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 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 non-immigrant 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. 92-112). See Valencia Community College Policy 64x28.4-39. 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.

**VALENCIA**
Community College

P. O. BOX 3028
ORLANDO, FLORIDA 32802-3028
TELEPHONE (407) 299-5000

**DOWNTOWN CENTER**
190 SOUTH ORANGE AVENUE
ORLANDO, FLORIDA 32801

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

**EAST CAMPUS**
701 NORTH ECONLOCKHATCHEE TRAIL
ORLANDO, FLORIDA 32825

**WEST CAMPUS**
1800 SOUTH KIRKMAN ROAD
ORLANDO, FLORIDA 32811

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

**McCOY CENTER FOR ECONOMIC AND PROFESSIONAL DEVELOPMENT**
8503 DAETWYLER DRIVE
ORLANDO, FLORIDA 32812

**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 24  Number 1  April, 1994*

Published by Valencia Community College
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CHICONE BUILDING

College Administrative Offices
190 South Orange Avenue
Orlando, Florida 32801
Telephone: 299-5000
701 North Econlockhatchee Trail
Orlando, FL 32825
Telephone: 299-5000
McCoy Center for Economic and Professional Development

8503 Daetwyler Drive
Orlando, Florida 32812
Telephone 855-9989

Osceola Campus

809 Bill Beck Boulevard
Kissimmee, Florida 34744
Telephone 847-9496
West Campus

1800 South Kirkman Road
Orlando, Florida 32811
Telephone: 299-5000

Map of West Campus
Valencia Community College

Key:  
- Completed
- Future
Winter Park Center

1010 North Orlando Avenue
Winter Park, Florida 32789
Telephone: 628-1976
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. Each trustee is appointed by the governor. Eight Orange and Osceola County citizens form the Valencia Community College District Board of Trustees. Meeting in regular sessions 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.

John S. Lord
Chairman

John Lord is a senior vice president with NationsBank of Florida. He is a resident of Winter Park and a graduate of Orlando Junior College and the University of Florida.

Jan D. Lackey

Jan Lackey is a native of Kissimmee. She serves on the board of the Osceola Center for the Arts. She is a graduate of the University of South Florida.

Marcia K. Tompkins
Vice Chairman

A resident of Kissimmee, Marcia Tompkins is co-owner of a development company, Tompkins Investment Group, Inc., for which she serves as corporate attorney. She is a graduate of UCF and earned a law degree from the University of Florida.

Polly Prather

Polly Prather is a graduate of the University of South Carolina and Rollins College. Among other community activities, she volunteers as a driver for Meals on Wheels. She is a lifelong resident of Kissimmee.

Robert M. Vickery

Well-known philanthropist, Robert Vickery has been active in the Valencia Foundation. He is chairman of the board of the Robert M. Vickery Company, a building contracting firm, and is a resident of Orlando.

Deidre Billingslea

Diedre Billingslea is director of marketing at the Central Florida Health Care Coalition. She is a graduate of Fisk University in Nashville, completed post-baccalaureate studies at the University of Florida, and received a master’s degree from the University of Tennessee.

James R. Auffant

James Auffant is very active in the hispanic community of Central Florida. He has been a practicing attorney for 15 years. Both his bachelor’s degree and law degree are from the Inter-American University in Puerto Rico. He resides in Orlando.

Edward J. Manning

Edward Manning is a graduate of Auburn University. Manning has served as a member of the Economic Development Council of Central Florida and is a past president of the Valencia Community College Foundation Board of Directors. He is a resident of Orlando.
## Important College Calendar Dates
### 1994/95

<table>
<thead>
<tr>
<th>EVENT</th>
<th>SESSION 1</th>
<th>SESSION 2</th>
<th>SESSION 3</th>
<th>SESSION 4</th>
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<td>May 4</td>
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*Late Registration for evening and Saturday classes continues through the first class meeting.*
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<thead>
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<th>EVENT</th>
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## IMPORTANT COLLEGE CALENDAR DATES
### 1995/96

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<td>Dec 15</td>
<td>Apr 5</td>
<td>June 14</td>
<td>Apr 5</td>
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<td>Nov 27-30</td>
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<td>Jan 2</td>
<td>May 6</td>
<td>June 24</td>
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*Late Registration for evening and Saturday classes continues through the first class meeting.*
## Important College Calendar Dates

### 1995/96

<table>
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<th>Event</th>
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<td>Nov 22</td>
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<td>Midterm</td>
<td>Oct 20</td>
<td>Mar 1</td>
<td>May 31</td>
<td>July 19</td>
<td>June 21</td>
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<td>Mar 22</td>
<td>June 7</td>
<td>July 26</td>
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<td>See Counsel/Admissions</td>
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</table>
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 authority granted by the 1961 session of the Florida Legislature.

In fall 1967, the Charter Class, limited to freshmen, began classes in temporary facilities on West Oak Ridge Road, Orlando.

On July 1, 1967, the College Advisory Committee became the Valencia Junior College Board of Trustees and replaced the Orange County Board of Public Instruction as the governing body of the College.

The following have been landmark events in the history of the College:

- Changing its name from Valencia Junior College to Valencia Community College in 1971.
- Moving to a first permanent campus in 1971.
- Adding Osceola County to the College district in 1974.
- Creating Central Campus in 1974.
- Opening East Campus in 1975.
- Opening a permanent campus in Osceola County in 1986.

Valencia's Multi-Campus Growth

Valencia is now a multi-campus institution. West Campus is situated on a 180-acre site at 1800 South Kirkman Road. East Campus is situated on a 97-acre site at 701 North Econlockhatchee Trail. The primary Central Campus administrative office is in the College's Downtown Center in the Chicore Building at 190 South Orange Avenue. Three permanent annexes of Central Campus are Osceola Campus, a joint-use facility adjacent to Gateway High School at 809 Bill Beck Boulevard in Kissimmee; the Winter Park Center at 1010 North Orlando Avenue; and the McCoy Center for Economic and Professional Development, near Orlando International Airport. These facilities provide a variety of educational opportunities — continuing education and credit courses, certificate programs, and associate in arts and associate in science degrees — to all citizens in the College district.
VALENCIA'S VALUES, VISION, AND MISSION

VALUES

At Valencia we value each student as a unique individual by supporting student success, high academic and personal standards, civic responsibility, and a lifelong quest for excellence.

We value the importance of critical thinking, reading, writing, and computational skills in all programs as a necessary component of lifelong learning.

We value a communicative and friendly collegiate environment, with faculty and staff who support a caring and professional relationship with our students and community.

We value the educational and interpersonal contributions to the College that people from all ethnic and cultural backgrounds bring us.

We value our ability to quickly and effectively respond to community needs through effective public/private partnerships.

VISION

Valencia Community College, an innovative institution of higher education, will continue to be recognized for teaching excellence, student success, and leadership in economic development and service to the community.

MISSION

Valencia Community College, a comprehensive multi-campus community College, is a creative leader and partner in the Central Florida community. The College is dedicated to the premise that quality educational opportunities are necessary to bring together the diverse social, ethnic, political, and economic forces in a democratic and open society. The College also recognizes that each student is different and, therefore, should have available a variety of services that support student academic and personal development.

As an educational leader in the community, Valencia commits its resources to providing an open-door, comprehensive postsecondary education, including opportunities for individual growth, professional development, and academic achievement. Valencia's dedicated faculty and staff offer courses, seminars, and workshops at multiple campuses and centers utilizing traditional class curricula, as well as emerging instructional technologies. Planning and evaluation are ongoing processes to ensure institutional effectiveness.

In an effort to be continually responsive to the changing needs of the community, as well as to mandated requirements, the College provides:

- A two-year parallel program that prepares students to transfer to an upper-division College or university
- College-preparatory courses that provide students with assistance in basic skills
- Technical programs and continuing education courses that prepare students to meet the needs of business and industry

As a partner, Valencia enters into and stimulates cooperative relationships with local businesses and industries, public agencies, civic groups, and educational institutions as it seeks to assist in the economic development of Central Florida. These relationships are maintained through professional advisory committees, a carefully articulated curriculum, and the expertise of faculty, staff, and students. These partnerships foster a cooperative community effort as Valencia and Central Florida prepare to meet the 21st century.

VALENCIA'S ROLES AND FUNCTIONS

1. The Transfer Function - A College-level program of general education and specialized courses designed to prepare students to transfer to baccalaureate degree-granting colleges and universities.

2. The Technical Education Function - Technical College-level programs designed to prepare graduates to enter immediately into the work force.

3. The Economic Development and Service Function - Technical courses, workshops, conferences, seminars, and activities designed to meet the economic development needs of the community by providing participants with job-related skills.

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

5. The Student Services Function - Student services and activities designed to assist students in assessing and achieving their goals through academic, career, and personal decision making.

6. The College-Preparatory Function - College preparatory courses designed to enable students to achieve College-level competency in reading, writing, mathematics, and elementary algebra.
The Valencia Community College Foundation seeks to provide the margin of excellence that tuition and tax support cannot offer. The Foundation is a separate, not-for-profit, IRS 501(c)(3) corporation. The Foundation's endowment funds are invested and managed by professional financial advisors who seek to provide a maximum return at prudent risk with a balanced and diversified portfolio intended to provide stability of the endowment principal, predictable income, and appreciation of the capital after factoring for inflation. The Foundation's real estate holdings cover all administrative and fund-raising expenses, thus ensuring that 100% of a donor's contributions and all endowment earnings are dedicated exclusively for the purpose intended. Contributions to the Foundation may be made by cash, check, Visa, MasterCard, gifts of appreciated assets such as stocks, bonds, and real estate, trusts, life insurance, or by bequest. Endowment funds support a wide variety of activities including scholarships, academic advancement funds to support various disciplines and career programs, instructional equipment purchases, and library acquisitions. Different levels and kinds of recognition are available. Anyone interested in contributing should contact the Foundation at P.O. Box 3228, Orlando, Florida 32802; (407) 423-6357.

NAMED ENDOWMENT FUNDS

SCHOLARSHIPS

African American Heritage
Alexander Adams
Alumni
Alumni Two Plus Two
Charles M. Potter
Chesley G. Magruder Foundation
Cornell Williams, Jr.
Displaced Homemaker
Dr. Homer Samuels
Dr. Phillips Foundation
Dr. Sara K. Page
East Campus Interclub Council
Eccleston-Callahan Memorial
Eleanor J. Mathews/Altrusa Edgewood
Children's Ranch, Chair in Accounting
Ella B. Sadler
Florida Hospital
Gregory Lee Williams
Henry T. Simmons
Kissimmee - St Cloud Convention
Kiwani Club of North Orlando
Lois Holt
MacLeod Family
Martin Marietta Alumni
Miriam P. Truesdell Scholarship
Foundation for Orange County Public Schools Cooperative Scholars
North Orange Memorial Hospital
Orlando Amateur Golf Classic
Princeton Hospital Auxiliary
Robert T. Overseer

Rotary Club of Altamonte Springs-Orlando/Charles E. Crolli
Sanford Orlando Kennel Club
Seminole Greyhound Park
South Apopka A.C.T.I.O.N., Inc. /Linda W. Chaplin
Southern Bell
Spanish Business & Professional Women's Organization
Taylor Family
Thomas E. Triplett
Thomas "Eddie" Triplett
Timothy Kevin Manning
University Club of Winter Park
William S. Hunt

ACADEMIC SUPPORT

Academic Advancement Funds
Benchmark Film Production
Fred MacLeod
General Mills Foundation
George B. Carter Legal Assisting
George W. Jenkins Disabled
Huntt, Brady, Pryor, Maso Architects, P.A.
Orlando Amateur Golf Classic for Disabled
Goldman Engineering
Orlando Sentinel
Osceola Student Leadership

ENDEOYED TEACHING CHAIRS

Barnett Bank Chair in Accounting
Central Florida Hotel and Motel Association Chair in Hospitality Management
Chesley G. Magruder Foundation Chair in Allied Health
Dr. Phillips Foundation Chair in Free Enterprise

Freeda Louise Foreman Chair in Family Resource Development
Howard L. Palmer Chair in Foreign Languages
Hubbard Construction Company Chair in Technical and Engineering Programs
John & Florence MacLeod Chair in Business
Grace Gillen Hanna Chair in Nursing and Allied Health
Lester N. Mandell Chair in Natural and Physical Sciences
Martin Marietta Chair in Mathematics
Martin Marietta Chair in Science
NationsBank Chair in Business

Patricia Havill Whalen Chair in Social Sciences
Raymer F. Maguire, Jr. Chair in Communications and Mathematics
Sue Luzadder Chair in Communications
Sun Bank Chair in Economic Development and Business Education
Tupperware Worldwide Chair in Community Quality, Osceola Campus
University Club of Orlando Chair in Humanities
University Club of Orlando Chair in Advanced Computer Technology
Walt Disney World Company Chair in Film Technology

LIBRARY DEVELOPMENT

Orlando Sentinel Adopt-a-Book
Overstreet Family of Osceola County McNutt-Dominick

Board of Directors of the Valencia Community College Foundation, Inc.

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THE VALENCIA COMMUNITY COLLEGE ALUMNI ASSOCIATION

The Valencia Community College Alumni Association was established in 1979 to continue relationships between the College and its former students and to strengthen the bond between Valencia and the community. Throughout the year the Association sponsors events designed to promote social interaction among faculty, staff, and students; to support college programs; and to raise funds for scholarships and programs. Membership in the Alumni Association is available to any person who has attended classes at Valencia. For additional information call the Alumni Office.

INTERNATIONAL/INTERCULTURAL EDUCATION PROGRAM

Valencia Community College continues to respond to the opportunities of an international economy. Since the founding of the College in 1967, Central Florida has grown from a state and regional vacation spot to a hub for international business, industry, and entertainment. Indeed, Orlando has become an international city. To prepare students for effective citizenship and employment, Valencia responds to the educational demands made by students seeking prosperity and security in what has become a world community.

To promote its students’ open-mindedness in a world community, the college develops and offers a curriculum and a social environment that promotes mutually beneficial international/intercultural exchanges. 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.

Goals
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 (ENS)

Valencia offers English as a Second Language (ENS) classes at the low-intermediate and high-intermediate levels in writing, reading, structure, and speaking/listening. Students who need basic ESOL are referred to the Orange County Adult Education ESOL program. The college offers a combined-skills ESL course as a “bridge” to low-intermediate ENS courses.

To be admitted, students on F-1 student visas must demonstrate proficiency at least at the high-intermediate level.

COSTA RICA SUMMER PROGRAM

Valencia offers a four-week summer study/homestay program in beautiful Costa Rica. This program is designed to help students increase awareness of and appreciation for Costa Rican culture while they further develop Spanish language skills. Through this program students earn six transferable credits for coursework in Spanish and humanities. Classes are taught by Valencia faculty at the University of
Costa Rica in San Jose and students are hosted by families living within a short bus ride to the university. Weekend and afternoon excursions to sites of cultural and historical interest add to students’ understanding of and interaction with Costa Rican culture, language and lifestyle.

**THE FLORIDA-COSTA RICA INSTITUTE (FLORICA)**

The Florida-Costa Rica Institute is one of eleven binational linkage institutes between the State of Florida and foreign countries of particular importance to our state. Created to forge stronger educational, economic, and cultural ties through exchange, technical assistance, and cooperative research, FLORICA -like other linkage institutes- is run in collaboration with a state university partner. FLORICA’s seven-year history of accomplishment embraces a wide range of collaborative projects involving partners from institutions, organizations and businesses throughout the State of Florida and Costa Rica.
ECONOMIC DEVELOPMENT

The economic development mission of the college is to assist the community in providing a better quality of life, a stable economy, diversified employment sources, higher levels of income, and new job opportunities to meet the demand of a global marketplace. As a partner, Valencia enters into and stimulates cooperative relationships with business and industry, public agencies, civic groups, and educational institutions as it seeks to assist in the economic development of Central Florida. These relationships are maintained through professional advisory committees, and active involvement with the business community. These partnerships foster a cooperative community effort as Valencia and Central Florida prepare to meet the 21st Century. Economic development services are provided through the Office of Corporate Services, the Center for Professional Development and the Technology Innovation Center.

CENTER FOR PROFESSIONAL DEVELOPMENT

The Center for Professional Development offers workshops, seminars, and conferences to meet a variety of professional development needs. Programs are designed to expand technical skills using state-of-the-art equipment and techniques. Services offered through this center include the following:

- Conference Development Services
- International Business Development
- Film Entertainment Technology

CONFERENCE DEVELOPMENT SERVICES

Valencia offers a variety of services to help develop and implement plans for regional, state, national, and international conferences in the Orlando area. A leader in meeting planning, Valencia’s Conference Development Department can provide all, or part, of the arrangements for a successful meeting in Orlando. Not restricted to a fixed campus conference building, Valencia can help organizations choose a site that uniquely suits their needs - from small, elegant retreats, ideal for relaxed and informal meetings, to grand resort hotels for large delegations.

Services include:

- Initial planning and program development
- Location and accommodation selection
- Travel and ground transportation
- On-site coordination
- Advertising and brochure development
- Printing and photography
- Teleconferencing and videotaping
- Registration and billing

INTERNATIONAL BUSINESS DEVELOPMENT

International Business Development conducts seminars and classes which develop the knowledge and skills necessary to enter the international business arena. The program targets international trade and assists businesses with specific training needs. Courses are taught by experienced consultants in a variety of fields including banking, international law, import/export policies, and worldwide marketing.

FILM & ENTERTAINMENT

As the film and entertainment industries continue to grow in the Central Florida area, Valencia Community College continues to provide the specialized training and education needed. Programs include professional continuing education classes and seminars for those individuals who are already working in the industry or who are seeking training for entry level positions. Faculty are chosen not only for their professional accomplishments but also for the ability to communicate.

TECHNOLOGY INNOVATION CENTER

With the impact of technology on all business and economic development activities in the college, the Technology Innovation Center has been organized to provide innovative productivity, management, and career development programs through business linkages and public/private partnerships. Through a network of operating companies and clients, the center conducts programs to build local management and employee competence and resources with focus on technology based skills.
CENTRAL CAMPUS

Central to the mission of Valencia Community College, Central Campus offers educational opportunities to students at convenient sites in Orange and Osceola counties. Originally designed to offer continuing education and instructional telecommunications programs, Central Campus became an integral part of the College in July 1974 and has grown far beyond its original mission.

The Campus serves students at locations convenient to their homes and businesses. Classes offered in outreach locations provide a comprehensive network of programs and services designed to enhance learning.

Central Campus offers both traditional and nontraditional programs. It provides all continuing education activities and many of the same college credit courses available on East and West campuses.

Although the primary campus administrative offices are in the Downtown Center, Central Campus classes are offered in over 50 locations and four major outreach centers: Osceola Campus, Winter Park Center, Apopka Center and McCoy Center for Economic and Professional Development.

The guiding principles of Central Campus are to:

- Make Valencia more open, accessible and responsive to individual and community needs.
- Expand opportunities for higher education for a variety of constituencies with special training and educational needs.
- Integrate college and community by adjusting institutional offerings to lifestyles and life situations.
- Make more extensive use of community resources (spaces, facilities, people) for teaching/learning experiences.

OSCEOLA CAMPUS

Valencia’s Osceola Campus, opened in January 1987, offers courses in a wide variety of topics and disciplines. A full-service facility, the campus provides admissions and registration, educational advising, placement testing and English as a Second Language program, bookstore facilities, computer laboratory, Learning Resource Center, and student development center. The instructional staff includes full and part-time faculty selected from a wide range of highly qualified professionals.

The Osceola Campus is a joint-use facility with the School Board of Osceola County. Faculty and students benefit from sharing facilities and science laboratories with Gateway High School. Valencia’s dual enrollment program is an exemplary cooperative project between Valencia and the four high schools in Osceola County. In this program, a high school senior with a GPA of 3.0 or higher is allowed to take college courses during the day and earn college and high school credit simultaneously.

A new Osceola Campus on a 100-acre site which opens Session 1, 1995, will offer expanded laboratory facilities for Associate in Science degree programs in such areas as Office Systems Technology, Legal Assisting, Criminal Justice, Hospitality Management, Horticulture, and Business. All courses for an Associate in Arts degree for university transfer will be offered, and new laboratory facilities will be added for art, sciences, foreign languages, computer and information science, and audio visual services. A 11,000 square foot Learning Resource Center will be part of the first building at the new campus.

The Osceola Campus allows citizens of Osceola County to take advantage of university transfer programs, selected technical courses, and continuing education classes in a location accessible to their homes.

WINTER PARK CENTER

Established in 1986, the Winter Park Center serves traditional and non-traditional students in the northern portion of the county. Both day and evening classes are available at this full-service center. The Winter Park Center places special emphasis on adult learners with special needs and offers support services including academic advisement, registration, and ASSET testing. Students also have access to a modern computer lab and a technology-based instructional media center.

Teacher Recertification Program

The unique Teacher Recertification Program housed at the Center allows area teachers to work closely with staff members to update course work required for teaching certificate renewal. Recertification courses are offered at the Center, Osceola Campus, Sea World, and other sites in the district.

Women’s Programs

Valencia’s Women’s Programs provide career counseling and assessment for women and men making transitions in their lives. Services include assistance with career changes, goal setting, work values and job-seeking skills. Programs are based at the Winter Park Center, but are held at several sites.

The nationally recognized Displaced Homemaker program is designed for those who want to clarify their career direction, identify personal strengths, discover educational and training opportunities, and learn strategies for conducting a successful job search.

VALENCIA TELEVISION (VTV)

Many students find television an exciting, convenient, and economical way to earn college credit. Courses in such areas as biology, business, psychology, and humanities are televised weekly on local television and cable outlets scheduled at various times during the week. To obtain credit, the student must apply, register for the class, pay 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 Learning Resources Center on East, West, and Osceola campuses.
Professional network opportunities are available monthly through the Black Professionals' Network, the Women Business Owners' Network, the Women in Management Network, and the Job Developers' Network.

**McCoy Center for Economic and Professional Development**

Located just off the Beeline near the International Airport, the McCoy Center serves business and the needs of industry in Central Florida. For more than 20 years, Valencia has served the continuing professional educational needs of business and industry in Central Florida. Over 200 courses per semester are offered in a wide variety of areas and subject matters.

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 skills.

Students satisfactorily completing courses designated CEU's can earn one 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 required for licensure and certification.

Courses fall under five major headings:

- Health and Counseling Education
- Business and Industry
- Computer Training
- Office Systems Technology
- Career Development

For more information or for a list of specific courses, please call 299-5000, extension 3210.
ADMISSION REQUIREMENTS

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

1. You have a standard diploma from a high school accredited by the Florida State Department of Education or a standard diploma from a regionally accredited high school. Additionally for admission to the Associate in Arts (AA) degree program, if you were graduated from high school after August 1, 1987, you will be required to have successfully completed a minimum of four years of English and three years each of mathematics, social studies, and science in grades nine through 12. If you earned a standard high school diploma after August 1, 1987 and lack the minimum number of credits in English, mathematics, social studies, and science, you will be admitted as a non-degree seeking Provisional Student and your enrollment will be restricted to college preparatory courses and/or technical courses. You will remain so classified until you provide a high school equivalency diploma after completing the GED test through a State Department of Education.

2. If you have a Certificate of Completion from a Florida high school you will be admitted as a non-degree seeking Provisional Student, and your enrollment will be limited to college preparatory courses and/or selected technical courses. You will remain classified as a non-degree seeking Provisional Student 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 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 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 high school, and without a high school diploma. You will be admitted as a non-degree seeking Provisional Student and your enrollment will be limited to college preparatory courses and/or selected technical courses. You will remain classified as a non-degree seeking Provisional Student until you 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 attended previously send a transcript of your record directly to Valencia's Admissions 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, for example), provided the work at the other institution was on a level normally included within the first two years of college and a grade of D or higher was earned. (Grades of D or lower will not be accepted to satisfy requirements for ENC 0012 College Prep English I or any Gordon-Rule courses.)

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

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

d. If you have transfer quality-point deficiencies, they will be included in the computation of GPA requirements for graduation.

e. To validate transfer credits earned more than 10 years before enrolling at Valencia, you must earn a C average or higher in the first 12 semester-hours credit you earn at Valencia.

7. You (a transient student) seek a degree from another institution and desire to take a course at Valencia for transfer or credit. 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 also submit a transient student form for each term you enroll as a transient student at Valencia.

8. You desire to enroll at Valencia for personal enrichment, job improvement, or teacher recertification. You would register as a part-time student for at least one credit course and be classified as neither freshman nor sophomore. Valencia transcripts will indicate your 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, (2) taken the 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 institution 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 and an average of B in all courses taken in grades 10 and 11. College credit earned during early admission or dual enrollment is held in escrow and granted after you are graduated from high school.

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 the 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 VCC on a nonimmigrant visa (F-1 or J-1), you must meet all the admission requirements outlined below. Your application materials should be submitted to the Admissions Office at least 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 you have taken and examinations you have 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 TOEFL or successfully complete the ELPA at Valencia.

Your level of English language proficiency at the time of admission will determine if you must take ENS/ESL classes at Valencia.

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 GPA or if you have earned an AA degree for which English was the language of instruction.

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

h. You must submit a declaration of finances certifying that you have the financial resources to attend Valencia.

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

j. The 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.

Because Valencia is committed to broaden the education of its American students by acquainting them with persons from a variety of countries and cultures and to acculturate international students in American ways and language, 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 at Valencia is in the English language, you must have adequate knowledge of the language to enroll. To demonstrate this competency, you will be required to take and pass the ELPA at Valencia.

Your level of English language proficiency at the time of admission will determine if you must take ENS/ESL courses at Valencia.

Students who need basic English are referred to the Orange and Osceola County Adult Education ESL program.

You may not be required to demonstrate English proficiency if you have completed, with at least a 2.5 cumulative GPA, 30 or more semester credits in a U.S. college or university or if you have earned an AA 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 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 this 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 can be 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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<thead>
<tr>
<th>Degree Seeking Students</th>
<th>Special Students</th>
<th>Teacher Recertification</th>
<th>Transient Students</th>
<th>Dual Enrollment</th>
<th>Early Admission Students</th>
<th>International Students</th>
<th>Students Whose Native Language is Not English</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 not required to pay out-of-state tuition when you have completed the Valencia Community College Application for Admission form and have signed the appropriate residency statement. You are classified as a bona fide Florida resident for purposes of admission and finance at Valencia, if you are a citizen of the United States of America, a resident alien, or a legal alien granted indefinite stay, and have resided and have had 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 also may be considered a Florida resident for tuition purposes if you are:

(1) An independent person and have maintained legal residence in Florida for at least 12 months.

(2) A dependent person and your parent or legal guardian has maintained legal residence in Florida for at least 12 months.

(3) A dependent person who has resided for five years with an adult relative other than your parents or legal guardian and your relative has maintained legal residence in Florida for at least 12 months.

(4) A Florida public college/university declared you a resident for tuition purposes. Name of institution.

(5) You are married to a person who has maintained legal residence in Florida for at least 12 months. You have established legal residence and intend to make Florida your permanent home. (Copy of marriage certificate required.)

(6) You were previously enrolled at a Florida State institution and classified as a Florida resident for tuition purposes. You abandoned your Florida domicile less than 12 months ago, and are now re-establishing Florida legal residence.

(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 12 months. (INS documentation required.)

(8) You are a member of the armed services of the United States and are stationed in Florida on active military duty pursuant to military orders, or whose home of record is Florida (or are the member's spouse or dependent child). (Copy of military orders (DD2058) or military document showing home of record required.)

(9) You are a full-time instructional or administrative employee employed by a Florida public school, community college or institution of higher education (or are the employee's spouse or dependent child). (Copy of employment verification required.)

(10) You are part of the Latin American/Caribbean scholarship program. (Copy of employment required.)

(11) You are a qualified beneficiary under the terms of the Florida Pre-Paid Postsecondary Expense Program (S.420.551.F.S.) (Copy of card required.)

(12) You are living in the Isthmus of Panama and have completed 12 consecutive months of college work at the F.S.U. Panama Canal Branch (or) are the student's spouse or dependent child.

(13) You are a full-time employee of a state agency or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or correctional training.

(14) You are full-time student participating in a linkage institute (S.420.137,F.S.)

b. Non-Florida Resident. If you do not qualify as a Florida resident, you do not complete the residency affidavit information on your application for admission and you will be charged the tuition required of non-Florida residents. You must sign the non-Florida resident statement at the bottom of the last page of the application. College fees and tuition assessments are based on your legal residence or that of your parent 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 court 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. Students are required to provide two types of verification showing they have resided in Florida for the previous 12 consecutive months for the purpose of making this state their place of permanent residence. 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. Documents that may be used to verify a person's residence may include a valid Florida driver's license, a current voter's registration card, a Declaration of Domicile, and a valid Florida vehicle registration. All of the documents must have been issued at least 12 months prior to the beginning of the term for which the student wants to be reclassified. 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 for that term, 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. Campus of Record

You may attend classes at the East Campus (Econfina Trail), West Campus (Kirkman Road), or through the Central 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 you are admitted to VCC, the first step is to provide placement assessment scores. ACT, SAT, MAPS, or ASSET scores are all acceptable, providing they are less than three 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 three 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 12 credit hours 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). 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.

Advising is available Monday through Friday on a walk-in basis during the day and by appointment Monday through Thursday in the evening.

Advising is available on Osceola Campus by appointment only.

If you do not provide appropriate assessment scores and choose initially not to attend a Valencia assessment session, you will be required to attend an assessment session after you complete a maximum 12 credit hours at Valencia. You will not be allowed to register for additional credit courses until assessment is completed. If you indicate on your application that you are a nondegree-seeking student, the initial assessment session may be optional; however, if you continue as nondegree-seeking any hours you take after the first session may not apply toward a degree.

2. The second step for new students at Valencia is to schedule an advising or orientation session at a counseling office. In this session you will receive college information and help choosing your courses before enrolling for 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.

**Restrictions on Enrollment**

When limited facilities or programs restrict the size of enrollment, admission to the College will be granted in the order in which applications are received by the Admission Office. The Admission 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 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. Credit thus granted by the College is transferable among Florida institutions of higher education participating in the statewide advanced placement agreement. The University of Florida does not accept a score of 3. (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 11 health programs which lead to an AS degree. They are cardiovascular technology, dental hygiene, diagnostic medical sonography, dietary technology, emergency medical services, medical laboratory technology, nuclear medicine technology, nursing, R.N., radiation therapy technology, radiography and respiratory care. Admission to these programs is limited because of clinical
facilities and staff. Therefore, students who wish to pursue one of the 11 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 education 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 being accepted into a health related program, a student must have completed coursework and have earned the minimum GPA 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 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.

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 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. You must give written consent for release of information to second parties.

CLASSIFICATION OF STUDENTS

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.

2. Part-time. You are a part-time student if enrolled for fewer than 12 semester hours credit in Session 1, 2 or 3, and fewer than six semester hours credit in Session 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.

AUDIT STUDENT

When you register for a college credit course for which you do not want credit, you are an audit student. To register as 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 without approval of the campus provost.

ROTTC AND CROSS ENROLLMENT

Students, male and female, at Valencia 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 campuses. A maximum of eight semester
hours of ROTC credit may apply as elective credit toward a degree at Valencia. Further information is available at the ROTC office at the appropriate university and Valencia.

SPECIAL SCHEDULING OPPORTUNITIES

MINIEMESTER

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

WEEKEND COLLEGE

The Weekend College provides a program of Friday evening, Saturday and/or Sunday classes for individuals who are interested in obtaining a college education by attending on weekends.

Weekend classes are scheduled to allow students to receive a maximum of 12 hours of credit during Sessions 1 and 2. Students choosing to attend weekends 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 weekend classes with either TV courses or courses by mail.

INDEPENDENT STUDY

Valencia offers independent study (IS) in various courses to allow you to progress at your own rate. IS helps you meet course requirements through individual student/faculty interaction in a non-classroom situation. IS arrangements are dependent on the availability of a professor. Regardless of the date of enrollment in an IS course, you must complete the class prior to the end of the session in which you sign up for it or receive a grade of W.

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

If you wish to take an IS course, you will have to make arrangements with a professor and the appropriate department chair. Application forms 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 regular tuition for each IS course in which you enroll. Independent study is not covered by government grant programs, but you may be eligible for coverage by special permission under veteran 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 will grant credit for military education that has been evaluated and recommended as suitable for postsecondary credit by the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services. After enrollment in the College, you 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.

MILITARY TRANSITION PROGRAM

A state grant has funded this program to assist service members and their families to re-enter the civilian workforce through postsecondary education. Emphasis is placed on providing adequate information on the college to the potential students to facilitate their decision-making process. Additional information on the Orlando area and community support organizations will be provided upon request. An informal network of interested employers is being developed for referrals of successful graduates. For additional information, contact the Office of Military Transition.

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 Service (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.

Students having 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 you have earned a C or better.

Under the repeat policy, only the last attempt at 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 East Campus, Osceola Campus, West Campus or Winter Park Center counseling departments.

Valencia will accept a maximum of 45 semester hours of credit through CLEP general and subject examinations combined.

**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 1401 - 1UP 1002</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>Natural Science</td>
<td>PSY 1515 - AFH 1120</td>
<td>6 Hrs.</td>
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</tbody>
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<thead>
<tr>
<th>Subject Examinations</th>
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</tr>
</thead>
<tbody>
<tr>
<td>American History I</td>
<td>AML 1101</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>American History II</td>
<td>AMH 2020</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td><em>American Literature</em></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></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Geometry</td>
<td>MAC 2311</td>
<td>5 Hrs.</td>
</tr>
<tr>
<td>College Algebra</td>
<td>MAC 1114</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>College French</td>
<td>FRE 1101 - FRE 1101</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>College German</td>
<td>GER 1001 - GER 1001</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>College English</td>
<td>SPN 1100 - SPN 1101</td>
<td>6 Hrs.</td>
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</tbody>
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<thead>
<tr>
<th>Educational</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Psychology</td>
<td>EDP 202</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td><em>English Literature</em></td>
<td>ENL 1003 - ENL 1023</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>General Chemistry</td>
<td>CHM 1045C</td>
<td>4 Hrs.</td>
</tr>
<tr>
<td>General Psychology</td>
<td>PSY 1012</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>DEP 2003</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Introductory Accounting</td>
<td>ACG 2001 - ACG 2011</td>
<td>6 Hrs.</td>
</tr>
<tr>
<td>Introductory Micro-Economics</td>
<td>ECO 2013</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Introductory Micro-Economics</td>
<td>ECO 1023</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>SYG 2000</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Trigonometry</td>
<td>MAC 1114</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Western Civilization I</td>
<td>EUH 1000</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>Western Civilization II</td>
<td>EUH 1001</td>
<td>3 Hrs.</td>
</tr>
</tbody>
</table>

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

Refer to CLEP Registration Guide for current test fees.

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

**Credits From Mid-Florida Technical Institute**

To promote career education programs, Valencia 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 East Campus Department of Business and Public Service, East Campus Department of Humanities, Visual and Performing Arts, the West Campus Science Department and the West Campus Business Department.

**Credit for Certified Professional Secretary (CPS) and Professional Legal Secretary (PLS)**

Valencia 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 AS or AA degree. For further details contact the chairman of the Technical Programs Department on East Campus or the chairman of the Department of Business on West Campus.

**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 Admissions/Records Office on a Transient Student Form. Forms for this purpose are available in the Registrar’s Office. To receive credit as a transient student, you must have a transcript of any courses taken at another institution sent to the Valencia Registrar’s Office.

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 Admissions/Records Office. There is no charge.

**Transfer of 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.

1. You must have permission of the director of admissions to register 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.

NON-Discriminatory Notice

Valencia Community College does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Valencia Community College does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as a requirement by Title II of the Americans with Disabilities Act of 1990.

Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to Valencia’s designated ADA Compliance Coordinator.
ACADEMIC POLICIES

ACADEMIC STANDARDS, PROBATION, SUSPENSION, DISMISSAL

ACADEMIC STANDARDS

To maintain satisfactory academic progress at Valencia, 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 certain communications, computations, and Area 2(1) general education (Gordon-Rule) writing-reinforcement courses, grades of C or better are required.

MID-TERM WARNING

If you are making a grade lower than C at or about midterm of a session, you will be notified by your professor in writing. If you receive such a notice, you should meet without delay with the professor and 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 put on academic warning. Sometime during the ensuing session, you should talk with a counselor to discuss your proposed coursework before your 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 proposed schedule.

If you registered for the upcoming session prior to receiving notification of probationary status, you must obtain a counselor's approval of your proposed schedule before the end of the late registration/drop-add period of the 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, 3, 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, 3, or combined 3 and 4)
2. Must apply to the provost of the appropriate campus for reenrollment to the College after the suspension period ends
3. When readmitted, will be placed on academic probation and before registration, will have to have your schedule approved by a counselor
4. Must achieve a 2.0 GPA for the session and successfully complete 50% of your courses or you will be academically dismissed

ACADEMIC DISMISSAL

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

1. May register only for noncredit work 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 academic suspension or dismissal decision.

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

To appeal dismissal, you must bring your concerns directly to the Committee on Student Appeals on or before the fifth day of class the following session.

DISCIPLINE POLICY

In any case, the president of the College has 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 an authorized representative from taking any immediate action which may be deemed necessary.
APPEAL OF ADMINISTRATIVE DECISIONS

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

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

EXPECTED STUDENT CONDUCT

You attend Valencia as a privilege and are expected to conduct yourself honorably and with dignity at all times. As a registered student you assume the responsibility for learning and abiding by the general rules of good conduct listed in the current Valencia student handbook.

DISCIPLINARY ACTION

If you have received notice and have had a hearing on charges of misconduct and are subject to disciplinary action, the president of Valencia or an 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 student handbook.

DISCIPLINARY APPEAL

You may within 10 working days appeal to the Student Appeals Committee any administrative discipline action taken against you. Following a hearing, the committee shall by majority vote recommend on a case to the president of the College 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 or an authorized representative, with whom rests the final decision. The decision must be made in writing 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 appeal of 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 of your classes. To withdraw before the Withdrawal Deadline you must file a withdrawal form in the Records Office. To withdraw after the Withdrawal Deadline, you must file a withdrawal form in a Department Office.

WITHDRAWAL RULES AND PROCEDURES

The Withdrawal Deadline for each session is published in the college calendar. The withdrawal grade that you receive in a class once you withdraw will be determined as follows:

Before the deadline:
If you withdraw, or are withdrawn by the professor for excessive absence or other reasons, on or before the withdrawal deadline, you will receive a W (Withdrawn).

After the deadline:
If you withdraw, or are withdrawn by the professor for excessive absence or other reasons, after the withdrawal deadline, your professor will assign you a withdrawal grade based upon your academic achievement in the class as of your last date of attendance, as follows:

WP: If you are passing as of your last date of attendance, you will receive a WP (Withdrawn Passing).

WF: If you are not passing as of your last date of attendance, you will receive a WF (Withdrawn Failing).

If you fail to take the required final examination, the professor will assign you a WF (Withdrawn Failing).

If you receive an I (Incomplete) and complete the required course work during the ensuing session, the professor will change your grade from I to the appropriate grade of A-F. If you receive an I, you may still withdraw from the class in the ensuing session. If you withdraw, the professor will change your grade from I to WP (Withdrawn Passing) or WF (Withdrawn Failing) based on your completed course work.

If you receive an I, do not withdraw, and do not complete the required course work during the ensuing session, you will receive a WF (Withdrawn Failing).

EFFECT OF WITHDRAWAL ON YOUR GRADE POINT AVERAGE

If you receive a W (Withdrawn), you will not receive credit for the course and the W will not be calculated in your grade point average. If you receive a WP (Withdrawn Passing), you will not receive credit for the course and the WP will not be calculated in your grade point average. If you receive a WF (Withdrawn Failing), you will not receive credit for the course and your grade of WF will be calculated as an F (Failing) in your grade point average.

A WF is subject to the student academic grievance process.

WITHDRAWAL FROM COLLEGE

If you withdraw from all of your courses, you must abide by the procedure stated above and do the following:

2. Submit your withdrawal form and college I.D. (registration receipt) to the Admissions Office.

**ACADEMIC HONORS**

President's and Dean's lists are published each session in recognition of high scholastic achievement at Valencia. You are eligible for President's and Dean's recognition after you complete a minimum of 12 semester hours of college-level coursework during a session. Part-time students are eligible for honors recognition after they complete increments of 12 semester hours of college-level coursework over several sessions. Once a part-time student has completed 12 hours of college-level coursework, a new increment for honors recognition is begun. At the end of each session, the College prepares two lists of academic honors:

1. President's Honor List — 3.75-4.0 (A-) GPA
2. Dean's Honor List — 3.25-3.74 (B+) GPA

Questions pertaining to inclusion of names on the President’s or Dean’s Honor List should be directed to the director of admissions.

