Valencia Community College actively supports equality of opportunity and access to education and employment. Valencia will not deny employment or admission to any educational program or activity on the basis of any legally prohibited discrimination including but not limited to such factors as race, color, religion, national origin, sex (including sexual harassment), age, handicap and marital status. This college implements Title VI, Civil Rights Act of 1964; Executive Order 11246; Title IX, Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; Section 493A, Title IV of the Higher Education Act of 1965 as added by Section 131 of the Education Amendments of 1976, Dissemination of Financial Aid Information; Title 38, United States Code, Veterans Benefits; The Family Education Rights and Privacy Act of 1974 as amended, also known as the Buckley Amendment; and the Immigration and Nationality Act. This school is authorized under federal law to enroll nonimmigrant alien students.

The person designated to coordinate this implementation is the Assistant to the President for Equal Opportunity, Valencia Community College, Post Office Box 3028, Orlando, Florida 32802, telephone number (407) 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 (407) 299-5000

DOWNTOWN CENTER
190 SOUTH ORANGE AVENUE
ORLANDO, FLORIDA 32801

EAST CAMPUS
701 NORTH ECONLOCKHATCHEE TRAIL
ORLANDO, FLORIDA 32825

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

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

WEST CAMPUS
1800 SOUTH KIRKMAN ROAD
ORLANDO, FLORIDA 32811

UCF-VCC
SOUTH ORLANDO CAMPUS
Orlando Central Park
7300 Lake Ellenor Drive
Orlando, Florida 32809
855-0881

TELECOMMUNICATION SYSTEM FOR THE DEAF:
298-7032

ACCREDITATION
Valencia Community College is accredited by the Southern Association of Colleges and Schools to award the Associate in Arts and the Associate in Science degrees.

Volume 21 Number 2 February, 1989
Published by Valencia Community College
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Locations</td>
<td>3</td>
</tr>
<tr>
<td>District Board of Trustees</td>
<td>10</td>
</tr>
<tr>
<td>1988-90 College Calendar</td>
<td>14</td>
</tr>
<tr>
<td>Valencia Community College:</td>
<td></td>
</tr>
<tr>
<td>History, Mission, Objectives, Functions</td>
<td>18</td>
</tr>
<tr>
<td>The Open Campus</td>
<td>20</td>
</tr>
<tr>
<td>Admissions and Records</td>
<td>24</td>
</tr>
<tr>
<td>Academic Policies</td>
<td>31</td>
</tr>
<tr>
<td>Financial Information</td>
<td>37</td>
</tr>
<tr>
<td>Student Services</td>
<td>43</td>
</tr>
<tr>
<td>Degrees and Programs</td>
<td>51</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>81</td>
</tr>
<tr>
<td>College Administration</td>
<td>134</td>
</tr>
<tr>
<td>Faculty and Staff</td>
<td>135</td>
</tr>
<tr>
<td>Foundation Board of Directors</td>
<td>149</td>
</tr>
<tr>
<td>Advisory Committees</td>
<td>150</td>
</tr>
<tr>
<td>Glossary</td>
<td>165</td>
</tr>
<tr>
<td>Index</td>
<td>167</td>
</tr>
</tbody>
</table>
SIX CONVENIENT LOCATIONS TO SERVE YOU

1 West Campus
1800 S. Kirkman Road
Orlando, Florida 32811

2 East Campus
701 N. Econlockhatchee Trail
Orlando, Florida 32825

3 Osceola Campus
809 Osceola Boulevard
Kissimmee, Florida 32743

4 Downtown Center
190 S. Orange Avenue
Orlando, Florida 32801

5 North Center
1010 N. Orlando Avenue
Winter Park, Florida 32789

6 UCF-VCC South Orlando Campus
Orlando Central Park
7300 Lake Ellenor Drive
Orlando, Florida 32809
DOWNTOWN CENTER
CHICONE BUILDING
Open Campus Headquarters
and
College Administrative Offices

190 South Orange Avenue
Orlando, Florida 32801
Telephone: 299-5000

DIRECTORY:

FIRST FLOOR
Business and Industry Services
Personnel
Registrar

SECOND FLOOR
Campus Administration
Open Campus

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

FOURTH FLOOR
Office of the President
Vice President for Business
Affairs
Director of Development
MAP
of
NORTH CENTER
1010 North Orlando Avenue
Winter Park, Florida 32789
Telephone: 628-1976

DIRECTORY
- Center Administration
- Continuing Education for Women
- Creative Business Ownership for Women
- Job Internship Program
- Job Search Project
- Non-Traditional Training Programs
- VCC/UCF Cooperative Real Estate Program
- Classrooms
- Computer Labs
- Offices
MAP of OSCEOLA CAMPUS
809 Osceola Boulevard
Kissimmee, Florida 32743
Telephone: 847-9496

DIRECTORY
1 Center Administration, Bookstore,
   Classrooms, Finance, Registrar
2 Computer Lab, Offices, Open
   Instructional Lab, Computer Lab

KEY: ■ COMPLETED
     □ FUTURE
MAP
of
UCF-VCC SOUTH
ORLANDO CAMPUS
7300 Lake Ellenor Drive
Orlando, Florida 32809
Telephone: 855-0881

DIRECTORY
Center Administration
Classrooms
Computer Labs
T.V. Production Studio
Offices
 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.

**Peggy Sue Smith Luzadder** (Mrs. Richard L. Luzadder) is chairman of the District Board of Trustees. She 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 vice chairman of the District Board of Trustees. He is chairman of the Board of Robert M. Vickery Company, a building contracting firm. He is a 37-year resident of Orange County and is very active in area civic organizations. Mr. Vickery is currently president of the Valencia Community College Foundation Executive Committee.
Marcia Tompkins and her husband own Tompkins Investment Group, Inc., where she serves as the firm's corporate attorney. She has been a resident of St. Cloud since 1973.

Kenneth Smith is president of C.H. Lucas & Co., a real estate firm based in Kissimmee. Mr. Smith earned his bachelor's degree from Asbury College in Kentucky and a master's degree in education from UCF.

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.

Allan E. Keen is president of a real estate investment and development firm in Winter Park.

Susan T. McCaskill is vice president and corporate counsel of United Medical Corporation. She is vice president and general counsel for the Greater Orlando Chamber of Commerce and serves on the board of directors for the Central Florida YMCA.

Charles M. Hood, III is president of Hood Tractor Company in Orlando. He serves on several community boards.
## VALENCIA COMMUNITY COLLEGE
### IMPORTANT COLLEGE CALENDAR DATES
#### 1988/89

<table>
<thead>
<tr>
<th>EVENT</th>
<th>SESSION 1</th>
<th>SESSION 2</th>
<th>SESSION 3</th>
<th>SESSION 4</th>
<th>SESSION 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guaranteed Student Loan Application Deadline</td>
<td>October 10</td>
<td>March 6</td>
<td>May 8</td>
<td>June 26</td>
<td>June 26</td>
</tr>
<tr>
<td>Credit Application Deadline</td>
<td>August 15</td>
<td>December 7</td>
<td>April 11</td>
<td>June 12</td>
<td>April 11</td>
</tr>
<tr>
<td>Registration Appointment Deadline</td>
<td>August 19</td>
<td>December 16</td>
<td>April 17</td>
<td>June 14</td>
<td>April 17</td>
</tr>
<tr>
<td>Returning Student Registration (Appointment only)</td>
<td>August 1-5</td>
<td>November 29-30</td>
<td>April 17-19</td>
<td>April 17-19</td>
<td>April 17-19</td>
</tr>
<tr>
<td>New &amp; Returning Student Registration (Appointment only)</td>
<td>August 8-12</td>
<td>December 5-9</td>
<td>April 20-21</td>
<td>June 13-16</td>
<td>April 20-21</td>
</tr>
<tr>
<td></td>
<td>August 15-19</td>
<td>December 12-16</td>
<td>April 24-27</td>
<td>June 19</td>
<td>April 24-27</td>
</tr>
<tr>
<td></td>
<td>August 22-23</td>
<td>December 19-20</td>
<td>May 1</td>
<td></td>
<td>May 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>January 3</td>
<td>May 1</td>
<td>June 19</td>
<td>May 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>January 5</td>
<td>May 1</td>
<td>June 20</td>
<td>May 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>May 2</td>
<td>June 20</td>
<td>May 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>January 11</td>
<td>May 4</td>
<td>June 22</td>
<td>May 8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>January 11</td>
<td>May 4</td>
<td>June 22</td>
<td>May 8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>January 23-24</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>January 25-26</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>January 25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>January 26</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Report</td>
<td>August 22</td>
<td>January 3</td>
<td>May 1</td>
<td>June 19</td>
<td>May 1</td>
</tr>
<tr>
<td>Late Registration &amp; Add/Drop</td>
<td>August 24-26</td>
<td>January 5-6</td>
<td>May 2-4</td>
<td>June 20-22</td>
<td>May 2-5</td>
</tr>
<tr>
<td></td>
<td>Aug 29-30</td>
<td>January 9-11</td>
<td></td>
<td></td>
<td>May 8</td>
</tr>
<tr>
<td>Evening Classes Begin</td>
<td>August 24</td>
<td>January 5</td>
<td>May 1</td>
<td>June 20</td>
<td>May 1</td>
</tr>
<tr>
<td>Day Classes Begin</td>
<td>August 24</td>
<td>January 5</td>
<td>May 2</td>
<td>June 20</td>
<td>May 2</td>
</tr>
<tr>
<td>Audit Registration Deadline</td>
<td>August 30</td>
<td>January 11</td>
<td>May 4</td>
<td>June 22</td>
<td>May 8</td>
</tr>
<tr>
<td>Deadline for Refund Requests</td>
<td>August 30</td>
<td>January 11</td>
<td>May 4</td>
<td>June 22</td>
<td>May 8</td>
</tr>
<tr>
<td>Minimester Registration</td>
<td>September 19-20</td>
<td>January 23-24</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimester Late Registration and Drop/Add</td>
<td>September 21-22</td>
<td>January 25-26</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimester Classes Begin</td>
<td>September 21</td>
<td>January 25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimester Audit Registration Deadline</td>
<td>September 22</td>
<td>January 26</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Important College Calendar Dates 1988/89

<table>
<thead>
<tr>
<th>Event</th>
<th>Session 1</th>
<th>Session 2</th>
<th>Session 3</th>
<th>Session 4</th>
<th>Session 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimester Deadline for Refund Request</td>
<td>September 22</td>
<td>January 26</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Nights</td>
<td>October 11-West</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>October 13-East</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supper Hour &amp; Evening Classes Don't Meet</td>
<td>October 11-West</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>October 13-East</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>November 23</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Matador Day</td>
<td></td>
<td>March 8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimester Final Examination</td>
<td>November 14-15</td>
<td>March 20-21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>End of Minimester Classes</td>
<td>November 15</td>
<td>March 21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimester Grades Due</td>
<td>December 16</td>
<td>April 28</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>12:00PM(Noon)</td>
<td>8:30AM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Examination Period for Evening/Sat. Classes</td>
<td>December 9-10</td>
<td>April 20-22</td>
<td>June 14-15</td>
<td>August 2-3</td>
<td>July 31</td>
</tr>
<tr>
<td></td>
<td>December 12-15</td>
<td>April 24-26</td>
<td></td>
<td></td>
<td>August 1-3</td>
</tr>
<tr>
<td>Final Examination Period (Day)</td>
<td>December 9</td>
<td>April 21</td>
<td>June 15-16</td>
<td>August 3-4</td>
<td>July 31</td>
</tr>
<tr>
<td></td>
<td>December 12-15</td>
<td>April 24-27</td>
<td></td>
<td></td>
<td>August 1-3</td>
</tr>
<tr>
<td>Classes End</td>
<td>December 15</td>
<td>April 27</td>
<td>June 16</td>
<td>August 4</td>
<td>August 3</td>
</tr>
<tr>
<td>Grades Due</td>
<td>December 16</td>
<td>April 28</td>
<td>June 17</td>
<td>August 5</td>
<td>August 5</td>
</tr>
<tr>
<td></td>
<td>12:00PM(Noon)</td>
<td>8:30AM</td>
<td>12:00PM(Noon)</td>
<td>12:00PM(Noon)</td>
<td>12:00PM(Noon)</td>
</tr>
<tr>
<td>Commencement Ceremony</td>
<td></td>
<td>April 28</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holidays</td>
<td>September 5</td>
<td>January 16</td>
<td>May 29</td>
<td>July 4</td>
<td>May 29</td>
</tr>
<tr>
<td></td>
<td>November 24-25</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>December 21-23</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>December 26-30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>January 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduation/CLAST Application Deadline</td>
<td>September 9</td>
<td>February 17</td>
<td>February 17</td>
<td>May 12</td>
<td>May 12</td>
</tr>
<tr>
<td>College Level Academic Skills Test (CLAST)</td>
<td>October 1</td>
<td>March 11</td>
<td>March 11</td>
<td>June 3</td>
<td>June 3</td>
</tr>
</tbody>
</table>
## IMPORTANT COLLEGE CALENDAR DATES
### 1989/90

<table>
<thead>
<tr>
<th>EVENT</th>
<th>SESSION 1</th>
<th>SESSION 2</th>
<th>SESSION 3</th>
<th>SESSION 4</th>
<th>SESSION 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guaranteed Student Loan Application Deadline</td>
<td>October 9</td>
<td>March 5</td>
<td>May 7</td>
<td>June 25</td>
<td>June 25</td>
</tr>
<tr>
<td>Credit Application Deadline</td>
<td>August 14</td>
<td>December 6</td>
<td>April 10</td>
<td>June 11</td>
<td>April 10</td>
</tr>
<tr>
<td>Registration Appointment Deadline</td>
<td>August 18</td>
<td>December 15</td>
<td>April 16</td>
<td>June 13</td>
<td>April 16</td>
</tr>
<tr>
<td>Returning Student Registration</td>
<td>July 31</td>
<td>November 28-30</td>
<td>April 16-18</td>
<td>April 16-18</td>
<td>April 16-18</td>
</tr>
<tr>
<td>(Appointment only)</td>
<td>August 1-4</td>
<td>December 1</td>
<td>April 16-18</td>
<td>April 16-18</td>
<td>April 16-18</td>
</tr>
<tr>
<td></td>
<td>August 7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New &amp; Returning Student Registration</td>
<td>August 8-11</td>
<td>December 4-8</td>
<td>April 19-20</td>
<td>June 12-15</td>
<td>April 19-20</td>
</tr>
<tr>
<td>(Appointment only)</td>
<td>August 14-18</td>
<td>December 11-15</td>
<td>April 23-26</td>
<td>June 18</td>
<td>April 23-26</td>
</tr>
<tr>
<td></td>
<td>August 21-22</td>
<td>December 18-19</td>
<td>April 30</td>
<td></td>
<td>April 30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>January 2-3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Report</td>
<td>August 21</td>
<td>January 2</td>
<td>April 30</td>
<td>June 18</td>
<td>April 30</td>
</tr>
<tr>
<td>Late Registration &amp; Add/Drop</td>
<td>August 23-24</td>
<td>January 4-5</td>
<td>May 1-2</td>
<td>June 19-20</td>
<td>May 1-2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evening Classes Begin</td>
<td>August 23</td>
<td>January 4</td>
<td>April 30</td>
<td>June 18</td>
<td>April 30</td>
</tr>
<tr>
<td>Day Classes Begin</td>
<td>August 23</td>
<td>January 4</td>
<td>May 1</td>
<td>June 19</td>
<td>May 1</td>
</tr>
<tr>
<td>Audit Registration Deadline</td>
<td>August 29</td>
<td>January 10</td>
<td>May 3</td>
<td>June 21</td>
<td>May 7</td>
</tr>
<tr>
<td>Deadline for Refund Requests</td>
<td>August 29</td>
<td>January 10</td>
<td>May 3</td>
<td>June 21</td>
<td>May 7</td>
</tr>
<tr>
<td>Minimester Registration</td>
<td>September 18-19</td>
<td>January 22-23</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimester Late Registration and Drop/Add</td>
<td>September 20-21</td>
<td>January 24-25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimester Classes Begin</td>
<td>September 20</td>
<td>January 24</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimester Audit Registration Deadline</td>
<td>September 21</td>
<td>January 25</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Late registration for evening classes is through the first-class meeting.*
<table>
<thead>
<tr>
<th>EVENT</th>
<th>SESSION 1</th>
<th>SESSION 2</th>
<th>SESSION 3</th>
<th>SESSION 4</th>
<th>SESSION 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minister Deadline for Refund Request</td>
<td>September 21</td>
<td>January 25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Nights</td>
<td>October 10-West</td>
<td>October 12-East</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supper Hour &amp; Evening Classes Don't Meet</td>
<td>October 10-West</td>
<td>October 12-East</td>
<td>November 22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Matalador Day</td>
<td></td>
<td>March 7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minister Final Examination</td>
<td>November 13-14</td>
<td>March 19-20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>End of Minister Classes</td>
<td>November 14</td>
<td>March 20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minister Grades Due</td>
<td>December 15 12:00PM(Noon)</td>
<td>April 27 8:30AM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Examination Period for Evening/Sat. Classes</td>
<td>December 8-9</td>
<td>April 19-21</td>
<td>June 13-14</td>
<td>August 1-2</td>
<td>July 30-31 August 1-2</td>
</tr>
<tr>
<td>Final Examination Period (Day)</td>
<td>December 11-14</td>
<td>April 23-25</td>
<td>June 14-15</td>
<td>August 2-3</td>
<td>July 30-31 August 1-2</td>
</tr>
<tr>
<td>Classes End</td>
<td>December 14</td>
<td>April 26</td>
<td>June 15</td>
<td>August 3</td>
<td>August 2</td>
</tr>
<tr>
<td>Grades Due</td>
<td>December 15 12:00PM(Noon)</td>
<td>April 27 8:30AM</td>
<td>June 16 12:00PM(Noon)</td>
<td>August 4 12:00PM(Noon)</td>
<td>August 4 12:00PM(Noon)</td>
</tr>
<tr>
<td>Commencement Ceremony</td>
<td></td>
<td>April 27</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduation/CLAST Application Deadline</td>
<td>September 8</td>
<td>February 9</td>
<td>February 9</td>
<td>May 4</td>
<td>May 4</td>
</tr>
<tr>
<td>College Level Academic Skills Test (CLAST)</td>
<td>October 7</td>
<td>March 10</td>
<td>March 10</td>
<td>June 2</td>
<td>June 2</td>
</tr>
<tr>
<td>JANUARY</td>
<td>MAY</td>
<td>SEPTEMBER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>-----</td>
<td>-----------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 2 3 4 5 6 7</td>
<td>1 2 3 4 5 6 7</td>
<td>1 2 3 4 5 6 7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 9 10 11 12 13 14</td>
<td>8 9 10 11 12 13 14</td>
<td>8 9 10 11 12 13 14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 16 17 18 19 20 21</td>
<td>15 16 17 18 19 20 21</td>
<td>15 16 17 18 19 20 21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22 23 24 25 26 27 28</td>
<td>22 23 24 25 26 27 28</td>
<td>22 23 24 25 26 27 28</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29 30 31</td>
<td>29 30 31</td>
<td>29 30 31</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FEBRUARY</th>
<th>JUNE</th>
<th>OCTOBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
</tr>
<tr>
<td>1 2 3 4 5 6</td>
<td>1 2 3 4 5 6</td>
<td>1 2 3 4 5 6</td>
</tr>
<tr>
<td>7 8 9 10 11 12 13</td>
<td>7 8 9 10 11 12 13</td>
<td>7 8 9 10 11 12 13</td>
</tr>
<tr>
<td>14 15 16 17 18 19 20</td>
<td>14 15 16 17 18 19 20</td>
<td>14 15 16 17 18 19 20</td>
</tr>
<tr>
<td>21 22 23 24 25 26 27</td>
<td>21 22 23 24 25 26 27</td>
<td>21 22 23 24 25 26 27</td>
</tr>
<tr>
<td>28 29 30</td>
<td>28 29 30</td>
<td>28 29 30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MARCH</th>
<th>JULY</th>
<th>NOVEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
</tr>
<tr>
<td>1 2 3 4 5 6 7</td>
<td>1 2 3 4 5 6 7</td>
<td>1 2 3 4 5 6 7</td>
</tr>
<tr>
<td>8 9 10 11 12 13 14</td>
<td>8 9 10 11 12 13 14</td>
<td>8 9 10 11 12 13 14</td>
</tr>
<tr>
<td>15 16 17 18 19 20 21</td>
<td>15 16 17 18 19 20 21</td>
<td>15 16 17 18 19 20 21</td>
</tr>
<tr>
<td>22 23 24 25 26 27 28</td>
<td>22 23 24 25 26 27 28</td>
<td>22 23 24 25 26 27 28</td>
</tr>
<tr>
<td>29 30 31</td>
<td>29 30 31</td>
<td>29 30 31</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APRIL</th>
<th>AUGUST</th>
<th>DECEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
</tr>
<tr>
<td>1 2 3 4 5 6 7</td>
<td>1 2 3 4 5 6 7</td>
<td>1 2 3 4 5 6 7</td>
</tr>
<tr>
<td>8 9 10 11 12 13 14</td>
<td>8 9 10 11 12 13 14</td>
<td>8 9 10 11 12 13 14</td>
</tr>
<tr>
<td>15 16 17 18 19 20 21</td>
<td>15 16 17 18 19 20 21</td>
<td>15 16 17 18 19 20 21</td>
</tr>
<tr>
<td>22 23 24 25 26 27 28</td>
<td>22 23 24 25 26 27 28</td>
<td>22 23 24 25 26 27 28</td>
</tr>
<tr>
<td>29 30</td>
<td>29 30</td>
<td>29 30</td>
</tr>
</tbody>
</table>

1988

1990

1989
VALENCIA COMMUNITY COLLEGE

VALENCIA’S HISTORY

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

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

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

The granting of full accreditation by the Southern Association of Colleges and Schools in 1969, the changing of name from Valencia Junior College to Valencia Community College in 1971, the moving to a first permanent campus in 1971, the adding of Osceola County to the college district in 1974, the creation of Open Campus in 1974, 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 GUIDING PRINCIPLES

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

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

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

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

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

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

VALENCIA’S MULTI-CAMPUS GROWTH

Valencia has grown to a multi-campus institution. The West Campus is located on a 180 acre site at 1800 South Kirkman Road. The Open Campus, with headquarters in the college’s Downtown Center in the Chicone Building 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 905 Osceola Boulevard in Kissimmee. The college is now serving approximately 49,000 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 and the UCF-VCC South Orlando Campus located at Orlando Central Park serves the south Orlando population.

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 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.
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 is a nonprofit organization which was established in 1974 to provide an opportunity for the community’s private and corporate sectors to take an active role in the college through leadership and financial support. The Foundation receives, manages and disburses funds for the enhancement of college programs and services.

The direct management of the Foundation is vested in its Board of Directors, business and professional leaders from the community and representatives of the college’s administrative staff. Permanent board positions are filled annually by Valencia’s President and one member of the District Board of Trustees.

The Foundation is empowered to solicit and receive gifts, both monetary and other tangible assets, from individuals, partnerships, or corporations. Gifts may be designated for specific purposes or given without restriction to be used as determined by the Board of Directors and the District Board of Trustees. For additional information, call 648-1966.

THE VALENCIA COMMUNITY COLLEGE ALUMNI ASSOCIATION

The Valencia Community College Alumni Association was established in 1979 to provide the means for continuing relationships between the college and its former students, and strengthening the bonds of understanding between Valencia and the community. Throughout the year the Association sponsors numerous events which are designed to provide a forum of social interaction between faculty, staff and students, to support college programs and to raise funds for scholarships and special purpose campaigns. Membership in the Alumni Association is available to any person who has attended classes at Valencia. For additional information, call 648-1986.
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 will allow students from Osceola County to complete an Associate in Arts degree at this site and will also reach out to serve the continuing education needs of the county. In addition, the new North Center opened in 1986, as did the South Center in 1987 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.

This 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 farsightedness 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 Governmental Services Program is nationally renowned for providing seminars and workshops for criminal justice, public safety officers, fire fighters and others involved in enhancing the technical skills of their professions. Creative state-of-the-art topics are explored by leading experts in their respective fields. Police and fire officials nationwide attend these outstanding courses for continuing education and specialized training.

Office Skills Training Center

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

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

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 the Psychological Services of the DPR (Provider #S-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.

Real Estate Institute

The Real Estate Institute, in cooperation with the University of Central Florida is located at Valencia’s North Center. It 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, appraisal, 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 Cablevision Industries. 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, complete 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, West and Osceola Campus Learning Resource Centers.

Center for Independence Training and Education (CITE)

The Center for Independence, Training and Education (CITE) is sponsored by the Open Campus and is funded, in part, by a grant from the Division of Blind Services and Title XX of the Social Security Act.

The three-fold program provides training for blind adults in daily living skills which include: personal safety and hygiene, personal management, orientation and mobility and communication skills. The ultimate goal of training is increased independence and self-reliance in the visually impaired adult. CITE offers family workshops and in-service training to the community to increase the awareness of the needs and capabilities of blind children and adults.

The second area of the program, Parent Education, provides training for parents of visually impaired or multihandicapped children. The training includes the necessary skills, information and psychological support to help the children develop socially, emotionally and intellectually. Instruction is provided through individual and group activities.

Computer CITE is a program designed to increase awareness, understanding, and implementation of microcomputer technology to aid disabled children and adults.

In addition, CITE offers a low vision education and screening program to visually impaired persons.

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.

Center for Continuing Education for Women

The Center for Continuing Education for Women provides counseling and assessment for men and women who are making transitions in their lives. Programs have been designed for persons interested in direction for career change, goal setting, work values and in searching for a job. Other programs designated for special groups include Displaced Homemaker classes, Nontraditional Options in Training for Employment and Creative Business Ownership for Women.
Management skills training in communication, career planning and related topics are developed and presented to local businesspersons. Networking opportunities for women professionals are provided monthly through the Black Women in Management Network; the Women Business Owner’s Network and the Women in Management Communication Network.

Academic advisement is available to persons entering or returning to college, with special emphasis on the mature, nontraditional student.

**Center for Family Education**

The Center for Family Education provides a wide range of programs. The classes and workshops are designed to help parents enrich their children’s lives and build family strengths. Courses are available for parents of children of all ages and are conducted at many locations. Topics include child development, communication, discipline techniques and coping with stress, and many others.

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 Center for Family Education and the Parent Resource Center, Inc. Information can be obtained by contacting the Center for Family Education.

**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 (CCFW) 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.

Valencia South Center
7300 Lake Ellenor Drive
Orlando Central Park
Orlando, Florida 32809

Valencia and the University of Central Florida have joined to offer a wide array of classes at the South Center. Students may enroll in both day and evening credit classes and continuing education classes.

Located in Orlando Central Park, the South Center serves individuals, business and professional groups with courses designed to fill their needs. Office hours are 8:00 to 5:00 p.m. Monday through Friday.

**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. Individual faculty members may attend courses custom-tailored to their needs. Courses are offered on the campuses, at schools in the community and via television and telephone.

**Institute for Business and Industry**

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

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 and large corporations.

**Computer Training Institute**

The Computer Training Institute (CTI) is a program designed to meet the needs personal computer users, from busy executives to homemakers. The short-term workshops provide experience with the software applications of the word processing, financial spreadsheets, and “electronic filing systems,” or data bases, as well as an introduction to the use of personal computers.

The faculty are experienced professionals who know the software and most importantly, how to teach. Students receive a hands-on learning experience in intensive workshops. Designed for people with busy schedules, the workshops are conducted on weekends and evenings.
The Institute specializes in customized training workshops tailored to meet the individual needs of business. Workshops are conducted at the workplace or at one of CTI's five computer labs.

**Institute of Government**

The Institute of Government provides training and technical assistance for state and local governments. An affiliate of the Florida Institute of Government, the program offers a variety of workshops, seminars and courses aimed at the specific continuing education needs of government employees, elected officials and citizen advisory board members.

**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

**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 immersed in the culture of another country. Spanish Language and Culture in Valencia, Spain, and humanities courses in Mexico and Europe are on-going summer programs. With affiliation in two consortia, Valencia is able to offer additional programs in 18 countries on four continents in the areas of art, language, liberal arts, business and business and criminal justice.

Seminars are offered regularly for faculty in several overseas locations. These programs are designed to be appropriate for a diversity of disciplines including 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 Career 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. Additionally, for admission to the Associate in Arts Degree Program, students graduating from high school after August 1, 1987 will be required to have successfully completed a minimum of 4 years of English and 3 years of each of Mathematics, Social Studies, and Science in grades 9 through 12. Students earning a high school diploma after August 1, 1987 and lacking the minimum number of credits in English, Mathematics, Social Studies, and Science will be restricted to enrolling in courses leading toward an Associate in Science Degree unless you receive a State approved General Education Diploma (GED).

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 TRANSSCRIPT 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 (Transcript Student Form) from your "home" college or university and complete the Valencia Community College Application for Admission form. You must submit a Transcript 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.

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.

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.

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.

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.
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 admisssion 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 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) Persons married to legal Florida residents who intend to make Florida their permanent home.

(2) Active duty members of the armed services stationed in Florida (and spouse/dependent children) or military personnel not stationed in Florida whose home of record or state of legal residence certificate DD form 2058 Florida (and spouse/dependent children).

(3) Full-time instructional and administrative personnel employed by the State public school system, community colleges and institutions of higher education (and spouse/dependent children).

(4) Dependent children residing with a legal resident adult relative other than the parent for at least 5 years.

(5) Persons who were enrolled as Florida residents for tuition purposes at a Florida institution of higher education, but who abandon Florida residency and then re-enroll in Florida within 12 months of abandonment.

(6) Latin American/Caribbean Scholars.

(7) According to the United States Immigration and Naturalization Service, you are a permanent resident alien or other legal alien granted indefinite stay. You have maintained domicile in Florida for at least twelve months. (INS documentation required.)

ADMISSION REQUIREMENTS SUMMARY

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

<table>
<thead>
<tr>
<th></th>
<th>Degree Seeking Students</th>
<th>Special Students</th>
<th>Teacher Recertification</th>
<th>Transient Students</th>
<th>Dual Enrollment</th>
<th>Early Admission Students</th>
<th>International Students</th>
<th>Non-Native-Speaking Students</th>
<th>Audit Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Application Form</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Application Fee</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Affidavit of Residence (on application)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Privacy Act Statement Signature (on application)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>High School Transcript or Certificate of Completion or GED</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>College Transcript(s)</td>
<td>X</td>
<td>x</td>
<td>X</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>ASSET, SAT, ACT or MAPS Test Scores</td>
<td>X</td>
<td>x</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>TOEFL or CELT Scores</td>
<td>X</td>
<td>x</td>
<td>X</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Dual Enrollment or Early Admission Form</td>
<td>X</td>
<td>x</td>
<td>X</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Transient Student Form</td>
<td>X</td>
<td>x</td>
<td>X</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>International Student Application, Financial Statement, International Student Agreement Form</td>
<td>X</td>
<td>x</td>
<td>X</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

Footnotes:
1. Must be furnished after the student has completed high-school or GED requirements.
2. Official transcripts are required from each institution previously attended.
3. Transcripts are required prior to taking English or math courses.
4. Not required for students who speak English as their native language.
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 residency. The law provides that you may 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 in the state. If you are an alien, you must present United States Immigration and Naturalization certification that you are a resident alien. Classification as a Florida resident will then be recorded if your application is supported by satisfactory evidence. **Students are encouraged to complete the above process well in advance of their registration appointment.** If the request for reclassification and the necessary documentation is not received by the Registrar prior to the last day of registration for the term in which the student intends to be reclassified, the student will not be reclassified for that term.

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

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

**Steps for New Students in the Registration Process**

1. After being admitted to Valencia Community College, the first step is to provide placement assessment scores. ACT, SAT, Maps, or Asset scores are all acceptable providing they are less than 3 years old. Scores may be submitted on an official transcript or score report. If you have not taken any of the assessments identified, or if scores are not available, it will be necessary for you to sign up for the Asset Assessment offered at Valencia. The assessment takes approximately 3 hours. There is no charge for this service.

The purpose of the assessment is to help you evaluate your achievement in mathematics, English and reading and assure that you are correctly placed in classes. Before taking any English or mathematics courses (except at the fundamental level) at Valencia you must participate in assessment and advisement.

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
  809 Osceola Boulevard
  Kissimmee, FL 32743

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 eight health programs which lead to an Associate in Science Degree. They are dental hygiene, medical laboratory technology, health information systems, paralegal technology, respiratory therapy, radiologic technology, dietetic technology, and health care management. Admission to these programs is limited because of clinical facilities and staff. Therefore, students who wish to pursue one of the eight 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 department of Health and Public Service operates as an information center for all students preparing for and seeking admission to dental hygiene, medical laboratory technology, nursing, paramedic technology, respiratory therapy, radiologic technology, dietetic technology, and health care management. This office provides academic and career counseling and information about specific admissions criteria.

CONDITIONS THAT APPLY TO ALL STUDENTS

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

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

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

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

5. You may obtain professional counseling and advisement by contacting the Counseling Office.

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

**CLASSIFICATION OF STUDENTS**

**A Regular Student**

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

1. **Full-time.** You are a full-time student if enrolled for 12 or more semester hours credit in Session 1, 2 or 5, and six or more semester hours credit in Session 3, 4 or any of the college’s 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 or the U.S. Army ROTC program at Stetson University 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 appropriate university and Valencia Community College.

**SPECIAL SCHEDULING OPPORTUNITIES**

**MINISTER**

The Minister 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 Minister 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 post-secondary 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.

In recognition of the advanced academic and technical content of many military education experiences, Valencia Community College will grant credit for military education that has been evaluated and recommended as suitable for post-secondary credit by the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services. After enrollment in the college, a student may initiate the request for such credit by providing appropriate documentation as determined by the college. Recommendations in the ACE Guide are advisory in nature and are not binding upon the college.

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.

Entry Assessment and Advisement

After being accepted at Valencia, you must schedule an appointment for Entry Assessment and Advisement. This 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 Assessment and Advisement program.

Attending the assessment session is optional if you:

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

If you 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 Assessment 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 60 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 60 semester hours credit and transferring to a state university
4. Students receiving State of Florida financial aid awards who will complete 60 or more credits.

In addition to having reached or being enrolled in 60 credit hours, all students must meet the following qualifications to take CLAST:

In order to be well prepared for CLAST, students should have completed or be currently enrolled in the final communications and computations classes required for graduation.

The statewide college level academic skills test measures the following communication and computation skills:
Reading Skills

Literal Comprehension

- Recognize main ideas
- Identify supporting details
- Determine meaning of words

Critical Comprehension

- Recognize author's purpose
- Identify author's overall organizational pattern
- Distinguish between fact and opinion
- Detect bias
- Recognize author's tone
- Recognize relationships within sentences
- Recognize relationships between sentences
- Recognize valid arguments
- Draw inferences and conclusions

Essay Skills

- Select a subject which lends itself to development
- Determine the purpose and audience for writing
- Limit a subject to requirements of time, purpose and audience
- Formulate a thesis or main idea statement
- Provide adequate supporting details
- Arrange ideas and details in an organizational pattern appropriate to the purpose and focus
- Provide relevant supporting material
- Write coherent prose with effective transition between parts
- Avoid slang, jargon, cliches, and pretentious expressions
- Use a variety of sentence patterns
- Avoid unnecessary use of passive construction
- Maintain consistent point of view
- Revise, edit, and proofread for clarity, consistency and conformity

All of the skills tested on the writing subtest are also tested on the essay subtest.

