the student to provide professional liability insurance. A special fee may be required.

ENGINEERING

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

ETD 1100C
ENGINEERING DRAWING
Includes two-hour laboratory. A survey course of the principles and practices involved in making and reading engineering drawings. Emphasis is placed on lettering, industrial symbolism, visualization, orthographic projection and line techniques. (Special Fee)

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

ENGLISH

AML 2010
SURVEY IN AMERICAN LITERATURE: COLONIAL PERIOD TO CIVIL WAR
Prerequisite: ENC 1101 or 1121. Representative authors and selections. Each student writes 6,000 words. Grade of “C” to satisfy 6A. 10-30 and general education requirements

AML 2022
SURVEY IN AMERICAN LITERATURE: CIVIL WAR TO PRESENT
Prerequisite: ENC 1101 or 1121. Representative authors and selections. Each student writes 6,000 words. Grade of “C” to satisfy 6A. 10-30 and general education requirements.

CRW 2000
CREATIVE WRITING AND ADVANCED COMPOSITION
Prerequisite: ENC 1101 or ENC 1121. Writing short stories, poems, plays, novels, personal essays, and magazine articles with students developing writing skills in chosen literary type. Includes short documented research paper. Each student writes 6,000 words. Grade of “C” to satisfy 6A. 10-30 and general education requirements.

ENC 0011
COLLEGE-PREP ENGLISH I
Designed for students scoring 35 or below on ASSET or making equivalent score on other state-approved entry test. Referral also on basis of diagnostic writing samples. Emphasis on standard American usage and grammatically correct sentences in unified paragraph. Three classroom hours of instruction; two hours of support lab. Mandatory placement in ENC 0021 for students completing with “C.” Credit does not apply toward associate degree. (Special Fee)

ENC 0021
COLLEGE-PREP ENGLISH II
Prerequisite: ENC 0011 with “C” or score of 36-42 on ASSET or equivalent score on other state-approved entry test. Referral also on basis of diagnostic writing samples. Prepares students to plan and write grammatically correct paragraphs. Three hours of classroom instruction; two hours of support instruction. Enrollment in ENC 1101 based on completing with “C.” Credit does not apply toward the associate degree. (Special Fee)

ENC 1101
FRESHMAN COMPOSITION I
Prerequisite: ENC 0021 with grade of “C” or score of 43 on ASSET or equivalent score on other state-approved entry test. Introduction of essay form; instruction and practice in expository writing. Emphasis on clarity of central and supporting ideas, adequate development, logical organization, coherence, and grammatical and mechanical accuracy. Each student writes 6,000 words. Grade of “C” to satisfy 6A. 10-30 and general education requirements.

ENC 1102
FRESHMAN COMPOSITION II
Prerequisite: ENC 1101 or 1121 with grade of “C.” Application of skills learned in ENC 1101. Emphasis on style; use of library; reading and evaluating available sources; planning, writing, and documenting short research paper. Each student writes 6,000 words. Grade of “C” to satisfy 6A. 10-30 and general education requirements. Enrollment by permission.

ENC 1121
HONORS FRESHMAN COMPOSITION I
Expository writing skills for academically advanced students. Emphasis on reading, thinking, and writing skills and translation of such skills into clear, well-
organized prose. Each student writes 6,000 words. Grade of "C" to satisfy 6A, 10-30 and general education requirements. Enrollment by permission.

**ENC 1122** 3 Credits  
**HONORS FRESHMAN COMPOSITION II**  
**Prerequisite:** ENC 1101 or 1121. Continuation of ENC 1121. Provides academically advanced students further emphasis on reading, thinking, and writing skills. Emphasis on using library; reading objectively and critically; taking notes; and planning, writing, and documenting research. Each student writes 6,000 words. Grade of "C" to satisfy 6A, 10-30 and general education requirements. Enrollment by permission.

**ENC 1210** 3 Credits  
**TECHNICAL COMMUNICATION**  
**Prerequisite:** ENC 1101 or 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. Includes oral reports and interview techniques.

**ENC 2302** 3 Credits  
**Prerequisite:** CRW 2000 or permission. Writing in genre of student's choice. Literary criticism and production of College literary magazine.

**ENG 2100** 3 Credits  
**INTRODUCTION TO FILM**  
Study of techniques of American, British, and foreign language films. Emphasis on films of 30's through 70's.

**ENG 2930** 1-3 Credits  
**SELECTED TOPICS IN ENGLISH**  
Seminar for special topics in writing and/or literature.

**ENL 2013** 3 Credits  
**SURVEY IN ENGLISH LITERATURE: 1300-1800**  
**Prerequisite:** ENC 1101 or 1121. British literature through eighteenth century. Each student writes 6,000 words. Grade of "C" to satisfy 6A, 10-30 and general education requirements.

**ENL 2023** 3 Credits  
**SURVEY IN ENGLISH LITERATURE: 1800 TO PRESENT**  
**Prerequisite:** ENC 1101 or 1121. British literature of the nineteenth and twentieth centuries. Each student writes 6,000 words. Grade of "C" to satisfy 6A, 10-30 and general education requirements.

**LIT 2090** 3 Credits  
**CONTEMPORARY LITERATURE**  
**Prerequisite:** ENC 1101 or 1121. Representative works of contemporary poets, novelists, short story writers, dramatists, and non-fiction writers especially significant since World War II. Emphasis on issues and ideas related to present and future. Each student writes 6,000 words. Grade of "C" to satisfy 6A, 10-30 and general education requirements.

**LIT 2110** 3 Credits  
**SURVEY IN WORLD LITERATURE: BEGINNING THROUGH RENAISSANCE**  
**Prerequisite:** ENC 1101 or 1121. Major poetry, fiction, drama, and essays. Each student writes 6,000 words. Grade of "C" to satisfy 6A, 10-30 and general education requirements.

**LIT 2220** 3 Credits  
**SURVEY IN WORLD LITERATURE: ENLIGHTMENT TO PRESENT**  
**Prerequisite:** ENC 1101 or 1121. Major poetry, fiction, drama, and essays. Each student writes 6,000 words. Grade of "C" to satisfy 6A, 10-30 and general education requirements.

**ENGLISH AS A SECOND LANGUAGE**

**ESL 1201** 3 Credits  
**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** 3 Credits  
**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** 3 Credits  
**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** 3 Credits  
**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** 3 Credits  
**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.  

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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 121. 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 SCIENCE

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 material 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 aspects that deal with leadership style, communications, group dynamics, individual behavior, motivation and the various types of management currently being used.

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

FFP 2150
METHODS AND TECHNIQUES OF INSTRUCTION FOR FIRE TECHNOLOGY
Principles, procedures and techniques of teaching are presented with emphasis on methods of instruction, developing training outlines, use of visual aids and testing procedures for fire technology instructors.

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

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

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

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

FFP 2501
HAZARDOUS MATERIALS II
Problems of hazardous materials in transportation, storage and use. Additional emphasis on emergency services in combating, coordinating and controlling a hazardous materials incident. Covers bulk storage of hazardous materials and their transportation by land, sea and air.

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

FFP 2930
SELECTED TOPICS IN FIRE TECHNOLOGY
Prerequisite: Department permission. This seminar is for students interested in discussion, exploration of selected topics in the area of fire technology.
FFP 2326 BUILDING PLANS REVIEW FOR FIRE SERVICE

FFP 2240 FIRE INVESTIGATION
Study of the cause and origin of fires with emphasis on the fire inspector's or fire officer's role in the investigative process. Deals with determination of fire cause and origin, collection of evidence and investigator's preparation for trial. Required for Florida Municipal Fire Inspector Certificate.

FFP 2949 COOPERATIVE EDUCATION: FIRE 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.

FRENCH

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

FRE 1100 ELEMENTARY FRENCH I
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
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
Prerequisite: FRE 1101 or permission of the professor. Conversation is stressed, while writing and reading skills develop gradually.

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

GEOGRAPHY

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

GEOLOGY

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

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

GERMAN

GER 1000 BASIC GERMAN
A conversational approach to German. 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 German or permission of the professor, is a prerequisite for GER 1100.

GER 1100 ELEMENTARY GERMAN I
Prerequisite: German 1000, two years of high school German or permission of the professor. 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 1-3 Credits
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 conception of aging and cross cultural differences; intergenerational relations; changing family patterns; impact on social institutions; relationship between leisure, work and retirement; "successful aging" and the elderly and social change.

GEY 1252 1-3 Credits
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 leisure support process.

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

GEY 1611 1-3 Credits
MENTAL HEALTH AND AGING
Prerequisite: Approval of 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 1841 1-3 Credits
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.