**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 grades in courses you have taken at all institutions (all-college GPA) you have attended. Only the last attempt of a repeated course counts toward your overall GPA. A minimum of 2.0 (C) GPA is required for graduation. Quality points are calculated as follows:

<table>
<thead>
<tr>
<th>Grade Rating</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>0</td>
</tr>
<tr>
<td>WP</td>
<td>0</td>
</tr>
<tr>
<td>WF</td>
<td>0</td>
</tr>
<tr>
<td>X</td>
<td>0</td>
</tr>
<tr>
<td>N</td>
<td>0</td>
</tr>
</tbody>
</table>

You will not receive credit for a course repeated after you have been awarded a degree or certificate from Valencia.

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>Hours Attempted</th>
<th>Grade</th>
<th>Hours Completed</th>
<th>Hours Passed</th>
<th>Hours Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1011</td>
<td>3</td>
<td>A</td>
<td>3</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>POS 1041</td>
<td>3</td>
<td>B</td>
<td>3</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>CHM 1025</td>
<td>4</td>
<td>C</td>
<td>4</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>MAC 1104</td>
<td>3</td>
<td>F</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>HUM 2220</td>
<td>3</td>
<td>W</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>16</td>
<td>13</td>
<td>10</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 (including teacher recertification). You may not use CLEP or independent study credit to raise the grade in a course in which you have earned a C or higher.

**GRIEVANCE PROCESS**

**FINAL GRADES**

If you feel that your final course grade is not representative of your performance according to the evaluation system defined and used by your professor, you have recourse through the student academic grievance process to seek a change of grade.

Here are the steps you must take in the grievance process:

1. Meet with the professor to learn how the grade was determined and to examine the evidence.
2. If the matter is not resolved, you should meet with the professor's department chair on East or West Campus or equivalent at other sites, depending upon where you took the course.
3. If the matter is still not resolved, you should meet with the provost of the appropriate campus.
4. If the matter is still not resolved, you may take your case to the Student Academic Grievance Committee, composed of faculty and students. These guidelines must be followed:
   a. W and I grades are not grievable.
   b. Only final course grades may be grievances.
   c. You must fill out an official form requesting that the Grievance Committee review your case. The form is available in the provost's office on each campus.
   d. You must apply to the Grievance Committee for a hearing within 30 days after receiving the final grade in the course.

**GRIEVANCE HEARING**

An informal hearing will be conducted by the Student Academic Grievance Committee within 30 days after receipt of your grievance form. The hearing 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 and who are 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 president of the College, 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 what grade you are making in the course.

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 minisemesters, seven semester hours are 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 you special permission to deviate from these maximums. The College reserves the right to limit the number of semester hours you carry 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 class schedule for that semester and in campus student newsletters. They also are available in the Admissions 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 excessive, your professor will contact you in writing requesting a conference with you by a stated date and indicating that further absence may 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.

SCHEDULE FOR COMPLETING MANDATED COURSES
SEQUENCE OF COURSES
In all cases—whether you are full-time or part-time—if you are mandated into a college-prep reading course, you must take that reading course as the first course in your college-prep sequence.

FULL-TIME STUDENTS
If you are mandated into one or more college-prep courses and you wish to register for at least 12 credit hours, you must begin taking college-prep work in your first term of enrollment.

MANDATES IN THREE AREAS
If you are mandated into college-prep courses in three areas (reading, English, math), you must enroll in at least two of the three areas during your first full-time term of enrollment.

MANDATES IN TWO AREAS
If you are mandated into college-prep courses in two of the three areas, you must enroll in at least one college-prep course in your first full-time term of enrollment.

PART-TIME STUDENTS
If you are a part-time student, you must enroll according to the following schedule:

MATHEMATICS
Register for mandated college-prep mathematics course before enrolling in or concurrent with the 10th credit hour.

ENGLISH
Register for mandated college-prep English course before enrolling in or concurrent with the 10th credit hour.

READING
Register for mandated college-prep reading course before enrolling in or concurrent with the seventh credit hour.

CONTINUATION OF ENROLLMENT IN COLLEGE-PREPATORY COURSES
Once you have begun taking college-prep courses, you must continue to register for at least one of your mandated courses each registration until you complete your mandated college-prep courses.

IMPLEMENTING THE THIRD ATTEMPT RULE
If you fail in three attempts to complete successfully your college-prep requirements in any single skill area (English, mathematics, reading), you will be barred from taking at Valencia further courses in that skill area until you (1) present evidence that you have received remedial instruction from another institution or agency and (2) demonstrate on a placement test given at Valencia that you are prepared for college-level work in that skill area. Upon your failing in the third attempt, the College will recommend where you might immediately seek remediation elsewhere.

Even if you are barred from taking courses in a college-prep skill area, you will still be eligible to continue taking courses in other disciplines for which you are qualified.
THE GORDON RULE

State Board of Education Rule (6A-10.30), the Gordon 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 AA 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 6A-10.30 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.
APPLICATION FEE

When you first apply for admission to Valencia you are required to pay a $20.00 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. 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. Fees are subject to change without notice. MasterCard and Visa are accepted.

Residency Status

1. Florida Residents $35.75/Credit Hour
2. Out of State $128.50/Credit Hour

* Includes:
Financial Aid Fee $1.50/Credit Hour
Student Activity Fee $3.00/Credit Hour
Capital Improvement Fee $1.00/Credit Hour for Florida Residents and $3.00/Credit Hour for Out-Of-State Residents

LABORATORY FEES

A special fee of $11.00 is assessed for certain credit courses and is included in the course descriptions in this catalog. Any exception to the $11.00 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 in addition to tuition, fees, books, meals, and transportation to the campus. These expenses are subject to change without notice:

1. Dental hygiene instrument supplies and materials $2000.00
2. Uniforms, laboratory costs, caps, white hose and safety glasses $200.00
3. Graduate pins (est.)* $95.00
4. Liability insurance and special lab fees $300.00

Approximate total for two years $2595.00

NOTE: To be licensed, the graduate must sit for:

1. National Dental Hygiene Examination $75.00
2. Florida State Dental Hygiene Examination $400.00

TOTAL: $475.00

*NOTE: All fees subject to change

MEDICAL LABORATORY TECHNOLOGY EXPENSES

Medical laboratory students may incur the following costs in addition to tuition, fees, books, meals, and transportation to the campus. These expenses are subject to change without notice:

1. Uniforms, lab coat and shoes $200.00
2. Liability insurance $33.00
3. Hepatitis Immunization $150.00
4. CPR Certification $25.00
5. Drug Screen Test $15.00

Approximate total for two years $423.00

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

1. State of Florida Technician Examination $50.00

Medical laboratory students will be responsible for furnishing transportation to the affiliates (local and out of county) used by the College for clinical internship.

EMERGENCY MEDICAL SERVICES

EMS students will incur the following costs in addition to 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 $35.00
4. Miscellaneous supplies and materials $50.00

Approximate total for two years $170.00

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

1. EMT State Certification Exam $75.00
2. Paramedic State Certification Examination $85.00

TOTAL: $160.00

*PRICES SUBJECT TO CHANGE
**Respiratory Care Expenses**

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

1. Uniforms, lab coats $125.00
2. Name pins and uniform patches $15.00
3. Liability insurance $35.00
4. Graduate pins (estimated) $50.00

**Approximate total for two years** $225.00

*PRICES SUBJECT TO CHANGE*

**Radiation Therapy Technology**

Radiation therapy technology students will incur the following costs in addition to tuition, fees, books, meals, and transportation to the campus and clinical facilities. These expenses are subject to change without notice.

1. Uniforms, shoes, lab coats, and accessories $200.00
2. Liability insurance $33.00
3. Graduate pin (estimate) $40.00
4. Hepatitis Immunization $150.00
5. CPR Certification $25.00
6. Drug Screen Test $15.00

**Approximate total for two years** $463.00

**NOTE:** Upon graduation, students are eligible to sit for the CCI Registry (Cardiovascular Credentialing)

- Basic Science Exam $110.00
- Invasive CVT Exam $110.00

**Nuclear Medicine Technology**

Nuclear medicine technology students will incur the following costs in addition to tuition, fees, books, meals, and transportation to the campus and clinical facilities. These expenses are subject to change without notice.

1. Uniforms, lab coats, shoes $200.00
2. Liability insurance $33.00
3. Graduate pin $40.00
4. HRS lab training license $5.00
5. Hepatitis Immunization $150.00
6. CPR Certification $25.00
7. Drug Screen Test $15.00
8. Hand Held Calculator $50.00
9. Student Professional Dues $50.00

**Approximate total for two years** $568.00

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

- American Registry of Radiologic Technologists Examination $50.00
- State of Florida Certification Examination $50.00

**Cardiovascular Technology - Invasive**

Nuclear medicine technology students will incur the following costs in addition to tuition, fees, books, meals, and transportation to the campus and clinical facilities. These expenses are subject to change without notice.

1. Uniforms, lab coat, shoes $200.00
2. Liability insurance $33.00
3. Graduate pin (estimate) $40.00
4. Hepatitis Immunization $150.00
5. CPR Certification $25.00
6. Drug Screen Test $15.00

**Approximate total for two years** $463.00

**NOTE:** In order to be licensed:

- State of Florida License Application $50.00
- NMTCB (Nuclear Medicine Technology Certification Board) $80.00
- ARRT (American Registry of Radiologic Technologists) $35.00

**Diagnostic Medical Sonography**

Diagnostic medical sonography students will incur the following costs in addition to tuition, fees, books, meals, and

**National Council Licensure Examination (NCLEX)** $165.00

**Approximate total for two years** $463.00
transportation to the campus and clinical facilities. These expenses are subject to change without notice.

1. Uniforms, lab coat, shoes $200.00
2. Liability insurance $33.00
3. Graduate pin (estimate) $40.00
4. Hepatitis Immunization $150.00
5. CPR Certification $25.00
6. Drug Screen Test $15.00

Approximate total for two years $463.00

NOTE: In order to be certified, graduate must sit for the:
American Registry of Diagnostic Medical Sonography $250.00

CAREER ASSESSMENT COSTS

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

Non-Valencia students — $25.00 for up to two 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 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 Exam (each) $40.00
   CLEP Service Fee $7.00
2. Local Credit by Examination (per exam) $25.00
3. Local Credit by Examination (with lab exam) $25.00
4. Other tests approved by the Board of Trustees to be announced

REUNDS

If you MUST withdraw from the College, you must notify the Admissions Office at once and complete the necessary form. If you withdraw 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 you. You will receive no refunds after the drop-add refund period expires. Application fees and certain other fees are not refundable. You 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 will not be eligible for reinstatement in the current session. Until your 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 $20.00 will be assessed for each returned check or overdue loan.

STUDENT FINANCIAL AID

PURPOSE OF FINANCIAL AID

Valencia 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.

Fees are subject to change without notice.
GENERAL ELIGIBILITY REQUIREMENTS

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

1. Be degree seeking.

2. Be accepted for admission to the College.

3. Be making satisfactory progress. 2.0 GPA and complete at least 50% of the credit hours you attempt each session.

4. Be enrolled at least half-time, six semester hours (PELL only, less than Federal half-time).

5. Be a U.S. citizen or live in the U.S. for other than a temporary purpose and intend to become a permanent resident.

6. Not be in default on any educational loan program such as the Federal Stafford Loan Program.

7. Not owe a refund to a Federal Pell Grant or FSEOG or any state grant or scholarship.

8. Not have existing financial obligations to the College.

9. Be registered with Selective Service (if applicable).

10. Have a high school diploma or GED certificate.

11. Financial Aid transcript required from all colleges previously attended.

SATISFACTORY PROGRESS

1. All students receiving federal, state and institutional assistance must comply with the standards of progress at Valencia. The requirements are set 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 AA or AS degrees are considered to be no longer making satisfactory academic progress for aid purposes unless they appeal and the appeals are approved.

Students seeking both AA and AS degrees 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 they do not exceed 130 semester hours. Students who have attempted 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 and a 2.0 GPA will denote satisfactory progress. The success rate will be calculated at the end of the first summer term in June. (Stafford Loan and FSEOG 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, I, WP and WF. All courses for which a student is registered after the drop/add 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 a 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.

4. A written statement and/or appropriate documentation may be required.

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 must 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.

Federal Pell Grant:
Pell Grant is a federally funded program designed to assist financially needy students. Eligibility is determined by a needs analysis. 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 three 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.

Federal Supplemental Educational Opportunity Grant (FSEOG):
A federally funded program designed to assist qualified students who show exceptional financial need as demonstrated by the Need Analysis approved by Congress. Federal regulations require the college to award this grant first to those
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 donor agency.

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

Federal Stafford Loans:
The Federal 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. Determined eligibility for the FELL Grant is mandatory, and candidates 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.

Federal Supplemental 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 Federal Stafford loan prior to application for an SLS. Applications and more information on these programs are available in the Financial Aid Office.

Part-Time Employment

Federal Work-Study Program (FWS):
The Federal Work-Study Program is a federally funded program providing on-campus part-time jobs to students who have financial need.

To apply for Work-Study, students must complete a Financial Aid Form and a Valencia Community College Financial Aid Application. Students awarded 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.

Applying for Financial Aid

Applications for financial aid at Valencia should be filed as early as possible for the following academic year. Applications are usually available by the second week of January. Students do not need to be accepted for admission to the College to apply for financial aid; however, an award will not be offered until the student is admitted.

These applications are not difficult to fill out; 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 1040/1040A. Failure to do so will cause unnecessary delays in evaluation of the student's need. Counselors are available to answer questions.

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. This form should be submitted along with copy of appropriate tax returns from student and/or parent.

2. Financial Aid Form:
   Students must complete the Free Application for Federal Student Aid (FAFSA) to be considered for the following financial aid programs that are based on need:
   - Florida Student Assistance Grant (FSAG)
   - Federal Supplemental Educational Opportunity Grant (FSEOG)
   - Federal Work-Study (FWS)
   - Nursing Scholarship (NS)
   - Need Scholarship
   - Federal Stafford Loan (formerly GSL) (subsidized and unsubsidized)
   - SLS Loan Program - non-need-based loan

   This form calculates eligibility to receive funds from federal, state, institutional and other programs. The FAFSA also is used to apply for a Federal 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.

Veterans Approval Information

Valencia is approved for educational benefits of veterans and other eligible persons. Continuing education programs are not approved for veterans 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 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

It is a requirement that all students receiving veteran benefits at Valencia Community College maintain a 2.0 grade point average and a completion ratio of at least 50 percent of credit hours attempted over two consecutive semesters.

In the event this is not accomplished you will be required to finish your next session of enrollment in good standing without your VA benefits. Upon completion as required your benefits will be reinstated.

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 GI 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 indicated on your application on a monthly basis.

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. Tuition deferments are not granted to individuals who are in debt to the College or the Department of Veteran Affairs.
COUNSELING AND ACADEMIC ADVISING POLICY

Valencia’s District Board of Trustees has established six major functions for the College. One of those functions is to provide student services and activities designed to assist students in assessing and achieving their goals through academic, career, and personal decision-making.

COUNSELING AND ACADEMIC ADVISING PROCEDURES

You may want to see a member of the counseling staff for a variety of reasons. Staff 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 you need to prepare for your major. Additionally, the counseling staff prepares some program planning sheets that list the general requirements for the AA degree as well as some specific background courses necessary to prepare for various majors at Florida’s universities.

If you are pursuing an AS degree, check in this catalog for the course requirements of your program. The counseling staff also has program planning sheets listing the requirements of each AS degree.

COUNSELING OR ADVISING APPOINTMENTS

You are encouraged to have an appointment with a member of the counseling staff to review your previous educational background, interests and appropriate program of study at Valencia. Since it is important for you to feel comfortable, you will not be assigned to a counselor but may select your own.

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

CAREER DEVELOPMENT CENTERS

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

EVENING SERVICES

Services of the admissions and registration areas are provided on East and West Campus Monday through Thursday from 5:00 until 9:00 p.m. Counseling and finance offices are open Monday through Thursday until 7:00 p.m. Counselors and educational advisors make appointments to see students in the evenings during the semester except during published registration dates.

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 the college classroom. This learning may result from such activities as work experience, volunteer activities, community service, travel, military experience, work-related inservice training, homemaking, or self-directed independent study.

Valencia is willing to recognize and award appropriate credit for a person’s knowledge resulting from non-college experience.

Credits will not be awarded simply for your years of experience. Rather, you will be requested to demonstrate the important knowledge, skills or competencies you have attained as a result of the experiences you have had.

The Office of Cooperative and Experiential Education can provide information regarding the type of evaluation appropriate for your credit request.

COOPERATIVE EDUCATION

Cooperative education is a planned educational program designed to integrate classroom study with practical experience directly related to a college major.

Two, three or four credits, based on the number of hours worked each week and the employment responsibilities involved, are granted for the satisfactory completion of each cooperative training assignment. The Cooperative Education Office grades each assignment using reports submitted by the student, evaluations from the employer, and conferences with the student and the employer.

Students who have completed one semester (12 credit hours) and are in good academic standing are eligible for the program. Co-op: You earn a future when you earn a degree.

For further information, write or call the Cooperative Education Office.

LEARNING RESOURCES CENTER

The Learning Resource Center (LRC) includes the library and audio-visual services 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 at East, West and Osceola campuses. Students at other sites have access to these facilities.
A variety of LRC resources are available at Valencia. Combined holdings of campuses include—books (105,000 vols.), periodicals (803 current subscriptions), microform (133,365 units), and audio-visual material (7,715 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.

Check campus Learning Resource Centers for hours of operation.

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.

In the event materials are held overdue, the following fines are charged:

books $ .25 per day (5-day grace period)
reserve materials $ .50 per day (no grace period)

STUDENT-CENTERED LEARNING LABORATORIES

The College provides student-centered learning laboratories on East and West Campus and an Academic Skills Center at Osceola 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 any 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.

TUTORIAL SERVICES

The College offers tutorial assistance to students in academic courses for which they are currently enrolled. The tutoring centers, located on East and West Campus, match students having academic difficulty with tutors who are familiar with the course curriculum. Students can secure tutoring services by picking up a referral form in the East or West Campus tutoring centers or counseling offices. The referral form must be signed by a faculty member or a counselor and presented by the student at the campus tutoring center.

The tutoring centers also offer opportunities for students who would like to be tutors. Criteria and necessary forms are available in the tutoring centers.

Tutoring assistance also is available in other designated labs on the campuses.

OFFICE FOR STUDENTS WITH DISABILITIES

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 their educational experience. Please contact the Office for Students with Disabilities on either 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.

The Office for Students with Disabilities provides and coordinates support services in the following areas for disabled students attending Valencia:

- 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 students with disabilities has resulted in highly positive attitudes on behalf of 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

NOTE: The College does not provide personal attendant care.

OFF-CAMPUS EMPLOYMENT

The Valencia 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 and specific information on job requirements and opportunities is available in the Placement Office.

Current part-time and full-time job opportunities are posted on the placement bulletin boards on the East and West Campus.

BOOKSTORE

OWNERSHIP

Owned and operated by the College, the bookstore is a facility to provide services to students, faculty, and staff.

SERVICES AND MERCHANDISE

The main job of the bookstore is to sell textbooks for all classes offered at Valencia. Department chairs submit the titles of
required textbooks to bookstore staff, including specific information regarding estimated enrollments. Bookstore personnel order and sell the correct books.

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

In addition to textbooks, you will find in the bookstore ample supplies, imprinted soft goods, school supplies, engineering and drafting supplies, and paperback books are offered for sale.

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

**HOURS**

Regular daily bookstore hours are Monday through Thursday from 7:00 a.m. until 7:00 p.m. and Friday from 7:00 a.m. until 4:30 p.m. When necessary, the bookstore observes special hours during the first two weeks of Sessions 1 and 2.

**PERSONAL CHECK PURCHASING**

You may pay for what you buy in the bookstore by cash, personal check, Discover, MasterCard, or Visa. Your or your parent's personal check will be accepted provided it is properly completed for the exact amount of the purchase and includes your social security and telephone numbers.

**BOOK RETURNS**

If you drop or change a course or buy the wrong book(s), you may return the textbook(s) for a full refund under the following conditions:

1. You have not written in the book(s).
2. You return the book(s) during the first two weeks the class meets.
3. You have a drop notice, if applicable.
4. You accompany the return with the register receipt.

5. The books are in the same condition you bought them in and no marks in new books.
6. Your check has cleared the bank if you paid for the books by personal check.

**USED BOOKS—BUY-BACK SERVICE**

At the end of each term, a wholesale book buyer provides the bookstore and Valencia students a buy-back service for used texts. Books are bought back from students at a percentage of the original price, if they will be used again at the College and if they are in resalable condition. If a book has been discontinued at Valencia but is still current, you may choose to sell it to the wholesaler at the catalog price.

**FOOD SERVICE**

A food service facility is operated by an outside vendor.

**HEALTH SERVICE**

Health service is not available to you while you are a student at Valencia. 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 not 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. Charges are:

- Cleaning (students, employees, and alumni) $8.00
- Cleaning (general public) $8.00
- Cleaning (child under 12) $8.00
- Bite-Wing X-ray $8.00
- Full mouth and Panorex X-ray $8.00

*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 also gain valuable experiences. In many cases, these out-of-classroom opportunities serve as practical application of classroom learning.

Contact your campus Student Development Office for information on student organizations and activity groups available at the College.

**OPERATION STUDENT CONCERN**

Operation Student Concern is an organization whose purpose is to encourage participation by students in various forms of community volunteer service. Students have the opportunity to work through many community agencies in such diversified areas as programs for troubled youth, the elderly, people with disabilities, public schools and many others.

**ATHLETICS**

The Athletic Department is in the Physical Education Center on West Campus. The department sponsors for 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 or calling the Athletic Department.

**PUBLIC TRANSPORTATION**

Tri-County Transit provides bus service several times each day to the Downtown Center, the East Campus and the West Campus.
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 acquisition or supervision of housing for students.

LOST AND FOUND

A lost and found depository is maintained in the security offices on East and West Campus. All found articles should be turned in to those offices. You should check with those offices 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 must display a current parking decal.

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 either a permanent or temporary physical disability who have a vehicle properly registered with the College may park in designated parking spaces for people with disabilities. Persons with temporary physical disabilities must secure a temporary permit from the Office for Students with Disabilities. Persons with permanent disabilities must have a State of Florida handicapped sticker.

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 roadways, sidewalks, grass area and lawns, wheelchair ramps, along parking lot curbs and 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 stop signs and entrance and exit lanes will be strictly enforced.

Driving and Parking Offenses:

Packing 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 area, athletic fields and/or along parking lot curbs is prohibited. Student parking in faculty/staff areas (designated with yellow stripes) 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 building, except when hand carried.

Visitor Parking:

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

Fines:

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

PARKING VIOLATIONS:

<table>
<thead>
<tr>
<th>Parking Violation</th>
<th>Fine</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>
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<tr>
<td>Motorcycle Areas</td>
<td>$5.00</td>
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<tr>
<td>No Current Decal Displayed</td>
<td>$5.00</td>
</tr>
<tr>
<td>Improper Display</td>
<td>$2.00</td>
</tr>
<tr>
<td>Other Violations as listed in these regulations</td>
<td>$5.00</td>
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</tbody>
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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.

Except as required for use by the president in the discharge of his official responsibilities as prescribed by laws, regulations of the state board, and board policies, the designated custodian of such records may release information from these records to others only upon authorization in writing from the student or upon subpoena by a court of competent jurisdiction.
Valencia Community College offers you the choice of two 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 carefully to learn the requirements and characteristics of each.

Special Note: For a five year period from the date you begin taking courses at Valencia in a degree program, you have the right 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.

COMMUNITY COLLEGE ASSOCIATE IN ARTS TRANSFER GUARANTEES

Community College Associate in Arts graduates are guaranteed certain rights under statewide Articulation Agreement 6A-10.024. This Articulation Agreement governs the transfer of students from Florida public community colleges into the state university system. The agreement addresses GENERAL ADMISSION to the university and PROGRAM ADMISSION.

GENERAL ADMISSION TO STATE UNIVERSITIES GUARANTEES

The Articulation Agreement designates the Associate in Arts degree as the transfer degree. In doing so, the Agreement guarantees that:

1. Community college AA degree holders will be granted admission to one of nine (9) universities, but not necessarily to limited access programs.

2. Upon transferring to a state university, AA degree graduates will be awarded at least 60 credit hours towards the baccalaureate degree.

3. The university catalog in effect the year the AA degree student first enrolled at the community college will remain in effect for the student’s program, provided the student maintains continuous enrollment as defined in that catalog.

4. Once a student has completed the General Education Core and this is so noted on the transcript, regardless of whether or not an AA degree is awarded, no other state university or community college to which the student may transfer can require additional courses to the general education core.

5. When transferring among institutions participating in the statewide course numbering system, a receiving institution must accept all courses taken at the transfer institution, if the same course with the same course number is offered at the receiving institution.

6. Credits earned through acceleration mechanisms (CLEP, AP, PEP, early admission, International Baccalaureate, and dual enrollment courses) within the AA degree at the community college will be transferable to the state university.

Students without an AA degree who are seeking admission to a state university do not have all the protection provided by the Articulation Agreement and may be denied admission or lose credit when transferring. In most cases students without an AA degree will have to meet freshman admissions standards.

ADMISSION TO SPECIFIC PROGRAMS AT STATE UNIVERSITIES

The universities determine the courses and prerequisites that must be taken in order to receive a baccalaureate degree for a chosen program. Although all credit earned towards an AA degree will transfer to a university, not all credit may satisfy the program prerequisites or course requirements for a baccalaureate degree. Therefore, it is important to know the program requirements and to take as many courses as possible at the community college while completing the AA degree.

LIMITED ACCESS

Due to limited resources, some programs have additional admission requirements which are more restrictive than the university’s general admission requirements. These requirements include one or more of the following: grade point average, test scores, prerequisite courses, auditions, portfolios.
GUARANTEES

AA graduates are not guaranteed admission into limited access programs but are guaranteed that:

1. The community college student will have the same opportunity to enroll in a university limited access program as the native university student.

2. Selection and enrollment criteria for a university limited access program will be established and published in catalogs, counseling manuals, and appropriate publications. Notification of any changes in a program will include sufficient time for prospective students to adjust to meet program criteria.

Resources available for planning your transfer to a bachelor's degree program: Counselors and advisors are available through the Student Services Departments on each campus at Valencia to help you plan your individual transfer program.

Counseling Manuals are composed by the Community College Relations Office of each Florida State University. The Manual contains all the information you need to plan your transfer effectively. It includes admission information, financial aid and scholarship information, as well as academic planning and general information regarding transfer. They are available for your viewing:

a. By visiting a counselor or advisor in student services.

b. In the Career Centers on East and West Campuses.

c. At the Reserve Desk in the libraries of West, East and Osceola Campuses.

APPEALS

Should any of these guarantees be denied, the student has the right to file an appeal. Each state university and community college has established appeal procedures. Students may contact the state university or community college articulation officer for a copy of these procedures.

You may enroll in both credit and noncredit courses without planning to work toward a degree from the college.

Or, you might be interested in another type of recognition which Valencia 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 and Paramedic Technology. If you are interested in learning more about the certificates that are available, you are encouraged to talk to one of the counselors.

3. Paraphrase key ideas, taking into account the context of the ideas, without distorting them.

4. Comprehend literal meaning, then symbolic or implied meaning.

5. View an idea and its exposition as a whole.

6. Recognize the symbolic nature of language.

7. Recognize and understand nonverbal communication.

8. Express ideas through appropriate forms of written and spoken language.

Competency III — Understand and use quantitative information.

1. Perform basic arithmetic operations.

2. Interpret, apply, and solve relationships within a mathematical framework.

3. Interpret and construct graphic information.

4. Analyze problems and formulate solutions using appropriate quantitative information.

5. Interpret and use descriptive and inferential statistics.

6. Use logical reasoning processes in quantitative problem solving.

Competency IV — Clarify personal strengths, values, and goals in relation to cultural values.

1. Recognize and use strengths to develop a personally satisfying existence.

2. Establish and work toward personal goals while acknowledging the realities of self and society.

3. Identify personal reactions to ideas from diverse cultures and deal with them constructively.

4. Recognize and articulate values at personal, familial, and societal levels.

Competency V — Have the knowledge and skills necessary for effective citizenship.

1. Understand the effects that participation by groups and individuals has on social, cultural, political, and economic processes.

2. Understand and interpret global influences on our social and cultural institutions.

3. Understand the structural and functional relationships of major social institutions as they apply to contemporary problems.

4. Understand the dynamic relationship between individual rights and social responsibilities.

VALENCIA OUTCOMES ASSESSMENT

Competencies of a Valencia Community College Graduate:

Realizing the importance of educating individuals who can function effectively both inside and outside a college classroom, the Valencia faculty has defined seven global competencies and numerous sub-competencies that help prepare Valencia graduates to succeed in the world community. Thus, when you are graduated from Valencia Community College, you should be able to do the following:

Competency I — Think critically and make reasoned choices by acquiring, analyzing, synthesizing, and evaluating knowledge.

1. Know what to observe and systematically make accurate observations.

2. Represent observations in an appropriate pattern to show relationships.

3. Recognize problems that need to be and can be solved.

4. Use sequential and holistic approaches to problem solving.

5. Analyze information and ideas to make decisions.

6. Synthesize information and ideas to progress to a higher level of understanding.

7. Evaluate evidence and generalizations against appropriate criteria.

8. Recognize and use induction, deduction, analogy, and intuition.

9. Understand the fundamental concepts of a discipline.

Competency II — Read, listen, write, and speak effectively.

1. Organize personal, primary, and secondary sources into coherent units.

2. Locate key ideas, thesis statements, and topic sentences.

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5. Understand the human past through the analysis of social, economic, and political events to function effectively in the contemporary world.
6. Understand the basic tenets upon which a democratic society is based.
7. Understand how the principles of compromise and consensus are used to make laws and allocate resources for social maintenance and change.

Competency VI — Recognize the value of aesthetics
1. Perceive historical and conceptual continuity and diversity in art forms.
2. Develop the ability to evaluate art forms on the basis of identified criteria.
3. Value artistic endeavors as meaningful activities.
4. Appreciate art forms through personal experiences of viewing, listening, and participating.

Competency VII — Recognize the value of physical and mental health.
1. Identify traits associated with desirable physical and mental health.
2. Demonstrate an understanding of the relationship between physical and mental health.
3. Demonstrate an understanding of the relationship among exercise, nutrition, and health.
4. Demonstrate an understanding of environmental and societal problems which affect health.

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.

To be eligible for CLAST, students must have successfully completed a minimum of 18 hours of college-level work including Freshman Composition I and II or its equivalent and a math course from the list of AREA 3 Math courses under General Education Requirements.

To assist students in preparing for the CLAST, Valencia teaches CLASP skills in computation, English language, essay, and reading in courses in those academic disciplines. These skills are reinforced in virtually all appropriate courses offered at the College and immediately before each CLAST sitting through CLAST review sessions in all four areas. Students can get additional support to strengthen CLASP skills through the English, mathematics, and reading labs. Special help is provided through the West Campus Writing Center.

CLAST 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

**ENGLISH LANGUAGE SKILLS**

**Demonstrate Effective Word Choice**
- Use words which convey the meaning required by context
- Avoid inappropriate slang, jargon, cliches, and pretentious expressions
- Avoid wordiness

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

**Employ Effective Sentence Structure**
- Use a variety of sentence patterns
- Avoid overuse of passive construction

**Use Conventions of Standard American English**
- Use standard verb forms
- Maintain agreement between subject and verb, pronoun and antecedent
- Use proper case forms
- Maintain a consistent point of view
- Use adjectives and adverbs correctly
- Avoid inappropriate shifts in verb tenses
- Make logical comparisons

**Use Standard Practices for Spelling, Punctuation, and Capitalization**

Revise, Edit and Proofread Units of Written Discourse to Assure Clarity, Consistency, and Conformity to the Conventions of Standard American English

All of the skills on the English Language Skills subtest are also tested on the essay subtest.
**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

**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
If you choose to work toward an AA degree, you should talk with a member of the counseling staff about a suggested program leading to a bachelor's degree. You should choose electives to prepare you for transfer in a particular major field at a specific college or university. The AA degree provides the courses of study equivalent to those offered to the freshmen and sophomore in the lower division of Florida's state universities. If you receive the AA degree from Valencia, your degree will meet the lower-division requirements of a Florida state university and will admit you to junior status. The degree requirements consist of the general education requirements which parallel the universities' requirements and electives in preparation for a specific bachelor's degree.

The Associate in Arts degree requires a minimum of 60 college-level credit hours in general education and 24 college-level credit hours of electives. Electives should be selected in consultation with your counselor based upon the bachelor's degree you are planning to pursue after earning the Associate in Arts degree.

The counseling staff has prepared a program sheet for many of the following popular bachelor's degrees. If your interest is not on the list, a counselor can help you develop a program.

Accounting
Agriculture
Allied Legal Services
Architecture
Art Education
Astronomy
Biology (Botany, Zoology, Microbiology)
Biology Education
Building Construction
Business Administration
Chemistry
Chemistry Education
Communications
Computer Science (Business)
Computer Science (Scientific)
Criminal Justice
Dentistry
Dietetics and Nutrition
Drama
Ecology and Environment
Economics
Education
Engineering

Engineering Technology
English and English Education
Fashion Design and Merchandising
Fire Science
Forestry and Wildlife Ecology
French
Geology
German
History
Home Economics
Humanities
International Business
Interior Design
Journalism
Law
Library Science
Marketing
Mathematics
Mathematics Education
Medical Technology
Medicine
Meteorology
Music
Music Education
Nursing
Occupational Therapy
Oceanography and Marine Biology
Optometry
Pharmacy
Physical Education
Physical Therapy
Physics
Physics Education
Political Science
Psychology
Public Administration
Public Relations
Real Estate
Respiratory Therapy
Sociology/Social Work
Spanish
Speech
Statistics
Veterinary Medicine

GRADUATION REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE

To be awarded an AA degree from Valencia Community College you must do the following:

1. Complete a minimum of 60 hours of acceptable college-level credits, of which six elective credit hours may be in music ensemble courses and/or six elective credit hours may be in physical education activity courses.

The minimum 60 credit hours must include 36-45 credit hours as shown in the general education requirements section. The remaining 15-24 elective credit hours may be selected from other college-level courses, excluding courses in the health related programs.

NOTE: For a 5-year period from the date you begin taking courses in a degree program at Valencia, you have the right 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. Complete the general education program.

3. Earn a cumulative grade-point average (GPA) of at least 2.0 in all courses attempted which apply toward the AA degree, in all courses attempted at Valencia, and in all courses attempted in all colleges attended.

4. Complete the last 25% college-level credit hours in residence at Valencia.

5. Complete with a grade of C or better ENC 1101 or ENC 1101H; ENC 1102 or ENC 1102H or CRW 2000; two three-hour Area 2 (1) humanities courses, each of which requires 6,000 words of writing; and the required six hours of Area 3 mathematics courses. (Gordon Rule requirements)
6. Request a graduation check in the Admissions & Records Office upon completion of 40 semester hours.

7. File an application for graduation and sign up for CLAST (after completing 18 credit hours including ENC 1101, ENC 1102 or their equivalents and an AREA 3 Math course under the General Education Requirements) in the Admissions & Records Office by the deadline date as listed in the College calendar and catalog.

8. Fulfill all financial obligations to the College.

9. Take and pass the four components of the College-Level Academic Skills Test.

**STUDENTS REQUIRED TO TAKE ASSESSMENTS**

**DEGREE-SEEKING STUDENTS**

Whether you are a full-time or part-time student, if you are in college for the first time and seeking a degree, you must take a state-approved entry assessment prior to being academically advised and registered. If you are transferring to Valencia from another college or university, to satisfy Valencia prerequisites you may have to take appropriate state-approved assessment tests to register for certain courses.

**NON-DEGREE-SEEKING STUDENTS WHO MUST TAKE ENTRY ASSESSMENTS**

If you are not exempt from taking entry assessments and declare that you are not seeking a degree, you must take the assessment upon completing your 12th credit hour before you may register for further course work.

If you give “personal enrichment or job improvement” as a reason for entering Valencia, you may take up to 12 credit hours in courses for which you are qualified, except for English and mathematics. You may not register for English or mathematics courses under any circumstances without taking the appropriate entry assessment.

**NON-DEGREE-SEEKING STUDENTS EXEMPT FROM ENTRY ASSESSMENTS**

1. If you hold a college degree, you are exempt from taking entry assessments for registration in courses for which you are qualified. However, even if you hold a degree, you are subject to all course prerequisites, some of which require appropriate entry-assessment scores.

2. If you are enrolled in another college or university and have applied for transient status, you are exempt from taking entry assessments for registration in courses for which you are qualified. You will, however, be subject to all course prerequisites, some of which require appropriate entry-assessment scores.

3. If you are enrolled for teacher recertification, you are exempt from taking entry assessments for registration in courses for which you are qualified. However, you are subject to all course prerequisites, some of which require appropriate entry-assessment scores.

4. If you are enrolling in only one course (excluding English or mathematics) in your first session of enrollment and you have not graduated from high school within the previous academic year, you are exempt from taking entry assessments for registration in courses for which you are qualified. If you are a personal-interest student, you must take an entry assessment after completing your 12th semester hour credit before you will be permitted to continue registering for courses.

**COLLEGE-PREPARATORY CREDIT LIMITATION**

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

**ENGLISH AND SPEECH**

ENC 0010 College-Prep English I
ENC 0012 College-Prep English II
ENS 1201 Intermediate Speech for Non-native Speakers I
ENS 1241 Intermediate English Writing I
ENS 1261 Intermediate English Structure Patterns I
ENS 1301 Intermediate Speech for Non-native Speakers II
ENS 1341 Intermediate English Writing II
ENS 1361 Intermediate English Structure Patterns II

**MATHEMATICS**

MAT 0003C Introductory Mathematics
MAT 0024C 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
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 AA degree program.
There are two approaches to general education at Valencia. The
first is 36-45 semester hours of academic credit which serves as the
core of the curriculum. The 36 hours are selected from six core
areas of academic courses offered at the College. The second is the
24-semester-hour interdisciplinary studies program and the
completion of SPC 1600, POS 1041, and the six-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,
THE REQUIREMENTS FOR
ALL ASSOCIATE IN ARTS
DEGREE PROGRAMS

AREA 1. COMMUNICATIONS

Required Courses - A minimum of nine semester hours credit.
(Composition courses require a minimum grade of C).

ENC 1101 or
ENC 1101H  Freshman Composition I - 3 credits
ENC 1102 or
ENC 1102H  Freshman Composition II - 3 credits
CRW 2000 Creative Writing and Advanced Composition - 3 credits

AREA 2. HUMANITIES

Required Courses - A minimum of nine semester-hours credit.
(Courses requiring 6,000 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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 2220</td>
<td>Humanities, Greek and Roman - 3 credits</td>
</tr>
<tr>
<td>HUM 2220H</td>
<td>Humanities, Greek and Roman-honors - 3 credits</td>
</tr>
</tbody>
</table>

(2) Complete a third course from the list above or
one of the following courses (these courses do not
meet the 6,000 word requirement):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 2223</td>
<td>Humanities, Late Roman and Medieval - 3 credits</td>
</tr>
<tr>
<td>HUM 2223H</td>
<td>Humanities, Late Roman and Medieval-honors - 3 credits</td>
</tr>
<tr>
<td>HUM 2232</td>
<td>Humanities, Renaissance and Baroque - 3 credits</td>
</tr>
<tr>
<td>HUM 2232H</td>
<td>Humanities, Renaissance and Baroque-honors - 3 credits</td>
</tr>
<tr>
<td>HUM 2234</td>
<td>Humanities - Enlightenment and Romanticism - 3 credits</td>
</tr>
<tr>
<td>HUM 2234H</td>
<td>Humanities - Enlightenment and Romanticism-honors - 3 credits</td>
</tr>
<tr>
<td>HUM 2240</td>
<td>Humanities in the Twentieth Century - 3 credits</td>
</tr>
<tr>
<td>HUM 2240H</td>
<td>Humanities in the Twentieth Century-honors - 3 credits</td>
</tr>
<tr>
<td>HUM 2310</td>
<td>Mythology in Art and Literature - 3 credits</td>
</tr>
<tr>
<td>HUM 2310H</td>
<td>Mythology in Art and Literature-honors - 3 credits</td>
</tr>
<tr>
<td>HUM 2740</td>
<td>Humanities in the British Isles - 3-6 credits</td>
</tr>
<tr>
<td>HUM 2742</td>
<td>Humanities in Italy - 3-6 credits</td>
</tr>
</tbody>
</table>

Fine Arts

ARH 2051 Introduction to Art History II - 3 credits
MUL 1110 Music Literature - 3 credits

Literature

AML 2010 Survey in American Literature: Colonial Period
to Civil War - 3 credits
AML 2010H Survey in American Literature: Colonial Period
to Civil War-honors - 3 credits
AML 222 Survey in American Literature: Civil War to
Present - 3 credits
AML 222H Survey in American Literature: Civil War to
Present-honors - 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 2090H Contemporary Literature-honors - 3 credits
LIT 2110 Survey in World Literature: Beginnings
to Renaissance - 3 credits
LIT 2220 Survey in World Literature Enlightenment
to Present - 3 credits

Political Science

INR 2002 International Politics
INR 2002H International Politics-honors
Art

ARH 1009  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
   or
SPN 2201H  Intermediate Spanish-honors - 3 credits
SPN 2510  Introduction to Spanish Civilization - 3 credits
SPW 2100-2101  Introduction to Spanish Literature - 3 credits each
   or
SPW 2101H  Introduction to Spanish Literature-honors - 3 credits
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 2000  Understanding Religious Traditions - 3 credits

Theater

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

Area 3. Mathematics

Required Courses - A minimum of six semester hours of credit from the following (A minimum grade of C is required).