Writing Skills

Word Choice Skills

- Use words which convey the meaning required by context
- Avoid wordiness

Sentence Structure Skills

- Place modifiers correctly
- Coordinate and subordinate sentence elements
- Use parallel expressions for parallel ideas
- Avoid fragments, comma splices, and fused sentences

Grammar, Spelling, Capitalization and Punctuation Skills

- Use standard-verb forms
- Maintain agreement between subject and verb, pronoun and antecedent
- Use proper case forms
- Use adjectives and adverbs correctly
- Use standard spelling, punctuation, and capitalization

Computation Skills

Arithmetic Skills

- Add, subtract, multiply and divide rational numbers in fractional form
- Add, subtract, multiply and divide rational numbers in decimal form
- Calculate percentage increase and percent decrease
- Recognize the meaning of exponents
- Recognize the role of the base number in numeration systems
- Identify equivalent forms of decimals, percents, and fractions
- Determine the order relation between magnitudes
- Identify a reasonable estimate of a sum, average, or product
- Inter relations between numbers in general by examining number pairs
- Select applicable properties for performing arithmetic calculations
- Solve real-world problems which do not involve the use of percent
- Solve real-world problems which involve the use of percent
- Solve problems that involve the structure and logic of arithmetic

Geometry and Measurement Skills

- Round measurements
- Calculate distance, area and volume
- Identify relationships between angle measures
- Classify simple plane figures by recognizing their properties
- Recognize similar triangles and their properties
- Identify types of measurement (linear, square, cubic) for geometric objects
- Infer formulas for measuring geometric figures
- Select applicable formulas for computing measures of geometric figures
- Solve real-world problems involving perimeters, areas, and volumes of geometric figures
- Solve real-world problems involving the Pythagorean property

Algebra Skills

- Add, subtract, multiply and divide real numbers
- Apply the order of operations agreement
- Use scientific notation
- Solve linear equations and inequalities
- Use formulas to compute results
- Find particular values of a function
- Factor a quadratic expression
- Find the roots of a quadratic equation
- Recognize and use properties of addition and multiplication
- Determine whether a number is among the solutions of a given equation or inequality
- Recognize statements and conditions of proportionality and variation
• Identify regions of the coordinate plane which correspond to specific conditions
• Infer relations among variables
• Select applicable properties for solving equations and inequalities
• Solve real-world problems involving the use of variables
• Solve problems that involve the structure and logic of algebra

Statistics Skills, Including Probability
• Identify information contained on graphs
• Determine the mean, median and mode
• Count subsets of a given set
• Recognize properties and interrelationships among the mean, median and mode
• Choose the most appropriate procedures for selecting an unbiased sample
• Identify the probability of a specified outcome
• Infer relations and make accurate predictions from studying particular cases
• Solve real-world problems involving the normal curve
• Solve real-world problems involving probabilities

Logical Reasoning Skills
• Deduce facts of set inclusion or set non-inclusion from a diagram
• Identify the negations of simple and compound statements
• Draw logical conclusions from data
• Recognize invalid arguments with true conclusions
• Infer valid reasoning patterns and express them with variables
• Select applicable rules for transforming statements without affecting their meaning
• Draw 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 during the first semester in which they enroll after the completion of 30 semester credits (including transfer work and credit by exam).

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-acid 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, 5 or combined 3 and 4)
2. Must apply to the provost of the appropriate campus for reentrance to the college after the suspension period ends
3. When readmitted, will be placed on academic probation and will have courses approved by a counselor before registration
4. Must achieve a 2.0 GPA for the session and successfully complete 50% of your courses or you will be given academic dismissal from the college

Academic Dismissal

If while on a second probation you do not meet the college’s academic standards, you will be dismissed from
Valencia Community College for two sessions (1, 2, 5 or combined 3 and 4). Under academic dismissal you:

1. May register only for a noncredit course(s) at Valencia

2. May petition after two sessions from the date of dismissal the provost 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 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 designate. At such hearings, you as the student charged shall have right to counsel or a representative of your choice. Determination of your guilt or innocence in the commission of the act of misconduct may be made by the president after the hearing. If you are convicted for a criminal offense involving personal misconduct of a kind which, if condoned by the college, would reflect dishonor or discredit on the college, there shall be sufficient grounds for suspension or expulsion.

**Disciplinary Appeal**

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

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

WITHDRAWAL FROM A CLASS

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

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

WITHDRAWAL FROM COLLEGE

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


2. 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>E</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 five courses (16 semester hours), you withdrew from HUM 2220, so you don't count that course at all. You completed 13 semester hours, even though you passed only 10. 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 29 quality points by completing 13 semester hours. Divide your 29 quality points by the 13 hours you completed and get your GPA - 2.23.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Semester Hours Attempted</th>
<th>Earned Grade</th>
<th>Hours Completed</th>
<th>Hours Passed</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 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 1025C</td>
<td>4</td>
<td>C</td>
<td>4</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>MAC 1104</td>
<td>3</td>
<td>F</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>HUM 2220</td>
<td>3</td>
<td>W</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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.
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
classified 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 is to be included and
excluded in the hearing and has the right to adjourn and
reconvene at a later time if this is necessary to complete
the hearing. After the hearing, the committee will make a
recommendation to the college president, who will notify
you in writing as to the resolution of the grievance.

GRADE EVALUATION

You 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 3 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 directing 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 $23.25* / CREDIT HOUR
2. OUT-OF-STATE $51.50* / CREDIT HOUR

*Includes:
Scholarship Fee - $1.00 per credit hour
Student Activity Fee - $1.00 per credit hour

Laboratory Fees

A special fee of $9.00 is assessed for certain credit courses and is included in the course descriptions in this catalog. Any exception to the $9.00 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: In order to be licensed, 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 above tuition, fees, books, meals and transportation to the campus and clinical facilities. These expenses are subject to change without notice:

1. Uniforms, lab coat and shoes $ 80.00
2. Name pins and patches for lab coat $ 5.00
3. Liability insurance* $ 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

$120.00

*PRICES SUBJECT TO CHANGE

Respiratory Therapy Expenses

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

1. Uniforms, lab coats $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 above tuition, fees and 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 $ 10.00
4. Liability insurance* $ 25.00
5. Graduate pins (estimated) $ 70.00

Approximate total for two years $335.00

*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

Health Care Management Expenses

Health Care Management students will incur the following costs above tuition, fees, books, meals and transportation to the campus. Students will be responsible for furnishing transportation to the appropriate facilities used by the college for clinical practice. These expenses are subject to change without notice:

1. Laboratory Coat $25.00
2. Name pins and lab coat patches $ 5.00
3. Liability insurance $12.50

Approximate for 2 years $32.50

NOTE: Upon successful completion of the Long Term Care Administration Option, the graduate must sit for:

1. Nursing Home Administrator's Examination* $250.00

* Price subject to change

Continuing Education Course Fees

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

Special Fees

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

1. Credit by Examination: CLEP Général and Subject Examination (each) $35.00

   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 RETURNED CHECKS AND/OR LOANS
If you are currently enrolled and have an overdue loan or returned check, you will be notified. If you do not respond within seven days, you will be withdrawn from classes and not eligible for reinstatement in the current session. Until the indebtedness is paid, you will not be allowed to enroll or receive transcripts. Every effort will be made by the college to collect overdue loans and returned checks including submission 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/Perkins Loan
6. Not owe a refund to Pell (BEOG) or SEOG
7. Not have existing financial obligations to the college

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

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

3. A successful completion rate of at least 50% of the courses attempted with a 2.0 GPA will denote satisfactory progress. The success rate will be calculated at the end of the first summer term in June 3 (GSL and SEOG recipients are monitored for satisfactory progress each term). 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 0.01) 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 respect 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 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 does not require repayment.

Pell 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 grant are relative to the student's eligibility index number and the number of hours the student is enrolled. Students must be registered for at least 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. Maximum eligibility is five years; students must re-apply each year.

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. The amount of the grant is based upon the individual students' financial need and the availability of funds.

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 does not require repayment.

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) is a need-based, government-subsidized loan program which enables eligible students to borrow money for educational expenses now and pay it back after leaving school or attending less than half-time. The interest rate for the GSL is eight percent. Interested students must first complete the Financial Aid Form; GSL applications may be additional...
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 also includes any GSL borrowings. Repayment at 12 percent simple interest begins within 60 days of disbursement of funds. Processing time varies, but usually requires six to eight weeks. Applications and information may be obtained from the Financial Aid Office.

Short-Term Loans
Short-term loans are administered by Valencia Community College’s Financial Aid Office and are available up to a maximum of half the amount for tuition fees and for books. These loans are not for cash but for the transfer of monies from a specific loan account to the general funds. Loans for tuition and fees are issued during registration; however, loans for books are not issued until the add/drop period has ended. Each student may receive only one loan per session. No loan will be issued to a student who has an outstanding or current financial obligation, such as VA deferment, at Valencia Community College.

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. Short-term loans are only available for students taking six or more credit hours.

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, students must complete a Financial Aid Form and a Financial Aid Application. Students awarded College Work Study 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 or 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 financial need may qualify for the Florida College Career Work Experience Program. Students are placed in positions relating to their academic majors or area of career interest off-campus. The hours a student may work are based on the individual’s degree of financial need, and are determined by the Financial Aid Office.

Applying for Financial Aid
Applications for financial aid at Valencia Community College should be filed before April 1 for the following academic year. Students do not need to be accepted for admission to the college in order to apply for financial aid; however, an award will not be offered until the student is admitted to the college.
These applications are not difficult; however, it is most important that the student provide complete and accurate information on all applications. Information should be provided from the student's or parent's previous year's 1040/1040A. Failure to do so will cause unnecessary delays in evaluation of the student's need.

General Application Procedures

1. Valencia Community College Financial Aid Application:
   Students applying for any type of financial aid must complete this form. All blanks must be completed before the application will be processed and the Affidavit of Educational Purpose must be signed.

2. Financial Aid Form:
   Student must complete the Financial Aid Form (FAF) in order to be considered for the following financial aid programs that are based on need:
   - Florida Student Assistance Grant (FSAG)
   - Florida College Career Work Experience Program (FCCWEP)
   - Supplemental Educational Opportunity Grant (SEOG)
   - College Work-Study (CWS)
   - Nursing Scholarship (NS)
   - Need Scholarship
   - Guaranteed Student Loan (GSL)

   This form calculates eligibility to receive funds from federal, state, institutional and other programs. The FAF may also be used to apply for Pell Grant.

3. Application for Federal Student Aid:
   This separate application should be used only in the following two cases:
   A. The student is only applying for Pell (BEOG) and is not applying for other types of financial assistance.
   B. Due to drastic changes in the student's or his/her family's financial situation, it is necessary for the student to file a Pell Special Conditions Form.

   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 who 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.
STUDENT SERVICES

COUNSELING AND ADVISING SERVICES

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

If you plan to obtain an AA degree and transfer, you should check with the institution you plan to attend to determine specific courses that are needed to prepare for your major. Additionally, the counseling staff prepares some 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.

TESTING SERVICES

Test Scores for Admission to Valencia Community College

As an open-door institution, Valencia does not use test scores for the purpose of admission. However, counselors and educational advisors use test scores and other academic records to assist in academic advising. After being admitted a student submits scores from SAT, ACT, Maps, or Asset or arranges to take the Asset entry assessment at Valencia. The entry assessment tests (see glossary) are designed to help in academic placement.

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.

CAREER DEVELOPMENT CENTERS

If you are undecided about your career or educational goals, the Career Resource Centers on East and West Campuses have many resources to help you. You can research current information in the career files, reference library, and college catalog collection on microfiche. The Career Resource Centers offer a variety of assessment activities to help you clarify your vocational interests, personality strengths, and skills. You can make an appointment for computerized career exploration and aptitude assessment. For the undecided student, 3 credit and 2 credit hour Career Development courses are offered.
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 activities, community service, travel, military experience, work-related inservice training, homemaking or self-directed independent study.

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.

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. Co-op: You earn a future when you earn a degree.

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 Examination(s) are administered periodically at Valencia.

You may register for either the CLEP General Exam(s) or CLEP Subject Exam(s). You may take only three 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.

1988-1990 CLEP SCHEDULE

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 16, 1988</td>
<td>March 21, 1988</td>
</tr>
<tr>
<td>April 16, 1988</td>
<td>May 23, 1988</td>
</tr>
<tr>
<td>June 18, 1988</td>
<td>September 19, 1988</td>
</tr>
<tr>
<td>October 15, 1988</td>
<td>December 7, 1988</td>
</tr>
<tr>
<td>January 21, 1989</td>
<td>March 20, 1989</td>
</tr>
<tr>
<td>April 15, 1989</td>
<td>May 22, 1989</td>
</tr>
<tr>
<td>June 17, 1989</td>
<td>September 25, 1989</td>
</tr>
<tr>
<td>October 21, 1989</td>
<td>December 6, 1989</td>
</tr>
<tr>
<td>January 20, 1990</td>
<td>March 26, 1990</td>
</tr>
<tr>
<td>April 21, 1990</td>
<td>May 21, 1990</td>
</tr>
<tr>
<td>June 16, 1990</td>
<td>September 24, 1990</td>
</tr>
</tbody>
</table>

CLEP CREDIT AWARDED AT VALENCIA

<table>
<thead>
<tr>
<th>General Examinations</th>
<th>Course Equivalent</th>
<th>Credits Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Science</td>
<td>POS 1041-PUP 1002</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>Natural Science</td>
<td>PSC 1515-APB 1120</td>
<td>6 Hrs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject Examinations</th>
<th>Course Equivalent</th>
<th>Credits Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>American History I</td>
<td>AMH 2010</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>American History II</td>
<td>AMH 2020</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>*American Literature</td>
<td>AML 2010-AML 2022</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>Biology</td>
<td>BSC 1010C</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>Calculus/Analytic</td>
<td>MAC 2311</td>
<td>5 Hrs.</td>
</tr>
<tr>
<td>Geom</td>
<td>MAC 1104</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>College Algebra</td>
<td>FRE 1100-FRE 1101</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>College French</td>
<td>FRE 2200-FRE 2201</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>College German</td>
<td>GER 1100-GER 1101</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td></td>
<td>GER 2200-GER 2201</td>
<td>6 Hrs.</td>
</tr>
</tbody>
</table>
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 1045C  4 Hrs.

General Psychology
PSY 1012  3 Hrs.

Human Growth and Development
DEP 2003  3 Hrs.

Introductory Accounting
ACG 2001-ACG 2011  6 Hrs.

Introductory Econometrics
ECO 2013  3 Hrs.

Introductory Micro-Economics
ECO 1023  3 Hrs.

Introductory Sociology
SYG 2000  3 Hrs.

Trigonometry
MAC 1114  3 Hrs.

Western Civilization I
EUH 1000  3 Hrs.

Western Civilization II
EUH 1001  3 Hrs.

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

Refer to CLEP Registration Guide for current test fees.

**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.

The fee for clinical testing required by some health programs is $25.00.

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 Resource Center (LRC) includes the library and audio-visual services that are available to students, faculty and staff. The LRC's resources and individualized services are provided to support the research and informational needs of students. The combination of library and audio-visual materials in one area make the LRC a one-stop, multi-use service with an integrated approach to learning materials. Valencia has LRC's located at the East Campus, the West Campus and at the Osceola Campus.

A variety of LRC resources are available at Valencia. Combined holdings of campuses include — books (75,324 vols.), periodicals (963 current subscriptions), newspapers (21 newspaper subscriptions), microform (67,506 units), audio-visual material (5,281 titles of films, videotapes,
A six phase program includes recruitment, counseling, tutorial assistance, supportive services, career guidance information and cultural and extra curricular activities.

**STUDENT SUPPORT SERVICES**

The Special Services Program is a Valencia Community College program of specially trained support personnel. The program is supported by federal funds to specifically support the educational achievements and cultural growth of low income, first generation college students who are actively enrolled at the college.

**Student Support Services Offers:**

1. Academic career and personal counseling
2. Academic assistance in course selection
3. Professional/peer assistance in all academic areas
4. Exposure to cultural/social and academic events to enhance personal growth in a postsecondary setting.
5. Activities designed to acquaint students participating in the project with the range of career options available to them.
6. 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 program staff, attend seminars, workshops and meetings scheduled for program students reporting each session for academic advisement; utilize the program's services for the best results in classwork; honor the course objectives as outlined by the professors; contact program staff 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
- interpreters for the deaf
- 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**

**Opening Weeks:** During the first week of Sessions 1 and 2, the Bookstore is open from 7:00 a.m. until 8:30 p.m. The hours for the second week are 7:00 a.m. until 7:00 p.m. During Sessions 3 and 4, the Bookstore is open from 7:00 a.m. until 8:00 p.m., or later if needed.

**Remainder of Term:** (Sessions 1 and 2)
7:30 a.m. to 7:00 p.m. Monday-Thursday
7:00 a.m. to 4:30 p.m. Friday

**Remainder of Term:** (Session 3)
7:00 a.m. to 7:00 p.m. Monday-Thursday

**Remainder of Term:** (Session 4)
7:00 a.m. to 7:00 p.m. Monday through Thursday

**Saturdays:**
The Bookstore is open only the first Saturday of Sessions 1 and 2 from 8:00 a.m. to 12 noon (may vary) for the convenience of students in the weekend college.

**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 service through both cafeterias and vending facilities and a snack bar with extended hours.

**HEALTH SERVICE**

There is no provision for health service 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) .... $6.00
Cleaning (general public) ................. 7.00
Cleaning (child under 12) ............... 6.00
Bite-Wing X-ray ......................... 2.00
Full mouth and Panorex X-ray ....... 7.00
Pit and fissure sealant .................. (per tooth) 2.00
Nitrous oxide analgesia ................. 7.00

*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 activity groups available at the college. Contact your campus Student Development Office for additional information on these groups.

Student Organizations
(Subject to Change)

Afro-American Cultural Society (A’CS) East and West
Baptist Campus Ministry (BCM) East
Chess Club East
Florida Student Leaders
Florida Student Leaders
Association of Teacher Educators (F-State) East and West
Focus East
Gospel Choir West
International Christian Fellowship East and West
Medical Laboratory Technologist East and 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
Students Against Drinking Drunk West
Valencia Art League East
Valencia Character Company East
Valencia Innkeepers West
Volunteers for International Student Activities (VISA) East and West
Valencia Nurses Student Association 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 four teams: for women the teams are basketball and softball; for men the teams are baseball and basketball. 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.
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.

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>Description</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>
DEGREES AND PROGRAMS

INTRODUCTION

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

The Associate in Arts degree (AA)

The Associate in Science degree (AS)

Briefly, the degrees can be distinguished as follows:

1. The AA degree is designed for transfer to an upper division 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.

Effective August 1, 1989, students planning to transfer to one of Florida's State Universities must have earned two years of sequential Foreign Language at the high school level or equivalency at the community college. Contact the university where you are applying for specific Foreign Language requirements.

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, fire science, postal operations, emergency medical services, and ornamental horticulture. If you are interested in learning more about the certificates that are available, you are encouraged to talk to one of the counselors.

52
UNIVERSITY PARALLEL PROGRAM
ASSOCIATE IN ARTS DEGREE

GENERAL INFORMATION

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

Electives

If you choose to work toward an Associate in Arts degree, you should talk with a member of the counseling staff about a suggested program leading to a Bachelor's degree. The electives should be chosen to prepare you for transfer in a particular major field at a specific college or university. The counseling staff has prepared a program sheet for many of the popular majors. The following is a partial list of suggested programs. If your interest is not on the list, a counselor can help you develop a program. Courses not acceptable in the AA degree program include, but are not limited to, those specialized courses in dental hygiene, nursing, medical laboratory technology, paramedic technology and respiratory therapy.

University Parallel Programs At Valencia

Accounting
Agriculture
Allied Legal Services
Architecture
Art
Art Education
Astronomy
Biology (Botany, Zoology, Microbiology)
Biology Education
Building Construction
Business Administration
Business Education
Chemistry
Chemistry Education
Communications
Computer Science (Business)
Computer Science (Scientific)
Criminal Justice
Dentistry
Dietetics and Nutrition
Drama
Ecology and Environment
Economics
Education
Engineering
Engineering Technology
English and English Education
Fashion Design and Merchandising
Fire Science
Forestry and Wildlife Ecology
French
Geology
German
History
Home Economics
Humanities
International Business
Interior Design
Journalism
Landscape Architecture
Law
Library Science
Marketing
Mathematics
Mathematics Education
Medical Technology
Medicine
Meteorology
Music
Music Education
Nursing
Occupational Therapy
Oceanography and Marine Biology
Optometry
Pest Control
Pharmacy
Physical Education
Physical Therapy
Physics
Physics Education
Political Science
Psychology
Public Administration
Public Relations
Real Estate
Respiratory Therapy
Sociology and Social Work
Spanish
Speech
Statistics
Veterinary Medicine

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

Requirements for the Associate In Arts Degree at Valencia Community College

1. You must complete 60 hours of acceptable college credits, of which six semester-hours credit may be from music ensemble courses and/or six semester-hour 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 1101, ENC 1121, ENC 1122, ENC 1123, or ENC 1210; 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 and sign up for CLAST 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**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 0011</td>
<td>College-Prep English I</td>
</tr>
<tr>
<td>ENC 0021</td>
<td>College-Prep English II</td>
</tr>
<tr>
<td>ENS 1201</td>
<td>Intermediate Speech for Foreign Students I</td>
</tr>
<tr>
<td>ENS 1241</td>
<td>Intermediate English Writing I</td>
</tr>
<tr>
<td>ENS 1261</td>
<td>Intermediate English Structure Patterns I</td>
</tr>
<tr>
<td>ENS 1301</td>
<td>Intermediate Speech for Foreign Students II</td>
</tr>
<tr>
<td>ENS 1341</td>
<td>Intermediate English Writing II</td>
</tr>
<tr>
<td>ENS 1361</td>
<td>Intermediate English Structure Patterns II</td>
</tr>
</tbody>
</table>

**Mathematics**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 0003</td>
<td>Introductory Mathematics</td>
</tr>
<tr>
<td>MAT 0024</td>
<td>Elementary Algebra</td>
</tr>
</tbody>
</table>

**Reading**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>REA 0001</td>
<td>College-Prep Reading I</td>
</tr>
<tr>
<td>REA 0002</td>
<td>College-Prep Reading II</td>
</tr>
<tr>
<td>ENS 1221</td>
<td>Intermediate English Reading I</td>
</tr>
<tr>
<td>ENS 1321</td>
<td>Intermediate English Reading II</td>
</tr>
</tbody>
</table>

**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.
GENERAL EDUCATION REQUIREMENTS FOR ALL AA DEGREE PROGRAMS

Area 1. Communications

Required Courses — A minimum of 9 semester hours credit. (Composition courses require a minimum grade of "C").

ENC 1101 or ENC 1121 Freshman Composition I - 3 credits
ENC 1102 or ENC 1122 Freshman Composition II - 3 credits
CRW 2000 Creative Writing and Advanced Composition - 3 credits
SPC 1600 Fundamentals of Speech - 3 credits

Area 2. Humanities

Required Courses — A minimum of 9 semester hours credit. (Courses requiring 6000 words of writing require a minimum grade of "C").

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
HUM 2740 Humanities in the British Isles - 3-6 credits
HUM 2742 Humanities in Italy - 3-6 credits

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

Literature
AML 2010 Survey in American Literature: Colonial Period to Civil War - 3 credits
AML 2022 Survey in American Literature: Civil War to Present - 3 credits
ENL 2013 Survey in English Literature: 1300 to 1800 - 3 credits
ENL 2023 Survey in English Literature: 1800 to Present - 3 credits

LIT 2090 Contemporary Literature - 3 credits
LIT 2110 Survey in World Literature: Beginnings through Renaissance - 3 credits
LIT 2220 Survey in World Literature: Enlightenment to Present - 3 credits

Political Science
INR 2002 International Politics

and

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

Film
ENG 2100 Introduction to Film - 3 credits

Foreign Language
FRE 2200-2201 Intermediate French - 3 credits each
GER 2200-2201 Intermediate German - 3 credits each
SPN 2000-2201 Intermediate Spanish - 3 credits each
SPN 2510 Introduction to Spanish Civilization - 3 credits
SPW 2100-2101 Introduction to Spanish Literature - 3 credits each
SPN 1170-2270 Overseas Study in Spanish Language and Culture I and II - 6 credits each

Humanities
HUM 1020 Introduction to Humanities - 3 credits
HUM 2930 Selected Topics in Humanities - 1-3 credits

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

Philosophy
Phil 2010 Philosophy - 3 credits

Religion
REL 2020 Understanding Religious Man - 3 credits

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

Area 3. Mathematics

Required Courses — A minimum of 6 semester hours of credit from the following (A minimum grade of "C" is required):

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 1025C  Introductory Chemistry - 4 credits
CHM 1045  General Chemistry and Qualitative Analysis - 4 credits
CHM 1205C  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 1001  Earth Sciences - 3 credits
GLY 2010C  Physical Geology - 4 credits
GLY 2100  Historical Geology - 3 credits
MBB 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
PSC 2121  Selected Topics in Physical Science - 1-3 credits each
ZOO 2013C  General Zoology - 4 credits
ZOO 2303C  Vertebrate Zoology - 4 credits

**Area 5. Social Sciences**

**Required Courses** — A minimum of 6 semester hours 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
POS 2112  State and Local Government - 3 credits
PSY 1012  General Psychology - 3 credits
PUP 1002  U.S. Government II — 3 credits
SYG 2000  Introductory Sociology - 3 credits

**Area 6. Foreign Languages**

**Required Courses** — A minimum of 9 semester hours of credit in one foreign language.

French
FRE 1000  Basic French - 3 credits
FRE 1100  Elementary French I - 3 credits
FRE 1101  Elementary French II - 3 credits

German
GER 1000  Basic German - 3 credits
GER 1100  Elementary German I - 3 credits
GER 1101  Elementary German II - 3 credits

Spanish
SPN 1000  Basic Spanish - 3 credits
SPN 1100  Elementary Spanish I - 3 credits
SPN 1101  Elementary Spanish II - 3 credits

*Applicable if student has no foreign language proficiency. Those exempt from Area 6 are: (1) able to demonstrate proficiency by passing the MAPS Foreign Language Test; or (2) have completed 2 credits (two years) of high school instruction in one foreign language with a grade of D or higher.

**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</td>
<td>3</td>
</tr>
</tbody>
</table>
Composition I  
(If mandated, ENC 0011 and ENC 0021,  
must be completed before taking  
ENC 1101 or 1121.)
Area 2 Humanities, Fine Arts, or  
Literature Course
Area 3 College-level Mathematics Course  
(If mandated, MAT 0003, MAT 0024  
and/or MAT 1033 must be completed  
before taking college level mathe-  
matics.)
Area 4 Natural and Physical Science  
Course
Area 5 Social Science Course  
(POS 1041 required)
Major and/or Elective Course
Area 6 Foreign Language Courses

<table>
<thead>
<tr>
<th>INTERMEDIATE COURSES</th>
<th></th>
</tr>
</thead>
</table>
| Area 1 ENC 1102 Freshman Composition II  
or ENC 1122 Honors Freshman  
Composition II or CFW 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  
Major and/or Elective Course  
Major and/or Elective Course | 3 |
| 21-30** | |

<table>
<thead>
<tr>
<th>ADVANCED COURSES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Area 1 SPC 1600 Fundamentals of Speech</td>
<td>3</td>
</tr>
</tbody>
</table>
| Area 2 Humanities, Fine Arts, or  
Literature Course  
Major and/or Elective Course  
Major and/or Elective Course  
Major and/or Elective Course | 3 |
| 21 | |

**Depending upon foreign language proficiency.

TOTAL 66-69**

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 1, 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:

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

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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDS 1101</td>
<td>English Composition I</td>
<td>3 credits - 6000 words</td>
</tr>
<tr>
<td>IDS 1102</td>
<td>Humanities</td>
<td>3 credits</td>
</tr>
<tr>
<td>IDS 2103</td>
<td>Natural Science</td>
<td>3 credits</td>
</tr>
<tr>
<td>IDS 2104</td>
<td>English Composition II</td>
<td>3 credits - 6000 words</td>
</tr>
<tr>
<td>IDS 2104</td>
<td>Social Science</td>
<td>3 credits</td>
</tr>
<tr>
<td>IDS 2104</td>
<td>Natural Science</td>
<td>3 credits</td>
</tr>
</tbody>
</table>
CAREER PROGRAMS
ASSOCIATE IN SCIENCE DEGREE

You may be interested in earning an Associate in Science degree at Valencia Community College. The college offers numerous programs for students who are interested in preparing for a career that requires study beyond the high school level but does not require a four-year degree. They range from secretarial science programs to health related programs such as dental hygiene and registered nursing.

When you make the decision to follow an Associate in Science degree program, you are not necessarily preparing yourself for transfer to a state university. You should understand that your decision will result in your earning a degree which should lead to a productive career for you. If later you decide to attend a university, you may be required to do additional work at the freshman or sophomore level in order to meet the general education requirements.

In the Associate in Science degree program 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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 0011</td>
<td>College-Prep English I</td>
</tr>
<tr>
<td>ENC 0021</td>
<td>College-Prep English II</td>
</tr>
<tr>
<td>ENS 1201</td>
<td>Intermediate Speech for Foreign Students I</td>
</tr>
<tr>
<td>ENS 1241</td>
<td>Intermediate English Writing I</td>
</tr>
<tr>
<td>ENS 1261</td>
<td>Intermediate English Structure Patterns I</td>
</tr>
<tr>
<td>ENS 1301</td>
<td>Intermediate Speech for Foreign Students II</td>
</tr>
<tr>
<td>ENS 1341</td>
<td>Intermediate English Writing II</td>
</tr>
<tr>
<td>ENS 1361</td>
<td>Intermediate English Structure Patterns II</td>
</tr>
</tbody>
</table>

**Mathematics**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 0003</td>
<td>Introductory Mathematics</td>
</tr>
<tr>
<td>MAT 0024</td>
<td>Elementary Algebra</td>
</tr>
</tbody>
</table>

**Reading**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>REA 0001</td>
<td>College-Prep Reading I</td>
</tr>
<tr>
<td>REA 0002</td>
<td>College-Prep Reading II</td>
</tr>
<tr>
<td>ENS 1221</td>
<td>Intermediate English Reading I</td>
</tr>
<tr>
<td>ENS 1321</td>
<td>Intermediate English Reading II</td>
</tr>
</tbody>
</table>

**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 - Finance - Savings & Loan 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 Option
- Construction Technology - Civil Technology Option
- Criminal Justice
- Data Processing
- Dental Hygiene
- Dietetic Technology
- Drafting and Design Technology
- Electronics Technology
- Electronics Technology - Electromechanical Option
- Electronics Technology - Hybrid Microelectronics Option
- Electronics Technology - Laser/Electro-Optics Option
- Electronics Technology Automation
- Systems/Computer Integrated Manufacturing Option
- EMT Certificate
- Emergency Medical Services Technology
- Fire Science
- Graphics Arts Management Option
- Graphics Design/Commercial Art Option
- Health Care Management
- Horticulture (Ornamental) - Certificate
- Horticulture (Ornamental)
- 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 Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2011</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>21</strong></td>
</tr>
</tbody>
</table>

**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2031</td>
<td>Accounting Theory</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1000</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1023</td>
<td>Principles of Economics - Micro</td>
<td>3</td>
</tr>
<tr>
<td>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>
ADVANCED COURSES

ACG 2360  Cost Accounting  3
ACG 2450  Accounting Information Systems  3
Advanced Elective (choose either ACG 2934, BAN 2700, BUL 2112, ECO 2013, MAN 2000, MAR 2011  6
Total  12

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

BUSINESS - 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 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 (CIB). Through this program the student can obtain coursework for CIB diplomas in General Banking, Consumer Lending, Commercial Lending and Mortgage Lending. The student may also complete the requirements for AIB Certificates in Customer Service Skills, Securities Services Skills and Supervisory Skills.

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>BAN 1004</td>
<td>Principles of Banking</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Economics - Macro</td>
<td>3</td>
</tr>
<tr>
<td>BAN 1800</td>
<td>Law and Banking: Principles</td>
<td>3</td>
</tr>
<tr>
<td>BAN 2511</td>
<td>Marketing for Bankers</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1000</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
</tbody>
</table>

Total  27

INTERMEDIATE COURSES

BAN 2501  Money and Banking for Commercial Bankers  3
BAN 1801  Law and Banking: Applications  3
BAN 2210  Analyzing Financial Statements  3
PLUS ONE OF THE FOLLOWING OPTIONS:

Option 1:
BAN 2240  Consumer Lending  3

Option 2:
BAN 2231  Commercial Lending  3

Option 3:
REE 2200  Real Estate Finance I  3

Total  12

BANKING ELECTIVES

BAN 1114  Deposit Operations  3
BAN 2135  Bank Accounting  3
BAN 2155  International Banking  3
BAN 2241  Banking and the Plastic Card  3
BAN 2412  Financial Planning for Bankers  3
BAN 2742  Commercial Bank Management  3
BAN 2762  Retail Banking  1
BAN 2763  Sales Management  1
BAN 2764  Financial Performance of Banks  1
BAN 2762  Bank Investments and Funds Management  3
BAN 1161  Corporate Securities Services  3
BAN 1423  Customer Service  1
BAN 1424  Product Knowledge  1
BAN 1425  Selling Bank Services  1
BAN 1400  The Trust Business  3
BAN 1405  Trust Operations  3
BAN 1413  Securities Processing  3

BUSINESS - FINANCE OPTION

Associate in Science

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

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 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>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
</tbody>
</table>

Total  15

INTERMEDIATE COURSES

BUL 2111  Business Law I  3
OST 1335  Business Communication  3
ACG 2001  Principles of Accounting I  3
ECO 1023  Principles of Economics-Micro  3
The following are the suggested courses for the various IFE Diplomas:

**FINANCIAL COUNSELING**

- SVL 2405 Financial Planning Basics 2
- SVL 2411 Techniques for Customer Counseling 2
- SVL 2403 IRA/Keogh Plans 2
- SVL 2221 Residential Mortgage Lending 2
- SVL 2101 Savings Association Lending II
- REE 2100 Real Estate Appraising I 3
- BUL 1303 Florida Real Estate Law 3
- SVL 2121 Managing Deposit Accounts and Services 2
- SVL 2411 Techniques for Customer Counseling 2
- SVL 1111 Teller Operations 2

*Electives must be selected from the following approved courses:

- BUL 2112 Business Law II
- SVL 2015 Commercial Banking
- SVL 2231 Commercial Lending for Savings Institutions
- SVL 2603 Communication Skills for Business: Talking and Listening
- SVL 2011 Financial Institutions
- SVL 2405 Financial Planning Basics
- SVL 2201 Financial Statement Analysis
- BUL 1303 Florida Real Estate Law
- SVL 2124 Funds Transfer Services
- SVL 2232 Income Property Lending
- SVL 2403 IRA/Keogh Plans
- SVL 2121 Managing Deposit Accounts and Services

*Students are encouraged to supplement the above and enroll in one or more courses: OST 1141 Keyboarding Skills, TAX 2000 Federal Income Tax, BUL 2112 Business Law II, OST 1100 Beginning or OST 1110 Intermediate Typewriting, ENC 1210 Technical Communications or other business courses.

