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, 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, and all other state and federal laws, rules and regulations that apply to its activities. This school is authorized under federal law to enroll nonimmigrant alien students.

Valencia Community College recognizes that discrimination against individuals diagnosed as having Acquired Immune Deficiency Syndrome (AIDS), persons diagnosed as having Acquired Immune Deficiency Syndrome Related Complex (ARC), or persons who have been determined to be positive for the Human Immunodeficiency Virus (HIV) but who have not developed the symptoms of AIDS or ARC, is expressly prohibited by Florida law under the provisions of the Human Rights Act of 1977, as amended by Section 760.50, FS 1988, which accords to such infected individuals every protection made available to handicapped persons under Section 504 of the Rehabilitation Act of 1973 (Pub. L.: No. 93-112). See Valencia Community College Policy 6Hx28:4-39. 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

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

EAST CAMPUS
701 NORTH ECONOLOCKHATCHEE TRAIL
ORLANDO, FLORIDA 32825

WEST CAMPUS
1800 SOUTH KIRKMAN ROAD
ORLANDO, FLORIDA 32811

OSCEOLA CAMPUS
809 OSCEOLA BOULEVARD
KISSIMMEE, FLORIDA 34744
TELEPHONE: (407) 847-9496
Valencia toll free number from Osceola County: 847-5011

UCF-VALENCIA
ORLANDO CENTRAL PARK CENTER
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 Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate in Arts and the Associate in Science degrees.

Volume 22 Number 1 February, 1990

Published by
Valencia Community College
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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 Valencia/UCF Winter Park Center
1010 N. Orlando Avenue
Winter Park, Florida 32789

6 Valencia/UCF Orlando Central Park Center
Orlando Central Park
7300 Lake Ellenor Drive
Orlando, Florida 32809
DOWNTOWN CENTER
CHICONE BUILDING

College Administrative Offices

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

DIRECTORY:

FIRST FLOOR
Business and Industry Services
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
Valencia Community College
Foundation, Inc.
Coordinator of Communications
and Marketing

FOURTH FLOOR
Office of the President
Vice President for Business Affairs
Director of Development
EAST CAMPUS

701 North Econlockhatchee Trail
Orlando, Florida 32825
Telephone 299-5000

DIRECTORY:

1
FIRST FLOOR
Biology, Learning Resources Center,
Offices, Showers/Lockers

SECOND FLOOR
Career Center, Classrooms, Counseling,
Earth Science, Financial Aid, Finance,
Food Services, Offices, Registrar,
Veterans Affairs, Word Processing

THIRD FLOOR
Chemistry, Classrooms, Offices,
Special Services

2
FIRST FLOOR
Performing Arts Center,
Classrooms, Offices

SECOND FLOOR
Open Instructional Lab, Testing Center

THIRD FLOOR
Business Related Labs,
Data Processing Lab, Offices

3
Art, Campus Administration,
Classrooms, Drama, Music, Offices,
Security

4
PLAZA AREA
A ___ Bookstore
B ___ Classroom, Tutoring Center
C ___ Health/Fitness Lab
D ___ Dance/Aerobics Lab
E ___ Computer Programmer Lab
F ___ Storage
G ___ Bus Stop
X ___ Greenhouse
VALENCIA/UCF
WINTER PARK 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
Valencia/UCF Cooperative Real Estate Program
Classrooms
Computer Labs
Offices
DIRECTORY:

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

OSCEOLA CAMPUS

809 Osceola Boulevard
Kissimmee, Florida 34744
Telephone 847-9496
VALENCIA/UCF
ORLANDO
CENTRAL PARK CENTER

7300 Lake Ellenor Drive
Orlando, Florida 32809
Telephone 855-0881

DIRECTORY:

Center Administration
Classrooms
Computer Labs
T.V. Production Studio
Offices
DISTRICT BOARD OF TRUSTEES

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

Robert M Vickery is 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 38-year resident of Orange County and is very active in area civic organizations.

Kenneth Smith is vice-chairman of the District Board of Trustees. He 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.
John Lord is a senior vice president with NCNB National Bank. He is a long-time resident of Central Florida.

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.

Charles M. Hood, III is president of Hood Tractor Company in Orlando. He serves on several community boards.

Susan T. McCaskill is vice president and corporate counsel of United Medical Corporation. She is a member of the Orlando Utilities Commission.

Ronald Rogers is vice-president of operations for an engineering company. He is an Orlando resident and active in the Greater Orlando Chamber of Commerce.

Jeanne L. VanMeter is a businesswoman and also serves on the Osceola County School Board. She is a Kissimmee resident.
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VALENCIA'S HISTORY

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

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

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

The granting of full accreditation by the Southern Association of Colleges and Schools in 1969, the changing of name from Valencia Junior College to Valencia Community College in 1971, the moving to a first permanent campus in 1971, the adding of Osceola County to the college district in 1974, the creating of Open Campus in 1974, the opening of the East Campus in 1975, and the opening of a permanent campus in Osceola County in 1986 have been landmark events in the history of the college.

VALENCIA'S MISSION

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

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 program 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 908 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 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 interests.

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

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

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

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

VALENCIA'S OBJECTIVES

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

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

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

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

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

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

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

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

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

VALENCIA’S ROLES AND FUNCTIONS

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

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

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

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

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

The college is committed to taking these courses and programs to all areas of the college district, thereby making them readily available to all of its citizens.

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

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

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

THE VALENCIA COMMUNITY COLLEGE FOUNDATION, INC.

The Valencia Community College Foundation 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 district management of the Foundation is vested in its Board of Directors, business and professional leaders from the community and representatives of the college’s administration 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 648-1986.

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, an Osceola Campus opened in January 1987. The facility allows students from Osceola County to complete an Associate in Arts degree and reaches out to serve the continuing education needs of the county. In addition, the new Winter Park Center opened in 1986, and the Valencia/UCF Orlando Central Park 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.

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

Over a dozen community service programs are under the administrative supervision of the Open Campus, bringing the community much demanded educational services in specialized areas.

OPEN CAMPUS PROGRAMS

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 Centers

In an effort to contribute to the economic development of Central Florida, the campus operates tailor-made office skills centers at SunBank, Walt Disney World, Orlando Central Park Center, Harcourt Brace Jovanovich, the Downtown Center and at the Osceola Campus. These unique public-private partnership programs have received national acclaim for their farsightedness in meeting the needs of business and industry.

The centers offer 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.

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-58-6).

Approved workshops and seminars are offered for nurses, dental professionals, mental health professionals, social
workers, psychologists, counselors and emergency medical technicians. Special emphasis is placed on providing up-to-date information about AIDS to all health professionals. Further, numerous CPR courses are offered throughout Central Florida.

Emergency Medical Services Program

The Emergency Medical Services program is designed for the licensed technician. Courses are designed to acquaint students with new information in the field as well as recertification courses. Examples of typical courses are ACLS provider and instructor, BTLS, Emergency Dispatch, HAS MAT, and EMS symposiums.

Real Estate Institute

The Real Estate Institute, in cooperation with the University of Central Florida is located at Valencia's Winter Park 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, appraising, investment analysis and many other areas are offered on a recurring basis. These courses vary in classroom hours. Some are introductory and some develop expertise to professional levels.

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

VTV - Valencia Television
(Credit Courses by Television, and Videotape)

Many in the community find television and teleconference 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 Resources 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 program provides training for blind adults in Home & Family Management, including 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 inservice training to the community to increase the awareness of the needs and capabilities of blind children and adults.

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.

The Center for Continuing Education for Women provides counseling and assessment for women and men who are making transitions in their lives. Programs are designed for
those who want to determine career direction, identify personal strengths, discover educational and training opportunities, and learn strategies for conducting a job search. Other programs designated for special groups include Displaced Homemaker and Single Parent services and the Nontraditional Career Awareness and Training program.

Management training for local businesses is presented by CCEW staff on a variety of topics, such as communication skills, time management, career pathing, and team building. Professional network opportunities are available monthly through the Black Women in Management Network, the Women Business Owner's Network, the Women in Management Network, and the Job Developer's Network.

Academic advising is available to persons entering or returning to college, with special emphasis on adult learners.

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/UCF Winter Park Center
1010 North Orlando Avenue
Winter Park, Florida 32789

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

VCC/UCF Orlando Central Park Center
7300 Lake Ellenor Drive
Orlando Central Park
Orlando, Florida 32809

In January of 1987 Valencia joined with UCF in a combined effort to offer courses conveniently located to those living in the most southern areas of Orlando. This unique combination, the first of its kind in Orlando enables students to complete an Associate of Arts and a Bachelor's degree close to home or work. The Teacher Recertification Center and an Office Skills Center are also housed in this outreach center. Office hours are 9 am to 6 pm.

Teacher Recertification Center

Teacher recertification is a career-long process. Staff Development for Education in Orange and Osceola counties is a collaborative process carried out by the schools, universities and community colleges. Valencia provides an opportunity to update specific content areas while pursuing teacher certificate renewal.

Teachers can extend their teaching certificates through college credit courses by attending Valencia's Teacher Recertification Center where course work is custom-tailored to their individual needs. Courses are offered on the campuses, at Sea World, the Orlando Science Center and community locations throughout Orange and Osceola Counties.

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 of personal computer users, from busy executives to homemakers. The short-term workshops provide experience with the software applications of 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 in the workplace or at one of CFI'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.

Self Directed/Home Study

The Open Campus continuously acquires, develops and provides courses, both credit and noncredit, for the active learner. These courses are available on audio tape, video tape and in written form to be checked out and completed by the student at his/her own pace.

Environmental Regulation Program

This program is being developed under a Department of Environmental Regulation grant. The purpose of the program is to prepare a curricula designed for middle and secondary school teachers of ecology, biology, drivers ed and auto mechanics in methods and techniques of recycling used oil.

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 Community College provides opportunities for students to enroll in both short-term and long-term academic programs. It is recognized that students enhance their educational experience by participating in an international program.

SHORT-TERM PROGRAMS

Valencia Community College conducts several short-term overseas academic programs. These courses provide an excellent opportunity to combine foreign travel experience with academic instruction. All foreign study courses combine on-campus instruction with the foreign travel component. These courses are fully accredited and may be applied toward a degree at Valencia Community College. Approximately three short-term programs are offered each year, with opportunities to study in Mexico and Europe.
SEMESTER PROGRAMS

Valencia is a member of the College Consortium for International Studies, a national organization founded for the purpose of providing high quality international/intercultural programs abroad. As a result of this membership, Valencia offers semester or academic year programs which provide students instruction while being immersed in the culture of another country. Programs are available in approximately eighteen countries including France, Germany, Ireland, Italy, Scotland, Spain, Sweden, England and Switzerland.

In general, the language of instruction overseas is English. In most programs, students are required to study the language of the host country while overseas, but there is no requirement that a student study, or have studied, the language prior to departure. Students may earn from 12-18 credits per semester. Students earn Valencia Community College credits while they are enrolled in these programs. Seminars are offered regularly for faculty and administrators in several overseas locations. These programs are designed to be appropriate for a diversity of disciplines including arts, humanities, social sciences and international education. Further information on these opportunities is available through the Office of International Education.

Materials, resources and literature on work, study and travel abroad for faculty and students are available 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 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 TRANSCRIPT of your record directly to the Registrar's Office prior to your registration. You must answer all items on the appropriate application form completely and accurately regarding all former enrollments if you expect to receive credit and/or graduate from Valencia. FAILURE TO FURNISH COMPLETE AND ACCURATE INFORMATION MAY RESULT IN CANCELLATION OF REGISTRATION AND LOSS OF ALL CREDITS EARNED AT THIS COLLEGE.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

b. You must submit an International Student Application.

c. You must submit a regular Application for Admission.

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

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

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

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

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

g. If your English proficiency is such that you are not required to take English as a Second Language classes, you will be required to take assessments in reading and writing the English language and mathematics for placement in appropriate courses.
h. You must submit a declaration of finances certifying that you have the financial resources to attend Valencia Community College.

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

j. This college has no dormitories or living facilities; thus, you are responsible for providing your own housing and transportation.

k. You must be covered by health insurance that is active 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 may 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 admission deadline listed in the calendar of the college catalog.

2. You must ask your high school or previously attended college(s) to forward a transcript of your records directly to Valencia Community College Admissions Office. Your entrance status is based upon the evidence. You are urged to do this as early as possible to assure complete records. This information MUST be received by the Admissions Office before you are admitted to the college as a regular status student.

ADMISSION REQUIREMENTS SUMMARY

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

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<th>Early Admission Students</th>
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Footnotes:
1. Must be furnished after the student has completed high school or GED requirements.
2. An official transcript is 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.
Information Needed To Complete The Application

1. Residency Information.

a. Florida Resident. You are classified as a bona fide resident of Florida and are not required to pay out-of-state tuition when you have completed the Valencia Community College Application for Admission with the residency affidavit properly notarized. You are classified as a bona fide Florida resident, for purposes of admission and finance at Valencia Community College, if you are a citizen of the United States of America or a resident who has resided and has habitation, domicile, home and permanent abode in the State of Florida for at least 12 months immediately prior to the start of classes for the session in which you plan to enroll. You may also be considered a Florida resident for tuition purposes if you are:

(1) Persons married to legal Florida residents who intend to make Florida a 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 is 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.)

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

c. Change of Residence. The burden of proof rests with you, the student, to establish Florida residence. The law provides that you can change your place of residence from another state to Florida only by actually and physically coming into the state and establishing residence with the intention of becoming a permanent resident. Furthermore, any period of time in which a student resides in the state primarily for education purposes shall not be counted toward residency status. Ownership of real property without actual residence is not enough. The domicile or legal residence of a wife is that of the husband or the domicile or legal residence of the husband is that of the wife as determined by the couple and duly expressed in writing. The legal residence of a minor is that of the parent or legal guardian. As a non-Florida resident, you may apply in writing for reclassification prior to any subsequent registration previously stated and filing a declaration of intent to become a resident of the state and registering to vote in the state. If you are an alien, you must present United States immigration and naturalization 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 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 Entry 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.

RESTRICIONS 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 cases, 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, nursing,
paramedic 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 regionally 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.

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.

ROTC AND CROSS ENROLLMENT

Programs, 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 the 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.
INDEPENDENT STUDY

Valencia Community College offers independent study (IS) in various courses to provide you an opportunity to progress at your own rate of speed. Independent Study is designed to meet course requirements through individual student/faculty interaction in a non-classroom situation and provides an alternative to the regular fixed schedule. Independent study arrangements are dependent on the availability of a professor. Regardless of the date of enrollment in an independent study course, you must complete the course prior to the end of the following session or receive a grade of "W."

You may not take a course in which you have already received credit under independent study.

If you are interested in independent study, make preliminary arrangements with professors and/or department chairman. Formal applications are available in the departmental office responsible for the course. A non-refundable fee of $10.00 per student semester hour is charged in addition to the regular tuition for each independent study course in which you enroll. This is not covered under government grant programs but may be eligible by special permission under veterans programs.

SERVICEMEN'S OPPORTUNITY COLLEGE

You may benefit from the college's special efforts to aid servicemen in securing a postsecondary education. The American Association of Community and Junior Colleges has designated Valencia as a "Servicemen's Opportunity College" (SOC). Aside from stated and traditional means of obtaining credit toward most associate degrees, the following special policies, procedures and services are available to you as active-duty military personnel:

1. You may earn certain credits by satisfactory completion of Advanced Placement Examinations. (See catalog section on Advanced Placement.)

2. You may earn a maximum of 15 semester hours credit through examination 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
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 Entry Assessment and Advisement System and the College Level 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 college level 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 mathematic 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. Students in the following categories are required to take the College-level Academic Skills Test (CLAST).

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 order to be well prepared for CLAST, students should have mastered the skills listed below.

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

English Language 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

Mathematics Skills

Arithmetic Skills
- Add, subtract, multiply and divide rational numbers in fractional form
- Add, subtract, multiply and divide rational numbers in decimal form
- Calculate percent 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
- Infer 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 in 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
- Determine equivalence and nonequivalence of statements
- Select applicable rules for transforming statements without affecting their meaning
- Draw logical conclusions when facts warrant them

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 midterm point of the session, you will be notified by your professor in writing. It is recommended that when you receive this notice, you meet with the professor without delay. You should also meet with a counselor prior to registering for the next session.

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

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

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

Academic Suspension

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

Under Academic Suspension you:

1. Are officially suspended from enrolling for credit courses at Valencia for one session (1, 2 or 5 or combined 3 and 4)

2. Must apply to the provost of the appropriate campus for 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.
Disciplinary Action

In the event that you have received notice and have had a hearing on charges of misconduct subject to disciplinary action, the president of Valencia Community College or his authorized representative shall have the authority to suspend or expel you if it is found that you have violated any of the rules of conduct as stated in the Valencia Community College student handbook.

Misconduct Hearings

Hearings shall be conducted by the president or an officer or committee appointed by him or his designee. At such hearings, you as the student charged shall have the 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 - 3.75 (*B*) grade point average or higher

2. Dean's Honor List - 3.25 (*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>
</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</th>
<th>Quality Points</th>
<th>Course Number</th>
<th>Semester Hours</th>
<th>Quality Points</th>
<th>Course Number</th>
<th>Semester Hours</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>3</td>
<td>A</td>
<td>POS 1041</td>
<td>3</td>
<td>B</td>
<td>CHM 1025C</td>
<td>4</td>
<td>C</td>
</tr>
<tr>
<td>MAC 1104</td>
<td>3</td>
<td>F</td>
<td>HUM 2220</td>
<td>3</td>
<td>W</td>
<td></td>
<td>16</td>
<td>13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Semester Hours</th>
<th>Quality Points</th>
<th>Course Number</th>
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<th>Quality Points</th>
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<td>MAC 1104</td>
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<td>3</td>
<td>W</td>
<td></td>
<td>16</td>
<td>13</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 concerned and discuss how the grade was determined and examine the evidence. If the matter is not resolved, you should then meet with the professor's department head on East or West Campus or dean of the Osceola Center and Instructional Communications 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 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 5 is 15 or 16 semester hours, with a maximum of 19 or a minimum of 12 semester hours. During Sessions 3 or 4 or any of the college's minimesters, seven semester hours is considered the maximum full-time course load, since these sessions are half as long as regular semesters but equally full in class hours per course. In unusual cases, the appropriate provost or a counselor may grant special permission to deviate from these maximums. The college reserves the right to limit the number of semester hours carried if your academic record indicates need for further preparation for college level work. A counselor can assist you in determining your academic course load.
FINAL EXAMINATIONS

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

CLASS ATTENDANCE

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

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

Application Fee
When you first apply for admission to Valencia Community College, you are required to pay a $10.00 application fee. This fee is not refundable nor transferable. It is payable only once, and covers all subsequent enrollments even though they may 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 $25.25/CREDIT HOUR
2. OUT-OF-STATE $53.50*/CREDIT HOUR

*Includes:
Scholarship Fee - $1.00 per credit hour
Student Service Fee - $2.00 per credit hour
Capital Improvement 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* $800.00
2. Uniforms, laboratory costs, caps, white hose and safety glasses $180.00
3. Graduate pins (est.)* $70.00
4. Liability insurance* $25.00
5. Miscellaneous supplies and materials $35.00

Approximate for two years $1,110.00

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

NOTE: All fees 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
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

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

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

*PRICES SUBJECT TO CHANGE

Career Assessment Costs

Valencia students (anyone who has ever registered at Valencia) -- $5.00 for up to four (4) instruments plus interpretation within a three month period.

Non-Valencia students -- $25.00 for up to two (2) instruments plus interpretation within a three month period.

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 Fee

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

1. Credit by Examination: CLEP General and Subject Examination (each) $37.00
   Local Credit by Examination (per exam) $15.00
   Local Credit by Examination (with lab exam) $25.00

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. 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 or SEOG
7. Not have existing financial obligations to the college
8. Be registered with Selective Service (if applicable).

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 668.19) 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 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. (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 100th) x .50 = required number of hours successfully completed. For instance -96 hours x 50% = 48 hours completed.

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

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

1. Death of a close relative affecting the student’s academic performance
2. Illness of the student or close family member having direct effect upon the academic record

3. Special mitigating circumstances of a specific and substantial nature of a unique kind as determined by the Director of Financial Aid or his designee

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

Reinstatement and Appeals:

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

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 exceptional 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 student's 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 ONE YEAR, 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 awarded 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 or the donor agency.

Loans: Borrowed monies which must be repaid in accordance with the promissory note.

Robert T. Stafford Loan
The Robert T. Stafford Loan (formerly the Guaranteed Student Loan) 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. Interested students must first complete the Financial Aid Form through the College Scholarship Service, determine eligibility for the PELL Grant is mandatory, and they must have a demonstrated need. All students applying for these loans will be required to have an overall GPA of 2.0 or
above, including all transfer work, and have maintained satisfactory academic progress. Loan applications and more information are available in the Financial Aid Office.

Auxiliary Loan Program (SLS or Plus)
PLUS loans are available to parents of dependent undergraduate students and the SLS loans are available to independent undergraduate students or graduate students. SLS loan applicants must first apply for the Robert T. Stafford loan prior to application for a SLS. Applications and more information on these programs are available in 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 of tuition and fees or for up to $100.00 in books. These loans are not for cash. 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 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 at the discretion 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. Maximum amount is $50.00.

Part-Time Employment:

College Work Study Program (CWS)
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 Valencia Community College 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 satisfactory academic standing or the possession of a particular skill needed for the job assignment. Institutional Work Study is administered by each department. It is not a financial need based program.

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 as early as possible 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 and/or parent's previous year's 1040A/1040A. Failure to do so will cause unnecessary delays in evaluation of the student's need.

General Application Procedures

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

2. Financial Aid Form:
Students must complete the Financial Aid Form (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
- Robert T. Stafford Loan (formerly GSL)
- SLS Loan Program - non-need-based loan

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

3. Financial Aid Transcript:
A financial aid transcript must be on file from every post secondary school previously attended, even if no financial aid was received.

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 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 with the program administrator as the application procedures vary somewhat with each individual type of aid.

VETERANS

Approval Information

Valencia Community College is approved for educational benefits of veterans and other eligible persons. Continuing education programs are not approved for veteran benefits. Other restrictions may apply depending on dates of active duty. See the Office of Veteran Affairs for specific details.

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

Benefit payments will vary depending on the individual’s type of G.I. Bill. 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 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, registration and finance areas are provided on the East and West Campuses in the Admission Offices until 10:00 p.m., Monday through Thursday. Counselors and Educational Advisors make appointments to see students in the evenings during the semester except during published registration dates.

CAREER DEVELOPMENT CENTERS

If you are undecided about your career or educational goals, visit the Career Centers on East and West Campuses. There, you can take career assessments, receive career counseling, research occupations and colleges, and write your resumes and cover letters.

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.

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.
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 when it is offered.

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.

1990-1991 CLEP SCHEDULE

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 21, 1990</td>
<td>March 26, 1990</td>
</tr>
<tr>
<td>June 16, 1990</td>
<td>May 21, 1990</td>
</tr>
<tr>
<td>October 20, 1990</td>
<td>September 24, 1990</td>
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<td>January 19, 1991</td>
<td>December 4, 1990</td>
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<td>April 20, 1991</td>
<td>March 25, 1991</td>
</tr>
<tr>
<td>October 19, 1991</td>
<td>September 23, 1991</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>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Calculus/Analytic</th>
<th>Course Equivalent</th>
<th>Credits Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geometry</td>
<td>MAC 2311</td>
<td>5 Hrs.</td>
</tr>
<tr>
<td>College Algebra</td>
<td>MAC 1104</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>College French</td>
<td>FRE 1100 - FRE 1101</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>College German</td>
<td>FRE 2200 - FRE 2201</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>College Spanish</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>
<tr>
<td></td>
<td>SPN 1100 - SPN 1101</td>
<td>6 Hrs.</td>
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<tr>
<td></td>
<td>SPN 2200 - SPN 2201</td>
<td>6 Hrs.</td>
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<table>
<thead>
<tr>
<th>Educational</th>
<th>Course Equivalent</th>
<th>Credits Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology</td>
<td>EDP 2002</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>*English Literature</td>
<td>ENL 2013 - ENL 2023</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>General Chemistry</td>
<td>CHM 1045C</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>General Psychology</td>
<td>PSY 1012</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Human Growth and Development Introductory</td>
<td>DEP 2003</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Accounting Introductory</td>
<td>ACG 2001 - ACG 2011</td>
<td>6 Hrs.</td>
</tr>
</tbody>
</table>
Macro-Economics ECO 2013 3 Hrs.
Introductory
Micro-Economics ECO 1023 3 Hrs.
Introductory
Sociology SYG 2000 3 Hrs.
Trigonometry MAC 1114 3 Hrs.
Western Civilization 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

General Examination in English Composition ENC 1101 - ENC 1102

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 were 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 LRCs 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 (83,997 vols.), periodicals (901 current subscriptions), microform (59,025 units), and audio-visual material (5,171 titles of films, videotapes, audiotapes, etc.) and equipment, and informational data bases. In addition to college-owned resources, LRC staff can help obtain materials from other libraries. Patrons are charged for overdue or lost material.

Regular Hours:
Mon.-Thurs. 8:00 a.m. - 10:00 p.m.
Fri. 8:00 a.m. - 5:00 p.m.
Sat. 9:00 a.m. - 1:00 p.m.
Sun. Closed

(Hours vary for the summer sessions.)

Qualified staff are available to provide reference services and help patrons identify, find and use all LRC materials and equipment. They also will help with individual research, provide instruction-in-use, tours and orientation, and assist in inter-library loan arrangements.

STUDENT-CENTERED LEARNING LABORATORIES

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

The Office of Equal Opportunity Programs operates to assist the college to fulfill its commitment to provide equal educational opportunities to a diverse student population. Since 1981, the Office of Equal Opportunity Programs has provided services and programs to interest and benefit the college’s growing minority student body and the total community.

A six phase program includes recruitment, counseling, tutorial assistance, supportive services, career guidance information and cultural and extra curricular activities.

STUDENT SUPPORT SERVICES

The Student Support 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 and early registration
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 Student Support 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
- adaptive equipment
- sensitizing and awareness seminars and workshops
For Services Contact:
WEST CAMPUS,
OSCEOLA CAMPUS,
VALENCIA/UCF
WINTER PARK CENTER
Office - Building 2
Room 245
Phone: 299-5000 x 1523
TTY: 298-7032

EAST CAMPUS
Office - Building 1
Room 333
Phone: 299-5000 x 2236
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.

Information 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

PERSONAL CHECK PURCHASING
Purchases may be made by cash, personal check, Mastercard, or Visa. Checks will be accepted for payment provided they are properly completed for exact amount of purchase, indicate social security number and telephone number and are personal checks of your own or your parents.

BOOK RETURNS
If you drop or change a course or buy the wrong book you may return the purchase under the following conditions:

1. Returns are allowed only during the first two weeks of classes.
2. Returns must be accompanied by the register receipt.
3. Books must be returned in the same condition as when purchased with no marks in new books

It is your responsibility to keep your receipt and not mark in books until you are sure the class will be held and you have purchased the correct book.

OTHER SERVICES AND MERCHANDISE
You may find ample stock of other items and supplies to fit student needs. Art supplies, imprinted soft goods, school supplies, engineering and drafting supplies, and paperback books are offered for purchase.

The bookstore staff will assist in special orders of books requiring 50% deposit and placing orders for class rings. If you find you need assistance please feel free to call on any of the staff in the store or check with the office if you have any questions. The bookstore staff will be glad to assist in any way possible for the purpose is to serve the customers.

OWNERSHIP
The bookstore is a service facility owned and operated by the college provided to serve students, faculty and staff with particular attention.

HOURS
Regular daily hours are Monday through Thursday from 7:00 A.M. until 7:00 P.M. and Friday 7:00 A.M. until 4:30 P.M. Special hours are observed during the first two weeks of each session and on Saturdays when necessary.

USED BOOKS
A wholesale book buyer works with the bookstore providing a buy-back service on used texts at the end of each term. Books will be bought back from students at a percentage of the original price depending on whether hard back or paperback, if they will be used on campus, and they are in resalable condition.

If the book is discontinued on campus but still current you may choose to sell to the wholesaler at his catalog price.
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 (A²CS)
- Bahia
- Baptist Campus Ministry (BCM)
- Chess Club
- Florida Student Leaders
  - Association of Teacher Educators (F-slave)
- Florida Nursing Student Assn. (FNSA)
- Focus
- Gospel Choir

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 cafeteria and vending facilities and a snack bar with extended hours.

TEXTBOOKS

Department Chairmen submit text requirement to bookstore staff including specific information regarding estimated enrollments. Bookstore personnel have no involvement in the textbook selection procedures, only in the ordering process.

Prices: Selling prices are established by the publishers, not the bookstore. When publishers find it necessary to increase prices, the bookstore must act accordingly.

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.
### Areas of Concern to Students

**Public Transportation**

Tri County Transit provides bus service to the Downtown Center and West Campus several times each day.

**Emergencies**

Campus Security personnel are on duty day and night to control traffic and parking and provide for the safety and welfare of students, faculty, and staff.

**Housing**

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

**Lost and Found**

A lost and found depository is maintained in the Security Offices on the East Campus and West Campus. All found articles should be turned in to those offices. You should check with those offices frequently when seeking a lost article.

**Mail**

You should provide correspondents with your correct mailing address. Mail addressed to you at the college will be returned to the sender. You should use your residence for delivery of all correspondence.

**Parking**

**Registration of Vehicles; Parking Permits and Decals:**

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

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

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

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

**Handicapped Parking Permits:**

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

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### Other Activities Available to Students

(Subject to Change)

- Brain Bowl
- Operation Student Concern (volunteerism)
- The paper (student newspaper)
- The Valencian (literary magazine)
- Young Men Emerging
- Young Women on the Move

### 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.
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.

<table>
<thead>
<tr>
<th>Parking Violations:</th>
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<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 Degrees 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 office systems, EMT, Paramedic Technology, and Health Care Management. If you are interested in learning more about the certificates that are available, you are encouraged to talk to one of the counselors.
UNIVERSITY PARALLEL PROGRAM
ASSOCIATE IN ARTS DEGREE

GENERAL INFORMATION

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

Electives

If you choose to work toward an Associate in Arts degree, you should talk with a member of the counseling staff about a suggested program leading to a Bachelor’s degree. The electives should be chosen to prepare you for transfer in a particular major field at a specific college or university. The counseling staff has prepared a program sheet for many of the popular majors. The following is a partial list of suggested programs. 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.

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.

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)

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

Requirements for the Associate in Arts Degree at Valencia Community College

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

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

2. You must complete the general education program.

3. You must earn a cumulative grade point average of at least 2.0 on all courses attempted which apply toward the Associate in Arts degree.
You must earn a cumulative grade point average of at least 2.0 on all courses attempted at Valencia Community College. You must earn a total cumulative grade point average of at least 2.0 on all courses attempted in all colleges attended.

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

5. You must complete with a grade of "C" or better ENC 1101, or ENC 1121; ENC 1102, ENC 1122, or CRW 2000; the six hours of the Area 2 (humanities) courses requiring 6000 words of writing; and the required six hours of Area 3 (mathematics) courses.

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

7. 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.

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

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

COLLEGE PREPARATORY CREDIT LIMITATION

College preparatory courses help students attain basic skills in writing, reading, and mathematics so that students have a better chance at success in college-level courses. Effective July 1, 1985, Florida Statute Sec. 240.117 makes clear that college-preparatory courses may not be counted towards an associate degree. The following are college-prep courses at Valencia:

**English and Speech**

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

**Mathematics**

MAT 0003 Introductory Mathematics
MAT 0024 Elementary Algebra

**Reading**

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

English and Mathematics Requirements for the Associate in Arts Degree

In December 1981, the State Board of Education approved Rule 6A-10.30. This rule requires that any new student enrolling in a public postsecondary institution after October 15, 1982, must complete successfully 12 credit hours of course work 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 36-45 hours are selected from six 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 education 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").