MGF 2202  College Mathematics - 3 credits
MAC 1104  College Algebra - 3 credits
MAC 1114  College Trigonometry - 3 credits
MAC 1132  College Algebra and Trigonometry - 4 credits
MAC 2233  Calculus for Business and Social Science - 3 credits
MAC 2311  Calculus with Analytic Geometry I - 5 credits
MAC 2311H  Calculus with Analytic Geometry I-honors - 5 credits
MAC 2312  Calculus with Analytic Geometry II - 5 credits
MAC 2312H  Calculus with Analytic Geometry II-honors - 5 credits
MAC 2313  Calculus with Analytic Geometry III - 4 credits
MAP 2302  Differential Equations - 3 credits
MAS 2103  Introduction to Matrices - 3 credits
MHF 2300  Logic and Proof in Mathematics - 3 credits
Either, but not both of:
STA 2023  Statistical Methods - 3 credits
   or
STA 2023H  Statistical Methods-honors - 3 credits
PHI 2101  Formal Logic - 3 credits

Area 4. Natural and Physical Sciences

Required Courses - A minimum of six semester hours of credit:

AST 1002  Astronomy - 3 credits
AST 1002H  Astronomy-honors - 3 credits
BOT 2010C  Botany - 4 credits
BSC 1005  Biological Sciences - 3 credits
BSC 1026  Biology of Human Sexuality - 3 credits
BSC 1050  Environmental Science - 3 credits
BSC 2093C-2094C  Human Anatomy and Physiology - 4 credits each
   or
BSC 1010C  Fundamentals of Biology - 4 credits
BSC 1010CH  Fundamentals of Biology-honors - 4 credits
BSC 2933  Selected Topics in Biology 1-3 credits each
CHM 1020  Chemistry in Everyday Life - 3 credits
CHM 1025C  Introduction to Chemistry - 4 credits
CHM 1045C-1046C  General Chemistry and Qualitative Analysis - 4 credits each
   or
CHM 1045CH-1046CH  General Chemistry and Qualitative Analysis-honors - 4 credits each
CHM 1205C  Introductory Organic and Biochemistry - 4 credits
CHM 2120C  Quantitative Analysis - 4 credits
CHM 2933  Special Topics in Chemistry - 1-3 credits each
CHM 2210-2211C  Organic Chemistry - 4 credits each
   or
GLY 1001  Earth Sciences - 3 credits
GLY 2010C  Physical Geology - 4 credits
GLY 2100  Historical Geology - 3 credits
MCB 2010C  Microbiology - 4 credits
MET 1010  Introduction to Meteorology - 3 credits
OCB 2003C  Marine Biology - 4 credits
OCE 1001  Introduction to Oceanography - 3 credits
PCB 1440  Florida Environmental Systems - 3 credits
PCB 1440H  Florida Environmental Systems-honors - 3 credits
PCB 2302  Aquatic Biology - 3 credits
PCB 2342  Natural History of Coastal Sea Grass Communities - 1 credit
PCB 2313  Natural History of Florida Manatees - 1 credit
PCB 2304  Natural History of Florida Rivers - 1 credit
PHY 1001C  Physics - 4 credits
PHY 1053-1054C
PHY 2048-2049C
PHY 2936
PSC 1515
PSC 2121
ZOO 2010C
ZOO 2010CH
ZOO 2303C

Introductory Physics - 4 credits each
General Physics with Calculus - 4 credits each
Special Topics in Physics - 1-3 credits each
Energy: Past, Present and Future - 3 credits
Selected Topics in Physical Science - 1-3 credits each
General Zoology - 4 credits
General Zoology-honors - 4 credits
Vertebrate Zoology - 4 credits

Spanish

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

* Applicable if student has no foreign language proficiency. To be exempted from Area 6 requirements, you must (1) be able to demonstrate proficiency by passing the CLEP Foreign Language Test or (2) have completed two credits (two years) of high school instruction in one foreign language with a grade of D or higher.

AREA 5. SOCIAL SCIENCES

Required Courses - A minimum of six semester hours of credit:

POS 1041 U.S. Government I - 3 credits
or
POS 1041H U.S. Government I - honors - 3 credits

Plus one of the following courses:

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

AREA 6. FOREIGN LANGUAGES*

Required Courses - A minimum of nine semester hours of credit in one foreign language.

French

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

German

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

ASSOCIATE IN ARTS DEGREE COURSE SEQUENCE

(See general education listing for specific courses.)

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Area</th>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area 1.</td>
<td>ENC 1101 Freshman Composition I or ENC 1101H Honors Freshman Composition I (If mandated, ENC 0010 and ENC 0012 must be completed before taking ENC 1101 or 1101H.)</td>
<td>3</td>
</tr>
<tr>
<td>Area 2.</td>
<td>Humanities, fine arts, or literature course</td>
<td>3</td>
</tr>
<tr>
<td>Area 3*.</td>
<td>College-level mathematics course (If mandated, MAT 0003, MAT 0024 and/or MAT 1033 must be completed before taking college-level mathematics.)</td>
<td>3</td>
</tr>
<tr>
<td>Area 4*.</td>
<td>Natural and physical science course</td>
<td>3</td>
</tr>
<tr>
<td>Area 5.</td>
<td>Social science course (POS 1041 or POS 1041H required)</td>
<td>3</td>
</tr>
<tr>
<td>Area 6.</td>
<td>Foreign Language</td>
<td>0-9</td>
</tr>
</tbody>
</table>

INTERMEDIATE COURSES

| Area 1. | ENC 1102 Freshman Composition II or ENC 1102H Freshman Composition II-honors or CRW 2000 Creative Writing and Advanced Composition | 3 |
| Area 2. | Humanities, fine arts, or literature course | 3 |
| Area 3*. | College-level mathematics course | 3 |
| Area 4*. | Natural and physical science course | 3 |
Area 5. Social science course 3
Major and/or elective course 3
Major and/or elective course 3

**21

ADVANCED COURSES

Area 1. SPC 1600 Fundamentals of Speech 3
or
SPC 1600H Fundamentals of Speech-honors

Area 2. Humanities, fine arts, or literature course 3
Elective course 3
Elective course (if no foreign 3
Elective course language 3
Elective course required) 3

**9-18
Total 60

*Students who plan to transfer to a bachelor’s degree program at a university should seek advice from a counselor before selecting math and science courses.

**Depending upon foreign language proficiency.

HONORS PROGRAM

A major emphasis of Valencia Community College’s honors program is to teach students to think critically and in so doing awaken them to a whole new world of opportunities for personal and intellectual growth.

Honors classes are not just regular classes with additional work. They are an entirely unique intellectual journey. Emphasis on individuality, originality and participative learning is key. In addition, classes are kept small (average is 15 students). Students in honors classes study and evaluate primary source materials rather than relying solely on textbooks. The classes help students develop and sharpen their research skills. Originality and individuality are greatly valued and students learn to fashion original interpretations and analysis of course materials.

While students have some flexibility in designing their honors program to meet individual needs, there are two basic routes that lead to an honors degree. The first option is the course-based honors program and the second is the interdisciplinary studies program.

The course-based honors program offers a total of 33 courses ranging from Mythology to U.S. Government. Courses range from three to five credit hours each.

The interdisciplinary studies honors program gives students a strong liberal arts background. IDS classes encourage the full expression of ideas. Instead of studying one topic during the entire class period, students explore a range of topics related to a particular subject. To earn an honors degree through the IDS program or the course-based honors program, students need to take 24 credit hours of their 60-hour degree requirement in IDS courses or course-based honors classes and maintain an overall GPA of 3.0 or better. Honors certificates are given to students who complete 12 credit hours of their 60-hour degree requirement in honors classes and maintain a minimum overall GPA of at least 3.0.

In addition to a challenging classroom environment, the honors program offers a wide variety of opportunities for experiential learning. Taking instruction beyond the classroom helps students better understand the world they are studying. Taking field trips, seeing plays, attending concerts, meeting famous authors and participating in leadership retreats are all part of the honors experience. Several times each year the honors program also brings in nationally and internationally acclaimed speakers to discuss politics, science and the arts. In addition, the Honors Program sponsors an annual international trip during spring break.

To qualify for Valencia’s honors program, you must meet one of the following entrance requirements:

- Be in the top 10 percent of your high school graduating class.
- Have a cumulative high school GPA of 3.5 or higher on a four point scale or 4.3 or higher on a five point scale.
- Have an ASSET test score of 46 or above on writing, 47 or above on reading, 47 or above on math, and 50 or above on algebra.
- Have an ACT composite score of 26 or higher or an SAT combined score of 1100 or higher.
- Have a cumulative Valencia GPA of 3.25 or with a minimum of 12 credit hours excluding college-preparatory classes.
- Have a written recommendation from two Valencia instructors with approval by the Honors Director.

Honors program scholarships are available based on academic ability. Sadler scholarships are available through the honors program for students who show financial need.

INTERDISCIPLINARY STUDIES PROGRAM

An Alternative Approach to General Education

As an alternative approach to general education you may enter the Interdisciplinary Studies in General Education Program (West Campus only). Through this program you can complete 24 of the 36 hours required in general education. The additional 12 hours of general education requirements are POS 1041 U.S. Government I, six hours of mathematics (see requirements for Area 3) and SPC 1600 Fundamentals of Speech.

Through the program students learn about the intellectual progress mankind has made from ancient times to the present, as well as learning about and formulating projections for the future. Content in the program ranges from Plato to Einstein, from Shakespeare to Sartre and has been carefully selected so that students receive a wide range of information and yet study a number of topics in depth.

Valencia’s interdisciplinary studies program has been recognized by the National Endowment for the Humanities and has been incorporated into Valencia’s Honors Program.
The IDS program is a four-semester sequence which consists of four six-hour courses taught during Sessions 1 and 2 of each academic year. These courses are:

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

Each of the courses above requires 6,000 words of writing.

Enrollment in the program is open to students who qualify for admission into Valencia’s Honors Program. 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 Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDS 1101</td>
<td>English Composition I</td>
<td>3</td>
<td>6,000 words</td>
</tr>
<tr>
<td></td>
<td>Humanities</td>
<td>3</td>
<td>6,000 words</td>
</tr>
<tr>
<td>IDS 1102</td>
<td>Humanities</td>
<td>3</td>
<td>6,000 words</td>
</tr>
<tr>
<td></td>
<td>Natural Science</td>
<td>3</td>
<td>3 credits</td>
</tr>
<tr>
<td>IDS 2103</td>
<td>English Composition II</td>
<td>3</td>
<td>6,000 words</td>
</tr>
<tr>
<td></td>
<td>Humanities</td>
<td>3</td>
<td>6,000 words</td>
</tr>
<tr>
<td></td>
<td>Social Science</td>
<td>3</td>
<td>3 credits</td>
</tr>
</tbody>
</table>
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 decide to follow an AS 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. If later you decide to attend a university, you may be required to do additional work at the freshman or sophomore level to meet the general education requirements.

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

The second major area of courses you will take 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 courses in general education, such as English composition and humanities, will enhance your overall employment potential since they will broaden your knowledge.

The AS 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 AS 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 in each of the programs may be taken at any campus of the College.

The Associate in Science degree requires a minimum of 60 college credit hours.

Each Associate in Science degree program consists of a major which includes a core group of courses known as the area of specialization. To earn an Associate in Science degree you must complete a minimum of 30 college-level credit hours in your major, at least 15 college-level credit hours in general education, and one or more college-level credit hours in elective courses outside the area of specialization. Detailed information regarding each Associate in Science degree program is provided on program information sheets, available in counseling and department offices.

ASSOCIATE IN SCIENCE DEGREE PROGRAMS

- Accounting Technology
- Business Administration and Management
- Building Construction Technology
- Architectural and Building Construction
- Building Construction Technology - Civil
- Cardiovascular Technology - Invasive
- Computer Integrated Manufacturing Technology
- Computer Programming and Applications
- Criminal Justice Technology
- Diagnostic Medical Sonography
- Dental Hygiene
- Drafting and Design Technology
- Electronics Engineering Technology
- Emergency Medical Technology - EMT (Certificate)
- Emergency Medical Services Technology
- Environmental Science Technology
- Film Production Technology
- Financial Services
- Financial Services - Banking
- Fire Science Technology
- Graphics Arts Technology - Management
- Graphics Design Technology
- Hospitality Management
- Land Surveying Technology
- Laser Electro-Optic Engineering Technology
- Legal Assisting
- Medical Laboratory Technology
- Nuclear Medicine Technology
- Nursing, R.N.
- Office Systems Technology
- Office Systems Technology - Legal Secretarial Technology
- Office Systems Technology - Medical Secretarial Technology
- Office Systems Technology - Word Processing Technology
- Office Systems Technology - Office Systems Specialist (Certificate)
- Ornamental Horticulture Technology
- International Horticulture Business Specialization
- Ornamental Horticulture Technology
- Maintenance and Construction Specialization
- Ornamental Horticulture Technology
- Production Specialization
- Paramedic Technology Certificate
- Radiography Technology
- Real Estate Management
- Respiratory Care
- Theater and Entertainment Technology

Revised program sheets are available in the Counseling Department Office for any program in which changes may be made after the data of catalog printing.

Each program will include reading, writing, oral communication and fundamental mathematical skills within specific courses of the program. Students will be required to meet a specified level of competence in reading and writing prior to enrolling in Freshman Composition I. A number of courses within programs provide opportunities for students to acquire basic competencies in the use of computers. Computer courses and computer laboratories are available to all students to acquire basic computer competencies.

GRADUATION REQUIREMENTS FOR THE ASSOCIATE IN SCIENCE DEGREE

To earn an AS degree from Valencia Community College you must do the following:

1. Complete a prescribed course of study in one of the career programs described in the following pages.

Note: For a five-year period from the date you begin taking courses in a degree program at Valencia, you have the right 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.
As a result of the Asset or other assessments, students testing into mandated college preparatory courses must complete these courses.

2. Earn a cumulative GPA of at least 2.0 on all courses attempted which apply toward the AS degree. (A nursing student who has not succeeded—fails or withdraws—in a nursing course after two attempts will be withdrawn from the nursing program and must petition the Admission Committee of the College to request reinstatement.)

3. If you transfer to Valencia, you must complete 15 college credit hours in residence at Valencia to be eligible for an AS degree.

4. Request a graduation check in the Registrar's Office and file an application for graduation by the deadline date listed in the College calendar and catalog.

5. Fulfill all financial obligations to the College.

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

The General Education Core and other program requirements for the Associate in Science degree include:

GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN SCIENCE DEGREE

I. Communications 3

ENC 1101 Freshman Composition I  ENC 1101H Freshman Composition I-Honors

II. Humanities or Fine Arts 3

Any course listed below:

English
ENC 1102 Freshman Composition II  ENC 1102H Freshman Composition II - Honors

Humanities
HUM 2220 Introduction to Humanities  HUM 2220H Humanities, Greek and Roman  HUM 2220H Humanities, Greek and Roman - Honors  HUM 2223 Humanities, Late Roman and Medieval

HUM 223H Humanities, Late Roman and Medieval - Honors
HUM 2232 Humanities, Renaissance and Baroque
HUM 2232H Humanities, Renaissance and Baroque - Honors
HUM 2234 Humanities-Enlightenment and Romanticism
HUM 2234H Humanities-Enlightenment and Romanticism - Honors
HUM 2250 Humanities in the Twentieth Century
HUM 2250H Humanities in the Twentieth Century - Honors
HUM 2310 Mythology in Art and Literature
HUM 2310H Mythology in Art and Literature - Honors
HUM 2740 Humanities in the British Isles
HUM 2742 Humanities in Italy
HUM 2930 Selected Topics in Humanities

Fine Arts
ARH 1009 The Visual Arts Today
ARH 2050 Introduction to Art History I
ARH 2051 Introduction to Art History II

Foreign Language - Any Foreign Language course in French, German, Spanish or Portuguese.

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

Political Science
INR 2002 International Politics
INR 2002H - International Politics - Honors - 3 credits

Film
ENG 2100 Introduction to Film

Music
MUL 1010 Music Appreciation
MUL 1110 Music Literature
MUT 1121 Music Literature

Philosophy
PHI 2010 Philosophy

Religion
REL 2000 Understanding Religious Traditions

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

III. Natural Science or Mathematics 3

Any course designated as a natural science or a course in mathematics that is Intermediate Algebra or higher. Examples include courses in: biology, anatomy and physiology, chemistry, geology, physics, formal logic, statistics, (Business Mathematics and Mathematics for Electronics will not satisfy the mathematics requirement)

IV. Social or Behavioral Science 3

Any course designated as a social science or behavioral science. Examples include courses in economics, history, political science, psychology, social science, sociology, geography, anthropology

V. General Education Elective 3

Any course identified in the areas listed above and other English and speech courses may be taken to satisfy this general education elective. This course may be designated within the degree program or may be offered as a general education elective within the program.

Total AS Degree General Education Core 15

ASSOCIATE IN SCIENCE DEGREE ELECTIVES OUTSIDE SPECIALIZATION

Credit Hours 3

A minimum of one course totaling three credit hours must be selected as electives outside the major area of specialization. As an example, in the Office Systems Technology Program, students may select one course with any prefix other than OST.
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 2021</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2071</td>
<td>Principles of Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>OST 1146</td>
<td>Computer Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL HOURS: 24

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2100</td>
<td>Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2450</td>
<td>Computer Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1023</td>
<td>Principles of Economics - Micro</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>OST 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

1 Humanities or Fine Arts
2 Natural Science or Mathematics

TOTAL HOURS: 24

ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2110</td>
<td>Intermediate Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>TAX 2000</td>
<td>Federal Income Tax</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2360</td>
<td>Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2460</td>
<td>Computer Accounting II - Lotus</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Business Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>2 Electives</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(outside of specialization)</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL HOURS: 18

TOTAL HOURS REQUIRED: 66

NOTE: Specialized program courses are offered on East Campus.

BUSINESS ELECTIVES (RECOMMENDED)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2934</td>
<td>Selected Topics in Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BRC 2001</td>
<td>Principles of Finance</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2242</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Economics - Macro</td>
<td>3</td>
</tr>
<tr>
<td>FIN 2100</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1350</td>
<td>Introduction to International Business</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

1 Students must select course in areas of Art, Foreign Language, Literature, Music, Humanities, Philosophy, Religion, Theater or English Composition II.

2 Students must select courses designated as Natural Science (such as Biology, Anatomy and Physiology, Chemistry, Geology, Logic, Physical and Earth Science and Physics) or a course in Mathematics that is Intermediate Algebra or higher.

3 Students must select at least two courses outside area of specialization.

NOTE: Students may take credit by exam for computer keyboarding.
BUSINESS
ADMINISTRATION
AND MANAGEMENT
Associate in Science

This program is designed for students who seek immediate employment in the field of Business Administration and Management by providing training for both first-time job seekers and experienced employees who wish to advance in their careers. The courses provide proficiency and will help students develop managerial know-how and become valuable assets to any company. Instruction in this program provides a balanced curriculum of general education and business-related subjects. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>OST 1146</td>
<td>Computer Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL HOURS</td>
<td></td>
<td>21</td>
</tr>
</tbody>
</table>

INTERMEDIATE COURSES

| BUL 2242  | Business Law II              | 3            |
| ACG 2021  | Principles of Financial Accounting | 3           |
| MAN 2021  | Principles of Management     | 3            |
| MAR 2011  | Principles of Marketing      | 3            |
| OST 1335  | Business Communications      | 3            |
| INP 1301  | Psychology in Business and Industry | 3       |
| MKA 2021  | Principles of Salesmanship   | 3            |
| TOTAL HOURS |                             | 21           |

ADVANCED COURSES

| ACG 2071  | Principles of Managerial Accounting | 3   |
| 1 Humanities/Fine Art | 3 |
| 2 Elective                        | 3 |
| 3 Elective                         | 3 |
| 4 Math/Natural Science             | 3 |
| CGS 1061  | Introduction to Microcomputers   | 3   |
| TOTAL HOURS |                             | 18           |
| TOTAL HOURS REQUIRED               | 60           |

1 Students may select a course from Area 2 of the General Education requirements for an AS Degree.

2 Students will select elective hours from any Business, Office Systems Technology or Hospitality Management courses.

3 Students will select at least one course outside the Business Administration and Management specialization. Suggestions: any 1, 2 or 3 credit hour courses from the Office Systems Technology, Electronic Writing I, II, or III, Hospitality management programs or U.S. Government I. (Not MAN, MAR, MKA prefix courses)

4 If a student selects Natural Science, the course may be in Biology, Anatomy and Physiology, Chemistry, Geology, Formal Logic, Physical and Earth Science, or Physics. If the student selects Mathematics, the course must be Intermediate Algebra or higher.

5 Students may substitute CGS 1570, CGS 1061, any program language or software package. See department chairman for substitutions.

RECOMMENDED ELECTIVES:

| TAX 2000 | Federal Income Tax          |
| REE 1000 | Real Estate, P & Pl         |
| BRC 2001 | Principles of Finance       |
| MKA 2041 | Retailing                  |
| MKA 2511 | Advertising                |
| ECO 1040 | Consumer Economics         |
| STA 2023 | Statistical Methods        |
| 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 which program sheets are available in the counseling office.
BUILDING CONSTRUCTION TECHNOLOGY
With Options in
Architectural and Building Construction Technology or Civil Technology
Associate in Science

Each program has been planned to provide theoretical and classroom experience which closely parallels on-the-job activities. The architectural and building construction option is designed to train competent technicians capable of working with architects, engineers, contractors, building officials and others. The program will accommodate construction estimators, schedulers, and supervisors, as well as persons just entering the field of construction.

The civil technology option simulates job situations found in a civil engineer’s office. This program 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.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAR 1120C</td>
<td>Architectural Drawing I (Wood Frame Structures)</td>
<td>4</td>
</tr>
<tr>
<td>BCN 1200C</td>
<td>Building Materials and Construction Methods</td>
<td>4</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1033</td>
<td>Intermediate Algebra or College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1320</td>
<td>Introduction to CADD</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL HOURS: 20

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAR 2122C</td>
<td>Architectural Drawing II (Steel and Concrete Structures)</td>
<td>4</td>
</tr>
<tr>
<td>TAR 2154C</td>
<td>Architectural Drawing and Design with Computer Applications</td>
<td>4</td>
</tr>
<tr>
<td>BCN 2405C</td>
<td>Statics and Strength of Materials</td>
<td>4</td>
</tr>
<tr>
<td>BCN 2616</td>
<td>Building Construction Estimating</td>
<td>3</td>
</tr>
<tr>
<td>SUR 1100</td>
<td>Basic Surveying and Measurements (Surveying I)</td>
<td>4</td>
</tr>
<tr>
<td>*Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>**Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>**Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL HOURS: 28

ADVANCED SPECIALIZED COURSES

ARCHITECTURE AND BUILDING CONSTRUCTION TECHNOLOGY OPTION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAR 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 2563</td>
<td>Building Service Systems</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL HOURS: 14

CIVIL TECHNOLOGY OPTION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETC 2220C</td>
<td>Soils and Foundations</td>
<td>4</td>
</tr>
<tr>
<td>ETM 2313</td>
<td>Hydraulics and Pipe Flow</td>
<td>3</td>
</tr>
<tr>
<td>ETC 2521</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>
</tr>
</tbody>
</table>

TOTAL HOURS: 14

GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN SCIENCE DEGREE

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Communications</td>
</tr>
<tr>
<td>II. Humanities or Fine Arts</td>
</tr>
<tr>
<td>III. Natural Science or Mathematics</td>
</tr>
<tr>
<td>IV. Social or Behavioral Science</td>
</tr>
<tr>
<td>V. General Education Electives</td>
</tr>
</tbody>
</table>

ELECTIVES

* Students will select an elective from Area II of the general education requirements for the Associate in Science degree.

**Students will select an elective from Area V of the general education requirements for the Associate in Science degree.

***Students will select an elective outside the major area of specialization.
CARDIOVASCULAR TECHNOLOGY - INVASIVE
Associate in Science

This program is developed to prepare the student for employment as an invasive cardiovascular technologist in a cardiac catheterization laboratory. The technologist's role involves assisting the physician in the catheterization procedure, maintaining hemodynamic monitoring of the patient, performing hemodynamic calculations, and providing patient care. The cath team works together to diagnose and treat coronary artery and peripheral vascular disease.

Invasive cardiovascular technology is a challenging and rewarding profession with career opportunities offered nationwide. There is currently a great demand for technologists in this field. Specialized areas of cardiovascular technology offer training in angioplasty, electrophysiology studies, pediatric cardiology, and peripheral vascular studies. Graduates will be prepared to take the national certifying registry examination.

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

Year 1

Session 1
Course
ENC 1101 Freshman Composition I 3
BSC 1085 Anatomy & Physiology for Health Sciences I 3
HSC 1230C Methods of Patient Care 2
HSC 1001 Professions of Caring 3
CVT 1100C Cardiovascular Clinical I 4

Credits 15

Session 2
Course
PSY 1012 General Psychology 3
BSC 1086 Anatomy & Physiology for Health Sciences II 3
CVT 1110C Cardiovascular Clinical II 3

Credits 12

Session 5
Course
PHY 1002 Applied Physics 3
HSC 1550 Pathophysiology 3
CVT 1400C CVT Diagnostic Procedures I 5
CVT 1500 ECG Interpretation 3

Credits 14

<table>
<thead>
<tr>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1</td>
</tr>
<tr>
<td>CVT 2300C Non-Invasive Cardiovascular Diagnostics/Pediatric Cardiology 6</td>
</tr>
<tr>
<td>RTE 2385 Radiation Bio/Protection 3</td>
</tr>
<tr>
<td>CVT 2200 Advanced Cardiovascular Physiology 3</td>
</tr>
<tr>
<td>CHM 1025C General Chemistry 4</td>
</tr>
</tbody>
</table>

Credits 16

Session 2
| CVT 2210 Principles of Hemodynamics 4 |
| CVT 2220 Cardiovascular Pharmacology 3 |
| CVT 2510 Medical Instrumentation 3 |
| CVT 2120 CVT Clinical III 4 |
| Elective outside of specialization 1 |

Credits 15

Session 5
| CVT 2410 CVT Procedures II 2 |
| CVT 2800 CVT Clinical Practicum 3 |

Credits 5

*Student may take any 2000 level Humanities or Literature course requiring 6000 words of writing.

Total Credits for program 77

Invasive Cardiovascular is a selective admission limited enrollment program. Must apply and be accepted into the program.
COMPUTER PROGRAMMING AND APPLICATIONS
Associate in Science

This program is designed for students who wish to develop skills in computer business applications, computer programming, computer operations and management, data base administration and systems analysis. This rapidly changing environment requires frequent updating of job skills.

Valencia offers advanced computer laboratories and has promoted business and industry partnerships, including the IBM Higher Education Software Consortium. This consortium provides access to up-to-date software packages for student use.

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>CGS 1000</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>COP 1005</td>
<td>Introduction to Programming Concepts</td>
<td>3</td>
</tr>
<tr>
<td>GRB 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></td>
<td>Math Elective*1</td>
<td></td>
</tr>
<tr>
<td>OST 1146</td>
<td>Computer Keyboarding*2</td>
<td>3</td>
</tr>
</tbody>
</table>

21

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1570</td>
<td>Microcomputer Business Applications</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2021</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>COP 2126</td>
<td>COBOL Programming I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>COP 1160</td>
<td>RPG III Programming</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ECO 1023</td>
<td>Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech Programming</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Elective Programming Elective*3</td>
<td></td>
</tr>
</tbody>
</table>

21

ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP 2120</td>
<td>COBOL Programming II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>COP 2161</td>
<td>Advanced RPG 1400</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2321</td>
<td>Data Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2410</td>
<td>Data Processing Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2100</td>
<td>Data Base Management</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2071</td>
<td>Principles of Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Technical Elective*4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elective Outside Specialization*5</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities or Fine Arts Elective*6</td>
<td>3</td>
</tr>
</tbody>
</table>

24

TOTAL HOURS REQUIRED: 66

*1 Math Elective: Students must select a course in mathematics at the level of MAT 1033 or higher.

*2 Keyboarding: Students may demonstrate proficiency in this course by examination.

*3 Programming Elective to be chosen from courses listed below:

COP 1160 RPG III Programming
COP 1170 BASIC Programming
COP 1200 FORTRAN Programming
COP 2126 COBOL Programming I
COP 2220 C Programming
COP 2230 ADA Programming

*4 Technical Elective: Students must select a course with CET, CIS, or COP prefix.

*5 Elective Outside Specialization: Student must select a minimum of one course outside the major area of specialization.

*6 Humanities or Fine Arts: Students must select a course from Area 2 of the general education requirements for the A.S. Degree.
CRIMINAL JUSTICE TECHNOLOGY
Associate in Science

The program is designed to familiarize students with the 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 departments 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>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>AMH 2010</td>
<td>U.S. History to 1865</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1020</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1010</td>
<td>Criminology</td>
<td>3</td>
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Total: 21

INTERMEDIATE COURSES

<table>
<thead>
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<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPN 1000</td>
<td>Basic Spanish</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>SYG 1322</td>
<td>Juvenile Justice</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2230</td>
<td>Criminal Law and Legal Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2400</td>
<td>Law Enforcement Administration or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Corrections Admissions</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2330</td>
<td>Community Corrections: An Alternative</td>
<td></td>
</tr>
<tr>
<td></td>
<td>to Incarceration</td>
<td>3</td>
</tr>
<tr>
<td>CJT 2110</td>
<td>Criminal Investigation I</td>
<td>3</td>
</tr>
<tr>
<td>CJT 2100</td>
<td>Criminal Investigation II</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2130</td>
<td>Criminal Justice and Community</td>
<td>3</td>
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<tr>
<td></td>
<td>Relations</td>
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Total: 27

ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJ 2022</td>
<td>Contemporary Issues in Criminal</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Justice</td>
<td></td>
</tr>
<tr>
<td>CCJ 2331</td>
<td>Criminal Law and Legal Procedures II</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2934</td>
<td>Criminal Justice Seminar</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities/Fine Arts Elective(^1)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Natural Science/Mathematics(^2)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Electives Outside Specialization(^3)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 18

Total: 66

NOTE: Specialized, advanced course in this program are offered on East Campus

RECOMMENDED ELECTIVES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH 2020</td>
<td>U.S. History 1865-1945</td>
<td>3</td>
</tr>
<tr>
<td>HIS 2206</td>
<td>Recent and Contemporary History</td>
<td>3</td>
</tr>
<tr>
<td>AFA 2000</td>
<td>Intro to African-American</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Experience</td>
<td></td>
</tr>
<tr>
<td>CGS 1061</td>
<td>Introduction to Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>OST 1743C</td>
<td>Electronic Writing I</td>
<td>1</td>
</tr>
<tr>
<td>CCJ 2810</td>
<td>Crime Prevention</td>
<td>3</td>
</tr>
<tr>
<td>PLA 1105</td>
<td>Legal Research/Theory I</td>
<td>3</td>
</tr>
</tbody>
</table>

\(^1\) Students must select a three credit hour course from Area 2 under the AS degree general education requirement.

\(^2\) Students must select courses designated as Natural Science (such as Biology, Anatomy and Physiology, Chemistry, Geology, Formal Logic, Physical and Earth Science and Physics) or a course in Mathematics that is Intermediate Algebra or higher.

\(^3\) Students must select two courses outside area of specialization. (Not CCJ Prefix courses)
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 Florida or regional examinations for licensure as registered dental hygienists. Graduates also will 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, social science general education courses in communications requiring 6,000 words of writing, and courses in humanities requiring 6,000 words of writing to meet prerequisite or graduation requirements.

Admission procedures, general academic policies, and further information about this program can be found in the college catalog.

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

Year I

SESSION 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 2093C</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>DEH 1001</td>
<td>Introduction to Clinical Procedures</td>
<td>1</td>
</tr>
<tr>
<td>DEH 1001L</td>
<td>Introduction to Clinical Procedures Lab</td>
<td>1</td>
</tr>
<tr>
<td>DEH 1003</td>
<td>Fundamentals of Dental Hygiene</td>
<td>2</td>
</tr>
<tr>
<td>DEH 1003L</td>
<td>Dental Hygiene Instrumentation</td>
<td>2</td>
</tr>
<tr>
<td>DES 1020</td>
<td>Dental Anatomy</td>
<td>2</td>
</tr>
<tr>
<td>DES 1020L</td>
<td>Dental Anatomy Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>DES 1220</td>
<td>Dental Radiography</td>
<td>2</td>
</tr>
<tr>
<td>DES 1220L</td>
<td>Dental Radiography Laboratory</td>
<td>1</td>
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</tbody>
</table>

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SESSION 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 2094C</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>MCB 2010C</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>HUN 1001</td>
<td>Fundamentals of Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>DES 1030C</td>
<td>General and Oral Histology</td>
<td>2</td>
</tr>
<tr>
<td>DES 1100</td>
<td>Dental Materials</td>
<td>2</td>
</tr>
<tr>
<td>DES 1100L</td>
<td>Dental Materials Lab</td>
<td>1</td>
</tr>
<tr>
<td>DEH 1800</td>
<td>Dental Hygiene I</td>
<td>2</td>
</tr>
<tr>
<td>DEH 1800L</td>
<td>Clinical Dental Hygiene I</td>
<td>4</td>
</tr>
<tr>
<td>DEH 1820</td>
<td>Dental Office Emergencies</td>
<td>1</td>
</tr>
</tbody>
</table>

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Year II

SESSION 3

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>DEH 1802</td>
<td>Dental Hygiene II</td>
<td>2</td>
</tr>
<tr>
<td>DEH 1802L</td>
<td>Clinical Dental Hygiene II</td>
<td>3</td>
</tr>
<tr>
<td>DEH 2602</td>
<td>Periodontics</td>
<td>2</td>
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</tbody>
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SESSION 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>DES 2044</td>
<td>General and Oral Pathology</td>
<td>3</td>
</tr>
<tr>
<td>DEH 2700</td>
<td>Community Dental Health I</td>
<td>3</td>
</tr>
<tr>
<td>DEH 2804</td>
<td>Dental Hygiene III</td>
<td>2</td>
</tr>
<tr>
<td>DEH 2804L</td>
<td>Clinical Dental Hygiene III</td>
<td>4</td>
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<tr>
<td></td>
<td>Elective</td>
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<tr>
<td></td>
<td>Any Humanities or Fine Arts</td>
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TOTAL CREDITS FOR THE PROGRAM: 85

Dental Hygiene is a selective admission limited enrollment program. Must apply and be accepted into the program.
DIAGNOSTIC MEDICAL SONOGRAPHY
Associate in Science

This program is designed to prepare the student for employment as a diagnostic medical sonographer. The sonographer should be skilled by academic and clinical training to perform ultrasound examinations under the supervision of a qualified physician.

Diagnostic medical sonography is a dynamic new field in the medical arena. It is presently being used to evaluate many soft tissue organs in the body. Some of these organs are the liver, gallbladder, kidneys, and pancreas. One of the most fascinating uses of diagnostic ultrasound is the examination and evaluation of the unborn child. With the most recent technical advances in ultrasound, the sonographer is now able to evaluate flow dynamics of many blood vessels of both the fetus and the adult patient.

Properly trained sonographers are in demand in hospitals, clinics, doctor's offices, marketing, applications, and mobile services.

A minimum grade of C must be achieved in all courses in the program of study, and courses required to meet prerequisite or graduation requirements. Students should contact the Health and Public Service Department for specific admission procedures and criteria.

Year I

SESSION 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
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</tr>
<tr>
<td>BSC 1085</td>
<td>Anatomy &amp; Physiology for Health Sciences I</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1001</td>
<td>Professions of Caring</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1200C</td>
<td>Methods of Patient Care</td>
<td>2</td>
</tr>
<tr>
<td>SON 1000C</td>
<td>Introduction to Sonography</td>
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</table>

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SESSION 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>OST 1802</td>
<td>Computer Literacy</td>
<td>3</td>
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<tr>
<td>BSC 1086</td>
<td>Anatomy &amp; Physiology for Health Sciences II</td>
<td>3</td>
</tr>
<tr>
<td>SON 1001C</td>
<td>Fundamentals of Sonography</td>
<td>4</td>
</tr>
<tr>
<td>SON 2804</td>
<td>Clinical Sonography I</td>
<td>5</td>
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</tbody>
</table>

18

SESSION 3

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SON 2880C</td>
<td>Seminar in Sonography</td>
</tr>
</tbody>
</table>

3

*Student may take 2000 level Humanities or Literature course requiring 6,000 word of writing.

TOTAL CREDITS FOR THE PROGRAM: 80

Diagnostic Medical Sonography is a selective admission limited enrollment program. Must apply and be accepted into the program.

Year II

SESSION 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SON 2121</td>
<td>OB/GYN Sonography I</td>
<td>3</td>
</tr>
<tr>
<td>SON 2614</td>
<td>Acoustical Physics I</td>
<td>3</td>
</tr>
<tr>
<td>SON 2824</td>
<td>Clinical Sonography III</td>
<td>6</td>
</tr>
<tr>
<td>SON 2150C</td>
<td>Neurosonography/ Superficial Structures</td>
<td>3</td>
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15

SESSION 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SON 2122</td>
<td>OB/GYN Sonography II</td>
<td>3</td>
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<td>SON 2618</td>
<td>Acoustical Physics II</td>
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<tr>
<td>SON 2834</td>
<td>Clinical Sonography IV</td>
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14

SESSION 3

<table>
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<tr>
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<th>Title</th>
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</thead>
<tbody>
<tr>
<td>SON 2880C</td>
<td>Seminar in Sonography</td>
</tr>
</tbody>
</table>

3

TOTAL CREDITS FOR THE PROGRAM: 80
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. In addition, instruction is given in three CADD courses (Computer Aided Drafting and Design) which prepares the student for employment with those institutions using the modern facilities of the computer in drafting situations.

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>ETD 1100C</td>
<td>Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1104</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SUR 1100C</td>
<td>Basic Surveying and Measurement (1)</td>
<td>4</td>
</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Elective (Area II)</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>EGS 1130C</td>
<td>Descriptive Geometry</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1701C</td>
<td>Mechanical Drafting I</td>
<td>3</td>
</tr>
<tr>
<td>ETM 1822</td>
<td>Engineering Materials &amp; Processes</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1320</td>
<td>Introduction to CADD</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1114</td>
<td>College Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1053C</td>
<td>Introductory Physics I</td>
<td>4</td>
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</table>

ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD 2641</td>
<td>Electro Mechanical Drafting</td>
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</tr>
<tr>
<td>ETD 1350</td>
<td>Advanced CADD</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2702C</td>
<td>Mechanical Drafting II</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2455</td>
<td>Elements of Tool Design</td>
<td>3</td>
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<tr>
<td>CAP 2201</td>
<td>3-D CADD</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Elective</td>
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</tr>
<tr>
<td></td>
<td>*Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Hours Required 60

Persons wishing to transfer these courses to another institution should check with that institution. The statewide course numbering system assists this process.

*Students will select at least one elective from any course outside the drafting and design technology specialization (Those not having ETD prefix are outside the discipline.)

**Students will select an elective course from the current Valencia Community College catalog.

GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN SCIENCE DEGREE

<table>
<thead>
<tr>
<th>Area</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Communications</td>
<td>3</td>
</tr>
<tr>
<td>II. Humanities or Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>III. Natural Science or Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>IV. Social or Behavioral Science</td>
<td>3</td>
</tr>
<tr>
<td>V. General Education Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Total AS Degree General Education Core 15

See the college catalog for the general education requirements for the Associate in Science degree.