GRAPHICS TECHNOLOGY

GRA 1500 3 Credits
INTRODUCTION TO GRAPHIC COMMUNICATIONS
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 3 Credits
FUNDAMENTALS OF TYPOGRAPHY
The fundamentals of typography cover printer's measurements, copyfitting, history of typography and recognition of popular type faces, specification of type, proofreading and marking of proofs, use of type face specimen books. Students prepare rough and camera-ready layouts with specific emphasis on type selection. (Special Fee)

GRA 1540C 3 Credits
LAYOUT, DESIGN AND COPY PREPARATION
Includes two-hour laboratory. Prerequisite: GRA 1500 or permission of 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 1747 1-1-1 Credits
PORTFOLIO REVIEW
Prerequisite: ART 1201C, ART 1301C, GRA 1500 or permission of instructor. A course in which the student develops a portfolio to be presented for employment in graphic design. This course will be taken for three terms at one credit each.

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, opaqueing, 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 2601C 3 Credits
COLOR STRIPPING
Prerequisites: GRA 1500 and GRA 2571C, or depart-
mental approval. This course teaches the production procedures for color stripping and provides hands-on experience in stripping two-color negatives for reproduction.

**GRA 2635C**
**GRAPHIC REPRODUCTION PROCESSES**
**Prerequisite:** GRA 1500 or permission of professor. Fundamentals of single color layout, imposition, stripping and opaquing of negatives onto a goldenrod. The student is introduced to the theory of direct image, electrostatic, photo direct, presensitized and plastic plates. Hands-on projects are provided in stripping (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 2661C**
**BINDING OPERATIONS**
**Prerequisite:** GRA 1500 or departmental approval. A course in which the student becomes familiar with all aspects of the machines used in a binding operation. Hands-on experience will be provided in the operation of cutters, folders, joggers, collators, padding equipment, numbering and stitching machines.

**GRA 2692**
**PRINTING PROBLEMS**
**Prerequisites:** GRA 1500 and GRA 2635C, or departmental approval. This course presents the student with a given set of circumstances which include one or more problem areas in the production process. Through analyzing several possible solutions, the student will learn to solve a given problem.

**GRA 2702**
**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 2704C**
**PRODUCTION SCHEDULING**
**Prerequisites:** GRA 1500, GRA 2571C, and GRA 2635C, or departmental approval. A course in which the student learns production scheduling and control techniques, using the Job Ticket to determine how best (most economical and most timely) to get a job through a printing department.

**GRA 2706**
**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/analysis of specifications, costs of materials and outside services, profit margins and pricing from time/cost data.

**GRA 2740C**
**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**
**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**
**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 wash drawings, caseins, acrylics and ink techniques required to produce drawings suitable for reproduction in advertisements and catalogs or production planning and/or production planning and design analysis. (Special Fee)

**GRA 2800**
**COMPUTER GRAPHICS**
**Prerequisite:** GRA 1500 or departmental approval. This course provides instruction and practical exercises in the use of graphics software currently used to create and generate color graphics to accomplish illustration and animation by computer. The student will learn the necessary computer commands to use the software and to produce assigned graphics/commercial art layouts using printers and plotters. Methods of performing pagination and merging text with graphics will be taught, as well as design concepts that feature the capabilities of computer graphics.

**GRA 2930**
**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**
**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, reproduction, diseases pertinent to today's lifestyles and alcohol and drug education.

HES 1400 3 Credits
FIRST AID/CPR
Designed to acquaint the individual with the principles of first aid/CPR in daily living. Standard first aid and cardiopulmonary resuscitation (CPR) certification may be earned during the class. The student 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 3 Credits
UNITED STATES HISTORY TO 1865
The history of the United State beginning with the European background and dealing with the evolution of the American nation until the end of the Civil War.

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

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

EUH 1000 3 Credits
WESTERN CIVILIZATION TO 1750
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 3 Credits
WESTERN CIVILIZATION 1750 TO PRESENT
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 3 Credits
HISTORY OF SPAIN I
Designed to create an understanding of the history of Spain as embodied in its literature, artistic and social traditions from the prehistoric through the 17th century. This course is offered in Spain as part of the Semester in Spain program.

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

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

HIS 2935 1-3 Credits
SELECTED TOPICS IN HISTORY
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 3 Credits
PRINCIPLES OF ENTOMOLOGY
Prerequisite: HOS 1010C or departmental approval.
The major plant insect pests, their characteristics, identification, life cycles and type of injury inflicted are studied. Various control measures are analyzed, including cultural, biological and chemical methods. Other topics include pesticides—methods of application and precautions in handling. (Special Fee)

FRC 2001C 3 Credits
FRUIT PRODUCTION (POMOLOGY)
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 3 Credits
CITRUS CULTURE
Includes one-hour laboratory. Prerequisite: HOS 1010. Citrus production and marketing. This includes a study of such practices as propagation, planting, pruning, cultivating, fertilizing, spraying, irrigating, harvesting, grading, storing and marketing. (Special Fee)
HOS 1010C  3 Credits
INTRODUCTION TO HORTICULTURAL SCIENCE
Includes a laboratory. A study of the scientific concepts on which horticulture is based. For the beginning horticulture student, Part I introduces the biology of horticulture; Part II deals with techniques of horticulture; and Part III surveys the industry, emphasizing its distinguishing characteristics and special problems. The aesthetic aspects of horticulture are included. Laboratory periods cover such practices as pruning, propagation, plant classification. (Special Fee)

HOS 2004C  3 Credits
PLANT PROPAGATION
Prerequisite: HOS 1010C or departmental approval. Includes lab. A comprehensive study of methods and practices used for propagating plant materials in the industry today. The areas of study and practice include seedage, layerage, cutting, graftage and budding. (Special Fee)

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

HOS 2941  3 Credits
HORTICULTURE SEMINAR AND WORK EXPERIENCE
Prerequisite: Approval 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  3 Credits
LANDSCAPING DESIGN AND IMPLEMENTATION
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  3 Credits
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 1265C  3 Credits
WOODY PLANT PRODUCTION
Prerequisite: HOS 1010C or departmental approval. A basic course dealing with the production management and marketing of major woody ornamental and fruit plant materials used in the Southeastern U.S. This course involves field studies of many existing nurseries and the operational techniques used. (Special Fee)

ORH 1521C  3 Credits
ORNAMENTAL PLANT MATERIALS I
Prerequisite: HOS 1010C or departmental approval. A detailed study of the temperate zone plants used in Florida landscaping. The identification, growth characteristics, propagation, culture and uses of these plants are studied. Labs are taught off campus at Harry P. Leu Gardens. (Special Fee)

ORH 1522C  3 Credits
ORNAMENTAL PLANT MATERIALS II
Prerequisite: HOS 1010C or departmental approval. The identification, growth characteristics, propagation, culture and use of tropical and subtropical plants are studied. Labs are taught off campus at Harry P. Leu Gardens. (Special Fee)

ORH 1858C  4 Credits
ORNAMENTAL PLANT MAINTENANCE
Prerequisite: HOS 1010C or departmental approval. The basic principles and practices used in plant maintenance of designed areas are analyzed. Both preventive and normal maintenance measures are considered. This course provides a comprehensive survey of design and maintenance problems with emphasis on institutional and public areas. (Special Fee)

ORH 2203C  3 Credits
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  4 Credits
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 relationships, nutrition, pests and their control and sod production. Includes a lab.

ORH 2251C  3 Credits
NURSERY OPERATION AND MANAGEMENT
Prerequisite: HOS 1010C or departmental approval. A study of both management and cultural practices. This course includes laboratory work in time-motion studies, production scheduling, marketing surveying, nursery design, nursery visitations, nursery personnel, cost analysis, cultural approaches, growing structures and equipment use. (Special Fee)

ORH 2275C  4 Credits
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  3 Credits
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  2-4 Credits
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  4 Credits
PLANT PATHOLOGY
Prerequisite: HOS 1010C or departmental approval. This course deals with the more common and important diseases of horticultural plants. The symptoms, life history of the causal organisms and treatments of the diseases are discussed. Biological, physical and chemical approaches are analyzed. (Special fee)

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

SOS 2470  4 Credits
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  3 Credits
INTRODUCTION TO VEGETABLE GARDENING
Includes one-hour laboratory. Prerequisite: HOS 1010C. A study of the fundamental principles underlying commercial production of vegetables: seeding, fertilization, harvesting and storage. (Special Fee)

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

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

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

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

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

HFT 2200  3 Credits
HOSPITALITY MANAGEMENT
This course relates managerial functions to the hospitality industry and trains the student to become a more effective manager by applying management theories. Much emphasis is placed on human relations and how to work efficiently with peers, superiors and subordinates.

HFT 2500  3 Credits
MARKETING AND SALES IN THE HOSPITALITY INDUSTRY
This course is designed to allow students an opportunity to develop an actual marketing campaign for a business within the hospitality industry. Emphasis 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  3 Credits
LAW AND INSURANCE
Study is made of the nature and function of the legal system as it applies to the operation of an inn. Specific attention is given to the inn-keeper-guest relationship, contracts, torts, civil and property rights and insurable risks.
HFT 2930
SELECTED TOPICS IN HOTEL-MOTEL-RESTAURANT AREA
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
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
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
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, art 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
This course includes 11 days travel to the Yucatan Peninsula of Mexico visiting Merida, Campeche, Cancun and the Mayan archeological sites of Dzibilchaltun, Chichen, Izta, 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
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 - LATE ROMAN 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 late Roman Empire through the Middle Ages, emphasizing the development and historical influence of Christianity. 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. This course examines the myths of various cultures, both ancient and modern, as expressed in art and literature. Using a variety of analytical methods such as psychological, anthropological, literary symbolism, myths 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, Stonehenge, Bath, Stratford-on-Avon, Canterbury, Edinburgh and Dublin and other places. Offered Semester 3 only. Cost: registration fees plus cost of trip. Prerequisite: permission of department chairman. Students must be 18 years of age or older.