- ENG 1101 or ENG 1121
- Freshman Composition I - 3 credits
- Honors Freshman Composition I - 3 credits

- ENG 1102 or ENG 1122
- Freshman Composition II - 3 credits
- Honors Freshman Composition II - 3 credits

- CRW 2000
- Creative Writing and Advanced Composition - 3 credits
  and

- SPC 1600 or SPC 1600H
- Fundamentals of Speech - 3 credits
- Fundamentals of Speech - honors - 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 2200
  - HUM 2222
  - HUM 2232
  - HUM 2242
  - HUM 2250
  - HUM 2310
  - HUM 2740
  - HUM 2742

- Fine Arts
  - ARH 2051
  - MUL 1110

- Literature
  - AML 2010

- 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

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

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

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

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

- Music
  - MUL 1010
  - Music Appreciation - 3 credits
  - MUT 1121
  - Musicianship I - 4 credits

- Philosophy
  - PHI 2010
  - Philosophy - 3 credits

- Religion
  - REL 2020
  - Understanding Religious Man - 3 credits

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

Area 3. Mathematics

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

- AML 2010
- Survey in American Literature: Colonial Period to Civil War - 3 credits
Area 4. Natural and Physical Sciences

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>APB 1120</td>
<td>Man and Environment I - 3 credits</td>
<td></td>
</tr>
<tr>
<td>APB 1150</td>
<td>Biological Sciences - 3 credits</td>
<td></td>
</tr>
<tr>
<td>APB 1253</td>
<td>Biology of Human Sexuality - 3 credits</td>
<td></td>
</tr>
<tr>
<td>APB 2203C</td>
<td>Human Anatomy and Physiology - 4 credits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>each</td>
<td></td>
</tr>
<tr>
<td>AST 1002</td>
<td>Fundamentals of Astronomy - 3 credits</td>
<td></td>
</tr>
<tr>
<td>BOT 2010C</td>
<td>Botany - 4 credits</td>
<td></td>
</tr>
<tr>
<td>BSC 1010C</td>
<td>Selected Topics in Biology - 4 credits</td>
<td></td>
</tr>
<tr>
<td>BSC 2933</td>
<td>each</td>
<td></td>
</tr>
<tr>
<td>CHM 1020</td>
<td>Chemistry in Everyday Life - 3 credits</td>
<td></td>
</tr>
<tr>
<td>CHM 1025C</td>
<td>Introductory Chemistry - 4 credits</td>
<td></td>
</tr>
<tr>
<td>CHM 1045</td>
<td>General Chemistry and Qualitative Analysis - 4 credits</td>
<td></td>
</tr>
<tr>
<td>CHM 1205C</td>
<td>Introductory Organic and Biochemistry - 4 credits</td>
<td></td>
</tr>
<tr>
<td>CHM 2120C</td>
<td>Quantitative Analysis - 4 credits</td>
<td></td>
</tr>
<tr>
<td>CHM 2933</td>
<td>Special Topics in Chemistry - 1-3 credits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>each</td>
<td></td>
</tr>
<tr>
<td>CHM 2210-</td>
<td>Organic Chemistry - 4 credits each</td>
<td></td>
</tr>
<tr>
<td>2211C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GGY 1001</td>
<td>Earth Sciences - 3 credits</td>
<td></td>
</tr>
<tr>
<td>GGY 2010C</td>
<td>Physical Geology - 4 credits</td>
<td></td>
</tr>
<tr>
<td>GGY 2100</td>
<td>Historical Geology - 3 credits</td>
<td></td>
</tr>
<tr>
<td>MGB 2010C</td>
<td>Microbiology - 4 credits</td>
<td></td>
</tr>
<tr>
<td>MET 1010</td>
<td>Introduction to Meteorology - 3 credits</td>
<td></td>
</tr>
<tr>
<td>OCB 2003</td>
<td>Marine Biology - 4 credits</td>
<td></td>
</tr>
<tr>
<td>OCE 1001</td>
<td>Introduction to Oceanography - 3 credits</td>
<td></td>
</tr>
<tr>
<td>PCB 2303</td>
<td>Aquatic Biology - 3 credits</td>
<td></td>
</tr>
<tr>
<td>PHY 1001C</td>
<td>Applied Physics - 4 credits</td>
<td></td>
</tr>
<tr>
<td>PHY 1053C</td>
<td>Introductory Physics - 4 credits each</td>
<td></td>
</tr>
<tr>
<td>PHY 1054C</td>
<td>General Physics with Calculus - 4 credits</td>
<td></td>
</tr>
<tr>
<td>PHY 2048C</td>
<td>Special Topics in Physics - 1-3 credits</td>
<td></td>
</tr>
<tr>
<td>PHY 2049C</td>
<td>each</td>
<td></td>
</tr>
</tbody>
</table>

Area 5. Social Sciences

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>POS 1041 or</td>
<td>U.S. Government I - 3 credits</td>
<td></td>
</tr>
<tr>
<td>POS 1041H</td>
<td>U.S. Government I - honors - 3 credits</td>
<td></td>
</tr>
</tbody>
</table>

Plus one of the following courses:

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

Area 6. Foreign Languages*

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

French

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRE 1000</td>
<td>Basic French - 3 credits</td>
<td></td>
</tr>
<tr>
<td>FRE 1100</td>
<td>Elementary French I - 3 credits</td>
<td></td>
</tr>
<tr>
<td>FRE 1101</td>
<td>Elementary French II - 3 credits</td>
<td></td>
</tr>
</tbody>
</table>

German

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GER 1000</td>
<td>Basic German - 3 credits</td>
<td></td>
</tr>
<tr>
<td>GER 1100</td>
<td>Elementary German I - 3 credits</td>
<td></td>
</tr>
<tr>
<td>GER 1101</td>
<td>Elementary German II - 3 credits</td>
<td></td>
</tr>
</tbody>
</table>

Spanish

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPN 1000</td>
<td>Basic Spanish - 3 credits</td>
<td></td>
</tr>
<tr>
<td>SPN 1100</td>
<td>Elementary Spanish I - 3 credits</td>
<td></td>
</tr>
<tr>
<td>SPN 1101</td>
<td>Elementary Spanish II - 3 credits</td>
<td></td>
</tr>
</tbody>
</table>

*Applicable if student has no foreign language proficiency. Those exempted 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</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area 1.</td>
<td>ENC 1101 Freshman Composition I or ENC 1121 Honors Freshman Composition I (If mandated, ENC 0011 and ENC 0021, must be completed before taking ENC 1101 or 1121.)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Area 2.</td>
<td>Humanities, Fine Arts, or Literature Course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Area 3.</td>
<td>College-level Mathematics Course (If mandated, MAT 0003, MAT 0024 and/or MAT 1033 must be completed before taking college level mathematics.)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Area 4.</td>
<td>Natural and Physical Science Course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Area 5.</td>
<td>Social Science Course (POS 1041 or POS 1041H required) Major and/or Elective Course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Area 6.</td>
<td>Foreign Language</td>
<td>0-9</td>
<td></td>
</tr>
</tbody>
</table>

21-30

INTERMEDIATE COURSES

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

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ADVANCED COURSES

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

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Total 60-69**

**Depending upon foreign language proficiency.

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 38 hours required in general education. The additional 12 hours of general education requirements are POS 1041, U.S. Government I, 6 hours of Mathematics (see requirements for Area 3) and SPC 1600, Fundamentals of Speech.

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

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>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDS 1101</td>
<td>Interdisciplinary Studies in General Education I - 6 credit hrs.</td>
</tr>
<tr>
<td>IDS 1102</td>
<td>Interdisciplinary Studies in General Education II - 6 credit hrs.</td>
</tr>
<tr>
<td>IDS 2103</td>
<td>Interdisciplinary Studies in General Education III - 6 credit hrs.</td>
</tr>
<tr>
<td>IDS 2104</td>
<td>Interdisciplinary Studies in General Education IV - 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>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDS 1101</td>
<td>English Composition I (3 credits - 6000 words)</td>
</tr>
<tr>
<td>IDS 1102</td>
<td>Humanities (3 credits)</td>
</tr>
<tr>
<td>IDS 2103</td>
<td>Humanities (3 credits - 6000 words)</td>
</tr>
<tr>
<td>IDS 2104</td>
<td>English Composition II (3 credits - 6000 words)</td>
</tr>
<tr>
<td>IDS 2104</td>
<td>Natural Science (3 credits)</td>
</tr>
</tbody>
</table>

63
You may be interested in earning an Associate in Science degree at Valencia Community College. The college offers numerous programs for students who are interested in preparing for a career that requires study beyond the high school level but does not require a four-year degree. They range from secretarial science programs to health related programs such as dental hygiene and registered nursing.

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

In the Associate in Science degree program you choose, you will take courses in two basic areas. One area will be your specialized courses. For instance, if you are going to be a student in construction technology, you will be taking specialized courses in architecture and construction.

The second major area of courses you will take at Valencia Community College will be general education. General education courses are designed to help you develop as a well-rounded individual capable of thinking and acting as a mature, educated and enlightened citizen. It is the college’s belief that these courses in general education, such as English Composition and U.S. Government, will enhance your overall employment potential since they will broaden your knowledge.

The Associate in Science degree programs are described on the following pages. You can obtain additional information about the courses by visiting with counselors in the Counseling Offices or by contacting the program directors and department heads who work with the program.

Some of the Associate in Science degree programs are restricted to one campus. When this is the case, a note is made at the bottom of the program description. However, the general education courses which are in each of the programs may be taken at any campus of the college.

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

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

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

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

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

Graduation Requirements

In order to earn an Associate in Science degree you must complete the following requirements:

1. You must complete a prescribed course of study in one of the career programs. These courses of study are described in the pages that follow.

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

2. You must earn a cumulative grade point average of at least 2.0 on all courses attempted which you apply toward the Associate in Science degree at Valencia Community College. A nursing student who has not succeeded in a nursing course (fails or withdraws) after two attempts will be withdrawn from the nursing program and may petition the admission committee of the college for readmission.

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

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

5. You must fulfill all financial obligations to the college.
COLLEGE PREPARATORY CREDIT LIMITATION

College preparatory courses help students attain basic skills in writing, reading and mathematics so that students have a better chance at success in college-level courses. Florida Statute Sec. 240.117 makes clear that college preparatory courses may not be counted towards an associate degree. The following are college-prep courses at Valencia:

**English and Speech**
- ENC 0011 College-Prep English I
- ENC 0021 College-Prep English II
- ENS 1201 Intermediate Speech for Foreign Students I
- ENS 1241 Intermediate English Writing I
- ENS 1261 Intermediate English Structure Patterns I
- ENS 1301 Intermediate Speech for Foreign Students II
- ENS 1341 Intermediate English Writing II
- ENS 1361 Intermediate English Structure Patterns II

**Mathematics**
- MAT 0003 Introductory Mathematics
- MAT 0024 Elementary Algebra

**Reading**
- REA 0001 College-Prep Reading I
- REA 0002 College-Prep Reading II

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

ASSOCIATE IN SCIENCE DEGREE PROGRAMS

Accounting Technology
- Business Administration and Management
- Building Construction Technology - Architectural and Building Construction
- Building Construction Technology - Civil
- Computer Engineering Technology
- Computer Programming and Analysis
- Criminal Justice Technology
- Dietetic Technician
- Dental Hygiene
- Drafting and Design Technology
- Electronics Engineering Technology
- Emergency Medical Technology - EMT (Certificate)
- Emergency Medical Services Technology
- Environmental Science Technology
- Financial Services - Banking
- Financial Services - Savings & Loan
- Fire Science Technology
- Graphics Arts Technology - Management
- Graphics Design Technology
- Health Care Management
- Health Care Management (Certificate)
- Hospitality Management
- International Business Management
- Land Surveying Technology
- Laser Electro-Optic Technology
- Legal Assistant
- Medical Laboratory Technology
- Nursing R.N.
- Office Systems Technology
- Office Systems Technology - Legal Secretary Technology
- Office Systems Technology - Medical Secretary Technology
- Office Systems Technology - Word/Information Processing Technology
- Office Systems Technology - Office Systems Specialist (Certificate)
- Ornamental Horticulture Technology
- Paramedic Technology Certificate
- Pest Control Technology
- Postal Service Management
- Radiologic Technology
- Real Estate Management
- Respiratory Therapy
- Theater and Entertainment Technology

ACCOUNTING TECHNOLOGY
Associate In Science

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

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2011</td>
<td>Principles of Accounting II</td>
<td>3</td>
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<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>
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<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>
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<td><strong>Total</strong></td>
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**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>ACG 2100</td>
<td>Accounting Theory I</td>
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<td>Business Law I</td>
<td>3</td>
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<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>
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<tr>
<td>OST 1141</td>
<td>Keyboarding Skills</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1411</td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>TAX 2000</td>
<td>Federal Income Tax</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>27</strong></td>
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</tbody>
</table>
ADVANCED COURSES

ACG 2360  Cost Accounting  3
ACG 2450  Accounting Information Systems  3
Business Electives (choose from the following: ACG 2934, BAN 2700, BUL 2112, ECO 2013, MAN 2000, MAR 2011)  6

Total  60

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

ADVANCED COURSES

BUL 2112  Business Law II  3
ACG 2011  Principles of Accounting II  3
MKA 2021  Principles of Selling
MKA 2949  Business/Data Processing and/or Foreign Language
E*Electives  6
MKA 2949  Cooperative Education or Elective  3

Total  63

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

BUSINESS ADMINISTRATION AND MANAGEMENT
Associate In Science

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

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<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>
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<tr>
<td>CGS 1000</td>
<td>Introduction to Data Processing</td>
<td>3</td>
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<tr>
<td>OST 1141</td>
<td>Keyboarding Skills</td>
<td>3</td>
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</tbody>
</table>

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INTERMEDIATE COURSES

BUL 2111  Business Law I  3
MTB 1103  Business Mathematics  3
INP 1301  Psychology in Business and Industry  3
ACG 2001  Principles of Accounting I  3
MAN 2021  Principles of Management  3
MAR 2011  Principles of Marketing  3
Humanities Elective  3
OST 1335  Business Communications  3

24

RECOMMENDED ELECTIVES:

TAX 2000  Federal Income Tax
REE 1000  Real Estate, P & PI
BRC 2001  Principles of Finance
MKA 2041  Retailing
MKA 2511  Advertising
ECO 1040  Consumer Economics
STA 2014  Statistics
SPN 1000  Basic Spanish
MAN 2100  Supervision of Personnel
MAN 1800  Small Business Management
MKA 1402  Fashion Merchandising

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.
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Pre-Requisites</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC 1120C</td>
<td>Architectural Drawing I (Wood Frame Structures)</td>
<td>4</td>
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<tr>
<td>BCN 1200C</td>
<td>Building Materials and Construction Methods</td>
<td>4</td>
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<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
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<tr>
<td>MAC 1104</td>
<td>College Algebra</td>
<td>3</td>
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<tr>
<td>MAT 1033</td>
<td>Intermediate Algebra</td>
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<tr>
<td>PHY 1053C</td>
<td>Introductory Physics I</td>
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**Total Core Subjects:** 50-51

### INTERMEDIATE COURSES

<table>
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<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ARC 2122C</td>
<td>Architectural Drawing II (Steel Structures)**</td>
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<tr>
<td>ARC 2154C</td>
<td>Architectural Drawing III (Concrete Structures)**</td>
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<tr>
<td>BCN 2405C</td>
<td>Statics and Strength of Materials</td>
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<tr>
<td>BCN 2616</td>
<td>Building Construction Estimating</td>
<td>3</td>
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<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
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</tr>
<tr>
<td>MAC 1114</td>
<td>College Trigonometry or</td>
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<tr>
<td>PHY 1054C</td>
<td>Introductory Physics II</td>
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</tr>
<tr>
<td>SUR 1100</td>
<td>Basic Surveying and Measurements (Surveying I)</td>
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**Total Core Subjects:** 50-51

### ADVANCED SPECIALIZED COURSES

#### ARCHITECTURE AND BUILDING CONSTRUCTION TECHNOLOGY OPTION

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

**Total:** 67-68

#### CIVIL TECHNOLOGY OPTION

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

**Total:** 67-68
**RECOMMENDED ELECTIVES**

*Students shall select one recommended elective from this list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRA 2745C</td>
<td>Pictorial Rendering</td>
<td>3</td>
</tr>
<tr>
<td>BCN 1272</td>
<td>Construction Blue Print Reading</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2949</td>
<td>Cooperative Education: Building Construction Field Experience</td>
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</tr>
<tr>
<td>CGS 1000</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>COP 1200</td>
<td>Fortran Programming</td>
<td>3</td>
</tr>
<tr>
<td>ETC 1320C</td>
<td>Introduction to CADD</td>
<td>3</td>
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<tr>
<td>ETD 1350C</td>
<td>Advanced CADD</td>
<td>3</td>
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<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
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**ADVANCED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJ 2230</td>
<td>Criminal Law and Legal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CJT 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>
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</tbody>
</table>

**Total** 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.

**CRIMINAL JUSTICE TECHNOLOGY**

Associate in Science

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

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

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>SYG 2000</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1010</td>
<td>Criminology</td>
<td>3</td>
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<tr>
<td>CCJ 1020</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>INP 1131</td>
<td>Applied Psychology for Criminal Justice Personnel</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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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>
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<td>CJT 2110</td>
<td>Criminal Investigation I</td>
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<tr>
<td>SYG 2010</td>
<td>Contemporary Social Problems</td>
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</tr>
<tr>
<td>SYG 1322</td>
<td>Juvenile Delinquency</td>
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INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>ACG 2001</td>
<td>Principles of Accounting I</td>
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<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
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<tr>
<td>COP 2126</td>
<td>COBOL Programming I</td>
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<td>ENC 1210</td>
<td>Technical Communication</td>
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</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics**</td>
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<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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**Total** 21

ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>COP 2120</td>
<td>COBOL Programming II</td>
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</tr>
<tr>
<td>CIS 2321</td>
<td>Data Systems Analysis and</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Design</td>
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<tr>
<td>CIS 2410</td>
<td>Data Processing Management</td>
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<tr>
<td>ACG 2011</td>
<td>Principles of Accounting II</td>
<td>3</td>
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<td>POS 1041</td>
<td>U.S. Government I</td>
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<td>Electives*</td>
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</table>

**Total** 63

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

RECOMMENDED ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</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>
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<td>CGS 1570</td>
<td>Microcomputer Business Applications</td>
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</tr>
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<td>ETD 1320C</td>
<td>Introduction to CADD</td>
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<tr>
<td>GRA 2800</td>
<td>Computer Graphics</td>
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<td>COP 1150</td>
<td>RPG II Programming</td>
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<tr>
<td>CET 2112C</td>
<td>Digital Techniques</td>
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</tr>
</tbody>
</table>

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

DENTAL HYGIENE

Associate in Science

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

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

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

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

Students will be allowed to petition one time.

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<td>ENC 1101</td>
<td>Freshman Composition I</td>
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<tr>
<td>APB 2203C</td>
<td>Human Anatomy &amp; Physiology I and II</td>
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<tr>
<td>APB 2204C</td>
<td>Human Anatomy &amp; Physiology II</td>
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<tr>
<td>MCB 2010C</td>
<td>Microbiology</td>
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<tr>
<td>SPC 1100</td>
<td>Fundamentals of Speech</td>
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<tr>
<td>DES 1020</td>
<td>Dental Anatomy</td>
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<tr>
<td>DES 1020L</td>
<td>Dental Anatomy Laboratory</td>
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<tr>
<td>DEH 1003</td>
<td>Dental Hygiene I</td>
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<td>DEH 1003L</td>
<td>Clinical Dental Hygiene I</td>
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<tr>
<td>DEH 1200</td>
<td>Dental Radiography</td>
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<tr>
<td>DES 1200L</td>
<td>Dental Radiography Laboratory</td>
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<tr>
<td>DES 1030C</td>
<td>General and Oral Histology</td>
<td>2</td>
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<tr>
<td>DEH 1800</td>
<td>Dental Hygiene II</td>
<td>2</td>
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<tr>
<td>DEH 1800L</td>
<td>Clinical Dental Hygiene II</td>
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<tr>
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<td>Dental Materials</td>
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<td>DEH 2602</td>
<td>Periodontics</td>
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<td>DEH 1802</td>
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<tr>
<td>DEH 1802L</td>
<td>Clinical Dental Hygiene III</td>
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**Total:** 48

## INTERMEDIATE COURSES

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<td>DIE 2272L</td>
<td>Nutrition Counseling and Education</td>
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<td>DIE 2100</td>
<td>Nutrition Clinical Practice III</td>
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<td>EDP 2002</td>
<td>Educational Psychology</td>
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<td>EDF 1005</td>
<td>Orientation to Education</td>
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<tr>
<td>SYG 2000</td>
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*Elective*

**Total:** 21

## ADVANCED COURSES

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<th>Credit Hours</th>
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<tr>
<td>FSS 2222C</td>
<td>Quantity Food Production and Management</td>
<td>3</td>
</tr>
<tr>
<td>HUN 1401</td>
<td>Nutrition IV - Application of Diet in Disease</td>
<td>3</td>
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<tr>
<td>DIE 2273L</td>
<td>Nutrition Clinical Practice IV</td>
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<td>DIE 2500</td>
<td>Dietetic Seminar</td>
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<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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**Total:** 14

## RECOMMENDED ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>APB 1190C</td>
<td>Introduction to Human Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>BSC 1010C</td>
<td>Fundamentals of Biology</td>
<td></td>
</tr>
<tr>
<td>APB 1150</td>
<td>Biological Sciences</td>
<td></td>
</tr>
<tr>
<td>CHM 1025C</td>
<td>Introduction to General Chemistry</td>
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<tr>
<td>APB 1390</td>
<td>Medical Terminology</td>
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<tr>
<td>MCB 2010C</td>
<td>Microbiology</td>
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</table>

**Total:** 60

---

# DIETETIC TECHNICIAN

**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 dietician, the administrator/dietitian and/or the consultant/dietitian in the provision of nutritional care services. This program includes laboratory and field experience which allows 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.
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>
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<tbody>
<tr>
<td>CGS 1000</td>
<td>Introduction to Data Processing</td>
<td>3</td>
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<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>
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<tr>
<td>PHY 1053C</td>
<td>Introductory Physics I</td>
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INTERMEDIATE COURSES

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<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
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</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;</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Processes</td>
<td>3</td>
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<tr>
<td>INP 1301</td>
<td>Psychology in Business and</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Industry</td>
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<tr>
<td>MTB 1304</td>
<td>Modern Computational Methods</td>
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<tr>
<td>MAC 1114</td>
<td>College Trigonometry</td>
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<tr>
<td>PHY 1054C</td>
<td>Introductory Physics II</td>
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<td>POS 1041</td>
<td>U.S. Government I</td>
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<td></td>
<td>Elective</td>
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ADVANCED COURSES

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

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<th>Title</th>
<th>Credit Hours</th>
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<tr>
<td>ETD 1320C</td>
<td>Introduction to CADD</td>
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</tr>
<tr>
<td>ETD 1350</td>
<td>Advanced CADD</td>
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</table>

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

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

ELECTRONICS ENGINEERING
WITH OPTIONS IN COMPUTER
INTEGRATED MANUFACTURING
TECHNOLOGY AND
LASER/ELECTRO-OPTIC
TECHNOLOGY
Associate In Science

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

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1327</td>
<td>Mathematics for Electronics I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1328</td>
<td>Mathematics for Electronics II</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1053C</td>
<td>Introductory Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1054C</td>
<td>Introductory Physics II</td>
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<tr>
<td>PHY 1402C*</td>
<td>Optical Physics</td>
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### INTERMEDIATE COURSES

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<tbody>
<tr>
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<td>Electromechanical Drafting</td>
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</tr>
<tr>
<td>EET 1015C</td>
<td>Fundamentals of DC Circuits</td>
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<td>EET 1025C</td>
<td>Fundamentals of AC Circuits</td>
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<tr>
<td>EET 1141C</td>
<td>Electronics Circuits I</td>
<td>4</td>
</tr>
<tr>
<td>EET 2325C</td>
<td>Electronic Communication Systems I</td>
<td>4</td>
</tr>
<tr>
<td>CET 2112C</td>
<td>Digital Techniques</td>
<td>4</td>
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<tr>
<td>EET 2949</td>
<td>Cooperative Education: Electronics Field Experience or Elective</td>
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</table>

**Total Credits:** 25

### ADVANCED SPECIALIZED COURSES

#### ELECTRONICS TECHNOLOGY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EET 2142C</td>
<td>Electronic Circuits II</td>
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<tr>
<td>EET 2183</td>
<td>Electronic Trouble-Shooting Techniques</td>
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<tr>
<td>EET 2335C</td>
<td>Electronic Communication Systems II</td>
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<tr>
<td>CET 2123C</td>
<td>Fundamentals of Microcomputers</td>
<td>4</td>
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<tr>
<td>CET 2113C</td>
<td>Computer Systems Fundamentals</td>
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<tr>
<td>EET 2930</td>
<td>Selected Topics</td>
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**Total Credits:** 21-25

### COMPUTER INTEGRATED MANUFACTURING TECHNOLOGY OPTION COURSES

<table>
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<tr>
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<th>Course Title</th>
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<tr>
<td>EST 2675C</td>
<td>Automation Systems I</td>
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<tr>
<td>EST 2676C</td>
<td>Automation Systems II</td>
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<tr>
<td>EST 2673CC</td>
<td>Programmable Controllers I</td>
<td>4</td>
</tr>
<tr>
<td>EST 2674C</td>
<td>Programmable Controllers II</td>
<td></td>
</tr>
<tr>
<td>EST 2635*</td>
<td>Computer Integrated Manufacturing</td>
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</tr>
<tr>
<td>EST 2527C*</td>
<td>Electromechanical Components and Mechanisms</td>
<td>4</td>
</tr>
<tr>
<td>EST 2538</td>
<td>Control Systems Instrumentation</td>
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</tbody>
</table>

**Total computer integrated manufacturing technology option courses credits:** 25

**TOTAL A.S. PROGRAM CREDITS:** 70

### RECOMMENDED ELECTIVES/SUPPLEMENTAL COURSES

<table>
<thead>
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<tbody>
<tr>
<td>CAP 2201</td>
<td>Scientific Program Applications</td>
<td>3</td>
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<td>Psychology in Business and Industry</td>
<td>3</td>
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<tr>
<td>MTB 1304</td>
<td>Modern Computational Methods</td>
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<td>SLS 1301</td>
<td>Career Development</td>
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<td>EST 2671C</td>
<td>Automation Systems I</td>
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<td>EST 2673C</td>
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<tr>
<td>EST 2674C</td>
<td>Programmable Controllers II</td>
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**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.

### LASER/ELECTRO-OPTICS ENGINEERING TECHNOLOGY OPTION

#### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</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>
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</tr>
</tbody>
</table>

### EMERGENCY MEDICAL SERVICES TECHNOLOGY

**EMT/PARAMEDIC CERTIFICATE**

Associate in Science

The EMS Program is designed for students who desire career in pre-hospital emergency medicine. The program will prepare the student for State Board certification as an Emergency Medical Technician and a Paramedic.

Through a comprehensive program consisting of theory, clinical and field internship, the student will develop skills for
assuming the role of basic life support provider and of
physician extender. The student must complete the State
Board certification for EMT before they take any advanced
courses or before they sit for the State Paramedic Exam.

Students wishing to earn a certificate rather than the AS
degree may obtain information from the EMS Program
Director. Certificate students are encouraged to continue their
studies for the AS degree. All credits for the certificate
program are applicable towards this degree.

Persons presently Florida certified who completed a Florida-
approved Paramedic program will receive, through transfer,
credits for the certificate program. They then will need to
complete only the additional courses for the AS degree.

A minimum grade of "C" must be achieved in all courses to
meet prerequisite and graduation requirements. 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 EMS Program Petition Committee
for reevaluation and readmission.

Students will be allowed to petition no more than one time.
Requirements and further information about 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>
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<tbody>
<tr>
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<tr>
<td>EMS 1119</td>
<td>Fundamentals of Emergency Medical Technology*</td>
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<tr>
<td>EMS 1191L</td>
<td>Fundamentals of Emergency Medical Technology Practical**</td>
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<tr>
<td>EMS 1431</td>
<td>Emergency Medical Practicum*</td>
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<tr>
<td>EMS 2254C</td>
<td>Paramedic I*</td>
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<tr>
<td>EMS 2461</td>
<td>Paramedic I Clinical*</td>
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<tr>
<td>EMS 2255C</td>
<td>Paramedic II*</td>
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</tr>
<tr>
<td>EMS 2462</td>
<td>Paramedic II Clinical*</td>
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<td>EMS 2463</td>
<td>Provisional Field Internship</td>
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<tr>
<td>General Education Courses - Required for all tracks</td>
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<td>POS 1041</td>
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<tr>
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<tbody>
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<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
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<td>or</td>
<td>Educational Psychology</td>
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<tr>
<td>EDP 2002</td>
<td>Introduction to Microcomputers</td>
<td>3</td>
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<tr>
<td>COC 1022</td>
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</table>

Additional courses must be taken in one of the following
tracks:

Technology

Completion of this degree track may be made by taking a
combination of any of the courses listed below and/or courses
from the other two tracks to total at least 11 credits.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
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<td>Basic Anatomy &amp; Physiology</td>
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</tr>
<tr>
<td>APB 2203C</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>APB 2204C</td>
<td>Human Anatomy &amp; Physiology II</td>
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Management

<table>
<thead>
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<th>Title</th>
<th>Credit Hours</th>
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<tr>
<td>MNA 2300</td>
<td>Personnel Management</td>
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<tr>
<td>OST 1335</td>
<td>Business Communications</td>
<td>3</td>
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<tr>
<td>MAN 2100</td>
<td>Supervision of Personnel</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
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<tr>
<td>FFP 2180</td>
<td>Fire Department Management</td>
<td>3</td>
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<tr>
<td>MAN 1949</td>
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Education

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<tr>
<td>EDE 1005</td>
<td>Orientation to Education</td>
<td>3</td>
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<tr>
<td>FFP 2150</td>
<td>Methods &amp; Techniques of Instruction</td>
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</tr>
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<td>EDG 2941</td>
<td>Field Experience in Education</td>
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*Has corequisites

Special Note: To sit for the state EMT exam, students must
have taken and passed EMS 1119, EMS 1191L and EMS 1431.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition</td>
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<tr>
<td>POS 1041</td>
<td>U.S. Government</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1033</td>
<td>Intermediate Algebra</td>
<td>3</td>
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</tbody>
</table>
ENVIRONMENTAL SCIENCE TECHNOLOGY
Associate in Science

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tr>
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<td>Intermediate Algebra or College Algebra</td>
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<td>MAC 1104</td>
<td>Biological Science or College Algebra</td>
<td>3-4</td>
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<tr>
<td>APB 1100</td>
<td>Fundamentals of Biology</td>
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<tr>
<td>APB 1100</td>
<td>Florida Environmental Systems or</td>
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<td>APB 1100</td>
<td>Man and Environment</td>
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<td>Basic Electricity, Blueprints and Energy Conservation</td>
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<td>CGS 1061</td>
<td>Introduction to Microcomputers or</td>
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<td>CAP 1082</td>
<td>Microcomputer - Business Applications</td>
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</table>

**Students may receive 5 semester hours of credit for each level of Florida's certification they hold in water and/or wastewater for "C", "B" and "A" level certification. Students may apply up to 15 semester hours toward the A.S. degree.

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>EVS 2812</td>
<td>Environmental Microbiology or Microbiology</td>
<td>3-4</td>
</tr>
<tr>
<td>MCB 1025</td>
<td>Introduction to General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1205</td>
<td>Introduction to Organic and Biochemistry</td>
<td>4</td>
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<tr>
<td>EVS 2213C</td>
<td>Hydraulics and Pipe Flow</td>
<td>3</td>
</tr>
<tr>
<td>EVS 1861</td>
<td>Environmental Regulations</td>
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</tr>
<tr>
<td>EVS 2601</td>
<td>Hazardous Materials</td>
<td>3</td>
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ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>EVS 2191</td>
<td>Environmental Sampling and Analysis</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
<td>3</td>
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<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
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<tr>
<td>*Electives</td>
<td></td>
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</tbody>
</table>

Total: 27

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

**Students will select elective hours from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCB 2304</td>
<td>Riverine Ecology</td>
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<tr>
<td>PCB 2342</td>
<td>Sea Grass Ecology</td>
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<tr>
<td>PCB 2313</td>
<td>Manatee Ecology</td>
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<tr>
<td>EVS 2224C</td>
<td>Hydrology and Drainage</td>
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</tr>
<tr>
<td>EVS 2792</td>
<td>Air Quality</td>
<td>3</td>
</tr>
<tr>
<td>EVS 2501</td>
<td>Solid Waste Management</td>
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</table>
# FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
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</tr>
<tr>
<td>BAN 1004</td>
<td>Principles of Banking</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
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<tr>
<td>ECO 2013</td>
<td>Principles of Economics - Macro</td>
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<tr>
<td>BAN 1800</td>
<td>Law and Banking: Principles</td>
<td>3</td>
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<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>
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<tr>
<td>ACG 2001</td>
<td>Principles of Accounting</td>
<td>3</td>
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<tr>
<td>BRC 1701</td>
<td>Microcomputers in the Banking Industry</td>
<td>3</td>
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<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
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**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tr>
<td>BAN 2501</td>
<td>Money and Banking for</td>
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</tr>
<tr>
<td></td>
<td>Commercial Bankers</td>
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<tr>
<td>BAN 1801</td>
<td>Law and Banking: Applications</td>
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<tr>
<td>BAN 2210</td>
<td>Analyzing Financial Statements</td>
<td>3</td>
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</table>

**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 |

**ADVANCED COURSES***

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>OST 1335</td>
<td>Business Communications</td>
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<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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<tr>
<td>MNA 2021</td>
<td>Principles of Management</td>
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<tr>
<td>MNA 2340</td>
<td>Basic Supervision</td>
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<tr>
<td>BAN 2531</td>
<td>Preparing for Supervision</td>
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<tr>
<td>Seminar</td>
<td>Personal and the Law°</td>
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<td></td>
<td>Electives**</td>
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**FINANCIAL SERVICES**

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.

**BANKING ELECTIVES**

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>BAN 1114</td>
<td>Deposit Operations</td>
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<tr>
<td>BAN 2135</td>
<td>Bank Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BAN 2155</td>
<td>International Banking</td>
<td>3</td>
</tr>
<tr>
<td>BAN 2241</td>
<td>Banking and the Plastic Card</td>
<td>3</td>
</tr>
<tr>
<td>BAN 2412</td>
<td>Financial Planning for Bankers</td>
<td>3</td>
</tr>
<tr>
<td>BAN 2742</td>
<td>Commercial Bank Management</td>
<td>3</td>
</tr>
<tr>
<td>BAN 2762</td>
<td>Retail Banking</td>
<td>1</td>
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<tr>
<td>BAN 2763</td>
<td>Sales Management</td>
<td>1</td>
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<table>
<thead>
<tr>
<th>Course</th>
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<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>BAN 2764</td>
<td>Financial Performance of Banks Management</td>
<td>1</td>
</tr>
<tr>
<td>BAN 2782</td>
<td>Bank Investments and Funds</td>
<td>3</td>
</tr>
<tr>
<td>BAN 1161</td>
<td>Corporate Securities Services</td>
<td>3</td>
</tr>
<tr>
<td>BAN 1423</td>
<td>Customer Service</td>
<td>1</td>
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<tr>
<td>BAN 1424</td>
<td>Product Knowledge</td>
<td>1</td>
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<tr>
<td>BAN 1425</td>
<td>Selling Bank Services</td>
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<tr>
<td>BAN 1400</td>
<td>The Trust Business</td>
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<td>BAN 1405</td>
<td>Trust Operations</td>
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</tr>
<tr>
<td>BAN 1413</td>
<td>Securities Processing</td>
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**FOUNDATION COURSES**

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<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
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<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>
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**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
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<td>Business Law I</td>
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<tr>
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<td>Business Communication</td>
<td>3</td>
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<tr>
<td>ACG 001</td>
<td>Principles of Accounting</td>
<td>3</td>
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<tr>
<td>ECO 1023</td>
<td>Principles of Economics - Micro</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1300</td>
<td>Introduction to Data Processing</td>
<td>3</td>
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<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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<td></td>
<td>*Electives</td>
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**75**
ADVANCED COURSES

ACG 2011  Principles of Accounting II  3
ECO 2013  Principles of Economics-Macro  3
FIN 2230  Money and Banking  3
BRC 2001  Principles of Finance  3
BRC 2400  Credit Laws and Regulations  3

15
60

*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.