RECOMMENDED ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAR 1120C</td>
<td>Architectural Drawing I</td>
</tr>
<tr>
<td>TAR 2033C</td>
<td>Architectural Design</td>
</tr>
<tr>
<td>BCN 1272</td>
<td>Construction Blueprint Reading</td>
</tr>
<tr>
<td>BCN 1200C</td>
<td>Building Materials and Construction Methods</td>
</tr>
<tr>
<td>BCN 1721</td>
<td>Construction Planning and Control</td>
</tr>
<tr>
<td>BCN 2610</td>
<td>Building Construction Estimating</td>
</tr>
<tr>
<td>CAP 2202</td>
<td>Customizing and Directories—CADD</td>
</tr>
<tr>
<td>EGS 2132C</td>
<td>CATIA BASIC</td>
</tr>
<tr>
<td>ETD 2949</td>
<td>Cooperative Education: Drafting and Design Field Experience</td>
</tr>
<tr>
<td>SUR 2201C</td>
<td>Highway Drafting and Route Design</td>
</tr>
</tbody>
</table>
ELECTRONICS ENGINEERING TECHNOLOGY
Associate in Science

This program is designed to produce skilled technicaiare 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. Valencia is a Center of Electronics Emphasis in the Florida system and is equipped with special test equipment and advanced laboratories which provide the latest in "hands on" experience.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1023</td>
<td>Principles of Economics-Micro</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>EET 1015C</td>
<td>Fundamentals of DC Circuits</td>
<td>3</td>
</tr>
<tr>
<td>*Elective 1</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>*Elective 2</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>*Elective 3</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

24

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 1025C</td>
<td>Fundamentals of AC Circuits</td>
<td>3</td>
</tr>
<tr>
<td>EET 1141C</td>
<td>Electronics Circuits I</td>
<td>4</td>
</tr>
<tr>
<td>EET 2142C</td>
<td>Electronics Circuits II</td>
<td>4</td>
</tr>
<tr>
<td>CET 2112C</td>
<td>Digital Systems I</td>
<td>4</td>
</tr>
<tr>
<td>CET 2113C</td>
<td>Digital Systems II</td>
<td>4</td>
</tr>
<tr>
<td>*Elective 4</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>**Degree Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
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ADVANCED SPECIALIZED COURSES

ELECTRONICS AREA OF SPECIALIZATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 2325C</td>
<td>Electronic Communication Systems I</td>
<td>4</td>
</tr>
<tr>
<td>EET 2335C</td>
<td>Electronic Communication Systems II</td>
<td>4</td>
</tr>
<tr>
<td>EET 2155C</td>
<td>Linear Operational Amplifiers</td>
<td>4</td>
</tr>
<tr>
<td>CET 2123C</td>
<td>Fundamentals of Microprocessors</td>
<td>4</td>
</tr>
<tr>
<td>EET 2183</td>
<td>Electronic Troubleshooting Techniques</td>
<td>3</td>
</tr>
</tbody>
</table>

19

TOTAL HOURS REQUIRED: 68

*Elective 1: Students must select a course from Area 2 of the general education requirements for the AS degree (Humanities or Fine Arts).

*Elective 2: Students must select a course in areas of biology, anatomy, chemistry, physics, geology, or physical and earth sciences.

*Elective 3: Students must select a course in mathematics that is MAT 1033 (intermediate algebra) or higher.

*Elective 4: Students must select a minimum of one course outside the major area of specialization. (Recommended courses: ETD or COP prefix)

**Degree Elective: Students must select a course with EET, CET, or EST prefix.

Students wishing to transfer to another institution should check with that institution. The statewide course numbering system assists with this process.
EMERGENCY MEDICAL SERVICES TECHNOLOGY AND EMT/PARAMEDIC TECHNOLOGY CERTIFICATES

Associate in Science

The EMS program is designed for students who desire a career in pre-hospital emergency medicine. The program will prepare the student for state board 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 physician extender. Students 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.

Florida-certified paramedics 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 course 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 re-evaluation 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

EMT CERTIFICATE PROGRAM

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 1119</td>
<td>Fundamentals of Emergency</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Medical Technology*</td>
<td></td>
</tr>
<tr>
<td>EMS 1119L</td>
<td>Fundamentals of Emergency</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Medical Technology Practice*</td>
<td></td>
</tr>
<tr>
<td>EMS 1431</td>
<td>EMT Clinical Practicum*</td>
<td>3</td>
</tr>
</tbody>
</table>

** Paramedic I**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 2254</td>
<td>Paramedic I**</td>
<td>5</td>
</tr>
<tr>
<td>EMS 2254L</td>
<td>Paramedic I Lab**</td>
<td>3</td>
</tr>
<tr>
<td>EMS 2461</td>
<td>Paramedic I Clinical**</td>
<td>4</td>
</tr>
<tr>
<td>EMS 2255</td>
<td>Paramedic II*</td>
<td>5</td>
</tr>
<tr>
<td>EMS 2255L</td>
<td>Paramedic II Lab*</td>
<td>3</td>
</tr>
<tr>
<td>EMS 2462</td>
<td>Paramedic II Clinical*</td>
<td>4</td>
</tr>
<tr>
<td>EMS 2463</td>
<td>Provisional Field Internship</td>
<td>5</td>
</tr>
<tr>
<td>EMS 1010</td>
<td>Essentials of Human Structure and Function</td>
<td>3</td>
</tr>
<tr>
<td>EMS 2512</td>
<td>Endotracheal Intubation</td>
<td>1-3</td>
</tr>
<tr>
<td>EMS 2253</td>
<td>Paramedic III</td>
<td>2</td>
</tr>
<tr>
<td>EMS 2253L</td>
<td>Paramedic III Lab</td>
<td>1</td>
</tr>
<tr>
<td>EMS 2437</td>
<td>Paramedic III Clinical</td>
<td>2</td>
</tr>
</tbody>
</table>

38-40

EMERGENCY MEDICAL SERVICES TECHNOLOGY

Degree Program
EMT Certificate Courses                 12 credits
Paramedic Certificate Courses            38-40 credits

46-48 credits

General Education 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 1102</td>
<td>Freshman Composition II</td>
<td>3</td>
</tr>
<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>
</tr>
<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fund. of Speech</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Elective: Outside area of specialization - (Not EMS prefix)</td>
<td>3</td>
</tr>
</tbody>
</table>

21 Total

Additional courses must be taken in one of the courses listed below. Completion of this degree may be made by taking a combination of any of the courses listed below to total at least 11 credits.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 2093C</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BSC 2094C</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1025C</td>
<td>Introduction to General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CGS 1061</td>
<td>Introduction to Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>SPN 1000</td>
<td>Basic Spanish</td>
<td>3</td>
</tr>
<tr>
<td>BSC 1010C</td>
<td>Fundamentals of Biology</td>
<td>4</td>
</tr>
<tr>
<td>MNA 2300</td>
<td>Personnel Management</td>
<td>3</td>
</tr>
<tr>
<td>GST 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>EDF 1005</td>
<td>Orientation to Education</td>
<td>3</td>
</tr>
<tr>
<td>EDG 2491</td>
<td>Field Experience in Education</td>
<td>2</td>
</tr>
</tbody>
</table>

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* Courses needed for State EMT Certificate.
** Prerequisites are EMS 1119, 1119L & 1431 and hold EMT State Certification. EMS 1119, EMS 1119L and EMS 1431 are open to the general public.

COMMENTS: EMS/Paramedic is a selective admissions. Limited enrollment program. Must apply and be accepted into the program. All candidates must take the ASSET Assessment or equivalent test and have advisement with a counselor.
ENVIRONMENTAL SCIENCE TECHNOLOGY
Associate in Science

The program seeks to produce responsible technicians in the Environmental Field who will study critical environmental issues and will learn how to make decisions to keep the environment safe.

Upon successful completion of the program students will earn an Associate in Science degree in Environmental Science Technology and will be prepared to work with organizations such as engineering firms, utility companies and environmental service agencies.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1033</td>
<td>Intermediate Algebra or College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1104</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1025C</td>
<td>Introduction to General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>PCB 1440</td>
<td>Florida Environmental Systems</td>
<td>3</td>
</tr>
<tr>
<td>BSC 1050</td>
<td>Environmental Science</td>
<td>3</td>
</tr>
<tr>
<td>EVS 1861</td>
<td>Environmental Regulations</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1061</td>
<td>Introduction to Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1570</td>
<td>Microcomputer-Business Applications</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>19</strong></td>
</tr>
</tbody>
</table>

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>BSC 1005</td>
<td>Biological Science (3 credits) or</td>
<td>3-4</td>
</tr>
<tr>
<td>BSC 1010C</td>
<td>Fundamentals of Biology (4 credits)</td>
<td></td>
</tr>
<tr>
<td>CHM 1205C</td>
<td>Introduction to Organic and Biochemistry</td>
<td>4</td>
</tr>
<tr>
<td>ETM 2313C</td>
<td>Hydraulics and Pipe Flow</td>
<td>3</td>
</tr>
<tr>
<td>EVS 1401</td>
<td>Basic Electricity, Blueprints and Energy Conservation</td>
<td>3</td>
</tr>
<tr>
<td>EVS 2601</td>
<td>Hazardous Materials</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>19-20</strong></td>
</tr>
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</table>

ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<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>
</tr>
<tr>
<td>EVS 2812</td>
<td>Environmental Microbiology (3 credits) or</td>
<td>3-4</td>
</tr>
<tr>
<td>MCB 2010C</td>
<td>Microbiology (4 credits)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Electives</td>
<td>4-6</td>
</tr>
<tr>
<td></td>
<td>**Recommended Elective Courses</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>25-28</strong></td>
</tr>
</tbody>
</table>

Total                                              | **63-67**    |

*Students must take two courses outside the environmental Science specialization area. Students may select electives from recommended electives except for courses with EVS prefix.

**RECOMMENDED ELECTIVE COURSES

Students must select nine credit hours from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVS 2501</td>
<td>Solid Waste Management</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Statistical Methods</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2300</td>
<td>Personnel Management</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2340</td>
<td>Basic Supervision</td>
<td>3</td>
</tr>
<tr>
<td>SPH 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1400</td>
<td>First Aid/CPR</td>
<td>3</td>
</tr>
<tr>
<td>EVS 1333</td>
<td>Wastewater Treatment I***</td>
<td>3</td>
</tr>
<tr>
<td>EVS 1343</td>
<td>Wastewater Treatment II***</td>
<td>3</td>
</tr>
<tr>
<td>EVS 2353</td>
<td>Wastewater Treatment III***</td>
<td>3</td>
</tr>
<tr>
<td>BOT 2010C</td>
<td>Botany</td>
<td>4</td>
</tr>
<tr>
<td>PCB 2302</td>
<td>Aquatic Biology</td>
<td>3</td>
</tr>
<tr>
<td>ETC 2521</td>
<td>Hydrology and Drainage</td>
<td>3</td>
</tr>
<tr>
<td>PCB 2304</td>
<td>Natural History of Florida Rivers</td>
<td>1</td>
</tr>
<tr>
<td>EVS 1133</td>
<td>Water Treatment I***</td>
<td>3</td>
</tr>
<tr>
<td>EVS 1143</td>
<td>Water Treatment II***</td>
<td>3</td>
</tr>
<tr>
<td>EVS 2153</td>
<td>Water Treatment III***</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>GLY 1001</td>
<td>Earth Science</td>
<td>3</td>
</tr>
<tr>
<td>PCB 2342</td>
<td>Sea Grass Ecology</td>
<td>1</td>
</tr>
<tr>
<td>PCB 2313</td>
<td>Manatee Ecology</td>
<td>1</td>
</tr>
<tr>
<td>OCE 1001</td>
<td>Introduction to Oceanography</td>
<td>3</td>
</tr>
<tr>
<td>ZOO 2010C</td>
<td>General Zoology</td>
<td>4</td>
</tr>
<tr>
<td>OCB 2003C</td>
<td>Marine Biology</td>
<td>4</td>
</tr>
</tbody>
</table>

***Students may receive three semester hours of credit for each level of Florida’s certification they hold in water and/or wastewater “C”, “B”, and “A” level certification. Students may apply up to nine semester hours toward the AS degree.

Foundation courses may apply to A, B or C licensing in water and/or wastewater. Additional math courses may count towards licensing in water and/or wastewater.
FILM PRODUCTION TECHNOLOGY  
Associate in Science

The film production technology program is designed to prepare individuals for entry level positions in film production. Emphasis is placed upon developing production-related skills in the following areas: camera, grip, electrical, sound, editing and set construction. Technical prerequisite courses are designed to develop fundamental technical skills and broaden future placement possibilities. The film production courses are taught as a series of master classes or “intensives” which may not conform to the normal class scheduling or to the college calendar. Enrollment in the production portion of this program will require a one year full-time commitment. Requirements and further information about admission to this program can be found in the admission and record section of this catalog. Students wishing to transfer any credits from this program 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>ENC 1101</td>
<td>Freshman Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENC 2100</td>
<td>Introduction to Film</td>
<td></td>
</tr>
<tr>
<td>or THE 1020</td>
<td>Introduction to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1210**</td>
<td>Basic Stagecraft I</td>
<td>3</td>
</tr>
<tr>
<td>FIL 1270</td>
<td>Introduction to the Film Process</td>
<td>3</td>
</tr>
<tr>
<td>or *Natural Science</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>or *Mathematics</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>TPA 1211**</td>
<td>Basic Stagecraft II</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2260**</td>
<td>Sound for the Stage</td>
<td>4</td>
</tr>
<tr>
<td>TPA 2220**</td>
<td>Introduction to Stage Lighting</td>
<td>4</td>
</tr>
<tr>
<td>TPA 2290**</td>
<td>Technical Theatre Production</td>
<td>3</td>
</tr>
<tr>
<td>or ***Electives</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>or ****General Education Elective</td>
<td>3</td>
<td></td>
</tr>
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ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIL 2200</td>
<td>Film Production</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>(Repeate 3 times-4 Credits each)</td>
<td></td>
</tr>
<tr>
<td>FIL 2271</td>
<td>Film Camera Techniques</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2274</td>
<td>Film Editing</td>
<td>4</td>
</tr>
<tr>
<td>FIL 2273</td>
<td>Film Gripping</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2275</td>
<td>Film Sound</td>
<td>4</td>
</tr>
<tr>
<td>FIL 2272</td>
<td>Film Lighting</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>67</td>
</tr>
</tbody>
</table>

* Students must select courses designated as Natural Science (such as Biology, Anatomy and Physiology, Chemistry, Geology, Formal Logic, Physical and Earth Science and Physics) or a course in Mathematics that is Intermediate Algebra or higher.

** Technical core courses which need to be completed prior to beginning of Advanced Film courses.

*** Students must select at least one course outside of area of specialization.
FINANCIAL SERVICES
Associate in Science

This program is designed to give students a foundation they need for a successful future with financial institutions. The program includes instruction in areas of corporate finance, stocks and bonds, banking, laws and regulations, savings and loan, accounting, macro and micro economics, and money and banking.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>OST 1146</td>
<td>Computer Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
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</table>

**18**

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2021</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2242</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1000</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1061</td>
<td>Introduction to Micro Computers</td>
<td>3</td>
</tr>
<tr>
<td>***</td>
<td>Humanities or Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business Industry</td>
<td>3</td>
</tr>
<tr>
<td>OST 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
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</table>

**24**

ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2071</td>
<td>Principles of Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>FIN 2230</td>
<td>Money and Banking</td>
<td>3</td>
</tr>
<tr>
<td>FIN 2131</td>
<td>Principles of Finance</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics or <strong>Natural Science or Mathematics</strong></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Electives (Outside of Specialization)</td>
<td>3</td>
</tr>
</tbody>
</table>

**18**

Total

**60**

RECOMMENDED ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>TAX 2000</td>
<td>Federal Income Tax</td>
<td>3</td>
</tr>
<tr>
<td>SVL 2011</td>
<td>Financial Institutions</td>
<td>3</td>
</tr>
<tr>
<td>FIN 2100</td>
<td>Personal Financial</td>
<td>3</td>
</tr>
</tbody>
</table>

* Students must select a three credit hour course from Area 2 under the AS degree General Education requirements.

** Students must select courses designated as Natural Science (such as Biology, Anatomy and Physiology, Chemistry, Geology, Formal Logic, Physical and Earth Science and Physics) or a course in Mathematics that is Intermediate Algebra or higher.

*** Students must select two courses outside area of specialization (not FIN prefix course).
FINANCIAL SERVICES - BANKING
Associate in Science

This program is designed for persons employed 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 student's 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, Bank Operations, Consumer Credit, Commercial Lending and Mortgage Lending. The student also may complete the requirements for AIB Certificates in Customer Service Skills and Supervisory Skills.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>BAN 1004</td>
<td>Principles of Banking¹</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Economics - Macro or</td>
<td></td>
</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>BAN 1800</td>
<td>Law and Banking: Principles or</td>
<td></td>
</tr>
<tr>
<td>BAN 2241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BAN 2511</td>
<td>Marketing for Bankers or</td>
<td></td>
</tr>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2021</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BRC 1701</td>
<td>Microcomputers in the Banking Industry*</td>
<td>3</td>
</tr>
</tbody>
</table>

Sub-Total (Foundations) 24

*CGS 1570 Microcomputer Business Applications or CGS 1061 Introduction to Microcomputers may be substituted.

Upon completion of the foundation courses the student is eligible for the AIB General Banking diploma. Consult the diploma program guide for specific requirements.

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 1335</td>
<td>Business Communications²</td>
<td>3</td>
</tr>
<tr>
<td>BAN 2501</td>
<td>Money and Banking for Commercial Bankers</td>
<td>3</td>
</tr>
<tr>
<td>BAN 2742</td>
<td>Commercial Bank Management or</td>
<td></td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Principles of Management or</td>
<td></td>
</tr>
<tr>
<td>MNA 2100</td>
<td>Supervision of Personnel³</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2340</td>
<td>Basic Supervision⁴</td>
<td></td>
</tr>
</tbody>
</table>

PLUS ONE OF THE FOLLOWING OPTIONS

These are additional courses required to satisfy AIB diploma requirements. If students have taken courses in any other sequence, the proper AIB program guide should be consulted to determine possible earlier qualification for these diplomas.

<table>
<thead>
<tr>
<th>Option 1: To Qualify for the Bank Operations Diploma</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAN 1801 Law and Banking: Applications or</td>
</tr>
<tr>
<td>BUL 2242 Business Law II</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option 2: To Qualify for the Consumer Credit Diploma</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAN 2210 Analyzing Financial Statements</td>
</tr>
<tr>
<td>BAN 2240 Consumer Lending</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option 3: To Qualify for the Commercial Lending Diploma</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAN 2210 Analyzing Financial Statements</td>
</tr>
<tr>
<td>BAN 2231 Commercial Lending</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option 4: To Qualify for the Mortgage Lending Diploma</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAN 2210 Analyzing Financial Statements</td>
</tr>
<tr>
<td>REE 2200 Real Estate Finance I</td>
</tr>
</tbody>
</table>

IMPORTANT: In addition to these courses the student wishing a Mortgage Lending Diploma MUST also complete two correspondence courses through the national office of AIB. See the diploma program guide for details.

Sub-Total (Intermediate) 11-15

ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Humanities/Fine Arts⁵</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Natural Science/Math⁶</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>Minimum of two courses⁷</td>
<td>3</td>
</tr>
</tbody>
</table>

Sub-Total 12 plus

Banking Electives⁸ 9-13

Total for AS Degree 60

NOTES:

¹ All courses with the college prefix BAN or BRC are bankerspecific using AIB textbooks and instructors.
² This is based on the expectation that this course will be prequalified to satisfy AIB requirements for both verbal and written communications.
3 Although carrying a general college prefix for management courses, this course is presented to banker students by banker instructors using AIB textbooks. This is the number assigned to “Supervisory Training.”

4 See Note 3. This is the number assigned to “Supervision.” To qualify for the AIB Supervisory Skills Certificate a student must complete Commercial Bank Management or Principles of Management AND Basic Supervision. See the program guide for complete requirements.

5 Any three-credit course meeting the Associate in Science General Education requirements for Area 2, Humanities, may be used. The following are recommended:

HUM 1020 Introduction to the Humanities
ARH 1009 The Visual Arts Today
MUL 1010 Music Appreciation

6 Any three-credit course meeting the Associate in Science General Education requirements for Areas 3, Mathematics (must be Intermediate Algebra or higher in the math area), or 4, Natural and Physical Sciences, may be used. The following are recommended:

PHI 2101 Formal Logic
BSC 1050 Environmental Science

7 The student is required to complete one course for a minimum of three credits outside the field of concentration. Courses with the prefixes BAN, BRC or SVL may NOT be used to satisfy this requirement. The following are recommended:

POS 1041 U.S. Government (3 credits)
OST 2930 Selected Topics (1 - 3 credits)

These topics may be chosen to provide or expand skills in the use of microcomputers and their various operating programs to include word processors, data bases, spreadsheets, etc.

8 Banking electives should be chosen from the following list (the appropriate AIB guide should be referred to when qualifying for a certificate).

To Qualify for the Supervisory Skills Certificate (Also see Note 4):

- BAN 2531 Preparing for Supervision (1 credit)
  - For those desiring this certificate, this introduction should be completed prior to enrolling in other management or supervision courses.
  - Seminar Personnel and the Law (0 credit)

The following list shows those other courses most frequently offered. It is not meant to be inclusive and may be expanded when the demand for other existing or new courses is established.

- BAN 1114 Deposit Operations (2 credits)
- BAN 2135 Bank Accounting (3 credits)
- BAN 2155 International Banking (3 credits)
- BAN 2241 Banking and the Plastic Card (3 credits)
- BAN 2412 Financial Planning for Bankers (3 credits)
- BAN 2782 Bank Investments and Funds Management (3 credits)
- BAN 1400 The Trust Business (3 credits)

To Qualify for the Customer Services Skills Certificate:

- BAN 1423 Customer Service (1 credit)
- BAN 1424 Product Knowledge (1 credit)
- BAN 1425 Selling Bank Services (1 credit)
- Seminar Bank Security for Customer Contact Person (0 credit)

To Qualify for the Securities Services Skills Certificate:

- BAN 1161 Corporate Securities Services (3 credits)
- BAN 1405 Trust Operations (3 credits)
- BAN 1413 Securities Processing (3 credits)
FIRE SCIENCE TECHNOLOGY
Associate in Science

This program is designed for fire fighters, fire fighters 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 101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>POS 2112</td>
<td>State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td>or POS 1041</td>
<td>U.S. Government</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1033</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1000</td>
<td>Introduction to Fire Science Technology</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1130</td>
<td>Company Officer Leadership+</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
</tbody>
</table>

21

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1102</td>
<td>Freshman Composition II OR</td>
<td></td>
</tr>
<tr>
<td>ENC 1210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1410</td>
<td>Fire Fighting Strategy and Tactics+</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2500</td>
<td>Hazardous Materials I+</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2150</td>
<td>Methods &amp; Techniques of Instruction+</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1025C</td>
<td>Introduction to General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>SYG 2000</td>
<td>Introduction to Sociology</td>
<td>3</td>
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<tr>
<td>** Humanities Elective</td>
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<td></td>
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<tr>
<td>***Elective</td>
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ADVANCED COURSES

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<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFP 2200</td>
<td>Introduction to Fire Inspection+</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2620</td>
<td>Fire Protection Systems and Extinguishing Agents+</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2300</td>
<td>Building Construction and Fundamentals+</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2501</td>
<td>Hazardous Materials II+</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2326</td>
<td>Building Plans Review for Fire Service+</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2210</td>
<td>Fire Investigation</td>
<td></td>
</tr>
<tr>
<td>FFP 2315</td>
<td>Fire Protection+</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Codes and Standard (not degree requirement)</td>
<td></td>
</tr>
</tbody>
</table>

18

Total 64

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

**Required for both.
**Student must select course from Area II of general education for A.S. Degree.
***One elective course from outside Fire Science specialization (not FFP prefix course).
GRAPHIC ARTS TECHNOLOGY - MANAGEMENT
Associate in Science

This program prepares students who wish to pursue a career in graphic arts with special emphasis on the business and managerial aspects of a printing/production/art department operation. Emphasis is placed on the use of modern computer graphics in layout, planning, animation and design.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1011</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Freshman Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1033</td>
<td>Intermediate Algebra or</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1104</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>GRA 1500</td>
<td>Introduction to Graphic Communication</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1000</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business or</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1000</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>GRA 2800</td>
<td>Computer Graphics</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>CES 1570</td>
<td>Microcomputer Business Application</td>
<td>3</td>
</tr>
<tr>
<td>ART 1301C</td>
<td>Drawing I or</td>
<td>3</td>
</tr>
<tr>
<td>ART 1201C</td>
<td>Design I</td>
<td>3</td>
</tr>
</tbody>
</table>

ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRA 2702</td>
<td>Graphics Production Management or</td>
<td>3</td>
</tr>
<tr>
<td>BST 2661</td>
<td>Manufacturing Resources Planning</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2820</td>
<td>Desktop Publishing</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2571C</td>
<td>Photolithography</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2706</td>
<td>Graphic Arts Estimating</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2949</td>
<td>COOP Field Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

*Students will select two electives, totaling a minimum of three credit hours, from any course outside the Graphic Arts Technology discipline and three credit hours from the recommended electives. (These may include courses of one and two semester hours from departments with other than the GRA prefix.) Several recommended electives are shown above. See the department for counseling on other approved electives.

Persons wishing to transfer these courses to another institution should check with that institution. The state-wide course numbering system assists this process.

RECOMMENDED ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>POS 1041</td>
<td>U.S. Government</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2669C</td>
<td>Binding Operations</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2704C</td>
<td>Production Scheduling</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2692</td>
<td>Printing Problems</td>
<td>3</td>
</tr>
<tr>
<td>ART 1201C</td>
<td>Design I</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1114</td>
<td>College Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2635C</td>
<td>Reproduction Processes</td>
<td></td>
</tr>
</tbody>
</table>

Total 66
GRAPHIC DESIGN TECHNOLOGY
Associate in Science

This program prepares students for employment as designers, commercial artists, mechanical artists. It includes drawing, mechanical and layout preparation, design for communication, typespecing, and photographic skills. In addition, competencies in the usage of a desktop computer are addressed.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 101I</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>ARH 1009</td>
<td>Visual Arts Today</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Art History I</td>
<td></td>
</tr>
<tr>
<td>ARH 2050</td>
<td>Art History II</td>
<td>3</td>
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<tr>
<td>or</td>
<td>Art History II</td>
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</tr>
<tr>
<td>ART 1301C</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 1201C</td>
<td>Design I</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
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<tr>
<td></td>
<td>Natural Science or Mathematics¹</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>General Education Elective²</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>ART 1302C</td>
<td>Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Painting</td>
<td></td>
</tr>
<tr>
<td>ART 2510C</td>
<td>Design II</td>
<td>3</td>
</tr>
<tr>
<td>ART 1250C</td>
<td>Layout, Design, and Copy Preparation</td>
<td>3</td>
</tr>
<tr>
<td>GRA 1540C</td>
<td>Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>GRA 1530C</td>
<td>Fundamentals of Typography</td>
<td>3</td>
</tr>
<tr>
<td>GRA 1951</td>
<td>Portfolio/Resume</td>
<td>1</td>
</tr>
<tr>
<td>GRA 2545C</td>
<td>Advanced Graphic Design I</td>
<td>3</td>
</tr>
<tr>
<td>PGY 2101C</td>
<td>Photography I</td>
<td>3</td>
</tr>
</tbody>
</table>

ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRA 274C</td>
<td>Graphic Presentation</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2743C</td>
<td>Illustrating</td>
<td>3</td>
</tr>
<tr>
<td>GRA 1951</td>
<td>Portfolio/Resume</td>
<td>1</td>
</tr>
<tr>
<td>GRA 2820</td>
<td>Graphic Design for Desktop Publishing</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2635C</td>
<td>Graphic Reproduction Processes</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2949C</td>
<td>Co-Operative Education or Elective</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2546C</td>
<td>Advanced Graphic Design II</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Computer Animation I</td>
<td></td>
</tr>
<tr>
<td>GRA 2803</td>
<td>Elective (outside specialization)³</td>
<td></td>
</tr>
</tbody>
</table>

Total 68

¹ Students must select courses designated as Natural Science (such as Biology, Anatomy, Physiology, Chemistry, Geology, Physics, Formal Logic, Physical and Earth Science) or a course in Mathematics that is Intermediate Algebra or higher.

² Students may select a course as designated in Area 5 General Education elective A.S. Degree.

³ Students must take one course outside their area of specialization (not GRA prefix) and not already used to satisfy the General Education requirements. Suggested areas are Art, Journalism or Psychology in Business and Industry.

RECOMMENDED ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOU 1420L</td>
<td>College Newspaper</td>
</tr>
<tr>
<td>JOU 1440L</td>
<td>College Magazine</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
</tr>
<tr>
<td>FIL 1270</td>
<td>Intro to Film Processes</td>
</tr>
<tr>
<td>SLS 1301</td>
<td>Career Development</td>
</tr>
<tr>
<td>MKA 2511</td>
<td>Advertising</td>
</tr>
<tr>
<td>GRA 2571C</td>
<td>Photolithography</td>
</tr>
</tbody>
</table>
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 credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>HFT 1000</td>
<td>Introduction to the Hospitality Industry 6</td>
<td>3</td>
</tr>
<tr>
<td>HFT 1410</td>
<td>Front Office Management</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2223</td>
<td>Human Relations and Supervisory Development</td>
<td>3</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>OST 1335</td>
<td>Business Communication</td>
<td>3</td>
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<tr>
<td>ACG 2021</td>
<td>Principles of Financial Accounting 1</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2210</td>
<td>Hospitality Management 5</td>
<td>3</td>
</tr>
<tr>
<td>FSS 2222C</td>
<td>Quantity Food Production and Food Management</td>
<td>3</td>
</tr>
<tr>
<td>FSS 2251</td>
<td>Food and Beverage Management</td>
<td>3</td>
</tr>
<tr>
<td>Elective 2</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

21

ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSS 2500</td>
<td>Food and Beverage Cost Control</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2600</td>
<td>Hospitality Law</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2941</td>
<td>Hospitality Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2500</td>
<td>Marketing and Sales in Hospitality Industry 7</td>
<td>3</td>
</tr>
<tr>
<td>S/P/N 1000</td>
<td>Basic Spanish or other Foreign Language</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Math/Natural Science 4</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

21

3 Students will select elective hours from any course outside the Hospitality specialization (not HFT or FSS). Suggestions: any 1, 2 or 3 credit hour course from Office Systems Technology, Business or U.S. Government.

4 If a student selects Natural Science, the course may be in Biology, Anatomy and Physiology, Chemistry, Geology, Formal Logic, Physical and Earth Sciences, or Physics. If the student selects mathematics, the course must be Intermediate Algebra or higher.

5 HFT 2210 Hospitality Management will substitute for HFT 1300 Managing Housekeeping Operations.

6 HFT 1000 Introduction to the Hospitality Industry will substitute for HFT 1700 Introduction to Tourism.

7 HFT 2500 Marketing and Sales in the Hospitality Industry will substitute for HFT 2750 Convention Management and Service.

TOTAL HOURS REQUIRED: 63

1 APA 1111 Basic Accounting may be substituted for ACG 2021.

2 Students will select elective hours from any Business, Office Systems Technology or Hospitality Management courses.
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. Valencia's surveying program is accredited by the State Department of Professional Regulation, Board of Land Surveyors. Valencia is currently the only community college north of Palm Beach offering an accredited surveying program, and it provides one of only three programs in the state to be accredited by the Department of Professional Regulation, Board of Land Surveyors.

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 1</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1104</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1320</td>
<td>Introduction to CADD</td>
<td>3</td>
</tr>
<tr>
<td>SUR 1100C</td>
<td>Basic Surveying and Measurements</td>
<td>4</td>
</tr>
<tr>
<td>SUR 2321</td>
<td>Professional Drafting for Surveys</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Elective (Area II)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 21

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC 1114</td>
<td>College Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2201C</td>
<td>Highway Drafting and Route Design</td>
<td>4</td>
</tr>
<tr>
<td>SUR 2300</td>
<td>Topography and Mapping</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2330</td>
<td>Photogrammetry</td>
<td>2</td>
</tr>
<tr>
<td>SUR 2400</td>
<td>Legal Aspects of Surveying</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2610</td>
<td>Intermediate Surveying Computations</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 18

ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUR 2402</td>
<td>Land Surveying and Descriptions</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2460</td>
<td>Subdivisions</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2500</td>
<td>Electronic and Geodetic Surveying</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2640</td>
<td>Advanced Surveying Computations</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>(Surveying III)</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>*Electives</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 21

TOTAL HOURS REQUIRED: 60

*Students will select at least one elective course from any course outside the land surveying technology specialization. (Those not having SUR prefix are outside the discipline.)

**Students will select two elective courses from the current Valencia Community College catalog.

GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN SCIENCE DEGREE

<table>
<thead>
<tr>
<th>Area</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>Communications 3</td>
</tr>
<tr>
<td>II.</td>
<td>Humanities or Fine Arts 3</td>
</tr>
<tr>
<td>III.</td>
<td>Natural Science or Mathematics 3</td>
</tr>
<tr>
<td>IV.</td>
<td>Social or Behavioral Science 3</td>
</tr>
<tr>
<td>V.</td>
<td>General Education Elective 3</td>
</tr>
</tbody>
</table>

Total A.S. Degree General Education Core 15

See the college catalog for the general education requirements for the Associate in Science degree.

RECOMMENDED ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD 1320</td>
<td>Introduction to CADD</td>
</tr>
<tr>
<td>ETD 1350</td>
<td>Advanced CADD</td>
</tr>
<tr>
<td>BCN 1272</td>
<td>Construction Blueprint Reading</td>
</tr>
<tr>
<td>PHY 1053C</td>
<td>Introductory Physics I</td>
</tr>
<tr>
<td>SUR 2600</td>
<td>Surveying Calculations</td>
</tr>
<tr>
<td>SUR 2621</td>
<td>COGO CADD for Surveyors</td>
</tr>
<tr>
<td>SUR 2949</td>
<td>Cooperative Education: Surveys</td>
</tr>
<tr>
<td>AST 1002</td>
<td>Surveying Field Experience</td>
</tr>
</tbody>
</table>

Persons wishing to transfer these courses to another institution should check with the institution. The statewide course numbering system assists this process.
LASER/ELECTRO OPTIC ENGINEERING TECHNOLOGY
Associate in Science

The purpose of this program is to prepare students for employment as laser/electro optic technicians or similar related occupations.

**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 1102</td>
<td>Freshman Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1023</td>
<td>Principles of Economics-Micro</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1137</td>
<td>Math for Electronics I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1328</td>
<td>Math for Electronics II</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1053C</td>
<td>Introductory Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1402C</td>
<td>Optical Physics</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>*Elective 1</td>
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</tr>
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**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 1015C</td>
<td>Fundamentals of DC Circuits</td>
<td>3</td>
</tr>
<tr>
<td>EET 1025C</td>
<td>Fundamentals of AC Circuits</td>
<td>3</td>
</tr>
<tr>
<td>EET 1141C</td>
<td>Electronic Circuits I</td>
<td>4</td>
</tr>
<tr>
<td>CET 2112C</td>
<td>Digital Systems I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>*Elective 2</td>
<td>3</td>
</tr>
</tbody>
</table>

**ADVANCED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EST 2201C</td>
<td>Fundamentals of Laser Systems</td>
<td>4</td>
</tr>
<tr>
<td>EST 2221C</td>
<td>Optical Components and Instruments</td>
<td>4</td>
</tr>
<tr>
<td>EST 2231C</td>
<td>Gas Lasers</td>
<td>4</td>
</tr>
<tr>
<td>EST 2232C</td>
<td>Solid State Lasers</td>
<td>4</td>
</tr>
<tr>
<td>EST 2252C</td>
<td>Laser Application Designs</td>
<td>3</td>
</tr>
<tr>
<td>EST 2251C</td>
<td>Selected Laser Topics</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>EST 2261</td>
<td>Lasers in Medicine</td>
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**Total**

<table>
<thead>
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<table>
<thead>
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<table>
<thead>
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<th>Credit Hours</th>
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<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>65</td>
</tr>
</tbody>
</table>

*Elective 1: Students must select a course in mathematics that is MAC 1033 (Intermediate Algebra) or higher.

*Elective 2: Students must select a minimum of one course outside the major area of specialization. (Recommended courses: ETD or COP prefix)

Students wishing to transfer these courses to another institution should check with that institution. The statewide course numbering system assists this process.
LEGAL ASSISTING
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 credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

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

Only students with proficiency in reading and writing skills should consider enrolling in PLA 1105 and PLA 2226 before completing BUL 2241 and ENC 1101.

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

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>PLA 1105</td>
<td>Legal Research &amp; Theory I</td>
<td>3</td>
</tr>
<tr>
<td>PLA 1506</td>
<td>Real Property I</td>
<td>3</td>
</tr>
<tr>
<td>OST 1146</td>
<td>Computer Keyboarding</td>
<td>3</td>
</tr>
</tbody>
</table>

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INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
<tr>
<td>PLA 2516</td>
<td>Real Property II</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2242</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>OST 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>APA 1111</td>
<td>Basic Accounting or Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>PLA 2206</td>
<td>Civil Litigation I</td>
<td>3</td>
</tr>
<tr>
<td>PLA 2223</td>
<td>Civil Litigation II</td>
<td>3</td>
</tr>
<tr>
<td>PLA 2606</td>
<td>Wills, Trusts &amp; Estate Administration I</td>
<td>3</td>
</tr>
<tr>
<td>PLA 2626</td>
<td>Wills, Trusts &amp; Estate Administration II</td>
<td>3</td>
</tr>
<tr>
<td>PLA 1115</td>
<td>Legal Research &amp; Theory II</td>
<td>3</td>
</tr>
</tbody>
</table>

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ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUL 2114</td>
<td>Business Organizations</td>
<td>3</td>
</tr>
<tr>
<td>PLA 2540</td>
<td>Internship as a Legal Assistant</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Family Law</td>
<td></td>
</tr>
<tr>
<td>**</td>
<td>Humanities or Fine Arts Elective</td>
<td>3</td>
</tr>
<tr>
<td>***</td>
<td>Natural Science or Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
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</tr>
<tr>
<td>****</td>
<td>Electives (Outside of Specialization)</td>
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</tr>
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Total 69

RECOMMENDED ELECTIVES OUTSIDE OF SPECIALIZATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJ 2240</td>
<td>Criminal Law and Legal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>TAX 2000</td>
<td>Federal Income Tax</td>
<td>3</td>
</tr>
<tr>
<td>OST 1100</td>
<td>Beginning Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>OST 1110</td>
<td>Intermediate Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1000</td>
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<td>ENC 1210</td>
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<tr>
<td>REE 1000</td>
<td>Real Estate Principles and Practices</td>
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<tr>
<td>CGS 1061</td>
<td>Introduction to Micro Computers</td>
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</table>

* Students may take credit by exam for computer keyboarding.

** Students must select a three credit hour course from Area 2 under the AS degree General Education requirement.

*** Students must select courses designated as Natural Science (such as Biology, Anatomy and Physiology, Chemistry, Geology, Formal Logic, Physical and Earth Science and Physics) or a course in Mathematics that is Intermediate Algebra or higher.

**** Students must select two courses outside area of specialization (not PLA prefix courses)
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 the "Program of Study" as well as courses required to meet prerequisite requirements.

Prerequisite courses required for admission into the program are MAT 1033 Intermediate Algebra and HSC 1531 Medical Terminology and BSC 1010C with a "C" or better.

Courses required in the major are identified in the "Program of Study" with a prefix other than HSC & MLT. If any student achieves less than a "C" or withdraws, before or after the college deadline, from any course in the major, they will not be allowed to continue the program.

General education requirements are courses identified in the "Program of Study" with a prefix other than HSC & MLT. After being accepted into the Medical Laboratory Technology Program, if a student achieves less than a "C" or withdraws, before or after the college deadline, from more than one general education course, they will not be allowed to continue in the program.

Students who are not allowed to continue in the program may make a petition for readmission to the Allied Health Petition Committee.

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.

Year I

SESSION 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
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<td>CHM 1025C</td>
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SESSION 2

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<td>MCB 2010C</td>
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<td>BSC 1086</td>
<td>Anatomy &amp; Physiology for Health Sciences II</td>
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<td>OST 1802</td>
<td>Computer Literacy for Health Care Professionals</td>
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<tr>
<td>MLT 2210C</td>
<td>Urinalysis</td>
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SESSION 5

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<td>*Humanities/Literature Pathophysiology</td>
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<td>MLT 2500C</td>
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Year II

SESSION 1

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<td>MLT 2300C</td>
<td>Hematology/Coagulation</td>
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<td>MLT 2526C</td>
<td>Immunohematology</td>
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<td>MLT 2620C</td>
<td>Clinical Chemistry</td>
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SESSIONS 2&3

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<td>MLT 2811L</td>
<td>Chemistry</td>
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<td>MLT 2808L</td>
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</table>

Total Hours Required: 75

*Student may take any 2000 level Humanities or Literature course requiring 6000 words of writing.

Medical Laboratory Technology is a selective admission, limited enrollment program. Must apply and be accepted into the program.
NUCLEAR MEDICINE TECHNOLOGY
Associate in Science

This program prepares the student for employment as a nuclear medicine technologist (NMT). Members of the medical imaging team, nuclear medicine technologists prepare and administer tracer radiopharmaceutical to patients and operate gamma cameras and other detection equipment according to standard procedures in order to produce images (scans) of the distribution of the tracers for the diagnosis and treatment of disease.

Nuclear medicine technologists perform diagnostic procedures on virtually every organ system in the human body by using highly sophisticated computerized detection systems. These health care workers are in great demand nationwide. NMTs are employed in hospitals, clinics, and research.

Graduates are eligible to take the Nuclear Medicine Technology Certification Board examination (NMTCB), the American Registry of Radiologic Technologists examination for nuclear medicine (ARRT), and meet Florida licensure requirements.

A minimum of “C” must be achieved in the program of study as well as courses to meet prerequisite requirements.