HUM 2742
HUMANITIES IN ITALY
Course consists of seminar and travel in Italy. Pre-travel seminars establish a foundation for critically examining art, architecture, literature and music in
relation to significant historical, philosophical and religious currents in Italian culture. Travel to cities such as Sorrento, Naples, Paestum, Pompeii, Rome, Florence, Ravenna, Assisi, Siena, Venice and Milan reinforces the seminars through direct experience of the art, architecture and culture of Italy from prehistoric 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
1-3 Credits
These seminars are offered for students who are interested in special topics in the humanities. Topics may be selected from the special areas of art, architecture, literature, religion, music and philosophy or may include combinations of these areas.

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

INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION

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

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

IDS 2103
INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION III
6 Credits
An examination of the new cosmology which emerged in the early 20th century as a result of relativity theory and quantum theory. This examination focuses on the changing attitudes 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
ECONOMICS OF INTERNATIONAL TRADE AND DEVELOPMENT
3 Credits
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
INTERNATIONAL BANKING AND FINANCE
3 Credits
A study of international banking and finance principles and practices for the import-export, tourism, banking and other industries dealing in international business. Included in the course are the areas of exchange rates, import-export collections, international documents, international governmental regulation.

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

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

JOURNALISM

JOU 1100
NEWS REPORTING
3 Credits
In-depth reporting with emphasis on modern news and feature stories. Stress elements of news — sources,
structure, style and mechanics of production. Recommended that students also enroll in College Newspaper.

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

JOU 1420L, 1421L, 2422L, 2423L each 1 Credit
COLLEGE NEWSPAPER
Laboratory course for production of College newspaper. Includes reporting, editing, business, makeup, and other phases of newspaper production. Meets three hours a week.

JOU 1440L, 1441L, 2442L, 2443L each 1 Credit
COLLEGE MAGAZINE
Meets 3 hours weekly. 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) Meets three hours weekly.

JOU 2200
EDITING AND MAKEUP
Learning and application of copy-desk techniques: evaluation and copy editing, correction of faulty news stories, headline writing, page layout design, and work with wire copy. Recommended that students also enroll in College Newspaper

JOU 2203
FEATURE ARTICLE WRITING
Training in techniques of gathering and presenting facts in article form. Articles developed from idea to print and aimed to appeal to readers of specific magazines, either on or off campus.

JOU 2930
SELECTED TOPICS IN JOURNALISM
Seminars for students interested in research, discussion, and observation of special topics in journalism.

JOU 2945
JOURNALISM INTERNSHIP
Prerequisite: JOU 1100 or permission. Qualified students receive practical experience working with local or college communications media under supervision of professional media specialists and journalism faculty. May be repeated for credit. Meets three hours a week.

JOU 2949
COOPERATIVE EDUCATION: JOURNALISM FIELD EXPERIENCE
Prerequisite: Permission. Student earns credit by working in supervised training assignment directly related to college major. May be repeated for credit.

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

MMC 2100
WRITING-FOR MASS COMMUNICATIONS
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.

LEGAL ASSISTANT
These courses are designed especially for students pursuing a degree as a legal assistant. However, LEA 1013 and LEA 2501 may also be of interest to students who are not in the program.

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

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

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

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

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

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

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

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

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

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

**LEA 2940**
**INTERNSHIP AS A LEGAL 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**
**PRACTICAL LOGIC**
A study of effective thinking based on procedures of logic. To assist in decision making, there is an appraisal of the evaluation of evidence, practice in the detection of fallacies and irrelevancies and the testing of arguments for validity and reliability.

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

**MATHMATICS**

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 each term.

**MAC 1104**
**COLLEGE ALGEBRA**
Prerequisite: Satisfactory score on entry level assessment. 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 MAC 1114 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 MAC 1132 and MAC 1104 nor 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 of parabolas, limits and continuity, derivatives of algebraic and trigonometric forms, applications of the derivative, the definite and indefinite integral, applications of integral.

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

MAC 2313  4 Credits
CALCULUS WITH ANALYTIC GEOMETRY III
Prerequisite: MAC 2312 with a grade of "C" or better. Topics include polar coordinates, vectors, three dimensional analytic geometry, parametric equations, partial derivatives, multiple integration.

MAD 2811  3 Credits
MATHEMATICS FOR ELEMENTARY EDUCATION MAJORS
Prerequisite: MGF 2202. New approaches to arithmetic and mathematics appropriate for elementary school curricula. Topics selected from sets, systems of numeration, development of computational techniques, informal logic, development of ideas in geometry and algebra from a teaching perspective.

MAP 2302  3 Credits
DIFFERENTIAL EQUATIONS
Prerequisite: MAC 2313 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  3 Credits
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 or the behavioral sciences which require matrix techniques. Includes matrix algebra, determinants systems of linear equations, eigenvectors, special matrices.

MAS 2301  3 Credits
INTRODUCTION TO MODERN ALGEBRA
Prerequisite: MAC 114 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 0003  1-3 Credits
INTRODUCTORY MATHEMATICS
Prerequisite: Student has taken college preassessment inventory. This course is designed to improve the student's background in general arithmetic and develop the arithmetic of the integers. Specific course content is selected for each students on the basis of his/her background. Required for those students not meeting admissions standards for other mathematics courses. Not applicable toward mathematics requirements in general education or toward any associate degree at Valencia Community College. (Special Fee in Self-paced Lab Sections.)

MAT 0024  3 Credits
ELEMENTARY ALGEBRA
Prerequisite: MAT 0003 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 or toward any associate degree at Valencia Community College. (Special Fee)

MAT 1033  3 Credits
INTERMEDIATE ALGEBRA
Prerequisite: Satisfactory score on entry level assessment MAT 0024 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  1-4 Credits
DIRECTED INDIVIDUAL STUDIES
Individual study in mathematics is designed to provide the student an opportunity to develop specific individual program related mathematical skills and/or concepts in an individualized setting. This course may not be used in lieu of any mathematics course listed in the catalog. Application must be made to the department office.

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

MGF 2202  1-3 Credits
COLLEGE MATHEMATICS
Prerequisite: MAT 1033 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.

MAT 2949  2-4 Credits
COOPERATIVE EDUCATION: MATHEMATICS 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.

MTB 1304  2 Credits
MODERN COMPUTATIONAL METHODS
This course is open to any student desiring to learn to use a microcomputer or a programmable calculator as an aid in solving mathematical problems. The student will gain experience solving problems using programming techniques. Flow charting is used. Each student is expected to complete an individual project in which modern computational methods are used to solve a problem in a selected field of study. This course is recommended for pre-business, pre-science and pre-engineering majors.
MTB 1364  1 Credit
THE METRIC SYSTEM
A course designed to familiarize the student with the metric system. The course includes a study of the history of the metric system, classroom applications of metric mensuration, advantages and disadvantages of the metric system and conversion between the customary and metric systems and conversion of units within the metric system.

STA 2014  3 Credits
ELEMENTARY STATISTICS
Prerequisite: Two years of high school algebra with a grade of "C" or better. MAT 1033 or MAC 1104 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  1 Credit
INTRODUCTION TO MLT
Prerequisite: Acceptance into the MLT program. An orientation to the profession of medical technology. Major areas of microbiology, chemistry and hematology are presented in addition to medical terminology, ethics, societies and licensure regulations. (Special Fee)

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

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

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

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

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

MLS 2600  1 Credit
INSTRUMENTATION
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 2620C  4 Credits
CLINICAL CHEMISTRY
Prerequisites: 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  2 Credits
BLOOD BANK PRACTICUM
Prerequisite: MLS 2525C. The student performs Blood Bank procedures under supervision in an approved clinical laboratory. (Insurance fee)

MLS 2808L  3 Credits
SEROLOGY/URINALYSIS PRACTICUM
Prerequisites: 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.

MLS 2809L  5 Credits
HEMATOLOGY PRACTICUM
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
Prerequisites: 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
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.

MLS 2930  1-5 Credits
SELECTED TOPICS IN MEDICAL LABORATORY TECHNOLOGY
Designed for students interested in obtaining additional or selected medical laboratory technical skills and clinical experience. Provides seminar-type discussion and classroom activities for students who wish to pursue selected topics in MLT. (May require student to provide professional liability insurance. Lab fee may be required.)
MILITARY SCIENCE

MIS 1031 INTRODUCTION TO MILITARY SCIENCE 2 Credits
Organization of the Army and the ROTC program. Discussion will include career opportunities, significance of military courtesy and basic principles of land navigation.