**NOTE:** Specialized option courses BRE 2700 and BRE 2800 are offered at the East Campus.
BUSINESS - HOSPITALITY MANAGEMENT OPTION
Associate in Science

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

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1000</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>HFT 1000</td>
<td>Introduction to the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>FSS 2222C</td>
<td>Quantity Food Production and Food Management</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 24

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 1335</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2001</td>
<td>Principles of Accounting I*</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 3

ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 1000</td>
<td>Basic Economics**</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>HFT 1410</td>
<td>Front Office Management</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2200</td>
<td>Hospitality Management</td>
<td>3</td>
</tr>
<tr>
<td>FSS 2251</td>
<td>Food and Beverage Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 21

*Basic Accounting APA 1111 may be substituted for Principles of Accounting ACG 2001.

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

***Any level of Spanish or any level of any other language may be substituted. Foreign students may take an English course or any approved elective.

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

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

BUSINESS - MANAGEMENT AND MARKETING OPTION
Associate in Science

This program is designed for students who seek immediate employment in the field of business and marketing and for those presently employed in some business career 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>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1000</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>OST 1141</td>
<td>Keyboarding Skills</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 21
INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUL 2111</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>OST 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>MNA 1393</td>
<td>Postal Management Customer Services</td>
<td>3</td>
</tr>
<tr>
<td>OST 1335</td>
<td>Business Communication</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>BUL 2112</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2011</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>MKA 2021</td>
<td>Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td>MKA 2949</td>
<td>Business/Data Processing and/or Foreign Language Electives</td>
<td>6</td>
</tr>
<tr>
<td>MKA 2949</td>
<td>Cooperative Education or Elective</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>18</td>
<td></td>
</tr>
</tbody>
</table>

RECOMMENDED ELECTIVES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAX 2000</td>
<td>Federal Income Tax</td>
<td>3</td>
</tr>
<tr>
<td>REN 2000</td>
<td>Real Estate, P &amp; Pl</td>
<td>3</td>
</tr>
<tr>
<td>FIN 2131</td>
<td>Principles of Finance</td>
<td>3</td>
</tr>
<tr>
<td>MKA 2041</td>
<td>Retailing</td>
<td>3</td>
</tr>
<tr>
<td>MKA 2511</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1040</td>
<td>Consumer Economics</td>
<td>3</td>
</tr>
<tr>
<td>STA 2014</td>
<td>Statistics</td>
<td>3</td>
</tr>
<tr>
<td>SPN 1000</td>
<td>Basic Spanish</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2100</td>
<td>Supervision of Personnel</td>
<td>3</td>
</tr>
<tr>
<td>MAN 1800</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>MKA 1402</td>
<td>Fashion Merchandising</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2360</td>
<td>Cost Accounting</td>
<td>3</td>
</tr>
</tbody>
</table>

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

BUSINESS - POSTAL MANAGEMENT OPTION

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CSG 1061</td>
<td>Introduction to Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>OST 1141</td>
<td>Keyboard Skills</td>
<td>3</td>
</tr>
<tr>
<td>MNA 1391</td>
<td>Introduction to Postal Management</td>
<td>3</td>
</tr>
</tbody>
</table>

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUL 2111</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>HES 1400</td>
<td>First Aid/CPR</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>INF 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1061</td>
<td>Introduction to Microcomputers</td>
<td>3</td>
</tr>
</tbody>
</table>

POSTAL OPERATIONS CERTIFICATE

<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 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>MNA 1391</td>
<td>Introduction to Postal Management</td>
<td>3</td>
</tr>
<tr>
<td>MNA 1393</td>
<td>Postal Management Customer Services</td>
<td>3</td>
</tr>
<tr>
<td>MNA 1392</td>
<td>Postal Management Delivery Services</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>21</td>
<td></td>
</tr>
</tbody>
</table>

The student will select one of the following courses as an elective:

- Foreign Language
- First Aid/CPR
- Principles of Management
- Principles of Accounting I
- Psychology in Business and Industry
- Business Law I
- Introduction to Microcomputers
CONSTRUCTION TECHNOLOGY
WITH OPTIONS IN
ARCHITECTURAL AND
BUILDING CONSTRUCTION
TECHNOLOGY AND
CIVIL TECHNOLOGY

Associate In Science

Each program has been planned to provide theoretical and classroom experience which closely parallels on-the-job activities. The Architectural and Building Construction option is designed to train competent technicians capable of working with architects, engineers, contractors, building officials and others. The program will accommodate persons just entering the field of construction as well as those currently employed who wish to upgrade their skills.

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

CORE SUBJECTS

FOUNDATION COURSES

ARC 1120C Architectural Drawing I (Wood Frame Structures) 4
BCN 1200C Building Materials and Construction Methods 4
ENC 1101 Freshman Composition I 3
MAC 1104 College Algebra 3
MAT 1033 Intermediate Algebra 3
PHY 1053C Introductory Physics I 4

Elective 3-4

21-22

INTERMEDIATE COURSES

ARC 2122C Architectural Drawing II (Steel Structures)** 4
ARC 2154C Architectural Drawing III (Concrete Structures)** 4
BCN 2405C Statics and Strength of Materials 4
BCN 2516 Building Construction Estimating 3
ENC 1210 Technical Communication 3
MAC 1114 College Trigonometry or
PHY 1054C Introductory Physics II 4
SUR 1100 Basic Surveying and Measurements (Surveying I) 4

Total Core Subjects 50-51

ADVANCED SPECIALIZED COURSES

ARCHITECTURE AND BUILDING
CONSTRUCTION TECHNOLOGY OPTION

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

17

Total 67-68

CIVIL TECHNOLOGY OPTION

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

17

Total 67-68

RECOMMENDED ELECTIVES

*Students shall select one recommended elective from this list:

GRA 2745C Pictorial Rendering 3
BCN 2949 Cooperative Education: Building Construction Field Experience 3-4
CGS 1000 Introduction to Data Processing 3
COP 1200 Fortran Programming 3
ETD 1320C Introduction to CADD 3
ETD 1350C Advanced CADD 3
GEB 1011 Introduction to Business 3
INP 1301 Psychology in Business and Industry 3
POS 1041 U.S. Government I 3

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

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

CRIMINAL JUSTICE

Associate in Science

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>SYG 2000</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1010</td>
<td>Criminology</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1020</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>INP 1131</td>
<td>Applied Psychology for Criminal Justice Personnel</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
</tbody>
</table>

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>CJT 2110</td>
<td>Criminal Investigation I</td>
<td>3</td>
</tr>
<tr>
<td>SYG 2010</td>
<td>Contemporary Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>SYG 1322</td>
<td>Juvenile Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2810</td>
<td>Crime Control and Prevention</td>
<td>3</td>
</tr>
<tr>
<td>PHI 1100</td>
<td>Practical Logic</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2130</td>
<td>Criminal Justice and Community Relations</td>
<td>3</td>
</tr>
</tbody>
</table>

ADVANCED COURSES

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

Total Credit Hours: 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 1170</td>
<td>Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 1200</td>
<td>Fortran Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2100</td>
<td>Data Base Management Systems</td>
<td>3</td>
</tr>
<tr>
<td>CAP 1802</td>
<td>Microcomputer Business Applications</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1320C</td>
<td>Introduction to CADD</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2800</td>
<td>Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>COP 1161</td>
<td>RPG II Programming</td>
<td>3</td>
</tr>
<tr>
<td>CET 2112C</td>
<td>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.

DATA PROCESSING

Associate in Science

This program is designed for the student who wishes to be usefully employed in one of several business data processing fields 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 transfer institution.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1033</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1000</td>
<td>Introduction to Data Processing Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CNM 1005</td>
<td>Introduction to Programming Concepts</td>
<td>3</td>
</tr>
</tbody>
</table>

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>COP 2126</td>
<td>COBOL Programming I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics*</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1650</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
</tbody>
</table>

ADVANCED COURSES

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

Total Credit Hours: 60

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.

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

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.

Students should contact the Health and Public Service Department for specific admission procedures and criteria.

**DIETETIC TECHNOLOGY**

**Associate In Science**

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

Students should contact the Health and Public Service Department for specific admission procedures and criteria.

### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUN 1201</td>
<td>Nutrition I</td>
<td>3</td>
</tr>
<tr>
<td>DIE 1001</td>
<td>Basic Nutrition</td>
<td>1</td>
</tr>
<tr>
<td>DIE 1270L</td>
<td>Nutrition Clinical Practice I</td>
<td>1</td>
</tr>
<tr>
<td>DIE 1271L</td>
<td>Nutrition Clinical Practice II</td>
<td>2</td>
</tr>
<tr>
<td>DIE 1006</td>
<td>Health Field II</td>
<td>1</td>
</tr>
<tr>
<td>FSS 1202C</td>
<td>Principles of Food Preparation</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>HUN 1290</td>
<td>Nutrition II</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>Diet Therapy</td>
<td>3</td>
</tr>
<tr>
<td>FOS 2201</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>FSS 1001</td>
<td>Sanitation and Safety</td>
<td>2</td>
</tr>
<tr>
<td>FSS 1001</td>
<td>Introduction to Food Service Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 25**

### INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIE 1412</td>
<td>Nutrition III</td>
<td>3</td>
</tr>
<tr>
<td>DIE 2272L</td>
<td>Nutrition Counseling and Education</td>
<td>3</td>
</tr>
<tr>
<td>DIE 2100</td>
<td>Practice III</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1300</td>
<td>Health Care Delivery Systems</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Informal Communication or Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>EDP 2002</td>
<td>Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>EDP 1005</td>
<td>Orientation to Education</td>
<td>3</td>
</tr>
<tr>
<td>SYG 2000</td>
<td>Elective Introductory Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 21**

### ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSS 2222C</td>
<td>Quantity Food Production and Food Management</td>
<td>3</td>
</tr>
<tr>
<td>HUN 1401</td>
<td>Nutrition IV - Application of Diet in Disease</td>
<td>3</td>
</tr>
<tr>
<td>DIE 2273L</td>
<td>Nutrition Clinical Practice IV</td>
<td>4</td>
</tr>
<tr>
<td>DIE 2500</td>
<td>Dietetic Seminar</td>
<td>1</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 14**

**Total: 60**

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1000</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1100C</td>
<td>Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1104</td>
<td>College Algebra or</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1033</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1053C</td>
<td>Introductory Physics I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>EGN 1130C</td>
<td>Descriptive Geometry</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1701C</td>
<td>Mechanical Drafting I</td>
<td>3</td>
</tr>
<tr>
<td>ETM 1828</td>
<td>Engineering Materials &amp; Processes</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1304</td>
<td>Modern Computational Methods</td>
<td>2</td>
</tr>
<tr>
<td>MAC 1114</td>
<td>College Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1054C</td>
<td>Introductory Physics II</td>
<td>4</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>33</td>
</tr>
</tbody>
</table>

ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD 2643C</td>
<td>Electro-Mechanical Drafting</td>
<td>4</td>
</tr>
<tr>
<td>ETD 2702C</td>
<td>Mechanical Drafting II</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2721C</td>
<td>Elements of Tool Design</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2949</td>
<td>Cooperative Education: Drafting &amp; Design Field Experience or Elective</td>
<td>2-4</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>12-14</td>
</tr>
</tbody>
</table>

RECOMMENDED ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD 1320C</td>
<td>Introduction to CADD</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1350C</td>
<td>Advanced CADD</td>
<td>3</td>
</tr>
</tbody>
</table>
### COMPUTER INTEGRATED MANUFACTURING/AUTOMATION TECHNOLOGY OPTION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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>
<td>4</td>
</tr>
<tr>
<td>EST 2674C</td>
<td>Programmable Controllers II</td>
<td>4</td>
</tr>
<tr>
<td>EST 2635*</td>
<td>Computer Integrated Manufacturing</td>
<td>4</td>
</tr>
<tr>
<td>EST 2632C*</td>
<td>Electromechanical Components and Mechanisms</td>
<td>4</td>
</tr>
<tr>
<td>EST 2537L*</td>
<td>Control Systems Instrumentation</td>
<td>3</td>
</tr>
</tbody>
</table>

Total computer integrated manufacturing/automation technology option courses credits 25
TOTAL A.S. PROGRAM CREDITS 70

*Awaiting state approval of course number assignments.

**Not required if student has successfully completed CET 2112C and CET 2123C.

### 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>
<td>3</td>
</tr>
<tr>
<td>EST 2331C</td>
<td>Microelectronics Circuit</td>
<td>3</td>
</tr>
<tr>
<td>EST 2341C</td>
<td>Quality Assurance and Reliability Testing</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 25

### LASER/ELECTRO-OPTICS OPTION

### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1327</td>
<td>Mathematics for Electronics I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1328</td>
<td>Mathematics for Electronics II</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1053C</td>
<td>Introductory Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1402C</td>
<td>Optical Physics</td>
<td>4</td>
</tr>
</tbody>
</table>

Total 20

### INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 1015C</td>
<td>Fundamentals of DC Circuits</td>
<td>3</td>
</tr>
<tr>
<td>EET 1025C</td>
<td>Fundamentals of AC Circuits</td>
<td>3</td>
</tr>
<tr>
<td>EET 1141C</td>
<td>Electronic Circuits I</td>
<td>4</td>
</tr>
<tr>
<td>EET 2142C</td>
<td>Electronic Circuits II</td>
<td>4</td>
</tr>
<tr>
<td>CET 2112C</td>
<td>Digital Techniques</td>
<td>4</td>
</tr>
<tr>
<td>EET 2183C</td>
<td>Electronic Troubleshooting Techniques</td>
<td>3</td>
</tr>
<tr>
<td>CET 2123C</td>
<td>Fundamentals of Microcomputers</td>
<td>4</td>
</tr>
</tbody>
</table>

Total 28

### ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EST 2201C</td>
<td>Fundamentals of Laser Systems</td>
<td>4</td>
</tr>
<tr>
<td>EST 2221C</td>
<td>Optical Components and Instruments</td>
<td>4</td>
</tr>
<tr>
<td>EST 2231C</td>
<td>Gas Lasers</td>
<td>4</td>
</tr>
</tbody>
</table>

EST 2232C | Solid State Lasers                         | 4       |
EST 2252C | Laser Application Designs                  | 3       |
EST 2251C | Selected Laser Topics                      | 2-4     |

Total 66-68

### RECOMMENDED ELECTIVES/SUPPLEMENTAL COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAP 2201</td>
<td>Scientific Program Applications</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1304</td>
<td>Modern Computational Methods</td>
<td>2</td>
</tr>
<tr>
<td>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>
<td>4</td>
</tr>
<tr>
<td>EST 2674C</td>
<td>Programmable Controllers II</td>
<td>4</td>
</tr>
</tbody>
</table>

NOTE: Specialized program courses are offered on the West Campus. Students from Mid-Florida Technical Institute should check with the department for certain course credits.

### 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 assuming the role of basic life support provider and of physician extend-er. 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. Certificah students are encouraged to continue their studies for the AS degree. They may apply credits in the certificate program toward this degree. Persons presently Board certified may prove competency through examinations or experiential learning. A minimum grade of "C" must be achieved in all paramedic, required science and social science courses to meet a prerequisite or graduation requirement. Any student admitted to the EMS Program who fails or withdraws from any two EMS courses (can be the same course or two different courses) must petition the Paramedic Program Petition Committee for reevaluation and readmission. Students will be allowed to petition no more than one time. Requirements and further information about admission to this program can be found in the admissions and records section of this catalog. Students should contact the Health and Public Service Department for specific admission procedures and criteria.
## Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 1015</td>
<td>Medical Terminology for Emergency Care</td>
<td>2</td>
</tr>
<tr>
<td>EMS 1119</td>
<td>Fundamentals of Emergency Medical Technology**</td>
<td>4</td>
</tr>
<tr>
<td>EMS 1119L</td>
<td>Fundamentals of Emergency Medical Technology Practice**</td>
<td>3</td>
</tr>
<tr>
<td>EMS 1332</td>
<td>Medical Ethics</td>
<td>2</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>EMS 1431</td>
<td>Emergency Medical Technician Clinical Practicum**</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

## Intermediate 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>APB 2204C</td>
<td>Human Anatomy and Physiology II*</td>
<td>4</td>
</tr>
<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>EMS 1341</td>
<td>Extrication/Rescue</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

## Advanced Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 1012</td>
<td>Doseage Calculation/Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>EMS 2254C</td>
<td>Paramedic I**</td>
<td>4</td>
</tr>
<tr>
<td>EMS 2411</td>
<td>Hospital Clinical Practice</td>
<td>5</td>
</tr>
<tr>
<td>EMS 2255C</td>
<td>Paramedic II**</td>
<td>4</td>
</tr>
<tr>
<td>EMS 2439</td>
<td>Clinical Practicum</td>
<td>5</td>
</tr>
<tr>
<td>EMS 2440</td>
<td>Professional Field Internship</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>29</strong></td>
<td></td>
</tr>
</tbody>
</table>

## EMS Certificate Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 1012</td>
<td>Doseage Calculation/Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>EMS 1114</td>
<td>Fundamentals of EMT (Basic EMT)</td>
<td>4</td>
</tr>
<tr>
<td>EMS 1431</td>
<td>EMT Clinical Practicum (EMT State Board)</td>
<td>3</td>
</tr>
<tr>
<td>EMS 1115L</td>
<td>Fundamentals of EMT Practice (EMT State Board)</td>
<td>3</td>
</tr>
<tr>
<td>EMS 1332</td>
<td>Medical Ethics</td>
<td>2</td>
</tr>
<tr>
<td>APB 1190C</td>
<td>Basic Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>EMS 1341</td>
<td>Extrication/Rescue</td>
<td>3</td>
</tr>
<tr>
<td>EMS 2219</td>
<td>Paramedic I</td>
<td>4</td>
</tr>
<tr>
<td>EMS 2219L</td>
<td>Hospital Clinical Practice</td>
<td>5</td>
</tr>
<tr>
<td>EMS 2229</td>
<td>Paramedic II</td>
<td>4</td>
</tr>
<tr>
<td>EMS 2462</td>
<td>Clinical Practicum</td>
<td>5</td>
</tr>
<tr>
<td>EMS 2440</td>
<td>Provisional Field Internship (Paramedic State Board)</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td><strong>45</strong></td>
<td></td>
</tr>
</tbody>
</table>

* Permission of department
** Has prerequisites/co-requisite

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

To sit for the EMT state board, students must have taken and passed EMS 1114, EMS 1115L and EMS 1431.

## Fire Science Associate in Science

This program is designed for fire fighters, firefighters aspiring to become officers, officers wanting Florida State Fire Officers and Fire Inspector's 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 science courses.

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

## Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>POS 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 1301</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 Science</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1131</td>
<td>Company Officer Leadership*</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>21</strong></td>
</tr>
</tbody>
</table>

## Intermediate Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1410</td>
<td>Fire Fighting Strategy and Tactics*</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2500</td>
<td>Hazardous Materials I*</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2150</td>
<td>Methods &amp; Techniques of Instruction*</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1025C</td>
<td>Introduction to General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>SYG 2000</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>25</strong></td>
<td></td>
</tr>
</tbody>
</table>

## Advanced Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFP 2200</td>
<td>Introduction to Fire Inspection*</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2620</td>
<td>Fire Protection Systems 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>
</tr>
<tr>
<td>FFP 2326</td>
<td>Building Plans Review for Fire Service*</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2240</td>
<td>Fire Investigation**</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>18</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>64</strong></td>
<td></td>
</tr>
</tbody>
</table>

*Courses required for State Fire Inspector Certification.
*Courses required for State Fire Officer Certification.

**Note:** Specialized program courses are offered on the West Campus.
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 110</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<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>
</tr>
<tr>
<td>GRA 1500</td>
<td>Introduction to Graphic Communication</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1000</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 24

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARH 1000</td>
<td>Visual Arts Today</td>
<td>3</td>
</tr>
<tr>
<td>APA 1111</td>
<td>Basic Accounting</td>
<td>3</td>
</tr>
<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>
</tr>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2800</td>
<td>Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ART 2101C</td>
<td>Photography I</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 21

ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAN 2100</td>
<td>Supervising of Personnel</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2702</td>
<td>Graphics Production Management</td>
<td>3</td>
</tr>
<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 2835C</td>
<td>Graphic Reproduction Processes</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2949</td>
<td>COOP Field Experience or Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 18

Total 63

SUGGESTED ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*GRA 2660C</td>
<td>Binding Operations</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2704C</td>
<td>Production Scheduling</td>
<td>3</td>
</tr>
<tr>
<td>*GRA 2601CL</td>
<td>Color Stripping</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2652</td>
<td>Printing Problems</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Speech</td>
<td>3</td>
</tr>
</tbody>
</table>

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>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 110</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<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 with departmental approval</td>
<td>3</td>
</tr>
<tr>
<td>ARH 1000</td>
<td>Visual Arts Today and/or Art History I</td>
<td>3</td>
</tr>
<tr>
<td>ART 2050</td>
<td>Design I and/or Art History II</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>ART 1301C</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 1201C</td>
<td>Design I</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 21

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>ART 1302C</td>
<td>Drawing II or Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART 2601C</td>
<td>Design II</td>
<td>3</td>
</tr>
<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>
</tr>
<tr>
<td>ETD 1100C</td>
<td>Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>PGY 2101C</td>
<td>Photography I</td>
<td>3</td>
</tr>
<tr>
<td>GRA 1747</td>
<td>Portfolio/Resume</td>
<td>1</td>
</tr>
</tbody>
</table>

Total 22

ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRA 2740C</td>
<td>Graphic Presentations</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2743C</td>
<td>Illustrating</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2745C</td>
<td>Pictorial Rendering</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2600</td>
<td>Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>GRA 1747</td>
<td>Portfolio/Resume</td>
<td>2</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>
<td>3</td>
</tr>
</tbody>
</table>

Total 20

Total 63

70
SUGGESTED ELECTIVES

JOU 1420L College Newspaper 1
MAR 2302 Advertising 3
GRA 2708 Graphic Arts Estimating 3
GRA 2571C Photolithography 3
APA 1111 Basic Accounting 3
CGS 1061 Introduction to Microcomputers 3
MAR 2011 Principles of Marketing 3
SPC 1600 Fundamentals of Speech 3

*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 in the Graphic Arts Management Option and on the East Campus in the Graphic Design/Commercial Art Option.

INTERMEDIATE COURSES

OST 1335 Business Communications* 3
INP 1301 Psychology of Business and Industry 3
BUL 2111 Business Law I 3
AG 2011 Principles of Accounting I* 3
HSA 1112 Health Services Management* 3
HSA 1810L Health Services Management Clinical* 2

ADVANCED COURSES

MAN 2100 Supervision of Personnel 3
HSA 2420 Basic Law for Allied Health* 3
HSA 2450 Medical Ethics and Professional Issues* 3
HSA 2403 Psychosocial Aspects of Health Care Delivery* 3

Option 1 - Nursing Home Administration/Long Term Care
HSA 2220C Long Term Care Administration I* 5
HSA 2221C Long Term Care Administration II* 6
HSC 2560 Therapeutic Activity Systems for the Aged* 2

Option 2 - Emergency Medical Services Management
HSA 2130 Prehospital Care Management I* 5
HSA 2131 Prehospital Care Management II* 6
HSA 2132 Emergency Services Community Relations* 2

Total 25

HEALTH CARE MANAGEMENT

FOUNDATION COURSES

ENC 1101 Freshman Composition I 3
MTB 1103 Business Mathematics 3
CGS 1061 Introduction to Microcomputers 3

SPC 1600 Fundamentals of Speech 3
POS 1041 U.S. Government or 3
POS 2112 State and Local Government (3)
HSA 1101 Survey of Health Care Delivery Systems* 3

* Denotes course has a prerequisite.
** Denotes course has a corequisite

HEALTH CARE MANAGEMENT

Certificate Option

This program is for currently employed persons in health fields and/or mid-management positions. The courses listed are considered to be required curriculum courses for the Certificate Program. Certificate students are encouraged to continue their studies for the AS degree.

Students are expected to have basic English, math and keyboard or typing skills prior to beginning the program.

Certificate in Health Care Management

CGS 1061 Introduction to Microcomputers 3
HSA 1101 Survey of Health Care Delivery Systems 3
HSA 1112 Health Services Management 3
HSA 1810 Health Services Management Clin. 2
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.

FOUNDATIONS COURSES

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

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORH 1011C</td>
<td>Landscaping Design and</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1012C</td>
<td>Interiorscaping Design and</td>
<td>3</td>
</tr>
<tr>
<td>HOS 2004C</td>
<td>Plant Propagation</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>SOS 2102C</td>
<td>Soils and Fertilizers</td>
<td>3</td>
</tr>
<tr>
<td>ENY 1007C</td>
<td>Principles of Entomology</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>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>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 2203C</td>
<td>Floriculture Production and Use</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>ORH 2251C</td>
<td>Nursery Operation and Management</td>
<td>3</td>
</tr>
<tr>
<td>HOS 2941</td>
<td>Horticulture Seminar and Work Experience</td>
<td>2</td>
</tr>
</tbody>
</table>

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</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOS 1010C</td>
<td>Introduction to Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1521C</td>
<td>Ornamental Plant Materials I</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1522C</td>
<td>Ornamental Plant Materials II</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1858C</td>
<td>Ornamental Plant Maintenance</td>
<td>4</td>
</tr>
<tr>
<td>ORH 1012C</td>
<td>Landscaping Design and</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1012C</td>
<td>Interiorscaping Design and</td>
<td>3</td>
</tr>
<tr>
<td>HOS 2004C</td>
<td>Plant Propagation</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1265C</td>
<td>Woody Plant Production</td>
<td>3</td>
</tr>
<tr>
<td>ORH 2251C</td>
<td>Nursery Operation and Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 28

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.

FOUNDATIONS COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 1014</td>
<td>Introduction to International Business</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1700</td>
<td>Cross Cultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>OST 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>CBT 1314</td>
<td>Keyboarding Skills</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1023</td>
<td>Principles of Economics-Macro</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Economics-Micro</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 30

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1000</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>
</tbody>
</table>
**ADVANCED COURSES**

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

**Total** 27

**RECOMMENDED ELECTIVES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG</td>
<td>Principles of Accounting II</td>
</tr>
<tr>
<td>BUL</td>
<td>Business Law II</td>
</tr>
<tr>
<td>MAN</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>GRA</td>
<td>Graphical Presentations</td>
</tr>
<tr>
<td>SPC</td>
<td>Fundamentals of Speech</td>
</tr>
<tr>
<td>CPO</td>
<td>Introduction to Comparative Politics</td>
</tr>
</tbody>
</table>

**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</td>
<td>1101 Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTB</td>
<td>1103 Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUL</td>
<td>2111 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>LEA</td>
<td>1013 Legal Research &amp; Theory</td>
<td>3</td>
</tr>
<tr>
<td>LEA</td>
<td>1201 Real Property I</td>
<td>3</td>
</tr>
</tbody>
</table>

**INTERMEDIATE COURSES**

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

**Total** 63

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

**ADVANCED COURSES**

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

**Total** 9

*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 Typewriting; OST 1141 Keyboarding 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.

Students should contact the Health and Public Service
Department for specific admission procedures and criteria.

**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>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>APB 2203C</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1045C</td>
<td>General Chemistry, Qualitative Analysis I</td>
<td>4</td>
</tr>
<tr>
<td>MLT 1000C</td>
<td>Introduction to MLT</td>
<td>1</td>
</tr>
<tr>
<td>MLT 1210C</td>
<td>Urinalysis</td>
<td>2</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>APB 2204C</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>MCB 2010C</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Freshman Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MLS 1300C</td>
<td>Hematology</td>
<td>5</td>
</tr>
<tr>
<td>MLT 2500</td>
<td>Serology/Immunology</td>
<td>3</td>
</tr>
<tr>
<td>MLT 2526C</td>
<td>Immunochemistry</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>22</strong></td>
</tr>
</tbody>
</table>

**ADVANCED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLT 1400C</td>
<td>Medical Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>MLT 2762</td>
<td>Instrumentation</td>
<td>1</td>
</tr>
<tr>
<td>MLT 2620</td>
<td>Clinical Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>MLT 2807L</td>
<td>Blood Bank Practicum</td>
<td>2</td>
</tr>
<tr>
<td>MLT 2809L</td>
<td>Hematology/Urinalysis</td>
<td>6</td>
</tr>
<tr>
<td>MLT 2810L</td>
<td>Chemistry Practicum</td>
<td>5</td>
</tr>
<tr>
<td>MLT 2811L</td>
<td>Microbiology/Serology</td>
<td>6</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>33</strong></td>
</tr>
</tbody>
</table>

Total: **75**

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
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>
<td>3</td>
</tr>
<tr>
<td>NUR 1143</td>
<td>Mathematics and Pharmacology for Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 1023C</td>
<td>Nursing I Fundamentals of Nursing</td>
<td>10</td>
</tr>
<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>23</strong></td>
</tr>
</tbody>
</table>

**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>APB 2204C</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>MCB 2004C</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Freshman Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MCB 2010C</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>NUR 1023C</td>
<td>Nursing I Fundamentals of Nursing</td>
<td>10</td>
</tr>
<tr>
<td>NUR 2730C</td>
<td>Nursing III Complex</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>34</strong></td>
</tr>
</tbody>
</table>

**ADVANCED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 2460C</td>
<td>Nursing IV Maternal</td>
<td>10</td>
</tr>
<tr>
<td>NUR 2520C</td>
<td>Child Health Nursing</td>
<td>10</td>
</tr>
<tr>
<td>POS 1041</td>
<td>Nursing V Psychiatric/ Mental Health Nursing</td>
<td>5</td>
</tr>
<tr>
<td>SYG 2000</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>NUR 2821</td>
<td>Leadership Theory</td>
<td>3</td>
</tr>
<tr>
<td>NUR 2810C</td>
<td>Nursing VI Clinical Practicum in Patient Care Management</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>27</strong></td>
</tr>
</tbody>
</table>

Total: **84**

*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>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 1143</td>
<td>Mathematics and Pharmacology for Nursing</td>
<td>3</td>
</tr>
<tr>
<td>APB 2203C</td>
<td>Human Anatomy and Physiology I*</td>
<td>4</td>
</tr>
<tr>
<td>APB 2204C</td>
<td>Human Anatomy and Physiology II*</td>
<td>4</td>
</tr>
<tr>
<td>MCB 2010C</td>
<td>Microbiology*</td>
<td>4</td>
</tr>
<tr>
<td>PSY 1012</td>
<td>General Psychology*</td>
<td>3</td>
</tr>
<tr>
<td>DEP 2004</td>
<td>Developmental Psychology*</td>
<td>3</td>
</tr>
<tr>
<td>NUR 1001C</td>
<td>Transition</td>
<td>10</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SYG 2000</td>
<td>Introductory Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 37

**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 2790C</td>
<td>Nursing III Complex</td>
<td>10</td>
</tr>
<tr>
<td>HUM 2250 or</td>
<td>Humanities Twentieth Century or</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Freshman Composition II</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 13

**ADVANCED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 2520C</td>
<td>Nursing V - Psychiatric Nursing</td>
<td>5</td>
</tr>
<tr>
<td>NUR 2810C</td>
<td>Nursing VI - Clinical Practicum in Patient Care Management</td>
<td>5</td>
</tr>
<tr>
<td>NUR 2821</td>
<td>Leadership Theory</td>
<td>1</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 14

*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: MAN 2012 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; CMC 1300 Introduction to Data Processing; a foreign language course.

**OFFICE SYSTEMS TECHNOLOGY**

**LEGAL SECRETARY OPTION**

Associate in Science

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

**FOUNADATION 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>
<tr>
<td>OST 1211</td>
<td>Beginning Shorthand*</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>OST 1701</td>
<td>Word/Information Processing Concepts</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 21

**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 1110</td>
<td>Intermediate Typewriting*</td>
<td>3</td>
</tr>
<tr>
<td>OST 1212</td>
<td>Intermediate Shorthand*</td>
<td>3</td>
</tr>
<tr>
<td>OST 2401</td>
<td>Office Technology I</td>
<td>3</td>
</tr>
</tbody>
</table>

**OFFICE SYSTEMS TECHNOLOGY**

**LEGAL SECRETARY OPTION**

Associate in Science

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

**FOUNADATION 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 1211</td>
<td>Beginning Shorthand*</td>
<td>3</td>
</tr>
<tr>
<td>OST 1212</td>
<td>Beginning Typewriting*</td>
<td>3</td>
</tr>
<tr>
<td>OST 1353</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MAN 1011</td>
<td>Introduction to Records Management</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 24

**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP 1111</td>
<td>Basic Accounting**</td>
<td>3</td>
</tr>
<tr>
<td>OST 1110</td>
<td>Intermediate Typewriting*</td>
<td>3</td>
</tr>
<tr>
<td>OST 1212</td>
<td>Intermediate Shorthand*</td>
<td>3</td>
</tr>
</tbody>
</table>
### INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 1110</td>
<td>Intermediate Typewriting*</td>
<td>3</td>
</tr>
<tr>
<td>OST 1701</td>
<td>Word/Information Processing Concepts</td>
<td>3</td>
</tr>
<tr>
<td>OST 2612</td>
<td>Medical Transcription II</td>
<td>3</td>
</tr>
<tr>
<td>OST 1461</td>
<td>Medical Office Technology</td>
<td>3</td>
</tr>
<tr>
<td>APB 1391</td>
<td>Medical Terminology II</td>
<td>3</td>
</tr>
<tr>
<td>OST 1335</td>
<td>Human Anatomy &amp; Physiology</td>
<td>3</td>
</tr>
<tr>
<td>APP 1111</td>
<td>Basic Accounting**</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 24

### ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1061</td>
<td>Introduction to Micro</td>
<td>3</td>
</tr>
<tr>
<td>Computers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OST 2120</td>
<td>Advanced Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>OST 2613</td>
<td>Medical Transcription III</td>
<td>3</td>
</tr>
<tr>
<td>OST 2462</td>
<td>Medical Office Asst. II</td>
<td>3</td>
</tr>
<tr>
<td>OST 1721</td>
<td>Word Information Processing Operations</td>
<td>3</td>
</tr>
<tr>
<td>OST 2471</td>
<td>Internship as Medical</td>
<td>3</td>
</tr>
<tr>
<td>Secretary/Transcriptionist</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 18

*Students with prior instruction and/or experience in shorthand and/or typewriting should enroll in the next higher shorthand and/or typewriting course. 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 1011 Legal Research and Theory, CCJ 1010 Introduction to Criminal Justice I, MAN 1014 Records Technology, MAN 1202 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.

### 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.

### 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>
<tr>
<td>OST 1611</td>
<td>Medical Transcription I</td>
<td>3</td>
</tr>
<tr>
<td>APB 1390</td>
<td>Medical Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>MTS 1103</td>
<td>Human Anatomy &amp; Physiology</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 21

*Students with prior instruction and/or experience in OST 1100 or OST 1101 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.