Prerequisite courses required for admission into the program are MAT 1033 Intermediate Algebra and HSC 1531 Medical Terminology, with a “C” or better.

Year I

SESSION 1

<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>
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<tr>
<td>BSC 1085</td>
<td>Anatomy &amp; Physiology for Health Sciences I</td>
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</tr>
<tr>
<td>HSC 1001</td>
<td>Professions of Caring</td>
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<tr>
<td>HSC 1230C</td>
<td>Methods of Patient Care</td>
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<tr>
<td>NMT 1002C</td>
<td>Introduction to Nuclear Medicine</td>
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13

SESSION 2

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<thead>
<tr>
<th>Course</th>
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<tr>
<td>OST 1802</td>
<td>Computer Literacy for Health Care Professionals</td>
<td>3</td>
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<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
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</tr>
<tr>
<td>BSC 1086</td>
<td>Anatomy &amp; Physiology for Health Sciences II</td>
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<tr>
<td>NMT 1808C</td>
<td>Nuclear Medicine Technology Clinical Evaluation I</td>
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<tr>
<td>NMT 1714C</td>
<td>Nuclear Medicine Technology Methodology I</td>
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SESSION 3

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<td>Nuclear Medicine Technology Practicum</td>
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<tr>
<td>NMT 2061</td>
<td>Seminar in Nuclear Medicine Technology</td>
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4

Total Credits for Program 77

*Student may take any 2000 level Humanities or Literature course requiring 6000 words of writing.

Nuclear Medicine is a selective admission, limited enrollment program. Must apply and be accepted into the program.
NURSING, R.N.

Associate in Science

This program has been coordinated with local health care agencies, 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 nurses and are eligible to take the National Council Licensure Exam (NCLEX) to become 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 courses required in the program of study.

To continue in the Nursing Program any student who has withdrawn and/or failed one (1) nursing course with a clinical component must be readmitted to the Nursing Program through the readmission petition procedure. Students will be allowed to petition one time.

Transfer students must be evaluated on math and clinical skills before beginning the nursing program. Transfer students are admitted on a space available basis.

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>
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<tbody>
<tr>
<td>BSC 2093C</td>
<td>Human Anatomy and Physiology I</td>
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<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
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<tr>
<td>MTB 1371</td>
<td>Mathematics for Health Professionals</td>
<td>3</td>
</tr>
<tr>
<td>NUR 1023C</td>
<td>Fundamentals of Nursing</td>
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<td>NUR 1141</td>
<td>Pharmacology for Health Professionals</td>
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<tr>
<td>BSC 2094C</td>
<td>Human Anatomy and Physiology II</td>
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<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
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<tr>
<td>NUR 1212C</td>
<td>Common Responses to Illness</td>
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TOTAL

38

INTERMEDIATE COURSES

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<th>Course</th>
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<th>Credit Hours</th>
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<td>MCB 2010C</td>
<td>Microbiology</td>
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<tr>
<td>DEP 204</td>
<td>Developmental Psychology</td>
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TOTAL

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ADVANCED COURSES

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<th>Course</th>
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<td>Introductory Sociology</td>
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</tr>
<tr>
<td>HUM/LIT</td>
<td>Humanities/Literature</td>
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<tr>
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<td>6,000 words of writing**</td>
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</tr>
<tr>
<td>NUR 2520C</td>
<td>Psychiatric/Mental Health Nursing</td>
<td>5</td>
</tr>
<tr>
<td>NUR 2810C</td>
<td>Clinical Practicum InPatient Care Management</td>
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</table>

TOTAL HOURS REQUIRED

81

Nursing is a selective admission limited enrollment program. Must apply and be accepted into the program. NURSING CREDITS MAY BE SUBJECT TO CHANGE. STUDENTS WILL BE INFORMED IN ADVANCE OF REGISTRATION.

LPN-RN TRANSITION TRACK

This track is specially designed for LPNs (licenses practical nurses) who are seeking an Associate in Science degree in nursing.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MTB 1371</td>
<td>Mathematics for Health Professionals*</td>
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<tr>
<td>NUR 1141</td>
<td>Pharmacology for Health Professionals</td>
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<tr>
<td>BSC 2093C</td>
<td>Human Anatomy and Physiology I*</td>
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</tr>
<tr>
<td>BSC 2094C</td>
<td>Human Anatomy and Physiology II*</td>
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<tr>
<td>MCB 2010C</td>
<td>Microbiology*</td>
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<tr>
<td>PSY 1012</td>
<td>General Psychology*</td>
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<tr>
<td>DEP 2004</td>
<td>Developmental Psychology*</td>
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<tr>
<td>NUR 1001C</td>
<td>Transition</td>
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<tr>
<td>NUR 1410C</td>
<td>Transition Maternal Child Health</td>
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TOTAL

32

INTERMEDIATE COURSES

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<td>SYG 2000</td>
<td>Introductory Sociology</td>
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TOTAL

16

ADVANCED COURSES

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<th>Course</th>
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<tbody>
<tr>
<td>NUR 2520C</td>
<td>Psychiatric/Mental Health Nursing</td>
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<td>NUR 2810C</td>
<td>Clinical Practicum InPatient Care Management</td>
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<td>Humanities/Literature*</td>
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TOTAL

15

* Prerequisite courses for admission to LPN/RN Transition Program.
** Student may take any 2000 level Humanities or Literature course requiring 6000 words of writing.
OFFICE SYSTEMS TECHNOLOGY
Associate in Science

This program is designed to meet the needs of students desiring college-level training in office support positions. Included within the program are provisions for skills training to meet the clerical requirement (see Office Systems Specialist). Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

FOUNDATION COURSES

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<thead>
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<td>OST 1271</td>
<td>Speedwriting I</td>
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<tr>
<td>OST 1355</td>
<td>Introduction to Records Information</td>
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<td>Office Technology Practices</td>
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<td>MTB 1103</td>
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INTERMEDIATE COURSES

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<td>OST 2272</td>
<td>Speedwriting II</td>
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<td>OST 2766</td>
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<td>Basic Accounting</td>
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<td>Machine Transcription</td>
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ADVANCED COURSES

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<td>INP 1301</td>
<td>Psychology of Business and Industry</td>
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<td>POS 1041</td>
<td>U.S. Government I</td>
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<tr>
<td>Electives</td>
<td>Humanities/Fine Arts</td>
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<td>Natural Sciences/Mathematics</td>
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<td>Outside Major Specialization</td>
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Total: 60

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1 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 1271, OST 1100, or OST 1110 or take Credit by Exam (CE) for the course waived.

Recommended electives as substitutes are: OST 2764, OST 2821, OST 2501.

2 Interested students are encouraged to take ACG 221 Principles of Financial Accounting in lieu of APA 1111.

3 Students may select a course in Art, Foreign Language, Literature, Music, Humanities, Philosophy, Religion, Theatre, Freshman Composition II.

4 If the student selects Natural Science, the course may be in Biology, Anatomy and Physiology, Chemistry, Geology, Formal Logic, Physical and Earth Sciences, or Physics. If the student selects Mathematics, the course must be Intermediate Algebra or higher.

5 Electives: Students must select one or more elective courses totaling three credit hours outside the Office Systems Technology Specialization. Suggested electives are: BUL 2241, BUL 2242, MAN 2021, MAN 2100, MKA 2021.
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>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
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</tr>
<tr>
<td>OST 1100</td>
<td>Beginning Typewriting ¹</td>
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</tr>
<tr>
<td>OST 1271</td>
<td>Speedwriting ²</td>
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<tr>
<td>OST 1355</td>
<td>Introduction to Records Information</td>
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<td>MTB 1103</td>
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<td>Introduction to Criminal Justice</td>
<td>3</td>
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INTERMEDIATE COURSES

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<td>Basic Accounting or</td>
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</tr>
<tr>
<td>ACG 2021</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>OST 2766</td>
<td>WordPerfect</td>
<td>3</td>
</tr>
<tr>
<td>OST 1110</td>
<td>Intermediate Typing</td>
<td>3</td>
</tr>
<tr>
<td>OST 2401</td>
<td>Office Technology Practices</td>
<td>3</td>
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<tr>
<td>BUL 2241</td>
<td>Business Law I</td>
<td>3</td>
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<tr>
<td>OST 1335</td>
<td>Business Communications</td>
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<tr>
<td>PLA 1105</td>
<td>Legal Research and Theory I</td>
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<td><strong>Total</strong></td>
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ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>OST 2431</td>
<td>Legal Office Procedures I</td>
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<tr>
<td>OST 1108</td>
<td>Building Typing Speed and Accuracy</td>
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<td>OST 2120</td>
<td>Office Applications</td>
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<td>OST 1621</td>
<td>Law Office Transcription</td>
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<tr>
<td>OST 2432</td>
<td>Legal Office Procedures II</td>
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<td>POS 1041</td>
<td>U. S. Government I</td>
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<tr>
<td>Electives</td>
<td>Humanities or Fine Arts²</td>
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<td>Natural Science or Mathematics³</td>
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<td>Electives (Outside Major Specialization)⁴</td>
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</table>

¹ Students with prior instruction and/or experience should enroll in the next higher typewriting course. They should select electives in lieu of OST 1100 and OST 1110 or take credit by exam (CE) for the course waived. Recommended electives as substituted: OST 2451, OST 2272.

² Students may select a course in Art, Foreign Language, Literature, Music, Humanities, Philosophy, Religion, Theater, Freshman Composition II.

³ If the student selects Natural Science, the course may be in Biology, Anatomy and Physiology, Chemistry, Geology, Formal Logic, Physical and Earth Science, or Physics. If the student selects Mathematics, the course must be Intermediate Algebra or higher.

⁴ Electives: Student must select one or more elective courses totaling 3 credit hours outside the Office Systems Technology—Legal Secretarial Technology. Suggestions are: BUL 2142, PLA 1306, PLA 2803, CGS 1061, INP 1301, CEB 1011.

⁵ Students who have taken a different system of shorthand or alphabetic notetaking may substitute that course for Speedwriting I. Students may take the Credit-By-Exam in Speedwriting using Gregg Shorthand or another recognized system of Alphabetic Shorthand or Notetaking and receive credit for Speedwriting I through experience with another system.
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>
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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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<td>OST 1611</td>
<td>Medical Transcription I</td>
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<tr>
<td>OST 1257</td>
<td>Medical Terminology</td>
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<tr>
<td>OST 2766</td>
<td>Word Perfect</td>
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<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
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<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
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21

INTERMEDIATE COURSES

<table>
<thead>
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<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
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<td>OST 1335</td>
<td>Business Communications</td>
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<tr>
<td>OST 2612</td>
<td>Medical Transcription II</td>
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<tr>
<td>OST 1461</td>
<td>Medical Office Technology</td>
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<tr>
<td>APA 1111</td>
<td>Basic Accounting</td>
<td>3</td>
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<tr>
<td>INP 1301</td>
<td>Psychology of Business and Industry</td>
<td>3</td>
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<td>POS 1041</td>
<td>U.S. Government I</td>
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3

ADVANCED COURSES

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<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>OST 2120</td>
<td>Office Applications</td>
<td>2</td>
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<tr>
<td>OST 1108</td>
<td>Building Typing Speed and Accuracy</td>
<td>1</td>
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<tr>
<td>OST 2613</td>
<td>Medical Transcription III</td>
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<td>OST 2471</td>
<td>Intern as Medical Secretary/ Transcriptionist</td>
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Electives

<table>
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<th>Humanities/Fine Arts</th>
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<tbody>
<tr>
<td>Natural Sciences/Mathematics</td>
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<tr>
<td>Outside Major Specialization</td>
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</tbody>
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18

Total

60

1 Students with prior instruction and/or experience in OST 1100 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 1271, OST 2272, OST 2764, OST 2821, OST 2501.

2 Interested students are encouraged to take ACG 2021 Principles of Financial Accounting in lieu of APA 1111.

3 Students may select a course in Art, Foreign Language, Literature, Music, Humanities, Philosophy, Religion, Theater, Freshman Composition II.

4 If the student selects Natural Science, the course may be in Biology, Anatomy and Physiology, Chemistry, Geology, Formal Logic, Physical and Earth Sciences, or Physics. If the student selects Mathematics, the course must be Intermediate Algebra or higher.

5 Electives: Students must select one or more elective courses totaling three credit hours outside the Medical Secretarial Technology specialization. Suggested electives are: BUL 2241, BUL 2242, SPN 1030-31.

NOTE: Specialized program courses are offered on the West Campus.
OFFICE SYSTEMS
TECHNOLOGY-
WORD PROCESSING
TECHNOLOGY
Associate in Science

Course | Title | Credit Hours
--- | --- | ---
ENC 1101 | Freshman Composition 1 | 3
OST 1100 | Beginning Typewriting¹ | 3
OST 1355 | Introduction to Records Information | 3
OST 2401 | Office Technology Practices | 3
MTB 1103 | Business Mathematics | 3
APA 1111 | Basic Accounting² | 3
GEB 1101 | Introduction to Business | 3

---

21

INTERMEDIATE COURSES

OST 1110 | Intermediate Typewriting¹ | 3
OST 1601 | Machine Transcription | 3
OST 1333 | Business Communications | 3
OST 2766 | WordPerfect | 3
OST 2821 | PageMaker | 3
OST 2737 | Lotus 1-2-3 for Windows | 3
INP 1301 | Psychology of Business and Industry | 3

---

21

ADVANCED COURSES

OST 2120 | Office Applications | 2
OST 1108 | Building Typing Speed and Accuracy | 1
OST 2501 | Office Management | 3
POS 1041 | U.S. Government I | 3
Electives | Humanities/Fine Arts³ | 3
Natural Science/Mathematics⁴ | 3
Outside Major Specialization⁵ | 3

---

18

Total | 60

¹ Students with prior instruction and/or experience should enroll in the next higher typewriting course. They should select electives in lieu of OST 1100 and OST 1110 or take credit by exam (CE) for the course waived. Recommended electives as substitutes: OST 2764, OST 1271, OST 2272, OST 2501.

² Interested students are encouraged to take ACG 2021 Principles of Financial Accounting in lieu of APA 1111.

³ Students may select a course in Art, Foreign Language, Literature, Music, Humanities, Philosophy, Religion, Theater, Freshman Composition II.

⁴ If the student selects Natural Science, the course may be in Biology, Anatomy and Physiology, Chemistry, Geology, Formal Logic, Physical and Earth Sciences, or Physics. If the student selects Mathematics, the course must be Intermediate Algebra or higher.

⁵ Electives: Student must select one or more elective courses totaling three credit hours outside the Office Systems Technology — Word Processing Technology Specialization. Suggestions are: BUL 2241, BUL 2242, MAN 2021, MAN 2100, MKA 2021.
OFFICE SYSTEMS TECHNOLOGY-
OFFICE SYSTEMS SPECIALIST CERTIFICATE

This certificate program is comprised of selected courses offered as a part of the Office Systems Technology Program. It is designed to provide the student with the fundamentals in typewriting on a computer keyboard, word processing and office and business applications that will be valuable to the student working in an office support position. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Courses</th>
<th>Title</th>
<th>Credit Hours</th>
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<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
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</tr>
<tr>
<td>OST 1100</td>
<td>Beginning Typewriting1</td>
<td>3</td>
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<tr>
<td>OST 2766</td>
<td>WordPerfect</td>
<td>3</td>
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INTERMEDIATE COURSES

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<thead>
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<th>Courses</th>
<th>Title</th>
<th>Credit Hours</th>
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<tr>
<td>OST 1335</td>
<td>Business Communications</td>
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<tr>
<td>OST 1110</td>
<td>Intermediate Typewriting1</td>
<td>3</td>
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<tr>
<td>OST 1355</td>
<td>Introduction to Records Information</td>
<td>3</td>
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<tr>
<td>OST 2401</td>
<td>Office Technology Practices</td>
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ADVANCED COURSES

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<tr>
<td>OST 2120</td>
<td>Office Applications</td>
<td>2</td>
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<tr>
<td>OST 1108</td>
<td>Building Typing Speed and Accuracy</td>
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<tr>
<td>OST 2821</td>
<td>PageMaker</td>
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</table>

Total 27

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

This program is designed to give students the necessary skills for careers in the horticulture field. Ornamental horticulture encompasses the production, design and marketing of interior and exterior plants to supply the growing demand for quality plant materials used in projects of all types and sizes. This program includes a specialization in production.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
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</tr>
<tr>
<td>BSC 1010C</td>
<td>Fundamentals of Biology</td>
<td>4</td>
</tr>
<tr>
<td>HOS 1010</td>
<td>Introduction to Horticulture Science</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1510</td>
<td>Ornamental Plant Materials I</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1511</td>
<td>Ornamental Plant Materials II</td>
<td>3</td>
</tr>
<tr>
<td>ENY 1007</td>
<td>Principles of Entomology</td>
<td>3</td>
</tr>
<tr>
<td>BOT 2010C</td>
<td>Botany</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1025C</td>
<td>Introduction to General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHM 1045C</td>
<td>General Chemistry with Qualitative</td>
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<td></td>
<td>Analysis I</td>
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INTERMEDIATE COURSES

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<tbody>
<tr>
<td>BOT 2501</td>
<td>Plant Physiology</td>
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<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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<td>OR</td>
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<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
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<tr>
<td>PLS 2220</td>
<td>Plant Propagation</td>
<td>3</td>
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<tr>
<td>PLP 2001</td>
<td>Plant Pathology</td>
<td>4</td>
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<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
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<tr>
<td>MKA 2022</td>
<td>Principles of Salesmanship</td>
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<tr>
<td></td>
<td>Elective (6 hrs.)</td>
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ADVANCED COURSES

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<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>SOS 2102</td>
<td>Soils and Fertilizers</td>
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<tr>
<td>PMA 2502</td>
<td>Diagnostic Techniques for Plant Problems</td>
<td>4</td>
</tr>
<tr>
<td>ORH 2251</td>
<td>Nursery Operations and Management</td>
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<td>ORH 2260</td>
<td>Greenhouse Operations and Management</td>
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<tr>
<td>AOM 2012</td>
<td>Types and Systems of Agricultural Operations</td>
<td>3</td>
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<tr>
<td>HOS 2942</td>
<td>Supervised Horticultural Work</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
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<tr>
<td>ORH 2930</td>
<td>Horticultural Research and Seminar</td>
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<td>Elective - Humanities/Fine Arts</td>
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</table>

Total                                              75

1 Students must select electives from the following list of courses - minimum 6 hours required: AGE 2230, ORH 2274, ORH 2220, ORH 2281, ORH 1831, ORH 1873, HOS 2030, ORH 2261, HOS 2932, ENY 1002, ENY 1102, ENY 2227, ENY 2231, BOT 2010C, CHM 1025C.

2 Students must select an elective course (a minimum of 3 credit hours) from Area 2 of the General Education requirements for an AS Degree.

3 Students must select an elective course (a minimum of 3 credit hours) from outside the Horticultural area. Suggest: POS 1041, PSY 1012, SPC 1600, GEA 1000, MAC 1104, PHI 2600, PHI 2010, GUY 2010C (4 cr. hrs.).
ORNAMENTAL HORTICULTURE TECHNOLOGY MAINTENANCE & CONSTRUCTION SPECIALIZATION

Associate in Science

This program is designed to give students the necessary skills for careers in the horticulture field. Ornamental horticulture encompasses the production, design and marketing of interior and exterior plants to supply the growing demand for quality plant materials used in projects of all types and sizes. This program includes a specialization in maintenance and construction.

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<tr>
<th>Course</th>
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<th>Credit Hours</th>
</tr>
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<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
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<td>HOS 1010</td>
<td>Introduction to Horticulture Science</td>
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<tr>
<td>BSC 1010C</td>
<td>Fundamentals of Biology</td>
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<tr>
<td>BOT 2010C</td>
<td>Botany</td>
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<tr>
<td>ORH 1510</td>
<td>Ornamental Plant Materials I</td>
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<tr>
<td>ORH 1511</td>
<td>Ornamental Plant Materials II</td>
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<tr>
<td>CHM 1025C</td>
<td>Introduction to General Chemistry</td>
<td>4</td>
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<td></td>
<td>OR</td>
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</tr>
<tr>
<td>CHM 1045C</td>
<td>General Chemistry with Qualitative Analysis</td>
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INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
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<td>Ornamental Plant Maintenance</td>
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<tr>
<td>ORH 2842</td>
<td>Landscape Construction</td>
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<tr>
<td>ORH 1831</td>
<td>Landscaping - Design and Implementation</td>
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</tr>
<tr>
<td>ORH 1873</td>
<td>Interiorscaping - Design and Maintenance</td>
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<td>Plant Propagation</td>
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<td>BOT 2501</td>
<td>Plant Physiology</td>
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<td>MAR 2011</td>
<td>Principles of Marketing</td>
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</tr>
<tr>
<td></td>
<td>OR</td>
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<tr>
<td>MKA 2022</td>
<td>Principles of Salesmanship</td>
<td>24</td>
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ADVANCED COURSES

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tr>
<td>SOS 2102</td>
<td>Soils and Fertilizers</td>
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<td>PMA 2502</td>
<td>Diagnostic Techniques for Plant Problems</td>
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</tr>
<tr>
<td>ORH 2251</td>
<td>Nursery Operations and Management</td>
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</tr>
<tr>
<td>AOM 2012</td>
<td>Types and Systems of Agricultural Operations</td>
<td>3</td>
</tr>
<tr>
<td>HOS 2942</td>
<td>Supervised Horticultural Work Experience</td>
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<tr>
<td>ORH 2950</td>
<td>Horticultural Research and Seminar</td>
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<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
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<td>HOS 2030</td>
<td>Horticulture Equipment - Operations, Maintenance, and Safety</td>
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<td>Elective General Education (Area 5)²</td>
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<td>Elective General Education (Area 2)²</td>
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</table>

Total  75

¹ Students must select a three-credit hour elective from Area 5 of General Education requirements for A.S. programs.

² Students must select a three-credit hour elective course from Area 2 of General Education requirements for A.S. programs.
ORNAMENTAL
HORTICULTURE
TECHNOLOGY
INTERNATIONAL
HORTICULTURAL
BUSINESS
SPECIALIZATION
Associate in Science

This program is designed to give students the necessary skills for careers in the horticulture field. Ornamental horticulture encompasses the production, design and marketing of interior and exterior plants to supply the growing demand for quality plant materials used in projects of all types and sizes. This program includes a specialization in international horticulture business.

FOUNDATION COURSES

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<th>Course</th>
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<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>HOS 1010</td>
<td>Introduction to Horticulture Science</td>
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<tr>
<td>BSC 101C</td>
<td>Fundamentals of Biology</td>
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<td>SPC 1700</td>
<td>Cross Cultural Communications</td>
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<td>ENY 1007</td>
<td>Principles of Entomology</td>
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<tr>
<td>CHM 1025C</td>
<td>Introduction to General Chemistry</td>
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<td>OR</td>
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<tr>
<td>CHM 1045C</td>
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INTERMEDIATE COURSES

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<th>Course</th>
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<tr>
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<tr>
<td>ENC 1102</td>
<td>Freshman Composition II</td>
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<td>ENC 1210</td>
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<td>PLS 2220</td>
<td>Plant Propagation</td>
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<td>PLP 2001</td>
<td>Plant Pathology</td>
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<tr>
<td>AEB 2662</td>
<td>International Agricultural Economics</td>
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<tr>
<td>AOM 2012</td>
<td>Types and Systems of Agricultural Operations</td>
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<tr>
<td>AEB 2020</td>
<td>Sociological Problems and Programs in the Agricultural Community</td>
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<tr>
<td>AGG 2433</td>
<td>Geography and Agricultural Applications</td>
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ADVANCED COURSES

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<th>Credit Hours</th>
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<td>International Marketing and Distribution</td>
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<tr>
<td>SOS 2102</td>
<td>Soils and Fertilizers</td>
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<td>PMA 2502</td>
<td>Diagnostic Techniques for Plant Problems</td>
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<td>ORH 2251</td>
<td>Nursery Operations and Management</td>
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<td>ORH 2260</td>
<td>Greenhouse Operations and Management</td>
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<td>Supervised Horticultural Work Experience</td>
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<td>OR</td>
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<tr>
<td>ORH 2930</td>
<td>Horticultural Research and Seminar</td>
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Total 75

1 Students will select a three credit hour course within the horticulture discipline.
2 Students will select a three credit hour course in a foreign language.
3 Students will select at least one elective from any course outside the Horticulture specialization. Suggestions: any 3 credit hour course - U.S. Government I or General Education courses. (Suggest MAC 1104, INP 1301, PSY 1012, GEA 1000, APB 1120, BOT 2010C (4 credit hours), PCB 2303C, ECS 2001, FIN 2612, MKA 2022, GLY 2010C (4 credit hours).
4 Students will select four hour elective course in the horticulture discipline.
RADIATION THERAPY TECHNOLOGY
Associate in Science

This program is designed to prepare students for careers as a radiation therapy technologist. The program is accredited by the American Medical Association Committee on Allied Health and Accreditation. The program is approved by the Department of Health and Rehabilitative Services.

Radiation therapists work under the supervision of a radiation oncologist to prepare patients for treatment of disease by administering prescribed doses of ionizing radiation to specific body parts. Therapists operate many kinds of equipment, including various high-energy linear accelerators with electron capabilities. Graduates are prepared to work in major cancer management centers.

A minimum grade of "C" must be achieved in all courses in the program of study and courses required to meet prerequisite or graduation requirements. Prerequisite courses required for admission into the program are MAT 1033 Intermediate Algebra and HSC 1531 Medical Terminology, with a "C" or better.

**Year I**

**SESSION 1**

<table>
<thead>
<tr>
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<td>BSC 1085</td>
<td>Anatomy &amp; Physiology for</td>
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<td></td>
<td>Health Sciences I</td>
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<td>HSC 1001</td>
<td>Professions of Caring</td>
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**SESSION 2**

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<tr>
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<td>Health Sciences II</td>
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<td>OST 1802</td>
<td>Computer Literacy for Health</td>
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<td>Care Professionals</td>
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<td>RAT 1814C</td>
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<td>HSC 1550</td>
<td>Pathophysiology</td>
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<td>RAT 2824C</td>
<td>Radiation Oncology III</td>
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<td>RAT 2021</td>
<td>Treatment Planning I</td>
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**Year II**

**SESSION 1**

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<td>Radiation Physics I</td>
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<td>RTE 2385</td>
<td>Radiation Biology and</td>
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<td>RAT 2023</td>
<td>Oncologic Medicine I</td>
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<td>RAT 2834</td>
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**SESSION 2**

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<tr>
<td>RAT 2242</td>
<td>Oncologic Medicine II</td>
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<td>RAT 2022</td>
<td>Treatment Planning II</td>
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**SESSION 3**

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<td>RAT 2022L</td>
<td>Treatment Planning Laboratory</td>
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<td>RAT 2243</td>
<td>Oncologic Medicine III</td>
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*Student may take any 2000 level Humanities or Literature course requiring 6,000 words of writing.

TOTAL CREDITS FOR PROGRAM: **80**

Radiation Therapy is a selective admission limited enrollment program. Must apply and be accepted into the program.
RADIOGRAPHY
Associate in Science

This program is designed to prepare the student for employment as a radiographer. The radiographer is an integral member of the medical team dedicated to patient care, whose primary role is to operate imaging equipment and perform technical procedures for the diagnosis and treatment of injury and disease.

Radiography is a challenging and growing profession with additional career opportunities in computed tomography, magnetic resonance imaging, mammography, angiography, and quality assurance. With professional experience and additional education, management and education are career options. Radiographers are employed primarily in hospitals. Positions are also available in imaging centers, urgent care clinics, private physician offices, industry, and civil service and public health service facilities.

The program is accredited by the Committee on Allied Health Education and Accreditation of the American Medical Association on recommendation by the Joint Review Committee on Education in Radiology Technology. Graduates are eligible to take the national certifying examination administered by the American Registry of Radiologic Technologists.

A minimum grade of C must be achieved in all courses in the program of study and courses required to meet prerequisite or graduation requirements. Prerequisite courses required for admission into the program are MAT 1033 Intermediate Algebra and HSC 1531 Medical Terminology, with a "C" or better.

### Year 1

#### SESSION 1

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<thead>
<tr>
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<td>ENC 1101</td>
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<tr>
<td>BSC 1085</td>
<td>Anatomy &amp; Physiology for Health Sciences I</td>
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<td>HSC 1001</td>
<td>Professions of Caring</td>
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#### SESSION 2

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<td>PSY 1012</td>
<td>General Psychology</td>
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<td>OST 1802</td>
<td>Computer Literacy for Health Care Professionals</td>
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<td>BSC 1086</td>
<td>Anatomy &amp; Physiology for Health Sciences II</td>
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<td>RTE 1516C</td>
<td>Radiologic Procedures I</td>
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**17**

#### SESSION 3

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*Student may take any 2000 level Humanities or Literature course requiring 6,000 words of writing

**TOTAL CREDITS FOR THE PROGRAM: 80**

Radiography is a selective admission limited enrollment program. Must apply and be accepted into the program.
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>
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<tr>
<th>Course</th>
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<td>Florida Real Estate Law*</td>
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<td>ECO 1000</td>
<td>Basic Economics</td>
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<tr>
<td>or ECO 1023</td>
<td>Micro Economics</td>
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<td>or ECO 2013</td>
<td>Macro Economics</td>
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<td>Freshman Composition I</td>
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<td>GEB 1011</td>
<td>Introduction to Business</td>
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<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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<td>MTB 1103</td>
<td>Business Mathematics</td>
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<td>REE 1000</td>
<td>Real Estate Principles and Practices*</td>
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<td>POS 1041</td>
<td>U.S. Government</td>
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INTERMEDIATE COURSES

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<td>APA 1111</td>
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<tr>
<td>or ACG 2021</td>
<td>Principles of Financial Accounting</td>
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<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
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<tr>
<td>REE 1010</td>
<td>Housing and Home Ownership</td>
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<tr>
<td>REE 2200</td>
<td>Real Estate Finance</td>
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<tr>
<td>REE 2100</td>
<td>Real Estate Appraising</td>
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<tr>
<td>OST 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2241</td>
<td>Business Law I</td>
<td>3</td>
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<tr>
<td>or Humanities/Fine Arts Elective&lt;sup&gt;1&lt;/sup&gt;</td>
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ADVANCED COURSES

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<th>Credit Hours</th>
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<tbody>
<tr>
<td>REE 2300</td>
<td>Real Estate Investment</td>
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<tr>
<td>REE 2500</td>
<td>Real Estate Management</td>
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<tr>
<td>OST 1146</td>
<td>Computer Keyboarding</td>
<td>3</td>
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<tr>
<td>or Natural Science or Mathematics&lt;sup&gt;2&lt;/sup&gt;</td>
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<td>3</td>
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<tr>
<td>or Electives&lt;sup&gt;3&lt;/sup&gt;</td>
<td>(Outside of Specialization)</td>
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RECOMMENDED ELECTIVES OUTSIDE OF SPECIALIZATION

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<td>PLA 1105</td>
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<td>POS 1041</td>
<td>U.S. Government I</td>
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<td>OST 1100</td>
<td>Beginning Typewriting</td>
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<td>OST 1110</td>
<td>Intermediate Typewriting</td>
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<td>CGS 1000</td>
<td>Introduction to Data Processing</td>
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<td>CGS 1061</td>
<td>Introduction to Micro Computers</td>
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<sup>*</sup> These courses are co-requisites.

<sup>**</sup> Students may take credit by exam (CE) for keyboarding skills.

<sup>1</sup> Students must select a three-credit hour course from Area 2 under the AS degree General Education requirement.

<sup>2</sup> Students must select courses designated as Natural Science (such as Biology, Anatomy and Physiology, Chemistry, Geology, Formal Logic, Physical and Earth Science and Physics) or a course in Mathematics that is Intermediate Algebra or higher.

<sup>3</sup> Students must select two courses outside area of specialization (not REE prefix courses).

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 Business and Public Service, East Campus.
RESPIRATORY CARE
Associate in Science

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

The Respiratory Care 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 care and required courses to meet a prerequisite or graduation requirement.

Any student admitted to the Respiratory Care Program who fails or withdraws from any two respiratory care 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.

An articulation process between Seminole Community College, University of Central Florida and Valencia is available 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.

FOUNDATION COURSES

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<td>MAC 1104</td>
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<td>Cardiopulmonary Physiology</td>
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<td>Anatomy &amp; Physiology I</td>
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<td>Freshman Composition I or (Outside of Specialization)</td>
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Total 23

INTERMEDIATE COURSES

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<td>Clinical Care Techniques</td>
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<td>Chest Medicine</td>
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<td>RET 1874L</td>
<td>Clinical Practicum I</td>
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<td>RET 1264C</td>
<td>Principles of Mechanical Ventilation</td>
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Total 27

ADVANCED COURSES

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<td>PHY 1007C</td>
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<td>RET 2714C</td>
<td>Pediatric Respiratory Care</td>
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<tr>
<td>RET 2876L</td>
<td>Clinical Practice III</td>
<td>4</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 28

NOTE: BSC 1010C Fundamentals of Biology and CHM 1025 Intro to General Chemistry are prerequisites to Anatomy and Physiology I and Microbiology.
MAT 1033 Intermediate Algebra is a prerequisite or co-requisite to Physics.
MAC 1104 College Algebra is a university required math.

** Suggested Courses:
- U.S. Government (POS 1041)
- Computers for Everyone (CGS 2060)
- Statistical Methods (STA 2023)

Respiratory Care is a selective admission, limited enrollment program. Must apply and be accepted into the program.
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.

FOUNDATION COURSES

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

21

INTERMEDIATE COURSES

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

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ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TPA 2010</td>
<td>Basic Theater Design</td>
<td>3</td>
</tr>
<tr>
<td>TTP 2310</td>
<td>Directing I</td>
<td>3</td>
</tr>
<tr>
<td>TPA 2282</td>
<td>Theater Equipment Maintenance</td>
<td>4</td>
</tr>
<tr>
<td>**TPA 2290</td>
<td>Technical Theater Production</td>
<td>6</td>
</tr>
<tr>
<td>**TPA 2942</td>
<td>Theater Internship</td>
<td>3</td>
</tr>
<tr>
<td>*<em>Electives</em> (Outside of Specialization)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

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Total 65

* Students must select courses designated as Natural Science (such as Biology, Anatomy and Physiology, chemistry, Geology, Formal Logic, Physical and Earth Science and Physics) or a course in Mathematics that is Intermediate Algebra or higher.

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

*** Students must select a minimum of two courses outside of area of specialization for a minimum of three credit hours. This may not be a THE or TPP course in the Theater area.

RECOMMENDED THEATER ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TPP 1110</td>
<td>Acting I</td>
<td>3</td>
</tr>
<tr>
<td>TPP 1111</td>
<td>Acting II</td>
<td>3</td>
</tr>
</tbody>
</table>

NOTE: Specialized program courses are offered on East Campus.
FLORIDA STATEWIDE COURSE NUMBERING SYSTEM

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System. This common numbering system is used by all public postsecondary institutions in Florida and by two participating private institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

Each participating institution controls the title, credit, ad content of its own courses and assigns the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as course equivalency profiles.

Example of Course Identifier

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Level Code</th>
<th>Century Digit</th>
<th>Decade Digit</th>
<th>Unit Digit</th>
<th>Lab Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>SYG</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Sociology, General</td>
<td>Freshman level at this institution</td>
<td>Entry-Level General Sociology</td>
<td>Survey Course</td>
<td>Social Problems</td>
<td>No laboratory component in this course</td>
</tr>
</tbody>
</table>

GENERAL RULE FOR COURSE EQUIVALENCIES

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between the participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a survey course in social problems is offered by 31 different postsecondary institutions. Each institution uses "SYG 010" to identify its social problems course. The level code is the first digit and represents the year in which students normally take this course at a specific institution. In the SCNS taxonomy, "SYG" means "Sociology, General," the century digit represents "Entry-Level General Sociology," the decade digit "1" represents "Survey Course," and the unit digit "0" represents "Social Problems." In science and other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is offered by the receiving institution and is identified by the same prefix and last three digits at both institutions. For example, SYG 1010 is offered at a community college. The same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university if the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed which have not been designated as equivalent.

Sometimes, as in Chemistry, a sequence of one or more courses must be completed at the same institution in order for the courses to be transferable to another institution, even if the course prefix and numbers are the same. This information is contained in the individual SCNS course equivalency profiles for each course in the sequence.

THE COURSE PREFIX

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix used to identify the course.

AUTHORITY FOR ACCEPTANCE OF EQUIVALENT COURSES

State Board of Education Rule 6A-10.024(17), Florida Administrative Code, reads:

When a student transfers among institutions that participate in the common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be equivalent to courses offered at the receiving institution and are entered in the course numbering system. Credit so awarded can be used by transfer students to satisfy requirements in these institutions on the same basis as native students.
EXCEPTIONS TO THE GENERAL RULE FOR EQUIVALENCY

The following courses are exceptions to the general rule for course equivalencies and may not be transferable. Transferability is at the discretion of the receiving institution.

A. Courses in the 900-999 series (e.g., ART 2905)
B. Internships, practical, clinical experiences, and study abroad courses
C. Performance or studio courses in Art, Dance, Theater, and Music
D. Skills courses in Criminal Justice
E. Graduate courses

College preparatory and vocational preparatory courses may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to (Name of Institutional Statewide Course Numbering System Contact) in the (Office where Institutional Contact may be located) or the Florida Department of Education, office of Postsecondary Education Coordination, 1101 Florida Education Center, Tallahassee, Florida 32399 0400. Special reports and technical information may be requested by calling telephone number (904) 488 6402 or Suncom 278 6402.