MIS 1400 FUNDAMENTALS OF LEADERSHIP DEVELOPMENT 2 Credits
Development of leadership abilities will be accomplished through practical exercises and field training exercises. Analysis of weapons, basic first aid principles, customs and traditions and roles of the army, national guard and reserves will be presented.

MIS 2300 SMALL UNIT TACTICS 2 Credits
Small unit tactics with emphasis on patrolling. Advanced map reading, including military geography, land navigation, use of the compass, and military symbols will be discussed.

MIS 2120 THE THREAT 2 Credits
Comparison of the United States Army with foreign armies, to include current threat and potential use of nuclear, biological and chemical warfare. Introduction to communications.

MUSIC

Valencia Community College offers courses in music for all students and strives to bring the performing arts to the community. The college seeks to contribute to the cultural life of the community by sponsoring or providing concerts, recitals, clinics, workshops and continuing education courses in music. Numerous opportunities for performance on the campus and in the community are available through ensembles.

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

Any student who desires to major in music must enroll concurrently in musicianship, performance, ensemble and those proficiency courses for which he/she is qualified. Enrollment in a performance course (private instruction in voice, piano, or principal band or orchestral instrument) has the prerequisite of an audition for freshman and transfer students or a satisfactory grade in the previous performance course. If the audition of an entering student indicates a level of proficiency and potential below that expected of a freshman music major, the student will be required to enroll in the applicable preparatory freshman instruction course until a subsequent audition reveals ability to perform satisfactorily in the applicable principal freshman instruction course. Credit earned in preparatory instruction will not satisfy requirements in the student's principal instrument.

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

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

MUL 1211 MUSIC LITERATURE 3 Credits
Prerequisites: 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 SYMPHONIC BAND 1 Credit
Prerequisites: 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**
**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**
**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**
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**
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**
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**
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**
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**
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 sightsinging. (No laboratory fee)

**MUS 1112**
**MUSICIANSHIP II**
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**
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**
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**
**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**
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 sightsinging. (No laboratory fee)

**MUT 1352**
**JAZZ POPULAR MUSIC II**
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**
**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**
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 MKV 1111. May be repeated for credit. (Special Fee)

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

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

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

**MVV 1121A&B**  
CLASS VOICE III & IV  
1-1 Credit  
For intermediate and advanced students with vocal 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 1143**  
MATHEMATICS AND PHARMACOLOGY FOR NURSING  
3 Credits  
Corequisite: NUR 1023C or NUR 1001C. 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 1023C**  
10 Credits  
**NURSING I FUNDAMENTALS OF NURSING**  
Prerequisites: APB 2203C and APB 2204C.  
Corequisite: NUR 1143. Introduces student to basic concepts of health and general effects of stress on individuals throughout the life cycle. Presents nursing process as approach to patient care. Emphasizes human needs relating to hygiene, comfort, safety, activity, elimination, rest, sleep, and effective communication. Focuses on understanding physiological and psychological functions of adult patient. Covers selected principles from physical, biological and social sciences. Principles applied to development of basic nursing skills. Introduces basic skills in assessing, planning, implementing and evaluating patient care. (Special Fee, Insurance Fee)

**NUR 1001C**  
10 Credits  
**TRANSITION**  

**NUR 1212C**  
10 Credits  
**NURSING II COMMON RESPONSES TO ILLNESS**  
Prerequisite: NUR 1023C and APB 2003C. Corequisite: APB 2204C. Builds on the theory and skills basic 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)

**NUR 1943**  
3 Credits  
**CLINICAL ELECTIVE**  
This course is a clinical elective designed to increase nursing competencies, judgments and self-confidence in the care of hospitalized patients. It offers the students an opportunity to increase their clinical experience and refine clinical skills. Criterion-
referred 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 teaching-learning process to monitor the progress of students and to provide feedback to students. (Special Fee)

NUR 2460C
NURSING IV MATERNAL CHILD HEALTH NURSING
Prerequisites: NUR 2730C, MCB 2010C, DEP 2004. Designed to adapt the theory and skills attained in Nursing I, II and III to the care of the childbearing and childrearing family. The course introduces the student to the basic theoretical concepts and skill utilized during the childbearing cycle. The course focuses on developmental theories utilized in assessing, planning, implementing and evaluating care for the childbearing and childrearing family as a unit. The effect of stress and adaptation on the family unit is viewed from a physiological, psychological and developmental perspective. (Special Fee, Insurance Fee)

NUR 2730C
NURSING III COMPLEX RESPONSES TO ILLNESS
Prerequisites: APB 2204C, NUR 1212C or NUR 1001C. Corequisites: MCB 2010C, DEP 2004. Builds on medical surgical nursing theory and skills learned in Fundamentals of Nursing and Common Responses to Illness. Focuses on pathophysiological processes in adult patients with complex illnesses. Emphasizes advanced medical-surgical nursing theory and application of nursing process in care of selected patients. Focuses on understanding emotional reactions of patients and families during critical illnesses. Includes theoretical content: complex disturbances of oxygen transport, fluid and electrolyte balance, and motor and sensory deprivation. Facilitates advanced technical skills used in caring for patients with complex problems. Includes clinical experiences that stress independent use of nursing process in care of patients with rapidly changing needs. Stresses short-term and long-term goals in planning care for selected patients and groups of patients. (Special Fee)

NUR 2520C
NURSING V PSYCHIATRIC NURSING
Prerequisite: NUR 2460C. 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 2810C
NURSING VI CLINICAL PRACTICUM IN PATIENT CARE MANAGEMENT
Prerequisite: NUR 2520C. Corequisite: NUR 2891. 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)

NUR 1191
DEATH, DYING, LOSS AND GRIEF
This course is designed to remove the social taboo of using such words as dead, 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.

NUR 2891
LEADERSHIP THEORY
Prerequisite: NUR 2520C. Corequisite: NUR 2810C. 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. Problems in nursing practice are analyzed and solutions are determined through group discussion. The student is guided in career planning and emphasis is placed on the transition from student to graduate nurse.

NUTRITION

HUN 1001
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 insects commonly encountered in the horticultural and structural pest control industries.

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

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

ENY 2011
SEMINAR: PEST CONTROL BUSINESS ADMINISTRATION
Prerequisite: GEB 1011. Studies in the basic nature of
pest control services: site 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  
4 Credits  
Prerequisite: ENY 1002, ENY 1102 and ENY 1220. A practical approach to the identification, biology, life histories, inspection procedures and controls involving general household pests.

**ENY 2227**  
WOOD DESTROYING PESTS AND THEIR CONTROL  
4 Credits  
Prerequisite: ENY 1002, ENY 1102, ENY 1220. A practical approach to the identification, biology, life histories, detection and control of termites, beetles and fungi which destroy wood in structures. The operation and selection of tools and equipment is also demonstrated and discussed.

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

**ENY 2940**  
FIELD SERVICE  
2 Credits  
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**  
PHILOSOPHY  
3 Credits

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  
3 Credits

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 EDUCATION**

**DAA 2160**  
CONTEMPORARY DANCE  
2 Credits

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. Also offered as CN 92, noncredit.

**DAA 2200**  
BALLET I  
2 Credits

The class consists of basic techniques at the barre using basic foot, arm and body positions. There is center floor work which 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  
2 Credits

Prerequisite: Permission of professor. The student...
experiences intensification of barre and centre work. Students are introduced to the eight basic body directions with corresponding arms and body alignment, pirouettes and use of beats.

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

**DAA 2561**  
**JAZZ DANCE II**  
2 Credits  
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**  
2 Credits  
Designed to introduce the individual to the sport of bowling. Stress is placed on correctness of performance as well as the competitive nature of the game. Physical demands in this course are low, and skills learned have value for use in leisure hours. Also offered as CN 86, noncredit.

**PEL 1121**  
**BEGINNING GOLF**  
2 Credits  
The basic fundamentals pertaining to the grip, stance, posture and swing are stressed. Work with the woods, irons, chipping and putting is included. Discussions are held on the rules of play, etiquette and purchase and care of equipment. All equipment is furnished. The recreational and carry-over values of the sport are emphasized. Also offered as CN 103, noncredit.

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

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

**PEL 1341**  
**TENNIS I**  
2 Credits  
Designed specifically for the beginning tennis player. Body movements, positioning, footwork and stroke technique are introduced and related to the forehand drive, backhand drive, 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**  
2 Credits  
Designed specifically for the student wanting to develop the advanced skills of a good tennis player. The lob, overhead and drop shot are introduced while advanced development of the fundamental strokes is emphasized. Practical playing experience aids in teaching strategy. Students enrolling in this class should have better than average tennis form for the ground strokes, volley and serve. Playing experience suggested.

**PEL 1346**  
**BADMINTON I**  
2 Credits  
Body movement, positioning, footwork and stroke technique 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 1012**  
**FITNESS FOR THE DISABLED**  
1-2 Credits  
Individualized fitness program geared to the student's capabilities; strength and aerobic training in independent workouts.