### 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 elect the Word/Information Processing Systems degree program. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>OST 1100</td>
<td>Beginning Typewriting*</td>
<td>3</td>
</tr>
<tr>
<td>OST 1701</td>
<td>Word/Information Processing Concepts</td>
<td>3</td>
</tr>
</tbody>
</table>
MTB 1103  Business Mathematics  3
GEB 1011  Introduction to Business  3
INF 1301  Psychology in Business and Industry  3
OST 1353  Introduction to Records Information  3

INTERMEDIATE COURSES
OST 1110  Intermediate Typewriting*  3
OST 2401  Office Technology I  3
OST 1335  Business Communications  3
CGS 1051  Introduction to Micro Computers  3
APA 1111  Basic Accounting**  3
OST 1721  Word/Information Processing Operations  3

ADVANCED COURSES
OST 2120  Advanced Typewriting  3
POS 1041  U.S. Government I  3
OST 2402  Office Technology II  3
OST 2782  Word/Information Processing Applications  3
OST 2771  Word/Information Processing Management  3
Electives (Choose either OST 2490, OST 1356, OST 1357, MAN 2021, BUL 2111, OST 1211, OST 1212)  6

Total  60

*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.

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

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.

INTERMEDIATE COURSES
OST 1335  Business Communications  3
OST 1110  Intermediate Typewriting  3
OST 1701  Word/Information Processing Concepts  3
OST 1353  Introduction to Records Information  3
OST 1721  Word/Information Processing Operations  3

ADVANCED COURSES
OST 2401  Office Technology I  3
OST 2120  Advanced Typewriting  3

Total  15

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

21-23

INTERMEDIATE COURSES
GEB  1011  Introduction to Business  3
ACC  1009  Basic Accounting  3
INP  1301  Psychology in Business and Industry  3
ORH  2200C  Introduction to Lawn and Turfgrass Care and Management  3
ENY  1220  Pesticides  3
SOS  2102C  Soils and Fertilizers  4

19

ADVANCED COURSES
ENY  2224  Household Pests and Their Control  4
ENY  2940  Field Service  2
ENY  2227  Wood Destroying Pests and Their Control  4
RADIOLOGIC TECHNOLOGY
Associate in Science

This program is designed to prepare the student for employment as a radiologic technologist (radiographer). The radiographer's primary role is to operate imaging modalities and perform technical procedures in producing x-ray studies for the diagnosis and treatment of injury and disease.

Radiologic Technology is a challenging and growing profession with subspecialties in xerography, nuclear medicine, computerized tomography, radiation therapy, thermography, digital vascular imaging, angiography, cardiology and magnetic resonance imaging. Properly trained radiographers are in demand in hospitals, clinics, dental and veterinary offices, public health facilities, research laboratories, factories, education and governmental institutions, and in the aerospace field.

The program is accredited by the Joint Review Committee on Education in Radiologic Technology and in accordance with the Council on Medical Education of the American Medical Association. Graduates are eligible to take the national certifying examination administered by the American Registry of Radiologic Technologists and meet state licensure requirements.

A minimum grade of "C" must be achieved in all radiologic technology courses and required general curriculum to meet a prerequisite or graduation requirement.

This program is articulated between Florida Hospital and Orlando Regional Medical Center.

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

Students should contact the Health and Public Service Department for specific admission procedures and criteria.

FOLLOWED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTE 1002</td>
<td>Introduction to Radiography</td>
<td>1</td>
</tr>
<tr>
<td>RTE 1001</td>
<td>Medical Terminology for Radiographers</td>
<td>1</td>
</tr>
<tr>
<td>APR 1220</td>
<td>Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>RTE 1405</td>
<td>Radiographic Procedures</td>
<td>5</td>
</tr>
<tr>
<td>RTE 1405L</td>
<td>Radiographic Procedures Lab</td>
<td>1</td>
</tr>
<tr>
<td>RTE 1819L</td>
<td>Radiography Clinical Education I</td>
<td>6</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>RTE 1613</td>
<td>Radiation Physics and Imaging Equipment</td>
<td>5</td>
</tr>
<tr>
<td>RTE 1613L</td>
<td>Radiation Physics Lab</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>26</td>
</tr>
</tbody>
</table>

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTE 1111</td>
<td>Patient Care in Radiography</td>
<td>1</td>
</tr>
<tr>
<td>RTE 1206</td>
<td>Introduction to Computers in Radiograph</td>
<td>1</td>
</tr>
<tr>
<td>RTE 1829L</td>
<td>Radiography Clinical Education II</td>
<td>7</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>RTE 2413</td>
<td>Radiographic Exposure and Processing</td>
<td>2</td>
</tr>
<tr>
<td>RTE 2413L</td>
<td>Radiographic Exposure and Processing Lab</td>
<td>1</td>
</tr>
<tr>
<td>RTE 2384</td>
<td>Radiation Biology and Protection</td>
<td>2</td>
</tr>
<tr>
<td>RTE 2417</td>
<td>Evaluation of Radiographs</td>
<td>2</td>
</tr>
<tr>
<td>RTE 2415L</td>
<td>Radiographic Procedures Lab II</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>27</td>
</tr>
</tbody>
</table>

ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTE 2849L</td>
<td>Radiography Clinical Education III</td>
<td>5</td>
</tr>
<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>RTE 2153</td>
<td>Pathophysiology for Radiographers</td>
<td>2</td>
</tr>
<tr>
<td>RTE 2473</td>
<td>Radiographic Quality Assurance</td>
<td>1</td>
</tr>
<tr>
<td>RTE 2475L</td>
<td>Radiographic Quality Assurance Lab</td>
<td>1</td>
</tr>
<tr>
<td>RTE 2930</td>
<td>Radiologic Science Seminar</td>
<td>2</td>
</tr>
<tr>
<td>RTE 2879L</td>
<td>Radiologic Clinical Education IV</td>
<td>7</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1020</td>
<td>Introduction to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>27</td>
</tr>
</tbody>
</table>

REAL ESTATE
Associate in Science

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

FOUNDED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>GEB 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>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>
</tr>
<tr>
<td>BUL 1303</td>
<td>Florida Real Estate Law</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>*Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>24</td>
</tr>
</tbody>
</table>

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>APA 1111</td>
<td>'Basic Accounting</td>
<td>3</td>
</tr>
<tr>
<td>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>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>21</td>
</tr>
</tbody>
</table>

ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>REE 2205</td>
<td>Real Estate Finance II</td>
<td>3</td>
</tr>
<tr>
<td>REE 2101</td>
<td>Real Estate Appraising II</td>
<td>3</td>
</tr>
<tr>
<td>REE 2040</td>
<td>Real Estate Investment</td>
<td>3</td>
</tr>
</tbody>
</table>
SOPHOMORE YEAR

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

Total 32

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

SURVEYING TECHNOLOGY

Associate in Science

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

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

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1104</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1033</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2605C</td>
<td>Surveying Calculations</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2321</td>
<td>Basic Surveying and Measurements (Surveying I)</td>
<td>4</td>
</tr>
</tbody>
</table>

Total 21

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1114</td>
<td>College Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1521C</td>
<td>Ornamental Plant Materials I</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2201C</td>
<td>Highway Drafting and Route Design</td>
<td>4</td>
</tr>
<tr>
<td>SUR 2300</td>
<td>Topography and Mapping</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2330</td>
<td>Photogrammetry</td>
<td>2</td>
</tr>
<tr>
<td>SUR 2400</td>
<td>Legal Aspects of Surveying</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2510</td>
<td>Intermediate Survey</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2949</td>
<td>Cooperative Education: Surveying Field Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 32-34

ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUR 2402</td>
<td>Land Surveying and Descriptions</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2460</td>
<td>Subdivisions</td>
<td>3</td>
</tr>
</tbody>
</table>

* Twelve calendar months
THEATER/ENTERTAINMENT TECHNOLOGY
Associate in Science

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

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC</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</td>
<td>Introduction to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>THE 1301</td>
<td>Development of Theater -</td>
<td>3</td>
</tr>
<tr>
<td>THE 1302</td>
<td>Beginnings to Ibsen</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1210</td>
<td>Development of Theater -</td>
<td>3</td>
</tr>
<tr>
<td>INP</td>
<td>Ibsen to Present</td>
<td>3</td>
</tr>
<tr>
<td>MTB</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 21

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>POS</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>ENC</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>TPA</td>
<td>Basic Stagecraft II</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1100C</td>
<td>Introduction to Stage</td>
<td>3</td>
</tr>
<tr>
<td>TPA</td>
<td>Lighting</td>
<td>4</td>
</tr>
<tr>
<td>TPA 1220C</td>
<td>Sound for the Stage</td>
<td>4</td>
</tr>
<tr>
<td>TPA</td>
<td>Costume Techniques and Wardrobe Practices</td>
<td>2</td>
</tr>
<tr>
<td>TPA 1250</td>
<td>Makeup for the Stage</td>
<td>2</td>
</tr>
<tr>
<td>RTV</td>
<td>Television Production</td>
<td>2</td>
</tr>
</tbody>
</table>

Total: 25

ADVANCED COURSES

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

Total: 19

A total of nine (9) hours is required between these two courses. At least six must be taken in Technical Theater Production. Additional hours in Technical Theater Production can be substituted for Theater Internship.

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

CONTINUING EDUCATION

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

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

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

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

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

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

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

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

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

ART 2130C 3 Credits
INTRODUCTION TO WEAVING: OFF-LOOM TECHNIQUES
Includes extra periods. An introduction to fiber processes, including primitive loom building, carding, spinning, 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)

PGY 2101C 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)

**PGY 2102C**
**PHOTOGRAPHY II**
Includes extra periods. **Prerequisite:** PGY 2101C.
Continuation of Photography I with emphasis on imagery, content and refinement of techniques of the medium.
(Special Fee)

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

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

**ART 2892**
**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**
**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**
**MAN AND ENVIRONMENT**
A general education non-laboratory course designed to provide understanding of man’s interdependence with and responsibility for his environment. Investigates such aspects of the environment as pollution, urbanization, population trends and changes in life styles. Treats present and projected solutions to problems.

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

**APB 1150**
**BIOLOGICAL SCIENCE**
A general education non-laboratory course for students not majoring in biology. Includes study of human body, human evolution, genetics, reproduction, development and diseases of man. Emphasis on human organism as central figure in biosphere. Not a prerequisite for any other biology course.

**APB 1190C**
**INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY**
**Prerequisite:** Permission of department. Study of normal structure and function of the eleven body systems. Principally for students pursuing paramedic certification program. Cannot substitute for APB 2203C or APB 2204C.
Six hours lecture/lab instruction. (Special Fee)

**APB 1220**
**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**
**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**
**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**
**MEDICAL TERMINOLOGY II**
Four hours lecture/laboratory periods. A continuation of APB 1390 including the nervous, sensory, digestive, excretory and reproductive systems.

**APB 2203C**
**HUMAN ANATOMY AND PHYSIOLOGY I**
**Prerequisite:** CHM 1025C and BSC 1010C or permission of department. Structure and function of integumentary, skeletal, muscular, circulatory, and nervous systems, and organs of special sense. Laboratory exercises emphasize anatomic and physiological principles associated with classroom work. Six hours lecture/lab instruction.
(Special Fee)

**APB 2204C**
**HUMAN ANATOMY AND PHYSIOLOGY II**
**Prerequisite:** Completion of APB 2203C with grade of “C”. Continuation of APB 2203C, including endocrine, reproductive, respiratory, digestive and excretory systems with considerable emphasis on biochemistry of metabolic processes and body fluids. Six hours lecture/lab instruction.
(Special Fee)

**APB 2562**
**PHARMACOLOGY FOR HEALTH RELATED MAJORS**
This course includes the study of drugs used in the treatment of diseases of the human body.
PCB 2304  
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 include plants, animals, water chemistry, stream flow dynamics, fresh water resources and management and pollution.

PCB 2342  
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 seagrass beds 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.

PCB 2313  
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  
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  
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 2933  
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  
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  
MICROBIOLOGY  
Six hours lecture/laboratory instruction. Prerequisite: BSC 1010C and prerequisite or corequisite: CHM 1025C 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  
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  
AQUATIC BIOLOGY  
Prerequisite: BSC 1010C or permission of the department.  
A lecture, laboratory and field biological survey of lakes and streams including the taxonomy, ecology and life cycles of freshwater organisms with emphasis on the invertebrates. This course covers the physical and chemical factors of freshwater ecosystems such as the origin of lakes, evolution of streams and biogeochemical cycles of freshwater. The biology of polluted water is discussed. (Special Fee)

ZOO 2013C  
GENERAL ZOOLOGY  
Six hours lecture/laboratory instruction. Prerequisite: BSC 1010C or permission of the department. A lecture and laboratory study of animals from simple to complex. Emphasis is placed on taxonomy, structure, function, evolution and the development of biological skills needed for advanced biology courses. (Special Fee)

ZOO 2303C  
VERTEBRATE ZOOLOGY  
Six hours lecture/laboratory instruction. Prerequisites: BSC 1010C and ZOO 2013C or permission of 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)

BUSINESS

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

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

ACG 2031  
ACCOUNTING THEORY  
Prerequisite: ACG 2011. The theoretical basis of standard accounting principles, practices and procedures, including analysis of financial records.

ACG 2360  
COST ACCOUNTING  
Prerequisite: ACG 2011. The accounting principles and procedures used in the control of material, labor and overhead costs of production.
ACG 2450  3 Credits
ACCOUNTING AND INFORMATION SYSTEMS
Prerequisites: ACG 2111 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  1-3 Credits
SELECTED TOPICS IN ACCOUNTING
This seminar is for students interested in discussion, exploration and observation of special topics in the area of accounting.

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

APA 1111  3 Credits
BASIC ACCOUNTING
Prerequisite: MTB 1103 or equivalent. The course provides instruction and practice in the fundamentals of financial record-keeping and reporting for professionals, service and merchandising enterprises.

BAN 1004  3 Credits
PRINCIPLES OF BANKING
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  3 Credits
DEPOSIT OPERATIONS
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  3 Credits
THE TRUST BUSINESS
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 1405  3 Credits
TRUST OPERATIONS
This course presents concepts and ideas that comprise the various trust functions and their translations into workable procedures. Focus is on the development of knowledge and attitudes required to perform various tasks within the trust function.

BAN 1413  3 Credits
SECURITIES PROCESSING
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  1 Credit
CUSTOMER SERVICE
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  1 Credit
PRODUCT KNOWLEDGE
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  1 Credit
SELLING BANK SERVICES
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 1800  3 Credits
LAW AND BANKING: PRINCIPLES
A bankers 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 1801  3 Credits
LAW AND BANKING: APPLICATIONS
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 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 2231
COMMERCIAL LENDING
3 Credits
The conceptual framework for the study of commercial lending. Focus is on how the commercial lending business is organized and how it focuses on bank profitability. Also, commercial lending process from application to collection. American Institute of Banking course for employees of commercial banks.

BAN 2240
CONSUMER LENDING
3 Credits
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
BANKING AND THE PLASTIC CARDS
3 Credits
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
FINANCIAL PLANNING FOR BANKERS
3 Credits
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
MONEY AND BANKING FOR COMMERCIAL BANKERS
3 Credits
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 course for employees of commercial banks.

BAN 2511
MARKETING FOR BANKERS
3 Credits
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
PREPARING FOR SUPERVISION
1 Credit
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
COMMERCIAL BANK MANAGEMENT
3 Credits
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
RETAIL BANKING SERIES
3 Credits
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
RETAIL BANKING
1 Credit
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 2783
SALES MANAGEMENT
1 Credit
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.

BAN 2784
FINANCIAL PERFORMANCE OF BANKS
1 Credit
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.

BAN 2782
BANK INVESTMENTS AND FUNDS MANAGEMENT
3 Credits
Develops the knowledge and skills needed to implement a bank's investment and funds management strategies to earn an acceptable return without undue risk. American Institute of Banking course for employees of commercial banks.

BAN 2930
SELECTED TOPICS IN BANKING
1 Credit
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.

SVL 1001
INTRODUCTION TO THE SAVINGS ASSOCIATION
2 Credits
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.

SVL 1101
SAVINGS ASSOCIATION OPERATIONS
2 Credits
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.

SVL 1111
TELLER OPERATIONS
2 Credits
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.
SVL 1113  SAVINGS ACCOUNTS  2 Credits
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.

SVL 2221  RESIDENTIAL MORTGAGE LENDING  2 Credits
Introduction to the residential mortgage lending operations of savings associations. Includes conventional lending procedures, analysis of mortgage loan organization, processing and servicing of government loan programs and the secondary mortgage market. This course is part of the Valencia Institute of Financial Education program.

SVL 2403  INDIVIDUAL RETIREMENT ACCOUNTS/KEOGH PLANS  2 Credits
The course includes discussion of the legal requirements for establishing and contributing to retirement accounts, including IRA’s, Spousal IRA’s, Rollovers, Simplified Employee Pension Plans and Keoghs. This course is part of the Valencia Institute of Financial Education program.

SVL 2401  PERSONAL MONEY MANAGEMENT  2 Credits
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.

FIN 2131  PRINCIPLES OF FINANCE  2 Credits
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.

BRC 2400  CREDIT LAWS AND REGULATIONS  3 Credits
Prerequisite: 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, line print clauses, default, collections, Truth-in-Lending, credit bureaus, credit reports and civil penalties.

SVL 2949  COOPERATIVE EDUCATION: FINANCE 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.

BUL 2111  BUSINESS LAW I  3 Credits
An introduction to law, its social forces and agencies for enforcement; the effects of governmental regulations on business and society; including environmental law, community planning and consumer protection; contracts; personal property, including bailments and sales.

BUL 2112  BUSINESS LAW II  3 Credits
Prerequisite: BUL 2111. A continuation of the study of law, including commercial law, creditors’ rights under secured transactions, insurance, bankruptcy, agency, employment, partnerships, corporations and real property.

BUL 2114  BUSINESS ORGANIZATIONS  3 Credits
Emphasis is given to the primary entities under which business is conducted in the State of Florida: sole proprietorship, partnership and corporation. Study is given to the Fictitious Name Statute and the several partnership agreements. Attention is given to procedure and form preparation in filing documents to create and operate corporations, employment agreements, stock 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, homeowner 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.

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

MAN 2021 3 Credits
PRINCIPLES OF MANAGEMENT
Prerequisite: GEB 1011. The principles encompassed in the managerial functions of planning, organizing, staffing, coordinating and controlling and their application to the operation of a business enterprise.

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

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

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

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

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

MKA 2021 3 Credits
PRINCIPLES OF SELLING
Prerequisite: GEB 1011 or experience. This course is a combination of the principles and techniques of selling. Emphasis is placed on personal to personal situations, consumer motivations, persuasion and problems dealing with the psychology of sales situations.

MKA 2022 3 Credits
PRINCIPLES OF SALESMANSHIP
This course employs a maximum use of case study and is designed as a self-development program emphasizing the sales objectives of contacts, relationships, follow-up calls, suggestions, objections, resistance, acceptance, and repeat business.

MKA 2041 3 Credits
RETAILING
Prerequisite: GEB 1011 or experience. This course gives an introduction to the nature and scope of retail merchandising as seen within the total economic structure. Emphasis is given to the many functions of a retail establishment including employee services and consumer relationships.

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

MKA 2511 3 Credits
ADVERTISING
Prerequisite: GEB 1011 or experience. Study of modern advertising from the marketing, communications, consumer and legal viewpoints. Emphasis given to media selection, sales promotion and creative development of advertising.

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

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

MNA 1391 3 Credits
INTRODUCTION TO POSTAL MANAGEMENT
This course provides the student with an overall working knowledge of the management responsibilities in the five postal functional areas of customer service, finance, employee and labor relations, mail processing and delivery services.

MNA 1392 3 Credits
POSTAL MANAGEMENT DELIVERY SERVICES
This course provides the student with a working knowledge of the postal related customer services such as retail operations, sales, and consumer services.

MNA 1393 3 Credits
POSTAL MANAGEMENT CUSTOMER SERVICE
This course provides the student with a working knowledge of the postal related customer services such as retail operations, sales, and consumer services.

MNA 2300 3 Credits
PERSONNEL MANAGEMENT
Personnel management and practices with emphasis on the techniques of recruiting, selecting, transferring, promoting, classifying and training workers.

MNA 2340 3 Credits
BASIC SUPERVISION
A study of the supervisory function, decision making and responsibilities of supervision. Also conflict areas of employees and supervisors.

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

OST 1100 3 Credits
BEGINNING TYPWRITING
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 TYPREWITING 3 Credits
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 3 Credits
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 3 Credits
Basic principles of Gregg (Series 90) shorthand with emphasis on theory and development of reading and writing skills. For students with less than one year of high school shorthand. An additional one hour lab is required.

OST 1212 INTERMEDIATE SHORTHAND 3 Credits
Prerequisite: OST 1211 or one year of high school shorthand. A continuation of Gregg (Series 90) shorthand with continued emphasis on theory and the development of transcription skills.

OST 1335 BUSINESS COMMUNICATIONS 3 Credits
Prerequisite: ENC 1101. Practice in developing effective oral and written business communication skills to create successful human relations. Emphasis is placed on written business correspondence.

OST 1355 INTRODUCTION TO RECORDS INFORMATION 3 Credits
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 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)

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.

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

OST 1611 MEDICAL TRANSCRIPTION I 3 Credits
Prerequisite: OST 1100 or one year of high school typewriting. Prerequisite or corequisite: APB 1390. This course emphasizes the fundamentals of transcribing simple medical reports and correspondence using a transcribing machine.

OST 1701 WORD/INFORMATION PROCESSING CONCEPTS 3 Credits
Includes 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 WP and learn the differences between dedicated and microcomputer WP systems in the electronic office.

OST 1721 WORD/INFORMATION PROCESSING OPERATIONS 3 Credits
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 1743C ELECTRONIC WRITING I 1 Credit
Develops skills necessary to use the microcomputer keyboard and word-processing software to facilitate writing of term papers, essays, reports, etc.

OST 2120 ADVANCED TYPREWITING 3 Credits
Prerequisite: OST 1110 or equivalent. This course is a continuation of speed and accuracy 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 ADVANCED SHORTHAND 3 Credits
Prerequisite: OST 1212 or equivalent. A continuation of Gregg (Series 90) 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, reprographic decisions, mail and shipping duties, public relations, planning for travel, conferences and meetings and using commercial data bases. It also includes techniques for abstracting and doing research for business reports as well as helps the student build basic employability skills and good business grooming habits.

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 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.

OST 2771 3 Credits
WORD/INFORMATION PROCESSING MANAGEMENT
Prerequisite: OST 2782. This course is designed for the student who plans to advance into the management area of word processing. The course covers the roles of management, evaluation of hardware and software, decision making, delegation, selection, training and evaluation of personnel, advanced systems terminology and dictation skills.

OST 2782 3 Credits
WORD/INFORMATION PROCESSING APPLICATIONS
Prerequisite: OST 1721 or equivalent. This course includes practical business applications of word processing skills using automated word processing equipment. The student inputs, edits, stores and outputs letters and documents from handwritten, typed and dictated forms. Production logs of completed work are maintained. Outside of class lab time is required. (Special Fee)

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

SVL 2011 2 Credits
FINANCIAL INSTITUTIONS

SVL 2015 2 Credits
COMMERCIAL BANKING
Introduces operation of commercial banks in deregulated financial environment. Examines branch banking, securities, current laws, profitability, lending policies, and comparison of commercial banks and savings institutions. Valencia/institute of Financial Education course.

SVL 2113 2 Credits
DEPOSIT ACCOUNTS AND SERVICES
Introduces deposit accounts in deregulated market and procedures for their enhancement by new services of savings institutions. Emphasizes savings accounts, certificates and access accounts. Valencia/institute of Financial Education course.

SVL 2121 2 Credits
MANAGING DEPOSIT ACCOUNTS AND SERVICES
Examines services offered by financial institutions. Studies impact of federal regulations on managing deposit accounts and services. Includes methods of explaining
in institutional policies to customers and helping them take advantages of services. Valencia/Institute of Financial Education course.

SVL 2124 2 Credits
Funds Transfer Services
Introduces retail electronic services and electronic fund transfers. Includes automatic teller machines, bank credit cards, point of sale services, check truncation, automated clearing houses, home banking and other types of existing electronic funds transfers or systems. Valencia/Institute of Financial Education course.

SVL 2201 2 Credits
Financial Statement Analysis
Analysis of financial statements submitted by prospective businesses and self-employed borrowers. Provides opportunities to construct financial statements and learn analytical techniques in commercial lending. Valencia/Institute of Financial Education course.

SVL 2211 2 Credits
Consumer Lending
Introduces consumer credit, compares credit providers, examines types and features of loans, reviews laws and regulations, analyzes loan mathematics and organization of credit evaluation, operation, and collection. Valencia/Institute of Financial Education course.

SVL 2231 2 Credits
Commercial Lending for Savings Institutions
Overview of terms, concepts and techniques of commercial lending. Includes use of commercial lending to reduce vulnerability to economic fluctuations. Examines institutions' concerns in marketing, loan commitments and loan administration. Valencia/Institute of Financial Education course.

SVL 2232 2 Credits
Income Property Lending
Introduces information on negotiating, closing and administering construction and permanent loans. Covers income-producing projects such as apartment buildings, office buildings, and shopping centers. Emphasis on using market studies, appraisals and financial ratios to evaluate borrowers and projects. Valencia/Institute of Financial Education course.

SVL 2241 2 Credits
Mortgage Loan Servicing

SVL 2405 2 Credits
Financial Planning Basics
Provides basic financial planning information to answer customer questions on financial matters. Includes factors needed to devise financial plan. Examines taxation, risk and return, safety, insurance, investments, retirement planning, and planning areas. Valencia/Institute of Financial Education course.

SVL 2411 2 Credits
Techniques for Customer Counseling

SVL 2603 2 Credits
Communication Skills for Business Talking and Listening
Emphasizes practical techniques for effective listening, persuasion, problem solving, managing conflicts with customers and coworkers, maintaining poise under pressure, and responding to others positively and effectively. Valencia/Institute of Financial Education course.

TAX 2000 3 Credits
Federal Income Tax
Fundamental regulations covering the federal income tax applicable to individuals and business entities. Includes computation of tax, preparation of forms and tax planning.

SVL 2201 2 Credits
Financial Statement Analysis
Analysis of financial statements submitted by prospective businesses and self-employed borrowers. Provides opportunities to construct financial statements and learn analytical techniques in commercial lending. Valencia/Institute of Financial Education course.

SVL 2211 2 Credits
Consumer Lending
Introduces consumer credit, compares credit providers, examines types and features of loans, reviews laws and regulations, analyzes loan mathematics and organization of credit evaluation, operation, and collection. Valencia/Institute of Financial Education course.

SVL 2231 2 Credits
Commercial Lending for Savings Institutions
Overview of terms, concepts and techniques of commercial lending. Includes use of commercial lending to reduce vulnerability to economic fluctuations. Examines institutions’ concerns in marketing, loan commitments and loan administration. Valencia/Institute of Financial Education course.

SVL 2232 2 Credits
Income Property Lending
Introduces information on negotiating, closing and administering construction and permanent loans. Covers income-producing projects such as apartment buildings, office buildings, and shopping centers. Emphasis on using market studies, appraisals and financial ratios to evaluate borrowers and projects. Valencia/Institute of Financial Education course.

SVL 2241 2 Credits
Mortgage Loan Servicing

SVL 2405 2 Credits
Financial Planning Basics
Provides basic financial planning information to answer customer questions on financial matters. Includes factors needed to devise financial plan. Examines taxation, risk and return, safety, insurance, investments, retirement planning, and planning areas. Valencia/Institute of Financial Education course.

SVL 2411 2 Credits
Techniques for Customer Counseling

SVL 2603 2 Credits
Communication Skills for Business Talking and Listening
Emphasizes practical techniques for effective listening, persuasion, problem solving, managing conflicts with customers and coworkers, maintaining poise under pressure, and responding to others positively and effectively. Valencia/Institute of Financial Education course.

TAX 2000 3 Credits
Federal Income Tax
Fundamental regulations covering the federal income tax applicable to individuals and business entities. Includes computation of tax, preparation of forms and tax planning.

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.

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

CHM 2933  
SPECIAL TOPICS IN CHEMISTRY  
Lecture/laboratory instruction. **Prerequisites:** CHM 1045C and permission of the department. This seminar is for the honor student in chemistry who wishes to pursue certain topics in detail in chemistry as chosen by the class; to research topics; to present information and lead discussion with other students and faculty members. This course may be repeated for a maximum of three semester hours of credit.

### COMPUTER SCIENCE/ DATA PROCESSING

**CAP 1082**  
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.

**CIS 2930**  
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.

**CIS 2100**  
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**  
DATA SYSTEMS ANALYSIS AND DESIGN  
**Prerequisite:** COP 2226. This course covers the analysis, design and control of data systems. Methods in information storage and retrieval, magnetic tape and disk file organization are stressed.

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

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

**CGS 1061**  
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)

**CGS 1000**  
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.

CQS 2060 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 1200 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 1160 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 1000 3 Credits
PROGRAMMING I
Prerequisites: MAC 1104 and MAC 1114 or equivalent. Algorithm development; structured programming techniques with computer experience using a procedure-oriented language; algorithms for searching and sorting. (Special Fee)

COP 1001 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 2126 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 2400 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)

CIS 2410 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. Students are assigned various projects, including shopping centers, industrial complexes, production facilities, apartment complexes, high-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 1272 3 Credits
CONSTRUCTION BLUEPRINT READING
Study of various types of drawings and documents used in construction industry. Includes such topics as terminology, abbreviations, symbols, notations, scales and dimensions, meaning of lines, drawing history, technical and orthographic projection, types of construction and trade information.

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 sub-grades. 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 crime control and treatment in the United States.

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

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

**CCJ 2230**  
**CRIMINAL LAW AND LEGAL PROCEDURES**  
3 Credits  
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 from 1 to 3 hours of credit each time the course is offered, and the course may be repeated for credit providing a different topic is being explored each time.

**CJT 2100**  
**CRIMINAL INVESTIGATION II**  
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.

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

**DES 1030C**  
**GENERAL ORAL HISTOLOGY**  
2 Credits  
Prerequisites: APB 2203C, DES 1000C, DES 1000C and DES 1200C. Corequisites: APB 2204C, MCB 2010C, DES 1010, DEH 1800C. A detailed study of the minute structures of the tissues. Lecture material includes the morphology of different tissues, early embryonic development and histologic features of the structures of the oral cavity of particular interest to the dental hygienist. (Special Fee)

**DEH 1090**  
**INTRODUCTION TO ORAL HYGIENE**  
1 Credit  
This course is designed for any student interested in his or her own dental health. It acquaints the consumer with the dental professions and the significance of preventive dentistry. The cause and prevention of dental and oral disease are presented. Emphasis is placed upon 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 1003C, DES 1000C, DES 1001, DES 1200C, APB 2203C. Corequisites: APB 2204C, MCB 2010C, DES 1030C, DES 1010, HUN 1001. 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 2010C. Corequisites: DEH 2530C, DES 2050, DEH 2700. Beginning patient care emphasizing medical/oral histories, instrumentation, radiographic techniques and fluoride application. Students may also participate in patient care at off-campus clinical sites. (Special Fee)
DEH 2504 1 Credit
DENTAL SPECIALTIES
A series of lecture demonstrations in the fields of restorative dentistry, periodontal, oral diagnosis, orthodontia, pedodontia, oral surgery, anesthesia and endodontics. These observations are for the purpose of giving the student a better understanding of the specialized fields of dentistry and their relation to dental hygiene.

DEH 2530C 2 Credits
CLINICAL DENTAL HYGIENE III
Includes three-hour laboratory. Prerequisites: MCB 2010C, DEH 1800C. Corequisites: DEH 1802L, 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 2 Credits
PERIODONTOLOGY
Prerequisites: DEH 1030C and MCB 2010C. Corequisites: 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 lecture in root planing and gingival curettage.

DEH 2700 2 Credits
COMMUNITY DENTAL HEALTH I
Prerequisites: SPCC 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 1802L, DEH 2530C, DEH 2700, DES 2050. Corequisites: DEH 2804L, DEH 2602, DES 2044, DES 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, DES 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 off-campus clinical sites. (Special Fee) Insurance Fee.

DEH 2806 2 Credits
CLINICAL DENTAL HYGIENE V
Prerequisites: 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 off-campus clinical sites. (Special Fee)

DEH 2890 1-5 Credits
SELECTED TOPICS IN DENTAL HYGIENE
Prerequisite: Permission of department or faculty. This course is designed for students interested in obtaining additional dental hygiene skills.

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

DES 2044 3 Credits
GENERAL AND ORAL PATHOLOGY
Prerequisites: MCB 2101C and DES 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 2101C. Corequisites: DEH 2530C, DEH 1804L, DEH 2700. Presentation of basic aspects relating to the physical and chemical properties, dosage, methods of administration and therapeutic use of pharmaceutical preparation used in dentistry.
DES 2100C
DENTAL MATERIALS
Includes three-hour laboratory. Prerequisite: DEH 2530C.
Corequisites: DEH 2804, DEH 2804L. This course includes
the study of the nomenclature, characteristics, constituents and application of materials used in the
clinical practice of dentistry. Laboratory procedures
include the proper manipulation of the most commonly
used materials as well as pit and fissure sealants. (Special
Fee + $40.00)

DISTRIBUTION TECHNOLOGY

DIE 1001
HEALTH FIELD I
Current trends in the health field and food service industry
explored. Overview of appropriate professional
associations: their membership requirements, code of
ethics, standards of practice and service components.
Role delineation and career ladder options reviewed.
Current legislation influencing the health field and
particularly the field of dietetics examined. Regulatory
bodies and laws governing the delivery of health care in
institutions identified and reviewed.

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

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

DIE 1006
HEALTH FIELD II
Planning, organizing and enhancing personal and career
development skills. Improving job search and work
effectiveness skills utilizing assets to promote personal
satisfaction. Identify and explore values inherent in the
professional dietetics.

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

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

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

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

DIE 2500
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
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-borne illnesses,
chemical poisoning and methods of their control.

FSS 1001
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 2222C 3 Credits
QUANTITY FOOD PRODUCTION AND FOOD MANAGEMENT
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 3 Credits
NUTRITION I: BASIC NUTRITION
The study of food nutrients, their digestion, absorption and metabolism. The student acquires an understanding of the relationship of food to human development and maintenance of health for all age groups. Various food habits and current issues in nutrition are studied and compared. Current literature is examined.

HUN 1280 3 Credits
NUTRITION II: DIET THERAPY
Prerequisite: DIE 1270L. Introduction to basic physiological changes in given disease states and a study of the general principles of dietary management. Development of diets for hospitals, nursing homes and for special health problems with regard to age, activity and condition of the individual or patient. Special emphasis placed on development of attractive menus for people under medical care.