FINANCIAL SERVICES - SAVINGS AND LOAN

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business &amp; Industry</td>
<td>3</td>
</tr>
<tr>
<td>OST 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>SVL 1001</td>
<td>Introduction to the Savings Institutions Business</td>
<td>2</td>
</tr>
<tr>
<td>SVL 1101</td>
<td>Savings Institution Operations</td>
<td>2</td>
</tr>
<tr>
<td>CGS 1000</td>
<td>Introduction to Data Processing</td>
<td>3</td>
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</table>

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INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ECO 1023</td>
<td>Principles of Economics-Micro</td>
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<td>ACG 2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
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<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
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<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
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<tr>
<td>SVL 2113</td>
<td>Deposit Accounts and Service</td>
<td>2</td>
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<tr>
<td>or</td>
<td>Managing Deposit Accounts and Service</td>
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<tr>
<td>SVL 2121</td>
<td>Personal Money Management</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Stocks and Bonds</td>
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<tr>
<td>SVL 2401</td>
<td>Personal Investments:</td>
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<tr>
<td>FIN 2010</td>
<td>Money and Banking</td>
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20

ADVANCED COURSES

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<tbody>
<tr>
<td>SVL 2211</td>
<td>Consumer Lending</td>
<td>2</td>
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<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
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<tr>
<td>Elective</td>
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Total 60

The following are suggested courses for the various IFE Diplomas:

FINANCIAL COUNSELING

<table>
<thead>
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<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>SVL 2405</td>
<td>Financial Planning Basics</td>
<td>2</td>
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<tr>
<td>SVL 2411</td>
<td>Techniques for Customer Counseling</td>
<td>2</td>
</tr>
<tr>
<td>SVL 2403</td>
<td>IRA/Keogh Plans</td>
<td>2</td>
</tr>
<tr>
<td>SVL 2221</td>
<td>Residential Mortgage Lending</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SVL 2101</td>
<td>Savings Association Lending II</td>
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</tr>
<tr>
<td>REE 2100</td>
<td>Real Estate Appraising I</td>
<td>3</td>
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<tr>
<td>REE 1400</td>
<td>Florida Real Estate Law</td>
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<tr>
<td>SVL 2121</td>
<td>Managing Deposit Accounts and Services</td>
<td>2</td>
</tr>
<tr>
<td>SVL 2411</td>
<td>Techniques for Customer Counseling</td>
<td>2</td>
</tr>
<tr>
<td>SVL 1111</td>
<td>Teller Operations</td>
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*Electives must be selected from the following approved courses:

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<th>Title</th>
<th>Credit Hours</th>
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<tbody>
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<td>BUL 2112</td>
<td>Business Law II</td>
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<td>SVL 2015</td>
<td>Commercial Banking</td>
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<tr>
<td>SVL 2231</td>
<td>Commercial Lending for Savings Institutions</td>
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<tr>
<td>SVL 2603</td>
<td>Communication Skills for Business: Talking and Listening</td>
<td>2</td>
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<tr>
<td>SVL 2011</td>
<td>Financial Institutions</td>
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</tr>
<tr>
<td>SVL 2405</td>
<td>Financial Planning Basics</td>
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<tr>
<td>SVL 2201</td>
<td>Financial Statement Analysis</td>
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<tr>
<td>REE 1400</td>
<td>Florida Real Estate Law</td>
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<td>SVL 2124</td>
<td>Funds Transfer Services</td>
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<td>SVL 2232</td>
<td>Income Property Lending</td>
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<tr>
<td>SVL 2403</td>
<td>IRA/Keogh Plans</td>
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<tr>
<td>SVL 2121</td>
<td>Managing Deposit Accounts and Services</td>
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<tr>
<td>SVL 2141</td>
<td>Mortgage Loan Servicing</td>
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<tr>
<td>ACG 2011</td>
<td>Principles of Accounting II</td>
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<tr>
<td>ECO 2013</td>
<td>Principles of Economics-Macro</td>
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<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td></td>
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<tr>
<td>REE 2100</td>
<td>Real Estate Appraising I</td>
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<tr>
<td>SVL 2221</td>
<td>Residential Mortgage Lending</td>
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<tr>
<td>SVL 2411</td>
<td>Techniques for Customer Counseling</td>
<td>2</td>
</tr>
<tr>
<td>SVL 1111</td>
<td>Teller Operations</td>
<td></td>
</tr>
<tr>
<td>SVL 2101</td>
<td>Savings Association Lending II</td>
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</tr>
</tbody>
</table>

FIRE SCIENCE TECHNOLOGY

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>
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<tr>
<td>POS 2112</td>
<td>State and Local Government</td>
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<tr>
<td>POS 1041</td>
<td>U.S. Government</td>
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<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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<tr>
<td>MTB 1103</td>
<td>Business Math</td>
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<tr>
<td>FFP 1000</td>
<td>Introduction to Fire Science Technology</td>
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</tr>
<tr>
<td>FFP 1131</td>
<td>Company Officer Leadership*</td>
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</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
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**INTERMEDIATE COURSES**

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

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

Total 64

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

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

**GRAPHIC ARTS TECHNOLOGY - MANAGEMENT**

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

**FOUNDATION COURSES**

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

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tr>
<td>MAN 2100</td>
<td>Supervising of Personnel</td>
<td>3</td>
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<tr>
<td>GRA 2702</td>
<td>Graphics Production Management</td>
<td>3</td>
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**77**
SUGGESTED ELECTIVES

GRA 2600C* Binding Operations 3
GRA 2704C Production Scheduling 3
GRA 2601CL* Color Stripping 3
GRA 2592 Printing Problems 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 program offered on the West Campus is in the Graphic Arts Management.

GRAPHIC DESIGN TECHNOLOGY

This program prepares students for employment as: designers, commercial artists, mechanical artists. It includes drawing, mechanical and layout preparation, design for communication, typespacing, and photographic 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>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>ARH 2050</td>
<td>and/or Art History II</td>
<td>3</td>
</tr>
<tr>
<td>ARH 2051</td>
<td>Psychology in Business and Industry</td>
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<tr>
<td>INP 1301</td>
<td>Drawing I</td>
<td>3</td>
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<tr>
<td>ART 1201C</td>
<td>Design I</td>
<td>3</td>
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TOTAL 21

INTERMEDIATE COURSES

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<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>ART 1302C</td>
<td>Drawing II or</td>
<td>3</td>
</tr>
<tr>
<td>ART 2510C</td>
<td>Painting I</td>
<td>3</td>
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<tr>
<td>ART 1203C</td>
<td>Design II</td>
<td>3</td>
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<tr>
<td>GRA 1540C</td>
<td>Layout, Design, and Copy Preparation</td>
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TOTAL 21

ADVANCED COURSES

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<th>Title</th>
<th>Credit Hours</th>
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<tr>
<td>GRA 2740C</td>
<td>Graphic Presentations</td>
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<tr>
<td>GRA 2743C</td>
<td>Illustrating</td>
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<tr>
<td>GRA 2745C</td>
<td>Pictorial Rendering</td>
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<tr>
<td>GRA 2800</td>
<td>Computer Graphics</td>
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<td>GRA 1747</td>
<td>Portfolio/Resume</td>
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<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>
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TOTAL 20

SUGGESTED ELECTIVES

JOU 1420L College Newspaper 1
MKA 2511 Advertising 3
GRA 2706 Graphic Arts Estimating 3
GRA 2571C Photolithography 3
APA 1111 Basic Accounting 3
CGS 1051 Introduction to Microcomputers 3
MAR 2011 Principles of Marketing 3
SPC 1600 Fundamentals of Speech 3

The specialized program for Graphic Design is offered on the East Campus.

HEALTH CARE MANAGEMENT

Long Term Care/Nursing Home Administration Option
Prehospital Care Option/Emergency Medical Services Management Option
Associate in Science

This curriculum has been coordinated with local long term and prehospital care representatives.

This program is designed to meet administrative needs within long term care facilities or prehospital services for functional administrative specialists at the mid-management level in selected areas.

Graduates will be awarded an Associate in Science in Health Care Management in Long Term Care or Pre-hospital Care. Upon successful completion of the Long Term Care option, the graduate will be eligible to take the licensure examination to become a Nursing Home Administrator. Graduates must meet requirements defined by the State Board of Nursing Home Administrators prior to taking the examination.

A minimum grade of "C" must be achieved in all management, math, English and support courses to meet a prerequisite or graduation requirement for the AS degree or for the Certificate Program.
To continue in a health related program, any student who has withdrawn and/or failed two management health related courses must petition the respective health related program for reevaluation and readmission. Students will be allowed to petition one time.

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

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

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

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

### FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
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<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1061</td>
<td>Introduction to Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government or</td>
<td>3</td>
</tr>
<tr>
<td>POS 2112</td>
<td>State and Local Government</td>
<td>(3)</td>
</tr>
<tr>
<td>HSA 1101</td>
<td>Survey of Health Care Delivery</td>
<td>3</td>
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<td></td>
<td>Systems</td>
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### INTERMEDIATE COURSES

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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>OST 1335</td>
<td>Business Communications*</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology of Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2111</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2001</td>
<td>Principles of Accounting I*</td>
<td>3</td>
</tr>
<tr>
<td>HSA 1112</td>
<td>Health Services Management*</td>
<td>3</td>
</tr>
<tr>
<td>HSA 1810L</td>
<td>Health Services Management Clinical*</td>
<td>2</td>
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### ADVANCED COURSES

<table>
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<tr>
<th>Program Title</th>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>MAN 2100 Supervision of Personnel</td>
<td></td>
<td></td>
<td>3</td>
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<tr>
<td>HSA 2420 Basic Law for Allied Health*</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HSA 2450 Medical Ethics and Professional</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Issues*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HSA 2403 Psychosocial Aspects of Health</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Care Delivery*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Option I - Nursing Home Administration/Long Term Care</td>
<td>HSA 2220C</td>
<td>Long Term Care Administration I*</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>HSA 2221C</td>
<td>Long Term Care Administration II*</td>
<td>6</td>
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<tr>
<td></td>
<td>HSC 2560</td>
<td>Therapeutic Activity Systems for the Aged*</td>
<td>2</td>
</tr>
<tr>
<td>Option 2 - Emergency Medical Services Management</td>
<td>HSA 2130</td>
<td>Prehospital Care Management I*</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>HSA 2131</td>
<td>Prehospital Care Management II*</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>HSA 2132</td>
<td>Emergency Services Community Relations*</td>
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<tr>
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Total: 60

*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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>CGS 1061</td>
<td>Introduction to Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>HSA 1101</td>
<td>Survey of Health Care Delivery</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Systems</td>
<td></td>
</tr>
<tr>
<td>HSA 1112</td>
<td>Health Services Management</td>
<td>3</td>
</tr>
<tr>
<td>HSA 1810</td>
<td>Health Services Management Clin.</td>
<td>2</td>
</tr>
<tr>
<td>ACG 2001</td>
<td>Principles of Accounting I*</td>
<td>3</td>
</tr>
<tr>
<td>HSA 2450</td>
<td>Medical Ethics and Professional</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Issues*</td>
<td></td>
</tr>
<tr>
<td>HSA 2420</td>
<td>Basic Law for Allied Health*</td>
<td>3</td>
</tr>
<tr>
<td>HSA 2403</td>
<td>Psychosocial Aspects of Health Care Delivery*</td>
<td>3</td>
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Option I - Nursing Home Administration
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSA 2220C</td>
<td>Long Term Care Management I*</td>
<td>5</td>
</tr>
<tr>
<td>HSA 2221C</td>
<td>Long Term Care Management II*</td>
<td>6</td>
</tr>
<tr>
<td>HSC 2560</td>
<td>Therapeutic Activity Systems for the Aged*</td>
<td>2</td>
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</table>

Option 2 - Emergency Medical Services Management
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSA 2130</td>
<td>Prehospital Care Management I*</td>
<td>5</td>
</tr>
<tr>
<td>HSA 2131</td>
<td>Prehospital Care Management II*</td>
<td>6</td>
</tr>
<tr>
<td>HSA 2132</td>
<td>Emergency Services Community Relations*</td>
<td>2</td>
</tr>
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</table>

Total: 36
HOSPITALITY MANAGEMENT
Associate in Science

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

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
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</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</td>
<td>3</td>
</tr>
<tr>
<td>FSS 2222C</td>
<td>Quantity Food Production and Food</td>
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</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
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Total: 24

INTERMEDIATE COURSES

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<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>OST 1335</td>
<td>Business Communication</td>
<td>3</td>
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<tr>
<td>ACG 2001</td>
<td>Principles of Accounting I*</td>
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<tr>
<td>ECO 1000</td>
<td>Basic Economics***</td>
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Total: 18

ADVANCED COURSES

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<tbody>
<tr>
<td>HFT 1700</td>
<td>Introduction to Tourism</td>
<td>3</td>
</tr>
<tr>
<td>FSS 2500</td>
<td>Food and Beverage Control</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2600</td>
<td>Law and Insurance</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2941</td>
<td>Hospitality Seminar and Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2500</td>
<td>Marketing and Sales in Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>SPN 1000</td>
<td>Basic Spanish***</td>
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Total: 63

*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.
INTERNATIONAL BUSINESS MANAGEMENT
Associate in Science

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

FOUNDATION COURSES

<table>
<thead>
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<th>Title</th>
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<tbody>
<tr>
<td>GEB 1014</td>
<td>Introduction to International Business</td>
<td>3</td>
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<tr>
<td>SPC 1700</td>
<td>Cross Cultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
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<td>GEB 1011</td>
<td>Introduction to Business</td>
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<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>OST 1141</td>
<td>Keyboarding Skills</td>
<td>3</td>
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<td>POS 1041</td>
<td>U.S. Government I</td>
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</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>or ECO 1023</td>
<td>Principles of Economics-Micro</td>
<td>3</td>
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<tr>
<td>or ECO 2013</td>
<td>Principles of Economics-Macro</td>
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ADVANCED COURSES

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<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>INR 2002</td>
<td>International Politics</td>
<td>3</td>
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<td>or Selected Elective</td>
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Total 63

RECOMMENDED ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>ACG 2001</td>
<td>Principles of Accounting I</td>
</tr>
<tr>
<td>BUL 2112</td>
<td>Business Law II</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>GRA 2740C</td>
<td>Graphical Presentations</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
</tr>
<tr>
<td>CPO 2002</td>
<td>Introduction to Comparative Politics</td>
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</tbody>
</table>

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

LAND 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>
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<tbody>
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<td>ACG 2001</td>
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<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>
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<td>Credit Hours</td>
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<tr>
<td>---------</td>
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<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
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<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
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<td>MAC 1114</td>
<td>College Trigonometry</td>
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<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>
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<tr>
<td>SUR 2300</td>
<td>Topography and Mapping</td>
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<tr>
<td>SUR 2330</td>
<td>Photogrammetry</td>
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<tr>
<td>SUR 2400</td>
<td>Legal Aspects of Surveying</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2610</td>
<td>Intermediate Survey or Computations (Surveying II)</td>
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<tr>
<td>SUR 2949</td>
<td>Cooperative Education: Surveying Field Experience Elective</td>
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<td>POS 1041</td>
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<tr>
<td>LEA 2232</td>
<td>Real Property II</td>
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<tr>
<td>BUL 2112</td>
<td>Business Law II</td>
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<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
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<tr>
<td>APA 1111</td>
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<tr>
<td>LEA 2101</td>
<td>Civil Litigation I</td>
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<tr>
<td>LEA 2102</td>
<td>Civil Litigation II</td>
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<tr>
<td>LEA 2211</td>
<td>Wills, Trusts &amp; Estate Administration I</td>
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<td>Wills, Trusts &amp; Estate Administration II</td>
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<td>LEA 1014</td>
<td>Legal Research &amp; Theory II</td>
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<td>BUL 2114</td>
<td>Business Organizations</td>
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<tr>
<td>LEA 2940</td>
<td>Internship as a Legal Assistant or Elective</td>
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**ADVANCED COURSES**

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<tr>
<td>SUR 2402</td>
<td>Land Surveying and Descriptions</td>
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<tr>
<td>SUR 2460</td>
<td>Subdivisions</td>
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<tr>
<td>SUR 2500</td>
<td>Electronic and Geodetic Surveying</td>
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<td>SUR 2640</td>
<td>Advanced Survey Computations (Surveying III)</td>
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**TOTAL**

66-68

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

**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,
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>
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<td>Freshman Composition I</td>
<td>3</td>
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<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 with Qualitative Analysis I</td>
<td>4</td>
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<tr>
<td>MLT 1000C</td>
<td>Introduction to MLT</td>
<td>1</td>
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<tr>
<td>MLT 1210C</td>
<td>Urinalysis</td>
<td>2</td>
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<tr>
<td>MTB 1103</td>
<td>Business Math</td>
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INTERMEDIATE COURSES

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<td>Human Anatomy and Physiology II</td>
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<td>MCB 2010C</td>
<td>Microbiology</td>
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<tr>
<td>ENC 1102</td>
<td>Freshman Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MLT 1300C</td>
<td>Hematology</td>
<td>5</td>
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<tr>
<td>MLT 2500C</td>
<td>Serology/Immunology</td>
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<tr>
<td>MLT 2528C</td>
<td>Immunohematology</td>
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ADVANCED COURSES

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<tr>
<td>MLT 2762</td>
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<tr>
<td>MLT 2620C</td>
<td>Clinical Chemistry</td>
<td>5</td>
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<tr>
<td>MLT 2807L</td>
<td>Blood Bank Practicum</td>
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<td>MLT 2809L</td>
<td>Hematology/Urinalysis Practicum</td>
<td>6</td>
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<tr>
<td>MLT 2810L</td>
<td>Chemistry Practicum</td>
<td>5</td>
</tr>
<tr>
<td>MLT 2811L</td>
<td>Microbiology/Serology Practicum</td>
<td>6</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
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</tr>
</tbody>
</table>

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 the county.

NURSING, R.N.
Associate in Science

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

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

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

A minimum grade of "C" must be achieved in all nursing, required science and social science courses to meet a prerequisite or graduation requirement.
To continue in a health related program, any student who has withdrawn and/or failed two (2) health related courses must be readmitted to the respective health related program through the readmission petition procedure. Students will be allowed to petition one time.

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

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

Entry level assessment must be taken before admission to the Nursing Program. Deficiencies identified in entry level assessment must be made up before entrance into nursing.

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>APB</td>
<td>Human Anatomy and Physiology I*</td>
<td>4</td>
</tr>
<tr>
<td>ENC</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTB</td>
<td>Dosage for Health Professionals</td>
<td>3</td>
</tr>
<tr>
<td>NUR</td>
<td>Pharmacology for Health Professionals</td>
<td>1</td>
</tr>
<tr>
<td>NUR</td>
<td>Nursing I Fundamentals of Nursing</td>
<td>10</td>
</tr>
<tr>
<td>PSY</td>
<td>General Psychology</td>
<td>3</td>
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**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>APB</td>
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<td>4</td>
</tr>
<tr>
<td>DEP</td>
<td>Developmental Psychology</td>
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</tr>
<tr>
<td>HUM</td>
<td>Humanities-Twentieth Century or</td>
<td>3</td>
</tr>
<tr>
<td>ENC</td>
<td>Freshman Composition II</td>
<td>4</td>
</tr>
<tr>
<td>MCB</td>
<td>Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>NUR</td>
<td>Nursing II - Common Responses to Illness</td>
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</tr>
<tr>
<td>NUR</td>
<td>Nursing III Complex Responses to Illness</td>
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**ADVANCED COURSES**

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<thead>
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<th>Title</th>
<th>Credit Hours</th>
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<td>Nursing IV Maternal Child Health Nursing</td>
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</tr>
<tr>
<td>NUR</td>
<td>Nursing V Psychiatric/Mental Health Nursing</td>
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</tr>
<tr>
<td>POS</td>
<td>U.S. Government I</td>
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<tr>
<td>SYG</td>
<td>Introduction to Sociology</td>
<td>3</td>
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<tr>
<td>NUR</td>
<td>Leadership Theory</td>
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<tr>
<td>NUR</td>
<td>Nursing VI Clinical Practicum in Patient Care Management</td>
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</tbody>
</table>

Total 85

*Prerequisite courses for admission into Nursing Program.

**LPN-RN TRANSITION TRACK**

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

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>MTB</td>
<td>Dosage for Health Professionals</td>
<td>3</td>
</tr>
<tr>
<td>NUR</td>
<td>Pharmacology for Health Professionals</td>
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<tr>
<td>APB</td>
<td>Human Anatomy and Physiology I*</td>
<td>4</td>
</tr>
<tr>
<td>APB</td>
<td>Human Anatomy and Physiology II*</td>
<td>4</td>
</tr>
<tr>
<td>MCB</td>
<td>Microbiology*</td>
<td>4</td>
</tr>
<tr>
<td>PSY</td>
<td>General Psychology*</td>
<td>3</td>
</tr>
<tr>
<td>DEP</td>
<td>Developmental Psychology*</td>
<td>3</td>
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<tr>
<td>NUR</td>
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<td>SYG</td>
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Total 38
## INTERMEDIATE COURSES

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<td>Humanities Twentieth Century</td>
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<td>ENC 1102</td>
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## ADVANCED COURSES

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<th>Course</th>
<th>Title</th>
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<tr>
<td>NUR 2520C</td>
<td>Nursing V - Psychiatric Nursing</td>
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<td>NUR 2810C</td>
<td>Nursing VI - Clinical Practicum in Patient Care Management</td>
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<tr>
<td>NUR 2821</td>
<td>Leadership Theory</td>
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<td>POS 1041</td>
<td>U.S. Government I</td>
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<td>14</td>
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*Prerequisite courses for admission into LPN/RN Transition Program.

## OFFICE SYSTEMS TECHNOLOGY

### Associate in Science

This program is designed to meet the needs of students desiring college-level training in secretarial science. Included within the program are provisions for skills training to meet the clerical requirement (see Clerical Option). To transfer credits from this program to another institution, the student should secure advance approval from the transfer institution.

## FOUNDATION COURSES

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<thead>
<tr>
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<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
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<tr>
<td>OST 1100</td>
<td>Beginning Typewriting*</td>
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<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>
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<tr>
<td>GEB 1101</td>
<td>Introduction to Business</td>
<td>3</td>
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<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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<td>OST 1701</td>
<td>Word/Information Processing Concepts</td>
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## INTERMEDIATE COURSES

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<td>OST 1212</td>
<td>Intermediate Shorthand*</td>
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<tr>
<td>OST 2401</td>
<td>Office Technology I</td>
<td>3</td>
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<td>OST 1721</td>
<td>Word/Information Processing Operations</td>
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## ADVANCED COURSES

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<td>Advanced Shorthand</td>
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<tr>
<td>OST 2782</td>
<td>Word Information Processing Applications</td>
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<td>OST 1355</td>
<td>Introduction to Records</td>
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<td>POS 1041</td>
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*Students with prior instruction and/or experience should enroll in the 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 BUI 2112 Business Law I or II; MAN 2012 Principles of Management; GEB 1014 Introduction to International Business; COC 1300 Introduction to Data Processing: a foreign language course.

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

## OFFICE SYSTEMS TECHNOLOGY

### LEGAL SECRETARIAL TECHNOLOGY

### 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.

## FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
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<td>OST 1211</td>
<td>Beginning Shorthand*</td>
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85
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<td>1011 Introduction to Business</td>
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<td>INP</td>
<td>1301 Psychology in Business and Industry</td>
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<td>OST</td>
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<td><strong>Intermediate Courses</strong></td>
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<td>OST</td>
<td>1721 Word/Information Processing Operations</td>
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<td>OST</td>
<td>1335 Business Communications</td>
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<td>1111 Basic Accounting**</td>
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<tr>
<td>CGS</td>
<td>1061 Introduction to Micro Computers</td>
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<td></td>
<td><strong>Advanced Courses</strong></td>
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<td>OST</td>
<td>2120 Advanced Typewriting</td>
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<td>OST</td>
<td>2213 Advanced Shorthand</td>
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</tr>
<tr>
<td>OST</td>
<td>2792 Word Information Processing Applications</td>
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</table>

**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; CCG 1300 Introduction to Data Processing: a foreign language course.**

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

**NOTE:** Specialized program courses are offered on the East Campus.
OFFICE SYSTEMS TECHNOLOGY
MEDICAL SECRETARIAL TECHNOLOGY
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</td>
<td>Freshman Composition I</td>
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</tr>
<tr>
<td>OST</td>
<td>Beginning Typewriting</td>
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<tr>
<td>OST</td>
<td>Medical Transcription I</td>
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<td>APB</td>
<td>Medical Terminology I:</td>
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<td></td>
<td>Human Anatomy &amp; Physiology</td>
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<tr>
<td>MTB</td>
<td>Business Mathematics</td>
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<tr>
<td>GEB</td>
<td>Introduction to Business</td>
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<tr>
<td>INP</td>
<td>Psychology in Business and Industry</td>
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INTERMEDIATE COURSES

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>OST</td>
<td>Intermediate Typewriting*</td>
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<tr>
<td>OST</td>
<td>Word/Information Processing Concepts</td>
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<tr>
<td>OST</td>
<td>Medical Transcription II</td>
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<tr>
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<td>Medical Office Technology</td>
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<tr>
<td>APB</td>
<td>Medical Terminology II:</td>
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<td></td>
<td>Human Anatomy &amp; Physiology</td>
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<tr>
<td>OST</td>
<td>Business Communications</td>
<td>3</td>
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<tr>
<td>APA</td>
<td>Basic Accounting**</td>
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<tr>
<td>POS</td>
<td>U.S. Government I</td>
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ADVANCED COURSES

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<th>Course</th>
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<tr>
<td>CGS</td>
<td>Introduction to Micro Computers</td>
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<tr>
<td>OST</td>
<td>Advanced Typewriting</td>
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<tr>
<td>OST</td>
<td>Medical Transcription III</td>
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<td>OST</td>
<td>Medical Office Assisting</td>
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<td>Word Information Processing Operations</td>
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<tr>
<td>OST</td>
<td>Internship as Medical Secretary/Transcriptionist</td>
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Total 63

*Students with prior instruction and/or experience in OST1100 or OST 1110 may enroll in the 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, CGS 1000 Introduction to Data Processing, GEB 1014 Introduction to International Business, PSY 1012 General Psychology, SPN 1030 - 1031 Conversational Spanish for Health Related Personnel, BUL 2111 Business Law I.

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

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

OFFICE SYSTEMS TECHNOLOGY
WORD PROCESSING TECHNOLOGY
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>
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<td>Beginning Typewriting*</td>
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<td>OST</td>
<td>Word/Information Processing Concepts</td>
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<tr>
<td>MTB</td>
<td>Business Mathematics</td>
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<tr>
<td>GEB</td>
<td>Introduction to Business</td>
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<tr>
<td>INP</td>
<td>Psychology in Business and Industry</td>
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INTERMEDIATE COURSES

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<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tr>
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<tr>
<td>OST</td>
<td>Business Communications</td>
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</tr>
<tr>
<td>CGS</td>
<td>Introduction to Micro Computers</td>
<td>3</td>
</tr>
<tr>
<td>APA</td>
<td>Basic Accounting**</td>
<td>3</td>
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<tr>
<td>OST</td>
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Total 21

87
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 1211, BST 1211, or OST 1212) 6

Total 60

Students with prior instruction and/or experience should enroll in the next higher typing 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; BST 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

ADVANCED COURSES

OST 2401 Office Technology II 3
OST 2120 Advanced Typewriting 3

Total 6

Students selecting this option with prior instruction and/or experience should enroll in the next higher typing 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.

ORNAMENTAL HORTICULTURE TECHNOLOGY
Associate in Science

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

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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Total 12

INTERMEDIATE COURSES

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<td>ORH 1831</td>
<td>Landscaping Design and Implementation</td>
<td>3</td>
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<tr>
<td>ORH 1873</td>
<td>Interiorscaping Design and Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>HOS 2220</td>
<td>Plant Propagation</td>
<td>3</td>
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<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
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<tr>
<td>SOS 2102</td>
<td>Soils and Fertilizers</td>
<td>3</td>
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<tr>
<td>ENY 1007C</td>
<td>Principles of Entomology</td>
<td>3</td>
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<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
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Total 21

Students with prior instruction and/or experience should enroll in the next higher typing 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.
ADVANCED COURSES

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<td>Plant Pathology</td>
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<tr>
<td>ORH 1255C</td>
<td>Woody Plant Production</td>
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</tr>
<tr>
<td>ORH 2251</td>
<td>Woody-crop Production and Use</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
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<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
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<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
<td>3</td>
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<tr>
<td>ORH 2251</td>
<td>Nursery Operation and Management</td>
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<tr>
<td>HOS 2930</td>
<td>Horticulture Seminar and Work</td>
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<td><strong>Total</strong></td>
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NOTE: If a student is interested in an AA degree, check with counseling. Specialized program courses in horticulture are offered on the West Campus.

PEST CONTROL TECHNOLOGY

Associate in Science

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

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tr>
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<tr>
<td>MTB 1103</td>
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<tr>
<td>APB 1120</td>
<td>Man and Environment or</td>
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<tr>
<td>BSC 1010C</td>
<td>Fundamentals of Biology*</td>
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<td>HOS 1010</td>
<td>Introduction to Horticulture</td>
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<td>ENY 1002</td>
<td>Basic Entomology</td>
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<tr>
<td>ENY 1102</td>
<td>Insect Identification</td>
<td>3</td>
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<tr>
<td>CHM 1020</td>
<td>Chemistry in Everyday Life or</td>
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<tr>
<td>CHM 1025C</td>
<td>Introduction to General Chemistry*</td>
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INTERMEDIATE COURSES

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<tr>
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<tr>
<td>APA 1111</td>
<td>Basic Accounting</td>
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<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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ADVANCED COURSES

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<td>3</td>
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<td>IPM 1301</td>
<td>Pesticides</td>
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<tr>
<td>SOS 2102</td>
<td>Soils and Fertilizers</td>
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<td>IPM 2940</td>
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<td>Wood Destroying Pests and Their Control</td>
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<td>IPM 2631</td>
<td>Lawn and Ornamental Pests and Their Control</td>
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<td>MAN 2000</td>
<td>Principles of Management</td>
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*BSC 1010C and CHM 1025C are 4-hr. classes, therefore increasing the total hours in the program. These courses are recommended for those students who plan to transfer to a four-year institution.

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

POSTAL SERVICE MANAGEMENT

Associate in Science

FOUNDATION COURSES

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<td>ENC 1101</td>
<td>Freshman Composition I</td>
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<td>MNA 1395</td>
<td>Mail Processing I</td>
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<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
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<td>GEB 1011</td>
<td>Introduction to Business</td>
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<tr>
<td>CGS 1061</td>
<td>Introduction to Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>OST 1141</td>
<td>Keyboard Skills</td>
<td>3</td>
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<tr>
<td>MNA 1391</td>
<td>Introduction to Postal Management</td>
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INTERMEDIATE COURSES

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<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
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<td>ACG 2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
<td>3</td>
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<tr>
<td>OST 1335</td>
<td>Business Communication</td>
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<tr>
<td>MNA 1392</td>
<td>Postal Management Delivery Services</td>
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<tr>
<td>MNA 1393</td>
<td>Postal Management Customer Services</td>
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ADVANCED COURSES

| POS 1041 | U.S. Government I | 3 |
| MNA 2397 | Postal Human Resources | 3 |
| MKA 2941 | Cooperative Education or Elective* | 3 |
| MNA 2394 | Postal Finance | 3 |
| MNA 2396 | Mail Processing II | 3 |
| Electives | | 3 |

Total 60

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

- BUL 2111 Business Law I
- BUL 2112 Business Law II
- APA 1111 Basic Accounting (may be substituted for ACG 2001)
- ACG 2011 Principles of Accounting II
- MAR 2101 Principles of Marketing
- MAR 2101 Principles of Selling
- BAN 2700 Principles of Finance
- MAR 2151 Retailing
- HES 1400 First Aid/CPR
- MAR 2302 Advertising
- SPN 1000 Basic Spanish
- MAN 2100 Supervision of Personnel
- MAN 1800 Small Business Management
- ACG 2360 Cost Accounting

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.

FOUNDATION COURSES

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<th>Title</th>
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<tr>
<td>RTE 1001</td>
<td>Medical Terminology for Radiographers</td>
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<tr>
<td>APB 1220</td>
<td>Anatomy and Physiology</td>
<td>3</td>
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<tr>
<td>RTE 1405</td>
<td>Radiographic Procedures</td>
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<tr>
<td>RTE 1405L</td>
<td>Radiographic Procedures Lab I</td>
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<tr>
<td>RTE 1819L</td>
<td>Radiography Clinical Education I</td>
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<td>MTB 1103</td>
<td>Business Math</td>
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<td>RTE 1613</td>
<td>Radiation Physics and Imaging Equipment</td>
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<tr>
<td>RTE 1613L</td>
<td>Radiation Physics Lab</td>
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INTERMEDIATE

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<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<td>RTE 1111</td>
<td>Patient Care in Radiography</td>
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<td>RTE 1206</td>
<td>Introduction to Computers in Radiography</td>
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<td>RTE 1829L</td>
<td>Radiography Clinical Education II</td>
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<td>ENC 1101</td>
<td>Freshman Composition I</td>
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<tr>
<td>RTE 2413</td>
<td>Radiographic Exposure and Processing</td>
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<td>Radiographic Exposure and Processing Lab</td>
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<td>RTE 2384</td>
<td>Radiation Biology and Protection</td>
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<td>RTE 2417</td>
<td>Evaluation of Radiographs</td>
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<td>RTE 2415L</td>
<td>Radiographic Procedures Lab II</td>
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Total 26

ADVANCED

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<td>PSY 1012</td>
<td>General Psychology</td>
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<td>RTE 2153</td>
<td>Pathophysiology for Radiographers</td>
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<td>RTE 2473</td>
<td>Radiographic Quality Assurance</td>
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<td>Radiographic Quality Assurance Lab</td>
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<td>RTE 2930</td>
<td>Radiologic Science Seminar</td>
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<td>Radiologic Science Seminar</td>
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<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1020</td>
<td>Introduction to Humanities</td>
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</table>

Total 27

Total 73

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 aero-space field.

The program is accredited by the Joint Review Committee on Education in Radiologic Technology 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.
REAL ESTATE MANAGEMENT  
Associate in Science

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

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC</td>
<td>Freshman Composition I</td>
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<tr>
<td>GEB</td>
<td>Introduction to Business</td>
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<td>MTB</td>
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<tr>
<td>POS</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>REE</td>
<td>Real Estate Principles and Practices I</td>
<td>3</td>
</tr>
<tr>
<td>BUL</td>
<td>Florida Real Estate Law</td>
<td>3</td>
</tr>
<tr>
<td>INP</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>ECO</td>
<td>Basic Economics</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</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>APA</td>
<td>Basic Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACG</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>MAR</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUL</td>
<td>Business Law I</td>
<td>3*</td>
</tr>
<tr>
<td>CGS</td>
<td>Real Estate Appraising I</td>
<td>3</td>
</tr>
<tr>
<td>REE</td>
<td>Housing and Home Ownership, Humanities Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 24

EXPERIENTIAL LEARNING CREDIT: Students may receive six semester hours credit (REE 1000 and REE 1400) if they hold an active license or if they have already met the state pre-license education requirement. See the Department Chairman for Vocational Programs, East Campus.

RESPIRATORY THERAPY  
Associate in Science

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

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

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

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

Students will be allowed to petition one time.

Upon approval by the American Medical Association, the Joint Review Committee for Respiratory Education and the appropriate school boards, an articulation process between Seminole Community College, University of Central Florida and Valencia will be instituted to provide a means to ensure students continuous advancement in learning by efficient and effective movement of students among said institutions.

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.
NOTE: BSC 1010C General Biology is a prerequisite to Anatomy and Physiology I and Microbiology. MAT 1033 Intermediate Algebra is a prerequisite to Physics. MAC 1104 College Algebra is a university required math.

THEATER AND 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.