**PEM 1141**  
**AEROBICS**  
2 Credits  
Individualized, non-jarring aerobic exercise involving bicycling, rowing, cross-country skiing. Lectures on
PEM 1171 DANCE AEROBICS 2 Credits
A program of physical fitness based on the popular aeroerobic exercises choreographed to music. Individual exercise programs will be designed for people of all ages.

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

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

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

PEM 2101 FITNESS FOR LIFE 3 Credits
Physical fitness as a lifelong process. Individualized fitness program involving strength training, aerobics, and lectures on stress, diet and nutrition.

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 kata while performing the fundamentals of Karate Do in complex patterns of simulated defensive situations.

PEOP 2823 BASKETBALL OFFICIATING 2 Credits
Designed to improve the knowledge and officiating skills of beginning as well as veteran basketball officials. Special emphasis is given to the areas of rules knowledge, hand and arm mechanics and proper floor coverage.

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

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

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

PHYSICS

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

PHY 1402C OPTICAL PHYSICS 4 Credits
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.

PHY 2048C-2049C GENERAL PHYSICS WITH CALCULUS I-II 4-4 Credits
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)

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

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

POLITICAL SCIENCE

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

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

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

POS 1001
INTRODUCTION TO POLITICAL SCIENCE
3 Credits
A survey of the discipline of political science. An examination of important concepts in the development of Western political thought. A discussion of selected topics in various fields of inquiry within political science.

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

POS 2112
STATE AND LOCAL GOVERNMENT
3 Credits
In-depth study of state, county and municipal government with emphasis on contemporary problems.

POS 2900
SELECTED TOPICS IN POLITICAL SCIENCE
1-3 Credits
Prerequisite: POS 1041 or permission of department. These seminars are for students who are interested in special topics and desire to explore further the field of political science through research, discussion and observation.

POS 2949
COORDINATE EDUCATION: POLITICAL 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.

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

PSYCHOLOGY

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

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

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

DEP 2004
DEVELOPMENTAL PSYCHOLOGY
3 Credits
Prerequisite: PSY 1012. Designed to survey theory and research on development from conception through death. Emphasizes biological, psychophysical and social variables which influence human behavior.

EDP 2002
EDUCATIONAL PSYCHOLOGY
3 Credits
A study of psychological principles and how they apply to the educational process. Major areas considered are principles of learning, individual differences, motivation, mental abilities, measuring outcomes of learning and study of the teaching-learning situation. (This course is especially designed for 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 2939
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,
RADIOLOGIC TECHNOLOGY

RTE 1001 MEDICAL TERMINOLOGY FOR RADIOGRAPHERS
Introduction to medical abbreviations, symbols, and terms which the professional will employ throughout his/her career. A word building system is introduced and specific terminology for the body is related. Understanding radiographic orders and diagnostic reports are discussed.

RTE 1002 INTRODUCTION TO RADIOGRAPHY
This course will provide the student with an overview of radiography and its role in health care delivery. An appreciation of Radiologic Technology will be established through an understanding of medical history. Students will be oriented to academic and administrative structure, key departments and personnel, and to the profession as a whole. Student responsibilities will be outlined and medical ethics and law will be discussed. Basic principles of radiation protection and patient care will be introduced.

RTE 1111 PATIENT CARE IN RADIOGRAPHY
This course will provide the student with concepts of patient care including consideration of physical and psychological conditions. Routine and emergency patient care procedures will be described. The use of contrast media will be explored. The role of the radiographer in patient education will be identified. Aspects of death and dying will be discussed.

RTE 1206 INTRODUCTION TO COMPUTERS IN RADIOGRAPHY
The student will be introduced to fundamental principles of computer technology. Computer concepts and terminology will be discussed. Computer applications in radiology will be identified.

RTE 1405 RADIOGRAPHIC PROCEDURES
A study of patient positioning, equipment manipulation and quality evaluation of radiographic studies of the chest, abdomen, appendicular skeleton, axial skeleton and basic iodinated and barium studies. Emphasis is placed on radiation protection and patient care.

RTE 1405L RADIOGRAPHIC PROCEDURES LAB I
Demonstration and student practice in the radiographic positioning of the chest, abdomen, appendicular skeleton, axial skeleton, and basic iodinated and barium studies.

RTE 1613 RADIATION PHYSICS AND IMAGING EQUIPMENT
A study of atomic theory and structure, electrostatics, electrodynamics, magnetism, electromagnetism, electric generators and motors, production and control of high voltage, rectification, circuitry, x-ray tubes, electromagnetic radiation, and interaction of radiation with matter. This course also includes a study of radiological equipment and imaging modalities.

RTE 1613L RADIATION PHYSICS LAB
Practical application of the principles of radiation physics.

RTE 1819L RADIOGRAPHY CLINICAL EVALUATION I
Supervised clinical experience and competency evaluation in performing routine radiographic procedures with emphasis on radiation protection, patient care, equipment orientation, radiographic technique, darkroom procedures, and film quality evaluation.

RTE 1829L RADIOGRAPHY CLINICAL EVALUATION II
A continuation of supervised clinical experience and competency evaluation in performing routine radiographic procedures with emphasis on radiation protection, patient care, equipment orientation, radiographic technique, darkroom procedures, and film quality evaluation.

RTE 2153 PATHOPHYSIOLOGY FOR RADIOGRAPHERS
The study of radiographic procedures in the diagnosis and treatment of disease.

RTE 2384 RADIATION BIOLOGY AND PROTECTION
A study of the principles of cell radiation interaction and radiation protection. Radiation effects of cells and factors affecting cell response are presented. Acute and chronic effects of radiation are discussed. Radiation protection responsibility by the radiographer to patient, personnel and the public is presented. Maximum permissible dose and regulatory involvement discussed.

RTE 2413 RADIOGRAPHIC EXPOSURE AND PROCESSING
A study of the factors that govern and influence the production of the radiographic image on radiographic
film. Radiographic film processing and artifacts will be described. Film, film holders and intensifying screens will be discussed.

RTE 2413L
RADIOGRAPHIC EXPOSURE AND PROCESSING LAB
Practical application of factors affecting radiographic exposure.

RTE 2415
RADIOGRAPHIC PROCEDURES LAB II
The student's competency is prefected in doing certain rarely done or difficult positioning procedures such as for mastoids, internal auditory canals, optic foramina, sternum, scapula, etc.

RTE 2417
EVALUATION OF RADIOGRAPHS
Group and individual sessions for the evaluation of the diagnostic quality of selected radiographs.

RTE 2473
RADIOGRAPHIC QUALITY ASSURANCE
This course will provide the student with an introduction to the evaluation of radiographic systems to assure consistency in the production of quality images. The components involved in the radiography system will be identified. Tests and procedures to evaluate these components will be discussed. Tests and procedures to evaluate these components will be discussed. State and federal impacts will be described.

RTE 2473L
RADIOGRAPHIC QUALITY ASSURANCE LAB
Practical application of tests and procedures to evaluate components of radiographic systems.

RTE 2849L
RADIOGRAPHY CLINICAL EVALUATION III
A continuation of supervised clinical experience and competency evaluation in performing routine radiographic procedures with emphasis on radiation protection, patient care, radiographic technique, film quality evaluation, and computerized axial tomography.

RTE 2879L
RADIOGRAPHY CLINICAL EVALUATION IV
A continuation of supervised clinical experience and competency evaluation in performing routine radiographic procedures with emphasis on radiation protection, patient care, radiographic technique, film quality evaluation, and advance procedures, including computerized axial tomography, magnetic resonance imaging, angiography/digital vascular imaging, sonography, ultrasound, nuclear medicine, and radiation therapy.

RTE 2930
RADIOLOGIC SCIENCE SEMINAR
Seminars on advanced radiographic contrast studies and imaging modalities. A review of all aspects of radiography for preparing for the national certifying examination.

READING

REA 0001
COLLEGE-PREP READING I
3 Credits
Required for students scoring 17 or below on ASSET or making equivalent score on other state-approved entry test. Study of literal and critical comprehension skills with emphasis on literal skills and organizational patterns of information. Includes strategies for vocabulary development. Three hours of classroom instruction; two hours of support in lab. Credit does not apply toward associate degree. Upon completion with "C," student must take REA 0002.

REA 0002
COLLEGE-PREP READING II
Prerequisite: REA 0001 with "C" or score of 18-21 on ASSET or equivalent score on other state-approved entry test. Review and reinforcement of skills covered in REA 0001. Emphasis on additional critical comprehension skills. Strategies for vocabulary development. Three hours of classroom instruction; two hours of support in lab. Credit does not apply toward the associate degree. Students who pass with scores equivalent to 22-26 on ASSET are strongly encouraged to enroll in REA 1106.

REA 1106
READING SKILLS
3 Credits
Prerequisite: REA 0002 or score of 22 on ASSET. Reinforcement of comprehension skills and vocabulary development. Emphasis on developing strategies for learning and remembering new words.

REA 1205
READING TECHNIQUES
3 Credits
Designed to assist students with average and above-average reading ability to develop optimal reading skills. Emphasis on increasing reading speed and flexibility; developing thorough, accurate, and critical comprehension, and acquiring precise and extensive vocabulary.