Anthropology
Art
Biology
Business
Career Development
Chemistry
Computer Science/Data Processing
Construction
Cardiovascular (Invasive)
Criminal Justice
Dental Hygiene
Diagnostic Medical
Sonography
Drafting and Design
Economics
Education
Electronics Engineering
Emergency Medical

Services/EMT/Paramedic
Engineering
English

English as a Second Language
Environmental Science
Film Production
Fire Science
French
Geography
German
Graphics
Health
Health Related
History

Horticulture
Hospitality
Humanities
Interdisciplinary Studies
Journalism
Legal Assisting
Logic
Mathematics

Medical Laboratory Tech
Military Science
Music

Nuclear Medicine
Nursing
Nutrition
Philosophy
Physical and Earth Science

Physical Education

Physics
Political Science
Portuguese
Psychology

Radiation Therapy
Radiography
Reading
Real Estate
Respiratory Care
Social Science
Sociology
Spanish
Speech
Student Life Skills
Surveying
Television

EMS
EGS, ETD, ETM
AML, CRW, ENC,
ENG, ENL, LIT
ENS, ESL
EVF
FIL
FFP
FRE
GEA
GER
GRA
HSC
HSC
AFA, AMH, EUH,
HIS
AEB, AGE, AGG,
AOM, BOT, ENY,
FRC, IPM, HOS,
ORH, PLP, PL5,
SOS, VEC
FSS, HFT
HUM, REL
IDS
JOU, MMC
PLA
PHI
MAC, MAE, MAP,
MAS, MAT, MGE,
MHF, MTB, STA
MLT
MIS
MUE, MUL, MUN,
MUS, MUT, MVK,
MV5, MVV
NMT
MTB, NUR
HUN
PHI
AST, GLY, MET,
OCE, PSC
DAA, PEL, PEM,
PEN, PEO, PET
PHY
CPO, INR, POS
POR
CLP, DEP, EDI
INP, PSY, SOP
RAT, RTE

RTI
RE H
RGE
RET
AFB, ISS
SYG
SPN, SPW
ORI, SPC
SLS
SUR
RTV
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT2000</td>
<td>INTRODUCTORY ANTHROPOLOGY</td>
<td>3 (3.0)</td>
<td>Introduction to study of man and culture with special attention to physical anthropology, archaeology and linguistics. Emphasis on social, political, religious and economic institutions in selected preliterate societies.</td>
</tr>
<tr>
<td>ANT2000H</td>
<td>INTRODUCTION TO ANTHROPOLOGY - HONORS</td>
<td>3 (3.0)</td>
<td>Same as ANT2000 with honors level content. Honors program permission required.</td>
</tr>
<tr>
<td>ARH1009</td>
<td>THE VISUAL ARTS TODAY</td>
<td>3 (3.0)</td>
<td>Introductory art appreciation course designed to provide student with foundation for understanding contemporary visual arts.</td>
</tr>
<tr>
<td>ARH2050</td>
<td>INTRODUCTION TO ART HISTORY I</td>
<td>3 (3.0)</td>
<td>Survey of development of visual art forms from prehistory through Middle Ages.</td>
</tr>
<tr>
<td>ARH2051</td>
<td>INTRODUCTION TO ART HISTORY II</td>
<td>3 (3.0)</td>
<td>Prerequisite: ENCI101 or ENCI101H. Survey of development of visual arts from Renaissance to present. Requires 6,000 words of writing.</td>
</tr>
<tr>
<td>ARH201C</td>
<td>DESIGN I</td>
<td>3 (3.3)</td>
<td>Introductory studio art course for non-art majors. Emphasis on creative expression and critical evaluation, using variety of two-dimensional media, such as painting, stitchery, printmaking and three-dimensional media, such as clay, wood, fibers. (Special Fee)</td>
</tr>
<tr>
<td>ART1001C</td>
<td>FUNDAMENTALS OF APPLIED ART</td>
<td>3 (1.2)</td>
<td>Introductory studio art course for non-art majors. Emphasis on creative expression and critical evaluation, using variety of two-dimensional media, such as painting, stitchery, printmaking and three-dimensional media, such as clay, wood, fibers. (Special Fee)</td>
</tr>
<tr>
<td>ART1201C</td>
<td>DESIGN I</td>
<td>3 (3.3)</td>
<td>Introduction to studio art through analytical use of elements and principles of two-dimensional design and color theory. Includes extra periods.</td>
</tr>
<tr>
<td>ART1203C</td>
<td>DESIGN II</td>
<td>3 (3.3)</td>
<td>Continuation of ART 1201C through study of visual elements and principles and their application in three-dimensional form and color theory. Includes extra periods.</td>
</tr>
<tr>
<td>ART1301C</td>
<td>DRAWING I</td>
<td>3 (3.3)</td>
<td>Introductory drawing with emphasis on basic skills and concepts. Includes extra periods. (Special Fee)</td>
</tr>
<tr>
<td>ART1302C</td>
<td>DRAWING II</td>
<td>3 (3.3)</td>
<td>Continuation of ART 1301C with emphasis on further development of technique and exploration of personal imagery and content. Includes extra periods. (Special Fee)</td>
</tr>
<tr>
<td>ART1304C</td>
<td>INTRODUCTION TO DRAWING AND PAINTING</td>
<td>3 (1.2)</td>
<td>Laboratory course for non-art majors who wish to explore drawing and painting techniques and media. (Special Fee)</td>
</tr>
<tr>
<td>ART2110C</td>
<td>CERAMICS I</td>
<td>3 (3.3)</td>
<td>Introductory course in pottery design: handbuilding techniques, glazing and firing. Includes extra periods. (Special Fee)</td>
</tr>
<tr>
<td>ART2111C</td>
<td>CERAMICS II</td>
<td>3 (3.3)</td>
<td>Prerequisite: ART2110C. Continuation of ART 2110C with emphasis on wheel throwing, advanced glaze formulation, kiln loading and firing. Includes extra periods. (Special Fee)</td>
</tr>
<tr>
<td>ART2130C</td>
<td>INTRODUCTION TO WEAVING: OFF-LOOM TECHNIQUES</td>
<td>3 (3.3)</td>
<td>Introduction to fiber processes, including primitive loom building, carding, spinning, stitchery. Emphasis on use of fiber as medium for expression in visual arts. Includes extra periods. (Special Fee)</td>
</tr>
<tr>
<td>ART2400C</td>
<td>PRINTMAKING I</td>
<td>3 (3.3)</td>
<td>Basic mastery of graphic techniques of intaglio and/or relief printmaking. Consists of studio work, demonstrations of each technique to be mastered and selected studies of history of printmaking. Includes extra periods. (Special Fee)</td>
</tr>
<tr>
<td>ART2401C</td>
<td>PRINTMAKING II</td>
<td>3 (3.3)</td>
<td>Prerequisite: ART 2400C or departmental approval. Consists of experimental approach to individual expression with emphasis on imagery, content and refinement of techniques of printmaking. Includes extra periods. (Special Fee)</td>
</tr>
<tr>
<td>ART2510C</td>
<td>PAINTING I</td>
<td>3 (3.3)</td>
<td>Prerequisites: ART 1301C and ART 1201C or departmental approval. Introduction to basic concepts and techniques of painting. Includes extra periods. (Special Fee)</td>
</tr>
<tr>
<td>ART2520C</td>
<td>PAINTING II</td>
<td>3 (3.3)</td>
<td>Prerequisite: ART 2510C. Emphasis on continued exploration into painting technique, color and composition. Includes extra periods. (Special Fee)</td>
</tr>
<tr>
<td>ART2701C</td>
<td>SCULPTURE I</td>
<td>3 (3.3)</td>
<td>Experiences with variety of three-dimensional media such as wood, metal (cast and fabricated), clay and plastics, designed to introduce student to handling of materials and tools necessary to understand arrangement and relationship of three-dimensional forms. Includes extra periods. (Special Fee)</td>
</tr>
<tr>
<td>ART2800C</td>
<td>SELECTED TOPICS IN ART</td>
<td>1-6 (1-6.0)</td>
<td>Seminars for students interested in further study in specific art area.</td>
</tr>
</tbody>
</table>
ART2949 credit hours 2-4 (0,15-35)
COOPERATIVE EDUCATION: ART FIELD EXPERIENCE
Prerequisite: Departmental approval. Allows students to earn credit by working in supervised training assignment directly related to their college major. May be repeated for credit.

ART2950 credit hours 2-4
SPANISH ART
Prerequisite: Departmental approval. Combination of classroom preparation plus travel to include sketching, painting, native crafts, etc. Taught only in Seville, Spain.

PGY2101C credit hours 3 (3,3)
PHOTOGRAPHY I
Introduction to black and white photography with emphasis upon use of camera, darkroom procedures of developing, printing, and study of visual design in photography. Student should have camera with adjustable lens and shutter speeds. Includes extra periods. (Special Fee)

PGY2102C credit hours 3 (3,3)
PHOTOGRAPHY II
Prerequisite: PGY 2101C. Continuation of PGY 2101C with emphasis on imagery, content and refinement of techniques of medium. Includes extra periods. (Special Fee)

BIOLOGY

BOT2010C credit hours 4 (3,3)
BOTANY
Prerequisite: BSC 1010C. Study of structural organization, classification, physiology, reproduction, heredity and evolution of plants. Includes survey of plant kingdom and comparison of various plant groups. (Special Fee)

BSC1000L credit hours 1 (0,3)
LAB IN APPLIED BIOLOGY
Prerequisite: Departmental approval. Lab designed to supplement lectures in BSC 1005, BSC 1050, or PCB 1440. Laboratory experiences provide students with science lab requirements of many universities and may be taken concurrently with any one of above courses.

BSC1005 credit hours 3 (3,0)
BIOLOGICAL SCIENCE
General education non-lab 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 prerequisite for any other biology course.

BSC1010C credit hours 4 (3,3)
FUNDAMENTALS OF BIOLOGY
Introduction to fundamental biological principles emphasizing common attributes of all living organisms. Unifying concepts include chemical structure of living matter, structure and function of the cell, specialized cells, major metabolic functions, control systems, reproduction, genetics, evolution and ecology. Prerequisite for advanced biology courses. (Special Fee)

BSC1010CH credit hours 4 (3,3)
FUNDAMENTALS OF BIOLOGY - HONORS
Same as BSC 1010C with honors content. Honors program permission required.

BSC1026 credit hours 3 (3,0)
BIOLOGY OF HUMAN SEXUALITY
General, non-lab course designed to introduce students to various biological aspects of human sexuality, including sexual genetics and sex determination, sexual anatomy, physiology and development, processes of fertilization, pregnancy, birth control, sexually transmitted diseases, menstruation, menopause and aging. Other appropriate areas may be discussed when time permits.

BSC1050 credit hours 3 (3,0)
ENVIRONMENTAL SCIENCE
General education non-lab course provides understanding of man's interdependence with and responsibility for environment. Investigates such aspects of environment as pollution, urbanization, population trends and changes in lifestyles. Treats present and projected solutions to problems.

BSC2093C credit hours 4 (3,3)
HUMAN ANATOMY AND PHYSIOLOGY I
Prerequisite: CHM 1025C and BSC 1010C or departmental approval. Structure and function of integumentary, skeletal, muscular, circulatory, and nervous systems, and organs of special sense. Lab exercises emphasize anatomic and physiological principles associated with classroom work. Six hours lecture/lab instruction. (Special Fee)

BSC2094C credit hours 4 (3,3)
HUMAN ANATOMY AND PHYSIOLOGY II
Prerequisite: Completion of BSC2093C with C or better. Continuation of BSC2093C, including endocrine, reproductive, respiratory, digestive, and excretory systems with considerable emphasis on biochemistry of metabolic processes and body fluids. (Special Fee)

BSC2933 credit hours 1-3 (1-9)
SELECTED TOPICS IN BIOLOGY
Prerequisite: Departmental approval. Selected topics in biological sciences based on historical, traditional or contemporary approach as background and interest of students and professor dictate.

BSC2949 credit hours 2-4 (0,15-35)
COOPERATIVE EDUCATION: BIOLOGY FIELD EXPERIENCE
Prerequisite: Departmental approval. Student earns credit by working in supervised training assignment directly related to college major. May be repeated for credit.

MCB2010C credit hours 4 (3,3)
MICROBIOLOGY
Prerequisite: BSC 1010C. Prerequisite and/or corequisite: CHM 1025C or CHM 1045C. Survey of microbial forms with emphasis on bacteria: morphology, physiology and genetic mechanisms. Pathogenic processes and microbes discussed in detail. (Special Fee)
OCB2003C  credit hours 4 (3,3)
MARINE BIOLOGY
Prerequisite: BSC 1010C or departmental approval. Survey course with lecture and lab. Topics include ocean as environment (currents, tides, water chemistry, etc.); survey of marine animals and plants; and marine ecosystems. Field trips required. (Special Fee)

PCB1440  credit hours 3 (3,0)
FLORIDA ENVIRONMENTAL SYSTEMS
Focuses on Florida ecology. Combination of lecture, lab, field, and computer lab techniques used to study variety of habitats. Topics include energy flow through food chains, environmental modeling and general ecology. Prior exposure to general biology topics recommended. No prior experience required.

PCB1440H  credit hours 3 (3,0)
FLORIDA ENVIRONMENTAL SYSTEMS-HONORS
Same as PCB 1440 with honors content. Honors program permission required.

PCB2303C  credit hours 3 (2,3)
AQUATIC BIOLOGY
Prerequisite: BSC 1010C or departmental approval. Lecture, lab and field biological survey of lakes and streams including taxonomy, ecology and life cycles of freshwater organisms with emphasis on invertebrates. Covers physical and chemical factors of freshwater ecosystems, such as origin of lakes, evolution of streams and biogeochemical cycles of freshwater. Biology of polluted water discussed. (Special Fee)

PCB2304  credit hours 1 (0,3)
NATURAL HISTORY OF FLORIDA RIVERS
Field ecology course. Topics include plants, animals, water chemistry, stream flow dynamics, fresh water resources and management and pollution. All-day field trip required.

PCB2313  credit hours 1 (0,3)
NATURAL HISTORY OF FLORIDA MANATEES
Field ecology course. Topics include manatee anatomy, physiology and behavior as well as discussion of reasons for population decline. Winter habitat (warm water refuge) explored by boat and snorkel. All-day field trip required.

PCB2342  credit hours 1 (0,3)
NATURAL HISTORY OF COASTAL SEA GRASS COMMUNITIES
Field ecology course. Topics include sea grasses of Florida coastal waters, chemistry of sea water, associated plant and animal life of grass flats and role of grass flats in fisheries economics. All-day field trip required.

ZOO2010C  credit hours 4 (3,3)
GENERAL ZOOLOGY
Prerequisite: BSC 1010C or departmental approval. Lecture and lab study of animals from simple to complex. Emphasis on taxonomy, structure, function, evolution and development of biological skills needed for advanced biology courses. (Special Fee)

ZOO2010CH  credit hours 4 (3,3)
GENERAL ZOOLOGY - HONORS
Same as ZOO 2013C with honors content. Honors program permission required.

ZOO2303C  credit hours 4 (3,3)
VERTEBRATE ZOOLOGY
Prerequisites: BSC 1010C and ZOO 2013C or departmental approval. Lecture and lab study of chordate zoology with emphasis on taxonomy, ecology, evolution, function and structure of vertebrates and development of biological skills needed for advanced biology courses. (Special Fee)

BUSINESS

ACG2021  credit hours 3 (3,0)
PRINCIPLES OF FINANCIAL ACCOUNTING
Prerequisites: MAT 1033, MTB 1103, or departmental approval. Accounting concepts, principles, procedures and underlying theories applicable to nature of accounting, financial statements, accounting cycle, current assets, plant and equipment, long-term investments, intangible assets, payroll, current liabilities, long-term debt, and owner's equity including accounting for sole proprietorships, partnerships, and corporations.

ACG2071  credit hours 3 (3,0)
PRINCIPLES OF MANAGERIAL ACCOUNTING
Prerequisite: ACG 2021. Accounting for business information requirements with cost accounting concepts and relationships, statement of cash flows, financial statement analysis, cost-volume-profit analysis, variance analysis, budgeting, pricing decisions, capital expenditure decisions, and management accounting analysis for decision-making.

ACC2100  credit hours 3 (3,0)
INTERMEDIATE ACCOUNTING I
Prerequisite: ACG 2071. Overview of accounting and its theoretical foundation, including recognition, measurement, and reporting of income and assets.

ACG2110  credit hours 3 (3,0)
INTERMEDIATE ACCOUNTING II
Prerequisite: ACG 2100. Overview of accounting and its theoretical foundations, including recognition, measurement and reporting of liabilities and owner's equity, special problems in determination and reporting of income on financial statements.

ACG2360  credit hours 3 (0,3)
COST ACCOUNTING
Prerequisite: ACG 2071. Accounting principles and procedures used in analysis and control of cost for manufacturing and service businesses. Topics include preparation of statements and schedules, analysis of costs, selling, general and administrative expenses, and variances.

ACG2450  credit hours 3 (0,3)
COMPUTER ACCOUNTING I
Prerequisite: ACG 2071. Introduction to 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.
ACG2460  COMPUTER ACCOUNTING II  credit hours 3 (3,0)
Prerequisite: ACG 2071 or departmental approval. Introduction to use of Lotus spreadsheets in accounting. Students use Lotus spreadsheets to complete accounting cycle, prepare financial statements and reports, and perform financial analysis.

ACG2934  SELECTED TOPICS IN ACCOUNTING  credit hours 1-3 (1-3,0)
For students interested in discussion, exploration and observation of special topics in accounting.

ACG2949  COOPERATIVE EDUCATION: ACCOUNTING FIELD EXPERIENCE  credit hours 24 (0,15-35)
Prerequisite: Departmental approval. Students earn credit by working in supervised training assignment directly related to college major. May be repeated for credit.

APA1111  BASIC ACCOUNTING  credit hours 3 (3,0)
Prerequisite: MTB 1103 or equivalent. Instruction and practice in fundamentals of financial recordkeeping and reporting for professionals, service and merchandising enterprises.

BAN1004  PRINCIPLES OF BANKING  credit hours 3 (3,0)
Survey of how a commercial bank functions. How various components of a commercial bank interact within the institution. American Institute of Banking course for employees of commercial banks.

BAN1114  DEPOSIT OPERATIONS  credit hours 2 (2,0)
Examination of deposit operations of banks in context of U.S. payments system. Explores how banks operate relative to their deposit-taking activities and management of deposited funds. Emphasizes system rather than product. Covers impact of external environment on determining why banks operate as they do. American Institute of Banking course for employees of commercial banks.

BAN1405  TRUST OPERATIONS  credit hours 3 (3,0)
Presents concepts and ideas that comprise various trust functions and their translations into workable procedures. Focus on development of knowledge and attitudes required to perform various tasks within trust function. American Institute of Banking course for employees of commercial banks.

BAN1413  SECURITIES PROCESSING  credit hours 3 (3,0)
For bank operations personnel who wish to develop broad knowledge of securities business and its application to banking environment. Emphasis on operational aspects of processing various securities, administering consumer and corporate trust accounts, and bank's own investment portfolio. American Institute of banking course for employees of commercial banks.

BAN1423  CUSTOMER SERVICE  credit hours 1 (1,0)
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.

BAN1424  PRODUCT KNOWLEDGE  credit hours 1 (1,0)
Provides students with generic knowledge of range of services their bank offers in customer products, corporate products and trust products. Comprised of three separate modules. American Institute of Banking course for employees of commercial banks.

BAN1425  SELLING BANK SERVICES  credit hours 1 (1,0)
Provides bank-customer contact personnel with skills needed to sell bank services and meet customer needs. Cultivates positive attitude towards selling and develops specific selling techniques. American Institute of Banking course for employees of commercial banks.

BAN1800  LAW AND BANKING: PRINCIPLES  credit hours 3 (3,0)
Banker's guide to law and legal issues with special emphasis on Uniform Commercial Code. Summarizes law pertaining to contracts, real estate and bankruptcy and legal implications of consumer lending. American Institute of Banking course for employees of commercial banks.

BAN1801  LAW AND BANKING: APPLICATIONS  credit hours 2 (2,0)
Introduction to laws pertaining to secured transactions, letters of credit and bank collection process. Includes material on check losses and broad range of legal issues related to processing of checks. Also, collateral, perfection and default. Case histories used extensively. American Institute of Banking course for employees of commercial banks.

BAN2155  INTERNATIONAL BANKING  credit hours 3 (3,0)
How money is transferred among countries; how international trade is financed; what international financing agencies do; what instruments are used in international financial markets and how Eurodollar market operates. American Institute of banking course for employees of commercial banks.

BAN2210  ANALYZING FINANCIAL STATEMENTS  credit hours 3 (3,0)
Basic skills of financial statement analysis for prospective bank lender/credit analyst already familiar with fundamental accounting procedures and practices. American Institute of Banking course for employees of commercial banks.

BAN2231  COMMERCIAL LENDING  credit hours 3 (3,0)
Conceptual framework for study of commercial lending. Emphasis on how commercial lending business is organized and of Banking course for employees of commercial banks.
BAN2240
CONSUMER LENDING
Credit hours 3 (3.0)
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.

BAN2241
BANKING AND THE PLASTIC CARDS
Credit hours 3 (3.0)
How bank cards function in the U.S. economy, their operational aspects, how they interface with payments systems and their relationship to EFT technology. American Institute of Banking course for employees of commercial banks.

BAN2400
THE TRUST BUSINESS
Credit hours 3 (3.0)
Introduction of banking personnel to trust functions of commercial bank. Place of trust department in bank, provision and delivery of services. American Institute of Banking course for employees of commercial banks.

BAN2501
MONEY AND BANKING FOR COMMERCIAL BANKERS
Credit hours 3 (3.0)
Role of commercial banks and Federal Reserve Bank in monetary system of United States. How other financial institutions affect commercial banks and supply of money. American Institute of Banking course for employees of commercial banks.

BAN2511
MARKETING FOR BANKERS
Credit hours 3 (3.0)
Motivation of customers to buy financial services, development of successful marketing plan, integration of public relations, advertising & sales promotion, selling and service distribution functions of bank. American Institute of Banking course for employees of commercial banks.

BAN2531
PREPARING FOR SUPERVISION
Credit hours 1 (1.0)
Prepares student for supervisory role through case studies, role playing and discussion. American Institute of Banking course for employees of commercial banks.

BAN2930
SELECTED TOPICS IN BANKING
Credit hours 1-3 (1-3.0)
Reserved for presentation of special courses that may be required on essentially "one-time" basis; introduction of new courses that may be developed by American Institute of Banking and requiring immediate implementation prior to processing of formal change to curriculum. American Institute of Banking course for employees of commercial banks.

BRC2400
CREDIT LAWS AND REGULATIONS
Credit hours 2 (2.0)
Prerequisites: GEB 1101 and BUL 2111. Study of Florida state and federal laws and regulations which affect credit transactions. Impact of each law explained in such important operations as installment sales, consumer loans, credit cards, debt adjustments, fine-print clauses, default, collection, truth-in-lending, credit bureaus, credit reports and civil penalties.

BRC2949
COOPERATIVE EDUCATION: FINANCE FIELD EXPERIENCE
Credit hours 2-4 (0.15-35)
Prerequisite: Departmental approval. Student earns credit by working in supervised training assignment directly related to college major. May be repeated for credit.

BUL2114
BUSINESS ORGANIZATIONS
Credit hours 3 (3.0)
Emphasis on primary entities under which business is conducted in Florida: sole proprietorship, partnership and corporation. Study of Fictitious Name Statute and several partnership agreements. Attention 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 New York Stock and American Stock Exchange filings.

BUL2241
BUSINESS LAW I
Credit hours 3 (3.0)
Introduction to law, its social forces and agencies for enforcement; effects of governmental regulation on business and society, including environmental law, community planning and consumer protection; contracts; personal property, including bailments and sales.

BUL2242
BUSINESS LAW II
Credit hours 3 (3.0)
Prerequisite: BUL 2241. Continuation of study of law, including commercial paper, creditors' rights under secured transactions, insurance, bankruptcy, agency, employment, partnerships, corporations and real property.

ECS2001
INTERNATIONAL BUSINESS AND ECONOMICS
Credit hours 3 (3.0)
Comparative study of economic systems in selected Western and non-Western nations, including economic systems' impact of cultures, commerce, public policy and institutions.

FIN2100
PERSONAL INVESTMENT'S STOCKS AND BONDS
Credit hours 3 (3.0)
Basic principles of stock market as they affect individual investor in stocks and bonds. Investments in such securities studied from standpoint of short-term and long-term investor. Includes portfolio construction, security analysis and element of risk, and impact of taxes.
FIN2230  CREDIT HOURS 3 (3,0)
MONEY AND BANKING
Introduction to principles of money credit and banking, including consideration of monetary systems, foreign exchanges and commercial banking with emphasis on Federal Reserve System of the United States.

FIN2612  CREDIT HOURS 3 (3,0)
INTERNATIONAL BANKING AND FINANCE
Study of international banking and finance principles and practices for import-export, tourism, banking and other industries dealing in international business. Includes areas of exchange rates, import-export collections, international documents, and international governmental regulations.

GEB1011  CREDIT HOURS 3 (3,0)
INTRODUCTION TO BUSINESS
Fundamentals of business organization and procedures to acquaint student with management, terms, organization and control of large and small business.

GEB1350  CREDIT HOURS 3 (3,0)
INTRODUCTION TO INTERNATIONAL BUSINESS
Study of international marketing and distribution principles and practices for import-export, tourism, banking and other industries involved in international business. Includes areas of import-export documentation, transportation, pricing, trade shows and other skills necessary in international marketing and distribution.

MAN1800  CREDIT HOURS 3 (3,0)
SMALL BUSINESS MANAGEMENT
Basic principles needed for success in small business. Includes procedures for planning, locating, opening, operating, evaluating and controlling small business. Presents basic foundations of budgeting, marketing, research, promotion, profit analysis and advertising.

MAN2021  CREDIT HOURS 3 (3,0)
PRACTICAL MANAGEMENT
Prerequisite: GEB 1011. Principles encompassed in managerial functions of planning organizing, staffing, coordinating and controlling and their application to operation of business enterprise.

MAN2934  CREDIT HOURS 1-3 (1-3,0)
SELECTED TOPICS IN BUSINESS
Prerequisite: Departmental approval. For students interested in discussion, exploration and observation of special topics in business.

MAN2940  CREDIT HOURS 3 (3,0)
WORK SEMINAR
Prerequisite: Departmental approval. Student works in selected offices in community a maximum of 15 hours each week during final session. Seminar held weekly to evaluate personal experiences and different aspects of secretarial work.

MAN2949  CREDIT HOURS 2-4 (0,15-35)
COOPERATIVE EDUCATION: MANAGEMENT FIELD EXPERIENCE
Prerequisite: Departmental approval. Student earns credit by working in supervised training assignment directly related to college major. May be repeated for credit.

MAR2011  CREDIT HOURS 3 (3,0)
PRINCIPLES OF MARKETING
Prerequisite: GEB 1011. Functions, institutions, methods and problems of marketing goods and services.

MKA2021  CREDIT HOURS 3 (3,0)
PRINCIPLES OF SELLING
Prerequisite: GEB 1011 or experience. Combination of principles and techniques of selling. Emphasis on person-to-person situations, consumer motivations, persuasion and problems dealing with psychology of sales situations.

MKA2241  CREDIT HOURS 3 (3,0)
INTERNATIONAL MARKETING AND DISTRIBUTION
Study of international marketing and distribution principles and practices for import-export, tourism, banking and other industries involved in international business. Includes import-export documentation, transportation, pricing, trade shows and other skills necessary in international marketing and distribution.

MKA2511  CREDIT HOURS 3 (3,0)
ADVERTISING
Prerequisite: GEB 1011 or experience. Study of modern advertising from marketing, communications, consumer and legal viewpoints. Emphasis on media selection sales promotion and creative development of advertising.

MKA2949  CREDIT HOURS 2-4 (0,15-35)
COOPERATIVE EDUCATION: MARKETING FIELD EXPERIENCE
Prerequisite: GEB 1011 or experience. Student earns credit by working in supervised training assignment directly related to college major. May be repeated for credit.

MNA1391  CREDIT HOURS 3 (3,0)
INTRODUCTION TO POSTAL MANAGEMENT
Provides students with overall working knowledge of management responsibilities in five postal functional areas: customer service, finance, employee and labor relations, mail processing, and delivery services.

MNA1392  CREDIT HOURS 3 (3,0)
POSTAL MANAGEMENT DELIVERY SERVICES
Provides students with working knowledge of postal-related customer services, such as retail operations, sales, and consumer services.

MNA1393  CREDIT HOURS 3 (3,0)
POSTAL MANAGEMENT CUSTOMER SERVICE
Provides students with working knowledge of the postal-related customer services, such as retail operations, sales, and consumer services.
MNA1395  credit hours 3 (3,0)
MAIL PROCESSING I
Covers mail classifications and rates; service standards; postal terminology; four functions of mail processing; distribution systems; mail processing objectives and responsibilities; mail preparation; manual distribution; revenue protection; and bulk mail centers.

MNA2300  credit hours 3 (3,0)
PERSONNEL MANAGEMENT
Personnel management and practices with emphasis on techniques of recruiting selecting, transferring, promoting, classifying and training workers.

MNA2340  credit hours 3 (3,0)
BASIC SUPERVISION
Study of supervisory function, decision making and responsibilities of supervision. Also conflict areas of employees and supervisors.

MNA2394  credit hours 3 (3,0)
POSTAL FINANCE
Explores areas of how postal revenue is received and controlled. Procedures of Board of Governors' and Postmaster General's Annual Report and an explanation of three major sources of postal revenue. Also covers financial accounting and reporting, timekeeping, and travel regulations.

MNA2396  credit hours 3 (3,0)
MAIL PROCESSING II
Covers 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.

MNA2937  credit hours 3 (3,0)
POSTAL HUMAN RESOURCES
Study of employee and labor relations as it applies to people at work in United States Postal Service. Involves job specifications and structures of interlocking duties and responsibilities together with policies governing those relationships. Presents overview of laws and practices related to labor management in Postal Service. Emphasis on national and local agreements, various bargaining units and associations in U.S. Postal Service, grievance procedures, disciplinary action procedures, and National Labor Relations Board.

MTB1103  credit hours 3 (3,0)
BUSINESS MATHEMATICS
Practical application of mathematics to computational problems of business and consumerism. Business applications include decimals, fractions, percentages, interest rates, bank records, payroll and merchandising.

OST1100  credit hours 3 (3,2)
BEGINNING TYPEWRITING
Techniques and basic skill in typewriting, mastery of computer keyboard, operation and care of computer. Students prepare business letters, reports and tabulated applications. For students with little or no typewriting experience.

OST1108  credit hours 1 (1,0)
BUILDING TYPING SPEED AND ACCURACY
Computerized diagnostic tests identify individual weaknesses at various levels of proficiency in keyboarding. Alphabetic, numeric, and speed drills improve keyboarding accuracy. Includes ten-key number pad.

OST1110  credit hours 3 (3,0)
INTERMEDIATE TYPEWRITING
Prerequisite: OST 1100 or one year of high school typewriting. Continuation of skills of typewriting, including their application to more advanced styles of correspondence, statistical typing and manuscripts. Instruction on computers. Students use automated functions of equipment while typing problems.

OST1146  credit hours 3 (3,0)
COMPUTER KEYBOARDING
Instruction in touch system of alphabetic and numeric typewriting keyboard on computer as well as ten-key pad. Skills can be used on typewriter and electronic terminals. Not recommended for office systems technology students.

OST1219  credit hours 1 (1,0)
SHORTHAND THEORY REFRESHER
Prerequisite: Knowledge of Gregg shorthand. Reviews Gregg shorthand theory, including alphabet, brief forms, punctuation, word beginnings and endings, alphabet combinations, and phrases.

OST1257  credit hours 3 (3,0)
MEDICAL TERMINOLOGY FOR THE OFFICE
For medical office employees. Covers basic word-building system for defining, pronouncing, spelling, and using medical words. Programmed text and audio tapes on which professionals pronounce medical words correctly allow students to develop vocabulary at own pace.

OST1271  credit hours 3 (3,0)
SPEEDWRITING I
Prerequisite: OST 1100 or previous keyboarding experience. Basic principles of speedwriting, notetaking system based on alphabet, abbreviations and other shortcuts. Helps students select key points from oral and written text and take notes in useful form. Emphasis on reading, writing and transcribing speedwriting notes.

OST1304  credit hours 1 (1,0)
USING OFFICE REFERENCE MANUALS
Trains students to locate in office reference manual rules that apply to most business writing. Refresher course in punctuation, spelling, grammar, and letter, memo and report format.

OST1305  credit hours 1 (1,0)
PROOFREADING
Proofreading of original, revised or corrected documents for content and consistency, style, format, typographical errors, capitalization, grammar, punctuation and spelling. Also covers proofreading of statistical material.
OST1335 BUSINESS COMMUNICATIONS
Credit hours 3 (3,0)
Prerequisite: ENC 1101. Practice in developing effective oral and written business communication skills to create successful human relations. Emphasis on written business correspondence.

OST1351 BASIC FILING
Credit hours 1 (1,0)
Introduction to filing procedures, including alphabetic, geographic, numeric, and subject filing. May not be substituted in degree program for OST 1355.

OST1355 INTRODUCTION TO RECORDS INFORMATION
Credit hours 3 (3,0)
Overview of records management from entry-level position, enabling students to develop skills in manual filing systems and procedures, creation and organization of files as well as scheduling, maintaining, storing and retrieving records. Students introduced to micrographics. Students survey employment potential in field and prepare task analysis of records management position.

OST1461 MEDICAL OFFICE TECHNOLOGY
Credit hours 3 (3,0)
Prerequisite: OST 1110 or previous keyboarding, document processing and word processing. Provides students with experience of performing realistic administrative duties of medical office assistant. Besides providing information on appropriate organization and formatting of medical documents, includes maintaining patients' files, scheduling appointments, handling telephone messages, dealing with emergencies, maintaining billing and collection systems, and establishing claims' forms, itineraries and travel expense reports.

OST1601 MACHINE TRANSCRIPTION
Credit hours 3 (3,0)
Prerequisite or corequisite: OST 1110 or previous keyboarding, document processing and word processing experience. Emphasizes development of competent machine transcription skills as applied to various types of businesses and production of mailable business letters and documents. Includes comprehensive program of basic language skills, including grammar, punctuation, spelling, proofreading and editing.

OST1611 MEDICAL TRANSCRIPTION I
Credit hours 3 (3,0)
Prerequisite: OST 1100 or previous keyboarding, document processing, and word processing experience. Emphasizes fundamentals of transcribing simple medical reports and correspondence using transcribing machine.

OST1621 LAW OFFICE TRANSCRIPTION
Credit hours 3 (3,0)
Emphasis on development of competent machine transcription skills as applied to the legal field and production of mailable business letters, court, and non-court documents. Includes a comprehensive program of basic language arts skills which consists of grammar, punctuation, spelling, proofreading and editing.

OST1744 ELECTRONIC WRITING II
Credit hours 1 (1,0)
Covers advanced features of WordPerfect: search and replace text, move and copy text, headers and footers, page numbers, page breaks, flush right, superscripts, subscripts, fonts (size and appearance). Includes advanced printing features, windows, switching, and creating and using columns.

OST1745 ELECTRONIC WRITING III
Credit hours 1 (1,0)
Covers more advanced features of WordPerfect for producing research papers and personal documents: outlines, footnotes and endnotes, tables, tables of contents, indexes, lists, graphics for desktop publishing and importing into document files.

OST1802 COMPUTER LITERACY FOR HEALTH CARE PROFESSIONALS
Credit hours 3 (3,0)
Students learn computer literacy foundations for working in health care fields. Provides hands-on experience and training with PC DOS, word processing, spreadsheet, database, desktop publishing and graphic software programs as well as training in searching national databases for medical information. Special presentations by hospital medical personnel about computer imaging applications used by medical agencies.

OST2120 OFFICE APPLICATIONS
Credit hours 2 (2,0)
Prerequisite: OST 1110 or previous keyboarding, document processing and word processing experience. Emphasizes production of wide variety of office documents from numerous input sources: typed, handwritten, and dictated. Students use features of word processing packages to produce mailable business letters, forms and reports.

OST2272 SPEEDWRITING II
Credit hours 3 (3,0)
Prerequisite: OST 1271 or equivalent in another shorthand system. Continuation of Speedwriting I with emphasis on theory and development of transcription skills.

OST2401 OFFICE TECHNOLOGY PRACTICES
Credit hours 3 (3,0)
Prerequisite: OST 1100 or one year of high school typing. Includes role of office support personnel and office 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. Also includes techniques for abstracting and doing research for business reports and helps build basic employability skills and good business grooming habits.
OST2431 Credit hours 3 (3,0)
LEGAL OFFICE PROCEDURES I
Prerequisites or corequisites: OST1271 and OST1110 or previous keyboarding document processing and word processing experience. Basic course for students and legal secretaries with little or no law office experience or experience limited to specialized area of law. Covers fundamental principles in both general and specialized areas of legal practice.

OST2432 Credit hours 3 (3,0)
LEGAL OFFICE PROCEDURES II
Prerequisite: OST 2431. Continuation of Legal Secretary Practice and Procedures I. More intensive practice in handling legal forms, filing and records. Legal vocabulary and terminology and legal office routines.

OST2451 Credit hours 3 (0,15)
LEGAL SECRETARIAL SEMINAR AND WORK EXPERIENCE
Prerequisite: Departmental approval. Students work in selected legal offices in community 15 hours a week. Weekly seminar to answer questions, share experiences and gain further knowledge of varying aspects of legal secretarial work.

OST2471 Credit hours 3 (0,15)
INTERNSHIP AS MEDICAL SECRETARY/TRANSCRIPTIONIST
Prerequisite: Departmental approval. Internship in which student spends 15 hours a week in physician's office, hospital or other health care facility.

OST2491 Credit hours 3
OFFICE SYSTEMS TECHNOLOGY SEMINAR AND INTERNSHIP
Prerequisite: Departmental approval. Student works in selected business office a minimum of 15 hours per week. Seminars to answer questions, share experiences and give further knowledge of varying aspects of secretarial work.

OST2501 Credit hours 3 (3,0)
OFFICE MANAGEMENT
Designed for student who plans to advance into management area of office support. Covers office environment, ergonomics in office, leadership training, office productivity, automation and advanced office systems. Includes management of human resources, budgets and cost control, feasibility studies and ethics in business.

OST2612 Credit hours 3 (3,0)
MEDICAL TRANSCRIPTION II
Prerequisite: OST 1611 or equivalent. Advanced machine transcription of physician-dictated medical documents using more difficult terminology than in OST 1611.

OST2613 Credit hours 3 (3,0)
MEDICAL TRANSCRIPTION III
Prerequisite: OST 2612 or equivalent. Includes sophisticated medical terminology in machine transcription of physician-dictated reports. Emphasis on medical and surgical specialties.

OST2614 Credit hours 3 (3,0)
CARDIOLOGY TRANSCRIPTION
This is an advanced course in machine transcription of specialized authentic physicians dictated reports in the medical specialty of Cardiology. This course emphasizes development of accuracy, speed, and medical knowledge for transcription of letters, chart notes, history and physical examination reports, consultation, emergency room reports, operative reports, discharge summaries, laboratory reports, diagnostic studies, radiology and pathology reports. This course also uses reference materials and other resources efficiently, enhances editing and proofreading techniques, and reviews grammar and punctuation.

OST2615 Credit hours 3 (3,0)
ORTHOPEDICS/GASTROINTESTINAL TRANSCRIPTION
This is an advanced course in machine transcription of specialized authentic physicians dictated reports in the medical specialty of Orthopedic and Gastroenterology. The course emphasizes development of accuracy, speed, and medical knowledge for transcription of letter, chart notes, history and physical examination reports, consultation, emergency room reports, operative reports, discharge summaries, laboratory reports, diagnostic studies, radiology and pathology reports. This course also uses reference materials and other resources efficiently, enhances editing and proofreading techniques, and reviews grammar and punctuation.

OST2616 Credit hours 3 (3,0)
RADIOLOGY TRANSCRIPTION
This is an advanced course in machine transcription of specialized authentic physicians dictated reports in the medical specialty of Radiology. The course emphasizes development of accuracy, speed, and medical knowledge for transcription of letters, chart notes, history and physical examination reports, consultation, emergency room reports, operative reports, discharge summaries, laboratory reports, diagnostic studies, radiology and pathology reports. This course also uses reference materials and other resources efficiently, enhances editing and proofreading techniques, and reviews grammar and punctuation.

OST2617 Credit hours 3 (3,0)
PATHOLOGY TRANSCRIPTION
Advanced course in machine transcription of specialized authentic physicians' dictated reports in the medical specialty of Pathology. Emphasis is on the development of accuracy, speed and medical knowledge for all types of reports that are produced by a pathology department. Students also develop skills in using medical reference material and other resources efficiently, enhance editing and proof-reading, and review grammar and punctuation rules as applied to medical documents.

OST2731 Credit hours 1 (1,0)
MICROSOFT WINDOWS
This course covers the features of the Windows program and its sub-programs. Students will use IBM or compatible computers and will learn the use of this operating system as it applies to various office software programs that may require the Windows environment.

OST2737 Credit hours 3 (3,0)
LOTUS 1-2-3 FOR WINDOWS
Introduces the basics of spreadsheet software in a Windows environment emphasizing office related applications for office support personnel. Students have hands-on training with the software on IBM or compatible computers.
OST2761 CREDIT HOURS 3 (3,0)
DOS
Covers features of DOS operating software as appropriate for office support personnel. Students will use IBM or compatible computers.

OST2764 CREDIT HOURS 3 (3,0)
MICROSOFT WORD
Covers specific functions of Microsoft Word word processing program on IBM PC. Students use various features of program to input, edit, store, and output documents. Out-of-class lab time needed to complete work.

OST2768 CREDIT HOURS 3 (3,0)
MICROSOFT WORD FOR WINDOWS
Covers word processing functions of this software in the windows environment. All features, beginning and advanced, of the program are included. Student will use IBM or compatible computers and will produce office style documents using software.

OST2766 CREDIT HOURS 3 (3,0)
WORDPERFECT
Covers specific functions of WordPerfect word processing software on IBM PC compatible. Students use various features of program to input, edit, store, and output data. Includes all basic and advanced functions, including copy, move, style, columns, tables, math, graphics, and desktop publishing.

OST2821 CREDIT HOURS 3 (3,0)
PAGEMAKER
Covers operation of PageMaker software for office support personnel. Emphasis on creating office publications such as flyers, newsletters, bulletins, in-house brochures, transparency masters, and covers for reports. Students learn elements of desktop publishing features of PageMaker software, working with Windows environment and importing graphics into PageMaker documents.

OST2930 CREDIT HOURS 1-3 (1-3,0)
SELECTED TOPICS IN OFFICE SYSTEMS TECHNOLOGY
Prerequisite: Departmental approval. For students interested in acquiring knowledge and skills in areas not included in other office systems technology courses.

TAX2000 CREDIT HOURS 3 (3,0)
FEDERAL INCOME TAX
Prerequisite: ACG 201. Fundamental regulations covering federal income tax applicable to individuals. Includes computation of tax, preparation of forms and tax planning.

CVT1110 CREDIT HOURS 3 (0,12)
CARDIOVASCULAR CLINICAL II
Intensive course providing continuing clinical experience. Stresses patient-technologist and physician-technologist relationships. Students rotate into non-invasive areas of cardiology, catheterization, and pediatric cardiology.

CVT1400C CREDIT HOURS 5 (1,16)
CVT DIAGNOSTIC PROCEDURE I
Overall view of diagnostic catheterization procedures. Students begin to integrate responsibilities of the scrub, circulating and monitoring techniques required to perform safely cardiac catheterization.

CVT1500 CREDIT HOURS 3 (3,0)
ECG INTERPRETATION
Study of electrophysiological properties of heart. ECG principles applied to patient monitoring, EPS procedures, and insertion of pacemakers.

CVT2120C CREDIT HOURS 4 (0,16)
CARDIOVASCULAR CLINICAL III
Students perfect technical skills. Focus on precision and speed of duties performed. Integrate three technical positions required to produce quality diagnosis and treatment.

CVT2200 CREDIT HOURS 3 (3,0)
ADVANCED CARDIOVASCULAR PHYSIOLOGY
Study of structural anatomy and embryological development of heart, physiologic functioning of cardiovascular and pulmonary systems, and pathologic changes associated with cardiovascular system.