<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</td>
<td>Introduction to Theater or</td>
<td></td>
</tr>
<tr>
<td>HUM</td>
<td>Introduction to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>THE</td>
<td>Development of Theater - Beginnings to Ibsen</td>
<td>3</td>
</tr>
<tr>
<td>THE</td>
<td>Development of Theater - Ibsen to Present</td>
<td>3</td>
</tr>
<tr>
<td>TPA</td>
<td>Basic Stagecraft I</td>
<td>3</td>
</tr>
<tr>
<td>INP</td>
<td>Psychology in Business &amp; Industry</td>
<td>3</td>
</tr>
<tr>
<td>MTB</td>
<td>Business Mathematics</td>
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</tr>
</tbody>
</table>

**Total: 21**

Technician Certificate Granted  
(Pending approval by the A.M.A.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*RET</td>
<td>Life Support</td>
<td>3</td>
</tr>
<tr>
<td>*APB</td>
<td>Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>*MCD</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>*PHY</td>
<td>Physics</td>
<td>3</td>
</tr>
<tr>
<td>*PHY</td>
<td>Physics Lab</td>
<td>1</td>
</tr>
<tr>
<td>*RET</td>
<td>Ped. Resp. Care</td>
<td>4</td>
</tr>
<tr>
<td>*RET</td>
<td>Clinical Practice III</td>
<td>4</td>
</tr>
<tr>
<td>*ENC</td>
<td>English Comp. II</td>
<td>3</td>
</tr>
<tr>
<td>*PSY</td>
<td>General Psych</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total: 28**

*These courses are required for A.S. Degree in addition to above.
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.

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

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCS</td>
<td>1041 U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>ENC</td>
<td>1210 Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>TPA</td>
<td>1211 Basic Stagecraft II</td>
<td>3</td>
</tr>
<tr>
<td>ETD</td>
<td>1100C Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>TPA</td>
<td>2220 Introduction to Stage Lighting</td>
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</tr>
<tr>
<td>TPA</td>
<td>2260 Sound for the Stage</td>
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</tr>
<tr>
<td>TPA</td>
<td>1230 Costume Techniques and Wardrobe Practices</td>
<td>4</td>
</tr>
<tr>
<td>TPA</td>
<td>1250 Makeup for the Stage</td>
<td>2</td>
</tr>
<tr>
<td>RTV</td>
<td>1200 Television Production</td>
<td>3</td>
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</table>

Total 25

ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TPA</td>
<td>2010 Basic Theater Design</td>
<td>3</td>
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<tr>
<td>THE</td>
<td>2925 Play Production</td>
<td>3</td>
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<tr>
<td>TPA</td>
<td>2282 Theater Equipment Maintenance</td>
<td>4</td>
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<tr>
<td>TPA</td>
<td>2290 Technical Theater Production</td>
<td>6*</td>
</tr>
<tr>
<td>TPA</td>
<td>2942 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 Production can be substituted for Theater Internship.
ANTHROPOLOGY

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

ART

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

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

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

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

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

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

ART 1203C
DESIGN II
3 Credits
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
DRAWING I
3 Credits
Includes extra periods. Introductory drawing class with emphasis on basic skills and concepts. (Special Fee)

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

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

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

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

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

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

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

PGY 2101
PHOTOGRAPHY I
3 Credits
Includes extra periods. An introduction to black and white photography with emphasis upon the following: use of the camera, darkroom procedures of developing, printing and the study of visual design in photography. Student should have camera with adjustable lens and shutter speeds. (Special Fee)
PGY 2102
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 the 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 lifestyle. Treats present and projected solutions to problems.

PCB 1440
FLORIDA ENVIRONMENTAL SYSTEMS
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 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, endocrine, 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 senses. 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 1 Credit
NATURAL HISTORY OF FLORIDA RIVERS
Natural History of Florida Rivers is a field ecology course. An all day trip is required. Topics studied include plants, animals, water chemistry, stream flow dynamics, fresh water resources and management and pollution.

PCB 2342 1 Credit
NATURAL HISTORY OF COASTAL SEA GRASS COMMUNITIES
Natural History of Coastal Sea Grass Communities is a field ecology course. A day-long trip is required. Topics include sea grasses of Florida coastal waters, chemistry of sea water, associated plant and animal life of grass flats and the role of grass flats in fisheries economics.

PCB 2313 1 Credit
NATURAL HISTORY OF FLORIDA MANATEES
Natural History of Florida Manatees is a field ecology course. A day-long field trip is required. Topics include manatee anatomy, physiology and behavior as well as discussion of reasons for population decline. The winter habitat (warm water refuge) is explored by boat and snorkel.

BOT 2010C 4 Credits
BOTANY
Six hours lecture/laboratory instruction. Prerequisite: BSC 1010C. A study of the structural organization, classification, physiology, reproduction, heredity and evolution of plants. Included is a survey of the plant kingdom and a comparison of the various plant groups. (Special Fee)

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

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

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

MCB 2010C 4 Credits
MICROBIOLOGY
Six hours lecture/laboratory instruction. Prerequisite: BSC 1010C and prerequisite or corequisite: CHM 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)

O CB 2003C 4 Credits
MARINE BIOLOGY
Prerequisite: BSC 1010C or permission of department. A survey course with lecture and lab. Topics include the ocean as an environment (currents, tides, water chemistry, etc.); survey of marine animals and plants; and marine ecosystems. Field trips are required. (Special Fee)

PCB 2303 3 Credits
AQUATIC BIOLOGY
Prerequisite: BSC 1010C or permission of 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 4 Credits
GENERAL ZOOLOGY
Six hours lecture/laboratory instruction. Prerequisite: BSC 1010C or permission of the department. A lecture and laboratory study of animals from simple to complex. Emphasis is placed on taxonomy, structure, function, evolution and the development of biological skills needed for advanced biology courses. (Special Fee)

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

BUSINESS

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

ACG 2101 3 Credits
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 2100 3 Credits
ACCOUNTING THEORY I
Prerequisite: ACG 2001. An overview of accounting and its theoretical foundation, including the recognition, measurements and reporting of income and assets.

ACG 2110 3 Credits
ACCOUNTING THEORY II
Prerequisite: ACG 2001. An overview of accounting and its theoretical foundations; including the recognition, measurement and reporting of liabilities and owner’s equity, special problems in determination and reporting of income of financial statements.
ACG 2450
COMPUTER ACCOUNTING
Prerequisites: ACG 2011 and CGS 1000. An introduction to the use of computers to process and organize accounting information. Includes analysis of transactions, data entry, and preparation and analysis of computer-generated financial statements and reports.

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

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

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

BAN 1004
PRINCIPLES OF BANKING
3 Credits
A survey of how a commercial bank functions. How the various components of a commercial bank interact within the institution. American Institute of Banking course for employees of commercial banks.

BAN 1114
DEPOSIT OPERATIONS
2 Credits
An examination of the deposit operations of banks in the context of the U.S. payments system. It explores how banks operate relative to their deposit-taking activities and management of deposited funds. Emphasizing system rather than product, the course also covers the impact of the external environment on determining why banks operate the way they do. American Institute of Banking course for employees of commercial banks.

BAN 2400
THE TRUST BUSINESS
3 Credits
An introduction to the trust functions of a commercial bank for all banking personnel. The place of the trust department in the bank, the services it provides and how those services are delivered. American Institute of Banking course for employees of commercial banks.

BAN 1405
TRUST OPERATIONS
3 Credits
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
SECURITIES PROCESSING
3 Credits
For operations personnel who wish to develop a broad knowledge of the securities business and its application to the banking environment. Emphasis is on the operational aspects of processing various securities, administering consumer and corporate trust accounts, and the bank's own investment portfolio. American Institute of Banking course for employees of commercial banks.

BAN 1423
CUSTOMER SERVICE
1 Credit
Effective communication skills to benefit bank customer contact personnel. How to establish contact, define and resolve problems and close an encounter. American Institute of Banking course for employees of commercial banks.

BAN 1424
PRODUCT KNOWLEDGE
1 Credit
Comprised of three separate modules, this short course is designed to provide students with a generic knowledge of the range of services their bank offers in the areas of customer products, corporate products and trust products. American Institute of Banking course for employees of commercial banks.

BAN 1425
SELLING BANK SERVICES
1 Credit
Provides bank customer contact personnel with the skills they need to sell bank services and meet customer needs. Cultivates a positive attitude towards selling and develops specific selling techniques. American Institute of Banking course for employees of commercial banks.

BAN 1800
LAW AND BANKING: PRINCIPLES
3 Credits
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
LAW AND BANKING: APPLICATIONS
2 Credits
An introduction to the laws pertaining to secured transactions, letters of credit and bank collection process. Includes material on check losses, and a broad range of legal issues related to the processing of checks. Also, collateral, perfection and default. Case histories are used extensively. American Institute of Banking course for employees of commercial banks.

BAN 2135
BANK ACCOUNTING
3 Credits
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
INTERNATIONAL BANKING
3 Credits
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
ANALYZING FINANCIAL STATEMENTS
3 Credits
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 systems 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 courses 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 operations of a retail banking establishment. American Institute of Banking course for employees of commercial banks.

BAN 2763
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 2764
FINANCIAL PERFORMANCE OF BANKS
1 Credit
Concentration is on measuring a bank's profitability. The student will learn 10 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
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 and overviews 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.

BRC 1601
MICROCOMPUTERS IN THE BANKING INDUSTRY
3 Credits
Following an orientation to the microcomputer and an understanding of the disk operating system, the student is given a solid orientation and practical experience in the major uses of the microcomputer in banking to include word processing, spreadsheet analysis and data base management and the integration of these functions through a utilities program.

BRC 2001
PRINCIPLES OF FINANCE
3 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
Prerequisites: GEB 1101 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, collection, Truth-in-Lending, credit bureaus, credit reports and civil penalties.

BRC 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 regulation on business and society, including environmental law, community planning and consumer protection; contracts; personal property, including bailments and sales.

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

BUL 2114
BUSINESS ORGANIZATIONS
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, home ownership and retirement plans. General investments are covered, e.g. mutual funds, etc.

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

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

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

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

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

MAN 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 person-to-person 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 on 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 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 1395 3 Credits
MAIL PROCESSING I
This mail processing course covers the following topics: Mail classification and rates; service standards; postal terminology; the four functions of mail processing; distribution systems; mail processing objectives and responsibilities; the mail preparation; manual distribution; revenue protection; and the bulk mail centers.

MNA 2396 3 Credits
MAIL PROCESSING II
This mail processing course covers the following topics: Postal mechanization; machine distribution; human resources management in mail processing; reporting systems and data analysis; operation planning; scheduling and staffing; budgeting and functional coordination with customer services.

MNA 2394 3 Credits
POSTAL FINANCE
This course explores the areas of how postal revenue is received and controlled. Procedures of the Board of Governors' and the Postmaster General's Annual Report and an explanation of the three major sources of postal revenue. Other areas covered are financial accounting and reporting, timekeeping, and travel regulations.

MNA 2397 3 Credits
POSTAL HUMAN RESOURCES
This course is a study of employee and labor relations as it applies to people at work in the United States Postal Service. This involves a study of job specifications and structures of interlocking duties and responsibilities together with policies governing those relationships. An overview of laws and practices as related to labor-management in the Postal Service is presented. Emphasis is placed on National and Local Agreements, the various bargaining units and associations in the U.S. Postal Service, the grievance procedures, the disciplinary action procedures, and the National Labor Relations Board.

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 typewriting experience. The course includes the techniques and basic skill in typewriting, mastery of the keyboard, the operation and care of the typewriter and the preparation of business letters, reports and tabulated applications.

OST 1110 3 Credits
INTERMEDIATE TYPWRITING
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 3 Credits
KEYBOARDING SKILLS
This course includes instruction in the touch system of alphabetic and numeric typewriting keyboard as well as the ten-key pad of an electric calculator. These keyboarding skills can be used on a typewriter and electronic terminals. This course is not recommended for secretarial science students.

OST 1211 3 Credits
BEGINNING SHORTHAND
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 3 Credits
INTERMEDIATE SHORTHAND
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 3 Credits
BUSINESS COMMUNICATIONS
Prerequisite: ENC 1101. Practice in developing effective oral and written business-communication skills to create successful human relations. Emphasis is placed on written business correspondence.

OST 1355 3 Credits
INTRODUCTION TO RECORDS INFORMATION
This course provides a general overview of records management from the entry-level position, enabling the student to develop skills in manual filing systems and procedures, the creation and organization of files as well as scheduling, maintaining, storing and retrieving records. Students are also introduced to micrographics. Students survey employment potential in this field and prepare a task analysis of a records management position.
OST 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 TYPEWriting  
3 Credits  
Prerequisite: OST 1110 or equivalent. This course is a continuation of speed and accuracy skill building on straight copy and production work. Emphasis is placed on application of skills to advanced office problems including business letters, forms and reports. The student continues to learn and use the automated features of the electronic typewriter.

OST 2213  
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
OFFICE TECHNOLOGY I
3 Credits
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
OFFICE TECHNOLOGY II
3 Credits
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
LEGAL SECRETARIAL PRACTICES AND PROCEDURES
3-3 Credits
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
LEGAL SECRETARIAL SEMINAR AND WORK EXPERIENCE
3 Credits
Prerequisite: Approval of the program director. The student works in selected legal offices in the community 15 hours a week. There is a seminar each week to answer questions, share experiences and gain further knowledge of the varying aspects of legal secretarial work.

OST 2462
MEDICAL OFFICE ASSISTING
3 Credits
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
INTERNSHIP AS MEDICAL SECRETARY/TRANSCRIPTIONIST
3 Credits
Prerequisite: Approval by the professor. An internship in which the student spends 15 hours a week in a physician's office, hospital or other health care facility.

OST 2491
WORD/INFORMATION PROCESSING SEMINAR AND INTERNSHIP
3 Credits
Prerequisite: Approval of the program director. The student works in a selected business office a minimum of 15 hours per week. Seminars are held to answer questions, share experiences and give further knowledge of the varying aspects of secretarial work.

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

OST 2613
MEDICAL TRANSCRIPTION III
3 Credits
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
WORD/INFORMATION PROCESSING MANAGEMENT
3 Credits
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
WORD/INFORMATION PROCESSING APPLICATIONS
3 Credits
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
SELECTED TOPICS IN SECRETARIAL SCIENCE
1-3 Credits
Prerequisite: Permission of professor. This course is for students interested in acquiring knowledge and skills in areas not included in other secretarial science courses.

SVL 2011
FINANCIAL INSTITUTIONS
2 Credits

SVL 2015
COMMERCIAL BANKING
2 Credits
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
DEPOSIT ACCOUNTS AND SERVICES
2 Credits
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
MANAGING DEPOSIT ACCOUNTS AND SERVICES
2 Credits
Explores services offered by financial institutions. Studies impact of federal regulations on managing deposit accounts and services. Includes methods of explaining institutional
SVL 2124  
Funds Transfer Services  
2 Credits
Introduces retail electronic services and electronic fund transfers. Includes automatic teller machines, bank credit cards, point of sale services, check truncation, automated clearinghouses, home banking and other types of existing electronic funds transfers or systems. Valencia/Institute of Financial Education course.

SVL 2201  
Financial Statement Analysis  
2 Credits
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  
Consumer Lending  
2 Credits
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  
Commercial Lending for Savings Institutions  
2 Credits
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  
Income Property Lending  
2 Credits
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  
Mortgage Loan Servicing  
2 Credits

SVL 2405  
Financial Planning Basics  
2 Credits
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  
Techniques for Customer Counseling  
2 Credits

SVL 2603  
Communication Skills for Business Talking and Listening  
2 Credits
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  
Federal Income Tax  
3 Credits
Fundamental regulations covering the federal income tax applicable to individuals and business entities. Includes computation of tax, preparation of forms and tax planning.

CAREER DEVELOPMENT

SLS 1301  
Career Development  
3 Credits
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. (Special Fee)

SLS 2930  
Selected Topics in Career and Life Planning  
1-3 Credits
The student develops and explores in depth stated personal objectives and goals as related to potential career areas and life planning.

CHEMISTRY

CHM 1020  
Chemistry in Everyday Life  
3 Credits
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  
Introduction to General Chemistry  
4 Credits
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  
General Chemistry with Qualitative Analysis I  
4 Credits
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  
Four Credits  
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  
Four Credits  
Six hours lecture/laboratory instruction. Prerequisite: 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  
Four Credits  
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  
Four Credits  
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 or separation, identification and purification.  
(Special Fee)

CHM 2211C  
ORGANIC CHEMISTRY II  
Four Credits  
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  
One Credit  
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

CGS 1570  
MICROCOMPUTER BUSINESS APPLICATIONS  
Four Credits  
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  
One to Three Credits  
Suggested prerequisite: Department permission. This seminar is for students interested in discussion, exploration and observation of select topics in the area of data processing.

COP 2700  
DATA BASE MANAGEMENT SYSTEMS  
Four Credits  
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 2921  
DATA SYSTEMS ANALYSIS AND DESIGN  
Four Credits  
Prerequisite: COP 2126. This course covers the analysis, design, and implementation of computer systems. Methods in information storage and retrieval, magnetic tape and disk file organization are stressed.

CIS 2924  
COOPERATIVE EDUCATION: DATA PROCESSING FIELD EXPERIENCE  
Two to Four Credits  
Prerequisite: Permission of professor. This cooperative arrangement allows the student to work in a supervised training assignment directly related to the student's college major. May be repeated for credit.

CGS 1005  
INTRODUCTION TO PROGRAMMING CONCEPTS  
Four Credits  
Suggested prerequisite: CGS 1000. A survey of the preprogramming steps required in a data processing environment. The processes of practical business applications are stressed. The course includes math and logic for computers, flowcharting and the manipulation of files and records.

CGS 1061  
INTRODUCTION TO MICROCOMPUTERS  
Four Credits  
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 3 Credits
INTRODUCTION TO DATA PROCESSING
An overview of the entire field of data processing. It covers such topics as manual and automatic record keeping, types of computers, a brief history of computing devices, data representation, computer components and stored program concepts.

CGS 2060 3 Credits
COMPUTERS FOR EVERYONE
This general education course is designed to provide a broad overview and understanding of computers. Many aspects of 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: CGS 1000. 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
RPF II PROGRAMMING
Suggested prerequisite: CGS 1000 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: MIB 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: Continuation of COP 1000; 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 2126 A continuation of the study of COBOL programming with advanced applications. (Special Fee)

COP 2121 3 Credits
ADVANCED PROGRAMMING
Prerequisites: CGS 1000, COP 2126, 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: CGS 1000 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 1170 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 1000 and MAC 2311. Topics include logic, sets, functions, relations, combinatorics, graphs, Boolean algebra, finite-state machines, Turing machines, unsolvability, computational complexity.

CONSTRUCTION TECHNOLOGY

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

ARC 2033C 4 Credits
ARCHITECTURAL DESIGN
Prerequisites: ARC 1120C and ARC 2122C or ARC 1120C and ARC 2154C. Introduction to architectural planning and design. Project team concept is utilized. Student projects include shopping centers, industrial complexes, production facilities, apartment complexes, 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
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)

BCM 1200C
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.

BCM 1220
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.

BCM 1272
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.

BCM 1705
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.

BCM 1721
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.

BCM 2021
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.

BCM 2405C
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
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
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
COOPERATIVE EDUCATION: BUILDING CONSTRUCTION FIELD EXPERIENCE
Prerequisite: Permission of professor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student’s college major. May be repeated for credit.

ETC 2220C
SOILS AND FOUNDATIONS
Course covers analysis of subsoil conditions, bearing capacity and settlement analysis, character of natural soil deposits, earth pressure and retaining wall theory and stability of slopes and sub-grades. Foundation design, behavioral characteristics and pile driving are also covered. (Special Fee)
EVS 2215C  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 1020  3 Credits
INTRODUCTION TO CRIMINAL JUSTICE
An introduction and overview to the history, philosophy and operations of the criminal justice system.

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

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

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

CJT 2810  3 Credits
CRIME CONTROL AND PREVENTION
A study of security controls to minimize business and industrial losses. Classroom and field exercises are utilized to study physical and procedural loss control systems.

CJT 2812  3 Credits
COMMERCIAL AND RETAIL LOSS PREVENTION
An examination of loss problems encountered in retail sales establishments. Emphasis is placed upon prevention of shoplifting, employee theft, credit card fraud, inventory shrinkage, fraudulent checks and related problems.

CCJ 2930  1-3 Credits
SELECTED TOPICS IN CRIMINAL JUSTICE
Designed for students who are interested in special criminal justice topics and desire to explore these further through research, discussions and observations. Topics may be selected from the areas of law enforcement, corrections, courts and loss prevention. Students may earn from 1 to 3 hours of credit each time the course is offered, and the course may be repeated for credit providing a different topic is being explored each time.

CJT 2100  3 Credits
CRIMINAL INVESTIGATION II
Tactics of investigation are applied to specific types of crimes. The modus operandi, motus and corpus delecti of various crimes are analyzed. Evidence gathering and criminalistic procedures are explored.

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

DEH 1003
DENTAL HYGIENE I
3 Credits
3 Hours Lecture. Corequisite: DEH 1003L. This course provides the student with fundamental information necessary for clinical performance in DEH 1003L and subsequent clinical courses.

DEH 1003L
CLINICAL DENTAL HYGIENE I
3 Credits
9 Hours Clinical. Corequisite: DEH 1003. This course is the clinical application of material covered in DEH 1003. Students perform clinical procedures on student partners and manikins to develop instrumentation and other clinical skills. (Special Fee)

DES 1030C
GENERAL ORAL HISTOLOGY
2 Credits
Prerequisites: APB 2203C, DES 1003C, DES 1000C and DES 1220C. 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 on methods for achieving and maintaining optimum oral health. This course is a prerequisite for DEH 1091.

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

DEH 1800
DENTAL HYGIENE II
2 Credits
2 Hours Lecture. Prerequisites: DEH 1003, DES 1003L, DES 1020, DES 1020L, DES 1200 and 1200L. Corequisites: DEH 1800L. This course is a continuation of DEH 1003 with more advanced topics including ultrasonic instrumentation, root planing, treatment planning, recall, instrument sharpening, and desensitization of root surfaces.

DEH 1800L
CLINICAL DENTAL HYGIENE II
4 Credits
12 Clinical Hours. Corequisite: DEH 1800. Students begin patient care in the dental hygiene clinic with emphasis on medical histories, oral examination procedures, instrumentation, radiographs, and topical fluoride application. (Special Fee)

DEH 1802
DENTAL HYGIENE III
2 Credits
4 Hours Lecture. Prerequisites: DEH 1800 and 1800L, DES 2100 and 2100L. Corequisite: DEH 1802L. Students will be introduced to alterations in treatment for special patients such as the geriatric patient, physically and mentally handicapped patients. Wheelchair transfers will be covered. Dietary analysis will be reviewed and students will complete a food diary and analysis of their own diet.

DEH 1802L
CLINICAL DENTAL HYGIENE III
3 Credits
15 Hours Clinical. Corequisite: DEH 1802. This course emphasizes increasing skill in patient care instrumentation and radiographs. Students perform additional clinical services such as amalgam polishing, pit and fissure sealants, and alginate impressions. Selected off-campus clinical sites enhance clinical experience with special patients. (Special Fee)

DEH 2504
ADVANCED PRINCIPLES OF DENTAL HYGIENE AND DENTAL SPECIALTIES
2 Credits
2 Hours Lecture. Prerequisites: DEH 2804 and DEH 2804L. This course is designed to further the students' knowledge of recent advances in dentistry and oral hygiene. Selected topics include recent research in periodontology, computers in dentistry, and dental specialties.

DEH 2602
PERIODONTICS
2 Credits
Prerequisites: DEH 1030C and MCB 2010C. 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 a lecture in root planing and gingival curettage.

DEH 2700
COMMUNITY DENTAL HEALTH I
3 Credits
3 Hours Lecture. Prerequisite: SPC 1600; Corequisites: DEH 2804L. 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
COMMUNITY DENTAL HEALTH II
1 Credit
1 Hour Lecture. 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
CLINICAL DENTAL HYGIENE IV
2 Credits
2 Hour Lecture. Prerequisites: DEH 1802, and DEH 1802L, DEH 2602. Corequisites: DEH 2804L. This course will include the study of case documentation, intraoral photography, soft tissue curetage, myofunctional therapy and syringe preparation. It will also continue the study of alteration in treatment for special patients.

DEH 2804L
CLINICAL DENTAL HYGIENE IV
4 Credits
12 Clinical Hours. Prerequisites: DEH 1802 and 1802L, DEH 2602. Corequisite: DEH 2804. This course emphasizes proficiency in oral prophylaxis, radiographic techniques, soft tissue curette, root planning, dietary analysis, treatment planning, and diagnostic models. Students prepare case documents on selected clinical patients. Students also participate in patient care at off-campus clinical sites. (Special Fee)
DEH 2806
DENTAL HYGIENE V
Two hours lecture. Prerequisite: DEH 2804, DEH 2804L, DES 2044. Corequisite: DEH 2806L. This course includes the study of ethics, jurisprudence and practice management, resume writing and employment opportunities.

DEH 2806L
5 Credits
CLINICAL DENTAL HYGIENE V
15 Hours Clinical. Prerequisite: DEH 2804 and DEH 2804L, DES 2044. Corequisite: DEH 2806. This course emphasizes the incorporation of all treatment modalities presented in the series of clinical dental hygiene courses. Nitrous oxide sedation is also introduced. Students continue to participate in patient care at off-campus clinical sites. (Special Fee)

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

DES 1020
2 Credits
DENTAL ANATOMY
2 Hours Lecture. Corequisite: DES 1020L. A study of the skeletal, muscular, circulatory, nervous and glandular systems of the head and neck. In addition, tooth morphology and function will be emphasized.

DES 1020L
1 Credit
DENTAL ANATOMY LAB
3 Laboratory Hours. Corequisite: DES 1020. This course includes identification of the permanent and primary dentition, identification of skeletal portions of the human skull, blood and nerve supply, and muscles and glands associated with the head, neck and oral cavity.

DES 1200
2 Credits
DENTAL RADIOGRAPHY
2 Hour Lecture. Corequisite: DES 1200L. This course provides the student with background on the nature, physical behavior and biological effect of radiation as well as radiation hygiene.

DES 1200L
1 Credit
DENTAL RADIOGRAPHY LABORATORY
3 Laboratory Hours. Corequisite: DES 1200. This course is designed to develop student proficiency in exposing and processing radiographs. Lab sessions provide experience in x-ray safety procedures, exposure, processing, mounting and interpreting radiographs. (Special Fee)

DES 2044
3 Credits
GENERAL AND ORAL PATHOLOGY
Prerequisites: MCB 2010C, DES 1030C and APB 2204C. 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.

DEH 2050
2 Credits
PHARMACOLOGY
Prerequisite: APB 2203C-2204C, MCB 2010C. Corequisites: DEH 1804L and 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 2100
2 Credits
DENTAL MATERIALS
2 Hours Lecture. Prerequisite: DEH 1003 and DEH 1003L. Corequisite: DES 2100L. This course includes a study of the characteristics, properties, and application of materials used in dentistry.

DES 2100L
1 Credit
DENTAL MATERIALS LABORATORY
3 Laboratory Hours. Corequisite: DES 2100. This course includes demonstrations on the manipulation of dental materials. Students will practice manipulating and using materials used in dental and dental hygiene practice. (Special Fee)

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

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

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

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

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

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

DIE 2272L
NUTRITION CLINICAL PRACTICE III
3 Credits
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 education materials and providing individual and group education.

DIE 2273L
NUTRITION CLINICAL PRACTICE IV
4 Credits
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 dietician 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
1 Credit
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 role and relationships. The student learns to appreciate the value of continued education in this rapidly evolving allied health profession. Also, the student successfully completes a computer literacy program.

FOS 2201
SANITATION AND SAFETY
2 Credits
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
3 Credits
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
PRINCIPLES OF FOOD PREPARATION
3 Credits
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
QUANTITY FOOD PRODUCTION AND FOOD MANAGEMENT
3 Credits
Prerequisite: FSS 1202C. An advanced course expanding skills learned in Principles of Food Preparation. Emphasis is placed on the application of these skills in realistic management operating situations. This course includes an analysis of factors involved in the selection purchasing and use of equipment as well as functional layout and design of institutional kitchens, dietary office and service areas. Emphasis is placed on marketing menus in health care systems. The student plans, coordinates, executes and evaluates a meal to serve fifty people.

HUN 1201
NUTRITION I: BASIC NUTRITION
3 Credits
The study of food nutrients, their digestion, absorption and metabolism. The student acquires an understanding of the relationship of food to human development and maintenance of health for all age groups. Various food habits and current issues in nutrition are studied and compared. Current literature is examined.
HUN 1290  
NUTRITION II: DIET THERAPY  
Prerequisite: DIE 1270L. Introduction to basic physiological changes in given disease states and a study of the general principles of dietary management. Development of diets for hospitals, nursing homes and for special health problems with regard to age, activity and condition of the individual or patient. Special emphasis placed on development of attractive menus for people under medical care.  
3 Credits

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

DRAFTING AND DESIGN TECHNOLOGY

ETD 1320  
INTRODUCTION TO CADD  
Prerequisite: ETD 1100C or departmental approval. Introduction to computer-aided drafting/design. Emphasizes skills and competencies necessary to function in systems drafting environment. Includes keyboard commands, menu, printer/plotter, input devices, computer terminology and systems operation. Provides hands-on experience to create, save and retrieve drawings having various shapes, line types, dimensions and layers. (Special Fee).  
3 Credits

ETD 1350  
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).  
3 Credits

ETD 1701  
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)  
3 Credits

ETD 2641  
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)  
4 Credits

ETD 2702  
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)  
3 Credits

ETD 2455  
eLEMENTS OF TOOL DESIGN  
Includes a laboratory. Prerequisite: ETD 1701C and ETM 1828 or departmental approval. A study in the fundamentals of tool design with emphasis on the basic principles of tool development, jigs, fixtures and devices for efficient and economical product manufacturing. Included in addition to planning and design of tools is the preparation of working drawings from which the tools are made. (Special Fee)  
3 Credits

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

ECONOMICS

ECO 1000  
BASIC ECONOMICS  
A general survey course of basic economic concepts and institutions to prepare the student for intelligent citizenship. Emphasis is on the principles of production, the determination of prices, the distribution of income and economic problems of everyday life. Not intended for majors in economics or certain business curricula requiring six semester hours of "Principles of Economics." No credit will be granted if ECO 2013 has been satisfactorily completed.  
3 Credits
ECO 1023
PRINCIPLES OF ECONOMICS-MICRO
Introduction to economic theory and fundamentals of economic analysis. Emphasis on the study of microeconomics: market structure, price determination, factors of production, the distribution of income and the effects of monopoly and oligopoly on the market. This is one half of a two-semester sequence and should normally be taken before ECO 2013, which completes the sequence.

3 Credits

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

3 Credits

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

3 Credits

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

1-3 Credits

EDUCATION

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

3 Credits

EDG 2935
SELECTED TOPICS IN EDUCATION
Prerequisite: EDF 1005 or permission of the professor. These seminars are for students who are interested in special topics and desire to explore further the field of education through research, discussion and observation.

1-3 Credits

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

2-4 Credits

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

2-4 Credits

SPA 2380
AMERICAN SIGN LANGUAGE I
An introduction to American Sign Language with an emphasis on vocabulary as used by deaf adults. This course includes an introduction to the history and culture of deafness in America and the linguistic structure and conceptual vocabulary of conversational (expressive and receptive) sign language skills. Various manual communication systems and philosophies will be described.

3 Credits

SPA 2381
AMERICAN SIGN LANGUAGE II
Prerequisite: SPA 2380 or permission of instructor. This course is a continuation of American Sign Language I emphasizing intermediate level sign vocabulary and the use of signing space. Provides a greater opportunity for skill development in ASL structure and introduces ASL idioms.