REA 1620
STUDY SKILLS FOR COLLEGE
1-3 Credits
Series of courses designed to improve textbook study, reading ability, time management, and critical thinking and problem-solving skills. Includes Study Skills for College Survival, Test-Taking and Critical Reading and Thinking. May be taken for 1, 2, or 3 credits as arranged with professor. Sample minicourses include Time Control; Study-Reading College Textbooks; Notetaking on Textbook Reading — underlining, outlining summarizing, and mapping; Memory Improvement; Listening to and Taking Examinations; Reducing Test Anxiety; Graph, Map and Chart Reading; Critical Reading; Creative Thinking and Problem Solving.

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

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

REE 1000
REAL ESTATE PRINCIPLES AND PRACTICES
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 R EE 1000 and BUL 1303 end of course exam and receive a grade of 70 percent or better.

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

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

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

REE 2101
REAL ESTATE APPRAISING II
Prerequisite: R EE 2100. A continuation of Real Estate Appraising I. Emphasis is given to the application of theories studied in R EE 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 pulmonary functions: normal ventilation and regulation of respiration, response to gases and ions, lung reflexes and ventilatory and mechanical factors. Also included are pulmonary circulation, gas diffusion, manifestations of disease and blood gas analysis. (Special Fee)

APB 2293
RESPIRATORY PATHOLOGY

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
Prerequisites: RET 1026, Corequisites: RET 1264 and
APB 1650. Approximately 16 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 - $19.00)

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)

RET 2875C
CLINICAL PRACTICE II
Prerequisite: RET 1874C. Approximately 16 contact
hours for every 4 semester hours credit. Each student
assigned clinical practice in the intensive care, cardiac
care, progressive care and emergency room units
under the supervision of a staff respiratory therapist or
clinical instructor. Emphasis on volume ventilators and
advanced patient care, pediatric/neonatal as well as
adult. (Special Fee)

RET 2876C
CLINICAL PRACTICE III
Prerequisites: RET 2875C and RET 2284C. 
Approximately 16 contact hours for every 4 semester
hours credit. Each student assigned clinical tasks and
orientation in pulmonary function lab, cardiac
catheterization and open heart surgery under the
supervision of the staff respiratory therapist or clinical
instructor. (Special Fee)

SOCIAL SCIENCE

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

SSI 2641
FIELD EXPERIENCE IN SOCIAL SCIENCES
Two (2) hours per week of appropriate field experience
under professional supervision. This course is
designed for students who wish to pursue particular
interests in areas related to any of the social sciences
and to gain some actual experience in the field. The
course may be repeated for a maximum of three
semesters of credit.

SOCIOLOGY

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

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

SYG 2000
INTRODUCTORY SOCIOLOGY
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
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 3 Credits
DEVIANT BEHAVIOR:
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 deviance, physical deviance, suicide, mental disorder and crime.

SYG 2430 3 Credits
MARRIAGE AND THE FAMILY
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 1-3 Credits
SELECTED TOPICS IN SOCIOLOGY
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 2-4 Credits
COOPERATIVE EDUCATION: SOCIOLOGY 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.

SPANISH

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

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

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

SPN 1100 3 Credits
ELEMENTARY SPANISH I
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.

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

SPN 1170-2270 6-6 Credits
OVERSEAS STUDY IN SPANISH LANGUAGE AND CULTURE I and II
Prerequisite: Permission of the department chairman. These courses consist of two phases: (1) The orientation program gives the student the opportunity to make certain cultural, personal and educational adjustments prior to the beginning of summer study at a Spanish university; (2) The period of study at the university offers the student excursions, field trips and special activities. After the summer courses, there are organized travel tours that broaden the student's cultural experience. The student will take for credit or audit 6 to 12 hours.

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

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

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

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

SPW 2100-2101 3-3 Credits
INTRODUCTION TO SPANISH LITERATURE
Prerequisite: SPN 2201 or equivalent. The first semester is a survey of the literary masterpieces of Spain from the 12th century to the Golden Age. The second semester is a continuation from 1800 to the 20th century.

SPEECH

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

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

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

SPC 1600 3 Credits
FUNDAMENTALS OF SPEECH
Principles of oral communication common to speaking and listening. Emphasis on listening techniques and preparation and delivery techniques for extemporaneous speaking. Grade of “C” to satisfy general education requirements.

SPC 1603 3 Credits
PUBLIC SPEAKING
Prerequisite: SPC 1600. Advanced principles of audience communication. Methods of presentation include impromptu, extemporaneous and manuscript. Categories include informative, entertainment, persuasion and group discussion.

SPC 1700 3 Credits
CROSS CULTURAL COMMUNICATION
Study and application of awareness skills for communication with people of other cultures. Upon completion, the student will be able to use problem analysis skills when communicating with people of other cultures.

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

STUDENT DEVELOPMENT

SLS 1261 3 Credits
STUDENT LEADERSHIP DEVELOPMENT
A study of the dynamics of student organizational behavior with emphasis on personal and group goal setting, self affirmation, conflict resolution and the development of leadership skills.

SURVEYING TECHNOLOGY

SUR 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
PHOTOGRAMMETRY
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.

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**TELEVISION**

**RTV 1200** 3 Credits
**TELEVISION PRODUCTION**  
Introduction to basic procedures and practices in producing. Emphasis on beginning television production techniques in studio. Includes use of cameras, lighting and staging, and application of some techniques in scriptwriting and directing.

**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 selected from 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.

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**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.

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**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, costuming, 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 2262  
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  
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  
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  
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 techniques, rehearsal behavior.

TPP 1111  
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, 1986

OPEN CAMPUS ADMINISTRATION
Edmund K. Gross............................Provost of the
Open Campus and Executive Director of
the Valencia Community College
Foundation
Paul A. Kinser.............................Dean of Continuing
Education
Ray G. Love............................Director of Community
Services
Robert L. Milke.............................Director of Governmental
Services Programs

EAST CAMPUS ADMINISTRATION
W. Carolyn Allen............................Provost of the
East Campus
Judith M. Jones........................Chairman of Mathematics/
Science/Physical Education
Department
Grace S. Kehrer........................Chairman of
Communications/Humanities Department
Joseph A. Spitzer.......................Director of Student Services,
East Campus
Stanley H. Stone........................Chairman of Vocational
Programs Department
Quentia P. Thom........................Chairman of Fine Arts/
Social Sciences Department

WEST CAMPUS ADMINISTRATION
Anita J. Harrow............................Provost of the
West Campus
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.........................Director of Student Services,
West Campus
Rosita Martinez.........................Chairman of Foreign
Language Department
Charles E. Miller.......................Chairman of Physical
Education Department
William C. Prentiss.....................Chairman of Social
Science Department
Hugh K. Rogers.........................Chairman of Technical
and Engineering Related
Programs Department
J. Louis Schiegel.......................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
W. Michael Hooks.......................Vice President for
Planning, Research and Development
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. Drobin.......................Director of Admissions and
Records
Susan E. Kelley.........................Director of Development
John W. Quinley.........................Director of Institutional
Research
Thomas M. Henkel, Jr................Assistant to the President
M. Keese Perry.........................Director of Accounting
and Controller
Preston D. Rosser.......................Director of Financial Aid
and Veterans' Affairs
Barbara Joan Tiller....................Director of Vocational
Education
Geraldine F. Thompson................Assistant to the
President for Equal Opportunity
Alderman, Freddie L.  
Mathematics  
B.S., Florida A & M University  
M.A., Rollins College

Alexander, Andrew R.  
Humanities  
B.A., Columbia College  
M.A., Teachers College  
Ed.D., Teachers College

Allen, Jerry L.  
Communications  
B.S., East Texas State University  
M.S., East Texas State University

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

Ancona, Carol T.  
Interdisciplinary Studies  
B.A., Syracuse University  
M.S., Syracuse University

Andrews, Donald W.  
Humanities  
B.A., Florida State University  
M.A., Florida State University

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

Afiko, Mary Ann  
Assistant Director of  
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Foundation, Inc.  
B.A., U.C.L.A.  
M.Ed., U.C.L.A.