HUN 1401 3 Credits
NUTRITION IV: APPLICATION OF DIET IN DISEASE
Prerequisite: DIE 2272L. Focus on the specific procedures involved in 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 1320C 3 Credits
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/plottter, 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 1350C 3 Credits
ADVANCED CADD
Prerequisite: ETD 1320C, 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 3 Credits
MECHANICAL DRAFTING I
Includes two-hour laboratory. Prerequisite: ETD 1100C. Drawing basic machine elements and subassemblies including screw threads, linkage, gears and cams with consideration to precision and limit dimensioning, tolerance allowances and limits. Study of working assembly and outline drawings with attention to drawing of an assembly and details from pictorial drawings and sectional views of assemblies. (Special Fee)

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

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

ETD 2721C 3 Credits
ELEMENTS OF TOOL DESIGN
Includes a laboratory. Prerequisite: ETD 1701C and ETD 1828 or departmental approval. A study in the fundamentals of tool design with emphasis on the basic principles of tool development, jigs, fixtures and devices for efficient and economical product manufacturing. Included in addition to the planning and design of tools is the preparation of working drawings from which the tools are made. (Special Fee)

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

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

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

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

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

ECO 2932 SELECTED TOPICS IN ECONOMICS 1-3 Credits
These seminars are for students who are interested in special topics and desire to explore further the field of economics through research, discussion and observation.

EDG 2949 COOPERATIVE EDUCATION: EDUCATION 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.

ELECTRONICS TECHNOLOGY

CGS 2261 INPUT/OUTPUT DEVICES 4 Credits
Includes three-hour laboratory. Prerequisite: ETE 2691C and ETE 2323C. Includes discussion of input and output requirements of a computing system introducing the student to types of devices in typical systems; individual equipment presented with the object of stressing mechanical, electrical and logical principles of operation. (Special Fee)

CGS 2221 STORAGE PRINCIPLES AND DEVICES 4 Credits
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, fused power and electronic storage, mechanical and electromechanical storage, electrostatic storage devices. (Special Fee)

EET 1015C FUNDAMENTALS OF DC CIRCUITS 3 Credits
Includes two-hour laboratory. Prerequisite: MTB 1327 or departmental approval. A fundamental course in DC electronic circuit analysis 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 FUNDAMENTALS OF AC CIRCUITS 3 Credits
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 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**
**4 Credits**
**ELECTRONIC CIRCUITS II**
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 to the student to supplement classroom lectures. Familiarity is gained with an array of commercial test equipment frequently used in industrial development and testing facilities. (Special Fee)

**EET 2183C**
**3 Credits**
**ELECTRONIC TROUBLE-SHOOTING TECHNIQUES**
Includes two-hour laboratory. **Corequisites:** EET 2142C, CET 2113C. 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)

**EST 2535C**
**4 Credits**
**CONTROL SYSTEMS**
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**
**4 Credits**
**ELECTRONIC COMMUNICATION SYSTEMS I**
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-sideband 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)

**EET 2355C**
**4 Credits**
**ELECTRONIC COMMUNICATION SYSTEMS II**
Includes three-hour laboratory. **Prerequisite:** EET 2325C or department approval. Emphasis on the later generation system aspects of electronic communications. Topics include more recently developed communication techniques, digital communication systems, transmission lines, wave propagation, antennas, waveguides and microwave hardware. Variations from (and additions to) scheduled topics may be provided, depending on interests of students. Classroom lectures are supplemented with laboratory demonstrations and assigned projects to provide the student with practical insight and hands-on experience to supplement material covered in lectures. (Special Fee)

**CET 2123C**
**4 Credits**
**FUNDAMENTALS OF MICROCOMPUTERS**
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 systems. 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**
**4 Credits**
**DIGITAL TECHNIQUES**
**Corequisite:** EET 1141C or department approval. An introductory lecture/labatory 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 techniques for measurement and interpretation of digital data. (Special Fee)

**CET 2113C**
**4 Credits**
**COMPUTER SYSTEMS FUNDAMENTALS**
**Prerequisite:** CET 2112C or department approval. An intermediate lecture/labatory 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 bus; multiplex/demultiplex systems; analog/digital conversion techniques; static/dynamic memory systems; and computer system organization. Laboratory projects and demonstrations provide the student practical insight into the capabilities and limitations of alternative methods of data transfer, storage and interface conversion commonly utilized in digital computing or control system applications. (Special Fee)

**EST 2201C**
**4 Credits**
**FUNDAMENTALS OF LASER SYSTEMS**
Includes three-hour laboratory. **Prerequisite:** PHY 1402C and **Corequisites:** 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 221C**  
**4 Credits**  
**OPTICAL COMPONENTS AND INSTRUMENTS**  
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**  
**4 Credits**  
**GAS LASERS**  
Includes four-hour laboratory. **Prerequisite:** EST 2201C and **Corequisite:** EST 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.

**EST 2232C**  
**4 Credits**  
**SOLID STATE LASERS**  
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**  
**2-4 Credits**  
**SELECTED LASER TOPICS**  
Includes two-hour laboratory. **Prerequisites:** EST 2201C and EST 2221C or departmental approval. This course is designed to familiarize the student with specific laser applications 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**  
**3 Credits**  
**LASER APPLICATION DESIGNS**  
Includes two-hour laboratory. **Prerequisites:** EST 231C or departmental approval. This course provides an overview of 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 laser characteristics, a computer/central 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 visits to operational laser systems at local medical, industrial, or military installations (subject to accessibility). (Special Fee)

**EST 1302**  
**3 Credits**  
**INTRODUCTION TO HYBRID MICROELECTRONICS**  
**Prerequisite:** EIT 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 ICs, hybrid assembly and packaging, artwork and design and quality assurance/reliability considerations.

**ETD 2614C**  
**3 Credits**  
**MICROELECTRONICS DRAFTING**  
Includes two-hour laboratory. **Prerequisite:** ETD 2643C. Students are introduced to the fundamentals of drafting oriented toward microelectronic design. Instruction stresses schematic and logic diagrams, design and drafting of thick and thin hybrid microcircuits. (Special Fee)

**EST 2321C**  
**4 Credits**  
**MICROELECTRONICS MATERIALS AND EQUIPMENT I**  
Includes three-hour laboratory. **Prerequisite:** EST 1302, CHM 1040C. This course introduces the spectrum of materials and the thick/thin film processing equipment that are used to fabricate microelectronic circuits. Emphasis is placed on materials selection for thick/thin film conductor, resistor, dielectric and monolithic IC deposition systems. Processing equipment reviewed includes set-up and operation of screen printers, abrasive trimmers, furnaces and vacuum deposition systems. (Special Fee)

**EST 2322C**  
**3 Credits**  
**MICROELECTRONICS MATERIALS AND EQUIPMENT II**  
Includes three-hour laboratory. **Prerequisite:** EST 231C or permission of professor. As a continuation of EST 2321C, this course introduces microelectronic thick film and thin film assembly equipment and materials. Emphasis is placed on set-up, operation and maintenance of assembly equipment, as well as proper handling and usage of associated materials. (Special Fee)
EST 2332C
MICROELECTRONICS PACKAGING
3 Credits
Includes a two-hour laboratory. Prerequisite: EST 2321C. This course develops comprehensive knowledge and experience in microelectronic packaging. Topics include packaging of materials, processing methods and economics. Also included are device specification, documentation, reliability and failure analysis. (Special Fee)

EST 2331C
MICROELECTRONICS CIRCUIT FABRICATION
3 Credits
Includes two-hour laboratory. Prerequisite: EST 2322C. This course covers the fabrication of a thick film microelectronic circuit, including circuit design, component selection, layout generation, photofabrication, screens and masks, screen printing/deposition, testing, etching, component attachment, packaging and critique. (Special Fee)

EST 2341C
QUALITY ASSURANCE AND RELIABILITY TESTING
3 Credits
Includes two-hour laboratory. Prerequisite: EST 2332C. This course covers the application of probability statistics and sampling for microelectronic process control and failure analysis. Military standards and reliability documents will be used to evaluate product performance and identify cause of failure. (Special Fee)

EST 2620C
COMPUTER NUMERICAL CONTROL PROCESSES
4 Credits
Includes two-hour laboratory. An introductory course on computer numerically controlled production machinery. Presents machine types, numerical control programs, codes and functions, tooling and conversational machine theory.

EET 2930
SELECTED TOPICS IN ELECTRONICS TECHNOLOGY
2-6 Credits
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.

EST 2671C
AUTOMATION SYSTEMS I
3 Credits
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.

EST 2672C
AUTOMATION SYSTEMS II
3 Credits
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 lecture.

EST 2673C
PROGRAMMABLE CONTROLLERS I
4 Credits
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.

EST 2674C
PROGRAMMABLE CONTROLLERS II
4 Credits
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.

EET 2949
COOPERATIVE EDUCATION: ELECTRONICS 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.

EST 2622C
COMPUTER NUMERICAL CONTROL PROGRAMMING
4 Credits
Includes two-hour laboratory. Prerequisite: EST 2620C. A presentation of computer numerical control tape format and code, conversational programming, code compensation techniques, tool cycles and programming. Laboratory experience with major machine types.

EST 2624C
COMPUTER ASSISTED MACHINE PROGRAMMING
4 Credits
Includes a two-hour laboratory. Prerequisite: EST 2620C. Presents direct numerical control theory, intermediate milling and lathe applications, intermediate graphics programming and computer-assisted part programming.

EST 2632C
ELECTROMECHANICAL COMPONENTS AND MECHANISMS
4 Credits
A combined lecture/laboratory course stressing the functions, specifications, and operating characteristics of integrated electromechanical systems. This includes (but not limited to) such components/machinery as mechanical linkages (gears, pulleys, limit switches, etc.), electromechanical devices (motors, servos, relays, stepping switches, timing devices, etc.), sensing elements, optical scanning and encoding devices, error-sensing/feedback and control mechanisms, etc.

EST 2635
COMPUTER INTEGRATED MANUFACTURING
4 Credits
Includes two-hour laboratory. Prerequisite: EST 2672C or departmental approval. Presents design and development concept for computer integrated manufacturing, flexible manufacturing systems, interfacing of CAD to production components, communication and protocol systems, operations and maintenance laboratory exercises with CIM software area networks and work cell controllers.
EMERGENCY MEDICAL SERVICE

EMT/PARAMEDIC

EMS 1012 3 Credits

MEDICAL TERMINOLOGY FOR EMERGENCY CARE
To prepare the student to read and understand the language of medicine. Efforts are directed to promote a knowledge of the elements of medical terms, understanding of standard medical abbreviations, spelling medical terms and appreciation of the logical method of word building found in medical terminology.

EMS 1119 4 Credits

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

EMS 1119L 3 Credits

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 2 Credits

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 3 Credits

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 3 Credits

EMERGENCY MEDICAL TECHNICIAN CLINICAL PRACTICUM
Corequisite: EMS 1114 and EMS 1115L. This course allows the student to apply in the clinical setting skills learned in the lab portion of the course. Professional liability insurance required. 6 contact hours.

EMS 2254C 4 Credits

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

EMS 2411 5 Credits

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

EMS 2255C 4 Credits

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

EMS 2452 5 Credits

CLINICAL PRACTICUM
Corequisite: EMS 2229. Practicum provides the opportunity for each student to develop competency in clinical skills within the hospital and field 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. Directed experience area are on field units, burn center, obstetrics, neonatology and psychiatric units. Professional liability insurance required. 10 contact hours (Special Fee).

EMS 2458 5 Credits

PROVISIONAL FIELD INTERNSHIP
Under the auspices of a medical director the course will provide extensive clinical experience exposing the student
to scene management, medical decision making and the
development of professional and interpersonal skills. The
course is offered at the completion of all didactic and skill
instruction so that the student may develop final
competency in the application of basic and advanced life
support skills in prehospital emergency medicine.
Professional liability insurance required. 10 contact hours.

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

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

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

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

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

ENGLISH
AML 2010
SURVEY IN AMERICAN LITERATURE:
3 Credits
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:
3 Credits
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
3 Credits
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
3 Credits
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 in 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
3 Credits
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 in lab. Enrollment in ENC 1101 based on
completing with "C." Credit does not apply toward the
associate degree. (Special Fee)

ENC 1101
FRESHMAN COMPOSITION I
3 Credits
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 organiza-
tion, 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
3 Credits
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.

ENC 1121
HONORS FRESHMAN COMPOSITION I
3 Credits
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
HONORS FRESHMAN COMPOSITION II
3 Credits
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  
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  
**Prerequisite:** CRW 2000 or permission. Writing in genre of student's choice. Literary criticism and production of College literary magazine.

ENG 2100  
INTRODUCTION TO FILM  
Study of techniques of American, British, and foreign language films. Emphasis on films of the 30's through contemporary cinema.

ENG 2930  
SELECTED TOPICS IN ENGLISH  
Seminar for special topics in writing and/or literature.

ENL 2013  
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  
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  
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 2210  
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 2229  
SURVEY IN WORLD LITERATURE: ENLIGHTENMENT 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**

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

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

ENS 1241  
INTERMEDIATE ENGLISH WRITING I  
**Prerequisite:** Demonstration of required level of English proficiency. Intended for English as a second language students who plan eventually to use English for academic purposes. Students are required to define, to classify, to analyze and to generalize and illustrate prose content. Writing of original paragraphs using chronological order, spatial order, order of importance and comparison and contrast.

ENS 1261  
INTERMEDIATE ENGLISH STRUCTURE PATTERNS I  
**Prerequisite:** Demonstration of required level of English proficiency. Designed for non-native speakers of English. Reviews basic sentence patterns and introduces more complex grammatical relationships. Written and oral transformations of sentence patterns required. Emphasis on function words, verbs and verb phrases.

ENS 1301  
INTERMEDIATE SPEECH FOR FOREIGN STUDENTS II  
**Prerequisite:** Demonstration of required level of English proficiency. A continuation of ESL 1201. Extemporaneous speaking from planned outline. Attention to aural comprehension for understanding college lectures and taking notes. Cross-cultural materials generate topics for discussion.

ENS 1321  
INTERMEDIATE ENGLISH READING II  
**Prerequisite:** Demonstration of required level of English proficiency. A continuation of ESL 1221. Develops reading strategies that enable students to extract information from academic sources. Library exercises introduce students to campus library and teach them how to use its resources to research material for papers and oral presentations.

ENS 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.
ENS 1361
INTERMEDIATE ENGLISH STRUCTURE
PATTERNS II

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

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

FFP 1410
FIRE FIGHTING STRATEGY AND TACTICS
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 SCIENCE
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 2520
FIRE PROTECTION SYSTEMS AND EXTINGUISHING AGENTS
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 SCIENCE
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 3 Credits
BASIC FRENCH
A conversational approach to French. The stress is placed on the everyday use of the language. Students are introduced to basic grammar, vocabulary and composition. This course, two years of high school French or permission of the professor is a prerequisite for FRE 1100.

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

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

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

GERMAN

GER 1000 3 Credits
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 3 Credits
ELEMENTARY GERMAN I
Prerequisite: GER 1000, two years of high school German or permission of the professor. Fundamental German grammar and communication skills.

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

GER 2200 3 Credits
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 3 Credits
INTERMEDIATE GERMAN II
Prerequisite: GER 2200 or permission of the professor. Conversational approach based on material which also develops reading and writing skills.

GEOGRAPHY

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

GEOLOGY

GLY 2010C 4 Credits
PHYSICAL GEOLOGY
Six hours lecture/laboratory instruction. The course deals with the physical structure of the earth. It includes effects of volcanic activity, glaciation, diastrophism (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 3 Credits
HISTORICAL GEOLOGY
Prerequisite: GLY 1001, 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.

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 the 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 life support process.

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

GEY 1611
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, reminiscent and removatability therapy and ways to select appropriate reinforcements to increase desired behavior. Mental health training is not a prerequisite.

GEY 1641
DRUGS AND THE ELDERLY: SUBSTANCE, USE/ABUSE, MISUSES
Prerequisite: Approval of professor. This course is designed for health professionals, nurses (students, LPN's, RN's), psychologists and state agency personnel who are actively providing services to the elderly. This course is designed to promote an awareness of the current dangers and safeguards in drug use for the aged. It includes an overall review of the physiological changes in aging as they relate to drug therapy; drugs used by and/or for the aged and their therapeutic and harmful effects in a variety of conditions.

GRAPHICS TECHNOLOGY

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

GRA 1540C
LAYOUT, DESIGN AND COPY PREPARATION
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
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
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, opaquing, 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
COLOR STRIPPING
Prerequisites: GRA 1500 and GRA 2571C, or departmental 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 2650C
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
3 Credits
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 economically and most timely) to get a job through a printing department.

GRA 2706
GRAPHICS ARTS ESTIMATING
3 Credits
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
3 Credits
Prerequisite: GRA 1500 or departmental approval. A study of the graphical applications of presenting business and technical information to a specific audience. Hands-on projects, making use of modern 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
3 Credits
Prerequisite: GRA 1500. A basic course in the application of freehand sketching and mechanical projection to industrial/commercial problems. Portfolio, resume and preparation for job seeking explored. Various mediums employed such as ink, airbrush, watercolor, acrylics, pastels and colored pencils. Also included are studies in planning, production and completion of finished artwork for brochures, reports, manuals and other industrial/commercial publications. (Special Fee)

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

GRA 2800
COMPUTER GRAPHICS
3 Credits
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
3 Credits
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
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.

HEALTH

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

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

HEALTH CARE MANAGEMENT

HSA 1112
HEALTH SERVICES MANAGEMENT
3 Credits
Prerequisite: Survey of Health Care Delivery Systems. Introduces role of management, history, theories, trends and philosophies of either long-term care or prehospital services.

HSA 1810L
HEALTH SERVICES MANAGEMENT CLINICAL
2 Credits
Prerequisite: HSA 1110. Corequisite: HSA 1112 or permission. Provides broad view of management and types of standards, functions and communication skills necessary to function effectively. Four contact hours. (Insurance Fee)

HSA 2130C
PRE-HOSPITAL CARE MANAGEMENT
5 Credits
Prerequisite: Health Services Management. Examines management practices, change theory, quality assurance, employment responsibilities and other aspects of organizational dynamics in both theory and pre-hospital setting. Two 2-hour labs weekly. (Insurance Fee)
HSA 2131C  
PREHOSPITAL CARE MANAGEMENT II  
6 Credits  
Prerequisites: ACG 2001, HSA 2130C. Accreditation, environmental standards, inter-departmental coordination and reimbursement will be stressed in theory and coordinated in lab experience. 84 lab contact hours.

HSA 2132  
EMERGENCY SERVICES COMMUNITY RELATIONS  
2 Credits  
Pre- or Corequisite: Pre-hospital Care Management II. Explores techniques to foster positive community relations for both the agency and individual.

HSA 2450  
MEDICAL ETHICS AND PROFESSIONAL ISSUES  
3 Credits  
Pre- or Corequisite: Psychosocial Aspects of Health Care Delivery. Explores medical socio-cultural factors that impact issues relating to both health care consumer and provider.

HSA 2420  
BASIC LAW FOR ALLIED HEALTH  
3 Credits  
Prerequisite: BUL 2111. Explores legal aspects and insurance liability of both long-term care and pre-hospital services.

HSA 2221C  
LONG TERM CARE ADMINISTRATION II  
6 Credits  
Prerequisite: ACG 2001, HSA 2220C. Accreditation, environmental standards, inter-departmental coordination and reimbursement will be stressed in theory and coordinated in lab experience. 84 lab contact hours.

HSA 2220C  
LONG-TERM CARE ADMINISTRATION I  
5 Credits  
Prerequisite: HSA 1810L. Examines management practices, change theory, quality assurance, employment responsibilities and other aspects of organizational dynamics in both theory and clinical setting. Two 2-hour labs weekly. (Insurance Fee)

HSC 2560  
THERAPEUTIC ACTIVITY SYSTEMS FOR THE AGED  
2 Credits  
Pre- or Corequisite: HSA 2221C or HSA 2131C. Describes role of management to enhance quality of life for long-term care resident. Stresses intrafacility and community relations.

HSA 2403  
PSYCHOSOCIAL ASPECTS OF HEALTH CARE DELIVERY  
3 Credits  
Pre- or Corequisite: HSA 2221C or HSA 2131C. Explores crisis intervention and mental health issues pertaining to initial patient and family contact. Examines family dynamics and support groups and their effects on institutionalization and pre-hospital care.

HSA 1101  
SURVEY OF HEALTH CARE DELIVERY SYSTEMS  
3 Credits  
Designed to provide foundation skills common to a variety of health systems. An interdisciplinary approach to health care provides base of the holistic concept from both a consumer and a provider perspective.

HISTORY

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

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

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

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

EUH 1000  
WESTERN CIVILIZATION TO 1750  
3 Credits  
A historical survey of ancient, medieval and early modern Western civilization, with emphasis on political, social and economic developments. The course examines the early societies of Mesopotamia and Egypt, Greece, the Roman Republic and Empire, early Christianity, the barbarian invasions, medieval government and commerce, the Renaissance and Reformation, the origins of the modern state and other topics.

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

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

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

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

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

**HORTICULTURE (ORNAMENTAL)**

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

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

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

**HOS 1010C**
**INTRODUCTION TO HORTICULTURAL SCIENCE**
3 Credits
Includes a laboratory. A study of the scientific concepts on which horticulture is based. For the beginning horticulture student, Part I introduces the biology of horticulture; Part II deals with techniques of horticulture; and Part III surveys the industry, emphasizing its distinguishing characteristics and special problems. The aesthetic aspects of horticulture are included. Laboratory periods cover such practices as pruning, propagation, plant classification. (Special Fee)

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

**HOS 2030**
**HORTICULTURAL EQUIPMENT**
2 Credits
Operation, safety and maintenance of hydraulic tools for tree and shrub pruning; welding equipment for facility and equipment repair; irrigation equipment for home and commercial use; lawn and turf equipment for construction and maintenance.

**HOS 2932C**
**SELECTED TOPICS IN HORTICULTURE**
1-4 Credits
Prerequisite: HOS 1010C. This course is designed to encompass topics of interest or research in horticulture.

Subject matter may include topics not offered specifically in other courses in the program. (Special Fee)

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

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

**ORH 1012C**
**INTERIORSCAPING, DESIGN AND MAINTENANCE**
3 Credits
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**
**WOODY PLANT PRODUCTION**
3 Credits
Prerequisite: HOS 1010C or departmental approval. A basic course dealing with the production 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**
**ORNAMENTAL PLANT MATERIALS I**
3 Credits
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**
**ORNAMENTAL PLANT MATERIALS II**
3 Credits
Prerequisite: HOS 1010C or departmental approval. The identification, growth characteristics, propagation, culture and use of tropical and sub-tropical plants are studied. Labs are taught off campus at Harry P. Leu Gardens. (Special Fee)

**ORH 1858C**
**ORNAMENTAL PLANT MAINTENANCE**
4 Credits
Prerequisite: HOS 1010C or departmental approval. The basic principles and practices used in plant maintenance of designed areas are analyzed. Both preventive and normal maintenance measures are considered. This course provides a comprehensive survey of design and maintenance problems with emphasis on institutional and public areas. (Special Fee)
ORH 2203C
FLORI-CROP PRODUCTION AND USE
Prerequisite: HOS 1010C or departmental approval. The basic concept of commercial greenhouse construction, maintenance and environmental control techniques are emphasized. Major emphasis is placed on the production, management and marketing of major floral crops. (Special Fee)

ORH 2220C
TURF GRASS CULTURE
Prerequisite: HOS 1010C, SOS 2102C or departmental approval. A detailed study of turf grass varieties and their establishment, maintenance and renovation. Emphasis is placed on physiology, soil-water relationships, nutrition, pests and their control and sod production. Includes a lab.

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

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

ORH 2281C
INTRODUCTION TO ORCHIDOLOGY
Includes two-hour laboratory. Prerequisite: HOS 1010C, or departmental approval. A survey course covering the taxonomy, morphology, ecology and culture of the orchid family. Emphasis upon cultural aspects for the Central Florida area. (Special Fee)

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

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

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

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

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

HOSPITALITY

FSS 2222C
QUANTITY FOOD PRODUCTION AND FOOD MANAGEMENT
The main purposes of this course are to teach basic cooking skills along with an understanding of food management that can be applied to any food service organization. Under the guidance and supervision of an experienced chef, and within a commercial kitchen, students concentrate on understanding foods and the interplay among ingredients, recipes, kitchen equipment, kitchen procedures and techniques and managing costs while learning how to prepare various dishes found in a typical food service operation. (Special Fee $20.00)

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

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

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

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

HFT 1700
INTRODUCTION TO TOURISM
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 insurance risks.

HFT 2930 1-3 Credits
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 3 Credits
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 3 Credits
INTRODUCTION TO HUMANITIES
A basic introduction to the study of humanities. Focuses on central concepts and the fundamental nature of philosophy, architecture, music, religion and art. Concepts from these disciplines are integrated with contemporary American culture.

HUM 1701 3 Credits
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 3 Credits
HUMANITIES IN MEXICO
This course includes 11 days travel to the Yucatan Peninsula of Mexico visiting Merida, Campeche, Can-Cum and the Mayan archeological sites of Dzibichaltan, Chichen, Itza, Edzna, Coba Uxmal and others. Ten hours of class work during the last three weeks of Semester 2 acquaint students with knowledge of the history, culture, art and architecture of the Mayan people of the Yucatan. Special emphasis is placed on contemporary, social and economic issues of this part of Mexico. Prerequisite: permission of department chairman plus cost of trip and registration fees. Offered biannually during Semester 2.

HUM 2220 3 Credits
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 3 Credits
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 3 Credits
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 3 Credits
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 3 Credits
HUMANITIES - TWENTIETH CENTURY
Prerequisite: ENC 1101. An integrated examination of dominant ideas in Western culture as expressed in art, literature, music, philosophy and religion. Covers the period from the turn of the century to the present. Focuses on the creative forces which have shaped contemporary consciousness from the pioneering work of Einstein, Picasso, Stravinsky and Wright through the dominance of objective consciousness to the newly emerging guiding myths of today. This course requires each student to write 6000 words.

HUM 2310 3 Credits
MYTHOLOGY IN ART AND LITERATURE
Prerequisite: ENC 1101. This course examines the myths of various cultures, both ancient and modern, as expressed
in art and literature. Using a variety of analytical methods such as psychological, anthropological, literary symbolism, myths are studied to determine the universality of the various symbols and concepts. This course requires each student to write 6000 words.

HUM 2740 6 Credits
HUMANITIES IN THE BRITISH ISLES
Course consists of seminars and travel in England, Scotland and Ireland. Pre-travel seminars focus on the art, architecture, literature and drama of England from prehistoric times to the present. Travel to London, Greenwich, Stonehenge, Bath, Stratford-on-Avon, Canterbury, Edinburgh and Dublin and other places. Offered biannually in Semester 3 only. Cost: registration fee plus cost of trip. Prerequisite: permission of department chairman. Students must be 18 years of age or older.

HUM 2742 6 Credits
HUMANITIES IN ITALY
Course consists of seminar and travel 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 pre-historic times to the present. Prerequisite: permission of department chairman. Registration fee plus cost of tour. Participants must be 18 years of age or older.

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

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

INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION
IDS 1102 6 Credits
INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION I
An introduction to the process of rational thought and how people have organized this process to define human values and the physical universe. This introduction focuses on the Greek contributions to this process, compares them to modern culture and integrates the disciplines of physics, mathematics, language, rhetoric, psychology and the humanities. This course requires each student to write 6000 words.

IDS 2103 6 Credits
INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION II
An examination of the change in the thinking process that occurred as a result of the scientific revolution of the 17th, 18th and 19th centuries. This examination focuses on the process itself and the impact that this process has had on modern culture. This examination integrates information from astronomy, physics, mathematics, biology, psychology, economics, communications and the humanities. This course requires each student to write 6000 words.

IDS 2104 6 Credits
INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION IV
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.

INTERNATIONAL BUSINESS
ECS 2601 3 Credits
ECONOMICS OF INTERNATIONAL TRADE AND DEVELOPMENT
A comparative study of economic systems in selected Western and non-Western nations, including the economic systems' impact on cultures, commerce, public policy and institutions.

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

GEB 1014 3 Credits
INTRODUCTION TO INTERNATIONAL BUSINESS
Overview of the cultural environment of international business and the institutions which affect business today. International economic, political and trade issues are analyzed in the context of socioeconomic goals and policies of the nations involved.
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. Stresses elements of news—sources, structure, style, and mechanics of production. Recommended that students also enroll in College Newspaper.

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

JOU 1420L, 1421L, 2422L, 2423L COLLEGE NEWSPAPER each 1 Credit
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 COLLEGE MAGAZINE each 1 Credit
Three hours per week. Laboratory course for the production of the college magazine. The staff meets for three hours per week. Writing, editing, layout and other phases of the magazine also entail activity outside the regular class. (No laboratory fee)

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

JOU 2303 FEATURE ARTICLE WRITING 3 Credits
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 1-3 Credits
Seminars for students interested in research, discussion, and observation of special topics in journalism.

JOU 2946 JOURNALISM INTERNSHIP 1 Credit
Prerequisite: JOU 1100 or permission. Qualified students receive practical experience working with local or college communications media under supervision of professional

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 3 Credits
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 3 Credits
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 3 Credits
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 3 Credits
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 3 Credits
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.

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.

MATHEMATICS

Each student enrolling in mathematics courses at Valencia Community College is encouraged to discuss his/her educational goals with a counselor or a mathematics professor prior to registration 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 parabola, limits and continuity, derivatives of algebraic and trigonometric forms, applications of the derivative, the definite and indefinite integral.
MAC 2312  5 Credits
CALCULUS WITH ANALYTIC GEOMETRY II
Prerequisite: MAC 2311 with a grade of "C" or better.
Topics include differentiation and integration of exponential and logarithmic transcendental functions, techniques of integration, indeterminant forms, conic sections, infinite 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.

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

MAP 2302  3 Credits
DIFFERENTIAL EQUATIONS
Prerequisite: MAC 2313 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 1114 with a grade of "C" or better or equivalent. A course designed for the prospective mathematics major or mathematics teacher to develop the student's understanding of mathematical logic and proof. The study of selected topics in sets, groups, rings, integral domains, and fields.

MAT 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 student based on his/her background. Required for those students not meeting admissions standards for other mathematics courses. Not applicable toward mathematics requirement in general education or toward any associate degree at Valencia Community College. (Special Fee in Self-paced Lab Sections.)

MAT 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 MAT 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 micro-computer 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.
system. The course includes a study of the history of the metric system, classroom applications of metric measurement, advantages and disadvantages of the metric system and conversion between the customary and metric systems and conversion of units within the metric system.

STA 2014
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

MLT 1000C
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)

MLT 1210C
URINALYSIS
Prerequisite: MLS 1000C. Principles of renal function and analysis of urine are presented and specific techniques applied. (Special Fee)

MLT 1300C
HEMATOLOGY
Prerequisite: MLS 1000C. Students study formed elements of blood and perform laboratory procedures for identification of blood components. Emphasis on complete blood counts, coagulation mechanisms and instrumentation. Includes 3-hour lab. (Special Fee)

MLT 1400C
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)

MLT 2500
SERIOLOGY/IMMUNOLOGY
Prerequisite: MLS 1000C. Principles of antigen-antibody reactions and related procedures are presented. (Special Fee)

MLT 2526C
IMMUNOHEMATOLOGY
Prerequisite: MLS 1000C. ABO-Rh typing and crossmatching principles and techniques are emphasized. (Special Fee)

MLT 2782
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.

MLT 2620C
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)

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

MLT 2809L
HEMATOLOGY/URINALYSIS PRACTICUM
Prerequisite: MLS 1300C, MLS 1200C, and permission of professor. Student performs, under supervision, clinical test procedures in hematology and urinalysis department of approved clinical laboratory.

MLT 2810L
CHEMISTRY PRACTICUM
Four weeks, 40 hours per week. 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.

MLT 2811L
MICROBIOLOGY/SEROLOGY PRACTICUM
Prerequisite: MLS 1400C, MLS 2510C, and permission of professor. Student performs, under supervision, clinical test procedures in the microbiology and serology department of an approved clinical lab.

MLT 2930
SELECTED TOPICS IN MEDICAL LABORATORY TECHNOLOGY
1-5 Credits
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.

MUS 2120  2 Credits
THE THREAT
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  1 Credit
INSTRUMENTAL TECHNIQUES
Introduction to the instruments of the orchestra, involving fundamentals of performance, acoustical principles, teaching methods and materials. Students are assigned to sections in either woodwinds, brass, strings or percussion. May be repeated for credit. (Laboratory fee)

MUL 1010  3 Credits
MUSIC APpreciATION
A general survey of music and its composers, with extensive listening in order to develop intelligent understanding and appreciation of the world’s great music. This course is open to all students.

MUL 1110  3 Credits
MUSIC LITERATURE
Prerequisite: ENC 1101. A survey of the compositional and performance styles of significant composers from the Middle Ages to the present. Extensive live and recorded listening experiences. Required of all music majors. This course requires each student to write 6000 words.

MUN 1120  1 Credit
SYMPHONIC BAND
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  1 Credit
CONCERT CHOIR
Three hours weekly. Established for people who love to sing and perform. The Concert Choir does not require auditions or music reading. This large mixed choral group performs a variety of music throughout the area. Solos, duets and small ensemble experiences are provided for the more advanced students. Students may register for this course without prior approval of the professor. May be repeated for credit.

MUN 1340  1 Credit
CONTEMPORARY ENSEMBLE
A choral ensemble performing choreographed selections from popular, Broadway musical and vocal jazz repertoire. This ensemble also performs for an annual Christmas Madrigal Dinner. Open to all students through auditions held prior to and during registration. May be repeated for credit.

MUN 1420  1 Credit
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
1 Credit
Brass Choir is a select performing small ensemble open to any brass player by audition. Representative Brass Choir literature from all styles and periods is performed. May be repeated for credit.

MUN 1440
PERCUSSION ENSEMBLE
1 Credit
Percussion Ensemble is a performing ensemble open to any percussionist by audition. Representative literature from all styles and periods is performed. May be repeated for credit.

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

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

MUT 1121
MUSICIANSHIP I
4 Credits
Includes three one-hour laboratories. A study of the fundamentals of music through the analysis and composition of music in the Baroque and Classical styles. Development of basic skills in dictation and sight-singing. (No laboratory fee)

MUT 1122
MUSICIANSHIP II
4 Credits
Includes three one-hour laboratories. Prerequisite: MUS 1111 or permission of professor. A continuation of the fundamentals of music through the analysis and composition of music in the Baroque and Classical styles. Continued development of basic skills in dictation and sight-singing. (No laboratory fee)

MUT 1126
MUSICIANSHIP III
4 Credits
Includes three one-hour laboratories. Prerequisite: MUS 1112 or permission of professor. Advanced techniques of composition together with an introduction to counterpoint and simpler instrumental and vocal forms. Extensive listening to selected live and recorded performances. Further development of skills in dictation and sight-singing. (No laboratory fee)

MUT 1127
MUSICIANSHIP IV
4 Credits
Includes three one-hour laboratories. Prerequisite: MUS 2121 or permission of professor. Advanced techniques of composition to include the style of the 20th century. Composition and analysis of basic homophonic and contrapuntal forms of two and three parts. Extensive listening to live and recorded performances of selected literature. Further development of skills in dictation and sight-singing. (No laboratory fee)

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

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

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

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

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)

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)

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.