3 Credits

ELECTRONICS ENGINEERING TECHNOLOGY

EET 1015C
FUNDAMENTALS OF DC CIRCUITS
Includes two-hour laboratory. Prerequisite: MTB 1327 or departmental approval. A fundamental course in DC electric circuits designed to prepare the student for Fundamentals of AC Currents (EET 1025C) and subsequent advanced courses in the electronics technology program. Classroom lectures are supplemented with laboratory projects to provide the student with practical hands-on experience in the use of electronics test equipment and in proper techniques for data measurements/interpretation and trouble-shooting. (Special Fee)

3 Credits

EET 1025C
FUNDAMENTALS OF AC CIRCUITS
Includes two-hour laboratory. Prerequisite: EET 1015C or departmental approval. Corequisite: MTB 1328 or departmental approval. A fundamental course in AC and transient-response networks designed to prepare the student for advanced courses in the electronics technology program. Classroom lectures are supplemented with laboratory projects to provide the student with practical hands-on experience in the use of electronics test equipment and in the proper techniques for data measurements/interpretation, trouble-shooting and orderly documentation of test results and conclusions. (Special Fee)
EET 1141C
ELECTRONIC CIRCUITS I
4 Credits
Includes three-hour laboratory. Corequisite: EET 1025C or equivalent training in DC and AC electric circuits fundamentals. First of a two-course sequence in electronic semiconductor circuits. Provides a basic understanding of electronic circuits which utilize semiconductor diode and transistor circuit elements. Introduces the concept of circuit simplification via idealizations, approximations and an overview of semiconductor devices and their electrical properties. Emphasis is placed on circuit analysis and various small-signal, linear and power applications utilizing diodes and transistors. The student is assigned appropriate hands-on laboratory projects to expose him to practical considerations in implementing the various semiconductor circuits analyzed in the classroom. (Special Fee)

EET 2142C
ELECTRONIC CIRCUITS II
4 Credits
Includes three-hour laboratory. Prerequisite: EET 1141C. Second of a two-course sequence in electronic semiconductor circuits. Covered are more complex applications, including field-effect transistor circuits, amplitude/phase shift response of transistor amplifiers, integrated circuits, negative and positive feedback circuits, voltage regulators, operational amplifiers, spectrum analysis and harmonic distortion. Practical hands-on experience via assigned laboratory projects is provided the student to supplement classroom lectures. Familiarity is gained with an array of commercial test equipment frequently used in industrial development and testing facilities. (Special Fee)

EET 2183C
ELECTRONIC TROUBLE-SHOOTING TECHNIQUES
3 Credits
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)

EET 2325C
ELECTRONIC COMMUNICATION SYSTEMS I
4 Credits
Includes three-hour laboratory. Prerequisite: EET 2142C or department approval. Emphasis on the traditional system aspects of electronic communications utilizing the basic circuits and concepts discussed in prerequisite courses. Topics include information transmitting and receiving methods, noise bandwidth, amplitude modulation and demodulation, single-side-band communications, frequency modulation and demodulation and television systems. Classroom lectures are supplemented with laboratory projects to provide the student with practical hands-on experience and to reinforce the understanding of concepts presented in the lecture material. (Special Fee)

EET 2335C
ELECTRONIC COMMUNICATION SYSTEMS II
4 Credits
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) schedules 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 2112C
DIGITAL TECHNIQUES
4 Credits
Corequisite: EET 1141C or department approval. An introductory lecture/laboratory course in computer technology. The student is introduced to the principles and techniques required for development of analysis skills in digital circuitry. Topics include computer number systems; digital codes and parity error detection methods; Boolean algebra; Karnaugh mapping; logic gate minimization techniques; arithmetic operations via combination logic; flip-flop timing and synchronization circuits; and pulse waveform generation. Laboratory projects provide hands-on experience in the use of laboratory instruments and in techniques for measurement and interpretation of digital data. (Special Fee)

CET 2113C
COMPUTER SYSTEMS FUNDAMENTALS
4 Credits
Prerequisite: CET 2112C or department approval. An intermediate lecture/laboratory course in computer technology. The student is introduced to various digital subsystems (logic assemblies) and their use in digital computing and control systems and is provided with the analytical tools necessary to perform analyses and problem diagnoses. Topics include counters/shift register systems and applications; digital subsystems using integrated circuit logic chips; encoding/decoding techniques; data interfacing and busing; 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)

CET 2123C
FUNDAMENTALS OF MICROCOMPUTERS
4 Credits
Includes three-hour laboratory. Prerequisite: CET 2112C or permission of professor. This systems level workshop/study course covers the logic of a microprocessor-based computer system. Microprocessor trainers provide personal 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)

EST 2201C
FUNDAMENTALS OF LASER SYSTEMS
4 Credits
Includes three-hour laboratory. Prerequisite: PHY 1402C and Corequisite: EET 1025C, or departmental approval. Cover basic operational theory of lasers and unique designs of different types of lasers. Emphasis is on systems approach, where the laser is introduced as one of many components within a system containing electrical, mechanical, computer, and optical devices working together to accomplish a specific application. The importance of laser safety is continuously stressed. The student becomes familiar with major laser manufacturers and employment opportunities in the laser industry. (Special Fee)
EST 2221C
OPTICAL COMPONENTS AND INSTRUMENTS
Includes three-hour laboratory. Prerequisite: PHY 1402C, or departmental approval. Wave and geometric characteristics of light, as applied to specific optical components and instruments used in the laser industry, are discussed. Properties of optical materials and coatings for ultraviolet, infrared, and visible light are studied. The properties and application of various optical elements used in laser systems, as well as operation of telescopes, collimators, spectrometers, monochrometers and interferometers are stressed. The function of these optical instruments related to laser beam control and optical testing is demonstrated through "hands-on" projects by the students. (Special Fee)

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

EST 2232C
SOLID STATE LASERS
Includes four-hour laboratory. Prerequisite: EST 2201C, EST 2221C and EET 2142C. The operating theory and procedures for safe use of CW and pulsed solid state lasers are presented. The Nd:YAG is used as the primary example of this type of laser in laboratory exercises although other types of active medium are discussed as lecture topics. Design considerations relative to the size and shape of laser rods, pumping cavities, flashlamps, resonator cavities, power supplies, cooling systems and output characteristics are presented. Q-switches and other intercavity components are investigated as part of the overall laser system. Measuring devices and techniques necessary to obtain accurate beam diagnostics are developed through both lectures and laboratory activities. (Special Fee)

EST 2251C
SELECTED LASER TOPICS
Includes two-hour laboratory. Prerequisites: EST 2201C and EST 2221C or departmental approval. This course is designed to familiarize the student with specific lategeneration laser application not covered elsewhere in this curriculum. Such topics will be (with relative emphasis dependent on interests of students) as optical communications, fiber optics, holography, and laser safety standards. Laboratory projects may include data transmission over fiber optics links and the holographic recording of images. The study of laser safety standards centers around: FDA standards and recommendations of ANSI Z136.1 standards. (Special Fee)

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

ETE 2770C
QUALITY ASSURANCE AND RELIABILITY TESTING
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 estimate product performance and identify cause of failure. (Special Fee)

ETE 2820C
COMPUTER NUMERICAL CONTROL PROCESSES
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.

ETE 2930
SELECTED TOPICS IN ELECTRONICS TECHNOLOGY
Prerequisite: EET 1141C or departmental approval. The purpose of this course is to provide the student with exposure to various technical and nontechnical disciplines in which he is likely to become involved upon entry into the industrial working environment.

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

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

EST 2675C
AUTOMATION SYSTEMS I
Includes two-hour laboratory. An introductory course covering history of automation, master-slave manipulators, teleoperators, industrial robots, basic terms used in field, workplace design, engineering economy and robot classifications. Laboratory projects demonstrate robotics concepts.
EST 2676C
AUTOMATION SYSTEMS II
Includes two-hour laboratory. Prerequisite: EST 2675C 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.

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

EST 2622C
COMPUTER NUMERICAL CONTROL
PROGRAMMING
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
Includes a two-hour laboratory. Prerequisite: EST 2620C. Presents direct numerical control theory, intermediate milling and lathes applications, intermediate graphics programming and computer-assisted part programming.

EST 2527C
ELECTROMECHANICAL COMPONENTS
AND MECHANISMS
A combined lecture/laboratory course stressing the functions, specifications, and operating characteristics of integrated electromechanical systems. This includes (but is not limited to) such components/mechanisms 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
Includes two-hour laboratory. Prerequisite: EST 2676C 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.

EST 2538
CONTROL SYSTEMS INSTRUMENTATION
Prerequisite: Department chairman approval. A supervised laboratory course in which the student learns to use, specify and interconnect instrumentation and test equipment for maintaining and trouble shooting various control systems normally found in the industrial environment.

MTB 1327
MATHEMATICS FOR ELECTRONICS I
Prerequisite: One year high school algebra and one year high school geometry or MAT 1035 or departmental permission. This course emphasizes electronics applications. In course I, students solve problems in arithmetic, unit conversion, algebraic solutions or electric circuits, network theorems and analysis-simplification methods.

MTB 1328
MATHEMATICS FOR ELECTRONICS II
Prerequisite: MTB 1327 or equivalent. A continuation of MTB 1327. In course II, students solve problems of trigonometry of AC circuits, network frequency response, transient analysis, computer number systems and Boolean algebra of circuits. Prerequisite for all courses in the Electronic Tech Program.

EMERGENCY MEDICAL SERVICE
EMT/PARAMEDIC

EMS 1119
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
FUNDAMENTALS OF EMT PRACTICE
Corequisite: EMS 1119. Laboratory exercises emphasize patient assessment, radio communications, airway management, bandaging, splinting, CPR, methodologies of shock treatment, obstetrical assistance, extraction, MAST applications, working with heart monitors, setting up IVs and others.

EMS 1431
EMERGENCY MEDICAL TECHNICIAN
CLINICAL PRACTICUM
Corequisite: EMS 1119 and EMS 1119L. 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
PARAMEDIC I
Prerequisites: EMS 1119, EMS 1119L, EMS 1431 and must hold State EMT certification. Corequisite: EMS 2461. Theory and procedures used by comprehensive emergency medical system in advanced care of the emergency patient are stressed. Covers divisions 1, 2, 3, 5 and 6 of the DOT Paramedic Curriculum. 10 contact hours.

EMS 2461
PARAMEDIC I CLINICAL
Corequisite: EMS 2254C. Practicum stressing clinical application of advanced procedures and theories learned in Paramedic I. Directed experience will be in emergency departments, operating rooms, burn units, labor and delivery and respiratory therapy in local hospitals. Professional liability insurance required. 10 contact hours. (Special Fee)
ENGLISH

AML 2010 3 Credits
SURVEY IN AMERICAN LITERATURE: COLONIAL PERIOD TO CIVIL WAR
Prerequisites: 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 3 Credits
SURVEY IN AMERICAN LITERATURE: CIVIL WAR TO PRESENT
Prerequisites: 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
Prerequisites: 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 3 Credits
COLLEGE-PREP ENGLISH I
Designed for students scoring 35 or below on ASSET or making equivalent score on other state-approved entry test. Referral also on basis of diagnostic writing samples. Emphasis on standard American usage and grammatically correct sentences in unified paragraph. Three classroom hours of instruction; two hours of support in lab. Upon successful completion student must take ENC 0021. Credit does not apply toward associate degree. (Special Fee)

ENC 0021 3 Credits
COLLEGE-PREP ENGLISH II
Prerequisites: Satisfactory completion of ENC 0011 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. Upon successful completion with a "C", a student may take ENC 1101. Credit does not apply toward the associate degree. (Special Fee)

ENGINEERING

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

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

ETM 1828 3 Credits
ENGINEERING MATERIALS AND PROCESSES
This is a survey of the basic materials used in industry, metallic and non-metallic, and the processes used for form, fabricate and finish these materials.
Each student writes 6,000 words. Grade of "C" to satisfy 6A. 10-30 and general education requirements.

ENC 1121 3 Credits
HONORS FRESHMAN COMPOSITION I
Expository writing skills for academically advanced students. Emphasis on reading, thinking, and writing skills and translation of such skills into clear, well-organized prose. Each student writes 6,000 words. Grade of "C" to satisfy 6A. 10-30 and general education requirements. Enrollment by permission.

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

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

ENC 2302 3 Credits
ADVANCED CREATIVE WRITING-LITERARY MAGAZINE
Prerequisite: CRW 2000 or permission. Writing in genre of student's choice. Literary criticism and production of College literary magazine.

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

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

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

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

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

LIT 2210 3 Credits
SURVEY IN WORLD LITERATURE: BEGINNING THROUGH RENAISSANCE
Prerequisite: ENC 1101 or 1121. Major poetry, fiction, drama, and essays. Each student writes 6,000 words. Grade of "C" to satisfy 6A. 10-30 and general education requirements.

LIT 2220 3 Credits
SURVEY IN WORLD LITERATURE: 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

EBS 1201 3 Credits
INTERMEDIATE SPEECH FOR FOREIGN STUDENTS I
Prerequisite: Demonstrates 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 3 Credits
INTERMEDIATE ENGLISH READING I
Prerequisite: Demonstrates 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 3 Credits
INTERMEDIATE ENGLISH WRITING I
Prerequisite: Demonstrates required level of English proficiency. Intended for English as a second language for 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 contrast.

ENS 1261 3 Credits
INTERMEDIATE ENGLISH STRUCTURE PATTERNS I
Prerequisite: Demonstrates 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
3 Credits
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
3 Credits
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
3 Credits
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
3 Credits

ENVIRONMENTAL SCIENCE TECHNOLOGY

EVS 1333
WASTEWATER TREATMENT I
5 Credits
This course will provide the student with the theoretical and practical knowledge necessary for Florida "C" Level Certification in wastewater treatment. Included in this course is material relating to areas of microbiology, mathematics, problem solving, mechanical maintenance and repair, record keeping and operational safety that are relevant to operations. (8 contact hours)

EVS 1343
WASTEWATER TREATMENT II
5 Credits
Prerequisite: EVS 1333 and/or Florida Certification Level C in Wastewater. This course will provide an in-depth look at the wastewater process that was begun in Wastewater Treatment I. It covers treatment systems typical of larger operations, and because of their more complex nature, places a greater concentration on the biological aspects of treatment. This course also stresses the study of issues and techniques that small plant managers and first-line supervisors need to become familiar with. This course will provide the instruction necessary for Florida "B" Level Certification in wastewater treatment. (8 contact hours)

EVS 1133
WATER TREATMENT I
5 Credits
This course is designed to provide the student with the theoretical, technical and practical knowledge necessary for Florida "C" Level Certification for water treatment. It is designed to offer a survey of all plant processes, specific knowledge needed to safely operate processing units and applied training in the operation and maintenance of solution feed gas chlorination systems. (8 contact hours)

EVS 1143
WATER TREATMENT II
5 Credits
Prerequisite: EVS 1131 and/or Florida Certificate Level C in Water Treatment. This course is designed to provide an in-depth look at the water treatment process that was begun in Basic Treatment Plant Operations. It covers treatment systems typical of larger operations, and because of their more complex nature, places a greater concentration on the chemical and biological aspects of treatment. It will stress the study of issues and techniques that small plant managers and first line supervisory need to become familiar with. The course is designed to provide the instruction necessary for the Florida "B" Level Certification in water treatment. (8 contact hours)

EVS 2153
WATER TREATMENT III
5 Credits
Prerequisite: EVS 1143 and/or Florida Certificate Level B in Water Treatment. This course is designed to provide the student with the theoretical and technical knowledge necessary for Florida "A" level Certification in Water Treatment. It is directed towards the individual that has achieved "C" and "B" Levels Certification in two main areas; managing treatment plant operations, and advanced and innovative treatment techniques. The material will be offered using a problem solving approach, where the students will find their own solutions to problems and critique them as to practicability in costs, labor, materials and safety considerations. (8 contact hours)

EVS 1861
ENVIRONMENTAL REGULATIONS
3 Credits
The course will include fundamentals of environmental regulations and functions of regulatory agencies at the federal, state, and local levels. A study of environmental impact statements and principles of environmental law is also included.

EVS 1401
BASIC ELECTRICITY, BLUEPRINTS, AND ENERGY CONSERVATION
3 Credits
Prerequisite: Two years of high school algebra or equivalent. The course teaches basic principles of electricity, electric motors and pumps, efficiency, and controls. Students will learn fundamentals of blueprint interpretation and energy conservation as related to plant design and operation. The course will include lecture, lab, and field trip experiences.

EVS 2191
ENVIRONMENTAL SAMPLING AND ANALYSIS
3 Credits
Prerequisite: EVS 2269, EVS 1441 and CHM 1205. This lecture/lab/field course will include proper methods of
collecting, transporting and analysis of sample of water, wastewater, air, and soil. Techniques for data analysis and presentation will be stressed.

EVS 2353 5 Credits
WASTEWATER TREATMENT III
Prerequisites: EVS 1343 and/or Florida Certification Level B in Wastewater. This course will provide information in the advanced wastewater treatment. It will cover treatment of large operations along with advanced effluent disposal and sludge treatment handling. This course will stress the importance of proper supervisory techniques in personnel, budget preparations, and the setting and conducting of training programs. The course is designed to provide the instruction necessary for the Florida "A" Level Certification in wastewater treatment. (8 contact hours)

EVS 2812 3 Credits
ENVIRONMENTAL MICROBIOLOGY
Prerequisites: BCS 1010 or APB 1150. This lecture/lab course will include 2 hours of lecture and 3 hours of lab each week. Students will learn methods of identification, culture, and analysis of micro-organisms. Special emphasis will be given to pathological micro-organisms common to water/wastewater systems and methods of disinfection and sterilization.

EVS 2792 3 Credits
AIR QUALITY
This lecture/field course will include discussion of types, sources, causes, and remedies of air pollution. Students will learn the relationship between air pollution and meteorological processes. The effects of air pollution on humans and the natural and built world will also be discussed.

EVS 2601 3 Credits
HAZARDOUS MATERIALS
Prerequisite: CHM 1025. This lecture/field course will include principles of safe handling, classification and management of hazardous materials. Students will learn basic provisions of important regulation programs such as RCRA, SARA, and OSHA.

EVS 2501 3 Credits
SOLID WASTE MANAGEMENT
The course will include lecture and field experiences. Students will learn methods of collection and transportation of solid wastes. Principles of landfill operation and management as well as alternative forms of disposal will be studied, including, resource recovery, co-generation, and composting.

FIRE SCIENCE

FFP 1130 3 Credits
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 3 Credits
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 3 Credits
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 3 Credits
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 3 Credits
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 2300 3 Credits
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 3 Credits
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  
3 Credits  
Problems of hazardous materials in transportation, storage and use. Additional emphasis on emergency services in combating, coordinating and controlling a hazardous materials incident. Covers bulk storage of hazardous materials and their transportation by land, sea and air.

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

FFP 2930  
SELECTED TOPICS IN FIRE SCIENCE  
3 Credits  
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  
3 Credits  

FFP 2210  
FIRE INVESTIGATION  
3 Credits  
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  
2-4 Credits  
Prerequisite: Permission of professor. This cooperative arrangement allows the student to earn credit by working in a supervised training assignment directly related to the student's college major. May be repeated for credit.

FRENCH

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

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

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

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

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

GEOGRAPHY

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

GLY 2010C 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.

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: German 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.

GERONTOLOGY

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

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

GEY 1601 1-3 Credits
BIOLOGY OF AGING
This course provides a basic biological background for students and practitioners in any discipline pertaining to aging. It examines established knowledge related to the fundamental biological aspects of aging. Topics include the developmental process of aging and its effects on bodily systems, organs and sensory perceptions. It examines methods of preventing, retarding or reversing the process of aging.
GEY 1611  1-3 Credits
MENTAL HEALTH AND AGING
Prerequisite: Approval of professor. This course is designed for the growing number of health professionals, students and volunteers working directly with older adults. This course introduces mental health issues which are important during later life; specific topics include common emotional problems of later life, depression, organic brain syndromes, suicide, death and dying and the planning of effective mental health services for dealing with these problems. Emphasis is placed on reality orientation, reminiscence and remotivation therapy and ways to select appropriate reinforcements to increase desired behavior. Mental health training is not a prerequisite.

GEY 1641  1-3 Credits
DRUGS AND THE ELDERLY: SUBSTANCE, USE/ABUSE, MISUSES
Prerequisite: Approval of professor. This course is designed for health professionals, nurses (students, LPN's, RN's), psychologists and state agency personnel who are actively providing services to the elderly. This course is designed to promote an awareness of the current dangers and safeguards in drug use for the aged. It includes an overall review of the physiological changes in aging as they relate to drug therapy; drugs used by and/or for the aged and their therapeutic and harmful effects in a variety of conditions.

GRAPHICS TECHNOLOGY

GRA 1500  3 Credits
INTRODUCTION TO GRAPHIC COMMUNICATIONS
A broad look at the graphics surrounding us. Printing process; typesetting methods, including copyfitting; recognition and identification of papers; layout and color, plus introduction to press camera are all explored.

GRA 1530C  3 Credits
FUNDAMENTALS OF TYPOGRAPHY
The fundamentals of typography cover printer’s measurements, copyfitting, history of typography and recognition of popular type faces, specification of types, proofreading and marking of proofs, use of type face specimen books. Students prepare rough and camera-ready layouts with specific emphasis on type selection. (Special Fee)

GRA 1540C  3 Credits
LAYOUT, DESIGN AND COPY PREPARATION
Includes two-hour laboratory. Prerequisite: GRA 1500 or permission of professor. A practical course in planning and visualization advertising and industrial copy. The student covers rough ideas and designs into comprehensive layouts from which are prepared camera-ready copy. Experiments are conducted with various media involving design balance and color psychology. The appropriate mix of typography, illustration and photography. Also covered are type specification, paste-up and keylining for posters, displays, reports, magazines, packaging, labels and letterheads. (Special Fee)

GRA 1747  1 Credit
PORTFOLIO REVIEW
Prerequisite: ART 1201C, ART 1301C, GRA 1500 or permission of instructor. A course in which the student develops a portfolio to be presented for employment in graphic design. This course will be taken for three terms at one credit each.

GRA 2571C  3 Credits
PHOTOLITHOGRAPHY
Prerequisite: GRA 1500 or permission of professor. Includes two-hour laboratory. A basic course in the fundamental photographic principles, theory procedures and the application of the photographic techniques in the production of negatives for the printing process. This includes camera operation, developing, enlarging, printing, 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  3 Credits
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  3 Credits
GRAPHIC REPRODUCTION PROCESSES
Prerequisite: GRA 1500 or permission of professor. Fundamentals of single color layout, imposition, stripping and opaquing of negatives onto a goldenrod. The student is introduced to the theory of direct image, electrostatic, photo direct, presensitized and plastic plates. Hands-on projects are provided in stripping (for single- and two-color) plate selection and burning. Theory and hands-on practice of the principles and methods of prepress, press operation and cleanup are provided. This course is taught at Mid-Florida Technical Institute.

GRA 2661C  3 Credits
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  3 Credits
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  3 Credits
GRAPHICS PRODUCTION MANAGEMENT
Prerequisite: GRA 1500 or permission of professor. This course provides the graphics student opportunities to organize, develop and manage a graphics arts operation from a mid- to top-level manager’s position. Marketing concepts are explored as well as the theory of business principles. Students form
and manage a graphics business addressing the management role in sales, public relations, personnel, production planning, budget and finance, as well as the full cycle of business management. Work simplification theories and practices are dealt with, as well as current tools available to approach a decision-making situation in the business world.

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

**GRA 2706**  
**GRAPHICS ARTS ESTIMATING**  
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 2708**  
**GRAPHIC PRESENTATIONS**  
3 Credits  
Prerequisite: GRA 2800 or departmental approval. A study of the graphic applications of presenting business and technical information to a specific audience. A personal computer and other modern graphic techniques are utilized to create business graphics to be displayed in presentation form. Various output methods are explored making use of modern graphic mediums; such as flip charts, over-head transparencies, slides and computer animation, to complete a multimedia presentation. Emphasis on good design and presentation techniques will be the focus in order to produce quality presentations. (Special Fee)

**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 an overhead projector, 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 2810**  
**GRAPHIC DESIGN FOR DESKTOP PUBLISHING**  
3 Credits  
Prerequisite: GRA 2800 or departmental approval. This course is designed to provide students with hands on usage of high-end desktop publishing software and hardware for the production of quality publication. A focus on good graphic design skills will include: Composition, layout, typography, pagination, style, balance, format and project planning. This focus will serve as a foundation for application to computer aided publishing. The course will encompass the utilization of text as well as graphics for integration into publications. The history, operation, networking, output methods, present and future capabilities of computer aided publishing will be explored.
GRA 2930  3 Credits
SELECTED TOPICS IN GRAPHIC ARTS
Prerequisite: GRA 1500 or permission of professor. For the student who desires a more in-depth study of the various advanced concepts, methods and techniques currently employed in the graphic arts field. State-of-the-art applications are explored through research, experimentation, discussion and demonstration.

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

HEALTH

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

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

HEALTH CARE MANAGEMENT

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

HSA 1810  2 Credits
HEALTH SERVICES MANAGEMENT CLINICAL
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 2130  5 Credits
PRE-HOSPITAL CARE MANAGEMENT I
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 2131  6 Credits
PRE-HOSPITAL CARE MANAGEMENT II
Prerequisite: ACG 2001, HSA 2130C. Accreditation, environmental standards, inter-departmental coordination and reimbursement will be stressed in theory and coordination in lab experience. 84 lab contact hours.

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

HSA 2450  3 Credits
MEDICAL ETHICS AND PROFESSIONAL ISSUES
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  3 Credits
BASIC LAW FOR ALLIED HEALTH
Prerequisite: BUL 2111. Explores legal aspects and insurance liability of both long-term care and pre-hospital services.

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

HSA 2220  5 Credits
LONG-TERM CARE ADMINISTRATION I
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)

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

HSA 2403  3 Credits
PSYCHOSOCIAL ASPECTS OF HEALTH CARE DELIVERY
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  3 Credits
SURVEY OF HEALTH CARE DELIVERY SYSTEMS
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 3 Credits
AFRO-AMERICAN HISTORY AND CULTURE
Designed to acquaint students with and stimulate interest in the life and history of the Afro-American with emphasis on his origins, enslavement, subculture and his struggle for civil rights and human dignity.

AMH 2010 3 Credits
UNITED STATES HISTORY TO 1865
A survey of early United States history, emphasizing political, social, and economic developments. The course examines such topics as colonization, slavery, the American Revolution, the U.S. Constitution, the War of 1812 and the emancipation movement.

AMH 2020 3 Credits
UNITED STATES HISTORY 1865-1945
A survey of United States history between the Civil War and World War II. The course emphasizes political, social, economic and diplomatic developments, examining such issues as Reconstruction, the Spanish-American War, the Populist and Progressive movements, the Great Depression, and American involvement in the two world wars.

AMH 2070 3 Credits
HISTORY OF FLORIDA
Designed to create an understanding of and appreciation for the historical evolution of Florida. The course emphasizes direct student involvement in compiling and collecting documents, artifacts, photographs, slides, tapes, papers, etc.

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

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

EUH 2050 3 Credits
HISTORY OF SPAIN I
Designed to create an understanding of the history of Spain as embodied in its literature, artistic and social traditions from the prehistoric through the 17th century. This course is offered in Spain as part of the Semester in Spain program.

EUH 2051 3 Credits
HISTORY OF SPAIN II
Designed to create an understanding of the history of Spain as embodied in its literature, artistic and social traditions from the 18th century to the present. This course is offered in Spain as part of the Semester in Spain program.

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

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

HORTICULTURE (ORNAMENTAL)

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

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

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

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

HOS 2030 2 Credits
HORTICULTURAL EQUIPMENT
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 2932
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 2930/HOS 2942
HORTICULTURE SEMINAR AND WORK EXPERIENCE
3 Credits
Prerequisite: Approval of the professor. The student works in a selected horticulture position for 10 hours a week. Seminars are held to answer questions, share experiences and gain knowledge of the varying aspects of horticulture work.

ORH 1831
LANDSCAPING DESIGN AND IMPLEMENTATION
3 Credits
Prerequisite: ORH 1510 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 1873
INTERIORSCAPING, DESIGN AND MAINTENANCE
3 Credits
Prerequisite: ORH 1511 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 1510
ORNAMENTAL PLANT MATERIALS I
3 Credits
Prerequisite: HOS 1010 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 1511
ORNAMENTAL PLANT MATERIALS II
3 Credits
Prerequisite: HOS 1010 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 1234
ORNAMENTAL PLANT MAINTENANCE
4 Credits
Prerequisite: HOS 1010 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 2261
FLORI-CROP PRODUCTION AND USE
3 Credits
Prerequisite: HOS 1010 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 2220
TURF GRASS CULTURE
4 Credits
Prerequisite: HOS 1010, SOS 2102 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 2251
NURSERY OPERATION AND MANAGEMENT
3 Credits
Prerequisite: HOS 1010 or departmental approval. A study of both management and cultural practices. This course includes laboratory work in time-motion studies, production scheduling, marketing surveying, nursery design, nursery visitations, nursery personnel, cost analysis, cultural approaches, growing structures and equipment use. (Special Fee)

ORH 2274
COMMERCIAL FOLIAGE PLANT PRODUCTION
4 Credits
Prerequisite: HOS 1010 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)
SOS 2102
SOILS AND FERTILIZERS
Prerequisite: HOS 1010 or departmental approval. A study of soil-water-plant relationships. Emphasis is placed upon soil properties (soil science), soil management and soil use (economical as well as social). Other areas of investigation 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 1010 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 1010. A study of the fundamental principles underlying commercial production of vegetables: seeding, fertilization, harvesting and storage. (Special Fee)

HOSPITALITY

FSS 2222
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
3 Credits
Application of principles in menu planning, kitchen layout and equipment section. Also trains student how to design restaurants for ease in operation as well as promotion of principles in menu planning, kitchen layout and safety and health standards.

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

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

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

HFT 1700
INTRODUCTION TO TOURISM
3 Credits
Emphasis is placed on the international, national and state aspects of tourism. A comprehensive study is made of 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
HOSPITALITY MANAGEMENT
3 Credits
This course relates managerial functions to the hospitality industry and trains the student to become a more effective manager by applying management theories. Much emphasis is placed on human relations and how to work efficiently with peers, superiors and subordinates.

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

HFT 2600
LAW AND INSURANCE
3 Credits
Study is made of the nature and function of the legal system as it applies to the operation of an inn. Specific attention is given to the inn-keeper-guest relationship, contracts, torts, civil and property rights and insurable risks.

HFT 2930
SELECTED TOPICS IN HOTEL-MOTEL LODGING-RESTAURANTS-TOURISM ATTRACTIONS AND FOOD MANAGEMENT
1-3 Credits
Prerequisite: Permission of professor. This seminar is for students interested in discussion, exploration and observation of special topics in the areas of lodging, restaurant, tourism, attractions and food management.

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

HUMANITIES

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

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

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

HUM 2220
HUMANITIES - GREEK and ROMAN
3 Credits
Prerequisite: ENC 1101. An integrated examination of dominant ideas in Western culture as expressed in art, literature, music, philosophy and religion. Covers the period from the Trojan War through the Roman era, emphasizing the development and influence of classical ideas. This course requires each student to write 6000 words.
HUM 2223  
HUMANITIES - LATE ROMAN AND MEDIEVAL  
Prerequisite: ENC 1101. An integrated examination of dominant ideas in Western culture as expressed in art, literature, music, philosophy and religion. Covers the period from the late Roman Empire through the Middle Ages, emphasizing the development and historical influence of Christianity. This course requires each student to write 6000 words.

HUM 2232  
HUMANITIES - RENAISSANCE AND BAROQUE  
Prerequisite: ENC 1101. An integrated examination of dominant ideas in Western culture as expressed in art, literature, music, philosophy and religion. Covers the period from the Renaissance through the Baroque era, emphasizing the synthesis of Classical and Christian elements. This course requires each student to write 6000 words.

HUM 2234  
HUMANITIES - ENLIGHTENMENT AND ROMANTICISM  
Prerequisite: ENC 1101. An integrated examination of dominant ideas in Western culture as expressed in art, literature, music, philosophy and religion. Covers the period from the Enlightenment through the nineteenth century, emphasizing the emergence of rationalism and modern science and the Romantic rebellion. This course requires each student to write 6000 words.

HUM 2250  
HUMANITIES - TWENTIETH CENTURY  
Prerequisite: ENC 1101. An integrated examination of dominant ideas in Western culture as expressed in art, literature, music, philosophy and religion. Covers the period from the turn of the century to the present. Focuses on the creative forces which have shaped contemporary consciousness from the pioneering work of Einstein, Picasso, Stravinsky and Wright through the dominance of objective consciousness to the newly emerging guiding myths of today. This course requires each student to write 6000 words.

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

HUM 2410  
ASIAN HUMANITIES  
This course is an examination of dominant ideas and arts in South and East Asia cultures as expressed in philosophy, literature, art, architecture, and music. The focus of the course is on India, China, and Japan; and covers the period from the earliest civilizations to the present.

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

HUM 2742  
HUMANITIES IN ITALY  
Course consists of seminar and travel in Italy. Pre-travel seminars establish a foundation for critically examining art, architecture, literature and music in relation to significant historical, philosophical and religious currents in Italian culture. Travel to cities such as Sorrento, Naples, Paestum, Pompeii, Rome, Florence, Ravenna, Assisi, Siena, Venice and Milan reinforces the seminars through direct experience of the art, architecture and culture of Italy from pre-historic times to the present. Prerequisite: permission of department chairperson. Registration fee plus cost of tour. Participants must be 18 years of age or older.

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

REL 2000  
UNDERSTANDING RELIGIOUS MAN  
3 Credits  
This course is designed for the student who is interested in exploring the various ways people have expressed their religious views. Discussion focuses on both the questions which people ask 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 student broaden their perspective on religion.
INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION

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

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

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

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

INTERNATIONAL BUSINESS

ECS 2001 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.

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

JOURNALISM

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

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

JOU 1440L, 1441L, 2442L, 2443L 1 Credit
COLLEGE MAGAZINE
Three hours per week. Laboratory course for the production of the college magazine. The staff meets for three hours per week. Writing, editing, layout and other phases of the magazine also entail activity outside the regular class. (No lab fee)
JOU 2200  3 Credits
EDITING AND MAKEUP
Learning and application of copy-desk techniques: evaluation and copy editing, correction of faulty news stories, headline writing, page layout design, and work with wire copy. Recommended that students also enroll in College Newspaper.

JOU 2303  3 Credits
FEATURE ARTICLE WRITING
Training in techniques of gathering and presenting facts in article form. Articles developed from idea to print and aimed to appeal to readers of specific magazines, either on or off campus.

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

JOU 2946  1 Credit
JOURNALISM INTERNSHIP
Prerequisite: JOU 1100 or permission. Qualified students receive practical experience working with local or college communications media under supervision of professional media specialists and journalism faculty. May be repeated for credit. Meets three hours a week.

JOU 2949  2-4 Credits
COOPERATIVE EDUCATION:
JOURNALISM FIELD EXPERIENCE
Prerequisite: Permission. Student earns credit by working in supervised training assignment directly related to college major. May be repeated for credit.

MMC 1000  3 Credits
SURVEY OF MASS COMMUNICATIONS
Introduction to history, development, and current practices of the media of mass communication. Presents functions of newspapers, magazines, radio, television, and advertising in light of their responsibilities to public.

MMC 2100  3 Credits
WRITING FOR MASS COMMUNICATIONS
Fundamental instruction and practice in writing for journalism, advertising, broadcasting and public relations. Designed as a pre-professional course for students majoring in journalism and communications.

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

LEA 1013  3 Credits
LEGAL RESEARCH AND THEORY "I"
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 1014  3 Credits
LEGAL RESEARCH AND THEORY II
Discussed and applies the various writing techniques and strategies for presenting the results of legal research skills acquired during Legal Research and Theory I. Emphasis is on presenting information in a legally sound and acceptable fashion, with special emphasis on development of the document, legal argument and use of legal citations. Prerequisite: LEA 2101.

LEA 1201  3 Credits
REAL PROPERTY I
A survey course dealing with Florida real property law including the classification of interests in real property; concurrent ownership; the landlord and tenant relationship; easements, licenses and profits; covenants and equitable servitudes; adverse possession; recording; the real estate contract, conveyancing; the rights of a possessor of real property; cooperatives, condominiums and zoning; and fixtures.

LEA 2101  3 Credits
CIVIL LITIGATION I
This course focuses on the litigation process as it relates to the court system of Florida. Attention is given to the function of law, the role of the attorney, the basic substantive law, pleadings, discovery, trial, settlement and appeal.

LEA 2102  3 Credits
CIVIL LITIGATION II
Prerequisite: LEA 2101. This course includes an in-depth study of the Florida Rules of Civil Procedure, Florida Appellate Rules and Florida Rules of Summary Procedure and stresses the teaching of practical skills which will enable the student to assist lawyers in the commencement of lawsuit, discovery, settlement, trial, appeal and the collection of judgments.

LEA 2105  3 Credits
REAL PROPERTY III
Prerequisite: LEA 2202. The student studies various aspects of real property litigation in Florida with an emphasis on practical skills which will enable the student to assist lawyers in real property litigation including mortgage foreclosure, partition, quiet title actions, mechanics’ liens, condemnation and zoning.

LEA 2202  3 Credits
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 legal 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  3 Credits
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  3 Credits
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 2501
FAMILY LAW
A study of the elements of a valid marriage, grounds for divorce, dissolution and annulment, property rights and tax consequences; Florida Law concerning children, parental support, adoption and guardianship.

LEA 2940
INTERNSHIP AS A LEGAL ASSISTANT
Prerequisites: BUL 2112; LEA 1013, and one of the following: LEA 2102, or LEA 2212, LEA 2202 or MAN 2702.
This course is designed to permit the student to earn credit by working in a supervised training assignment directly related to the student's area of interest. A maximum of six internship credits may apply toward elective credit in a degree program.

LOGIC

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

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

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 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
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, indeterminate forms, conic sections, infinite series.