Barnett, Clifton E.  
English  
B.A., University of Alabama  
M.A., Stetson University

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

Benefield, Jack W.  
Chemistry  
B.S.Ed., University of Georgia  
M.Ed., University of Georgia

Bennatti, Anthony J.  
Institute for Business and

Industry Services  
B.A., Union College  
M.A., State University of New York  
at Stony Brook  
M.B.A., Iona College  
Ph.D., State University of New York  
at Stony Brook

Bennett, Lula M.  
Political Science  
A.B., Valdosta State College  
M.A.T., Rollins College  
Ed.D., Nova University

Bevan, Kenneth V.  
Legal Assistant Program  
B.A., University of Florida  
J.D., Samford University

Blackney, W. R.  
Art  
B.S., Western Michigan University  
M.A., Western Michigan University

Boyett, Therlene  
Mathematics  
B.S., West Texas State University  
M.S., West Texas State University

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Economics  
B.A., University of Vermont  
M.A., State University of New York/ 
Binghamton

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and Employee Relations  
B.A., California State University  
M.S., Rollins College  
Ed.S., Florida Atlantic University  
Ed.D., Florida Atlantic University

Byrne, 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

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Nursing  
B.S.N., St. Anselm College  
M.S., Boston University

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M.Ed., University of Central Florida

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M.L.S., Florida State University

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B.S., Mississippi State College  
for Women  
M.S., Florida State University
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M.A., University of Central Florida

Centko, John M., Jr.
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B.S., Murray State University
M.S., Murray State University

Chaffin, Barbara J.
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B.S., Emory University
M.A., University of South Florida

Chapman, Beverly M.
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Ed.D., University of Florida

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Dental Hygiene
B.S., Ferris State College
M.A., Iowa State University

Cheesebrough, Peter N.
Electronics Technology
B.S., Stanford University
M.A., San Jose State University

Childress, Steven R.
Manager, Purchasing, Risk Management & Business

Chittenden, George E., Jr.
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B.I.E., University of Florida
M.B.A., Rollins College

Choice, Bonnie
Reading
B.S., Florida A & M University
M.S., Florida A & M University

Closson, Rosemary B.
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B.S., Howard University
M.A., Nova University

Coffman, Judith A.
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Cohen, Carol E.
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M.A., University of Central Florida

Coleman, Hoyte A.
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M.S., University of Southern California

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B.S., Beloit College
M.A., Rollins College

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B.S., Purdue University
M.S., Purdue University
Ph.D., Purdue University

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B.A., University of Nebraska
M.B.A., University of Central Florida

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M.B.E., University of Mississippi

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M.L.S., University of Michigan

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M.S., Purdue University

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J.D., University of Baltimore

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Ed.D., Nova University

Dow, George M.
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B.A., University of Florida
M.B.A., University of Central Florida
C.P.A., Florida

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M.A., George Washington University

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Psychology
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M.S., Indiana University
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Edwards, Linda M.
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B.S., University of Missouri
M.S., Central Michigan University

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Ed.S., University of Florida
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M.S.N., University of South Florida

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M.A., University of Minnesota

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M.F.A., Florida State University

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M.S., Florida State University

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Biology
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M.A., West Virginia University

Garwood, Joe A.
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B.A., Washburn University
M.S., Florida State University

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B.S., Bethany Nazarene College
M.C.S., Rollins College
Ed.D., Nova University

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M.S., University of Central Florida

George, James
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M.A., Central Bible College and Seminary
M.S.M., Rollins College

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B.S., Western Michigan University

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M.A., Miami University

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M.M., University of Florida

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M.A., Trenton State College

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M.Ed., University of Florida

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<table>
<thead>
<tr>
<th>Name</th>
<th>Institution/Field</th>
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<tbody>
<tr>
<td>B.A., University of Central Florida</td>
<td>M.A., University of Central Florida</td>
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<td>Ph.D., Florida State University</td>
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<td>Straub, Joseph T.</td>
<td>Business</td>
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<td>B.S., Florida State University</td>
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<td>M.S., Rollins College</td>
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<td>Stuart, Virginia E.</td>
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<td>B.A., Rutgers University</td>
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<td>Sugler, Mary</td>
<td>Speech</td>
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<td>B.S., Indiana State College</td>
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<td>B.A., University of Central Florida</td>
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<td>Taylor, Beverly P.</td>
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<td>B.S., University of Southern Mississippi</td>
<td>M.S., Indiana University</td>
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<td>Taylor, Mary Lorene</td>
<td>Sociology</td>
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<td>Vandermaat, Roberta J.</td>
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<td>Woodard, Nora D.</td>
<td>Reading</td>
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<tr>
<td>B.S., Albany State College</td>
<td>M.A., University of Central Florida</td>
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<td>B.S.N., University of Virginia</td>
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<td>Biology</td>
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<td>M.A., University of Kentucky</td>
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<tr>
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<td>Zapico, Silvia C.</td>
<td>Chemistry</td>
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<tr>
<td>M.S., University of Miami</td>
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<tr>
<td>Name</td>
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<td>Abrams, Richard E.</td>
<td>Mail Clerk</td>
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<td>Adams, Kathy A.</td>
<td>Word Processing Specialist II-CITE</td>
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<tr>
<td>Adams, Rose E.</td>
<td>Senior Payroll Specialist</td>
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<td>Akbal, Bebi A.</td>
<td>Cashier</td>
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<td>Alvarez, Gustavo A.</td>
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<td>Amendolaro, Frank T.</td>
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<td>Ball, Gordon C.</td>
<td>Bookstore Assistant II</td>
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<td>Coordinator of Communications and Marketing</td>
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<td>Buffo, Emil A.</td>
<td>Air Conditioning Technician</td>
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<td>Gunnett, Peggy L.</td>
<td>Assistant to Director of Financial Aid</td>
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<td>Handley, Bruce L.</td>
<td>Evening Admissions &amp; Records Analyst</td>
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Mannino, Peter J.
Job Location & Development
Specialist I

Marcla, Linda I.
Secretary I

Martin, Robert C.
Groundskeeper Working Supervisor

Matson, Paul A.
Maintenance Technician III

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 Supervisor

Metta, Mary C.
Security Guard

Miller, Dianylnn S.
Educational Advisor

Miller, Robin L.
Supervisor Grounds Maintenance - West Campus

Milligan, Rhonda D.
Research Analyst

Mills, David G.
Custodian I

Mobley, Randy F.
Physical Education Center Building/ Equipment Manager

Moore, Geneva J.
Custodian I

Moore, Robert F., Sr.
Maintenance Technician I

Moore, William H.
Security Guard

Moses, Cynthia E.
Computer Operator

Moultrie, Alice G.
Custodian I

Muckel, Vicki E.
Secretary II

Munroe, Judith A.
Word Processing Specialist II

Musgrave, Richard B.
Programmer/Analyst II

Mutter, Joan C.
Admissions/Records Specialist

Napoleon, Booker T.
Custodian I

Neison, Donna
Word Processing Specialist I

Neverdale, Joan L.
Secretary II

Niblack, Marcia E.
Financial Aid Specialist I

Nightingale, Nancy J.
Admissions/Records Specialist

O'Leary, Erika K.
Mail Clerk

Olmstead, Ronald G.
Laboratory Assistant

O'Neal, Kevin S.
Groundskeeper I

Otero, Della M.
Accounting Clerk I

Owen, Martha B.
Office Supervisor II

Page, Judith T.
Gallery Curator

Pahl, Donald L., Jr.
Facilities Assistant I

Palmer, Betty H.
Office Supervisor I

Parah, Betsy F.
Learning Center Coordinator

Parker, Mary A.
Secretary I

Patzer, Ernest T.
Groundskeeper I

Peayne, Sophia
Secretary I

Peebles, Carlos E.
Maintenance Technician II

Perkins, Walter W.
Electronics/Electro-optics Laboratory Technician

Petty, Marlene K.
Personnel Specialist

Phillips, Archie
Press Shop Working Supervisor

Phillips, Ciara H.
Office Supervisor I

Pinkney, Lois E.
Word Processing Specialist I

Procacci, Eileen G.
Secretary II

Proctor, Edward H.
Property Records Specialist

Provido, Jose G.
Security Guard

Prum, Evelyn
Instructional Laboratory Coordinator

Purcell, Marva A.
Senior Secretary - CITE

Pyster, Doris B.
Office Supervisor I

Quigley, Dawn L.
Accounting Clerk I

Rahberg, Donna L.
Instructional Assistant - Science

Rainer, Martha A.
Learning Center Coordinator

Ranke, Ruth A.
Library Assistant

Ratliff, Barbara G.
Payroll Supervisor

Ratliff, Robert E.
Facilities Coordinator

Reilly, Barbara
International Student Advisor

Ribbe, Helen D.
Office Supervisor I

Rivera, Pedro
Accounting Manager

Robinson, Lee E.
Custodian I

Rodgers, Albertis
Custodian I

Rodgers, Brinson
Groundskeeper I

Rogers, JoAnn
Custodian I

Ruiz, Ileana T.
Secretary I

Russell, Thomas R.
Financial Aid Clerk
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</table>
Thomas, Gene
Maintenance Technician I

Tighe, Ardella F.
Bookstore Manager

Toner, Jo Anne S.
Assistant to Registrar - West Campus

Torvik, Thelma M.
Personnel Assistant

Trachy, Linwood A.
Supplies Specialist

Triller, Dora B.
Secretary III

Tu, Louis P.
Custodian I

Tulios, Mary B.
Accounting Clerk I

Tyner, Denise K.
Office Supervisor, III

Utech, Robert W.
Programmer/Analyst II

Vallente-Hernandez, Rene V.
Groundskeeper I

Van Twyver, Patricia A.
Senior PBX Operator

Venable, Betty N.
Admissions/Records Specialist

Venson, Curtis
Groundskeeper I

Vidmar, Loretta L.
Financial Aid Specialist I

Vinas, Aquillino
Custodian I

Vogel, Dorothy C.
Psychometric Technician

Washburn, Joan E.
Physical Plant Services Coordinator I

Washington, Esther L.
Job Development Assistant

Watkins, Sara H.
Office Systems Manager

Watson, James R.
Educational Advisor

Webb, Cherie Y.
Accounting Clerk I

Weller, John H.
Assistant to Registrar - East Campus

Wilkerson, Jimmie C.
Custodian I

Williams, Annie P.
Custodian I

Williams, Norie N.
Groundskeeper I

Willis, April S.
Financial Aid Specialist I

Witham, Alton B.
Supervisor Finance Office - East Campus

Witham, Dolores L.
Financial Aid Specialist II

Wollam, Mary A.
Secretary I

Wright, George, Sr.
Assistant Supervisor Custodial Services

Young, Madelyn J.
Career Advisor

Young, Mary Jane
Secretary I

Zaman, Marie F.
Audio Visual Specialist II

Zielke, Marilyn F.
Purchasing Assistant
Members of the Foundation Executive Committee for 1986-87 include (standing, left to right) Thomas E. Triplett, Edmund K. Gross, Alan C. Starling, Patrick C. Crowell and President of Valencia Community College Paul C. Gianini, Jr. Also pictured (seated left to right) F.B. Bywater, Robert M. Vickery and Elizabeth A. Sterchi.