CVT2210 CREDIT HOURS 4 (4,0)
PRINCIPLES OF HEMODYNAMICS
Intensive study of cardiovascular hemodynamic principles. Presents data collection, calculation, analysis, and regulation of blood flow through cardiac system, systemic, and pulmonary circulation along with pressure dynamics.

CVT2220 CREDIT HOURS 3 (3,0)
CARDIOVASCULAR PHARMACOLOGY
Designed for cardiovascular technology students. Emphasizes medications used in treatment of cardiovascular patients. Studies mechanisms of drug actions, dosages, indications, and precautions of various drugs.

CVT2300C CREDIT HOURS 6 (2,16)
NON-INVASIVE CARDIOVASCULAR DIAGNOSTICS AND PEDIATRIC CARDIOLOGY
Introduces principles and techniques of non-invasive cardiovascular diagnostics. Study of invasive and non-invasive principles involved in pediatric cardiology and diagnosis of congenital anomalies. Stresses clinical experience in these areas.

CVT2410 CREDIT HOURS 2 (2,0)
CVT PROCEDURES II
Prepares student to move into cath lab as fully functioning team member. Emphasizes responsibilities and policies pertaining to cardiovascular technologists. Students become familiar with catheters, wires, and interventional devices used in cardiac procedures.
CVT2530  
MEDICAL INSTRUMENTATION  
credit hours 3 (3,0)  
Intensive study of calibration, operation, trouble shooting, and maintenance of all technical equipment incorporated in cath lab. Introduces principles involved in use of X-ray equipment, monitors, special diagnostic cardiac equipment and film developing equipment.

CVT2800  
CVT CLINICAL PRACTICUM  
credit hours 3 (0,18)  
Provides extensive hands-on experience with minimal supervision. Students assist in interventional procedures. Students must pass all competency testing in practicum to complete program.

CAREER DEVELOPMENT

SLS1301  
CAREER DEVELOPMENT  
credit hours 3 (3,0)  
Emphasizes development of decision making skills enabling individuals to explore potential careers in terms of their interest, values and educational goals. Use of career resources important aspect. (Special Fee)

SLS2930  
SELECTED TOPICS IN CAREER AND LIFE PLANNING  
credit hours 1-3 (1-3,0)  
Student develops and explores in depth stated personal objectives and goals as related to potential career areas and life planning.

CHEMISTRY

CHM1020  
CHEMISTRY IN EVERYDAY LIFE  
credit hours 3 (3,0)  
Meets general education requirement for non-science major. Study of some basic concepts in inorganic chemistry, organic chemistry and biochemistry. Students apply principles as they analyze, discuss and make decisions on chemically related problems that affect everyday life. (Not prerequisite for any other science course.)

CHM1025C  
INTRODUCTION TO GENERAL CHEMISTRY  
credit hours 4 (3,3)  
Prerequisite: One year of high school algebra or MAT 0024. Prepares students without high school chemistry or with inadequate background for CHM 1045C. Modern chemical theories used to develop understanding of fundamentals of inorganic chemistry and its applications. Emphasis on quantitative relationships, using dimensional analysis to solve problems. Laboratory experiences integral part of course. May not be taken for credit subsequent to earning C or better in CHM 1045C. (Special Fee)

CHM1045C  
GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS I  
credit hours 4 (3,3)  
Prerequisite: CHM 1025C or one year of high school chemistry with C or better and MAT 1033 or two years of high school algebra. Study of basic principles of chemistry, emphasizing formation of unifying model from collection of observations and measurements. Laboratory illustrates principles discussed in classroom instruction. (Special Fee)

CHM1045CH  
GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS I - HONORS  
credit hours 4 (3,3)  
Same as CHM 1045C with honors content. Honors program permission required.

CHM1046C  
GENERAL CHEMISTRY With QUALITATIVE ANALYSIS II  
credit hours 4 (3,3)  
Prerequisite: CHM 1045C with C or better. Continuation of CHM 1045C dealing mainly with equilibrium theory, thermodynamics, chemical kinetics and electrochemistry. Laboratory illustrates principles of ionic equilibria within framework of qualitative analysis. (Special Fee)

CHM1046CH  
GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS II - HONORS  
credit hours 4 (3,3)  
Same as CHM 1046C with honors content. Honors program permission required.

CHM1205C  
INTRODUCTORY ORGANIC AND BIOCHEMISTRY  
credit hours 4 (3,3)  
Prerequisites: CHM 1025C (or one year of high school chemistry with C or better) and MAT 0024 or one year of high school algebra. Introduces students planning career in health-related fields or in life sciences to organic and biochemistry. Study of structures and typical reactions of functional groups, structure and functions of classes of biomolecules and energy flow of biological systems. Laboratory portion of course provides students with exercises illustrating principles of organic and biochemistry. (Special Fee)

CHM2120C  
QUANTITATIVE ANALYSIS  
credit hours 4 (2,6)  
Prerequisite: CHM 1046C. Introduction to theoretical principles and laboratory practice of modern analytical chemistry including separations and gravimetric, titrimetric, electrometric, absorption spectrometric and chromatographic techniques. (Special Fee)

CHM2210C  
ORGANIC CHEMISTRY I  
credit hours 4 (3,3)  
Prerequisite: CHM 1045C or comparable college-level general chemistry course. Deals with aliphatic and aromatic compounds, their properties, reactions and synthesis, emphasizing dependence of properties and reaction mechanisms upon structure. Laboratory illustrates techniques of separation, identification and purification. (Special Fee)

CHM2211C  
ORGANIC CHEMISTRY II  
credit hours 4 (3,3)  
Prerequisite: Satisfactory completion of CHM 2210C. Continuation of CHM 2210C with laboratory devoted to multistep synthesis. (Special Fee)

CHM2933  
SPECIAL TOPICS IN CHEMISTRY  
credit hours 1-3 (1-9,0)  
Prerequisites: CHM 1045C and departmental approval. For honor students in chemistry who wish to pursue certain topics in detail in chemistry as chosen by class; to research topics; to present information and lead discussion with other students and faculty members. May be repeated for maximum of three semester hours credit. Lecture/laboratory instruction.
COMPUTER PROGRAMMING
AND APPLICATIONS

CGS1000  credit hours 3 (3,0)
INTRODUCTION TO DATA PROCESSING
Introduces use of computers in the business environment. Covers
hardware and software topics including data storage concepts and
techniques, application programming, operating systems, and
systems analysis and design.

CGS1061  credit hours 3 (3,0)
INTRODUCTION TO MICROCOMPUTERS
Prerequisite: OST 1146, OST 1100 or departmental approval.
Introduction to major uses of microcomputers for business
applications. Covers hardware components of microcomputer
systems and provides hands-on introduction to MS-DOS, word
processing spreadsheets, and file management. (Special Fee)

CGS1570  credit hours 3 (3,0)
MICROCOMPUTER BUSINESS APPLICATIONS
Applications using LOTUS and dBase. For students who want to
learn more about microcomputers and their applications.
Students work on IBM/PCs using some of the more popular
commercially available software packages. Includes introduction
to DOS. Practical exercises using LOTUS spreadsheet creating
databases and generating reports. (Special Fee)

CGS2060  credit hours 3 (3,0)
COMPUTERS FOR EVERYONE
Provides broad overview and understanding of computers.
Investigates many aspects about computers, such as principles,
methods and applications along with impact and role of
computers in society.

CIS2300  credit hours 3 (3,0)
CICS COMMAND-LEVEL PROGRAMMING
Prerequisite: COP 2126 or equivalent experience. Covers features
and use of CICS, IBM's teleprocessing monitor. Students write
CICS command-level programs. (Special Fee)

CIS2321  credit hours 3 (3,0)
DATA SYSTEMS ANALYSIS AND DESIGN
Prerequisite: Knowledge of programming language or
departmental approval. Covers analysis and design of business
data processing systems. Also covers phases of System
Development Life Cycle (SDLC) and introduces various data and
processing modeling tools and techniques.

CIS2400  credit hours 3 (3,0)
COMPUTER OPERATING SYSTEM (AS/400)
Fundamentals of minicomputer operations, using college's IBM
AS/400 system. Hands-on learning stressed, giving experience in
hardware operations, operating system installation and use, and
use of utility programs. (Special Fee)

CIS2410  credit hours 3 (3,0)
DATA PROCESSING MANAGEMENT
Suggested Prerequisite: CIS 2321 or departmental approval. Study
of critically important management principles concerned with
administration and control of data processing function. Emphasis
on manager role planning, evaluating, organizing and decision-
making functions.

CIS2930  credit hours 1-3 (1-3,0)
SELECTED TOPICS IN DATA PROCESSING
Prerequisite: Departmental approval. Seminar for students
interested in discussion, exploration and observation of select
topics in data processing.

CIS2949  credit hours 2-4 (0,15-35)
COOPERATIVE EDUCATION: DATA PROCESSING FIELD
EXPERIENCE
Prerequisite: Departmental approval. Student earns credit by
working in supervised training assignment directly related to
college major. May be repeated for credit.

COP1000  credit hours 3 (3,0)
PROGRAMMING I
Prerequisites: MAC 1104 and MAC 1114 or equivalent. Algorithm
development; structured programming techniques with computer
experience using procedure-oriented language; algorithms for
search and sorting. (Special Fee)

COP1001  credit hours 3 (3,0)
PROGRAMMING II
Prerequisite: COP 1000. Continuation of COP 1000. More
complex data structures including records and files; recursion;
more experience with procedure-oriented language. (Special Fee)

COP1160  credit hours 3 (3,0)
RPG PROGRAMMING
Suggested prerequisite: CGS 1000 or departmental approval. RPG
III (Report Program Generator) programming language providing
student with opportunity to write, test, and debug programs.
Includes arithmetic operations, comparing, control breaks,
multiple record types, exception output, table and array look-up,
reading demand files and indexed sequential files. (Special Fee)

COP1170  credit hours 3 (3,0)
BASIC PROGRAMMING
Prerequisite: MTB 1103 or equivalent or departmental approval.
Hands-on study of BASIC programming language as applied to
business problem solving on microcomputers. Students produce
variety of business reports and build and maintain files using both
sequential and random techniques. (Special Fee)

COP1200  credit hours 3 (3,0)
FORTRAN PROGRAMMING
Prerequisite: CGS1000. Extensive study of FORTRAN statements
and their use in solving appropriate problems. Emphasis on
problem organization, data manipulation and input-output
operations. (Special Fee)

COP2120  credit hours 3 (3,0)
COBOL PROGRAMMING II
Prerequisite: COP 2126. Continuation of study of COBOL
programming with advanced applications. (Special Fee)
COP2121  ADVANCED PROGRAMMING  credit hours 3 (3,0)
Prerequisites: CGS 1000, COP 2126, and COP 2120 or departmental approval. Survey of other programming languages available and continuation of COP 2120, providing for wider and more extensive application of COBOL to business data processing applications and problems. Major emphasis on program writing, testing, debugging and complete documentation. (Special Fee)

COP2126  COBOL PROGRAMMING I  credit hours 3 (3,0)
Prerequisite: CGS 1000 or departmental approval. Study of high level business oriented programming language (COBOL) in sufficient detail to enable students to effectively solve problems normally encountered in business. (Special Fee)

COP2161  ADVANCED RPG/400  credit hours 3 (3,0)
Prerequisite: COP 1160 or equivalent experience. Continuation of RPG programming focusing on AS/400 implementation. Topics include full procedural file processing, structured programming, data structures, workstation programming, and subfiles. DDS coding for physical, logical and display files covered, as are SDA and SEU utilities. (Special Fee)

COT2200  C PROGRAMMING  credit hours 3 (3,0)
Prerequisite: CGS 1000 or departmental approval. Hands-on study of C Programming languages as applied to business and scientific applications. Includes arrays, pointers, functions, 1/0 operations and operating system interaction. (Special Fee)

COP2222  ADVANCED C PROGRAMMING  credit hours 3 (3,0)
Prerequisite: COP 2220. Continuation of C programming covering advanced data structures, including arrays, pointers, pointers to pointers, linked lists, binary trees, stacks, and hash tables. Also covers text and binary file 1/0.

COP2224  C++ PROGRAMMING  credit hours 3 (3,0)

COP2300  ADA PROGRAMMING  credit hours 3 (3,0)
Prerequisite: COP 1000 or departmental approval. Introductory course in ADA programming language focusing on program design principles as well as ADA syntax. Students develop programs using principles of modularity, cohesion, coupling and concurrency. Covers object-oriented programming. (Special Fee)

COP2341  UNIX  credit hours 3 (3,0)
Prerequisite: CGS 1000 or departmental approval. Study of UNIX operating system providing introduction to basic time-shared operating system concepts. Introduction to application programming using UNIX interprocess communication facility and services. UNIX shells, UNIX file system, and software tools and utilities covered. (Special Fee)

COP2400  ASSEMBLY LANGUAGE PROGRAMMING  credit hours 3 (3,0)
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)

COP2700  DATA BASE MANAGEMENT SYSTEMS  credit hours 3 (3,0)
Prerequisite: Knowledge of one programming language or department approval. Compares various file processing methods relating to data bases and record concepts in relation to trees, lists and networks. Includes review of data base management systems and use of one such system in business application environment.

COT2000  INTRODUCTION TO DISCRETE STRUCTURES  credit hours 3 (3,0)
Prerequisites: COP 1000 and MAC 2311. Includes logic, sets, functions, relations, combinators, graphs, Boolean algebra, finite-state machines, Turing machines, and unsolvability, and computational complexity.

CONSTRUCTION TECHNOLOGY

BCN1200C  BUILDING MATERIALS AND CONSTRUCTION METHODS  credit hours 4 (4,0)
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. Variety of audiovisual material enhances student understanding of topics. (Special Fee)

BCN1220  HEAVY CONSTRUCTION METHODS AND EQUIPMENT  credit hours 3 (3,0)
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 in place construction, field reporting practices and responsibilities of field inspection.

BCN1272  CONSTRUCTION BLUEPRINT READING  credit hours 3 (3,0)
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.

BCN1705  CONTRACTS, CODES, SPECIFICATIONS AND OFFICE PRACTICES  credit hours 3 (3,0)
Covers organization and operation of architects, engineer's or contractor's office and includes study of office practices, codes, standards, specifications and legal documents related to construction industry.
BCN1721  credit hours 3 (3,0)
CONSTRUCTION PLANNING AND CONTROL
Survey of important points to be considered in construction project. Covers development of 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 plan. (Special Fee)

BCN2021  credit hours 3 (3,0)
ADVANCED CONSTRUCTION METHODS AND APPLICATIONS
Exposes student to various technological breakthroughs as they develop within building construction industry. Emphasis on future construction, trends, industry demands, regulations and advancements in state of the art.

BCN2405C  credit hours 4 (4,0)
STATICS AND STRENGTH OF MATERIALS
Covers principles of statics, structural mechanics and effects of loads and loading on building elements and frames. Some major areas include materials, stress and deformation, properties of sections, gravity loads, shear and bending in beams, and stresses in columns. (Special Fee)

BCN2563  credit hours 4 (3,2)
BUILDING SERVICE SYSTEMS
Survey of design and installation of various mechanical and electrical systems used in buildings. Covers heat loss and heat gain, comfort control, water systems, system installation and coordination, illumination and other selected topics.

BCN2610  credit hours 3 (3,0)
BUILDING CONSTRUCTION ESTIMATING
Basic steps of estimating from review of drawings and specifications to development of final estimate including overhead and profit factors. Prepares students to make some estimates commonly used in construction industry. (Special Fee)

BCN2930  credit hours 1-6 (1-6,0)
SELECTED TOPICS IN BUILDING CONSTRUCTION
Prerequisite: Departmental approval. Provides exposure to various technical and nontechnical disciplines in which students are likely to become involved upon entry into the building construction environment.

BCN2949  credit hours 3-4 (0,25-35)
COOPERATIVE EDUCATION: BUILDING CONSTRUCTION FIELD EXPERIENCE
Prerequisite: Departmental approval. Student earns credit by working in supervised training assignment directly related to college major. May be repeated for credit.

ETC2220C  credit hours 4 (3,2)
SOILS AND FOUNDATIONS
Analysis of subsoil conditions, bearing capacity and settlement analysis, character of natural soil deposit, earth pressure and retaining wall theory and stability of slopes and sub-grades. Also covers foundation design, behavioral characteristics and pile driving. (Special Fee)

ETC2521  credit hours 3 (3,0)
HYDROLOGY AND DRAINAGE
Prerequisite: ETM 2013. Emphasis on theory of hydrology related 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.

ETM2013  credit hours 3 (3,0)
HYDRAULICS AND PIPE FLOW
Study in basic theory of hydraulics of flow in pipes and in open channel (fluid mechanics). Presents illustrations and examples of piping and other equipment used in buildings and factories for water supply, sewage, transfer of liquid products and wastewater disposal.

TAR1120C  credit hours 4 (3,2)
ARCHITECTURAL DRAWING I (WOOD FRAME STRUCTURES)
Prerequisite: Minimum of one unit of high school drafting or equivalent work experience in drafting or ETD 1100C. Covers residential design and wood frame construction with additional study in aspects of housing, aesthetics and working drawings. Students prepare assigned drawings. (Special Fee)

TAR2033C  credit hours 4 (3,2)
ARCHITECTURAL DESIGN
Prerequisites: TAR 1120C and TAR 2122C or TAR 1120C and TAR 2154C. Introduction to architectural planning and design. Use of project team concept. Student projects include shopping centers, industrial complexes, production facilities, apartment complexes, high-rise buildings, etc. Students prepare necessary drawings to construct project, including site plans, building plans, sections, etc. Students also build model of their project. (Special Fee)

TAR2122C  credit hours 4 (3,2)
ARCHITECTURAL DRAWING II: STEEL AND CONCRETE STRUCTURES
Prerequisite: TAR 1120C. Introduction to steel and concrete structures. Covers concrete and steel frame technology. Includes symbols, conventions, typical details, and preparation of working drawings. (Special Fee)

TAR2154  credit hours 4 (4,0)
ARCHITECTURAL DRAWING III: ARCHITECTURAL DRAWING & DESIGN WITH COMPUTER APPLICATIONS
Prerequisite: TAR 1120C and ETD 1320. Provides experiences in design and drawing of architectural projects using current computer software. (Special Fee)

CRIMINAL JUSTICE

CCJ1010  credit hours 3 (3,0)
CRIMINOLOGY
Study of nature and extent of crime and delinquency, causes and explanations of criminal behavior and rationale of crime control and treatment in United States.
CCJ1020  credit hours 3 (3,0)
INTRODUCTION TO CRIMINAL JUSTICE
Introduction to and overview of history, philosophy and operations of criminal justice system.

CCJ2022  credit hours 3 (3,0)
CONTEMPORARY ISSUES IN CRIMINAL JUSTICE
Discussion and examination of current issues and problems of interest and concern to criminal justice system.

CCJ2130  credit hours 3 (3,0)
CRIMINAL JUSTICE AND COMMUNITY RELATIONS
Examination of dynamics of public expectations of criminal justice system. Various community relations programs explored.

CCJ2230  credit hours 3 (3,0)
CRIMINAL LAW AND LEGAL PROCEDURE I
Overview of nature and origins of criminal law, role of courts, and U.S. Constitution.

CCJ2330  credit hours 3 (3,0)
COMMUNITY CORRECTIONS: AN ALTERNATIVE TO INCARCERATION
Overview of probation and its process, parole and community-based corrections programs which are alternatives to corrections.

CCJ2331  credit hours 3 (3,0)
CRIMINAL LAW AND LEGAL PROCEDURES II
Review of courtroom procedures, Florida criminal statutes and their relevance to specific crimes, juvenile laws, rules of evidence, rules of arrest and civil liability issues.

CCJ2400  credit hours 3 (3,0)
LAW ENFORCEMENT ADMINISTRATION
Examination of elements, processes, and functions of management essential to effectiveness of law enforcement agencies.

CCJ2440  credit hours 3 (3,0)
CORRECTIONS ADMINISTRATION
Examination of methods, practices and procedures involved in operation of institutional and non-institutional corrections.

CCJ2930  credit hours 1-3 (1-3,0)
SELECTED TOPICS IN CRIMINAL JUSTICE
For students interested in exploring further special criminal justice topics through research, discussions and observations. Topics selected from areas of law enforcement, corrections, courts and loss prevention. Students may earn from one to three hours of credit each time course is offered. May be repeated for credit, providing different topic explored each time.

CCJ2934  credit hours 1-3 (1-3,0)
CRIMINAL JUSTICE SEMINAR
Research and discussions of selected issues regarding roles and functions of criminal justice agencies.

CJT2100  credit hours 3 (3,0)
CRIMINAL INVESTIGATION II
Tactics of investigation applied to specific types of crimes. Analysis of modus operandi, modus and corpus delicti of various crimes. Explores evidence gathering and criminalistic procedures.

CJT2110  credit hours 3 (3,0)
CRIMINAL INVESTIGATION I
Recording crime scene, collecting and preserving evidence. Familiarizes students with police crime laboratory and interview and interrogation theories.

CJT2810  credit hours 3 (3,0)
CRIME CONTROL AND PREVENTION
Study of security controls to minimize business and industrial losses. Classroom and field exercises used to study physical and procedural loss control systems.

CJT2812  credit hours 3 (3,0)
COMMERCIAL AND RETAIL LOSS PREVENTION
Examination of loss problems encountered in retail sales establishments. Emphasis on prevention of shoplifting, employee theft, credit card fraud, inventory shrinkage, fraudulent checks, and related problems.

DENTAL HYGIENE

DEH1001  credit hours 1 (1,0)
INTRODUCTION TO CLINICAL PROCEDURES
Corequisites: DEH 1001L, DEH 1003, and DEH 1003L.
Fundamental information necessary for clinical performance in DEH 1001L and subsequent clinical courses.

DEH1001L  credit hours 1 (0,3)
INTRODUCTION TO CLINICAL PROCEDURES LAB
Corequisites: DEH 1001, DEH 1003, and DEH 1003L.
Clinical application of material covered in DEH 1001. Students perform clinical assessment procedures on student partners to develop clinical skills and perform acceptable infection control skills. (Special Fee)

DEH1003  credit hours 2 (2,0)
FUNDAMENTALS OF DENTAL HYGIENE
Corequisites: DEH 1002L, DEH 1001, and DEH 1001L.
Provides knowledge of basic principles of instrumentation, instrument design and instrumentation skills necessary to perform in subsequent clinical dental hygiene courses. Introduces concepts of oral health and disease with emphasis on preventive dentistry through use of plaque control methods and caries preventive agents.

DEH1003L  credit hours 2 (0,6)
DENTAL HYGIENE INSTRUMENTATION
Corequisites: DEH 1003, DEH 1001, and DEH 1001L.
Designed for student to apply basic principles of instrumentation, instrument design, and fundamental dental hygiene skills in clinical setting. Students perform clinical procedures on student partners and manikins to develop instrumentation and other clinical skills. (Special Fee, Insurance Fee)

DEH1800  credit hours 2 (2,0)
DENTAL HYGIENE I
Prerequisites: DEH 1001, DEH 1001L, DEH 1003, DEH 1003L, DES 1020, DES 1020L, DES 1200, and DES 1200L. Corequisite: DEH 1800L.
Continuation of DEH 1003 with advanced topics including ultrasonic instrumentation, root planing, treatment planning, recall, instrument sharpening and desensitization of root surfaces, air abrasive polishing topical anesthesia and syringe preparation. Time allotted for clinical seminar.
DEH1800L  credit hours 4 (0.12)
CLINICAL DENTAL HYGIENE I
Prerequisites: DEH 1001, DEH 1003, DEH 1003L, DEH 1001L and current AHA course CPR card. Corequisite: DEH 1800. Students begin patient care in dental hygiene clinic with emphasis on medical histories, oral examination procedures, instrumentation, radiographs, and topical fluoride application. 12 Hours Clinical. (Special Fee)

DEH1802  credit hours 2 (2.0)
DENTAL HYGIENE II
Prerequisites: DEH 1800, 1800L, DES 1100, 1100L, and HUN 1001. Corequisite: DEH 1802L. Alterations in treatment for special patients such as geriatric and physically and mentally handicapped. Covers wheelchair transfers. Reviews dietary analysis and analysis of student's own diet. Time allotted for clinical seminar.

DEH1802L  credit hours 3 (0.9)
CLINICAL DENTAL HYGIENE II
Corequisites: DEH 1802 and DEH 2530L. 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)

DEH1820  credit hours 1 (1.0)
DENTAL OFFICE EMERGENCIES
Prerequisite: BSC2093C. Corequisites: DEH 1800, DEH 1800L, and BSC2094C. Basic skills necessary to function effectively as dental team member in medical emergencies in dental office. Emphasis on prevention and management of emergency situations. (CPR certification not included in course.)

DEH22504  credit hours 2 (2.0)
ADVANCED PRINCIPLES OF DENTAL HYGIENE AND DENTAL SPECIALTIES
Prerequisites: DEH 2804 and DEH 2804L. Further students' knowledge of recent advances in dentistry and dental hygiene. Selected topics include recent research in periodontology, computers in dentistry, and dental specialties.

DEH2602  credit hours 2 (2.0)
PEDIATRIC DENTISTRY
Prerequisites: DEH1030C and MCB 2010C. Presents classification of periodontal disease, clinical picture, causative factors, treatment planning therapy and dental hygienist's role in working with periodontal disease. Includes lecture in root planing and gingival curettage.

DEH2700  credit hours 3 (3.0)
COMMUNITY DENTAL HYGIENE I
Prerequisite: SPC 1600. Corequisite: DEH 2804L. Introduces student dental hygienists to study of various aspects of community dentistry/public health and basic concepts of surveying & analysis, planning, finance, implementation and evaluation in public health. Study of statistical analysis, recent concepts of preventive dentistry research methodology, and dental health education skills, methods and materials.

DEH2701  credit hours 1 (1.0)
COMMUNITY DENTAL HEALTH II
Prerequisite: DEH 2700. Gives student dental hygienists opportunity to apply concepts and methods learned in DEH 2700 at community level. Class project designed and implemented.

DEH2804  credit hours 2 (2.0)
DENTAL HYGIENE III

DEH2804L  credit hours 4 (0.12)
CLINICAL DENTAL HYGIENE III
Prerequisites: DEH 1802 and DEH 2602. Corequisites: DEH 2804 and DES 2044. Emphasizes proficiency in oral prophylaxis, radiographic techniques, soft tissue curettage, root planing, dietary analysis, treatment planning and diagnostic models. Students prepare case documents on selected clinical patients and participate in patient care at off-campus clinical sites. (Special Fee and Insurance Fee)

DEH2806  credit hours 2 (2.0)
DENTAL HYGIENE IV
Prerequisites: DEH 2804, DEH 2804L, and DES 2044. Corequisite: DEH 2806L. Includes study of ethics, jurisprudence and practice management, resume writing and employment opportunities. Time allotted for clinical seminar.

DEH2806L  credit hours 5 (0.15)
CLINICAL DENTAL HYGIENE IV
Prerequisites: DEH 2804, DEH 2804L, and DES 2044. Corequisite: DEH 2806. Emphasizes incorporation of all treatment modalities presented in series of clinical dental hygiene courses. Introduces nitrous oxide sedation. Students continue to participate in patient care at off-campus clinical sites. (Special Fee)

DEH2930  credit hours 1-5 (1-5.0)
SELECTED TOPICS IN DENTAL HYGIENE
Prerequisite: Departmental approval. For students interested in obtaining additional dental hygiene skills.

DES1020  credit hours 2 (2.0)
DENTAL ANATOMY

DES1020L  credit hours 1 (0.3)
DENTAL ANATOMY LAB
Corequisite: DES 1020. Includes identification of permanent and primary dentition, identification of skeletal portions of human skull, blood and nerve supply, and muscles and glands associated with head, neck and oral cavity.
DES1030C  
GENERAL ORAL HISTOLOGY  
Prerequisites: BSC 2093C, DEH 1003, DEH 1003L, DES 1020, DEH 1800 and DEH 1800L. Detailed study of minute structures of tissues. Lecture material includes morphology of different tissues, early embryonic development and histologic features of the structures of oral cavity of particular interest to dental hygienist. (Special Fee)

DES1100  
DENTAL MATERIALS  
Prerequisites: DEH 1003 and DEH 1003L. Corequisite: DES 1100L. Includes study of characteristics, properties, and application of materials used in dentistry.

DES1100L  
DENTAL MATERIALS LAB  
Corequisite: DEH 1100. Includes properties, manipulation and application of dental materials. Students practice manipulating and using materials commonly used in dental and dental hygiene practice. (Special Fee)

DES1220  
DENTAL RADIOGRAPHY  
Corequisite: DES 1220L. Provides student with background on nature, physical behavior and biological effect of radiation as well as radiation hygiene.

DES1220L  
DENTAL RADIOGRAPHY LABORATORY  
Corequisite: DES 1220. Develops student proficiency in exposing and processing diagnostically acceptable radiographs. Lab sessions provide experience in x-ray safety procedures, exposure, processing, mounting and interpreting radiographs. (Special Fee)

DES2044  
GENERAL AND ORAL PATHOLOGY  
Prerequisites: MCB 2010C, DES 1030C and BSC 2094C. Introduction to general pathology with consideration of more common diseases affecting human body. Particular emphasis on study of pathological conditions of mouth, teeth and their supporting structures and relationships to systemic disturbances.

DES2050  
PHARMACOLOGY  
Prerequisites: BSC2093C, BSC2094C, and MCB 2010C. Corequisites: DEH 2806 and DEH 2806L. Presentation of basic aspects relating to the physical and chemical properties, dosage, methods of administration and therapeutic use of pharmaceutical preparation used in dentistry.

SON1000C  
INTRODUCTION TO SONOGRAPHY  
Introduces students to Radiology Department and interaction of diagnostic ultrasound section with other imaging areas. Also includes darkroom procedure, film processing and basic ultrasound procedures. includes observation lab. (Special Fee)

SON1001C  
FUNDAMENTALS OF SONOGRAPHY  
Prerequisites: HSC 1650 and SON 1000. Continuation of SON 1000. Includes ultrasound terminology, basic operation of ultrasound scanners, routine scan planes, and review of cross sectional anatomy of abdomen and pelvis.

SON2112  
ABDOMINAL SONOGRAPHY  
Prerequisite: SON 1001C. In-depth study of monographic imaging of abdominal viscera and pathological processes that affect this area of body. Also includes correlation of ultrasound findings with clinical laboratory tests.

SON2121  
OB/GYN SONOGRAPHY I  
Prerequisite: SON 2112C. In-depth study of female pelvis with emphasis on monographic appearance of these structures and numerous pathological processes that may affect them. Continues with early pregnancy and its complications.

SON2122  
OB/GYN SONOGRAPHY II  
Prerequisite: SON 2121. Continuation of SON 2121 in sonographic evaluation of pregnancy and related complications. Stresses detection of fetal anomalies, pathology, and scan planes necessary for appropriate imaging.

SON2150C  
NEUROSONOLOGY & SUPERFICIAL STRUCTURES  
Prerequisite: SON 2112. Study of sonographic imaging of premature infant brain and pathological processes that affect it. Includes sonographic evaluation of prostate, scrotum, thyroid gland, and breast.

SON2614  
ACOUSTICAL PHYSICS & INSTRUMENTATION I  
Prerequisite: PHY 1002. Study of properties of diagnostic ultrasound and effective utilization of them to produce quality scans. Also covers biologic effects of ultrasound on body tissue, and routine maintenance of sonographic equipment.

SON2618  
ACOUSTICAL PHYSICS & INSTRUMENTATION II  
Prerequisite: SON 2614. Continuation in study of properties of diagnostic ultrasound and their role in production of quality ultrasonic images of patient organs.

SON2804  
CLINICAL SONOGRAPHY I  
Prerequisite: SON 1000C. Supervised clinical experience and competency evaluation in performing sonographic procedures with emphasis on patient care, equipment orientation, cross sectional imaging planes, and performance of quality exams.

SON2814  
CLINICAL SONOGRAPHY II  
Prerequisite: SON 2804. Continuation of supervised clinical experience and competency evaluation in performing routine sonographic procedures with emphasis on patient care, equipment orientation, cross sectional imaging planes, and performance of quality exams.
SON2824
CLINICAL SONOGRAPHY III
Credit hours 6 (0.24)
Prerequisite: SON 2814. Continuation of supervised clinical experience and competency evaluation in performing routine sonographic procedures with emphasis on patient care, equipment orientation, cross sectional imaging planes, and performance of quality exams.

SON2834
CLINICAL SONOGRAPHY IV
Credit hours 6 (0.24)
Prerequisite: SON 2824. Continuation of supervised clinical experience and competency evaluation in performing routine sonographic procedures with emphasis on patient care, equipment orientation, cross sectional imaging planes, and performance of quality exams.

SON2880C
SEMINAR IN SONOGRAPHY
Credit hours 3 (0.18)
Prerequisite: SON 2834. A comprehensive study of all aspects of the sonography curriculum. Included in this course are new developments and procedures in sonography. This course includes clinical lab and seminar discussion.

DRAFTING AND DESIGN TECHNOLOGY

CAP2201
3-D CADD
Credit hours 3 (3.0)
Prerequisite: ETD 1350 or departmental approval. Provides experienced CADD student with advanced three-dimensional concepts needed for drawing and editing 3-D wireframe or surface model. Teaches creating and orienting 3-D faces along with geometric considerations. Provides hands-on experience with CADD software to produce advanced drawings. (Special Fee)

CAP2202
CUSTOMIZING AND DIRECTORIES - CADD
Credit hours 3 (3.0)
Prerequisites: ETD 1320 and ETD 1350. Provides hands-on experience in writing of macros and development of menus, followed by instruction in enhancing autocad system environment. Presents autolisp programming to develop more efficient macros and add drafting and calculation functions to commands. (Special Fee)

EGS2131C
GEOMETRIC DIMENSIONING & TOLERANCING
Credit hours 4 (3.2)
Covers instructions on precision machinist's drawings and enables student to interpret such drawings according to American National Standards Institute (ANSI) standards. Covers fundamental concepts, symbols, definitions, and application of geometric tolerancing for use on engineering drawings.

EGS2132C
CATIA BASIC
Credit hours 3 (3.0)
3D CAD/CAM system with many different modules integrated into one system. Modules include 3-D design, drafting, solids, image design and numerical control to name a few. CATIA certification at Martin Marietta, Orlando, requires successful completion of three courses: BASIC CATIA, ADVANCED CATIA WITH SOLIDS AND CATIA DRAFTING. Certification allows student access to MCAE CATIA system.

ETD1320
INTRODUCTION TO CADD
Credit hours 3 (3.0)
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, lines, types, dimensions and layers. (Special Fee)

ETD1350
ADVANCED CADD
Credit hours 3 (3.0)
Prerequisite: ETD 1320C or departmental approval. Provides experienced CADD student opportunity to approach detailed and intricate drafting and design problems from computer perspective. Provides hands-on experience in creating custom menus, slides, text fonts, attributes, extractions, 3-D drawings and rotations. (Special Fee)

ETD1701
MECHANICAL DRAFTING I
Credit hours 3 (2.2)
Prerequisite: ETD1100C. Drawing basic machine elements and subassemblies including screw threads linkage gears and cans with consideration to precision and limit dimensioning, tolerance allowances and limits. Study of working assembly and outline drawings with attention to drawing of assembly and details from pictorial drawings and sectional views of assemblies. (Special Fee)

ETD2455
ELEMENT'S OF TOOL DESIGN
Credit hours 3 (3.0)
Prerequisite: ETD 1701C. Study in fundamentals of tool design with emphasis on basic principles of tool development, jigs, fixtures and devices for efficient and economical product manufacturing. Includes, in addition to the planning and design of tools, preparation of working drawings from which tools are made. (Special Fee)

ETD2641
ELECTROMECHANICAL DRAFTING
Credit hours 4 (3.2)
Prerequisite: ETD 1100C or departmental approval. Study in fundamentals of electromechanical drafting designed to provide student with basic concepts and principles needed to prepare electromechanical working drawings. Student introduced in laboratory to various circuit elements and devices used in preparation of working diagrams, schematics, block diagrams, layout of electronic chassis and wire harnesses. Emphasis on printed circuit board layout, as well as advanced microcircuit and integrated circuit drafting techniques. (Special Fee)

ETD2702
MECHANICAL DRAFTING II
Credit hours 3 (2.2)
Prerequisite: ETD 1701C. Continuation of ETD 1701C. 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)
ETD2949 credit hours 2-4 (0,15-35)
COOPERATIVE EDUCATION: DRAFTING AND DESIGN
FIELD EXPERIENCE
Prerequisite: Departmental approval. Student earns credit by working in supervised training assignment directly related to college major. May be repeated for credit.

ECONOMICS

ECO1000 credit hours 3 (3,0)
BASIC ECONOMICS
General survey of basic economic concepts and institutions to prepare student for intelligent citizenship. Emphasis on principles of production, determination of prices, distribution of income and economic problems of everyday life. Not intended for majors in economics or certain business curricula requiring six semester hours in ECO 1023 and ECO 2013. No credit granted if ECO 2013 has been satisfactorily completed.

ECO1023 credit hours 3 (3,0)
PRINCIPLES OF ECONOMICS MICRO
Introduction to economic theory and fundamentals of economic analysis. Emphasis on study of microeconomics: market structure, price determination, factors of production, distribution of income and effects of monopoly and oligopoly on markets. Half of two-semester sequence; should normally be taken before ECO 2013, which completes sequence.

ECO1023H credit hours 3 (3,0)
PRINCIPLES OF ECONOMICS-MICRO - HONORS
Same as ECO 1023 with honors content. Honors program permission required.

ECO2013 credit hours 3 (3,0)
PRINCIPLES OF ECONOMICS-MACRO

ECO2013H credit hours 3 (3,0)
MACROECONOMICS - HONORS
Same as ECO 2013 with honors level content. Honors program permission required.

ECO2932 credit hours 1-3 (1-3,0)
SELECTED TOPICS IN ECONOMICS
For students interested in special topics that explore further the field of economics through research, discussion and observation.

EDC2935 credit hours 1-3 (1-3,0)
SELECTED TOPICS IN EDUCATION
Prerequisite: EDF 1005 or departmental approval. For students interested in special topics that explore further the field of education through research, discussion and observation.

EDC2941 credit hours 1-4 (1-4,0)
FIELD EXPERIENCE IN EDUCATION
Prerequisite or Corequisite: EDF 1005. For students who wish to pursue particular interests in field of education and to gain some actual experience in field. One class period plus minimum of two hours per week of appropriate field experience under professional supervision.

EDG2949 credit hours 1-4 (0,8-35)
COOPERATIVE EDUCATION: EDUCATION FIELD EXPERIENCE
Prerequisite: Departmental approval. Student earns credit by working in supervised training assignment directly related to major. May be repeated for credit.

EEX2010 credit hours 3 (2,2)
ORIENTATION TO EXCEPTIONAL EDUCATION
Covers definition, characteristics, theories, current trends and controversies in various categories of exceptional education.

SPA2380 credit hours 3 (3,0)
AMERICAN SIGN LANGUAGE I
Introduction to American Sign Language with emphasis on vocabulary used by deaf adults. Includes introduction to history and culture of deafness in America and linguistic structure and conceptual vocabulary of conversational (expressive and receptive) sign language skills. Describes various manual communication systems and philosophies.

SPA2381 credit hours 3 (3,0)
AMERICAN SIGN LANGUAGE II
Prerequisite: SPA 2380 or departmental approval. Continuation of SPA 2380 emphasizing intermediate level sign vocabulary and use of signing space. Provides greater opportunity for skill development in ASL structure and introduces ASL idioms.