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

MAE 2811
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
DIFFERENTIAL EQUATIONS
Prerequisite: MAC 2313 with a grade of "C" or better or consent of professor. An introduction to methods and applications of ordinary differential equations. Topics include first order equations and applications; higher order linear equations with applications; Laplace Transforms; introduction to numerical methods.

MAS 2103
INTRODUCTION TO MATRICES
Prerequisite: MAC 2311 with a grade of "C" or better. A course designed to prepare students majoring in engineering, mathematics, the natural sciences or the behavioral sciences which require matrix techniques. Includes matrix algebra, determinants systems of linear equations, eigenvectors, special matrices.
MAS 2301  INTRODUCTION TO MODERN ALGEBRA  3 Credits
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  INTRODUCTORY MATHEMATICS  1-3 Credits
Prerequisite: Student has taken college preassessment inventory. This course is designed to improve the student's background in general arithmetic and develop the arithmetic of the integers. Specific course content is selected for each student on the basis of his/her background. Required for those students not meeting admissions standards for other mathematics courses. Not applicable toward mathematics requirement in general education or toward any associate degree at Valencia Community College. (Special Fee in Self-paced Lab Sections.)

MAT 0024  ELEMENTARY ALGEBRA  3 Credits
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 or 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  INTERMEDIATE ALGEBRA  3 Credits
Prerequisite: Satisfactory score on entry assessment test, MAT 0024 with a grade of "C" or better or equivalent. Primarily intended for the student who plans to take College Algebra or lacks the prerequisites, but also provides algebra required for other areas, such as statistics, respiratory therapy and chemistry. Topics include fundamental operations with polynomials, complex numbers and algebraic fractions, factoring, graphing, exponents, radicals, systems of equations, quadratic equations, laws of logarithms and word problems. Not applicable toward mathematics requirements in general education.

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

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

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

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

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

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

STA 2014L  INTRODUCTORY STATISTICS LAB  1 Credit
Corequisite: STA 2014. A lab course designed to supplement STA 2014, Introductory Statistics. Various software packages will be used to show how the computer can be used to perform many of the tedious calculations necessary in statistics and for further investigations into some concepts of statistics. Topics of study will include: organization, analysis, and interpretation of numerical data, probability, statistical inference, confidence estimation, significance testing, and selected non-parametric statistics. Previous knowledge of computers is not necessary.
MEDICAL LABORATORY TECHNOLOGY

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

MLT 1200C 2 Credits
URINALYSIS
Prerequisite: MLT 1210C. Principles of renal function and analysis of urine are presented and specific techniques applied. (Special Fee)

MLT 1300C 5 Credits
HEMATOLOGY
Prerequisite: MLT 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 5 Credits
MEDICAL MICROBIOLOGY
Includes four one-half hour labs. Prerequisites: MLT 1000C and MCB 2010C. Bacteriology, parasitology, virology and mycology with emphasis on pathogenic organisms culture, isolation and identification. (Special Fee)

MLT 2500C 3 Credits
SEROLOGY/IMMUNOLOGY
Prerequisite: MLS 1000C. Principles of antigen-antibody reactions and related procedures are presented. (Special Fee)

MLT 2526C 3 Credits
IMMUNOHEMATOLOGY
Prerequisite: MLS 1000C. ABO-Rh typing and crossmatching principles and techniques are emphasized. (Special Fee)

MLT 2762 1 Credit
INSTRUMENTATION
Prerequisite: Professor permission. The principles of operation of current laboratory instruments are presented. Practical experience and observation are applied and related to clinical laboratory test procedures.

MLT 2620C 5 Credits
CLINICAL CHEMISTRY
Prerequisite: MLT 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 2 Credits
BLOOD BANK PRACTICUM
Prerequisite: MLT 2526C. The student performs Blood Bank procedures under supervision in an approved clinical laboratory.

MLT 2809L 6 Credits
HEMATOLOGY/URINALYSIS PRACTICUM
Prerequisite: MLT 1300C, MLT 1210C and permission of professor. Student performs, under supervision, clinical test procedures in hematology and urinalysis department of approved clinical laboratory.

MLT 2810L 5 Credits
CHEMISTRY PRACTICUM
Four weeks, 40 hours per week. Prerequisites: MLT 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 6 Credits
MICROBIOLOGY/SEROLOGY PRACTICUM
Prerequisite: MLT 1400C, MLT 2500C, and permission of professor. Student performs, under supervision, clinical test procedures in the microbiology and serology department of an approved clinical lab.

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

MILITARY SCIENCE

MIS 1031 2 Credits
INTRODUCTION TO MILITARY SCIENCE
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 2 Credits
FUNDAMENTALS OF LEADERSHIP DEVELOPMENT
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 2 Credits
SMALL UNIT TACTICS
Small unit tactics with emphasis on patrolling. Advanced map reading, including military geography, land navigation, use of the compass, and military symbols will be discussed.

MIS 2120 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
4. Enroll in at least one appropriate major ensemble each semester.

Program planning sheets which outline specific required and elective courses in music are available for prospective music majors. Since several of the music courses are offered only in certain academic sessions, it is important that prospective music majors arrange a conference with the lead professor in the music program far in advance of each registration period so as to receive appropriate counseling.

For a detailed and specific listing of all courses in applied music (private instruction), please contact the lead professor of the Music Department.

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

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

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

MUN 1120
SYMPHONIC BAND
1 Credit
Prerequisite: Previous band experience and approval of professor. Required of all music majors who play appropriate instruments. A laboratory training session for the fundamentals of rehearsal techniques and the performance of standard concert band literature. Open to all students who play appropriate instruments. May be repeated for credit.

MUN 1310
CONCERT CHOIR
1 Credit
Three hours weekly. Established for people who love to sing and perform, the Concert Choir does not require auditions or music reading. This large mixed choral group performs a variety of music throughout the area. Solos, duets and small ensemble experiences are provided for the more advanced students. Students may register for this course without prior approval of the professor. May be repeated for credit.

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

MUN 1420
WOODWIND CHOIR
1 Credit
Woodwind Choir is a selected performing ensemble open to any woodwind player by audition. Representative Woodwind Choir literature from all styles and periods 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: MUT 1121 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 2126  
MUSICIANSHIP III  
4 Credits  
Includes three one-hour laboratories. Prerequisite: MUT 1122 or permission of professor. Advanced techniques of composition together with an introduction to contrapuntal 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 2127  
MUSICIANSHIP IV  
4 Credits  
Includes three one-hour laboratories. Prerequisite: MUT 2126 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.

MTB 1371  
DOSAGE FOR HEALTH PROFESSIONALS  
3 Credits  
Corequisite: NUR 1023C or NUR 1011C. This course is designed to enhance the student's knowledge or skill in basic mathematics relevant to health care. Study of the arithmetic of whole numbers, fractions, decimals and per cent is reviewed. The metric, apothecary and household systems including conversions between systems are presented. Specialized computation skills specific to health professions comprise the latter half of the course. The course builds on the solid foundation of understanding that will enable the student to calculate and administer medications competently.

NSP 2345  
LABOR AND DELIVERY SPECIALITY COURSE  
12 Credits  
Designed to provide graduate and registered nurses having little or no obstetrical experience an opportunity to develop
advanced knowledge in labor and delivery nursing. Content includes fetal and hemodynamic monitoring, labor assessment, neonatal assessment, anesthesia/analgiesia and complications of labor/delivery. (Special Fee - liability insurance)

NSP 2345L 4 Credits
LABOR AND DELIVERY SPECIALTY COURSE - CLINICAL PRACTICUM
Corequisite: NSP 2345. Designed to provide graduate and registered nurses having little or no obstetrical experience an opportunity to develop advanced knowledge in labor and delivery nursing. The course includes a clinical component with observations specifically related to labor and delivery nursing care.

NSP 2366 12 Credits
NEONATAL CRITICAL CARE NURSING
This course designed for graduate and registered nurses will provide the advanced knowledge necessary for the care of the moderate to high-risk neonate. Anatomy, physiology and pathophysiology of the cardiac, pulmonary, neurologic, renal and hematopoietic systems will be discussed in detail.

NSP 2366L 4 Credits
NEONATAL CRITICAL CARE CLINICAL PRACTICUM
Corequisite: NSP 2366. This course focuses on assessment skills, use of ventilators, maintenance of central lines, care of chest tubes, hemodynamic monitoring, administration of vasopressor medication, and neonatal resuscitation. Professional liability insurance required. (Special Fee)

NSP 2405 8 Credits
PEDIATRIC SPECIALTY
This course is a comprehensive study of the pediatric patient and family. The course focuses on physiological, developmental, and psychological responses of the ill child. It is designed to provide the graduate or registered nurse without pediatric experience the knowledge necessary for child health nursing.

NSP 2405L 2 Credits
PEDIATRIC SPECIALTY COURSE - CLINICAL PRACTICUM
Corequisite: NSP 2405. This clinical course includes lab, clinical experiences and planned observations related to caring for the infant or child. Professional liability insurance required. (Special Fee)

NSP 2475 12 Credits
PEDIATRIC CRITICAL CARE
The course is designed to assist graduate nurses or nurses without PICU experience in attaining the knowledge and skills necessary for Pediatric Intensive Care nursing. Emphasis is placed on anatomy, physiology, assessment, and new technology needed in the PICU.

NSP 2475L 4 Credits
PEDIATRIC CRITICAL CARE CLINICAL PRACTICUM
Corequisite: NSP 2475. This course includes learning lab, clinical experiences and planned observations especially related to caring for critically ill infants and children in the PICU. Professional liability insurance required. (Special Fee)

NSP 2704 5 Credits
BASIC CRITICAL CARE NURSING - THEORY
Prerequisite: RN Licensure. Provides registered nurse advanced learning and knowledge needed to care for critically ill patients in a hospital's intensive care unit (ICU). Theory related to critical care nursing will be presented according to body systems: respiratory, cardiovascular, gastrointestinal and neurologic.

NSP 2704L 5 Credits
BASIC CRITICAL CARE NURSING - CLINICAL
Corequisite: NSP 2704. Basic Critical Care Nursing Theory. Provides the registered nurse the opportunity to apply the concepts and knowledge learned in critical care nursing theory. Clinical experience in the intensive care units are intended to augment concepts and principles of critical care nursing. Assessment, procedures, and equipment indispensable to the management of each student's particular problem will be taught. (Special Fee - liability insurance)

NSP 2770 3 Credits
FUNDAMENTALS OF OPERATING ROOM NURSING
Prerequisite: Current Florida RN Licensure. Introduces the learner to fundamental principles and technical aspects of patient care during each phase of the surgical experience. The course focuses on the professional, theoretical and technical aspects of perioperative nursing.

NSP 2770L 5 Credits
FUNDAMENTALS OF OPERATING ROOM NURSING CLINICAL PRACTICUM
Prerequisite: Current Florida R.N. Licensure. Corequisite: NSP 2770. This clinical practicum course stresses the clinical application of fundamental technical skills and theories learned in Fundamentals of Operating Room Nursing. Directed experiences will be around and within the surgical. Professional liability insurance required. Insurance Fee. (Special Fee)

NSP 2773 2 Credits
SURGICAL INTERVENTIONS
Prerequisite: NSP 2770. Builds on the theory and skills attained in NSP 2770. Provides pertinent and current information on general and specialty surgical procedures. Indications for operative procedure, preparation of the patient, instruments and equipment required for the most common operations in each specialty area are included. The student continues to develop the professional, theoretical and technical aspects of perioperative nursing.

NSP 2773L 2 Credits
SURGICAL INTERVENTIONS CLINICAL PRACTICUM
This course is the clinical laboratory component for NSP 2773. Practicum focuses on the application of theory and technical aspects of perioperative nursing for a patient experiencing a general or specialty surgical procedure. Professional liability insurance required. (Special Fee)

NUR 1023C 10 Credits
NURSING I FUNDAMENTALS OF NURSING
Corequisites: APB 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 10 Credits
TRANSITION

NUR 1141 1 Credit
PHARMACOLOGY FOR HEALTH PROFESSIONALS
Corequisite: NUR 1212C or NUR 1001C. Specific knowledge of the sources of drugs, their physical and chemical properties, their physiologic actions in the body, and rate of metabolism in the body, therapeutic uses and nursing considerations are presented.

NUR 1212C 10 Credits
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 medical-surgical nursing and related pathophysiology. Nursing II introduces medical surgical nursing utilizing a basic conceptual and developmental approach to understanding the effect of common stressors on the basic needs of the adult patient. The course focuses upon the physiological and psychological reactions of adult individuals to commonly occurring stressors which include: (1)situational stressors from surgical intervention; (2) imbalances in cellular maturation; (3) disturbances in fluid and electrolyte balance; and (4) interference with mobility and neural regulation, oxygenation, nutrition and elimination. Throughout the course the student develops increased technical skill and ability to use the nursing process while caring for selected patients manifesting interference with basic needs. (Special Fee: $16.00)

NUR 1943 3 Credits
CLINICAL ELECTIVE
This course is a clinical elective designed to increase nursing competencies, judgments and self-confidence in the care of hospitalized patients. It offers the students an opportunity to increase their clinical experience and refine clinical skills. Criterion-referenced grading is used in this course. Course objectives are formulated on an individual basis to allow each student to meet his/her goals. Formative evaluation is implemented during the teacher-learning process to monitor the progress of students and to provide feedback to students. (Special Fee)

NUR 2730C 10 Credits
NURSING III COMPLEX RESPONSES TO ILLNESS
Prerequisites: APB 2204C, NUR 1212C, or NUR 1001C. Corequisites: MCB 2010C, DEP 2004. Builds on medical surgical nursing theory and skills learned in Fundamentals of Nursing and Common Responses to Illness. Focuses on pathophysiological processes in adult patients with complex illnesses. Emphasizes advanced medical surgical nursing theory and application of nursing process in care of selected patients. Focuses on understanding emotional reactions of patients and families during critical illnesses. Includes theoretical content: complex disturbances of oxygen transport, fluid and electrolyte balance, and motor and sensory deprivation. Facilitates advanced technical skills used in caring for patients with complex problems. Includes clinical experiences that stress independent use of nursing 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 10 Credits
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 5 Credits
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 1-5 Credits
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 5 Credits
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 skills in the delivery of patient care and patient care management. (Special Fee)

NUR 1191 2 Credits
DEATH, DYING, LOSS AND GRIEF
This course is designed to remove the social taboo of using such words as death, dying, loss, and grief, so the student can fully explore the topics of death, loss and grief with decreased anxiety. Focus of the course is on the historical perspectives of death, the changing attitudes of today, developing a personal philosophy about death, the many ways 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.

IPM 1301 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.

IPM 2811 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 IPM 1301. A practical approach to the identification, biology, life histories, inspection procedures and controls involving general household pests.

IPM 2622 4 Credits
WOOD DESTROYING PESTS AND THEIR CONTROL
Prerequisite: ENY 1002, ENY 1102, IPM 1301. 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.

IPM 2631 2 Credits
LAWN AND ORNAMENTAL PESTS AND THEIR CONTROL
Prerequisite: ENY 1002, ENY 1102, and IPM 1301. A practical approach to the biology, life histories, identification and control of lawn and ornamental pests.

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

PSC 2121  SELECTED TOPICS IN PHYSICAL SCIENCE  1-3 Credits
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 2150  CONTEMPORARY DANCE  2 Credits
Basic theory and practice in using body movements to express or demonstrate ideas or thoughts. To broaden knowledge of rhythms, music and self expression through the medium of movement. Also offered as CN 92, noncredit.

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

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

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

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

PEL 1111  BEGINNING BOWLING  2 Credits
Designed to introduce the individual to the sport of bowling. Stress is placed on correctness of performance as well as the competitive nature of the game. Physical demands in this course are low, and skills learned have value for use in leisure hours. Also offered as CN 86, noncredit.

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

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

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

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

PEL 1342  TENNIS II  2 Credits
Designed specifically for the student wanting to develop the advanced skills of a good tennis player. The lob, overhead and drop shot are introduced while advanced development of the fundamental strokes are emphasized. Practical playing experience aids in teaching strategy. Students enrolling in this class should have better than average tennis form for the ground strokes, volley and serve. Playing experience suggested.
PEL 1346
BADMINTON I
2 Credits
Body movement, positioning, footwork and stroke technique are taught. Practical playing experience stresses rules, etiquette and strategy. All equipment is furnished.

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

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

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

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

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

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

PEM 1012
FITNESS FOR THE DISABLED
1-2 Credits
Individualized fitness program geared to the student's capabilities; strength and aerobic training in independent workouts.

PEM 1141
AEROBICS
2 Credits
Individualized, non-jarring aerobic exercise involving bicycling, rowing, cross-country skiing. Lectures on 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 is required.

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

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

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

PEM 1136
SCUBA CERTIFICATION
2 Credits
An introduction to the proper technique of safe scuba diving. Open water diver certification from the Professional Association of Diving Instructors (PADI) is available on completion of the course. Swimming ability and proper physical condition is required. (Special Fee)

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 students planning to major in physical education. An examination of the place, function and contribution of physical education to the whole educational program. Discussion of history, philosophy and problems of physical education.
PET 2930
SELECTED TOPICS IN PHYSICAL EDUCATION
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
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
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
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
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
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 2101
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
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
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
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
INTERNATIONAL POLITICS
Prerequisite: ENC 1101. The following topics relating to the nature of international politics are discussed: nationalism, armaments, imperialism, militarism, the history of international politics, foreign policies, international law and organizations, the United Nations, the human factor in international politics. This course requires each student to write 6000 words.

POS 1001
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
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 1041H
U.S. GOVERNMENT I
A study of the organization, structure, and functions of the
U.S. National government. Emphasis will be given to analysis of original writing by Madison, Hamilton, Jefferson and Thoreau as well as writings by contemporary political scientists and writers. Format will be that of a seminar.

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

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

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

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

**PSYCHOLOGY**

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

**COP 2140**
ABNORMAL PSYCHOLOGY
3 Credits
Prerequisite: PSY 1012. Psychological abnormality is discussed with reference to symptom patterns, causation and treatment approaches.

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

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

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

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

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

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

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

**PSY 2949**
COORDERATIVE EDUCATION:
PSYCHOLOGY FIELD EXPERIENCE
2-4 Credits
Prerequisite: Permission of 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
3 Credits
Prerequisite: 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
1 Credit
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
1 Credit
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
1 Credit
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
1 Credit
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
5 Credits
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
1 Credit
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
5 Credits
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
1 Credit
Practical application of the principles of radiation physics.

RTE 1829L
RADIOGRAPHY CLINICAL EVALUATION II
7 Credits
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 1834
RADIATION BIOLOGY AND PROTECTION
2 Credits
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 by the radiographer to patient, personnel and the public is presented. Maximum permissible dose and regulatory involvement discussed.

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

RTE 2384
RADIATION BIOLOGY AND PROTECTION
2 Credits
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 by the radiographer to patient, personnel and the public is presented. Maximum permissible dose and regulatory involvement discussed.

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

RTE 2413L
RADIOGRAPHIC EXPOSURE AND PROCESSING
1 Credit
Practical application of factors affecting radiographic exposure.
RTE 2415
RADIOGRAPHIC PROCEDURES LAB II
1 Credit
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
EVALUATION OF RADIOGRAPHS
2 Credits
Group and individual sessions for the evaluation of the diagnostic quality of selected radiographs.

RTE 2473
RADIOGRAPHIC QUALITY ASSURANCE
1 Credit
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. State and federal impacts will be described.

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

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

RTE 2879L
RADIOGRAPHY CLINICAL EVALUATION IV
7 Credits
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 procedure, including computerized axial tomography, magnetic resonance imaging, angiography/digital vascular imaging, zerography, ultrasound, nuclear medicine, and radiation therapy.

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

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

REA 1105
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

REE 1400
FLORIDA REAL ESTATE LAW
3 Credits
Corequisite: REE 1000. An introduction to Florida Real Estate License law and rules and regulations of Florida Real Estate Commission. Legal and ethical principles covered are required knowledge for student entering the real estate field and for the state real estate license examination. Students interested in sitting for the Florida Real Estate Commission exam must take a combined REE 1400 and BUL 1303 and receive a grade of 70 percent or better.

REE 1000
REAL ESTATE PRINCIPLES AND PRACTICES
3 Credits
Corequisite: REE 1400 or professor's approval. A study of the legal and economic aspects of real estate with emphasis on ownership, realty market, instruments of record,
mortgages, taxes and government regulations. Students interested in sitting for the Florida Real Estate Commission exam must take a combined REE 1000 and BUL 1303 end of course exam and receive a grade of 70 percent or better.

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

REE 2300
REAL ESTATE INVESTMENT
3 Credits
This course is designed to forecast and measure investment yields such as cash flow and profit analysis on real property. Houses, apartments, shopping centers, office buildings and industrial properties are analyzed using various investment approaches.

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

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

REE 2200
REAL ESTATE FINANCE I
3 Credits
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 2201
REAL ESTATE FINANCE II
3 Credits
A continuation of Real Estate Finance I. Emphasis is given to the application of the management approach to financing with special attention given to the use of funds, the many facets of mortgages, long-term leases, purchases and lease-back arrangements.

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

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

REE 2949
COOPERATIVE EDUCATION:
REAL ESTATE FIELD EXPERIENCE
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.

RESPIRATORY THERAPY

APB 1263C
CARDIOPULMONARY PHYSIOLOGY
4 Credits
Prerequisite: APB 2203C or permission of instructor. Includes 3 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 2650
PHARMACOLOGY
3 Credits
Prerequisite: APB 2204C, or permission of instructor. 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.

RET 1025
PRINCIPLES OF RESPIRATORY CARE
6 Credits
Prerequisite: APB 2203C. A course and laboratory experience designed for the beginning respiratory care student. An introduction and working knowledge of the state of the art, basic principles of equipment operation and therapeutic objectives for the administration of medical gases, humidity, aerosol, therapy modalities and airway management.

RET 1264C
PRINCIPLES OF MECHANICAL VENTILATION
4 Credits
Prerequisite: RET 1025C or permission of instructor. 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 support. (Special Fee)

RET 1275C
CLINICAL CARE TECHNIQUES
4 Credits
Prerequisite: APB 2203, RET 1025. This course presents basic principles and essential skills necessary to perform patient care safely and effectively. Information includes medical asepsis, terminology, communication, patient assessment and positioning, medical ethics, and behavioral problems unique to patients with respiratory illness. An orientation to the clinical rotation is also given. Student must maintain a "C" through the didactic portion to participate in the clinical setting.

RET 1295C
CHEST MEDICINE
4 Credits
Prerequisite: APB 2203C & RET 1025C. A course for respiratory therapy students to investigate the nature and cause of pulmonary diseases which involve changes in structure and function. The etiology, clinical manifestations, pathogenesis, laboratory data and treatment for major chronic and acute pulmonary disease entities will be presented.

RET 1450C
BASIC PHYSIOLOGIC MONITORING
3 Credits
Prerequisite: RET 1275C. Emphasis is on basic diagnostic and monitoring principles used in determining clinical evaluation of patients. Cardiopulmonary assessment is presented utilizing electrocardiography, chest roentgenography and laboratory tests. Lab fee required.
RET 1874L
CLINICAL PRACTICE I
Prerequisites: RET 1275C, Corequisites: permission of instructor. Approximately 16 contact hours for every 4 semester hours credit. Each student is assigned clinical tasks in patient floor care under the supervision of a staff respiratory therapist or clinical instructor. (Special Fee and Insurance Fee - $13.00)

RET 1875L
CLINICAL PRACTICE II
Prerequisites: RET 1264C, RET 1874L or permission of instructor. Approximately 24 contact 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 2244
LIFE SUPPORT
Prerequisites: RET 1456C & RET 1264C. Advanced cardiopulmonary assessment diagnostic and monitoring techniques will be emphasized. Cardiopulmonary hemodynamics, advanced pulmonary function studies and innovations will be stressed.

RET 2876L
CLINICAL PRACTICE III
Prerequisites: RET 1875L, RET 2714C, or permission of the instructor. Approximately 24 contact hours for every 4 semester hours credit. Each student assigned clinical tasks and orientation in pulmonary function lab, cardiac catheterization and open heart surgery under the supervision of the staff respiratory therapist or clinical instructor. (Special Fee)

SOCIAL SCIENCE

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

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

SOCIOLOGY

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

SYG 1324
SOCIOLOGY OF DRUGS
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:
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
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
Conversational Spanish for students in health related areas only. Emphasis on the practical application of Spanish to situations related to patients.

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

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

SPN 1101
ELEMENTARY SPANISH II
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
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
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
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
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
Prerequisite: SPN 2201 or equivalent. The first semester is a survey of the literary masterpieces of Spain from the 12th century to the Golden Age. The second semester is a continuation from 1800 to the 20th century.

SPEECH

ORI 1000
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.

SPC 1600H
FUNDAMENTALS OF SPEECH
3 Credits
Principals of oral communication common to speaking and listening. Emphasis on listening techniques and the preparation and delivery techniques for extemporaneous speaking. This course is designed to foster a more sophisticated level of skill development and theoretical understanding of the concepts presented in SPC 1600.

SPC 1603
PUBLIC SPEAKING
3 Credits
Prerequisite: SPC 1800. Advanced principles of audience and communication. Methods of presentation include impromptu, extemporaneous and manuscript. Categories include informative, entertainment, persuasion and group discussion.

SPC 1700
CROSS CULTURAL COMMUNICATION
3 Credits
Study and application of awareness skills for communication with people of other cultures. Upon completion, the student will be able to use problem analysis skills when communicating with people of other cultures.

SPC 2930
SELECTED TOPICS IN SPEECH
1-3 Credits
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.

STUDENT LIFE SKILLS

SLS 1101 1 Credit
COLLEGE SURVIVAL SKILLS
This course provides students with knowledge and skills that will help them survive and prosper in college. Included in this course is an introduction to the college and its resources, the development of selected study skills, and personal resource management skills. Students will identify skill areas and levels which they wish to improve.

SLS 1122 3 Credits
STUDENT SUCCESS
This course provides an opportunity for the student to learn and adopt methods to promote success in college. The course includes an introduction to the college, and its resources, an understanding of learning skills, and personal development skills in an extended orientation setting. Students will have the opportunity to improve by practicing their learning skills in areas of note-taking, test-taking, and studying.

SURVEYING TECHNOLOGY

SUR 1100 4 Credits
BASIC SURVEYING AND MEASUREMENTS
(Surveying I)
Elementary surveying course including fundamentals of plane surveying; use and care of equipment; accurate measuring of distance; theory and practice of leveling, angles and bearings; principles and use of transit; curves; stadia; and topographic and land surveying studied in coordinated class, laboratory and field assignments.

SUR 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)

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 plate.

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

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

SUR 2402 3 Credits
LAND SURVEYING AND DESCRIPTIONS
Prerequisites: SUR 2610 and SUR 2400. A study of the construction of land descriptions and techniques of surveying the boundaries of a described parcel of land; metes and bounds descriptions and surveys; lot and block descriptions and surveys; sectional descriptions and surveys; water boundary descriptions and surveys. (Including all associated computations.)

SUR 2460 3 Credits
SUBDIVISIONS
Prerequisite: SUR 2640. A study of plat construction from tract description to final record plat; plat drafting; necessary computations; lettering meaning of legal parts; current plat laws and regulations.
SUR 2500  ELECTRONIC AND GEODETIC SURVEYING
3 Credits
Prerequisite: SUR 2510. A study of electronic distance measurements and geodetic techniques in surveying; theory, construction and use of electronic measuring devices (geodimeter, telurometer, range-laser); applied geodetic astronomy (bearing and latitude determination using stars, sun, elongations, etc.); geodetic corrections to surveys of large extent.

SUR 2600C  SURVEYING CALCULATIONS
3 Credits
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  INTERMEDIATE SURVEYING COMPUTATIONS
3 Credits
(Surveying II)
Prerequisite: SUR 1100. A study of field techniques and their associated computations; adjustment of the 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  COGO CAD FOR SURVEYORS
3 Credits
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 final coordinates and maps of route surveys, plats, level lines, subdivisions, etc. Includes lecture and computer lab.

SUR 2640  ADVANCED SURVEYING COMPUTATIONS
4 Credits
(Surveying III)
Prerequisite: SUR 1610. A study of the advanced surveying office computations; traverse, horizontal curve, and vertical curve review; coordinates areas by D.M.D. and coordinates; partitioning problems; intersection problems (line-line, line-curve, curve-curve); missing traverse parts; compound and reverse curve computations; spirals; principles of significant figures and solution analysis.

SUR 2949  COOPERATIVE EDUCATION:
SURVEYING FIELD EXPERIENCE
2-4 Credits
Prerequisite: SUR 2610 and permission of 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
1-3 Credits
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
3 Credits
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 makeup. 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 makeup. Representative plays studied.

THE 2925  PLAY PRODUCTION
3 Credits
Designed to acquaint the student of theater with the overall
view of producing a play from the perspective of the director. Includes selecting and casting a play, planning rehearsals, working with actors and directing; also includes supervising scenery, lighting, costuming, properties, make-up and house management. Production techniques 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
BASIC STAGECRAFT I
3 Credits
Focuses on the methods of scenery construction. Covers tools, materials, hardware and basic approaches to building scenery using hands-on experience to complement lectures.

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

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

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

TPA 2010
BASIC THEATER DESIGN
3 Credits
This course involves the student in the preliminary concepts of stage, lighting and costume design. This course teaches the student the history of theatrical presentation and the motivation for design concepts.

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

TPA 2260
SOUND FOR THE STAGE
4 Credits
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
THEATER EQUIPMENT MAINTENANCE
4 Credits
Pre-requisite: TPA 2260, TPA 2220 or permission of professor. Provides students with a systematic approach to maintenance and trouble shooting of theater sound and lighting equipment. Includes two-hour laboratory.

TPA 2942
THEATER INTERNSHIP
1-3 Credits
Pre-requisite: 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
3 Credits
An introduction to practical skills necessary to the art of acting and acting as a career. Includes mime and imitation, acting styles and methods, methods of analysis for structure and meaning of plays, character development, techniques for various kinds of stages, audition techniques, rehearsal behavior.

TPP 1111
INTERMEDIATE ACTING
3 Credits
Prerequisite: TPP 1110. Further application of the principles studied in Beginning Acting. Includes preparing a resume, auditioning, memorizing techniques, acting styles and public performance.