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  
**NURSING I FUNDAMENTALS OF NURSING**

**Prerequisites:** ABP 2203C and 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 - $16.00, Insurance Fee)

NUR 1001C  
**TRANSITION**

**Prerequisites:** ABP 2203C, APB 2204C, MCB 2010C, PSY 1012 and DEP 2033. **Corequisite:** NUR 1143. Designed for LPN transition student as introductory course in LPN/FA transition track. Builds on foundation of nursing knowledge acquired during practical nursing education. Focuses on nursing assessment, planning, intervention, and evaluation of commonly occurring health needs throughout life cycle. Present health in terms of individual's physiological and psychological response to stress and resultant deviations in health. Incorporates developmental theories used in nursing process with childbearing and childrearing family. Emphasizes motivation and responsibility for role changes. (Special Fee - $16.00, Insurance Fee)

NUR 1212C  
**NURSING II COMMON RESPONSES TO ILLNESS**

**Prerequisite:** NUR 1023C and APB 2203C. **Corequisite:** APB 2204C. NUR 1212C builds on the theory and skills attained in Nursing I. The course focus is on medicalesurgical 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 adults to commonly occurring stressors which include: (1) situational stressors from surgical intervention; (2) imbalances in cellular maturation; (3) disturbances in fluid and electrolyte balance; and (4) interference with mobility and neural regulation, oxygenation, nutrition and elimination. Throughout the course the student develops increased technical skill and ability to use the nursing process while caring for selected patients manifesting interference with basic needs. (Special Fee - $16.00)

NUR 2730C  
**NURSING III COMPLEX RESPONSES TO ILLNESS**

**Prerequisites:** APB 2204C, NUR 1212C, or NUR 1001C. **Corequisite:** MCB 2010C, DEP 2004. Builds on medical surgical nursing theory and skills learned in Fundamentals of Nursing and Complex 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 processes 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 - $16.00)

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 skills 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 2520C  
**NURSING V PSYCHIATRIC NURSING**

**Prerequisites:** NUR 2520C or 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, death, dying, etc., so the student can
fully explore the topics of death, loss and grief with decreased anxiety. Focus of the discussions is on the historical perspectives of death, the changing attitudes of today, developing a personal philosophy about death, the many types of loss and the feelings which arise during the stages of dying and grief/loss reactions.

NUR 2891  1 Credit
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. Nursing practice problems are analyzed and solutions are determined through group discussion. The student is guided in career planning and emphasis is placed on the transition from student to graduate nurse. (Special Fee $25.00)

NUTRITION

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

PEST CONTROL TECHNOLOGY

ENY 1002  3 Credits
BASIC ENTOMOLOGY
An introduction to the morphology, development, natural history, behavior and importance of insects commonly encountered in the horticultural and structural pest control industries.

ENY 1102  3 Credits
INSECT IDENTIFICATION
An introduction to the classification of insects and related groups that are commonly encountered in the horticultural and structural pest control industries.

ENY 1220  3 Credits
PESTICIDES
The classification, mode of action, toxicity, mixing, registration and safe application techniques of pesticides used in pest control industry. Includes lab experience.

ENY 2011  3 Credits
SEMINAR: PEST CONTROL BUSINESS ADMINISTRATION
Prerequisite: GEB 1011. Studies in the basic nature of pest control services: site selection, business and labor management, production, cost analysis, insurance, laws, taxation and other business methods as they relate to pest control business.

ENY 2224  4 Credits
HOUSEHOLD PESTS AND THEIR CONTROL
Prerequisite: ENY 1002, ENY 1102 and ENY 1220. A practical approach to the identification, biology, life histories, inspection procedures and controls involving general household pests.

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

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

ENY 2940  2 Credits
FIELD SERVICE
Prerequisite: Permission of 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  3 Credits
PHILOSOPHY
Contemporary problems are used to introduce the major areas of philosophy: metaphysics, ethics, aesthetics, theories of knowledge and the philosophy of religion. Students explore the writings of notable philosophers, past and present, and examine how their ideas have shed light on these problems and their relevance to modern life.

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

PHYSICAL AND EARTH SCIENCES

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

GLY 1001  3 Credits
EARTH SCIENCES
A study of the earth sciences with emphasis on geology. Additional topics to be selected from astronomy, oceanography and meteorology. Emphasis on Florida.

OCE 1001  3 Credits
INTRODUCTION TO OCEANOGRAPHY
Designed to acquaint the student with the elementary physical, biological, chemical and geological characteristics of the world ocean system. Emphasis on Florida's unique relationship with the ocean environment.

MET 1010  3 Credits
INTRODUCTION TO METEOROLOGY
An introductory course in the study of atmospheric phenomena. Includes a study of atmospheric structure, heat budget, winds, air pollution, and local and regional weather forecasting.
PSC 1515 3 Credits
ENERGY: PAST, PRESENT AND FUTURE
This course is designed to meet the general education requirement for the non-science major. Students study the history of energy development, fundamental physical concepts of energy and the impact of energy problems on the economy. They apply these principles and their relationships to decisions on personal energy use as well as local, national and international energy problems.

PSC 2121 1-3 Credits
SELECTED TOPICS IN PHYSICAL SCIENCE
Prerequisite: Permission of department. Selected topics in physical sciences based on historical, traditional or contemporary approach, as background and interests of students and professor dictate.

PHYSICAL EDUCATION

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

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

DAA 2201 2 Credits
BALLET II
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 2 Credits
JAZZ DANCE I
The student learns coordinated movements with isolated parts of the body while using the jazz style of dance. Basic routines are choreographed to pop, jazz and rock music. Also offered as CN 138, noncredit.

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

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

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

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

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

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

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

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

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

PEL 1511 2 Credits
SOCCER I
The class is designed to teach the fundamental soccer skills such as kicking, heading, dribbling, tackling, throwing and goal keeping. Team play, game strategy and the basic rules of the game are covered.
PEL 2122
INTERMEDIATE GOLF
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
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
Designed specifically for students wanting to develop advanced skills of a good racquetball player. The overhead, ceiling ball, the 2-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 diet, nutrition, fitness and stress.

PEM 1171
DANCE AEROBICS
2 Credits
A program of physical fitness based on the popular aerobic exercises choreographed to music. Individual exercise programs will be designed for people of all ages.

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

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

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

PEM 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
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.

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

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

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

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

PHYSICS

PHY 1053C
INTRODUCTORY PHYSICS I
4 Credits
Prerequisite: Trigonometry. Fundamental principles of mechanics, heat and sound. For students whose requirements for baccalaureate degree include a basic course in physics. Six hours lecture/lab instruction. (Special Fee)

PHY 1054C
INTRODUCTORY PHYSICS II
4 Credits
Prerequisite: PHY 1053C. Fundamental principles of electricity, magnetism, optics and elements of modern physics. For students whose requirements for baccalaureate degree include a basic course in physics. Six hours lecture/lab instruction. (Special Fee)

PHY 1402C
OPTICAL PHYSICS
4 Credits
Prerequisite: PHY 1053C. Designed for laser optics technician degree. Detailed study of geometrical, physical and quantum optics. Six hours lecture/lab instruction.

PHY 2048C
GENERAL PHYSICS WITH CALCULUS I
4 Credits
Prerequisite: MAC 2311. Fundamental principles of
mechanics, heat, and sound. For physics, mathematics, chemistry, and pre-engineering majors. Six hours lecture/lab instruction. (Special Fee)

PHY 2049C 4 Credits
GENERAL PHYSICS WITH CALCULUS II
Prerequisite: PHY 2048C. Fundamental principles of electricity, magnetism, and optics. For physics, mathematics, chemistry and pre-engineering majors. Six hours lecture/lab instruction. (Special Fee)

PHY 2123 3 Credits
MODERN PHYSICS
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 1-3 Credits
SELECTED TOPICS IN PHYSICS
Prerequisite: PHY 1053C or PHY 2048C and departmental permission. For the student in science who desires some in-depth study of special topics in the areas of classical and modern physics. Also, experimental topics may be included upon demand.

POLITICAL SCIENCE

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

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

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

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

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

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

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

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

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

PSYCHOLOGY

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

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

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

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

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

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

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

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

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

PSY 2949
COOPERATIVE EDUCATION: PSYCHOLOGY FIELD EXPERIENCE
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.

SOP 2772
HUMAN SEXUALITY
Prerequisites: PSY 1012 or SYG 2000. A study of sexuality with emphasis on subjects such as identity and behavior, characteristics of sexual beings and the meaning of sexuality. The course includes a study of sexual health, sexual decision-making and strategies for dealing with conception, sexually transmitted diseases and sexual coercion and exploitation.

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 2 Credits
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 1 Credit
RADIOGRAPHIC EXPOSURE AND PROCESSING LAB
Practical application of factors affecting radiographic exposure.

RTE 2415 1 Credit
RADIOGRAPHIC PROCEDURES LAB II
The student's competency is perfected in doing certain rarely done or difficult positioning procedures such as for mastoids, internal auditory canals, optic foramina, sternum, scapula, etc.

RTE 2417 2 Credits
EVALUATION OF RADIOGRAPHS
Group and individual sessions for the evaluation of the diagnostic quality of selected radiographs.

RTE 2473 1 Credit
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 1 Credit
RADIOGRAPHIC QUALITY ASSURANCE LAB
Practical application of tests and procedures to evaluate components of radiographic systems.

RTE 2849L 5 Credits
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 7 Credits
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, zergography, ultrasound, nuclear medicine, and radiation therapy.

RTE 2930 2 Credits
RADIOLoGIC SCIENCE SEMINAR
Seminars on advanced radiographic contrast studies and imaging modalities. A review of all aspects of radiology for preparing for the national certifying examination.

READIING

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 successful completion student must take REA 0002.

REA 0002
COLLEGE-PREP READING II
3 Credits
Prerequisite: Successful completion of REA 0001 or score on 19-21 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 Notes on Lectures; Preparing for 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 3 Credits
FLORIDA REAL ESTATE LAW
Corequisite: REE 1000. An introduction to Florida Real Estate License law and rules and regulations of Florida Real Estate Commission. Legal and ethical principles covered are required knowledge for student entering the real estate field and for state real estate license examinations. Students interested in sitting for the Florida Real Estate Commission exam must take a combined REE 1000 and BUL 1303 end of course exam and receive a grade of 70 percent or better.

REE 1000 3 Credits
REAL ESTATE PRINCIPLES AND PRACTICES
Corequisite: BUL 1303 or professor’s approval. A study of the legal and economic aspects of real estate with emphasis on ownership, realty market, instruments of record, mortgages, taxes and government regulations. Students interested in sitting for the Florida Real Estate Commission exam must take a combined REE 1000 and BUL 1303 end of course exam and receive a grade of 70 percent or better.

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

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

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

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

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

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

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

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

REE 2949 2-4 Credits
COOPERATIVE EDUCATION:
REAL ESTATE FIELD EXPERIENCE
Prerequisite: Permission of 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 3 Credits
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 2283C 4 Credits
PULMONARY PHYSIOLOGY
Prerequisite: APB 2203C. Includes three-hour laboratory. This course includes the following pulmonary functions: normal ventilation and regulation of respiration, response to gases and ions, lung reflexes and ventilatory and mechanical factors. Also included are pulmonary circulation, gas diffusion, manifestations of disease and blood gas analysis. (Special Fee)

APB 2293 3 Credits
RESPIRATORY PATHOLOGY
Prerequisites: APB 2203C, APB 2204C, MCB 2101C, RET 1264C. Corequisites: RET 2875C, RET 2284C, RET 2876C. Cellular pathology with emphasis on pathology of respiratory and cardiovascular systems.

HCA 2301 2 Credits
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 2 Credits
INTRODUCTION TO RESPIRATORY THERAPY
A survey of the respiratory therapy profession including its history, ethics and standards. A survey of other health related sciences and their interrelationships.

RET 1026C 3 Credits
BASIC RESPIRATORY EQUIPMENT
Prerequisites: RET 1024, APB 2203C. Corequisites: APB 2204C, MCB 2101C. Fundamental functions of basic
respiratory therapy equipment. Systems of oxygen storage. Safety precautions. Preparation for clinical practice. (Special Fee)

RET 1284C 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 1850. Approximately 16 contact hours for every 4 semester hours credit. Each student assigned. 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
3 Credits
This general education course is designed to provide an understanding of the interrelationship of man with the varying aspects of his natural and artificial environment from a resource management viewpoint. Many aspects of the environmental crisis such as the impact of political, economic and social institutions, differing beliefs and myths and individual and group maladjustments are investigated along with possible solutions. Not a natural science.

SSI 2941 FIELD EXPERIENCE IN SOCIAL SCIENCES
1 Credit
Two (2) hours per week of appropriate field experience under professional supervision. This course is designed for students who wish to pursue particular interests in areas related to any of the social sciences and to gain some actual experience in the field. The course may be repeated for a maximum of three semesters of credit.

SOCIOLOGY

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

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

SYG 2000 INTRODUCTORY SOCIOLOGY
3 Credits
A course designed to enable the student to understand social behavior and social processes as well as to familiarize the student with the vocabulary and methodology of the discipline of sociology. Areas of emphasis are culture and personality, age and sex roles, family, deviant behavior, social class and stratification, group behavior and social change.

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

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

**SYG 2430**  
**MARRIAGE AND THE FAMILY**  
3 Credits

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

**SYG 2935**  
**SELECTED TOPICS IN SOCIOLOGY**  
1-3 Credits

**Prerequisite:** SYG 2000 or permission of the professor. These seminars are for students who are interested in special topics and desire to explore further the field of sociology through research, discussion and observation.

**SYG 2949**  
**COOPERATIVE EDUCATION: SOCIOLOGY FIELD EXPERIENCE**  
2-4 Credits

**Prerequisite:** Permission of professor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. May be repeated for credit.

**SPANISH**

**SPN 1000**  
**BASIC SPANISH**  
3 Credits

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

**SPN 1030-1031**  
**CONVERSATIONAL SPANISH FOR HEALTH RELATED PERSONNEL**  
3-3 Credits

Conversational Spanish for students in health related programs only. Emphasis on the practical application of Spanish to situations relative to patients.

**SPN 1040-1041**  
**CONVERSATIONAL SPANISH FOR CRIMINAL JUSTICE PERSONNEL**  
3-3 Credits

Beginning conversational class for students in criminal justice and other programs. Vocabulary presented would benefit those dealing with Spanish speaking people in all areas.

**SPN 1100**  
**ELEMENTARY SPANISH I**  
3 Credits

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

**SPN 1101**  
**ELEMENTARY SPANISH II**  
3 Credits

**Prerequisite:** SPN 1100 or permission of the professor. Continuation of SPN 1100.

**SPN 1170-2270**  
**OVERSEAS STUDY IN SPANISH LANGUAGE AND CULTURE I and II**  
6-8 Credits

**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**  
**INTERMEDIATE SPANISH I**  
3 Credits

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

**SPN 2201**  
**INTERMEDIATE SPANISH II**  
3 Credits

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

**SPN 2510**  
**INTRODUCTION TO SPANISH CIVILIZATION**  
3 Credits

**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**  
**SELECTED TOPICS IN SPANISH**  
1-3 Credits

These seminars are for students who are interested in special topics and desire to explore further the field of Spanish.

**SPW 2100-2101**  
**INTRODUCTION TO SPANISH LITERATURE**  
3-3 Credits

**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 1600 to the 20th century.

**SPEECH**

**ORI 1000**  
**ORAL INTERPRETATION**  
3 Credits

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

**SPC 1051**  
**SPEECH AND WRITING IMPROVEMENT**  
3 Credits

Improvement of language skills by developing and understanding effective articulation of American English through the use of the audio-lingual approach.

**SPC 1300**  
**INFORMAL COMMUNICATION**  
3 Credits

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**  
**FUNDAMENTALS OF SPEECH**  
3 Credits

Principles of oral communication common to speaking and listening. Emphasis on listening techniques and the preparation and delivery techniques for extemporaneous
speaking. Grade of "C" to satisfy general education requirements.

SPC 1601 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 2530 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 1100 4 Credits
BASIC SURVEYING AND MEASUREMENTS
(Surveying I)
Elementary surveying course including fundamentals of plane surveying; use and care of equipment; accurate measuring of distance; theory and practice of leveling; angles and bearings; principles and use of transit; curves; stadia; and field and topographic and land surveying studied in coordinated class, laboratory and field assignments.

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

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

SUR 2330 2 Credits
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; legal descriptions, property transfer, resurveys, subdivision plats; surveys in court; water boundaries.

SUR 2402 3 Credits
LAND SURVEYING AND DESCRIPTIONS
Prerequisite: SUR 2610 and SUR 2400. A study of the construction of land descriptions and techniques of surveying the boundaries of a described, parcel of land, metes and bounds descriptions and surveys; lot and block descriptions and surveys; sectional descriptions and surveys; water boundary descriptions and surveys. (Including all associated computations.)

SUR 2460 3 Credits
SUBDIVISIONS
Prerequisite: SUR 2640. A study of plat construction from tract description to final record plat; plat drafting; necessary computations; lettering meaning of legal parts; current plat laws and regulations.

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

SUR 2605C 3 Credits
SURVEYING CALCULATIONS
Prerequisite: SUR 1100 or permission of instructor. Prepares student to solve field problems on hand-held calculator. Emphasis on economical ordering and handling of data in the workplace. Analysis of data from projects important to working surveyor/businessperson. Includes lecture and in-class use of calculator.

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 tying points to control; tie-in computations; layout of horizontal curves; horizontal curve computations; field techniques and computations of precise levels; vertical curve computations.

SUR 2621C 3 Credits
COGO CAD FOR SURVEYORS
Prerequisite: SUR 1100 or permission of the instructor. Prepares student to solve and graph on the computer most common field surveying projects. Provides in-class computer experience, in adjusted field coordinates and maps of route surveys, plats, level lines, subdivisions, etc. Includes lecture and computer lab.

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
COOPERATIVE EDUCATION:
SURVEYING FIELD EXPERIENCE
Prerequisite: SUR 2610 and permission of professor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student’s college major. May be repeated for credit.

TELEVISION

RTV 2930
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.

RTV 1200
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.

THEATER

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

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

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

THE 2925
PLAY PRODUCTION
3 Credits
Designed to acquaint the student of theater with the overall view of producing a play from the perspective of the director. Includes selecting and casting a play, planning rehearsals, working with actors and directing; also includes supervising scenery, lighting, costumes, properties, make-up and house management. Production techniques are applied through public performance.
THE 2930
SELECTED TOPICS IN THEATER
1-3 Credits
This seminar is for students interested in research, discussion and observation of special topics in drama and theater.

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

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

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

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

TPA 2010
3 Credits
BASIC THEATER DESIGN
This course involves the student in the preliminary concepts of stage, lighting and costume design. This course teaches the student the history of theatrical presentation and the motivation for design concepts.

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

TPA 2260
4 Credits
SOUND FOR THE STAGE
Theory and practices in sound reinforcement and effects composition for the indoor and outdoor stage. Covers audio equipment and systems, recording techniques and operation of sound for performance. Includes two-hour laboratory.

TPA 2282
4 Credits
THEATER EQUIPMENT MAINTENANCE
Prerequisite: TPA 2280, TPA 2220 or permission of professor. Provides students with a systematic approach to maintenance and troubleshooting of theater sound and lighting equipment. Includes two-hour laboratory.
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.

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.
COLLEGE ADMINISTRATION
Effective July 1, 1985

OPEN, NORTH, SOUTH & OSCEOLA 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 Business
and Industry 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
Stanley H. Stone ................................... Chairman of Vocational
Programs Department
Querentia 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
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
Donald J. Tighe ..................................... Chairman of
Communications Department
Ruth Y. Webb ....................................... Chairman of Health and
Public Service Department
David L. Wilson .................................... Chairman of
Science Department

Paul C. Gianini, Jr.
President

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
Leonard R. Burry .................................... Assistant to the
Vice President for Data Processing
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. Drobnik .................................... Director of Admissions and
Records
Susan E. Kelley ....................................... Director of Development
Eric K. Straumanis .................................. 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 Minority Affairs and Equal
Access/Equal Opportunity Officer
FACULTY AND STAFF

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

Allen, Jerry L.
Communications
B.S., East Texas State University
M.S., East Texas State University

Ancona, Carol T.
Interdisciplinary Studies
B.A., Syracuse University
M.S., Syracuse University

Andrews, Donald W.
Humanities
B.A., Florida State University
M.A., Florida State University

Aneja, Kusum
Librarian
B.A., Maharis College
M.A., University of Rajasthan
M.S., University of Villanova

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

Arbogast, Ned M.
Data Processing
B.A., Susquehanna University
M.B.A., New York Institute of Technology

Arko, Mary Ann
Assistant Director of Valencia Community College Foundation, Inc.
B.A., U.C.L.A.
M.Ed., U.C.L.A.

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

Benefield, Jack W.
Chemistry
B.S.Ed., University of Georgia
M.Ed., University of Georgia

Bennett, Lula M.
Political Science
A.B., Valdosta State College
M.A.T., Rollins College
Ed.D., Nova University

Bevan, Kenneth V.
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

Brandolini, Ronald G.
Economics
B.A., University of Vermont
M.A., State University of New York/Binghamton

Break, E. Michael
Director of Personnel Services and Employee Relations
B.A., California State University
M.S., Rollins College
Ed.S., Florida Atlantic University
Ed.D., Florida Atlantic University

Burry, Leonard R.
Assistant to the Vice President for Data Processing

Byrne, Thomas J.
Political Science
B.A., Marquette University
M.A., University of Florida

Capuano, Bettina
Mathematics
B.S., Mount Union College
M.A., University of South Florida

Caprano, Lynn W.
Respiratory Therapy
B.S., University of Central Florida
M.S., University of Central Florida

Carignan, Ann M.
Nursing
B.S.N., St. Anselm College
M.S., Boston University

Carter, Rosa P.
Business
B.S., Alabama State College
M.Ed., University of Central Florida
Carver, Donna J.
Librarian
B.A., University of Central Florida
M.L.S., Florida State University

Castellano, Donna R.
Coordinator, East Campus
Learning Resources Center
B.S., Mississippi State College
for Women
M.S., Florida State University

Castellano, William R.
Assistant to the Provost
B.A., University of Central Florida
M.A., University of Central Florida

Cantko, John M., Jr.
Horticulture
B.S., Murray State University
M.S., Murray State University

Chaffin, Barbara J.
Program Director, Continuing
Education for Health Professionals
B.S., Emory University
M.A., University of South Florida

Chandler, Elizabeth A.
Program Director - Computer
Training Institute
B.S., University of Central Florida

Chapman, Beverly M.
Program Director, Computer
Training for the Disabled

Cheatham, Ben H., Jr.
Mathematics
B.A., University of Florida
M.Ed., University of Florida
Ed.D., University of Florida

Chittenden, George E., Jr.
Construction Technology
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

Close, David L.
English/Interdisciplinary
Humanities
B.A., Lincoln University
M.A., University of Pennsylvania
Ph.D., University of Pennsylvania

Close, Rosemary B.
Program Director Teacher
Education Center
B.S., Howard University
M.A., Nova University

Cohen, Carol E.
CITE Program
B.S., Memphis State University
M.A., University of Central Florida

Coleman, Hoyte A.
Program Director, Special Services
A.B., Florida Southern College
M.S., University of Southern California

Cook, Genevieve
Earth Science/Geology
B.S., Beloit College
M.A., Rollins College

Coyne, George W.
Physics
B.S., Purdue University
M.S., Purdue University
Ph.D., Purdue University

Crawford, Jack C.
Vice President for Business
Affairs
B.A., University of Nebraska
M.B.A., University of Central Florida

Croft, Christine M.
Secretarial Science
B.S., Delta College
M.B.E., University of Mississippi

DeLisle, Judith A.
Librarian
B.A., Michigan State University
M.L.S., University of Michigan

Dickerson, John A.
Mathematics
B.S., Purdue University
M.S., Purdue University

Dolan, James D.
Business
J.D., University of Baltimore

Dome, Charles H., IV
Sociology
B.A., University of Central Florida
M.S., Florida State University
Ed.D., Nova University

Dow, George M.
Business/Accounting
B.S., B.A., University of Florida
M.B.A., M.S., University of Central Florida
C.P.A., Florida

Drosin, Charles H.
Director of Admissions and Records
B.A., Florida Atlantic University
M.Ed., University of Central Florida

Dunn, Walter F.
Counselor
B.S., East Tennessee State University
M.A., George Washington University

Edmonds, Margaret F.
Job Development/Placement
Specialist for the Handicapped
B.A., Chestnut Hill College

Edwards, David W.
Psychology
B.S., Ohio University
M.S., Indiana University
Ed.D., Nova University

Edwards, Linda M.
Dental Hygiene
R.D.H., University of Kansas City
B.S., University of Missouri
M.S., Central Michigan University

Edwards, Louis M.
Chairman, Mathematics Department,
West Campus
B.S., University of Florida
M.Ed., University of Florida
Ed.S., Florida State University

Ensminger, Rebecca
Nursing
B.S.N., Troy State University
M.S.N., University of Alabama

Fear, David E.
English
B.S.Ed., Southern Illinois University
M.S.Ed., Southern Illinois University

Ferguson, Josephine B.
Business Education
B.S., Ball State University
M.A.T., Rollins College

Fisher, Constance Q. (on leave)
Program Director, CCEW
B.S., College of William & Mary
M.Ed., University of Central Florida

Fogal, Carroll E.
Mathematics
B.S., University of Tampa
M.Ed., Pennsylvania State University
Ed.S., University of Florida
Ed.D., University of Missouri-Columbia

Forehand, Susie
Nursing
B.S.N., University of South Florida
M.S.N., University of South Florida

Franklin, James T.
Mathematics
B.S., University of Central Florida
M.S., Florida State University

Gagne, Julia A.
Drama
B.A. University of Central Florida
M.F.A., Florida State University

Garcia, Thomas A.
Physical Education
and Baseball Coach
B.S., Florida State University
M.S., Florida State University

Garretson, William B.
Biology
B.S., Concord College
M.A., West Virginia University
Garwood, Joe A.  
Economics  
B.A., Denison University  
B.A., Washburn University  
M.S., Florida State University

Gastineau, G. Arlen  
Marketing  
B.S., Bethany Nazarene College  
M.C.S., Rollins College  
Ed.D., Nova University

Gateley, Miriam E.  
Business  
B.S., University of Central Florida  
M.S., University of Central Florida

George, James  
Business  
B.A., Central Bible College and Seminary  
M.A., Central Bible College and Seminary  
M.S.M., Rollins College

Germaline, Michael B.  
Political Science  
B.A., University of South Florida  
M.S., Florida State University

Gianelli, Paul C., Jr.  
President  
B.A., Yankton College  
M.Ed., University of Nebraska  
Ed.S., University of Florida  
Ed.D., University of Florida

Graham, Larry N.  
Music  
B.M., Sanford University  
M.M., University of Florida

Grosch, Randy A.  
Sociology  
B.A., Florida Atlantic University  
M.A., Florida Atlantic University

Gross, Edmund K.  
Provost and Executive  
Director of Valencia Community College Foundation  
B.S., University of Florida  
M.Ed., University of Florida  
Ed.D., University of Florida

Guldin, Rafael  
Counselor  
B.A., University of Puerto Rico  
M.S., State University of New York  
M.A., Trenton State College

Gurr, Marsha E.  
Business Education  
B.S., Kansas State College  
M.A., University of South Florida

Haddy, George W.  
Mathematics  
B.S., University of Florida  
M.Ed., University of Florida

Harris, Valerie L.  
Emergency Medical Services  
B.A., University of South Florida  
R.N. Paramedic  
M.Ed., University of Central Florida

Harrow, Anita J.  
Provoast of the West Campus  
B.A., University of South Florida  
M.S., Florida State University  
Ph.D., Florida State University

Hayden, Glenn R.  
English  
B.A., University of Central Florida  
M.A., University of Kentucky

Henderson, Patricia A.  
Librarian  
B.A., Florida State University  
M.L.S., Emory University

Henderson, Victoria A.  
Counselor - Special Services  
B.S., Western Michigan University  
M.S.W., Western Michigan University

Henkel, Thomas M., Jr.  
Assistant to the President  
B.A., University of Florida  
J.D., University of Florida

Henry, Barbara Q.  
CITE Program  
B.A., Wells College

Hild, Fred E.  
Assistant to the Provost, West Campus  
B.A., Coe College  
M.B.A., George Washington University

Hill, Joyce A.  
Nursing  
B.S.N., University of Florida

Hise, Kenneth W.  
Economics  
B.S., University of Maryland  
M.S., Florida State University  
Ed.D., Nova University

Hoff, Mary J.  
English  
B.A., Marymount College  
M.A., University of Tulsa

Holland, Bob T.  
Counselor  
A.B., Union University  
B.S., Southeastern Baptist Theological Seminary  
M.S.M., Southern Baptist Theological Seminary  
Ph.D., University of Central Florida

Hollister, Merton A.  
Mathematics/Science  
B.S., Rollins College  
M.S., Rollins College  
J.D., Mercer University

Holmes-Howard, Deborah  
B.A., Florida State University  
M.A., Florida State University

Hooker, Emily A.  
Counselor  
B.A., Hanover College  
M.S., Butler University

Hooks, William Michael  
Vice President for Planning, Research and Development  
B.S., Indiana State University  
M.S., Indiana State University  
Ed.D., Florida State University

Hopkins, Deborah G.  
Chamber, Business Department, West Campus  
B.S., East Carolina University  
M.A., East Carolina University

Horton, Allison N.  
Counselor  
B.A., University of Southern California  
M.A., George Peabody College for Teachers of Vanderbilt University  
Ed.D., George Peabody College for Teachers of Vanderbilt University

Hosman, David K.  
Counselor  
B.A., Gordon College  
M.A., Ball State University  
Ed.D., Nova University

Howard, Dalton D.  
Psychology  
B.S., Florida State University  
M.S., Florida State University  
Ed.D., Nova University

Hunt, Louise L.  
Medical Transcription  
B.A., Trevecca Nazarene College

Hunt, William S.  
Criminal Justice  
B.S., Florida State University  
M.S., Michigan State University

Hunter, Janice K.  
English  
B.A., Eckerd College  
M.A., University of South Florida  
Ed.D., University of Florida
McKinnon, Mary J.
Coordinator, Osceola Campus
B.A., Otterbein College

McNamara, Lois L.
Humanities
B.A., Lawrence College
M.A.T., Rollins College

Meade, Don E.
English
B.A., Florida Southern College
M.A., Stetson University

Meade, Susan N.
Dental Hygiene
B.S., University of Louisville
M.A., Nova University

Mealick, Stanley
Political Science
B.S., Florida State University
M.S., Florida State University
Ed.D., Nova University

Mendiburo, Sue E.
CITE Program
B.S., Florida State University
M.Ed., University of South Alabama

Miller, Robert L.
Director, Governmental Services Program
B.S., Marquette University

Miller, Charles E.
Chairman, Physical Education Department, West Campus
B.S., Indiana State University
M.Ed., Stetson University

Miller, Ouida A.
Nursing
B.S.N., University of Florida
M.A., Rollins College

Musick, Bennett L.
Business and Real Estate
B.S., Rollins College
M.A.T., Rollins College

Myers, Steven
Biology
B.S., Florida State University
M.S., University of Central Florida

Nelson, Ronald B.
English
B.A., Florida State University
M.A., Florida State University
Ed.D., Nova University

Niblack, Ernest
Counselor
B.S., Florida A&M University
M.Ed., Florida A&M University

Nicholson, Ruth A.
Program Director, Parent Education Project
B.A., Rollins College
M.A., Rollins College

Obremski, Steven L.
CITE Program
B.A., Eastern Connecticut State College
M.A., University of Central Florida

Odom, Pauline M.
Health and Public Services
R.N., Gordon Keller School of Nursing

Oluani, Reginald C.
International Business
B.S., Florida A&M University
M.S., Florida State University

Olin, Susan M.
Sun Bank Learning Center
B.A., University of South Florida

Oswald, Eileen M.
Speech/English
B.A., St. Bonaventure University
M.Ed., University of Central Florida

Parrillo, Joan W.
Counselor/Trainer
B.A., Maryville College
M.Ed., University of North Florida

Paul, Della W.
English
B.A., Bethune-Cookman College
M.A., Rollins College

Pendergraft, Sandra C.
Nursing
B.S., University of North Carolina
M.S., University of North Carolina

Pennington, Elizabeth
Humanities
B.A., Florida State University
M.A., Florida State University

Perry, Anne Blue
Reading
B.A., University of North Carolina
M.A.T., Rollins College
Ed.S., Florida State University

Perry, M. Keese
Director of Accounting and Controller
A.B., Mercer University
M.B.A., Stetson University

Pew, Robert W.
Data Processing
B.G.S., Rollins College
M.B.A., Rollins College
Ed.D., Nova University

Phillips, Maryanne M.
Nursing
B.S.N., Catholic University of America
M.S.N., Northern Illinois University
Phillips, Peggy H.  
English  
B.A., Lenoir Rhyne College  
M.Ed., University of Florida

Pierce, Thomas C.  
Journalism  
B.A., University of Florida  
M.S., University of South Florida

Pitts, Louise N.  
Nursing  
B.S., Florida State University  
M.S., University of Alabama

Pizycki, Michael E.  
Hospitality Management  
B.S., Florida State University  
M.S., Florida State University

Potier, Vera R.  
Center for Continuing Education for Women Program  
B.S., Florida A & M University  
M.Ed., University of Central Florida

Prentice, William C.  
Chairman  
Social Science Department, West Campus  
B.A., University of the South  
M.A., University of Virginia  
Ed.D., University of Florida

Purkey, William F.  
Humanities  
B.A., Olivet College  
M.A., Stetson University  
Ed.D., Nova University

Quinn, Mary Lou  
Computer Programmer Training for the Disabled  
B.A., Fredonia State University

Reddick, Alzo J.  
Assistant to Vice President for Planning  
B.S., Paul Quinn College  
M.A., Florida A & M University  
Ed.D., Nova University

Redmon, Malcolm E.  
Mathematics/Physics  
B.A., Catholic University  
M.S., University of Notre Dame

Reicherts, C. William  
English  
B.G.S., Rollins College  
M.A.T., Rollins College

Reinhghaus, Ronald W.  
Political Science  
B.A., University of Alabama  
M.A., University of Alabama  
Ed.D., Nova University

Reinschmidt, James R.  
Assistant to the Vice President for Facilities and Communications Services  
B.A., University of Cincinnati  
M.S.T., University of Florida

Rhamstine, Ernest L.  
Biology  
B.A., University of South Florida  
M.A., University of South Florida  
Ed.D., Nova University

Ribley, Julia H.  
Coordinator of International/Intercultural Education  
B.A., Birmingham Southern College  
M.S., Florida State University

Ribley, Thomas J.  
Mathematics  
B.S., Otterbein College  
M.M., University of South Carolina  
Ph.D., Wayne State University

Rietveld, Richard D.  
Technical Director/Performing Arts Center  
B.A., Hope College  
M.A., Colorado State University