1986-87 EXECUTIVE COMMITTEE

Robert M. Vickery
President

Thomas E. Triplett
Treasurer

Patrick C. Crowell
President

F.B. Bywater
Vice President

Alan C. Starling
Immediate Past President

Alumni Association

Audrey M. Holloway
Secretary

Paul C. Gianini, Jr.
President

Allan E. Keen
Representative

Valencia Community College

District Board of Trustees

Edmund K. Gross
Ex-Officio

Elizabeth A. Sterchi
Past President and
Permanent Member of the
Executive Committee

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Richard A. Anderson
George Bailey
Mardian Blair
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Paul Bryan
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Mary Collier
J. Mark Cox

Patrick C. Crowell
Robert Crowell
Donald Dempsey
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Kathy Amick Fuqua
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Everett Huskey
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Jerry L. Rogers
Solomon F. Schick
Andrew Serros
James J. Smeenge, Jr.
Alan C. Starling
Elizabeth A. Sterchi
William Trickett
Thomas E. Triplett
Jack Truett
Robert M. Vickery
Patricia Whalen
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.

Harvey Salz
Program Director-Electronics
Valencia Community College

Arnold Stein
President
Practical Engineering Developing

BUSINESS - ACCOUNTING OPTION

Joyce Aide
Osburn, Henning & Company

R.A. Allen
CPA

Dot Bialock
Piezo Technology

Gloria Postell Blocker
AT&T Information System

Larry Chastang
Chastang, Ferrell & Walker

Donald Dempsey, CPA
Dempsey, Henderson & Company

Frank Ewing
Vice President/Treasurer
Hughes Supply, Inc.

Shelly Ferrone
Financial Consultant
Merrill Lynch, Pierce, Fenner & Smith, Inc.

Peter Grierson
University of Central Florida

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

James F. Parker
Vice President, Sales
Interstate Securities Corporation

Gloria Postell
Internal Auditor
Park Federal Savings

Jean Salerno
Business Manager
Orange Buick

Cindy Serraes
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Anita Harrow  Ella Parramore  Geraldine F. Thompson

Members of the Black Advisory Committee include (front row, left to right) Sgt. Sam Ings, Paul Gianini, Marquerite Scruggs, chairperson, Osborne Jenkins, Geraldine Thompson, (back row, left to right) William Michael Hooks, Cecil Boston, Reginald McGill, Anita Harrow, Alyce Dean, Claudia Graham, Joe Caldwell, Dorcas Rose, Harold Douglas, Ed Gross and Alzo Reddick.
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 period 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 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.

CARE (Center for Assistance in Reading and English) - West Campus reading and writing support center for scheduled classes, referrals, and drop-in students needing help with academic reading and writing projects.

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

Class Period - Normally a clock hour per week per credit hour for which a student is enrolled.

CLAST (College Level Academic Skills Test) - State prepared and statewide administered test of college-level competencies given to sophomores to qualify for the Associate in Arts degree or for admission to the state universities if seeking the Associate in Science degree or having more than 55 semester hours credit.

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

College Night - An evening 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 equate 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 East Campus which contains announcements and important information for students and staff.

ELPA (English Language Proficiency Assessment) - An assessment taken by students for whom English is not the native language.

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 - Alphabetic 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 4.0 downward.

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

Grant - Funds awarded for college expenses to qualified students in financial need.

Independent Study - Capable students may acquire course credit at their own rate through non-classroom student-faculty interaction. An additional fee is charged.

International Student - A student who has entered the United States on a nonimmigrant visa 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 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 West Campus.

**Prerequisite** - A course which must be satisfactorily completed before a 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 through 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 minislemes 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 representatives of the student body to the administration in matters concerning student life.

**Student Load** - Number of credit hours carried each session.

**Suspension** - Student status under which a student is no longer permitted to attend college for a specific period of time.

**The Paper** - College-wide student newspaper published bi-weekly as part of journalism offerings.

**Transcript** - Official record in Registrar’s Office of the college courses taken by the student.

**Transfer Student** - Student who has attended more than one educational institution.

**Transient Student** - One taking one or a few classes at one educational institution to complete degree requirements and major course work at another institution.

**Tuition** - Financial charge for each credit hour of instruction.

**Tutorial Assistance** - Special academic help in specified subjects.

**University Parallel Program** - Courses of study leading to Associate in Arts degree which parallel the lower level requirements of a four year degree.

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

**VISA (Volunteers for International Student Activities)** - An organization at Valencia which is open to all students who want to learn about other cultures and countries, promote international understanding on campus and in the community and make new friends.

**Weekend College** - Classes offered on Friday evening and Saturday during the regular academic year for convenience of those persons who work during weekdays.

**Withdrawal** - Removal from a course(s) by completion of proper forms in the Registrar’s Office.
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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

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).

9 □ EARLY ADMISSIONS
During my senior year of high school I plan to enroll in courses taught on the Valencia Community campus. (An Early Admissions Form must accompany this application.)

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 ______

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

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

(NAME ON GED RECORDS IF DIFFERENT FROM PRESENT NAME):

Colleges or Universities (List all institutions attended)

<table>
<thead>
<tr>
<th>Name</th>
<th>City</th>
<th>State</th>
<th>Dates Attended from</th>
<th>Dates Attended to</th>
</tr>
</thead>
</table>

(NAME ON ABOVE RECORDS IF DIFFERENT FROM PRESENT NAME):

Birth Date: ___________________________ Birth State: ___________________________

Where do you want your records kept?

□ East Campus (Econlockhatchee Trail) □ West Campus (Kirkman Road)

What is your educational goal at VCC (check one)

□ 1. Earn an AA degree
□ 2. Earn an AS degree in ______________________
□ 3. Earn a Certificate
□ 4. Complete selected courses, no intent for a VCC degree

What is your primary reason for attending college? (check one)

□ 1. Prepare for entry into a first career
□ 2. Prepare for entry into a different career
□ 3. Update skills for a current job
□ 4. Prepare for transfer to a four-year institution
□ 5. Self-enrichment
□ 6. Explore an academic area
□ 7. Explore an occupational area
□ 8. Meet recertification requirements
□ 9. Other, please specify ______________________

What is your current military status (please check one):

□ 1. Active □ 2. Retired □ 3. Reserve □ 4. Dependent □ 5. None of the preceding

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 1233g. (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 & 239.562 - illegal use of possession of drugs or narcotics).

Date of Application ___________________________ Applicant’s Signature ___________________________
Office Use

Social Security Number

Last Name

First Name

Middle Initial

Mailing Address

City

State

Zip Code

Area Code

Telephone Number

County of Residency

State of Residency

Sex:  

2 ☐ Female

1 ☐ Male

Civil Rights Category:

(Required under "Title VI"

Civil Rights Act of 1964)

3 ☐ American Indian

or Alaskan Native

2 ☐ Black (Non

Hispanic Origin)

4 ☐ Asian or Pacific

Islander

5 ☐ Hispanic

1 ☐ White (Non Hispanic

Origin)

Nation of Citizenship / Visa Type

☐ Resident Alien

Immigration Number

☐ Refugee

Immigration Number

What is your native language? _____________________________

What language do you know best? _________________________

If you have not lived in Florida for the last 12 consecutive months, give name of state in which you resided: ______

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 (May)  ☐ 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
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 as to legal residence in connection with, or supplemental to, his/her application for admission.

Applicants who do not qualify as Florida students under these provisions will pay the non-Florida tuition and other charges required of non-Florida students.

In establishing Florida residency for purposes of assessing this fee, the burden of proof rests with the applicant. Under the law, an applicant can change his/her place of residence from another state to the State of Florida only by actually and physically coming into the state and establishing his/her residence with the intention of permanently residing within the state. The domicile or legal residence of the husband is that of the husband or the domicile or legal residence 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, in 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.