TPA 2290
TECHNICAL THEATER PRODUCTION
1-3 Credits
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 September 1, 1989

OPEN, WINTER PARK, ORLANDO
CENTRAL PARK & OSCEOLA
CAMPUS ADMINISTRATION

Sandra Sarantos ......... Provost of the Open Campus
Paul A. Kinser ............. Dean of Osceola Center &
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Ray G. Love ............. Director, Continuing Education
Robert L. Milke ......... Director of Governmental
Services Programs

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and Executive Director of the
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Deborah G. Hopkins ......... Chairman of Business
Department
Tyron S. Johnson ......... Director of Student Services,
Rosita Martinez ......... Chairman of Foreign
Language, Humanities and ENS
Department
William C. Prentiss ......... Chairman of Social Science/
Physical Education
Hugh K. Rogers ......... Chairman of Technical and
Engineering Related
Programs Department
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Communications Department
Ruth Y. Webb ......... Chairman of Health and
Public Service Department

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W. Michael Hooks ......... Vice President for
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Leonard R. Burry ......... Assistant Vice President,
Computer Services
James R. Reinschmidt ......... Assistant Vice
President, Facilities
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Thomas M. Henkel, Jr. ......... Assistant to the President
M. Keese Perry ......... Controller
Preston D. Rosser ......... Director of Financial Aid
 and Veterans' Affairs
Barbara Joan Tiller ......... Director of Vocational Education
Geraldine F. Thompson ......... Assistant to the President
for Equal Opportunity
Anita J. Harrow ......... Vice President for Instruction

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Adams, Carol E.
CITE Program
B.S., Memphis State University
M.A., University of Central Florida

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

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

Anjali, Kusum
Librarian
B.A., Maharis College
M.A., University of Rajasthan
M.S., University of Villanova

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

Arbogast, Ned M.
Data Processing
B.A., Susquehanna University
M.B.A., New York Institute of Technology

Armour, Lisa
Mathematics
B.A., Rollins College
M.S., University of Florida

Ashcraft, William R.
International Business
B.A., Duke University
M.A., Duke University
M.A., University of South Carolina

Bariow, Mallin
English
B.A., University of Central Florida
M.A., Florida State University

Barber, Elaine V.
Humanities
B.S., Trenton State College
M.Ed., Temple University

Baxter, Valerie L.
Data Processing
B.S., University of West Florida
M.S., University of West Florida

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

Benefield, Jack W.
Chairman, Science Department, West Campus
B.S., Ed. University of Georgia
M.Ed., University of Georgia

Bennett, Lula M.
Political Science
A.B., Vardert State College
M.A.T., Rollins College
Ed.D., Nova University

Bennett, Richard
Facilities Planner
B.A., University of Florida

Bevan, Kenneth V.
Legal Assistant Program
B.A., University of Florida
J.D., Samford University

Bishop, Philip E.
Humanities
B.A., Davidson College
M.A., University of Wisconsin
Ph.D., University of Wisconsin

Blackney, W.R.
Art
B.S., Western Michigan University
M.A., Western Michigan University

Bouletti-Clary, Lucy
Coordinator of Communications and Marketing
B.S., University of Florida

Boyett, Thorlone
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/Binghampton

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
Bredock, Martin J.
Mathematics
B.S., Michigan State University
M.S., Michigan State University

Bredlin, Brenda A.
Foreign Language
B.A., Thiel College
M.A., Kutztown State College

Brumbaugh, Judith A.
Business/Economics
B.A., Adrian College
M.A., University of Georgia

Burry, Leonard R.
Assistant to the Vice President for Data Processing

Byrnes, Thomas J.
Political Science
B.A., Marquette University
M.A., University of Florida

Calderon, Ana J.
Foreign Language
B.A., University of Central Florida
M.A., University of Wisconsin

Capraun, Lynn W.
Respiratory Therapy
B.S., University of Central Florida
M.S., University of Central Florida

Carignan, Ann M.
Nursing
B.S.N., St. Anselm College
M.S., Boston University

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

Centko, John M., Jr.
Horticulture
B.S., Murray State University
M.S., Murray State University

Chaffin, Barbara J.
Program Director, Continuing Education for Health Professionals
B.S., Emory University
M.A., University of South Florida

Chandler, Elizabeth A.
Program Director - Computer Training Institute
B.S., University of Central Florida

Cheatham, Ben H., Jr.
Mathematics
B.A., University of Florida
M.ED., University of Florida
ED.D., University of Florida

Choice, Bonnie
Reading
B.S., Florida A&M University
M.S., Florida A&M University

Clark, Steven T.
Dept. Environmental Regulation
B.S., University of Central Florida

Closson, David L.
English/Interdisciplinary Humanities
B.A., Lincoln University
M.A., University of Pennsylvania
Ph.D., University of Pennsylvania

Closson, Rosemary B.
Program Director, Teacher Education Center
B.S., Howard University
M.A., Nova University

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

Cox, Dennis M., Jr.
Physical Education
B.S., Eckerd 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

Crosby, Mary Jane
Disney University Learning Center
B.S., University of Central Florida

Davis, Carolyn B.
Counseling
B.A., Lincoln University
M.Ed. Stetson University

DeLisle, Judith A.
Librarian
B.A., Michigan State University
M.L.S., University of Michigan

DeVoe, Jody L.
Mathematics
B.S., University of Central Florida
M.S., University of Central Florida

Diaz, Alda E.
Foreign Language
B.A., Mundelein College
M.Ed., National College of Education

Dickerson, John A.
Mathematics
B.S., Purdue University
M.S., Purdue University

Dillmartino, Jacelyn
Mathematics
B.S., Florida Atlantic University
M.S., NOVA 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

Drossin, Charles H.
Director of Admissions and Records
B.A., Florida Atlantic University
M.Ed., University of Central Florida

Dunn, Walter F.
Counselor
B.A., East Tennessee State University
M.S., 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
<table>
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<tr>
<th>Name</th>
<th>Position/Department</th>
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<td>Edwards, Linda M.</td>
<td>Dental Hygiene</td>
<td>R.D.H., University of Kansas City</td>
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<td>Chairman, Mathematics Department,</td>
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<td>Ems-Wilson, Janice</td>
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<td>Gianini, Paul C., Jr.</td>
<td>President</td>
<td>B.A., Yankton College</td>
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<td>Grants Specialist</td>
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<td>Gresham, Carolyn I.</td>
<td>Professor, CADD</td>
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<td>Griffith, Karen L.</td>
<td>Dept. Environmental Regulations</td>
<td>B.A., University of Florida</td>
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<td>Sociology</td>
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<td>Gross, Edmund K.</td>
<td>Provost and Executive Director of Valencia</td>
<td>B.S., University of Florida</td>
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<td>Community College Foundation</td>
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<td>Gulindin, Rafael</td>
<td>Counselor</td>
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<td>Gurr, Marsha E.</td>
<td>Business Education</td>
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<td>Hackett-Waters, Patricia</td>
<td>Program Manager, Computer Assisted Design</td>
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<td>Hardy, George W.</td>
<td>Mathematics</td>
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<td>Harris, Valerie L.</td>
<td>Emergency Medical Services</td>
<td>B.A., University of South Florida</td>
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<td>R.N. Paramedic</td>
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<td>Harrow, Anital J.</td>
<td>Vice President for Instruction</td>
<td>B.A., University of South Florida</td>
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<td>Hawat, Gaby</td>
<td>Electronics Technology</td>
<td>B.S., Florida Institute of Technology</td>
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<td>Hayden, Glenn R.</td>
<td>English</td>
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<td>M.A., University of Kentucky</td>
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<td>Heavey, Brian</td>
<td>B.A., University of South Florida</td>
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<td>Henderson, Patricia A.</td>
<td>Librarian</td>
<td>B.A., Florida State University</td>
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<td>M.L., Emory University</td>
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<tr>
<td>Henkel, Thomas M., Jr.</td>
<td>Assistant to the President</td>
<td>B.A., University of Florida</td>
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<td>J.D., University of Florida</td>
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<tr>
<td>Henry, Barbara Q.</td>
<td>CITE Program</td>
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<td>B.A., Wells College</td>
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<tr>
<td>Name</td>
<td>Degree/Campus Information</td>
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</tr>
</tbody>
</table>
| Hicks, Forrest L.| Surveying Technology  
B.A., University of Southern California  
M.S., Ohio State University |
| 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 |
| Hoff, Mary J.    | English  
B.A. Marymount College  
M.A., University of Tulsa |
| Holland, Bob T.  | Counselor  
B.A., Union University  
B.S., Southeastern Baptist Theological Seminary  
M.S.M., Southern Baptist Theological Seminary  
Ph.D., Florida State University |
| Hollister, Debra L. | Psychology  
B.A., University of Central Florida  
M.S., University of Central Florida |
| Hollister, Merton A. | Mathematics/Science  
B.S., Rollins College  
M.S., Rollins College  
J.D., Mercer 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. | Chairman, Business Department,  
West Campus  
B.S., East Carolina University  
M.A., East Carolina University  
Ed.D., NOVA 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 |
| Hughes, John C.  | Communications  
B.S., University of Southern Mississippi  
M.A., University of Southern Mississippi |
| Hunt, Louise I.  | 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 |
| Jacob, Emmanuel A. | Training Coordinator, TERP  
B.S., University of Central Florida |
| Jacobs, Wayne R. | Mathematics  
B.S.E., University of Florida  
M.Ed., University of Florida |
| Jay, Nancy E.    | Art  
B.A., Georgia College at Milledgeville  
M.F.A., Florida State University |
| Jenkins, Dennis L. | Art  
B.S., M.A., M.F.A., University of Wisconsin |
| Johnson, Boyd L. | Physical Education  
B.A., M.A., University of Kentucky |
| Johnson, Carol    | Credit Coordinator/Academic Advisor  
B.S., Baldwin-Wallace College |
| Johnson, Tyron S. | Director, Student Services, West Campus  
B.A., Johnson C. Smith University  
M.A., Rollins College |
| Johnson, Walter D. | Coordinator, Special Services and Handicapped Specialist  
B.A., University of Central Florida  
M.A., Rollins College |
| Jones, David W.  | Physical Education  
B.S., Ashland College  
M.S., NOVA University |
| Jones, Judith M. | Chairman, Mathematics/Science/Physical Education Department, East Campus  
B.A., Cast-Western Reserve University  
M.S., University of Florida |
| Jones, June B.   | Mathematics  
B.S., University of Florida  
M.S., Nova University |
| Jones, Wiley E.  | Building Construction  
B.S., Louisiana Technical University  
M.S., University of Texas |
| Jore, Phyllis H. | Mathematics  
B.A., Cornell University  
M.Ed., Rollins College  
M.A., University of Florida |
| Kanar, Carol S.  | Reading and English  
B.A., University of Florida  
M.Ed., Rollins College  
M.A., University of Florida |
| Kautz, Sue Ann   | Communications  
B.S., Indiana State University  
M.A., Indiana State University |
| Kavalec, Celine M. | Communications  
B.A., University of Indianapolis  
M.A., Butler University |
| Kazanzas, Jack G. | Assistant to the Executive Director of the VCC Foundation  
B.S., Florida State University |
| Kehrer, Grace S. | Chairman, Communications/Foreign Language Department, East Campus  
B.A., University of Central Florida  
M.A., University of South Florida  
Ed.S., Florida Atlantic University |
| Kelley, Susan E. | Director of Development  
B.A., West Virginia University  
M.S.M., West Virginia College of Graduate Studies |
| Keyes, Lula C.   | Spanish  
B.A., University of Florida  
M.A.T., University of Florida |
Killinger, Charles L., III  
Political Science  
B.A., Southwestern at Memphis  
M.A., College of William and Mary  
Ph.D., Florida State University

Kimbrel, Daniel J.  
Librarian  
B.A.E., University of Florida  
M.Ed., University of Florida

Kinder, S. Steve  
Business & Industry  
B.S., University of Central Florida

King, Patricia L.  
Computer Training Institute  
B.S., Bowling Green State University  
M.A., Ohio State University

Kinsler, Mary Ann  
Assistant Director of Valencia  
Community College Foundation, Inc.  
B.A., U.C.L.A.  
M.Ed., U.C.L.A.

Kinsler, Paul A.  
Dean of Continuing Education,  
Open Campus  
B.A., Indiana State University  
M.S., Indiana State University  
Ed.D., Nova University

Lang, James D.  
Mathematics  
B.S., Georgia Institute of Technology  
M.S., Georgia Institute of Technology  
M.S., University of Illinois

Lathrop, F. Keith  
Mathematics  
B.S., Barry College  
M.A., Louisiana State University

Lathrop, Roxanne G.  
Communications  
B.A., Florida Southern College  
M.F.A., Warren Wilson College

Lee, Maryke  
Mathematics  
B.S., University of Central Florida  
M.S., University of Central Florida

Legg, Mary N.  
Sociology  
B.A., Northwestern Oklahoma State University  
M.S., Oklahoma State University

Lehmann, Karen C.  
Director, Student Services, East Campus  
B.S., State University of N.Y.  
M.S., Queens College  
M.A., New York University

Lehmann, Timothy L.  
Psychology  
B.A., University of Florida  
M.Ed., University of Florida  
Ed.D., University of Florida

Licata, Paul  
Interdisciplinary Studies Program  
B.A., Long Island University  
M.A., Long Island University

Linton, Corrinne B.  
Business  
B.A., Notre Dame of Maryland  
B.S., Rollins College  
M.B.A., Stetson University  
M.Ed., University of Florida  
Ed.D., University of Florida

Lippert, Don F.  
Coordinator for Cooperative and Experiential Education  
B.S., University of Southern Mississippi  
M.Ed., University of Central Florida

Love, Ray G.  
Director, Continuing Education  
B.S., University of Alabama  
M.A., University of Alabama

Ludy, Jeffery  
Respiratory Therapy  
B.A., Syracuse University  
M.Ed., University of Virginia

Ludy, Maryanne, M.  
Nursing  
B.S.N., Catholic University of America  
M.S.N., Northern Illinois University

Lydecker, Christine M.  
Accounting  
B.S., B.A., American University  
M.S., American University

Mable, Howard E.  
Physical Education  
B.S., State University of New York  
M.Ed., University of Central Florida

Maneer, William S.  
Mathematics  
B.S., Clarion College  
M.A., Wayne State University

Merek, Joseph A.  
Physical Education  
B.A., University of Central Florida  
M.A., University of Central Florida

Martinez, Rosalba N.  
Chairman, Foreign Language,  
Humanities and  
ENZ Dept., West Campus  
Degrees from Normal School for  
Teachers, Mantazas, Cuba, and  
University of Havana  
M.A., Middlebury College  
Ph.D., Havana University

Massey, Judy V.  
Project Coordinator, Substance Abuse  
Prevention  
B.S., Taylor University  
M.Ed., Wright State University

McCord, Dolores  
Counselor  
B.A., University of Florida  
M.Ed., University of Florida

McCord, William M.  
Physics  
B.A., Vanderbilt University  
M.A., George Peabody College  
for Teachers of Vanderbilt University  
M.B.S., University of Colorado
McDonald, Robert C.
Chemistry
B.S., Florida State University
M.A., Appalachian State University
Ed.D., Nova University

McDowell, Annie R.
Coordinator of Minority Affairs/ Counselor
B.S., Florida A&M University
M.Ed., University of Central Florida

McGlynn, Hudson
English
B.A., Rutgers University
M.A., Keen College

McKinnon, Mary J.
Coordinator, Osceola Campus
B.A., Otterbein College

McNamara, Lolla L.
Humanities
B.A., Lawrence College
M.A.T., Rollins College

Meado, Susan N.
Dental Hygiene
B.S., University of Louisville
M.A., Nova University

Melika, Scott F.
Art
B.A., Ringling School of Art & Design
M.F.A., Louisiana State University

Melnick, Stanley
Political Science
B.S., Florida State University
M.S., Florida State University
Ed.D., Nova University

Milne, Robert L.
Director, Governmental Services Program
B.S., Marquette University

Miller, Ouida A.
Nursing
B.S.N., University of Florida
M.A., Rollins College

Morris, Cliff C., Jr.
Mathematics
B.S., Florida A&M University
M.Ed., Florida A&M University

Morrison, Elizabeth M.
Mathematics
B.A., Florida State University
M.S., Florida State University

Mosely, Dana T.
Mathematics
B.S., Louisiana State University and A & M College
M.A., Louisiana State University and A & M College

Muslick, Bennet 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.
Title III Retention
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

Odor, Pauline M.
Health and Public Service
R.N., Gordon Keller School of Nursing

Olin, Susan M.
Office Systems Technology Institute
B.A., University of South Florida

Oswald, Eileen M.
Speech/English
B.A., St. Bonaventure University
M.Ed., University of Central Florida

Parker, Chauncey G.
English
B.A., Harvard University
M.B.A., Harvard Business School

Patrick, Marilyn G.
Data Processing/Mathematics
B.S., University of Central Florida
M.S., NOVA University

Paul, Delia W.
English
B.A., Bethune-Cookman College
M.A., Rollins College

Peck, Mary Jo
Humanities
B.S., University of Tennessee
M.A., Rollins College

Pendergraft, Sandra C.
Nursing
B.S., University of North Carolina
M.S., University of North Carolina

Perry, Annie Blue
Reading
B.A., University of North Carolina
M.A.T., Rollins College
Ed.D., Florida State University

Perry, M. Keese
Controller
A.B., Mercer University
B.A., Stetson University

Peterson, Barbara P.
Graphic Arts Technology
B.A., Florida State University
M.A., University of Central Florida

Peterson, Karen S.
Dental Hygiene
B.S., West Liberty State College
M.S., University of Michigan

Pew, Robert W.
Data Processing
B.G.S., Rollins College
M.B.A., Rollins College
Ed.D., Nova University

Phillips, Peggy H.
English
B.A., Lenoir Rhyne College
M.Ed., University of Florida

Pierce, Thomas C.
Journalism
B.A., University of Florida
M.S., University of South Florida

Pitts, Louise N.
Nursing
B.S., Florida State University
M.S., University of Alabama

Pizzolato, Michael E.
Hospitality Management
B.S., Florida State University
M.S., Florida State University

Polier, Vera R.
Center for Continuing Education for Women Program
B.S., Florida State University
M.Ed., University of Central Florida

Prentiss, William C.
Chairman, Social Science and Physical Education Dept., West Campus
B.A., University of the South
M.A., University of Virginia
Ed.D., University of Florida

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Puyana, Ann E.
English
B.A., University of Pittsburgh
M.A., School for International Training

Rabel, Sheila A.
Mathematics
B.A., Thomas More College
M.A., Wayne State University

Rafter, Terry L.
Coordinator, Orlando Displaced Homemaker
Program/Job Search Project
B.A., University of Central Florida
M.A., University of Central Florida

Raddick, Alzo J.
Assistant to Vice President for Planning
B.S., Paul Quinn College
M.A., Florida A&M University
Ed.D., Nova University

Redmon, Brenda
Computer Programmer Training for the Disabled
B.S., Southern Illinois University

Redmon, Malcolm E.
Mathematics/Physics
B.A., Catholic University
M.S., University of Notre Dame

Reinlheau, Ronald W.
Political Science
B.A., University of Alabama
M.A., University of Alabama
Ed.D., Nova University

Reinschmidt, James R.
Assistant Vice President, Facilities
B.A., University of Cincinnati
M.S.T., University of Florida

Rhamestine, 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

Riddle, Laura G.
Project Director, Drug Abuse Education
B.A., University of South Florida
M.A., University of Central Florida

Riddle, Sonya
Disney University Learning Center
B.S., University of Central Florida

Rietveid, Richard D.
Director of Performing Arts Center
B.A., Hope College
M.S., Colorado State University

Riles, Mary C.
Coordinator of Assessment and Learning Center
B.A., University of Central Florida
M.A., Rollins College

Rosal, Eugene W.
Political Science and History
B.A., West Virginia Wesleyan
M.A., West Virginia University

Rodriguez, Roland J.
Biology
B.S., University of Kansas
M.S., University of Central Florida

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
Ed.D., NOVA University

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, Charlie Jean
Biology
B.S., Alabama State College
M.Ed., Florida A&M University
M.A., Southern University
Ed.D., Nova University

Salz, Harvey
Electronics/Electromechanical Technology
B.S., 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

Sanders, Miriam
Nursing
B.S., Albany State College
R.N., Orange Memorial Hospital School of Nursing

Sansone, Richard L.
English as a Second Language
B.A., Rollins College
M.A., University of Arizona

Santos, Marilyn
Foreign Language
B.A., Syracuse University
M.A., University of Hawaii
Sathre, LaRoy
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

Sermon-Wilson, 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

Shaw, Mary K.
Project Coordinator, Nontraditional Career
Awareness & Training
B.S., Presbyterian College
M.A., Rollins College

Shemolya, Phyllis K.
Physical Education
B.A., University of Kentucky
M.A., New York University

Shuman, Garry 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

Simmons, Robin L.
Communications
B.A., Rollins College

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, Kathryn
Dental Hygiene
B.S., University of Missouri
M.B.A., Ft. Institute of Technology

Smith, Kay L.
Communications
B.A., Indiana State University
M.A., Purdue University
M.A., Eastern Illinois University

Smith, Paulette
Librarian
B.A., University of Iowa
M.L.S., University of Iowa

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

Sonnenberg, Robert N.
Mathematics
B.S., University of Florida
M.S., University of Central Florida

Spencer, Marlene A.
Humanities, Religion and Philosophy
B.A., Berry College
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

Sterling, Diane H.
Program Director, Instructional Feedback
B.A., University of Maryland
M.A., University of Central Florida

Stone, Stanley H.
Chairman, Vocational Programs Department, East Campus
B.A., Howard University
J.D., Howard University

Stovall, Randall H.
Title III Articulation
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

Straumfaia, 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
M.A., Rollins College

Sugler, 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

Taylor, Raymond V.
Paramedic Program
A.S., Valencia Community College

Taylor, Shirley S.
Job Development/Placement Specialist
B.A., University of Central Florida
M.A., Montclair College

Tellers, 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, Quentin P.
Chairman, Humanities/Visual and Performing Arts Department, East Campus
B.S., 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

Tish, Samuel A.
Business
B.A., University of Central Florida
M.Ed., University of Central Florida

Trachy, Carole A.
Humanities
B.A., University of Massachusetts
M.A.T., University of Massachusetts
Ph.D., Florida State University

Treblilcock, Greta
Employee Benefits
B.S., University of Maryland

Turner, Margaret Elaine
Student Development Coordinator
B.A., University of Central Florida

Twigg, Helen P.
Humanities
B.A., University of Florida
M.A., University of Florida
Ed.D., University of Florida

Tyson, H. Jeannette
Mathematics
B.S., Mathematics
M.A., Florida A&M University

Vandermaat, Roberta J.
Humanities
B.A., Florida State University
M.A., Florida State University

Velasco, Sue E.
CITE Program
B.S., Florida State University
M.Ed., University of South Alabama

Villages, 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

Warren, Kathryn M.
Physical Education
A.A., Valencia Community College

Wasniewski, 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

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

Wise, 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, Jeanette J.
Counselor/Trainer, CCEW
B.S., Florida A&M University
M.Ed., Rollins College

Williams, Timothy D.
Mathematics
B.A., University of Florida
M.Ed., University of Central Florida

Willamson, Laurel V.
English
B.A., University of Southern Mississippi
M.A., University of Southern Mississippi

Wilson, David L.
Biology
B.S., University of Florida
M.S., Wayne State University
Ph.D., Wayne State University

Wilson, Mary Lee
Nursing
B.S.N., University of Virginia

Wit, Joanne
Nursing
B.S.N., Fairleigh Dickinson University
M.S.N., Medical College of Georgia
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.
Chairman, Science/Social Science, East Campus
B.S., Oglethorpe University
M.S., University of Miami

Zurosky, Thomas S.
Chemistry
B.S., California State College
M.S., Clarkson College of Technology
CAREER SERVICE EMPLOYEES

Acosta, Carmen
Paraprofessional - OIL/Testing Center

Adams, Kathleen A.
Word Processing Specialist II

Adams-Obronski, Rose E.
Senior Payroll Specialist

Ali, Bobi A.
Cashier

Alvarez, Gustavo A.
Cashier

Amendolaro, Frank T.
Small Engine Mechanic

Amos, Lorraine B.
Educational Advisor

Anderson, Arthur Z.
Groundskeeper Working Supervisor

Anderson, James W.
Small Engine Mechanic

Anderson, Marquita D.
Systems Analyst I

Archer, Myra L.
Communications Assistant

Arias, Emilia V.
Custodian I

Atkinson, Dixie L
Educational Advisor

Ayala, Luis
Custodian I

Baller, Patricia A.
Financial Aid Clerk

Bailey, JoAnne T.
Secretary I

Balkom, Sharon R.
Paraprofessional - Greenhouse

Ball, Gwendolyn
Secretary I

Ball, Rebecca C.
Admissions/Records Specialist

Barry, Robert W.
Programmer/Analyst II

Bean, Barbara J.
Media Production/Graphic Specialist

Bearden, Rosie M.
Admissions/Records Specialist

Beckmann, Elizabeth R.
Secretary II

Bell, Denise K.
Office Systems Manager

Bennett, Geneva R.
Cashier Working Supervisor

Benson-Beavor, Rebecca
Instructional Assistant - Mathematics

Blais, Paul
Information Center Specialist

Blount, June
Admissions/Records Specialist

Bonilla, Karin C.
Secretary III

Borden, Dixie L.
Office Supervisor III

Bowling, Robin T.
Reprographic Equipment Operator

Bracey, Louise A.
Secretary I

Bradley, Arthur J.
Custodian I

Brewster, Margie B.
Computer Operator

Brinson, Vondette
PBX Operator

Bronson, Dennis W.
Groundskeeper Working Supervisor

Brown, Linda M.
Supervisor, Open Instructional Laboratory

Brown, Sonja C.
Secretary I

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

Childress, Steven R.
Manager, Purchasing, Risk Management and Insurance

Churchwell, Sybil E.
Coordinator of Telecommunications

Clayton, Inez
Admissions/Records Specialist
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clayton, Myra J.</td>
<td>Evening Admissions &amp; Records Analyst</td>
</tr>
<tr>
<td>Clark, Kelly</td>
<td>Secretary I</td>
</tr>
<tr>
<td>Clinebell, Sandra</td>
<td>Instructional Assistant - Data Processing</td>
</tr>
<tr>
<td>Coleman, Lorayne M.</td>
<td>Secretary I</td>
</tr>
<tr>
<td>Core, John L.</td>
<td>Custodian I</td>
</tr>
<tr>
<td>Coto, Florence A.</td>
<td>International Student Advisor</td>
</tr>
<tr>
<td>Couey, Joanna B.</td>
<td>Supervisor, Admissions/Records - Open Campus</td>
</tr>
<tr>
<td>Cranford, Catherine</td>
<td>Accounting Clerk I</td>
</tr>
<tr>
<td>Crum, Francine</td>
<td>Learning Center Specialist</td>
</tr>
<tr>
<td>Cruz, Cynthia M.</td>
<td>Grants Records Specialist</td>
</tr>
<tr>
<td>Cunningham, Thomas W.</td>
<td>Chief Accountant</td>
</tr>
<tr>
<td>Curran, Jeanne E.</td>
<td>Admissions/Records Specialist</td>
</tr>
<tr>
<td>Curry, Ernest E. Sr.</td>
<td>Supervisor of Mail &amp; Courier Services</td>
</tr>
<tr>
<td>Curry, Sherlan M.</td>
<td>Secretary II</td>
</tr>
<tr>
<td>Damon, Peter K.</td>
<td>Supervisor Grounds Maintenance - East</td>
</tr>
<tr>
<td>Daverne, Madeline M.</td>
<td>Word Processing Specialist II</td>
</tr>
<tr>
<td>Daves, Deima J.</td>
<td>Field Transportation Worker - CITE</td>
</tr>
<tr>
<td>Davis, Candace I.</td>
<td>Reprographic Equipment Operator</td>
</tr>
<tr>
<td>Davis, Darrell K.</td>
<td>Groundskeeper I</td>
</tr>
<tr>
<td>Davis, Gwendolyn Y.</td>
<td>Office Supervisor II</td>
</tr>
<tr>
<td>DeHaney, Stephen A.</td>
<td>Field Transportation Worker</td>
</tr>
<tr>
<td>Deitrick, Donna R.</td>
<td>Coordinating Assistant</td>
</tr>
<tr>
<td>Dela Cruz, Alfredo</td>
<td>Asst. Computer Operator</td>
</tr>
<tr>
<td>Delaney, Debra J.</td>
<td>Financial Aid Specialist II</td>
</tr>
<tr>
<td>Deleon, Pablo J.</td>
<td>Groundskeeper I</td>
</tr>
<tr>
<td>DeLong, Donna</td>
<td>Word Processing Specialist I</td>
</tr>
<tr>
<td>DeLong, Kevin E.</td>
<td>Stock Clerk</td>
</tr>
<tr>
<td>Denny, Sondra J.</td>
<td>Admissions/Records Specialist</td>
</tr>
<tr>
<td>Denton, William A.</td>
<td>Assistant Controller</td>
</tr>
<tr>
<td>DeSorbo, Louis</td>
<td>Supervisor of Printing Services</td>
</tr>
<tr>
<td>Deweese, Barbara</td>
<td>Administrative Assistant to the President</td>
</tr>
<tr>
<td>Diaz, Efrain</td>
<td>Shipping &amp; Receiving Clerk</td>
</tr>
<tr>
<td>Diaz, Silvia L.</td>
<td>Custodian I</td>
</tr>
<tr>
<td>Dudash, Genevieve L.</td>
<td>Reprographic Equipment Operator/</td>
</tr>
<tr>
<td>DuPree, Cynthia</td>
<td>Word Processing Specialist II</td>
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<tr>
<td>Dyer, Sherri</td>
<td>Media Processing Specialist</td>
</tr>
<tr>
<td>Elchenauer, Kurt H.F.</td>
<td>Supervisor Trades &amp; Maintenance</td>
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<tr>
<td>Eidridge, Charlotte L.</td>
<td>Word Processing Specialist II</td>
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<tr>
<td>Eitkins, Mary Beth</td>
<td>Office Supervisor III</td>
</tr>
<tr>
<td>Ellison, James M.</td>
<td>Programmer/Analyst I</td>
</tr>
<tr>
<td>Enos, Barbara A.</td>
<td>Secretary II</td>
</tr>
<tr>
<td>Epstein, Judy L.</td>
<td>Paraprofessional - OIL-VCC/UCF</td>
</tr>
<tr>
<td>Everson, Bruce H.</td>
<td>Supervisor, Public Services</td>
</tr>
<tr>
<td>Ewing, Michal O.</td>
<td>Office Supervisor I</td>
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<tr>
<td>Fader, Joanne</td>
<td>Educational Advisor</td>
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<tr>
<td>Fansler, Charles B.</td>
<td>Learning Center Specialist</td>
</tr>
<tr>
<td>Fansler, Sharon K.</td>
<td>Career Advisor</td>
</tr>
<tr>
<td>Ferrell, Marcia A.</td>
<td>Secretary II</td>
</tr>
<tr>
<td>Fields, Thomas F.</td>
<td>Senior Laboratory Technician</td>
</tr>
<tr>
<td>Figueroa, Pedro J.</td>
<td>Custodian I</td>
</tr>
<tr>
<td>Figueroa, Ricardo</td>
<td>Supervisor, Finance Office</td>
</tr>
<tr>
<td>Findlay, Terry A.</td>
<td>Office Systems Manager</td>
</tr>
<tr>
<td>Flanders, Barbara J.</td>
<td>Accounting Clerk I</td>
</tr>
<tr>
<td>Flavelle, Arthur</td>
<td>Chief Engineer</td>
</tr>
<tr>
<td>Flick, Natalie L.</td>
<td>Secretary I</td>
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<tr>
<td>Floyd, Lorraine A.</td>
<td>Educational Advisor</td>
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<tr>
<td>Foreman, Nancy A.</td>
<td>Office Supervisor I</td>
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<tr>
<td>Foster, Cyndi C.</td>
<td>Educational Advisor</td>
</tr>
<tr>
<td>French, Jacquelyn A.</td>
<td>Secretary/Bockkeeper - CCEW</td>
</tr>
<tr>
<td>Galant, Henry W. Jr.</td>
<td>Facilities Assistant II</td>
</tr>
<tr>
<td>Garcia, Jose L.</td>
<td>Maintenance Technician I</td>
</tr>
<tr>
<td>Garcia, Nazario</td>
<td>Custodian I</td>
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<tr>
<td>Gardall, Carmen M.</td>
<td>Financial Aid Specialist</td>
</tr>
<tr>
<td>Gelle, Menchita, C.</td>
<td>Admissions/Records Specialist</td>
</tr>
<tr>
<td>Gentry, Howard T.</td>
<td>Reprographic Equipment Operator</td>
</tr>
</tbody>
</table>
Gentry, Michael J.  
Custodian I

Glenn, Sheila R.  
Accounting Clerk I

Glover, Rhonda D.  
Research Analyst

Gonzalez, Joann  
Secretary I

Goodrich, Patrick G.  
Accounting Clerk I

Gordon, Levi  
Groundskeeper I

Gotlich, Diep  
Instructional Assistant

Gravel, Maryann  
Secretary III

Gray, Janet E.  
Financial Aid Specialist III

Green, Daisie M.  
Personnel Specialist

Greene, Peggy L.  
Secretary II

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Custodian I

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Hill, Roosevelt Jr.  
Groundskeeper I

Holley, William C.  
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Word Processing Specialist II

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Humphries, Bernice  
Custodian I

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Hunt, Hilda J.  
Media Processing Specialist

Hunt, Todd A.  
Assistant Bookstore Manager

Ings, Tominsina L.  
Technical Specialist

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Jacobs, Fairrell C.  
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Janz, Carol P.  
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Jenkins, Lee E.  
Custodian I

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Jones, Diane M.  
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Jones, Kathy L.  
Secretary II

Jones, Lena B.  
Secretary I

Jones, Sheila Y.  
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Jones, Shirley M.  
Testing Specialist

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Koerner, Nancy K.  
Accounting Clerk II

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Kozumplik, Elizabeth M.  
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Kuhn, Elisabeth  
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Groundskeeper I

Lawson, Harold K.  
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Lebron, Lillian R.  
Accounting Clerk II

Lebron, Miguel  
Custodian I

Leibke, Janet M.  
Admissions Supervisor

Leigh, Harold E.  
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Leigh, Janice A.  
Cashier

Lester, Kimberly A.  
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Locke, Anthony P.  
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Long, Bernice T.  
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Lowe, Vicky A.  
Secretary II

Luse, Barbara L.  
Personnel Specialist

Marcia, Linda I.  
Accounting Clerk I

Marini, Diana C.  
Word Processing Specialist II

Martin, Vivian  
Secretary II
<table>
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<tr>
<th>Name</th>
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<tr>
<td>Martos, Haydee R.</td>
<td>Custodian I</td>
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<tr>
<td>Mathena, Harriett</td>
<td>Evening Admissions &amp; Records Analyst</td>
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<td>Matson, Paul A.</td>
<td>Facilities Inspector</td>
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<td>Classroom Aide</td>
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<td>Media Processing Specialist</td>
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<td>McAdams, Jack R.</td>
<td>Programmer/Analyst II</td>
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<td>Secretary I</td>
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<td>Maintenance Technician I</td>
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<td>Miller, Dialynn S.</td>
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<td>Miller, Robl L.</td>
<td>Supervisor Grounds Maintenance - West</td>
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<td>Mitchell, Jeane F.</td>
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<td>PEC Building/Equipment Manager</td>
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<td>Pabon, Crucita</td>
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<td>Page, Judith T.</td>
<td>Gallery Curator</td>
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<td>Pahl, Donald L. Jr.</td>
<td>Facilities Assistant I</td>
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<td>Learning Center Coordinator</td>
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<td>Graphic Designer</td>
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<td>Program Specialist/Educational Advisor</td>
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<td>Perkins, Walter W.</td>
<td>Electronics/Electro-optics Laboratory Technician</td>
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<td>Petty, Marlene K.</td>
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<td>Press Operator Supervisor</td>
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<td>Pinkney, Lois E.</td>
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<td>Piplitone, Sallye G.</td>
<td>Assistant to the Director of Financial Aid</td>
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<td>Powhida, Gayle Z.</td>
<td>Word Processing Specialist I</td>
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<td>Provido, Jose G.</td>
<td>Security Guard</td>
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<td>Prum, Evelyn</td>
<td>Instructional Laboratory Coordinator</td>
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Purcell, Marva A.  
Secretary I - CITE  

Pyster, Doris B.  
Office Supervisor I  

Rahberg, Donna L.  
Instructional Assistant - Science  

Rameley, Martha A.  
Learning Center Coordinator  

Ramos, Edelmire  
Custodian I  

Randolph, Stephanie  
Cashier  

Rank, Ruth A.  
Library Assistant  

Ratliff, Barbara G.  
Payroll Supervisor  

Ratliff, Robert E.  
Facilities Coordinator  

Reed, Donald  
Custodian I  

Ribbe, Helen D.  
Office Supervisor I  

Riley, Delores Y.  
PBX Operator  

Rivera, Luz M.  
Cashier  

Rivera, Pedro  
Accounting Manager  

Roder, Joseph E.  
Supervisor, Security  

Rodgers, Brinson  
Groundskeeper I  

Rosenfeld, Howard  
Security Guard  

Rubens, Pamela J.  
Secretary II  

Rulz, Ilenea T.  
Secretary I  

Ryon, Tami Lyn  
Instructional Assistant  

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  

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, Leonard A.  
Custodian I  

Smith, Roger P.  
Internal Audit  

Smoke, Leonard C.  
Coordinator of Media & Instructional Telecommunications Services  

Snell, Tommie H.  
Office Supervisor III  

Spatcher, Earl E.  
Groundskeeper I  

Spatcher, Shirley A.  
Custodian I  

Spatcher, Shirley M.  
Custodian I  

Staaf, Sandra J.  
Secretary I  

Stadler, Patricia A.  
Personnel Assistant I  

Stephen, Gail  
Secretary IV  

Stillwell, William S.  
Multi-Media Computer Production/Physics Laboratory Specialist  

Stokes, John D.  
Audio Visual Specialist I  

Stout, Richard C.  
Media Production Specialist  

Sturgill, Kathleen A.  
Admissions/Records Specialist  

Sucich, Fay E.  
Computer Typset Specialist  

Swann, Sharon S.  
Senior PBX Operator  

Szell, Ross P.  
Security Supervisor  

Talley, Gloria L.  
Microcomputer Support Specialist  

Tatlonghari, Juan M. Jr.  
Custodian I  

Tuska, Elinor A.  
Secretary IV  

Thomas, Gene  
Maintenance Technician I  

Thomas, Laura W.  
Educational Advisor  

Thompson, Charlene A.  
Programmer Analyst II  

Thorne, Darryl V.  
Instructional Assistant, D.P.  

Thurmond, John Wayne  
Asst. Supervisor, Plant Operations  

Toles, Lisa  
Secretary I  

Tighe, Ardella F.  
Bookstore Manager  

Toner, Jo Ann S.  
Assistant to Registrar - West  

Torvik, Thelma M.  
Personnel Assistant II  

Trachy, Linwood A.  
Supplies Specialist  

Tudor, Mary Ann  
Secretary I  

Tutlos, Mary B.  
Accounting Clerk I  

Utich, Robert W.  
Programmer/Analyst II  

Vallante-Hernandez, Rene V.  
Groundskeeper I  

Van Twyver, Patricia A.  
Microfilm/Admissions Specialist  

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ADVISORY COMMITTEES

Valencia Community College recognizes the need for using the resources of individuals within the community to help develop realistic and practical career and community programs. It is essential that career programs be cooperatively planned and that a close working relationship exist among career educators, industry, business and labor in order to create programs that provide students with marketable job-entry skills. To this end, advisory committees are established to assist in the development and evaluation of new curricula and for constant reevaluation and updating of those curricula presently offered. In general, the duty of the advisory committees is to advise the professional staff of Valencia on such matters as current and projected employment needs, curricula content, equipment and facilities.