Rilies, Mary C.  
Coordinator of Assessment and Learning Center  
B.A., University of Central Florida  
M.A., Rollins College

Roach, Eugene W.  
Political Science and History  
B.A., West Virginia Wesleyan  
M.A., West Virginia University

Rogers, Hugh K.  
Chairman; Technical and Engineering Related Programs  
B.S., East Tennessee State University  
M.A., East Tennessee State University  
Ed.D., University of Pennsylvania

Rosser, Preston D.  
Director of Financial Aid and Veterans' Affairs  
B.S., Troy State University  
M.S., Rollins College

Rutledge, Donald E.  
Physical Education  
B.S.P.E., University of Florida  
M.P.H., University of Florida

Salsberry, Ruth B.  
Communications  
B.A., Texas Woman's University  
M.A., Texas Woman's University

Salter, Charlé Jean  
Biology  
B.S., Alabama State College  
M.Ed., Florida A & M University  
M.A., Southern University  
Ed.D., Nova University

Salz, Harvey  
Electronics/Electromechanical Technology  
B.E.E., Polytechnic Institute of New York  
M.E.E., Polytechnic Institute of New York

Sample, Margaret G.  
Biology  
B.A., Lindenwood College  
M.S., Ohio State University
Sanderlin, Miriam
Nursing
B.S., Albany State College
R.N., Orange Memorial Hospital
School of Nursing

Sathre, LeRoy
Mathematics
B.A., DePauw University
M.S., University of Florida

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

Schafer, Virginia R.
Medical Laboratory Technology
B.S., University of Bridgeport
M.S., University of Bridgeport

Senterffitt, Ruth H.
English
B.S.E., University of Florida
M.A., Auburn University

Sermon, Cheryl A.
Outreach Recruiter
B.S., Clark College

Sessions, Raymond R., Jr.
Counselor
B.S., East Texas University
M.S., East Texas University
Ph.D., East Texas University

Shank, Judy
English
B.A., Pennsylvania State University
M.A., Florida State University

Shemelya, Phyllis K.
Physical Education
B.A., University of Kentucky
M.A., New York University

Shuman, Gerry F.
Biology
B.S., University of Tampa
M.N.S., University of Oklahoma

Simmons, H. Eugene
Counselor
B.A., Rollins College
M.S., Florida State University
Ph.D., Florida State University

Skinner, Kenneth D.
Psychology
B.A., University of West Florida
M.A., University of West Florida
Psy.D., Florida Institute of Technology

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

Smith, Kay L.
Communications
B.A., Indiana State University
M.A., Purdue University
M.A., Eastern Illinois University

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

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

Spencer, Marlene A.
Humanities, Religion and Philosophy
B.A., Berry College
M.A., Florida State University
M.A., Florida State University
Ph.D., Florida State University

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

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

Stevenson, Denise A.
Instructional Telecommunications
B.A., Kent State University

Stone, Stanley H.
Chairman, Vocational Programs
Department, East Campus
B.A., Howard University
J.D., Howard University

Stovall, Randall H.
Biology
B.S., University of Texas at Arlington
M.A., University of Texas at Arlington
Ph.D., Oklahoma State University

Stover, John L.
Retention Counselor/Student Concern Coordinator
B.A., University of Central Florida
M.A., University of Central Florida

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

Straumanis, Eric R.
Director of Institutional Research
B.A., Tufts University
M.A., University of Maryland
Ph.D., University of Maryland

Stuart, Virginia E.
Program Coordinator, Displaced Homemaker
B.A., Rutgers University

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

Sutton, David O.
Interdisciplinary Studies
B.A., University of Central Florida
M.A., Florida State University

Taylor, Beverly P.
Mathematics
B.S., University of Southern Mississippi
M.S., Indiana University
Taylor, Mary Lorene
Sociology
B.A., Mercer University
M.S., Florida State University

Telleria, Alma
Counselor
B.A., State University at Albany, N.Y.
M.Ed., Long Island University

Thompson, Geraldine F.
Assistant to the President for Equal Opportunity
B.E., University of Miami
M.S., Florida State University

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

Throm, Querenta P.
Chairman, Fine Arts/Social Sciences Department, East Campus
B.A., Shorter College
M.A., Florida State University

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

Tiller, Barbara J.
Director of Vocational Education
B.A., University of South Florida
M.A., University of South Florida

Thash, Samuel A.
Business
B.A., University of Central Florida
M.Ed., University of Central Florida

Trachy, Carole A.
Humanities
B.A., University of Massachusetts
M.A.T., University of Massachusetts
Ph.D., Florida State University

Turner, Margaret Elaine
Student Development Coordinator
B.A., University of Central Florida

Twiggg, Helen P.
Humanities
B.A., University of Florida
M.A., University of Florida
Ed.D., University of Florida

Vandermaat, Roberta J.
Humanities
B.A., Florida State University
M.A., Florida State University

Villegas, Penny J.
English
B.S., University of Missouri
M.A., University of Missouri

Walker, Reneva E.
Data Processing
B.S., Western Kentucky University
M.S., Western Kentucky University

Ward, Joseph B., Jr.
Drafting and Design/Graphics Technology
B.S., University of Kansas
M.A., Rollins College

Wasielewski, Emil F.
Coordinator of Institutional Reporting and Research
B.S., U.S. Merchant Marine Academy
B.S., U.S. Naval Post Graduate School
M.A., George Washington University
Ed.S., George Washington University
Ed.D., George Washington University

Waters-Gordon, Marilyn L.
Program Coordinator, Computer Programmer, Training for the Disabled
B.A., Wright State University
M.A., Miami University

Watson, Rose H.
English
B.A., State University College of New York at Buffalo
M.S., State University College

Webb, Ruth Y.
Chairman, Health and Public Service Department, West Campus
B.S.N., University of Florida
M.A.T., Rollins College
Ed.D., Nova University

Weed, Larry V.
Music
B.M., Oklahoma City University
M.M., Eastman School of Music
D.M.A., University of Michigan

Welchel, Donald C.
Mathematics
B.S., Clemson University
M.A.T., Rollins College

Wiese, Jane G.
Accounting
M.A., Washington University
M.S.M., Rollins College

White, Hal E.
Nursing
B.S., University of North Alabama
M.A., University of Mississippi
M.S.N., University of Alabama in Birmingham

Williams, Audrey J.
English
B.A., Talledega College
M.A.T., Rollins College

Williams, Earl
Communications
B.A., Mississippi College
M.A., University of Mississippi
Ph.D., Florida State University

Williams, Joan E.
Respiratory Therapy
B.S., University of Central Florida
M.Ed., University of Central Florida

Williams, Timothy D.
Mathematics
B.A., University of Florida
M.Ed., University of Central Florida

Wilson, David L.
Chairman, Science Department, West Campus
B.S., University of Florida
M.S., Wayne State University
Ph.D., Wayne State University

Wilson, Mary Lee
Nursing
B.S.N., University of Virginia

Will, Joanne
Nursing
B.S.N., Fairleigh Dickinson University
M.S.N., Medical College of Georgia
Ed.S., University of Central Florida

Woodard, Nora D.
Reading
B.S., Albany State College
M.A., University of Central Florida

Woodbery, Patricia M.
Nursing
B.S.N., University of Virginia
M.S.N., Medical College of Virginia

Wright, Richard J.
Biology
B.S., Eastern Kentucky University
M.A., University of Kentucky
Ed.D., Nova University

Zapico, Silvia C.
Chemistry
B.S., Coghirope University
M.S., University of Miami
CAREER SERVICE EMPLOYEES
Current as of July 30, 1987

Adams, Kathleen A.
Word Processing Specialist II

Adams, Rose E.
Senior Payroll Specialist

Ali, Bebi A.
Cashier

Alvarez, Gustavo A.
Cashier

Amendolara, Frank T.
Small Engine Mechanic

Anderson, Arthur Z.
Groundskeeper Working Supervisor

Archer, Myra L.
Communications Assistant

Arias, Emilla V.
Custodian I

Arnold, Elizabeth K.
Educational Advisor

Bailey, JoAnne T.
Secretary I

Baker, Island Sr.
Custodian I

Balkom, Sharon R.
Paraprofessional - Greenhouse

Ball, Florence G.
Secretary I

Ball, Gordon C.
Bookstore Assistant II

Ball, Gwendolyn L.
Records Analyst

Ball, Jasiel N.
Superintendent Physical Plant

Barry, Robert W.
Programmer / Analyst II

Bean, Barbara J.
Media Production / Graphic Specialist

Bearden, Rosie M.
Admissions / Records Specialist

Bennett, Geneva R.
Cashier Working Supervisor

Benson-Beaver, Rebecca
Instructional Assistant - Mathematics

Bentley, John A.
Assistant Computer Operator

Bernbaum, Andrew J.
Chief Engineer

Blue, Hoover N. Sr.
Security Guard

Bonilla, Karin C.
Secretary II

Borden, Dixie L.
Office Supervisor III

Boudet-Clary, Lucy
Coordinator of Communications and Marketing

Bracey, Louise A.
Secretary I

Bradley, Arthur J.
Custodian I

Brenneman, Katharine S.
Office Supervisor I

Brewster, Margie B.
Computer Operator

Brown, Linda M.
Supervisor, Open Instructional Laboratory

Brunson, Bernadette J.
Secretary III

Buffo, Emil A.
Air Conditioning Technician

Bullard, Dana B.
Custodian I

Bustillo, Vicente De
Security Guard

Bye, Mikal R.
Supervisor, Finance Office - West

Byrd, Evelyn E.
Custodian I

Calson, Henry
Custodian I

Calvin, Michael L.
Programmer Analyst II

Cameron, Lloyd G.
Groundskeeper I

Campbell, Roger T.
Maintenance Technician III

Carmichael, Joyce E.
Secretary II.
Childress, Steven R. 
Manager, Purchasing, Risk Management and Insurance

Churchwell, Sybil E. 
Coordinator of Telecommunications

Clayton, Myra J. 
Admissions/Records Specialist

Clifton, Cheryl A. 
Word Processing Specialist II

Clinebell, Sandra 
Instructional Assistant - Data Processing

Clinton, Geneelda J. 
Secretary II

Cobb; Betty J. 
Financial Aid Specialist I

Coleman, Lorayne M. 
Secretary I

Cooley, William J. 
Small Engine Mechanic/ Groundskeeper

Core, John L. 
Custodian I

Cota, Florence A. 
International Student Advisor

Couey, Joanna B. 
Supervisor, Admissions/Records - Open Campus

Cox, Robin H. 
Instructional Assistant - Mathematics

Cranford, Catherine 
Accounting Clerk I

Crum, Francine 
Learning Center Specialist

Cruz, Cynthia M. 
Accounting Clerk I

Cunningham, Thomas W. 
Chief Accountant

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

Curry, Sherian M. 
Secretary II

Damon, Peter K. 
Supervisor Grounds Maintenance - East

Daverne, Madeline M. 
Word Processing Specialist II

Daves, Delma J. 
Field Transportation Worker - CITE

Davis, Candace L. 
Reprographic Equipment Operator

Davis, Darrell K. 
Groundskeeper I

Davis, Gwendolyn Y. 
Office Supervisor II

Davis, James P. 
Press Operator

Davis, Roberta D. 
Word Processing Specialist II

DeHaney, Stephen A. 
Field Transportation Worker

Delrick, Donna R. 
Coordinating Assistant

Delaney, Debra J. 
Financial Aid

Denny, Maxine K. 
Graduation & Evening Services Supervisor

Denny, Sandra J. 
Admissions/Records Specialist

Denton, William A. 
Budget Specialist

Diaz, Efrain 
Shipping & Receiving Clerk

Diaz, Silvia L. 
Custodian I

Dudash, Genevieve L. 
Reprographic Equipment Operator/ Word Processing Specialist I

Eacret, Karen L. 
Media Processing Specialist

Ecel, Milla L. 
Grants Records Specialist

Eichenauer, Kurt H.F. 
Supervisor Trades & Maintenance

Eldridge, Charlotte L. 
Word Processing Specialist II

Elkins, Mary Beth 
Office Supervisor III

Ellison, James M. 
Programmer/Analyst I

Enos, Barbara A. 
Secretary II

Epstein, Judy L. 
Paraprofessional - OIL-VCC/UCF

Etter, Clifford H. 
Air Conditioning Technician

Everson, Bruce H. 
Learning Center Assistant

Ewing, Michael O. 
Office Supervisor I

Fader, Joanne 
Educational Advisor

Faulkner, Sharon K. 
Career Advisor

Faulkner, Timothy B. 
Learning Center Specialist

Fields, Thomas F. 
Senior Laboratory Technician

Figueroa, Pedro J. 
Custodian I

Findley, Terry A. 
Office Systems Manager

Flanders, Barbara J. 
Accounting Clerk I

Fleming, Dorsey S. 
Chief of Security

Flemmings, Joyce E. 
PBX Operator

Flick, Natalie L. 
Secretary I

Foreman, Nancy A. 
Office Supervisor I

Foster, Cyndi C. 
Evening Admissions & Records Analyst

Francis, Phyllis J. 
Admissions/Records Specialist

French, Jacqueelyn A. 
Secretary/Bookkeeper - CCEW

Gaines, Charles E. 
Custodian I

Gallant, Henry W. Jr. 
Facilities Assistant II

Gantner, Edward E. 
Security Guard

Garcia, Nazario 
Custodian I

Gayton, Walter H. Sr. 
Custodial Working Supervisor

Gelle, Menchita C. 
Admissions/Records Specialist

Gentry, Howard T. 
Reprographic Equipment Operator

Gentry, Michael J. 
Custodian I
Gladden, Lisa D.  
Security Guard

Glenn, Sheila R.  
Accounting Clerk I

Gordon, Levl  
Groundskeeper I

Gravel, Maryann  
Secretary III

Gray, Janet E.  
Financial Aid Specialist III

Green, Daisy M.  
Word Processing Specialist II

Griffiths, Shane E.  
Stock Clerk

Gunnell, Peggy L.  
Assistant to Director of  
Financial Aid

Hall, Doreen J.  
Word Processing Specialist II

Hallock, Dracilla A.  
Instructional Lab Coordinator

Handley, Bruce L.  
Evening Admissions & Records  
Analyst

Hardaway, Emmett A. Sr.  
Assistant Supervisor,  
Custodial Services

Harris, Cynthia D.  
Word Processing Specialist II

Hazzellief, Philip  
Systems Programmer I

Heath, Margaret L.  
Admissions/Records Specialist

Hess, Betty R.  
Custodian I

Hiep, Dang Van  
Custodian I

Higgs, Doris C.  
Library Assistant

Hill, Cecill  
Custodial Working Supervisor

Hill, Clara  
Mail Clerk/Custodian

Hill, Roosevelt Jr.  
Groundskeeper I

Hinde, Theresa L.  
Secretary I

Holley, William C.  
Supervisor Computer Operations

Hopkins, Rebecca M.  
Word Processing Specialist II

Hughes, Consuelo A.  
Financial Aid Specialist I

Hull, Renea  
Admissions Records Supervisor

Humphries, Bernice  
Custodian I

Hunt, David R.  
Instructional Assistant -  
Data Processing

Hunt, Hilda J.  
Media Processing Specialist

Inga, Tominsina L.  
Technical Specialist

Jackson, Romena  
Custodian I

Jacobs, Fairrell C.  
Physical Plant Services  
Coordinator II

Jacobs, Valparisa  
Secretary II

Janz, Carol P.  
Secretary I

Jenkins, Lee E.  
Custodian I

Jenkins, Louise I.  
Word Processing Specialist II

Jenner, Karen B.  
Secretary I

Johnson, Cynthia E.  
Secretary I

Johnson, Danny C.  
Security Guard

Jones, Brenda G.  
Secretary III

Jones, Diane M.  
Financial Aid Specialist I

Jones, Shelia Y.  
Admissions/Records Specialist

Jones, Shirley M.  
Testing Specialist

Kerr, Gall J.  
Office Supervisor I

King, Robert N.  
Security Guard

Koerner, Nancy K.  
Accounting Clerk II

Kornack, Amanda L.  
Secretary I

Kozumplik, Elizabeth M.  
Project Assistant

Kuhn, Elisabeth  
Supervisor Custodial Services - East

LaFortune, Debbie L.  
Word Processing Specialist II

Lawrence, Albourne O.  
Groundskeeper I

Lawson, Harold K.  
Supervisor Trades & Maintenance

Lebron, Lillian R.  
Accounting Clerk I

Leibbeck, Janet M.  
Admissions Supervisor

Leigh, Harold E.  
Engine Mechanic

Leigh, Janice A.  
Cashier

Lester, Kimberly A.  
Secretary I

Lezuch, Robert M.  
Graphic Designer

Locke, Anthony P.  
Mail Clerk/Courier Services Driver

Long, Bernice T.  
Health & Public Services  
Student Advisor

Lowe, Vicky A.  
Secretary II

Luce, Barbara L.  
Word Processing Specialist I

Marcia, Linda I.  
Accounting Clerk I

Martin, Robert C.  
Maintenance Technician I

Martos, Haydee R.  
Custodian I

Matson, Paul A.  
Maintenance Technician III

Mayberry, Florence R.  
Media Processing Specialist

McAdams, Jack R.  
Programmer/Analyst II
McBurney, Ralph
Custodian I

McCall, Ronnie L.
Security Guard

McFarland, Jerry
Security Supervisor

Mettis, Mary C.
Security Guard

Meuser, Dora B.
Secretary III

Milk, Mariann C.
Secretary I

Miller, Dyalynn S.
Educational Advisor

Miller, Robin L.
Supervisor Grounds Maintenance-West

Milligan, Rhonda D.
Research Analyst

Mills, David G.
Custodian I

Mitchell, Melanie L.
Media Processing Specialist

Mobley, Randy F.
PEC Building/Equipment Manager

Moore, Geneva J.
Custodian I

Moore, Robert F. Sr.
Maintenance Technician II

Moore, William H.
Security Working Supervisor

Moses, Cynthia E.
Computer Operator

Moultry, 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/Record Specialist

Napoleon, Booker T.
Custodian I

Nelson, Donna
Word Processing Specialist I

Neverdale, Joan L.
Secretary II

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

Pabon, Crucita
Secretary I

Page, Judith T.
Gallery Curator

Pahl, Donald L. Jr.
Facilities Assistant I

Palmer, Betty H.
Office Supervisor I

Parah, Betsy F.
Learning Center Coordinator

Patzer, Ernest T.
Groundskeeper I

Payne, Sophia
Secretary I

Peebles, Carlos E.
Maintenance Technician II

Perez, Carmen I.
Secretary I

Perez, Wilfredo E.
Custodian I

Perkins, Walter W.
Electronics/Electro-optics Laboratory Technician

Petty, Martene K.
Personnel Specialist

Phillips, Archie
Press Operator Supervisor

Phillips, Clara H.
Office Supervisor I

Pinkney, Lora E.
Word Processing Specialist I

Powell, John F.
Instructional Assistant

Procacci, Eileen G.
Secretary II

Proctor, Edward H.
Property Records Specialist

Provido, Jose G.
Security Guard

Prulum, Evelyn
Instructional Laboratory Coordinator

Purcell, Marva A.
Secretary I - CITE

Pyster, Doris B.
Office Supervisor I

Quigley, Dawn L.
Accounting Clerk II

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

Reynolds, Michele A.
Cashier

Ribbe, Helen D.
Office Supervisor I

Rivera, Pedro
Accounting Manager

Rodgers, Albertis
Custodian I

Rodgers, Bronson
Groundskeeper I

Rogers, JoAnn
Custodian I

Roland, Karen S.
Word Processing Specialist I

Ruiz, Ileana T.
Secretary I

Russell, Thomas R.
Financial Aid Clerk

Sampson, Julius Jr.
Custodian I

Sanders, Mae Rose
Custodian I
Schindler, Treva L.  
Secretary II

Scoltock, Nancy A.  
Office Supervisor III

Scott, Melvin Sr.  
Supervisor Custodial Services - West

Scott, Michael  
Custodian I

Scroggs, Jane B.  
Administrative Assistant to President

Seacat, W. Lowell  
Instructional Assistant Physics

Shaw, Corine B.  
Media Processing Specialist

Sheehan, Joy J.  
Accounting Clerk II

Shugg, Michael J.  
Scenographer/Technical Director

Sidles, Vernelle  
Accounts Supervisor

Smith, JoAnn S.  
Word Processing Specialist I

Smith, Roger P.  
Internal Auditor

Smoke, Leonard C.  
Coordinator of Media & Instructional Telecommunications Services

Snell, Tommie H.  
Office Supervisor III

Spachter, Earl E.  
Groundskeeper I

Spachter, Shirley A.  
Custodian I

Spachter, Shirley M.  
Custodian I

Stadler, Patricia A.  
Personnel Specialist

Stephen, Gail  
Secretary IV

Stephen, Tonya L.  
Admissions/Records Specialist

Stillwell, William S.  
Multi-Media Computer Production/Physics Laboratory Specialist

Stokes, John D.  
Audio Visual Specialist I

Storm, Timothy P.  
Groundskeeper Working Supervisor

Stout, Richard C.  
Media Production Specialist

Sullen, Jim F.  
Custodian I

Swann, Sharon S.  
PBX Operator

Szell, Ross P.  
Security Supervisor

Tallonghari, Juan M. Jr.  
Custodian I

Teske, Elinor A.  
Secretary IV

Tezak, John A.  
Facilities Inspector

Thomas, Gene  
Maintenance Technician I

Tighe, Ardella F.  
Bookstore Manager

Toner, Jo Ann S.  
Assistant to Registrar - West

Torvik, Thelma M.  
Personnel Assistant

Trachy, Linwood A.  
Supplies Specialist
Tullo, Mary B.
Accounting Clerk I

Tyner, Denise K.
Office Systems Manager

Utech, Robert W.
Programmer/Analyst II

Valiente-Hernandez, René 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, Aquilino
Custodian I

Vogel, Dorothy C.
Psychometric Technician

Washburn, Joan E.
Physical Plant Services Coordinator I

Watkins, Sara H.
Office Systems Manager

Watson, James R.
Educational Advisor

Webb, Steven D.
Publications Supervisor

Weller, John H.
Assistant to Registrar - East

White, Linda J.
Office Supervisor I

Wilkerson, Jimmie C.
Custodian I

Williams, Annie P.
Custodian I

Williams, Everett D.
Groundskeeper I

Williams, Norris N.
Groundskeeper I

Willis, April S.
Financial Aid Specialist I

Wimbush, Joann
Secretary I

Winch, Thomas A.
Maintenance Technician II

Witham, Alton B.
Supervisor Finance Office - East

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 and college staff include (standing left to right) Alan C. Starling, Mary Ann Arik0, Mary S. Collier, Audrey M. Holloway, Jack G. Kazanzas and Edmund K. Gross, (seated left to right) F.B. Bywater, Paul C. Gianini, Jr., and Robert M. Vickery.

1987-88 EXECUTIVE COMMITTEE

Robert M. Vickery
President

Paul C. Gianini, Jr.
President
Valencia Community College

F.B. Bywater
Vice President
President Elect

Edmund K. Gross
Executive Director

Elizabeth A. Sterchi
Past President and
Permanent Member

Mary S. Collier
President
Alumni Association

Mary Ann Arik0
Assistant Director

Alan C. Starling
Immediate Past
President

Audrey M. Holloway
Secretary

Jack G. Kazanzas
Assistant Director

1987-88 BOARD OF DIRECTORS

A.N. Abramowitz
Andrew Anderson
Jerry Billings
Mardian Blair
Herb Brooks
Paul Bryan
Donald Byrne
F.B. Bywater
Alien D. Carroll
Marle N. Caruso
Mary S. Collier
J. Mark Cox

Robert Crowell
Donald Dempsey
Julian K. Dominick
Richard P. Finnegan
Anthony M. Franco
Kathy Amick Fuqua
Paul C. Gianini, Jr.
Edmund K. Gross
Lee E. Hanna
Katherine B. Hayne
Elizabeth Pauluccii Heitrich
Audrey M. Holloway

Russell Hughes
Alien E. Keen
Steven W. Lew
Richard Luzadder
Fred MacLeod
Raymer F. Maguire III
Edward Manning
Howard L. Palmer
Robert M. Rich, Jr.
James C. Robinson
Jerry L. Rogers
Solomon F. Schick

Andrew Serros
James J. Smeenge, Jr.
Alan C. Starling
Elizabeth A. Sterchi
William Tricket, Jr.
Thomas E. Triplett
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 the 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.

BUSINESS - ACCOUNTING OPTION

Joyce Aide
Osburn, Henning & Company

R.A. Allen
CPA

Dot Blalock
Piezo Technology

Gloria Postell Blocker
AT&T Information Systems

Larry Chastang
Chastang, Ferrel & Walker

Donald Dempsey, CPA
Dempsey, Henderson & Company

Frank Ewing
Hughes Supply, Inc.

Shelly Ferrone
Merrill Lynch, Pierce, Fenner & Smith, Inc.

Peter Grierson
University of Central Florida

Ronald Hagan, CPA
Martin-Marietta

Jack Jones
Coca Cola Bottling Co.

William J. Norris
Memorial Hospital - Kissimmee

James F. Parker
Interstate Securities Corporation

Jean Salerno
Orange Buick

Cindy Serraes
Page Aviet

Ronald R. Shuck, CPA
Kane & Shuck

Katherine Sorenson
Accounting & Financial Management

Pam Prinz Stewart
Robert Half of Orlando

Stanley Stone
Valencia Community College

Sam Tish
Valencia Community College

B.M. Weinstein, CPA
Weinstein/McMillen

Jane Wiese
Valencia Community College

BUSINESS - BANKING OPTION

Sally Andrew
Southeast Bank, N.A.

John Berry
First Union National Bank

Geoffrey Cilett
First Union National Bank

Carol Herr
First Union National Bank

Ken Hise
Valencia Community College

Deborah Hopkins
Valencia Community College

Cindy Horta
Sun Bank, N.A.

T. James Hutcheson
Citizens and Southern National Bank

Paul Kinser
Valencia Community College

Robert Klettner
Barnett Bank, N.A.

Paul E. Lowery
Barnett Bank, N.A.

Daniel T. Mann
Sun Bank, N.A.

Gerry Lou Raley
Sun Bank, N.A.

Melanie Simmons
Sun Bank, N.A.

Stanley Stone
Valencia Community College

BUSINESS — FINANCE OPTION

Willie Allison
Centrust Savings Bank
Shirley Boykin  
Metropolitan Orlando Urban League

Patricia Davis  
Barnett Bank, N.A.

Thomas Embree  
Navy-Orlando Credit Union

Pete Edwards  
Quality International

Carolyn Fennell  
Greater Orlando Aviation Authority

Alma Gray  
Orlando International Airport

Deborah Hopkins  
Valencia Community College

Marty Hunter  
Gateway Inn

John A. Johnson  
Florida Restaurant Association

Richard Johnson  
Walt Disney World

Larry Leckart  
Ronnie’s Restaurant

Chef Marcel Paniel  
Walt Disney World Village

Bernie Paulus  
Sheraton International Airport Inn

Mike Pizycki  
Valencia Community College

Harris Rosen  
Quality Inn International

Doug Schuh  
Dubstread Restaurant and Lounge
Dubstread Golf and Country Club

Garneta Swenson  
Crown Plaza Hotel

Garrel Toohy  
Quality Inn Plaza International

Steve Ward  
Ward and Company

BUSINESS - MANAGEMENT AND
MARKETING OPTION

Nancy Batten  
J.C. Penney Credit

Ann Carson  
Jacobson’s Department Stores

Claude Chew  
Citrus Athletic Club

Arlen Gastineau  
Valencia Community College

Gary Gilpin  
Gilpin, Peyton and Pierce

Deborah Hopkins  
Valencia Community College

BUSINESS - HOSPITALITY MANAGEMENT OPTION

Cathy Cinnamon  
The Harley Hotel

T. Chen  
The Ming Garden Restaurant

Gary Cross  
The Buena Vista Palace
COMPUTER PROGRAMMER TRAINING FOR THE DISABLED BUSINESS ADVISORY COUNCIL

David J. Boorman
Stromberg Carlson

Joyce Bright
AT&T

Beverly Chapman
Valencia Community College

Jim Clatt
General Electric Consulting Services

Edward Corn
NCR Corporation

David Davich
AT&T

Thomas E. Duchano
Super Foods, Inc.

Stan Duffendack
Digital Equipment Corporation

Nancy Eaddy
Harris Corporation

Bill Ferrara
Credit Card Software, Inc.

Joyce Gray
AT&T

Edward F. Hargroves
Credit Card Software, Inc.

Bruce Hawkins
Walt Disney World

Jan Heise
Harris Corporation

Jay Henderson
Tupperware

Charlotte Hill
IBM

Gary Hollingsworth
Credit Card Software, Inc.

Judi Johnson
Mr. J's Coffee

Richard A. Johnson
Walt Disney World

Rod Kist
First Federal of Osceola

Steve Laird
AT&T

Ray Love
Valencia Community College

Jack McConnell
IBM

Betty Meeks
Private Industry Council

Barry Mestel
Moore Business Forms and Systems Division

Bruce Miller
Travenol

Howard Milligan
AT&T

Katie Monroe
AT&T

R.H. Munn
United Data Services, Inc.

Allen Newton
A. Duda & Sons

Roger M. Nixon
Anlen, Inc.

Bonnie Perkins
Credit Card Software, Inc.

Mickey Pohlar
Suntrust Service Corporation

Bill Presby
Harcourt Brace Jovanovich, Inc.

Jim Shalls
Vocational Rehabilitation

Dick Shorthouse
Martin-Marietta
Sandy Silbert
Century Careers

Bill Suter
Harcourt Brace Jovanovich, Inc.

Danny Tillotson
County Express

Gloria VanTrump
The First, F.A.

Arthur Wagner
Hughes Supply

Marie Williams
Westinghouse

Marvin Williams
Walt Disney World

Carol Winstead
Harcourt Brace Jovanovich, Inc.

Woody Woodall
Kirchman Corporation

Norman Woodruff
Freedom Savings

Thomas G. Wright
Orange County Courthouse

CONSTRUCTION TECHNOLOGY

George Chittenden
Valencia Community College

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

Gerald Hardage
Zipperly Hardage Assoc., Inc.

Thomas Hunton
The Design Arts Group

Harold Johnson
Architect

Frank William Kynast
Civil Engineer

Samuel E. Mathis
Red Lobster Inns of America

William Palm
Glace and Radcliff, Inc.

Paul C. Palmer, Jr.
Palmer Homes, Inc.

Hugh Rogers
Valencia Community College

CRIMINAL JUSTICE

Trooper Roger Clark
Florida Highway Patrol

Charles Davis
Martin-Marietta

Susan Denton
Orlando Crime Prevention Association

Lt. Douglas Huffman
Orange County Sheriff’s Department

William S. Hunt
Valencia Community College

Lt. Samuel B. Ings
Orlando Police Department

Joseph Johnson
Kissimmee, Florida

Robert L. Milke
Valencia Community College

Charles Sargent
Sea World of Florida, Inc.

Charles Shockley
Orlando Community Correctional Center

Stanley Stone
Valencia Community College

DATA PROCESSING

B.L. Cording
Orlando Utilities Commission

Mike Coffman
Florida Computer Graphics

Thomas E. Duchano
Super Food Services, Inc.

Benny Francis
Osburn Henning and Company

Edward Griffin
Martini-Marietta

Robert Hedrick
Florida Southern College at Orlando

Kahlid Jafri
Data Processing Operations

Pat Kirkey
Citrus Central, Inc.

Amar Mukherinze
University of Central Florida

Henry Ott
Orlando, FL

Robert C. Pettigrew
Martini-Marietta

Robert Prew
Valencia Community College

Hugh Rogers
Valencia Community College

James C. Staples
Martin-Marietta
Stanley Stone  
Valencia Community College

Art Wagner  
Hughes Supply, Inc.

Reneva Walker  
Valencia Community College

Pat Wolski  
Orlando Sentinel

**DENTAL HYGIENE**

Martha Arthur, R.D.H.  
Altamonte Springs, Florida

Victorina O. Aspiras, D.D.S.  
Southern College

Peggy Blackburn  
Winter Springs, Florida

Tom Blain, D.D.S.  
Kissimmee, Florida

Linda M. Edwards  
Valencia Community College

Geraldine Ferris, D.D.S.  
Orange County Dental Society

John Grice  
Orange County Dental Society

Lt. Cmdr. Denis Laird  
Naval Dental Center

Jackie Burt McDonough  
Orange County Dental Hygienist's Society

Rose Walls  
Orlando Vocational-Technical Center

Ruth Webb  
Valencia Community College

Jean Handy  
Orlando Vocational-Technical Center

Ruth S. Hanson  
Orlando Regional Medical Center

Doug Knoblett  
Orange County Public Schools

Joan Newman  
Orlando Vocational-Technical Center

Anna Ortiz  
Orlando Regional Medical Center

Virginia Peel  
Winter Park Memorial Hospital

Neil Present  
Humana Hospital - Lucerne

Gienna Raitt, R.D.  
West Volusia Memorial Hospital

Dorothy Richards  
Seminole County Public Health

Donna Richter  
Florida Hospital

Marta W. Simpson  
Orlando, FL

Valerie Somerville  
Orange County Public Schools

Charlotte Sosa  
Orange County Public Health

Stanely Stone  
Valencia Community College

Lorraine Surlak  
Altamonte Springs, Florida

Ruth Webb  
Valencia Community College

**DIETETIC TECHNOLOGY**

Debra Brouse  
Winter Springs, Florida

Hugh Capers  
Orange County Public Schools

Elizabeth Dorsey, R.D.  
Orlando, FL

Margaret Feld  
Orlando Vocational-Technical Center

Willa Gary  
Orlando Vocational-Technical Center

**DRAFTING AND DESIGN TECHNOLOGY**

Gene Brown  
REPCO, Inc.

David Bulman  
NCR Corporation

Patricia Courington  
Mid-Florida Technical Institute

Robert Gebbia  
Westinghouse Electric Corp.
Harvey Salz  
Valencia Community College

Walter Simciak  
REPCO, Inc.