The advisory committees serving Valencia Community College have contributed tremendous aid and assistance in the development of career programs, as reflected in the strength and effectiveness of the curricula offered.

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Orlando, Fl

Henry Anderson
University of Central Fl

George Arnold
Orlando, Fl

Charles Black
Piezo Technology

Dot Blalock
Orlando, Fl

Kenneth A. Cassady
Martin Marietta

Larry Chastang
Chastang, Ferrel & Walker

Jo Ellen Leins
Arthur Anderson

Bill O'Toole
Walt Disney World

Pablo Perez
Tupperware Home Parties

Ronald Shuck
Loveland, Roby & Co.

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Citrus Central

Pam Prinz Stewart
Robert Half of Orlando

Mary Beth Thornton
Datawise, Inc.

Mike Thornton
Sun Bank

Sam Wilson, CPA
Cuisine Des Chefs, Inc.

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Sam Tish
Jane Wiese

Sally Andrew
Southeast Bank, N.A.

Geoffry Cilett
First Union National Bank

Sharyn Dickerson
Southern Bank of Central Florida

Dick Fusaro
Sun Bank, N.A.

Ethel Fenton
Sun Bank, N.A.

Terri Gillis
Sun Bank, N.A.

William B. Gossett
Liberty National Bank

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Citizens Bank of Oviedo

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Patricia Perkins
Barnett Bank, N.A.
Gerry Lou Raley  
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Joseph E. Regner, Jr.  
Barnett Bank, N.A.

Gail M. Willis  
Barnett Bank, N.A.

VALENCIA  
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Deborah G. Hopkins  
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Hampton, Monday & Associates, P.A.

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Hutton, Brady, Pryor, Maso Architects, P.A.

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Architect

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Xerox Corporation

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Ben Thompson Office Equipment

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Corinne B. Linton  
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Center for Independent Living

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Travelers/EBS, Inc.

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Bill Bond  
Orange County Data Center

David J. Boorman  
Stromberg-Carlson

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Orlando Regional Medical Center

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AT&T

Jim Clatt  
General Electric Consulting Services

Susan Cooper  
Goodwill Industries
Craig A. Copeland
Citcorp Information Resources

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NCR Corporation

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The First, F.A.

Marion Daltzman
Private Industry Council of
Central Florida

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Laura Hooks
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Moore Business Forms Systems
Division

Jack McConnell
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Bruce Miller
Baxter Healthcare Corporation

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Micky Pohlar
Suntrust Service Corporation

Mary Lou Quinn
Spectrum Technologies Group, Inc.

Grafield Rosnegren
Veterans Administration

Fonda Ryan
Sea World

Jim Shalls
Vocational Rehabilitation

Dick Shorthouse
Martin Marietta Data Systems

Hal Stokes
Empire of America Relocation Service

Bill Suter
Harcourt Brace Jovanovich, Inc.

Lowell Thomas
Winter Park Memorial Hospital

Danny Tillotson
Park Center Software

Bernie Tomasky
Horizon Financial Software
COMPUTER PROGRAMMING
AND ANALYSIS

Mike Coffman
Florida Computer Graphics

Thomas E. Duchano
Super Food Services, Inc.

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Mary Lynn Brady
Orange Correctional Institution

Trooper Roger Clark
Florida Highway Patrol

Vicky Remus
Florida Hospital

Rick DeTreville
Hyatt Grand Cypress Resort

Frederick Dixon
Orlando Community Correctional Center

Sgt. Pete Gaunilette
Central Florida Criminal Justice Training Center

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Maitland, FL

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Winter Springs, FL

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Kissimmee, FL

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Altamonte Springs, FL

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Winter Park, FL

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Naval Dental Center

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Orange County Dental Hygienists’ Society

Cindy Sensabaugh
OCDHA

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Orlando Vocational - Technical Center

VALENCIA

Kathryn Smith
Ruth Webb

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Orange County Public Schools

Elizabeth Dorsey, R.D.
Orlando, FL

Margaret Feld
Orlando Vocational-Technical Center

Wilbur Gary
Orlando Vocational-Technical Center

Dona Greenwood
Florida Hospital

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Orlando Vocational-Technical Center

Danita Hanson
Orlando Regional Medical Center

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Orange County Public Schools

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Winter Park Memorial Hospital

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West Volusia Memorial Hospital

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Orange County Public Health

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Altamonte Springs, FL

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NCR Corporation

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Orlando, Florida

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Florida Hospital

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West Orange Ambulance Service

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Maitland Fire Department

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Orlando Fire Department
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American Medical Transport

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Orlando Fire Department EMS

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West Orange Ambulance Service

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Winter Park Memorial Hospital

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Orange County EMS

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American Medical Transport

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Florida Hospital

Eileen Wagner, R.N.  
Orlando Regional Medical Center

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City of Orlando

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Earth Resources Consultants, Inc.

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Orange County Public Utilities

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Orange County

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Malcom Pirnie, Inc.

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Orange County

Mike Johnson  
Orange Osceola Utilities

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City of Apopka

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McIntosh Associates

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Walt Disney World Co.

Michael Sims  
Michael Sims and Associates, Inc.

Elizabeth Skene  
Dept. of Environmental Services

VALENCIA

Silvia Zapico

FINANCIAL SERVICES

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CentTrust Savings Bank

Sheldon Aronoff  
Dean, Whitter, Reynolds, Inc.

Shirley Boykin  
Metropolitan Orlando Urban League

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Barnett Bank of Central Florida, N.A.

Thomas Embree  
Navy-Orlando Credit Union

Shelly Ferrone  
Merrill Lynch, Pierce, Fenner & Smith, Inc.

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Florida Information Systems

James F. Parker  
Shubert, George, Rizzar Securities, Inc.

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Credit Counseling Service of Central Florida

Leslie G. Stephens  
Firststate Savings and Loan

VALENCIA

Stanley Stone  
Corinne Linton

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CentTrust Savings

Deborah Clark  
The First, F.A.
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Greater Orlando Aviation Authority

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Apopka Fire Department

Deputy Chief Bob Bowman
Orlando Fire Department

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Orange County Fire Department

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Orange County Fire Department

Chip Gaines
Winter Park Fire Department

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St. Cloud Fire Department

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Orlando Fire Department

William Miles
Central Florida Fire Training Academy

Chief Frank Montes de Oca
Orange County Fire Rescue Division

Chief Gene Rivers
Reedy Creek Fire Department

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Ken Kincaid
Ruth Webb

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Atkins Paper Company

Eilise Blasen
Peterson Outdoor Advertising Corp.

George Buchanan
Typographics

Jagdish Chavda
University of Central Florida

Charles Fansler
Orlando, FL

Bob Felter
General Mills Restaurants

Cliff Heenle
Westinghouse

Dick Jameson
Mid-Florida Technical Institute

Tommy Jaslowowski
Tupperware

Meredy Jenkins
Orlando, FL

Frank Nathe
Insty Prints

Len Rizzo
Martin Marietta
Bill Ryerson  
Buena Vista Association

Jack Schero  
Vaughan Press

Susan Tyler  
Tribune Media Services

Mark Williams  
The Orlando Sentinel

Steve Zollman  
Harcourt Brace Jovanovich

VALENCIA

Dennis Jenkins  
Barbara Peterson
Hugh Rogers  
Len Smoke
Quentla Throm  
Joe Ward

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The Ming Garden Restaurant

Garry Cross, CHA  
Clarion Plaza Hotel

Dan Darrow  
Walt Disney World

Pete Edwards  
Quality International

Budd Elde  
Semoran Management Corporation

Carolyn Fennell  
Greater Orlando Aviation Authority

Gary Frooba  
Grosvenor

Cathy A. Holloway  
The Harley Hotel

Wilbur Houston  
Orlando, FL

Martin Hunter  
The Gateway Inn

Richard Johnson  
Walt Disney World

Amy Kilgallen  
Orlando International Airport

John Labrizzo  
Tishman Realty/Construction

Larry Leckart  
Ronnie’s Restaurant

Michael Levine  
Seminole County Sheriff’s Dept.

Chef Marcel Panuel  
Walt Disney World Village

Larry Proulx  
Florida Restaurant Association

Harris Rosen  
Quality Inn International

Doug Schuh  
Dubsdread Restaurant and Lounge
Dubsdread Golf and Country Club

Garneta Swenson  
Sheraton Plaza Hotel

Garret Toohey  
Quality Inn Plaza International

Steve Ward  
Ward & Company

VALENCIA

Deborah Hopkins  
Michael E. Pizycki

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University of Central Florida

Skip Brennan  
Sheraton Twin Towers

Wayne P. Dean, Jr.  
Groveland, FL

Peter DeWitt  
University of Central Florida

Khaled M. Diab  
Technology International

Michael Dosai  
Sun Bank, N.A.

Bert Dy-Liacco  
Peninsula Marketing, Inc.

Carlos M. Gonzalez  
Sun Bank, N.A.

Saundra Gray  
Gemini Springs Farm
George H. Grodhaus  
North Brevard Development Commission

Jack Hardin  
Central Florida Hotel & Motel Assoc.

Dot Young Kirby  
Dot Young Ent., Inc.

H. Werner Korten  
K&R Instruments

John R. Marshall, Ill  
Greater Orlando Area Chamber of Commerce

Chad Martin  
Court of Flags Hotel

Georgina Mickler  
Mickler's Floridiana

Roy D. Robbins  
Orlando National Mattress Co.

Harris Rosen  
Quality Inn at International Drive

Ahmad Y. Sallal  
Respiratory Care Service

Margie Varney  
Greater Orlando Area Chamber of Commerce

Dennis P. Wood  
Southeast Bank

Burt Woodruff, Jr.  
Burt Woodruff, Inc.

Kitty Wrenn  
Ernst & Whinney, CPA

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Deborah Hopkins  
Stanley Stone

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Coca Cola Foods Division

Dennis Brinkman  
V-J Growers Supply, Inc.

George Busby  
State Department of Education

John Denmark  
State Department of Education

Paul Faircloth  
Horticulture Enterprises

Jim Lee  
Jim Lee Associates

Pat McCarty  
Natural Beauty of Florida

Henry Robitalle  
The Land - EPCOT Center

Ger van der Made  
American Horticultural Marketing Council

Abe White  
Horticultural Consultant

VALENCIA

John Centko  
Deborah Hopkins

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Glen Bryan, PLS  
Post, Buckley, Schuh & Jernigan

Michael J. Cavaleri, PLS  
Dyer, Riddle, Mills & Precourt

Phil Hampton, PLS  
Hampton Land Surveyors

Gordon Hanson, PLS  
Hanson Walter and Associates, Inc.

William C. Hart, Jr., PLS  
Hart Surveyors of Osceola

William Heath, PLS  
Consultant

Diane Jones, PLS  
Jones, Wood, and Jentry, Inc.

A. R. Miller  
A. R. Miller Engineering, Inc.

Mike Rudd  
Rudd Surveying

Charles Woodward  
Aerial Cartographics of America

Gerald Zemlp, PLS  
Walt Disney World

VALENCIA

Hugh Rogers  
Harvey Salz
LASER ELECTRO-OPTIC ENGINEERING TECHNOLOGY

R. S. Adhav
Quantum Technology, Inc.

Don Clausen
Litton Laser Systems

Whitworth W. Cotten, Jr.
Piezo Technology, Inc.

David Flinchbaugh
Industrial Consultant

Rudy Hartman
Martin Marietta

Jim Johnson
Photon Dynamics, LTD
John Kemp
Walt Disney World

Douglas King
Laser Applications

Lee McDaniel
Infrared Industries

Robert McMahan
McMahan Associates, Inc.

Jim Martin
Martin Marietta

Anthony Marty
Martin Marietta

Ron Michaud
Control Laser Corp.

James Porter
Martin Marietta

Joe Scordato
Laserage Technology Group

Donald Shank
Laser Ionics

Jay Staley
Orlando Vocational-Technical Center

VALENCIA

Tom Fields
Walter Perkins
Hugh Rogers
Harvey Salz

LEGAL ASSISTANT

Arthur Baron
Attorney at Law

James B. Byrne
Attorney at Law

Carolyn Chaney
Orlando, FL

Lisa Finnell
Lake Mary, FL

Nancy Honsa
Sanford, FL

Deborah Kelly
Orlando, FL

John Kest
Wooten, Honeywell & Kest

Hugh Palmer
Attorney at Law

Ana Tangel Rodriguez
Orlando, FL

Deborah J. Townsend
Orlando, FL

VALENCIA

Stanley Stone
Kenneth Bevan
MEDICAL LABORATORY TECHNOLOGY

Art Andre
Central Florida Blood Bank

Paul Ladedoged
Waterman Hospital

Luisa Malgerstofte
Florida Hospital - North

Linda Martin
Orlando, FL

Robert Maass
Winter Park Hospital

Pat Rogers
Florida Hospital - South

Lt. Cheryl A. Rossi
Medical Service Corps,
U.S. Navy Laboratory Dept.

Cheryl Stone
West Orange Memorial Hospital

Lynn Ulmer
Orlando Regional Medical Center

Howard Vandewater
Leesburg Regional Medical Center

Kenneth Wozniak
Derrick & Associates

Debby Zutter
Orlando, FL

VALENCIA

Rita Schafer
Ruth Webb

NURSING, R.N.

Sandy Atwood
Orlando General Hospital

Cathy Canniff-Gilliam
Orlando Regional Medical Center

Marguerite Franz
Florida Manor

Jane Jenkins
Orlando General Hospital

Marty Keller
Florida Hospital

Jean Kilek
University of Central Florida

Carol Kunau
Florida Hospital

Nina Lamanno-Aucker
Humana Hospital - Lucerne

Jo Manlon
Florida Hospital Association

Peggy Manklewich
Humana Hospital - Lucerne

Joan T. Newman
Orlando Vocational-Technical Center

Ann F. O'Brien
Winter Park Memorial Hospital

Anne Peach
Orlando Regional Medical Center

Marsha K. Rauch
Southern College

Kate Reagan
Winter Park Memorial Hospital

Marguerite Scruggs
Orlando, FL
OFFICE SYSTEMS TECHNOLOGY

Sandra Atkinson, CPS
American Football Coaches Association

Carol Barr, RRA
University of Central Florida

Mary Bates
Gastroenterology Association of Central Florida

Judy J. Blankenship
Dean, Mead, Egertson, Bloodworth, Capouano & Bozarth, P.A.

Sandra Chandler, CPS
SunTrust Service Corporation

Margaret R. Clara
Gray, Harris & Robinson, P.A.

Barbara J. Coad, PLS
Allen, Brown & Builder, P.A.

Judith L. Edquist, CPS
Litchford, Christopher & Milbrath

Diane Gomber
Orange County Public Schools

Gisela Gonzalez
Jewett Orthopedic Clinic

Maggie Hazelwood
Harcourt Brace Jovanovich, Inc.

Nancy Hulcher
Martin Marietta Missile Systems

Anne R. Hurlock
Martin Marietta Missile Systems

William A. Iles
Florida Hospital

Margaret LoBue
Harcourt, Brace, Jovanovich, Inc.

Ginger McGraw
The Orlando Sentinel

May M. Malone, CPS
Harris Corporation GSSD

Beverly Miller, PLS
Gurney & Handley

Karen Moehl
O'Neill, Chapin, Marks & Liebman

Adelle Robertson, CPS
Florida Information Services, Inc.

Anna Schmidt
Walt Disney World

Elaine Shock
Norrell Services, Inc.

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Foley & Landner, van den Berg, Gay, Burke, Wilson & Arkin

Patricia Thrush
Walt Disney World

Tonyia Todd
Orlando, FL

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The Peabody Hotel

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General Mills Restaurants, Inc.

VALENCIA

Chris Croft
Jo Ferguson
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ORNAMENTAL HORTICULTURE TECHNOLOGY

Calvin Anderson
Mar-Cal Growers

Martha Anderson
Mar-Cal Growers
Uday Yadav
Seminole County Cooperative
Extension Service

VALENCIA

John Centko
Deborah Hopkins

POSTAL SERVICES
MANAGEMENT

Jim Ballard
United States Postal Service

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United States Postal Service

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United States Postal Service

Dana Cleborne
United States Postal Service

Earl Hammond
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United States Postal Service

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United States Postal Service

Barbara Whidden  
United States Postal Service

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United States Postal Service

VALENCIA  
Deborah Hopkins  
Stanely Stone

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Joan Adams, R.T.  
Orlando Regional Medical Center

Christine Bennett, R.T.  
Orlando Regional Medical Center

Tom Edwards  
University of Central Florida

Denise Gibson  
Florida Hospital

Julie Guy  
Orlando Regional Medical Center

Deidra Huffman  
Lee Road Radiology

Larry Johnston  
Florida Hospital

Merle Peterson  
Florida Hospital

Katharine Spinella  
Orlando Regional Medical Center

Charles E. Welbroel, M.D.  
Florida Hospital

Kathy Werndill, R.T.  
Orlando Regional Medical Center

VALENCIA  
Ruth Webb

RESPIRATORY THERAPY  
Jonathan Albert  
Humana Hospital Lucerne

Don Bartlet, R.R.T.  
Florida Hospital

Sharon Douglass  
University of Central Florida

D. J. Drumheller, R.R.T.  
Winter Springs, FL

Jack Fitzpatrick, R.R.T.  
Orlando Regional Medical Center

John Hess, R.R.T.  
Orlando Regional Medical Center

Luis Johnson, R.R.T.  
Better Breathing, Inc.

Kim Mulligan, R.R.T.  
Humana Hospital Lucerne

Rick Musetti, R.R.T.  
Orlando Regional Medical Center

Robert Rogers, R.R.T.  
Humana Hospital Lucerne

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Brass and Schneider, Inc.

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Orlando, FL
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Walt Disney World

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Southern Scenic

Bob Cherney
Tupperware Convention Center

Allen Duckworth
Allied Costumes

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Orlando, FL

Robert Jan Elting
Stage Technical Personnel

John Haupt
Walt Disney World

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International Alliance of Theatrical Stage Employees

Mark Nichols
Sea World

Dennis Phillips
Allied Costumes

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Sea World

Nicholas G. Rinaldi
Winter Park, FL

Cathy Savino
Economic Development Commission

John Bishop
International Alliance of Theatrical Stage Employees

Michael Sullivan
University of Central Florida

Harold Tennant
Sea World

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Michael Shugg
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Consultants:
Cecil Boston
Thelma Dudley
Anne Felder
Pam Powell

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GLOSSARY

Accreditation - Certification that the college has met established standards and is nationally recognized by the regional accrediting association.

ACT - American College Testing Program.

Activity Period - A non-class period set aside for student activities and various presentations on East Campus and West Campus.

Advanced Placement - Earning of college credits prior to enrollment at Valencia Community College by passing certain examinations, such as those administered by the College Entrance Examination Board.

Afternoon College - Classes offered during the afternoon hours during the regular academic year.

Arena - Weekly student affairs publication available on West Campus which contains announcements and important information for students and staff.

Articulation Agreement - Agreement between Florida's public junior/community colleges and universities assuring junior-level status to students who complete general education and graduation requirements in university parallel programs in community colleges.

Assessment - Initial and subsequent evaluation of students to aid in placement and progress in reading comprehension, writing, English, arithmetic and algebra.

Audit - Regular credit course taken for noncredit.

CARE (Center for Assistance in Reading and English) - West Campus reading and writing support center for scheduled classes, referrals, and drop-in students needing help with academic reading and writing projects.

Career Programs - Two-year Associate in Science degree programs with courses designed to prepare the student for a specialized occupation.

Class Period - Normally a clock hour per week per credit hour for which a student is enrolled.

CLAST (College Level Academic Skills Test) - State prepared and statewide administered test of college-level competencies given to sophomores to qualify for the Associate in Arts degree or for admission to the state universities if seeking the Associate in Science degree or having more than 55 semester hours credit.

CLEP (College Level Examination Program) - CLEP is credit by examination by College Entrance Board tests in specified subjects, with such credit applicable toward a degree.

College Night - An evening for students, prospective students, families and friends to visit Valencia and meet representatives of more than 100 colleges and universities. Usually held the third Tuesday in October.

Continuing Education - A variety of subjects offered at numerous locations for adults of the community in noncredit programs.

C.E.U. (Continuing Education Unit) - One C.E.U. is awarded for every ten contact hours of instruction in an organized continuing education/noncredit course.

Corequisite - A course required to be taken at the same time as another course.

Credit by Examination - College credit in specified subjects granted by successful completion of local or national tests.

Credit Hour - A semester hour of credit usually equals an hour per week that a class meets per regular session. Laboratories usually equate to one credit.

Cross-Enrollment - A student enrolled by mutual agreement at one educational institution where a degree is sought who is taking certain specified courses at another institution at the same time in order to meet particular degree requirements.

Dual Enrollment - A student enrolled at two educational institutions concurrently.

Early Admission - Enrollment at Valencia by high school seniors in place of their senior year of high school or after hours. Usually permission of high school is required.

East Wind - Weekly student affairs publication available on East Campus which contains announcements and important information for students and staff.

ELPA (English Language Proficiency Assessment) - An assessment taken by students for whom English is not the native language.

Entry Level Assessment - System through which students are aided in planning their educational programs.

Fee - A non-refundable financial charge for services rendered, such as for admission, laboratory, special tests and graduation.

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, 1999.

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 6 or less than six semester hours in Session 3 or 4.

PEC - Physical Education Center located on West Campus.

Prerequisite - A course which must be satisfactorily completed before a higher level related course.

Probation - A status given to students who fail to maintain satisfactory academic progress.

Provisional Student - One seeking a degree who has not met all necessary requirements of admission.

Quality Points - The value, ranging from 4 to 0, for grades "A" to "F"- for all courses completed, used in determining academic average.

Regular Student - One whose admission requirements have been fully met and who is working toward a degree.

Relocatables - Temporary portable classroom and office buildings.

Reserve Officers Training Corps - R.O.T.C. programs are offered at Stetson University and University of Central Florida whereby Valencia Community College students may through cross- or dual-enrollment earn college R.O.T.C. credit and degree credit.

Residency - To qualify for in-state tuition students must sign a notarized statement confirming that they have resided in the state of Florida 12 calendar months prior to the start of classes.

Rotunda - Sunken area located in center areas of the permanent buildings where lounging and student activities may take place.

Scholarships - Financial assistance for tuition and fee payment granted by donors to qualified recipients.

SAT - Scholastic Aptitude Test.

Servicemen's Opportunity College - Programs and special services designed to meet unique needs of active-duty military personnel.

Session - Time period in which classes meet. Sessions 1, 2 and 5 are usually 14 weeks each. Sessions 3, 4 and 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 specific period of time.

The Paper - College-wide student newspaper published biweekly as part of journalism offerings.

Transcript - Official record in Registrar's Office of the college courses taken by the student.

Transfer Student - Student who has attended more than one educational institution.

Transient Student - One taking one or a few classes at one educational institution to complete degree requirements and major course work at another institution.

Tuition - Financial charge for each credit hour of instruction.

Tutorial Assistance - Special academic help in specified subjects.

University Parallel Program - Courses of study leading to Associate in Arts degree which parallel the lower level requirements of a four year degree.

Valencian - Magazine of poems and short stories published once or twice yearly through the efforts of the Special Topics Advanced English Writing classes.

VISA (Volunteers for International Student Activities) - An organization at Valencia which is open to all students who want to learn about other cultures and countries, promote international understanding on campus and in the community and make new friends.

Weekend College - Classes offered on Friday evening and Saturday during the regular academic year for convenience of those persons who work during weekdays.

Withdrawal - Removal from a course(s) by completion of proper forms in the Registrar's Office.
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GENERAL INSTRUCTIONS TO ALL APPLICANTS

1. Health Related Programs
   In addition to this application, students seeking admission to Valencia Community College health related programs must complete an application for the specific program they are interested in.

2. Application Deadline
   Your completed application, transcript, 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 Credit Students are not required to submit an additional application fee.

4. Submission of Transcripts
   It's 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 ID Number (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 NATIONALITY ACT MUST SATISFY ALL REQUIREMENTS FOR ADMISSION AS A REGULAR STUDENT. ADMISSION REQUIREMENTS SHOULD BE MET THREE MONTHS PRIOR TO ENROLLING.
ADMISSION STATUS:
(please check only the one that applies to your current status.)

DEGREE SEEKING

HIGH SCHOOL EDUCATION
1  □ I have a high school diploma.
14  □ I have a high school certificate of completion.
6  □ I am at least 18 years of age and have a state high school equivalency diploma (State issued GED).
13  □ I am completing high school early by means of the GED Test and this is my first time in college (early exit GED).
10  □ I am at least 18 years of age and have not received a high school diploma or a state (GED) equivalency diploma (provisional).
9  □ EARLY ADMISSIONS
During my senior year of high school I plan to enroll in courses taught on the Valencia Community College campus. (An Early Admission Form must accompany this application.)

DUAL ENROLLMENT
15  □ During my senior year of high school I plan to enroll in courses taught on my high school campus during school hours. (A Dual Enrollment Form with counselor approval must accompany this application).

COLLEGE TRANSFER
2  □ I have attended another college or university and will be transferring the credit I earned to Valencia Community College.

Are you presently on probation at another institution? Yes  □ No  □
Are you presently on suspension at another institution? Yes  □ No  □

NON-DEGREE SEEKING

3  □ I have been enrolled at another college or university and want to take courses at Valencia Community College for transfer of credit back to that institution.

4  □ I am enrolling for personal enrichment or job improvement.

18  □ TEACHER RECERTIFICATION
I am enrolling for Teacher Recertification.

High School Last Attended

<table>
<thead>
<tr>
<th>Name</th>
<th>City</th>
<th>County</th>
<th>State</th>
<th>Graduation Date</th>
<th>Class Rank %</th>
</tr>
</thead>
</table>

(NAME ON HIGH SCHOOL RECORDS IF DIFFERENT FROM PRESENT NAME:)

General Equivalency Diploma

State Issuing GED Date Issued

(NAME ON GED RECORDS IF DIFFERENT FROM PRESENT NAME:)

Colleges or Universities (List all institutions attended)

<table>
<thead>
<tr>
<th>Name</th>
<th>City</th>
<th>State</th>
<th>Dates Attended from</th>
<th>to</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mo.       Yr.</td>
<td>Mo. Yr.</td>
</tr>
</tbody>
</table>

(NAME ON ABOVE RECORDS IF DIFFERENT FROM PRESENT NAME:)

Birth Date: __________ Birth State: __________

Where do you want your records kept?

- 1. East Campus (Econlockhatchee Trail)
- 2. West Campus (Kirkman Road)

What is your educational goal at VCC (Check one)

- 1. Earn an AA degree.
- 2. Earn an AS degree in ____________.
- 3. Earn a Certificate.
- 4. Complete selected courses, no intent for a VCC degree or certificate.

What is your primary reason for attending college? (Check one)

- 1. Prepare for entry into first career.
- 2. Prepare for entry into a different career.
- 3. Update skills for a current job.
- 4. Prepare for transfer to a four-year institution.
- 5. Self-enrichment.
- 6. Explore an academic area.
- 7. Explore an occupational area.

How many years do you expect to be enrolled at Valencia to accomplish your educational objectives? Write number in this box. (If less than one year, enter zero.) □

What is your current military status (please check one):

- 1. Active
- 2. Retired
- 3. Reserve
- 4. Dependent
- 5. None of the preceding

Are you eligible to receive V.A. educational benefits? Yes  □ No  □

Valencia Community College does not discriminate in admission or access to its programs on the basis of race, color, religion, sex, national origin, handicap or age.

I indicate by my signature that I have been notified of my rights as accorded by Statue 20, United States Code, section 1232g. (See privacy rights on reverse side of 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 other college or university as a result of action taken subject to Florida Statutes (F.S.A. 239.55 & 239-582 - Illegal use or possession of drugs or narcotics).

Date of Application __________ Applicant's Signature __________

[Signature]
Office Use

Finance Office Use

Social Security Number

Last Name

First Name

Middle Initial

Florida Student ID Number (if you graduated from a Florida Public School after July 1, 1988)

Mailing Address

City

State

Zip Code

Area Code Telephone Number

County of Residency

State of Residency

Sex:

2 □ Female

1 □ Male

American Indian or Alaskan Native

2 □ Black (Non Hispanic Origin)

3 □ Hispanic

1 □ White (Non-Hispanic Origin)

4 □ Asian or Pacific Islander

Civil Rights Category:

(Required under "Title VI" Civil Rights Act of 1964)

Nation of Citizenship / Visa Type

Resident Alien

Immigration Number

Refugee

Immigration Number

If you have not lived in Florida for the last 12 consecutive months, give the name of the state in which you resided: __________

FLORIDA RESIDENT'S PLEASE FILL OUT THE FOLLOWING AFFIDAVIT

(See the last page of application for definition of residency)

I, being first duly sworn, affirm that ______________________________ Name of Applicant

is a bona fide resident as defined above of the STATE OF FLORIDA, and has resided in the COUNTY OF ____________________________

since (month) ________ 19____ and prior to that in the COUNTY OF ____________________________

since (month) ________ 19____ or that the applicant qualifies under Section 1 2 3 4 5 6 7

listed on the last page.

Sworn to and subscribed before me ______________________________ (Signature of parent or legal guardian of applicant under 18 years of age)

this ______ day of _______ 19____

(Signature of applicant over 18 years of age)

Notary Public ______________________________

(Address of persons making affidavit)

My Commission Expires ______________________________

Date you plan to enroll at Valencia Community College (Refer to College Catalog for application deadline dates)

Year: __________

□ Session 1 (August) □ Session 3 (May) □ Session 4 (June)

□ Session 2 (January) □ Session 5 (May)

Will you be enrolling in more than one class during your first semester at Valencia? □ yes □ no

Will you be enrolling in an English or Mathematics course during your first term at Valencia? □ yes □ no
RESIDENCY INFORMATION

READ THIS STATEMENT CAREFULLY BEFORE SIGNING AFFIDAVIT

All applicants who are bona fide residents of Florida are required to execute a notarized residency affidavit and submit it with their application to Valencia Community College. Applicants who are not Florida residents may attend Valencia Community College and they are not required to submit a residency affidavit. College fees and tuition assessments are based on the applicant's legal residence or the legal residence of his/her parents or legal guardian if the applicant is less than 18 years of age.

A bona fide Florida resident, for purposes of admission and payment of fees to Valencia Community College, is defined as a person who is a citizen of the United States or a resident alien who has resided in his/her domicile, home, and permanent abode in the state of Florida for at least 12 months immediately preceding his/her current registration. Residence in Florida must be for the purpose of establishing a permanent home and not merely incident to enrollment at an institution of higher education.

The following categories shall also be treated as Florida residents for tuition purposes:

1. Persons married to legal Florida residents who intend to make Florida a 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 is 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-enrolled in Florida within 12 months of the abandonment.
7. According to the United States Immigration and Naturalization Service, a permanent resident alien or other legal alien granted indefinite stay. I have maintained domicile in Florida for at least twelve consecutive months (INS documentation required) from the date resident alien status was approved.

Valencia Community College may deny college credits for work done by the student at the institution if it finds that the applicant has made false or fraudulent statements concerning his/her legal residence or his or her intention as to legal residence in connection with, or supplemental to, his/her application for admission.

Applicants who do not qualify as Florida students under these provisions will pay the non-Florida tuition and other charges required of non-Florida Students.

In establishing Florida residency for purposes of assessing this fee, the burden of proof rests with the applicant. Under the law, an applicant can change his/her place of residence from another state to the State of Florida only by actually and physically coming into the state and establishing his/her residence with the intention of permanently residing within the state. The domicile or legal residence of the wife is that of the husband or the domicile or legal residence of the husband is that of the wife as determined by the couple and duly expressed in writing and the legal residence of a minor is that of his/her parents, parent, or legal guardian of his/her person.

A non-Florida student may apply in writing for reclassification prior to any subsequent registration under the provisions set forth below. To qualify for reclassification as a Florida student, a person (or if a minor, his/her parents or legal guardian) shall have resided in Florida for 12 consecutive months, shall have filed a declaration of intent to become a resident of the state, and shall be registered to vote in the state or have a valid Florida drivers license. An alien shall have resided in Florida for 12 consecutive months and must present United States immigration and naturalization certification that he/she is a resident alien. If the application is supported by evidence satisfactory to the community college that the student qualifies as a Florida student, his/her classification will be changed for future registrations. Reclassification must take place prior to the end of the Late Registration period each term.

PRIVACY ACTS OF PARENTS AND STUDENTS

Statute 20, United States Code, section 1232g and regulations adopted pursuant thereto, hereafter referred to as Code, requires that each student be notified of the rights accorded him/her by the Code. The following is provided as basic general information relative to the Code. A copy of the complete Code is available in the Learning Resources Center on both the East and West Campus.

The Code provides for the institution to establish a category of student information termed "directory information." When available in college records any information falling in that category of "directory information" will be available to all persons on request. Valencia Community College has identified the following as "directory information."

1. Student's name
2. Address
3. Telephone listing
4. Race
5. Sex
6. Date and place of birth
7. Major field of study
8. Participation in officially recognized activities and sports
9. Weight and height of members of athletic teams
10. Dates of attendance
11. Degrees and awards received
12. Most recent previous educational agency or institution attended

All other information, such as health and medical records, disciplinary records, records of personal counseling, required student and family financial income records, transcripts or student permanent records, student placement records and other personally identifiable information shall be open for inspection only to the student and such members of the professional staff of the college as have responsibility for working with the student, and, when appropriate, to the parents or guardian of the student. Once a student reaches the age of 18 or is enrolled in a post-secondary program, parents no longer have any right under the Code unless (1) the student gives written consent to release the information to the student's parents, or (2) the parents provide evidence that the student is a dependent of the parents as defined in Section 152 of the Internal Revenue Code of 1954. Such information will not be released to second parties without the written consent of the student.

Exempt as required for use by the president in the discharge of his official responsibilities as prescribed by laws, regulations of the state board, and board policies, the designated custodian of such records may release information from these records to others only upon authorization in writing from the student or upon subpoena by a court of competent jurisdiction.
The college seal, developed after correspondence with the mayor of the City of Valencia, Spain, is an original design by a group of Valencia Community College faculty and students.

Valencia, Spain, is in the citrus growing center of Spain and was originally part of the Kingdom of Catalonia and Aragon. The city became a busy seaport after liberation by King James I. Today the city is located in the garden spot of the country and is fed by many rivers, making it a fertile region. Valencia Community College has operated a summer abroad program at the University of Valencia since 1975.