Kenneth Wagner  
Computer Scientist

James Weity  
Northwest Instrument Systems

EMERGENCY MEDICAL SERVICES

Captain Richard Anderson  
Apopka Fire Department

Chief Mitchell Floyd  
Orange County Fire and Rescue Division

Dan Hardester  
Maitland Fire Department

Valerie Harris  
Valencia Community College

Captain Ed Hesse  
Orlando Fire Department

Elmer Holt  
Rural-Metro Ambulance Service

Chief Ken Kemp  
Kissimmee Fire Department

Robert Langfield  
West Orange Ambulance Service

John McGarry  
Orange County Health Department

Vera G. Mills  
Winter Park Memorial Hospital

Betsy Myers  
Florida Hospital

Julio Perez, M.D.  
Humana-Hospital Lucerne

Joan Pyle  
Orange County EMS

Louie Salado  
Winter Park Fire Department

Mickey Shiver  
Rural-Metro Ambulance Service

Mark Trach, M.D.  
Florida Hospital

Ruth Webb  
Valencia Community College

Frederick Wurtzel, M.D.  
Winter Park Memorial Hospital

ELECTRONICS/ELECTROMECHANICAL TECHNOLOGY

Barry Campbell  
Martin-Marietta

Richard Denning  
University of Central Florida

Anthony DiBerardino  
Martin-Marietta

Tom Fields  
Valencia Community College

David Flinchbaugh  
Industrial Consultant

Edward Griffin  
ATE Designs

William Haynes  
AAI Corporation

Dan Lenhof  
Stromberg-Carlson

Henry Ott  
Orlando, Florida

Walter Perkins  
Valencia Community College

Hugh Rogers  
Valencia Community College
FIRE SCIENCE

David Alexander
Greater Orlando Aviation Authority

Chief Richard Anderson
Apopka Fire Department

Chief Doug Bressler
Orange County Fire Department

Chief John Hunt
Orange County Fire Department

Ken Kincaid
Valencia Community College

Chief Roy LaBoissier
Winter Garden Fire Department

Chief Charlie Lewis
Orlando Fire Department

William Miles
Central Florida Fire Training Academy

Chief Frank Montes de Oca
Orange County Fire Rescue Division

Chief Gene Reynolds
Orlando Fire Department

Chief Gene Rivers
Reedy Creek Fire Department

Ruth Webb
Valencia Community College

Randy Kidd
Printing Industries of Florida

Frank Nathe
Insty Prints

Cullen Newman
Fraley & Wilson Advertising Agency

Barbara Peterson
Valencia Community College

Len Rizzo
Martin-Marietta

Hugh Rogers
Valencia Community College

Bill Ryerson
MacMahon Advertising, Inc.

Len Smoke
Valencia Community College

Frank Soley
Harcourt Brace Jovanovich

Jim Story
Walt Disney World

Quentin Throm
Valencia Community College

Susan Tyler Troy
THE FIRST

Joe Ward, Jr.
Valencia Community College

Mark Williams
The Orlando Sentinel

GRAPHICS TECHNOLOGY

Charles Atkins, Jr.
Atkins Paper Company

Eloise Bliesen
Peterson Outdoor Advertising Corp.

George Buchanan
Topographics

Jagdish Chavda
University of Central Florida

Bob Felker
General Mills Restaurants

Dick Jameson
Mid-Florida Technical Institute

Tommy Jasikiewowski
Tupperware

Dennis Jenkins
Valencia Community College

Meredy Jenkins
Orlando, Florida

HORTICULTURE (ORNAMENTAL) TECHNOLOGY

Calvin Anderson
Mar-Cal Growers

Martha Anderson
Mar-Cal Growers

Marylyn Bales
Plymouth Green Nursery

Dennis Brinkman
V-J Growers Supply

George Busby
State Department of Education

John Centko
Valencia Community College

Deborah Hopkins
Valencia Community College

Doyle Jones
Flowering Tree Growers, Inc.
INTERNATIONAL BUSINESS

Robert Bledsoe
University of Central Florida

Skip Brennan
Sheraton Twin Towers

Wayne P. Dean, Jr.
Groveland, Florida

Peter DeWitt
University of Central Florida

Khaleb M. Diab
Technology International

Michael Dosal
Sun Bank, N.A.

George Dow
Valencia Community College

Bert Dy-Liacco
Peninsula Marketing, Inc.

Arlen Gastineau
Valencia Community College

Carlos M. Gonzalez
Sun Bank, N.A.

Saundra Gray
Gemini Springs Farm

George Grodhaus
North Brevard Development Commission

Jack Hardin
Central Florida Hotel and Motel Association

Deborah Hopkins
Valencia Community College

Dor Young Kirby
Dot Young, Ent., Inc.

H. Werner Korten
K & R Instruments

John R. Marshall, III
Greater Orlando Area Chamber of Commerce

Chad Martin
Court of Flags Hotel

Georgina Mickler
Mickler's Floridian

Reginald Oluani
Valencia Community College

Ron Reinhoff
Valencia Community College

Roy D. Robbins
Orlando National Mattress Company

Harris Rosen
Quality Inn at International Drive

Ahmad Y. Saidi
Respiratory Care Service
LASER/ELECTRO-OPTICS

R.S. Adhav
Quantum Technology, Inc.

Don Clausen
Litton Laser Systems

Whitworth W. Cotten, Jr.
Stromberg-Carlson Engineering Center

Tom Fields
Valencia Community College

David Flinchbaugh
Orlando, Florida

Wilbur S. Gary
Orlando Vocational-Technical Center

Rudy Hartman
Martin-Marietta

Jim Johnson
Photon Dynamics, Ltd.

John Kemp
EPCOT Center/Central Systems

Douglas King
Laser Applications

Jim Martin
Martin-Marietta

Anthony Marty
Martin-Marietta

Glen McCartney
Litton Laser Systems, Inc.

Lee McDaniel
Infrared Industries

Robert McMahen
McMahen Associates, Inc.

Jack Minch
Kazuko Enterprises, Inc.

Walter Perkins
Valencia Community College

James Porter
Martin-Marietta

Ralph Proctor
Control Laser Corporation

Hugh Rogers
Valencia Community College

Harvey Salz
Valencia Community College

Joe Scordato
Laserage Technology Group

Lowell Seacat
Valencia Community College

Donald Shank
Laser Ionics

Jay Staley
Orlando Vocational-Technical Center

LEGAL ASSISTANT

Arthur Baron
Attorney at Law

Kenneth Bevan
Valencia Community College

James Byrne
Attorney at Law

Carolyn Chaney
Hyatt Legal Services

Lisa Finnelli
Graduate/Lawyer's Assistant Program
Valencia Community College

Nancy Honsa
Student/Lawyer's Assistant Program
Valencia Community College

David Jones
Martin-Marietta

John Kest
Wooten, Honeywell and Kest

Allen McCormick
Attorney at Law

Hugh Palmer
Attorney at Law

Stanley H. Stone
Valencia Community College

Emerson R. Thompson, Jr.
Judge of the Circuit Court

Deborah J. Townsend
Orlando, Florida

MEDICAL LABORATORY TECHNOLOGY

Art Andre
Central Florida Blood Bank

Pat Gilreath
Clinical Management Consultants
Paul Ladefoged
Waterman Hospital

Lisa Malgerstorf
Florida Hospital - Altamonte

Linda Martin
West Orange Memorial Hospital

Rusty Pottmeier
Central Florida Regional Hospital

Rita Schafer
Valencia Community College

Cheryl Stone
West Orange Memorial Hospital

Howard Vandewater
Lake Community Hospital

Ruth Webb
Valencia Community College

Melanie Woods
Orlando, Florida

Kenneth Wozniak
Derrick & Associates

Debby Zutter
Orlando, Florida

Carol Kunau
Florida Hospital

Cheryl McConnell
Brookwood Community Hospital

Anne Miller
Valencia Community College

Mrs. Roy Morgan
Orlando, FL

Joan Newman
Orlando Vocational Technical Center

Ann Peach
Orlando Regional Medical Center

Ruthann Richey
Humana, Inc.

Marguerite Scruggs
Orlando, FL

Shirley Shepard
Winter Park Memorial Hospital

Louise Shive
West Orange Manor

Ruth Webb
Valencia Community College

OFFICE SYSTEMS TECHNOLOGY

Sandy Atwood
Orlando General Hospital

Nina LaMannion Acker
Humana Hospital - Lucerne

Patricia Boyette
Home Choice

Jaque Cockrell
Kissimmee Memorial Hospital

Marguerite Franz
Florida Manor

Cathy Ceniff Gilliam
Orlando Regional Medical Center

Debbie Gould
Orlando Regional Medical Center

Jean Hoechst
Humana Hospital-Lucerne

Bill Iles
Florida Hospital

Lisa Karson, R.N.
Orlando General Hospital

Marty Keller
Florida Hospital

Donna Kellman
Winter Park Hospital

Jean Kljek
University of Central Florida

Mary Bates
Pediatric Cardiology Associates

Rosa Carter
Valencia Community College

Chris Croft
Valencia Community College

Judith L. Edquist
Boyle Engineering Corporation

Jo Ferguson
Valencia Community College

Diane Gomber

Glisea Gonzalez
Jewett Orthopedic Clinic

Marsha Gurr
Valencia Community College

Maggie Hazelwood
Harcourt Brace Jovanovich, Inc.

Deborah Hopkins
Valencia Community College

Louise Hunt
Valencia Community College

William Iles
Florida Hospital

Lynda A. Kuyper, RRA
University of Central Florida
May M. Malone  
Harris Corporation

Nancy Miller  
Orlando Regional Medical Center

Helen H. Mowrels  
Sun Bank, N.A.

Sandra Mullenburg  
Swann and Haddock

Stanley H. Stone  
Valencia Community College

Patricia Thrush  
Walt Disney World

Sam Tish  
Valencia Community College

Tonya Todd  
Florida State Employment Service

Cathy J. Turner  
Norrell Services, Inc.

Shirley Vance  
Martin-Marietta

PEST CONTROL TECHNOLOGY

Larry Beasley  
A. Duda and Sons

Bill Crummett  
Crummett Chemical

Norman Greer  
Academic Pest Control

Frederick Hassut, Jr.  
Florida Department of HRS

Rick Lewis  
Lewis-Cobb Exterminating Company

Paul Meyers  
Florida Pest Control

Jessie P. Smith  
Jim Rowe Pest Control

Charles P. Steinmetz  
All American Termite and Pest Control, Inc.

Stanley H. Stone  
Valencia Community College

Thomas H. Walkup  
Walkup Exterminating

Charlie Witherington  
Falcon Termite and Pest Control Co., Inc.

POSTAL MANAGEMENT

Jim Ballard  
United States Postal Service

Gerald Edwards  
United States Postal Service

Jo Barber-Green  
United States Postal Service

Bill Hassel  
United States Postal Service

M.H. Hathcock  
United States Postal Service

John Herbert  
United States Postal Service

Robert Hoffman  
United States Postal Service

Deborah Hopkins  
Valencia Community College

Douglas Jackson  
United States Postal Service

James Langford  
United States Postal Service

John D. Neusaenger  
United States Postal Service

Ken Peacock  
United States Postal Service

Joyce Perry  
United States Postal Service

Wanda Randolph  
United States Postal Service

Sylvia Ray  
United States Postal Service

Stanley Stone  
Valencia Community College

William Stone  
United States Postal Service

Valerie Weisman  
United States Postal Service

Barbara Whidden  
United States Postal Service

John Whitener  
United States Postal Service

Mike Zernik  
United States Postal Service

RADIOLOGIC TECHNOLOGY

Joan Adams  
Orlando Regional Medical Center  
Sand Lake

Christine Bennett  
Orlando Regional Medical Center  
Orange Division

Tom Edwards  
University of Central Florida
Harold Tennant
Sea World

Qurentia Throm
Valencia Community College

Kip Watson
Southern Ballet Theatre

Cindy M. White
Walt Disney World

Tyler Wymer
Chromatic Profiles

Julie Guy
Orlando Regional Medical Center

Deidra Huffman
Lee Road Radiology

Larry Johnston
Florida Hospital

Leonard Kaplan
Orlando Regional Medical Center

Marie Peterson
Florida Hospital

Charles E. Walbroel, M.D.
Florida Hospital

Ruth Webb
Valencia Community College

Kathy Werndli
Orlando Regional Medical Center
Orange Division

Bill Wilson
Florida Hospital

Elvis Purvis
Realtor

Ben Museck
Valencia Community College

Clara H. Robertson
Keyes Florida, Inc.

Stanley H. Stone
Valencia Community College

RESPIRATORY THERAPY

Jonathan Albert
Humana Hospital - Lucerne

Darryl Bridges, R.R.T.
Humana Hospital-Lucerne

David Capraun
Community Hospital-Kissimmee

Lynn Capraun
Valencia Community College

Herman Core, R.R.T.
University of Central Florida

O.J. Drumheiler, R.R.T.
Orlando, Florida

Jack Fitzpatrick, R.R.T.
Orlando Regional Medical Center
Orange Division

John Hess, R.R.T.
Orlando Regional Medical Center
Orange Division

Luis Johnson, R.R.T.
Better Breathing, Inc.

Steve Lyle, R.R.T.
University of Central Florida

Rick Musetti, R.R.T.
Orlando Regional Medical Center
Orange Division

Robert Rogers, R.R.T.
Foster Medical Corporation

Steve Shideler, R.R.T.
Seminole Community College

Robert Snyder, M.D.
Orlando, Florida

James Webb, R.R.T.
Florida Hospital

Ruth Webb
Valencia Community College

Ellen Weiss, R.R.T.
Florida Hospital

Joan Williams
Valencia Community College

REAL ESTATE

Joseph L. Amos
Brass and Schneider, Inc.

Marilyn B. Burton
Student

George M. Carroll
Orange Lake Country Club Realty

George E. Fluth
Keyes Florida, Inc.

Errol L. Green
Realtor

Jerry Guinn
Merrill Lynch Realty

Milton W. Hooper
Hooper Realty

Edward L. King
Marshall B. Bone, Inc.

Paul W. Lilling
E.F. Hutton and Co., Inc.
SURVEYING TECHNOLOGY

Glen Bryan, PLS
Post, Buckley, Schuh & Jernigan

Michael J. Cavalere, PLS
Dyer, Riddle, Mills, Precourt

Phil Hampton, PLS
Hampton Land Surveyors

Gordon Hanson, PLS
Hanson's Land Surveyors

William C. Hart, Jr., PLS
Hart Surveyors of Osceola, Inc.

William Heath, PLS
Orlando, Florida

Diane Jones, PLS
Jones, Wood, and Gentry, Inc.

A.R. Miller
A.R. Miller Engineering, Inc.

Hugh Rogers
Valencia Community College

Michael Rudd
Rudd Surveying Corp.

Harvey Saiz
Valencia Community College

Charles Woodward
Aerial Cartographics of America

Gerald Zerril
Walt Disney World

THEATER/ENTERTAINMENT TECHNOLOGY

James Birnie
Southern Scenic

Bettina Buckley
Chromatic Profiles

Bob Cherney
Tupperware Convention Center

Allen Duckworth
Allied Costumes

William A. Dumas
Independent Designer

Robert Elling
Stage Technical Personnel

Julia Gagne
Valencia Community College

John Houpt
Walt Disney World

Brian J. Lawlor
International Alliance of Theatrical Stage Employees

David Minichiello
Wizards of Dimension

Frank E. Murray
Walt Disney World

Mark Nichols
Sea World

Dennis Phillips
Allied Costumes

Danny Pressler
Sea World

David Ravetlo
Walt Disney World

Rick Rietveld
Valencia Community College

Nicholas G. Rinaldi
DeSisto School at Howey

George Romero
Sanibel Films

Cathy Savino
Industrial Development Commission

Michael Shugg
Valencia Community College

Leonard Smoke
Valencia Community College

Stanley H. Stone
Valencia Community College

Michael Sullivan
University of Central Florida
BLACK ADVISORY COMMITTEE

Dora Anderson
Edward Birk
Marva Carver
Alyce Dean
Larry Dorsey
Harold Douglas

Vickie Felder Drew
Claudia Graham
Fredricka Howard
Samuel Ings
Eula Pearl Jenkins
Osborne A. Jenkins

Rosalyn Jones
Lillian Lancaster
Reginald B. McGill
Ella Parramore
Allen Pope
Ethel Rawls

Clyde Robinson
Dorcas Rose
Marguerite Scruggs
Georgia L. Wallace
Frederick W. Wilson
GLOSSARY

Accreditation - Certification that the college has met established standards and is nationally recognized by the regional accrediting association.

ACT - American College Testing Program.

Activity Period - A non-class 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.

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.

CLASS (College Level Academic Skills Test) - State prepared and statewide administered test of college-competencies given to sophomores to qualify for the Associate Arts degree or for admission to the state universities if seeking the Associate 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.

Foreign Language Requirement - The requirement by Florida's State universities that students transferring to the university must have earned two years of sequential Foreign Language at the high school level or the equivalent at a community college, effective August 1, 1989.

Full-Time Student - Enrollment for 12 or more semester hours in Session 1, 2 and 5 or six or more semester hours in Session 3 or 4.

General Education - Specific number of semester hours of basic liberal arts courses required as foundation in the university parallel Associate in Arts degree programs.

Grade - Alphabetical measure of academic success ranging from excellent (A) to failure (F).

GPA (Grade Point Average) - Dividing total quality points earned by total semester hours completed, resulting in a decimal figure ranging from 4.0 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.

Relocatable - Temporary portable classroom and office buildings.

Reserve Officers Training Corps - R.O.T.C. programs are offered at Staton 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.

Service Learning Opportunity College - Programs and special services designed to meet unique needs of active-duty military personnel.

Session - Time period in which classes meet. Sessions 1, 2, and 5 are usually 14 weeks each. Sessions 3, 4, and minimesters are usually seven weeks each.

Special Services - Support, counseling, testing, tutoring and other services provided to students who are qualified due to educational, economic, cultural, language or physical disadvantage under a federally funded program.

Special Student - Student taking credit courses but not for a degree.

Student Activities - Various projects, endeavors, contests and functions of an extracurricular nature engaged in by students under college sanction.

Student Classification - Pertains to full-time or part-time, regular or special, freshman or sophomore, audit or credit, career or university parallel, etc.

Student Government Association (SGA) - Official 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.
INDEX

A
Academic Average, 35
Academic Course Load, 36
Academic Gravance, 36
Academic Honors, 35
Academic Policies, 31
Academic Progress, 39
Academic Skills Testing, 31
Academic Standards, 33
Accounting Courses, 83
Accreditation, inside front cover, 18
Administration of College, 134
Administrative Offices, 4
Admission, 24
Admission Requirements, 24, 28
Adult Literacy League, 21
Advanced Placement, 28
Advanced Placement Examinations (CEEB), 26, 43
Advising, 12
Advising Sessions, 27, 43
Advisory Committees for Career and Community Programs, 150-164
Algebra Courses, 115
Alien Students, inside front cover, 27
Alternative to General Education, 57
Anatomy Courses, 82
Anthropology Course, 81
Appeal by Students, 34
Appeal Procedure, 34
Application, 37
Application Fee, 37
Applied Music, 37, 119
Architectural and Building Construction Technology Program, 64
Architectural Courses, 92
Arena, 165
Art Courses, 81
Articulation Agreement, 52
Assessment Session, 27, 31
Associate in Arts Degree (AA), 53
Associate in Arts Degree Programs, 53-57
Requirements, 53
Associate in Science Degree (AS), 58
Associate in Science Degree Programs, 58-59
Requirements, 58
Astronomy Courses, 121
Attendance, 36
Audit Student, 27

B
Bad Check Collection, 59
Biology Courses, 32
Black Advisory Committee, 164
Bookstore
Hours, 27
Payment, 47
Purchasing, 47
Returns, 47
Buckley Amendment, inside front cover
Building Construction Courses, 92
Business Courses, 83
Business - Accounting Option Program, 59
Business - Banking Option, 60
Business - Finance Option Program, 60
Business - Hospitality Management Option Program, 62

Business -- Management and Marketing Option Program, 62
Business -- Postal Management Option, 63
Business -- Postal Operations Certificate, 63
Business and Industry Institute, 22

C
Cafeteria, 47
Calculus Courses, 115
Calendar Summarized, 12
Campus Maps, 3-9
Career Development Center, 43
Career Development Courses, 90
Career Education, 19
Career Programs, 58
Business -- Accounting, 59
Business -- Banking, 60
Business -- Finance, 60
Business -- Hospitality Management, 62
Business -- Management and Marketing, 62
Business -- Postal Management, 63
Civil Technology -- Architectural and Building Construction Technology, 64
Construction Technology -- Civil Technology, 64
Criminal Justice, 64
Data Processing, 65
Dental Hygiene, 65
Dietetic Technology, 66
Drafting and Design, 67
Electronics Technology, 67
Electronics Technology -- Electromechanical, 67
Electronics Technology -- Hybrid Microelectronics, 68
Electronics Technology -- Laser and Electro-Optics, 68
Emergency Medical Services, 66
Fire Science, 69
Foreign Language Requirement, 51
Graphics Technology, 70
Graphic Arts Management Option, 70
Graphic Design/Commercial Art Option, 70
Health Related, 65, 66, 68, 73, 74, 79
Dental Hygiene, 65
Dietetic Technology, 66
Emergency Medical Services, 68
Medical Laboratory Technology, 73
Nursing, 74
Radiologic Technology, 78
Respiratory Therapy, 79
Horticulture, 72
Greenhouse Foliage Production, 72
Hospitality Management, 62
Legal Assistant, 73
Post Control Technology, 77
Office Systems Technology, 76
Clerical Option, 77
Medical Secretary Option, 76
Word/Information Processing Systems Option, 76
Real Estate, 78
Surveying Technology, 79
Theater/Entertainment Technology, 80
Career Service Employees, 143
Center for Adult Literacy, 21
Center for Continuing Education For Women (CCEW), 21
Center For Family Education, 22
Center For Independence, Training and Education (CITE), 21
Ceramics Courses, 81
Certificates of Completion, 52
Certified Professional Secretary (CPS), 30
Chemistry Courses, 90
Choir, 118
Civil Technology Courses, 92
Civil Technology Program, 64
Class Attendance, 36
Classes End, 13
Classes Start, 12
Class Load, 36
Classification of Students, 29
Clerical Secretarial Courses, 87
Clinic, 47
College District, 3
College Entrance Examination Board (CEEB), 28, 44
College Level Academic Skills Testing (CLAST), 31
College Level Examination Program (CLEP), 28, 44, 45
Courses, Examinations and Fees, 43, 44, 45
Credit, Information and Scores, 44, 45
College-Wide Administration, 134
College Work Study, (CWS), 41
Communications Courses, 103, 104
Communications Requirements, 55
Community Services, 19
Competencies of a Graduate, 31
Composition Courses, 103
Computer Courses, 91
Computer Programmer Training for the Disabled, 20
Computer Training Institute, 22
Conditions For All Students, 28
Conduct, 34
Construction Courses, 92
Construction Technology Program, 64
Continuing Education, 18, 20, 80
Continuing Education Unit (CEU), 80
Fees, 38
Continuing Education for Health Professionals, 20
Cooperative Education, 44
Corrections Courses, 93
Correspondence Credit, 30
Counseling, 19
Counselors, 43
Course Descriptions, 81-134
Course Load, 36
Course Selection, 43
Courses, See Subjects
Courses Unacceptable for A.A. Degree, 53
Credit-by-Examination, 28, 44, 45
Credit-by-Television, Telephone and Videotape, 21
Credit from Mid-Florida Technical Institute, 30
Credit Limitation, 52, 54
Criminal Justice Courses, 93
Criminal Justice Programs, 64
Criminology Courses, 93
Cross-Enrollment, 29

Dental Hygiene Clinic, 47
Dental Hygiene Courses, 94
Dental Hygiene Program, 65
Expenses, 37
Design Courses, 81, 97
Development, 19
Diploma, 24
Discipline, 34
Appeal, 34
Policy, 34
Dismissal, 34
Disney University Learning Center, 20
District Board of Trustees, 10
District Map, 3
Dormitories, 48
Drafting and Design Courses, 97
Drafting and Design, Program, 67
Drama Courses, 131
Drawing Courses, 81
Drop-Add, 39
Dual-Enrollment, 24, 25

Early Admission, 24
Earth Science Courses, 121
East Wind, 36, 166
Ecology Courses, 82, 128
Economics Courses, 98
Education Courses, 98
Electives, 53
Electives for Associate in Arts Degree, 53
Electromechanical Courses, 98
Electromechanical Program, 67
Electronics Courses, 98
Electronics Technology Program, 67
Emergencies, 48
Emergency Medical Services (EMS), 17
Emergency Medical Technician Recertification, 21
Employment, 47
Off-Campus, 47
Part-time, 41, 47
Engineering Courses, 103
English as a Foreign Language Test (TOEFL), 25
English as a Second Language, 23, 104
English Courses, 103
English Requirements, AA Degree, 54
Enrollment Restrictions, 28
Environmental Courses, 82, 123, 128
Evening Services, 43
Examinations, 28, 31, 43, 44
Executive Secretarial Science Courses, 84
Expenses, 37
Experiential Learning, 44
Extension Credit, 30

Faculty, 135
Fee and Tuition Schedule, 37
Fees, 37
Application, 37
Continuing Education, 38
Dental Hygiene Expenses, 37
Examination, 44
Graduation, 38
Laboratory, 37
Medical Laboratory Technology, 37
Music, 37
Nursing Expenses, 38
Paramedic Technology Expenses, 38
Health Related Programs, 28
Admission Requirements, 28
Dental Hygiene, 28, 65
Diabetes Technology, 28, 66
Emergency Medical Services, 28, 68
Medical Laboratory Technology, 28, 73
Nursing, 28, 74
Reevaluation, 66, 68, 73
Respiratory Therapy, 28, 79
Health Services, 47
Hearings, 34, 36
High School Credit, 26
History Courses, 109
History of Valencia, 18
Holidays, 13
Home Campus, 27
Honor Courses, 35
Honor List, 35
Horticulture Courses, 110
Horticulture Programs, 72
Hospitality Courses, 111
Hospitality Program, 62
Housing, 48
Humanities Courses, 112
Humanities Requirements, 55

I
Important College Dates, 12-15
Incomplete Grades, 35
Independent Study, 29
Institutional Work Study, 41
Institute for Business and Industry, 23
Institute of Government, 23
Insurance, 37, 38
Interdisciplinary Studies (IDS), 57
Interdisciplinary Studies Courses, 113
International Business Courses, 113
International/Intercultural Education, 23
International Students, 23

J
Journalism Courses, 114

K
Laboratory Fees, 35
Late Registration, 9-16
Law Courses, 80, 84, 114
Law Enforcement Courses, 93
Law Enforcement Program, 64
Lawyer's Assistant Courses, 114
Legal Assistant Program, 73
Learning Resources Center (LRC), 44
Legal Secretarial Science Courses, 89
Library, 45
Lifeline Learning, 18
Literature Courses, 103
Load, 36
Loan Collection, 39
Loan Programs, 39
Loans, 39
Logic Courses, 115
Loss Prevention Courses, 93
Lost and Found, 49

M
Mail, 49
Majors, 51
Management Courses, 87, 108
Management Programs, 62, 63
Maps of Campus, 3-9
Map of College District, 3
Marketing Courses, 67
Marketing Program, 62
Mathematics Courses, 115
Mathematics Laboratory, 46
Mathematics Requirements, 52, 53, 54, 55
Mathematics Requirements, AA Degree, 53, 54, 55
Medical Laboratory Technology Courses, 117
Medical Laboratory Technology Program, 73
Medical Laboratory Program Expenses, 37
Medical Secretarial Science Courses, 89
Mid-Florida Technical Institute Credits, 30
Mid-Program Assessment, 33
Mid-Term Warning, 33
Military Service Training, 29
Minimester, 29
Minority Affairs, 46
Misconduct Hearings, 34
Mission of College, 18
Multi-Campus, 15
Music-Applied, 119
Music Courses, 118
Music Expenses, 37
Music-Private Instruction, 118
Music Program, 118

N
Natural Science Requirements, 56
New Student Registration, 27
Noncredit Courses, 80
Nursery and Greenhouse Management, 72
Nursing Courses, 119
Nursing Expenses, 38
Nursing Program, 74
Nutrition Courses, 92

O
Objectives of College, 18
Office Skills Training Center, 20
Office of Minority Affairs, 46
Open Campus, 20, 80
Open Instructional Laboratory, 46
Outreach Centers, 22
Overseas Study, 23, 55, 112, 130

P
Painting Courses, 81
Parent Education Project, 22
Parent Resource Center, 22
Paramedic Courses, 102
Paramedic Expenses, 38
Paramedic Program, 68
Parking, 49
Part-Time Employment, 41
Part-Time Student, 29
Pell Grant, 42
Personnel of College, 134-148
Pest Control Courses, 121
Pest Control Program, 77
Philosophy Courses, 121
Photography Courses, 81
Physical Education Courses, 122, 123
Physical Science Courses, 121
Physical Science Requirements, 56
Physics Courses, 123
Placement, 28
Plant and Soil Courses, 110, 111
Police Courses, 93
Political Science Courses, 124
Postal Management Courses, 87
Postal Management Programs, 63
President of College, 134
President's Honor List, 35
Printmaking Courses, 81
Prior Learning, 44
Probation, 28, 33
Professional Legal Secretary (PLS), 30
Provisional Student, 29
Psychology Courses, 124, 125

Q
Quality Points, 35

R
Reading Courses, 126
Reading Laboratory, 46
Real Estate Courses, 127
Real Estate Institute, 21
Real Estate Program, 78
Recertification for Teachers, 22, 24, 27
Records, 24
Recreational and Sports Courses, 122, 123
Refund Deadline, 39
Refund Policy, 39
Registration, 24
Registered Nurses (RN), 74
Regular Student, 25
Release of Information, 28
Religion Course, 113
Repeated Courses, 36
Reserve Officers Training Corps (ROTC), 29
Residency, 26, 27
Change of Residence, 27
Non-Florida Resident, 27
Respiratory Therapy Courses, 127
Respiratory Therapy Expenses, 38
Respiratory Therapy Program, 79
Restaurant Courses, 111
Restrictions on Enrollment, 28
Roles and Functions of Valencia, 19
ROTC, 29

S
Satisfactory Progress, 39
Scheduling Options, 25
Scholarships, 40
Local, 40
Science Courses, 56
Secretarial Courses, 88, 89
Security, 48
Semester, 12, 13, 14, 15
Senior Citizens, 107
Servicemen's Opportunity College (SOC), 30
Services for Handicapped, 46, 49
Session, 12, 13, 14, 15
Short-Term Loans, 41
Snack Bar, 47
Social Science Courses, 128
Social Science Requirement, 56
Sociology Courses, 128
Sophomore, 29
Spanish Courses, 129
Special Services Program, 46
Requirements and Services, 46
Speech Courses, 129, 130
Sports Courses, 122, 123
Staff, 134-148
Student Activities, 48

170
READ THIS STATEMENT CAREFULLY BEFORE SIGNING AFFIDAVIT

PRIVACY RIGHTS OF PARENTS AND STUDENTS

The Family Educational Rights and Privacy Act of 1974 (PL 93-380) is being provided to the student in connection with the student's enrollment at the college. The student's name shall be used as the basis for the college's reporting of the student's financial aid eligibility and enrollment status to the college's financial aid office. The student may be asked to provide information related to the student's academic performance, attendance records, and any other information that may be deemed necessary by the college. The student shall be advised of the right to review and request amendments to the student's official record, and shall be provided with the name and address of the college's chief operating officer for the purpose of submitting a complaint to the college.

The student shall be advised of the right to review and request amendments to the student's official record, and shall be provided with the name and address of the college's chief operating officer for the purpose of submitting a complaint to the college.

The student shall be advised of the right to review and request amendments to the student's official record, and shall be provided with the name and address of the college's chief operating officer for the purpose of submitting a complaint to the college.
Florida Student ID Number (if you graduated from a Florida Public School after July 1, 1988)

Mailing Address

Area Code

Sex:

Civil Rights Category:
(Required under "Title VI"
Civil Rights Act of 1964)

1 □ Male

2 □ Female

3 □ American Indian
or Alaskan Native

4 □ Asian or Pacific Islander

5 □ Hispanic

Florida Residents please complete the following affidavit
(See last page of application for definition of residency)

Date you plan to enroll at Valencia Community College (Refer to college catalog for application deadline dates)

Year:

□ Session 1 (September) □ Session 2 (January) □ Session 3 (May) □ Session 4 (June) □ Session 5 (May)

Will you be enrolling in more than one class during your first semester at Valencia? □ yes □ no

Will you be enrolling in an English or Mathematics course during your first term at Valencia? □ yes □ no
ADMISSION STATUS:

Select the one that applies to your current status:

1. Founding
   [ ] Earned diploma
   [ ] Received associate degree
   [ ] Received high school diploma and have completed courses at Valencia Community College

2. College Transfer
   [ ] I have attended another college or university and will be transferring credits from that institution
   [ ] I have attended another college or university and will be transferring credits to Valencia Community College
   [ ] I have attended another college or university and will be transferring credits elsewhere
   [ ] I have attended another college or university and have not attended elsewhere
   [ ] I have attended another college or university and have not attended elsewhere

3. Dual Enrollment
   [ ] During my senior year I plan to enroll in Valencia Community College courses on the high school campus during school hours. I must apply by the next college deadline.
   [ ] I have attended another college or university and will be transferring credits to Valencia Community College.

Non Degree Seeking

[ ] I have attended another college or university and will be transferring credits to Valencia Community College.

4. I am enrolled in an Associate of Arts program at Valencia Community College.

5. Teacher Education

High School Last Attended

<table>
<thead>
<tr>
<th>City</th>
<th>County</th>
<th>State</th>
<th>Graduation Date</th>
</tr>
</thead>
</table>

School RECORDS IF DIFFERENT FROM PRESENT NAME:

<table>
<thead>
<tr>
<th>School</th>
<th>City</th>
<th>County</th>
<th>Graduation Date</th>
</tr>
</thead>
</table>

Date Issued

Date Issued

Record of RECORDS IF DIFFERENT FROM PRESENT NAME:

<table>
<thead>
<tr>
<th>University</th>
<th>City</th>
<th>State</th>
<th>Dates Attended</th>
</tr>
</thead>
</table>

Name: Records if different from present NAME:

Where do you want your records kept?

[ ] East Campus

[ ] None

What is your primary reason for attending college?

[ ] To prepare for a career
[ ] To prepare for a different career
[ ] To pursue a degree in another field
[ ] To pursue a degree in another field
[ ] To pursue a degree in another field
[ ] To pursue a degree in another field
[ ] To pursue a degree in another field
[ ] To pursue a degree in another field
[ ] To pursue a degree in another field
[ ] To pursue a degree in another field
[ ] To pursue a degree in another field

What is your current military status (please check one):

[ ] 0 Active Duty
[ ] 1 Reserve Duty
[ ] 2 National Guard
[ ] 3 None of the above

Applicant to receive V.A. educational benefits? Yes ______ No ______

Valencia Community College does not discriminate in its admission or access to its programs on the basis of age, race, color, gender, handicap, or age.

By my signature that I have been notified of my rights as accorded by Statue 20, United States Code, section 1232g.

I have signed my signature to the application and agree to have any transcripts and test scores released to this institution.

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 college or university as result of action taken subjects to Florida Statutes. (F.S.A. 239.55 & 239.562 - illegal use of prescription drugs or narcotics).

Signature of Applicant __________________________ Applicant's Signature __________________________
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 or forwarded electronically
   from the educational institutions directly to the appropriate campus admissions office, Valencia Community
   College. As you request transcripts, provide your Social Security number, Florida Student Number ID (if you graduated
   from a Florida Public School after July 1, 1988) and the name(s) you used while attending that institution.
   Ask that your Social Security number and correct name be added to your official transcript.

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 NATIONAL-
   ALITY ACT MUST SATISFY ALL REQUIREMENTS FOR ADMISSION AS A REGULAR STUDENT. ADMISSION
   REQUIREMENTS SHOULD BE MET THREE MONTHS PRIOR TO ENROLLING.
College Seal