ELECTRONICS ENGINEERING TECHNOLOGY

CAI1600 credit hours 3 (3,2)
INTRODUCTION TO COMPUTERS IN MANUFACTURING
Designed to enhance knowledge of computers in manufacturing. Covers fundamentals of microcomputers, industrial terminals, data entry, peripheral devices, introduction to DOS, networking file management, and 1/0 communication.
CET2112C  
DIGITAL SYSTEMS I
Credit hours 4 (3,3)
Corequisite: EET 1025C or departmental approval. Introductory lecture/laboratory course in computer technology. Introduces principles and techniques required for development of analysis skills in digital circuitry. Topics include computer number systems; digital codes and error detection methods; Boolean algebra; Karnaugh mapping; logic gate minimization techniques; arithmetic operations via combination 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 use of laboratory instruments and in techniques for measurement and interpretation of digital data. (Special Fee)

CET2113C  
DIGITAL SYSTEMS II
Credit hours 4 (3,3)
Prerequisite: CET 2112C or departmental approval. Intermediate lecture/laboratory course in computer technology. Introduces various digital subsystems (logic assemblies) and their use in digital computing and control systems and provides analytical tools necessary to perform analyses and problem diagnoses. Topics include counter/shift register

CET2123C  
FUNDAMENTALS OF MICROPROCESSORS
Credit hours 4 (3,3)
Prerequisite: CET 2113C. Introduction to basic principles of microprocessor architecture and assembly language programming. Content divided into two sections: microprocessor architecture and programming. Designed around 8085/8080A microprocessor architecture, bus architecture, memory (R/W Memory, ROM, and EPROM), and memory subroutines. (Special Fee)

CET2486C  
LOCAL AREA NETWORKS
Credit hours 3 (3,1)
Prerequisite: CET 2113C. Presents essential material useful to students with no technical data processing or electronics background. Discusses different LAN techniques and matches merits of user's requirements to meet business needs. Case studies present real situations and appropriate solutions. (Special Fee)

EET1015C  
FUNDAMENTALS OF DC CIRCUITS
Credit hours 3 (2,2)
Prerequisite: MTB 1327 or departmental approval. Fundamental course in DC electric circuits. Prepares student for EET 1025C and subsequent advanced courses in electronic technology program. Classroom lectures supplemented with laboratory projects to provide students with hands-on experience in use of electronics test equipment and in proper techniques for data measurements/interpretation and troubleshooting. (Special Fee)

EET1025C  
FUNDAMENTALS OF AC CIRCUITS
Credit hours 3 (2,2)
Prerequisite: EET 1015C or departmental approval. Corequisite: MTB 1328 or departmental approval. Fundamental course in AC and transient-response networks designed to prepare students for advanced courses in electronics technology program. Classroom lectures supplemented with laboratory projects to provide students with practical troubleshooting and orderly documentation of test results and conclusions. (Special Fee)

EET1141C  
ELECTRONIC CIRCUITS I
Credit hours 4 (3,3)
Prerequisite: EET 1025C or equivalent training in DC and AC electric circuits fundamentals. First of two-course sequence in electronic semiconductor circuits. Provides basic understanding of electronic circuits which utilize semiconductor diode and transistor circuit elements. Introduces concept of circuit simplification via idealizations, approximations and overview of semiconductor devices and their electrical properties. Emphasis on circuit analysis and various small-signal, linear and power applications utilizing diodes and transistors. Students assigned appropriate hands-on laboratory projects to expose them to practical considerations in implementing various semiconductor circuits analyzed in classroom. (Special Fee)

EET1142C  
ELECTRONIC CIRCUITS II
Credit hours 4 (3,3)
Prerequisite: EET 1141C. Second of two-course sequence in electronic semiconductor circuits. Covers more complex applications, including field-effect transistor circuitry, amplitude-phase shift response of transistor amplifiers, integrated circuits, negative and positive feedback circuits, voltage regulators, operational amplifiers, spectrum analysis and harmonic distortion. Provides hands-on experience via assigned laboratory projects to supplement classroom lectures. Familiarity gained with array of commercial test equipment frequently used in industrial development and testing facilities. (Special Fee)

EET2155C  
LINEAR OPERATIONAL AMPLIFIERS
Credit hours 3 (3,3)
Prerequisite: EET 2142C or departmental approval. Provides detailed analysis of linear operational amplifier (OP-Amp), including transfer function response characteristics. Considers performance limitations, such as noise generation and unbalanced commonmode rejection phenomena. Examines broad range of applications including instrumentation, differentiator/integrator circuits, voltage source regeneration and ripple reduction, timing circuits, function generators, active filters, digital-to-analog conversion, data sampling-and-hold, voltage/frequency conversion, and phase-locked loops. Laboratory projects provide students hands-on experience to supplement classroom lectures. Includes three-hour laboratory. (Special Fee)

EET2183C  
ELECTRONIC TROUBLE-SHOOTING TECHNIQUES
Prerequisite: CET 2123C or departmental approval. Systematic approach to fault analysis and troubleshooting of digital circuits. Hands-on experience in effective use of basic equipment, such as oscilloscopes, logic analyzers, logic probes, pulser, for troubleshooting logic systems. Projects test students understanding of basic circuits and develops troubleshooting skills. (Special Fee)
EET2325C  
**ELECTRONIC COMMUNICATION SYSTEMS I**  
Corequisite: EET 2142C or departmental approval. Emphasis on traditional system aspects of electronic communications utilizing basic circuits and concepts discussed in prerequisite courses. Includes information transmitting and receiving methods, noise bandwidth, amplitude modulation and demodulation, single-sideband communications, frequency modulation and demodulation and television systems. Classroom lectures supplemented with laboratory projects to provide hands-on experience to reinforce understanding of concepts presented in lecture. (Special Fee)

EET2335C  
**ELECTRONIC COMMUNICATION SYSTEMS II**  
Prerequisite: EET 2325C or departmental approval. Emphasis on later generation system aspects of electronic communications. Includes more recently developed communication techniques, digital communication systems, transmission lines, wave propagation, antennas, waveguides and microwave hardware. May provide variations from (and additions to) scheduled topics, depending on interests of students. Classroom lectures supplemented with laboratory demonstrations and assigned projects to provide students practical insight and hands-on experience. Includes three-hour laboratory. (Special Fee)

EET2501  
**FUNDAMENTALS OF ELECTRICAL POWER DC**  
Prerequisite: MTB 1327 or departmental approval. Principles of direct current power electricity presented with emphasis on power systems. Provides introductory understanding of generation, transmission, and distribution of power. Cable and wire selection for industrial and commercial application. Classroom lectures supplemented by field visits. (Special Fee)

EET2502  
**FUNDAMENTALS OF ELECTRICAL POWER AC**  
Prerequisite: MTB 1328 and EET 2501 or departmental approval. Fundamental course in alternating electrical power. Explains concepts of power flow and control. Prepares student for advanced level courses. Classroom lectures supplemented by substation, generating plant, distribution and transmission systems visits. (Special Fee)

EET2521C  
**MOTORS AND CONTROLS**  
Prerequisite: MTB 1328 or departmental approval. Covers design construction, installation and maintenance of equipment to control motors. Studies speed, control, reversal, acceleration, deceleration, starting and stopping functions. (Special Fee)

EET2541C  
**POWER SYSTEMS I**  
Prerequisite: EET 1025C or departmental approval. Details of specific issues of electrical power systems. Includes power factor, three-phase circuits, magnetic circuits and transformers. One of two courses covering components of power delivery system. (Special Fee)

EET2542C  
**POWER SYSTEMS II**  
Prerequisite: EET 2541C or departmental approval. Continuation of Power Systems I. Covers introduction, DC and synchronous motors and generators. Includes power systems dispatch and economics. (Special Fee)

EET2546C  
**POWER SYSTEMS ANALYSIS**  
Prerequisite: EET 2541C or departmental approval. Provides understanding of behavior of power systems under normal and abnormal conditions. Explains techniques required to analyze fault currents and load flow studies. Hands-on experience with transmission, distribution, land generation. Includes one-hour lab.

EET2547C  
**POWER SYSTEM PROTECTION**  
Prerequisite: EET 2541C or departmental approval. Concentration on fuses, circuit breakers, reclosures, and relay coordination. Provides thorough understanding of protection against lightning and other abnormal conditions. Transformers, motors and generators protection is detailed.

EET2621  
**SURFACE MOUNT DESIGN**  
Prerequisite: NM 1327. Addresses design of surface mount boards from prospective of manufacturability. Includes classification and specification, PCB specifications, thermal analysis, land pattern, design considerations for assembly and testing, design rules and routing. (Special Fee)

EET2622  
**SURFACE MOUNT MANUFACTURING**  
Prerequisite: MTB 2621. Addresses design of surface mount boards from prospective of manufacturability. Course content includes classification and specification, PCB specifications, thermal analysis, land pattern, design considerations for assembly and testing, design rules and routing. (Special Fee)

EET2711C  
**LINEAR CIRCUIT ANALYSIS**  
Prerequisites: HTB 1328, EET 1025C, and PHY 1054 or departmental approval. In-depth analytic approach to solution of broad range of linear networks in both time and frequency domain, using variety of basic laws of physics, network theorems, and mathematical techniques. Reviews basic concepts and introduces circuit simplification techniques via appropriate network theorems, phenomena, stability criteria, use of negative feedback to achieve stability and gain/bandwidth trade-off, use of filter circuits to shape frequency response, transient response to switched stimuli, mesh/nodal analysis of multi-loop networks, transformer impedance-matching poly-phase circuits, and instrumentation. Hands-on experience via assigned lab projects supplements classroom lectures.
EET2930  credit hours 2-6 (2-6,0)
SELECTED TOPICS IN ELECTRONICS ENGINEERING TECHNOLOGY
Provides exposure to various technical and nontechnical disciplines in which student is likely to become involved upon entry into industrial working environment.

EET2949  credit hours 2-4 (0,15-35)
COOPERATIVE EDUCATION: ELECTRONICS FIELD EXPERIENCE
Prerequisite: Departmental approval. Student earns credit by working in supervised training assignment directly related to college major.

EST2201C  credit hours 4 (3,3)
FUNDAMENTALS OF LASER SYSTEMS
Prerequisite: PHY 1402C. Corequisite: EET 1025C or departmental approval. Covers basic operational theory of lasers and unique designs of different types of lasers. Emphasis on systems approach, where laser is introduced as one of many components within system containing electrical, mechanical, computer, and optical devices working together to accomplish specific application. Stresses importance of laser safety. Student becomes familiar with major laser manufacturers and employment opportunities in industry. (Special Fee)

EST2221C  credit hours 4 (3,3)
OPTICAL COMPONENTS AND INSTRUMENTS
Prerequisite: PHY 1402C or departmental approval. Discusses wave and geometric characteristics of light, as applied to specific optical components and instruments used in laser industry. Studies properties of optical materials and coatings for ultraviolet, infrared, and visible light. Stresses properties and application of various optical elements used in laser systems, as well as operation of telescopes, collimators, spectrometers, monochromers and interferometers. Demonstrates function of optical instruments related to laser beam control and optical testing through hands-on projects. (Special Fee)

EST2231C  credit hours 4 (3,4)
GAS LASERS
Prerequisite: EST 2201C. Corequisite: EET 2142C or departmental approval. Emphasis on operating theory and procedures for safe use of medium- and high-power lasers. Students gain experience with power supplies, active medium, excitation mechanism, cooling systems and output characteristics for HeNe, C02, TEA and gas dynamic lasers. Provides hands-on experience in use of power-meters, Q-switches, mode-lockers, and other measuring instrumentation/accessories for evaluation/testing of gas laser systems via assigned laboratory projects. Stresses, relentlessly and continually, the importance of rigid adherence to safety procedures. (Special Fee)

EST2232C  credit hours 4 (3,4)
SOLID STATE LASERS
Prerequisites: EST 2201C, EST 2221C and EET 2142C. Presents operating theory and procedures for safe use of CW and pulsed solid-state lasers. MD: YAG used as primary example of this type of laser in laboratory exercises, although other types of active medium discussed as lecture topics. Presents design considerations relative to size and shape of laser rods, pumping cavities, flashlamps, resonator cavities, power supplies, cooling systems and output characteristics. Investigates Q-switches and other intercavity components as part of overall laser system. Develops measuring devices and techniques necessary to obtain accurate beam diagnostics through both lectures and laboratory activities. Includes four-hour lab. (Special Fee)

EST2251C  credit hours 2-4 (2-4,0)
SELECTED LASER TOPICS
Prerequisites: EST 2201C and EST 2221C or departmental approval. Familiarizes student with specific later-generation laser application not covered elsewhere in this curriculum. Such topics include (with relative emphasis dependent on interests of students) optical communications, fiber optics, holography, and laser safety standards. Laboratory projects may include data transmission over fiber optics lines and holographic recording of images. Study of laser safety standards centers on FDA standards and recommendations of ANSI Z136.1 standards. (Special Fee)

EST2252C  credit hours 3 (2,2)
LASER APPLICATION DESIGNS
Prerequisite: EST 2231C or departmental approval. Overview of generic systems analysis of commercially built laser systems for medical, industrial and military applications. Provides examples of laser system implementation in actual applications (i.e., medical, industrial, and military) via laboratory projects (actual or simulated), video presentation, or prearranged visitations to operational laser systems at local medical, industrial, or military installations (subject to accessibility). (Special Fee)

EST2261  credit hours 3 (3,0)
LASERS IN MEDICINE
Describes types of lasers used in medicine today and illustrates with field trips their actual application in hospital demonstrations and surgical procedures. In addition, development systems are observed in university and industry labs. Term paper project required.

EST227C  credit hours 4 (3,2)
ELECTROMECHANICAL COMPONENTS/AND MECHANISM
Prerequisite: EET 1025C or departmental approval. Combined lecture/laboratory course stressing functions, specifications, and operating characteristics of integrated electromechanical systems. Includes (but not limited to) such components/mechanisms as mechanical linkages (gears, pulleys, limited switches, etc.), electromechanical devices (motors, servos, relays, stepping switches, timing devices, etc.), sensing elements, optical scanning and encoding devices, errorsensing/feedback and control mechanism, etc. (Special Fee)
EST2538 credit hours 3 (2,2)
CONTROL SYSTEMS INSTRUMENTATION
Prerequisite: Departmental approval. Supervised laboratory course in which student learns to use, specify and interconnect instrumentation and test equipment for maintaining and troubleshooting various control systems normally found in industrial environment. (Special Fee)

EST2620C credit hours 4 (3,2)
COMPUTER NUMERICAL CONTROL PROCESSES
Introduction to computer numerically controlled production machinery. Presents machine types, numerical control programs, codes and functions, tooling and conversational machine theory.

EST2622C credit hours 4 (3,2)
COMPUTER NUMERICAL CONTROL PROGRAMMING
Prerequisite: EST 2620C. Presentation of computer numerical control tape format and code, conversational programming, code compensation techniques, tool cycles and programming. Laboratory experience with major machine types.

EST2623 credit hours 4 (3,2)
ELECTRONIC TESTING AND RELIABILITY
Prerequisite: HTB 1327. Student will have knowledge and hands-on experience required to establish process controls for improved surface mount yields, identify defects and analyze data to establish cause/effect relationships and their impacts on manufacturing yields. Understand the standard communication protocol for host/equipment communication and its application. Includes statistical methods, problem analysis and resolution, quality and reliability requirements, inspection methods, SPC yield, and SPC software.

EST2624C credit hours 4 (3,2)
COMPUTER ASSISTED MACHINE PROGRAMMING
Prerequisite: EST 2620C. Presents direct numerical control theory, intermediate milling and lathe applications, intermediate graphics programming and computer-assisted part programming.

EST2635 credit hours 4 (3,3)
COMPUTER INTEGRATED MANUFACTURING
Develops concepts, implementation and use of computers, networks and data-base needs to facilitate flow of information between individuals and departments in enterprise. Applies not only to manufacturers but to all organizations requiring such capability. Presents topics covering all areas of product development, design, manufacturing, distribution, automation technology and interfaces needed to integrate systems. Demonstrates CIM components in two-hour lab.

EST2661 credit hours 4 (3,2)
MANUFACTURING RESOURCES PLANNING
Presents component relationships of MRP, role of master production schedule, stock replenishment, bill of materials, standard routing, and time phase concepts. MRP simulations presented using computer software to illustrate advantages and requirements for implementation of various software packages to include IBM MAPICS II, “Fourth Shift” and “Job Boss”. (Special Fee)

EST2673C credit hours 4 (3,2)
PROGRAMMABLE CONTROLLERS I
Prerequisite: CET 2112C 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. (Special Fee)

EST2674C credit hours 4 (3,2)
PROGRAMMABLE CONTROLLERS II
Prerequisite: EST 2673C or departmental approval. 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 trouble-shooting hardware problems. (Special Fee)

EST2675C credit hours 3 (2,2)
AUTOMATION SYSTEMS I
Introduction to 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.

EST2676C credit hours 3 (2,2)
AUTOMATION SYSTEMS II
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, touch, 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.

ETE2770C credit hours 3 (3,0)
QUALITY ASSURANCE AND RELIABILITY TESTING
Prerequisite: EST 2332C. Covers application of probability statistics and sampling for microelectronic process control and failure analysis. Military standards and reliability documents used to evaluate product performance and identify cause of failure. (Special Fee)

MTB1327 credit hours 3 (3,0)
MATHEMATICS FOR ELECTRONICS I
Prerequisite: MAT0024C or departmental approval. Emphasizes electronics applications. Students solve problems in arithmetic, unit conversion, algebraic solutions or electric circuits, network theorems and analysis-simplification methods.

MTB1328 credit hours 3 (3,0)
MATHEMATICS FOR ELECTRONICS II
Prerequisite: MTB 1327 or equivalent. Students solve problems of trigonometry of AC units, network frequency response, transient analysis, computer number systems and Boolean algebra.
EMERGENCY MEDICAL SERVICES

EMS1010 credit hours 3 (3.0)
ESSENTIALS OF HUMAN STRUCTURE AND FUNCTION
Presents basic information of structure and function of human body. Applies principles of anatomy and physiology to show interaction of body systems as they maintain homeostasis. Emphasis on nervous, cardiovascular, and respiratory systems. Must be completed with C or better to qualify for EMS 2255.

EMS1119 credit hours 6 (12.0)
FUNDAMENTALS OF EMERGENCY MEDICAL TECHNOLOGY
Corequisites: EMS 1119L and EMS 1431. Develops health professional capable of providing basic life support in all aspects of emergency medical care. Student learns assessment in medical and trauma emergencies, stabilization of illness/injury and patient transport.

EMS1119L credit hours 3 (0.6)
FUNDAMENTALS OF EMT PRACTICE
Corequisites: EMS 1119 and EMS 1431. 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. (Lab fee)

EMS1220 credit hours 2 (2.0)
EMT FIELD EXPERIENCE
For EMT with little field experience. Primary focus on extensive practice with basic life support skills and equipment including KED, MAST, vital sign and patient assessment. Clinical hours include field time on rescue/ambulance. Florida EMT certification and liability insurance required.

EMS1221 credit hours 1 (1.2)
ADVANCED LIFE SUPPORT FOR EMT'S
For EMT who plans to work with paramedic in advanced life support ambulance system. Topics and skills discussed and/or practiced include: EOA, IVs, endotracheal intubation emergency drugs, ECG monitoring, OST and ACLS protocols. (Lab fee)

EMS1332 credit hours 3 (3.0)
BIOETHICAL AND LEGAL ISSUES IN HEALTH CARE
Presents models of ethical decision making, risk management, consequences of decisions and liability for these decisions, includes legal parameters of negligence, assault and battery, implied consent and medical malpractice. Also includes analytical framework for decision-making applicable to all health care workers.

EMS1431 credit hours 3 (0.6)
EMERGENCY MEDICAL TECHNICIAN CLINICAL PRACTICUM
Corequisites: EMS 1119 and EMS 1119L. Allows student to apply in clinical setting skills learned in lab portion of course. Professional liability insurance required.

EMS2253 credit hours 2 (0.4)
PARAMEDIC III
Prerequisites: EMS 2254, EMS 2255, EMS 2255L, EMS 2461, EMS 2462 with a C or better. Continuation of learning theory and procedures utilized by a comprehensive emergency medical system in the advanced care of emergency patients. Study of cardiology, traumatic insult, and pediatric care.

EMS2253L credit hours 1 (0.2)
PARAMEDIC III LABORATORY
Prerequisites: EMS 2253 Paramedic III and EMS 2437 Paramedic III Clinical. Open competency based laboratory in which students practice, demonstrate and become proficient in advanced life support procedures/skills. Emphasis is placed on pediatric and traumatic insult skills. (Special Fee)

EMS2254 credit hours 5 (10.0)
PARAMEDIC I
Prerequisites: EMS 1119, EMS 1119L, EMS 1431 and state EMT certification. Corequisites: EMS 2254L and EMS 2461. Stresses theory and procedures used by comprehensive emergency medical system in advanced care of emergency patient.

EMS2254L credit hours 3 (0.6)
PARAMEDIC I LAB
Corequisites: EMS 2254 and EMS 2461. Open lab available during which students may practice skills, demonstrate skill competency to lab faculty, obtain individual skill tutoring, watch various skill related videos, slides, filmstrips. (Lab fee.)

EMS2255 credit hours 5 (10.0)
PARAMEDIC II
Prerequisites: EMS 2254, EMS 2254L, and EMS 2461, with C or better in each. Continuation of learning theory and procedures used by comprehensive emergency medical system in advanced care of emergency patient.

EMS2255L credit hours 3 (0.6)
PARAMEDIC II LAB
Corequisites: EMS 2255 and EMS 2462. Lab is continuation of lab made available for EMS 2254L. Skills and various videos relate to information taught in EMS 2255. (Lab fee.)

EMS2331 credit hours 3 (3.0)
AIR TRANSPORT OF ACUTE EMERGENCIES
Students learn effects of altitudinal change on human body in health, illness and injury and use of normal and emergency equipment during air transport in care of patient. Students acquainted with types of air transport used for ambulance purposes and governing laws.

EMS2437 credit hours 2 (2.0)
PARAMEDIC III CLINICAL
Prerequisites: EMS 2253 Paramedic III and EMS 2253L. Paramedic III Laboratory. Clinical application of advance procedures and theories presented in Paramedic III provides the opportunity for each student to develop competency in clinical skills within the hospital and field necessary to serve as member of an advanced life support team. Stresses the integration of EMT and Paramedic responsibilities so students gain confidence in clinical problem solving. Professional liability insurance required.
EMS2461  PARAMEDIC I CLINICAL  credit hours 4 (0,10)
Corequisites: EMS 2254 and EMS 2254L. Practicum stressing clinical application of advanced procedures and theories learned in EMS 2255. Directed experience in emergency departments, operating rooms, burn units, labor and delivery and respiratory therapy in local hospitals. Professional liability insurance required.

EMS2462  PARAMEDIC II CLINICAL  credit hours 4 (10,0)
Corequisites: EMS 2255 and EMS 2255L. Practicum provides opportunity for each student to develop competency in clinical skills within hospital and field necessary to serve as member of advanced life support team. Stresses integration of EMT and Paramedic responsibilities so student gains confidence in clinical problem solving. Directed experience in field units, ICU, CCU, pediatrics, emergency department. Professional liability insurance required.

EMS2463  PROVISIONAL FIELD INTERNSHIP  credit hours 5 (0,10)
Under auspices of medical director, provides extensive clinical experience exposing student to scene management, medical decision making and development of professional and interpersonal skills. Offered at completion of all didactic and skill instruction so student may develop final competency in application of basic and advanced life support skills in prehospital emergency medicine. Professional liability insurance required.

EMS2512  ENDOTRACHEAL INTUBATION  credit hours 3 (0,6)
Prerequisite: Must be paramedic or RN with current ACLS certification. Provides opportunity for student to receive physician supervised instruction and clinical experience in endotracheal intubation. Professional liability insurance required.

EMS2525  ELECTROCARDIOGRAPHY  credit hours 3 (3,0)
Systematic approach to interpretation of electrocardiograms. Describes basic components of cardiac cycle and their relationship to electrocardiogram. Basic skills in dysrhythmia interpretation stressed as well as advanced skills such as 12-lead interpretation, infarct location determination, axis deviation, and conduction defects.

EMS2531  PARAMEDIC COMMUNICATIONS  credit hours 2 (2,0)
Discusses use of various emergency communications equipment, radio report techniques and delivery, proper completion of written run report and legal consideration in proper documentation.

EMS2555  BASIC TRAUMA LIFE SUPPORT  credit hours 2 (2,4)
Knowledge and skills leading to certification in Basic Trauma Life Support (BTLS). Includes trauma scenarios, demonstrations, lectures and practical application of skills.

EMS2930  SELECTED TOPICS IN EMS  credit hours 1-5 (0,5-10)
Designed for students interested in obtaining additional skills as EMT or paramedic. Provides clinical experience and/or didactic activities. May require student to provide professional liability insurance. (Special fee may be required.)

ENGINEERING

EGS1130C  DESCRIPTIVE GEOMETRY  credit hours 3 (3,2)
Prerequisite: ETD 1100C. Includes theory and practice in solving graphic problems involving point, line and space relationships. (Special Fee)

ETDI100C  ENGINEERING DRAWING  credit hours 3 (2,2)
Survey of principles and practices involved in making and reading engineering drawings. Emphasis placed on lettering, industrial symbolism, visualization, orthographic projection and line techniques. (Special Fee)

ETM1822  ENGINEERING MATERIALS AND PROCESSES  credit hours 3 (3,0)
Survey of basic materials used in industry, metallic and non-metallic, and processes used to form, fabricate and finish these materials.

ENGLISH

AML2010  SURVEY IN AMERICAN LITERATURE: COLONIAL PERIOD TO CIVIL WAR  credit hours 3 (3,0)
Prerequisite: ENC 1101 or 1101H. Representative authors and selections. Each student writes 6,000 words. Grade of C to satisfy the Gordon Rule and general education requirements.

AML2022  SURVEY IN AMERICAN LITERATURE: CIVIL WAR TO PRESENT  credit hours 3 (3,0)
Prerequisite: ENC 1101 or 1101H. Representative authors and selections. Each student writes 6,000 words. Grade of C to satisfy the Gordon Rule and general education requirements.

AML2022H  SURVEY IN AMERICAN LITERATURE: CIVIL WAR TO PRESENT - HONORS  credit hours 3 (3,0)
Same as AML2022 with honors content. Honors program permission required.

CRW2000  CREATIVE WRITING AND ADVANCED COMPOSITION  credit hours 3 (3,0)
Prerequisite: ENC 1101 or ENC 1101H. Writing short stories, poems, plays, novels, personal essays, and magazine articles. Students develop writing skills in chosen literary type. Includes short, documented research paper. Each student writes 6,000 words. Grade of C to satisfy Gordon Rule and general education requirements.
CRW2401
INTRODUCTION TO SCRIPTWRITING
Prerequisite: ENC 1101 or ENC 1101H or departmental approval.
Introduces scriptwriting for stage, television, and feature films.
Emphasis on story development, structure, character and plot
development, format, and marketing.

ENC0010
COLLEGE-PREP ENGLISH I
Corequisite: ENC 0010L. For students scoring 32 or below on
ASSET or making equivalent score on other state-approved entry
test. Referral also on basis of diagnostic writing sample.
Emphasis on standard American usage and grammatically correct
sentences in unified paragraph. Upon successful completion,
student must take ENC 0012. Credit does not apply toward
associate degree. (Special Fee)

ENC0012
COLLEGE-PREP ENGLISH II
Prerequisite: Passing grade in ENC 0010 or score of 33-41 on
ASSET or equivalent score on other state-approved entry test.
Referral also on basis of diagnostic writing sample. Corequisite:
ENC 0012L. Prepares students to plan and write grammatically
correct paragraphs. Upon completion with C, students may take
ENC 1101. Credit does not apply toward associate degree. (Special Fee)

ENC1101
FRESHMAN COMPOSITION I
Prerequisites: ENC 0012 with C and passing grade in REA 0002 or
scores of 42 on both English and reading components of ASSET or
equivalent scores on other state-approved entry test. Introduction
of essay form; instruction and practice in expository writing.
Emphasis on clarity of central and supporting ideas, adequate
development, logical organization, coherence, and grammatical
and mechanical accuracy. Each student writes 6,000 words. Grade
of C to satisfy Gordon Rule and general education requirements.

ENC1101H
FRESHMAN COMPOSITION I - HONORS
Same as ENC 1101 with honors content. Honors program
permission required.

ENC1102
FRESHMAN COMPOSITION II
Prerequisite: ENC1101 or 1101H with grade of C. Application of
skills learned in ENC 1101. Emphasis on style; use of library;
reading and evaluating available sources; planning, writing, and
documenting short research paper. Each student writes 6,000
words. Grade of C to satisfy Gordon Rule and general education
requirements.

ENC1102H
FRESHMAN COMPOSITION II - HONORS
Same as ENC 1102 with honors content. Honors program
permission required.

ENC1210
TECHNICAL COMMUNICATION
Prerequisite: ENC 1101 or 1101H. 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.

ENC2302
ADVANCED CREATIVE WRITING - LITERARY MAGAZINE
Prerequisite: CRW 2000 or departmental approval. Writing in
genre of student's choice. Literary criticism and production of
College literary magazine.

ENG2100
INTRODUCTION TO FILM
Techniques of American, British, and foreign language films.
Emphasis on films of 30's through contemporary cinema.

ENG2930
SELECTED TOPICS IN ENGLISH
Special topics in writing and/or literature.

ENL2013
SURVEY IN ENGLISH LITERATURE: 1300-1800
Prerequisite: ENC 1101 or 1101H. British literature though 18th
century. Each student writes 6,000 words. Grade of C to satisfy
Gordon Rule and general education requirements.

ENL2023
SURVEY IN ENGLISH LITERATURE: 1800 TO PRESENT
Prerequisite: ENC 1101 or 1101H. British literature of 19th and
20th centuries. Each student writes 6,000 words. Grade of C to
satisfy Gordon Rule and general education requirements.

LIT2090
CONTEMPORARY LITERATURE
Prerequisite: ENC 1101 or 1101H. 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 Gordon Rule
and general education requirements.

LIT2090H
CONTEMPORARY LITERATURE - HONORS
Same as LIT 2090 with honors content. Honors program
permission required.

LIT2110
SURVEY IN WORLD LITERATURE: BEGINNING THROUGH
RENAISSANCE
Prerequisite: ENC 1101 or 1101H. Major poetry, fiction, drama,
and essays. Each student writes 6,000 words. Grade of C to
satisfy the Gordon Rule and general education requirements.

LIT2120
SURVEY IN WORLD LITERATURE: ENLIGHTENMENT TO
PRESENT
Prerequisite: ENC 1101 or 1101H. Major poetry, fiction, drama and
essays. Each student writes 6,000 words. Grade of C to satisfy
Gordon Rule and general education requirements.
ENGLISH AS A SECOND LANGUAGE

ENS1201  credit hours 3 (3,0)
INTERMEDIATE SPEECH FOR NON-NATIVE SPEAKERS I
Prerequisite: Demonstration of required level of English proficiency. Emphasis on developing skills in listening comprehension, academic note-taking, effective classroom participation, and idiomatic conversational English. Credit does not apply toward associate degree.

ENS1221  credit hours 3 (3,0)
INTERMEDIATE ENGLISH READING I
Prerequisite: Demonstration of required level of English proficiency. Designed for non-native speakers of English 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. Credit does not apply toward associate degree.

ENS1241  credit hours 3 (3,0)
INTERMEDIATE ENGLISH WRITING I
Prerequisite: Demonstration of performance at required level of English language proficiency and ENS 1261 as pre- or corequisite. Intended for English-as-a-second language students who plan to use English for academic purposes. Students define, classify, analyze, and generalize and illustrate prose content. Writing of original paragraphs using chronological order, spatial order, order of importance, cause and effect relationships, and comparison and contrast. Credit does not apply toward associate degree.

ENS1261  credit hours 3 (3,0)
INTERMEDIATE ENGLISH STRUCTURE PATTERNS I
Prerequisite: Demonstration of required level of English proficiency. Designed for non-native speakers of English. Reviews basic sentence patterns and introduces more complex grammatical relationships. Requires written and oral transformations of sentence patterns. Emphasis on function words, verbs and verb phrases. Credit does not apply toward associate degree.

ENS1301  credit hours 3 (3,0)
INTERMEDIATE SPEECH FOR NON-NATIVE SPEAKERS II
Prerequisite: Demonstration of required level of English proficiency. Continuation of ENS 1201. Further skill development in listening comprehension, academic note-taking, extemporaneous speech preparation and delivery, and overall communicative competence. Credit does not apply toward associate degree.

ENS1321  credit hours 3 (3,0)
INTERMEDIATE ENGLISH READING II
Prerequisite: Demonstration of required level of English proficiency. Continuation of ENS 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. Credit does not apply toward associate degree.

ENVIRONMENTAL SCIENCE TECHNOLOGY

EVS1133  credit hours 3 (3,0)
WATER TREATMENT I
Provides theoretical, technical and practical knowledge necessary for Florida C-level certification for water treatment. Surveys all plant processes, specific knowledge needed to safely operate processing units and applied training in operation and maintenance of solution-feed gas chlorination systems.

EVS1143  credit hours 3 (3,0)
WATER TREATMENT II
Prerequisites: EVS 1133 and/or Florida certificate level C in water treatment or equivalent. Provides in-depth look at water treatment process begun in basic treatment plant operations. Covers treatment systems typical of larger operations and, because of their more complex nature, places greater concentration on chemical and biological aspects of treatment. Stresses study of issues and techniques small-plant managers and first line supervisory personnel need to become familiar with. Provides instruction necessary for Florida B level certification in water treatment.

EVS1333  credit hours 3 (3,0)
WASTEWATER TREATMENT I
Provides theoretical and practical knowledge necessary for Florida C level certification in wastewater treatment. Includes material relating to areas of microbiology, mathematics, problem solving, mechanical maintenance and repair, record keeping and operational safety relevant to operations.
EVS1343  WASTEWATER TREATMENT II  credit hours 3 (3,0)
Prerequisite: EVS 1333 and/or Florida certification level C in wastewater or equivalent. In-depth look at wastewater process begun in EVS 1343. Covers treatment systems typical of larger operations and, because of their more complex nature, places a greater concentration on biological aspects of treatment. Also stresses study of issues and techniques that small-plant managers and first-line supervisors need to become familiar with. Provides the instruction necessary for Florida B level certification in wastewater treatment.

EVS1401  BASIC ELECTRICITY, BLUEPRINT'S, AND ENERGY CONSERVATION  credit hours 3 (3,0)
Prerequisite: Two years of high school algebra or equivalent. Basic principles of electricity, motors and pumps, efficiency, and controls. Fundamentals of blueprint interpretation and energy conservation related to plant design and operation. Includes lecture, lab, and field trip experiences.

EVS1861  ENVIRONMENTAL REGULATIONS  credit hours 3 (3,0)
Includes fundamentals of environmental regulations and functions of regulatory agencies at federal, state, and local levels. Includes study of environmental impact statements and principles of environmental law.

EVS2153  WATER TREATMENT III  credit hours 3 (3,0)
Prerequisites: EVS 1143 and/or Florida certificate level B in water treatment or equivalent. Provides theoretical and technical knowledge necessary for Florida A level certification in water treatment. Directed towards individual who has achieved C or B levels of certification in two main areas: managing treatment plant operations and advanced and innovative treatment techniques. Material offered using problem-solving approach, in which students find their own solutions to problems and critique them as to practicality in costs, labor, materials, and safety considerations.

EVS2191  ENVIRONMENTAL SAMPLING AND ANALYSIS  credit hours 3 (3,0)
Prerequisites: CHM 1205C, EVS 1861, and EVS 2812. Lecture/lab/field course includes proper methods of collecting, transporting and analyzing samples of water, wastewater, air, and soil. Stresses techniques for data analysis and presentation.

EVS2353  WASTEWATER TREATMENT III  credit hours 3 (3,0)
Prerequisites: EVS 1343 and/or Florida certification level B in wastewater or equivalent. Provides information in advanced wastewater treatment. Covers treatment of larger operations along with advanced effluent disposal and sludge treatment handling. Stresses importance of proper supervisory techniques in personnel, budget preparation, and setting and conducting training programs. Provides instruction necessary for Florida A level certification in wastewater treatment.

EVS2501  SOLID WASTE MANAGEMENT  credit hours 3 (3,0)
Includes lecture and field experiences. Students learn methods of collection and transportation of solid wastes. Study of principles of landfill operation and management as well as alternative forms of disposal, including resource recovery, co-generation, and composting.

EVS2601  HAZARDOUS MATERIALS  credit hours 3 (3,0)
Prerequisite: CHM 1025. Lecture/field course includes principles of safe handling, classification and management of hazardous materials. Students learn basic provisions of important regulation programs such as RCRA, SARA and OSHA.

EVS2792  AIR QUALITY  credit hours 3 (3,0)
Lecture/field course includes discussion of types, sources, causes, and remedies of air pollution. Students learn relationship between air pollution and meteorological processes. Discusses effects of air pollution on humans and natural and built world.

EVS2812  ENVIRONMENTAL MICROBIOLOGY  credit hours 3 (3,0)
Prerequisites: BCS 1010 or BSC 1005. Methods of identification, culture and analysis of micro-organisms. Special emphasis on pathological micro-organisms common to water/wastewater systems and methods of disinfection and sterilization.

FILM PRODUCTION

FIL1270  INTRODUCTION TO THE FILM PROCESS  credit hours 3 (3,0)
Study of filmmaking process from concept to completion with special emphasis on relationship between various job categories and specific role of "below the line" production technician.

FIL2200  FILM PRODUCTION  credit hours 1-4 (1,3)
Participation by student as technician in College-sponsored film production. Must be repeated for 12 hours credit. (Special Fee)

FIL2271  FILM CAMERA TECHNIQUES  credit hours 3 (1,3)
Prepares student to function in all capacities as member of motion picture camera department. Focuses on care and handling of equipment, documentation and solving film-shooting problems.

FIL2272  FILM LIGHTING  credit hours 3 (1,3)
Study of film lighting techniques, practices and equipment. Includes lighting theory, power distribution systems and color theory. Special emphasis on working as part of film production team.

FIL2273  FILM GRIPPING  credit hours 3 (1,3)
Study of use of gripping skills and equipment as related to feature film production. Emphasis on strategies necessary to anticipate shooting needs and problem-solving.
FILM EDITING
Acquaints students with techniques and aesthetics of film editing. Emphasis on visual and audio post-production.

FILM SOUND
Focuses on theory and practice of production and post-production film sound. Special emphasis on techniques of sound imaging in film-making process.

SELECTED TOPICS IN FILMS
Seminar for students interested in research, discussion and observation of special topics in film and film production.

FIRE SCIENCE

FFP1000 INTRODUCTION TO FIRE SCIENCE TECHNOLOGY
Study of chemistry and physics of fire; detailed study of effects of fire on national economy, as well as review of fire experience of United States; detailed examination of basic fire classifications, fire causes and leading fire problems; survey of agencies involved in fire safety, fire protection and materials handling; familiarization with federal, state and local fire protection ordinances.

FFP1130 COMPANY OFFICER LEADERSHIP
Includes basic aspects of leadership: leadership style, communications, group dynamics, individual behavior, motivation and various types of management currently used.

FFP1410 FIRE FIGHTING STRATEGY AND TACTICS
Basic concepts of fire fighting, size-up, fire attack principles, use of manpower and equipment at company level. Emphasis on developing thinking skills in working with common fires and operations to ensure success at more serious ones.

FFP2150 METHODS AND TECHNIQUES OF INSTRUCTION FOR FIRE SCIENCE
Principles, procedures and techniques of teaching with emphasis on methods of instruction, developing training outlines, use of visual aids and testing procedures for fire technology instructors.

FFP2180 FIRE DEPARTMENT MANAGEMENT
Principles and functions of fire department management. Chief officer’s role as manager, including objectives of fire department, planning, budgeting, water supplies, relationship of insurance to fire protection, communications and fire alarms, organization and legal aspects of prevention, fire investigation and changing concepts in management.

FFP2200 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.

FFP2210 FIRE INVESTIGATION
Study of cause and origin of fires with emphasis on fire inspector’s or fire officer’s role in investigative process. Deals with determination of fire cause and origin, collection of evidence and investigator’s preparation for trial.

FFP2300 BUILDING CONSTRUCTION AND FUNDAMENTALS
Study of components of structures from fire protection standpoint with emphasis on effects of fire on structures and fire protection through built-in fire safety measures.

FFP2315 FIRE PROTECTION CODES AND STANDARDS

FFP2326 BUILDING PLANS REVIEW FOR FIRE SERVICE

FFP2500 HAZARDOUS MATERIALS I
Study of principles involved in recognition of materials 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.

FFP2501 HAZARDOUS MATERIALS II
Problems of hazardous materials in transportation storage and use. Additional emphasis on emergency services in combating, coordinating and controlling hazardous materials incident. Covers bulk storage of hazardous materials and their transportation by land, sea and air.
GEOGRAPHY

GEA1000 credit hours 3 (3,0)
WORLD GEOGRAPHY
Introduction to basic geographic concepts and terms, problems of conservation of natural resources and human and natural resources of major regions of the world with in-depth study of one or more countries in each region.

GERMAN

GER1000 credit hours 3 (3,0)
BASIC GERMAN
Conversational approach to German. Stress on everyday use of the language. Students introduced to basic grammar, vocabulary and composition. This course, two years of recent high school German or departmental approval.

GER1100 credit hours 3 (3,0)
ELEMENTARY GERMAN
Prerequisite: German 1000, two years of recent high school German or departmental approval. Fundamental German grammar and communication skills.

GER1101 credit hours 3 (3,0)
ELEMENTARY GERMAN II
Prerequisite: GER 1100 or departmental approval. Continuation of GER 1100.

GER2200 credit hours 3 (3,0)
INTERMEDIATE GERMAN I
Prerequisite: GER 1101 or departmental approval. Conversational approach based on material which also develops reading and writing skills.

GER2201 credit hours 3 (3,0)
INTERMEDIATE GERMAN II
Prerequisite: GER 2200 or departmental approval. Conversational approach based on material which also develops reading and writing skills.

GRAPHICS TECHNOLOGY

GRA1500 credit hours 3 (3,0)
INTRODUCTION TO GRAPHIC COMMUNICATIONS
Broad look at graphics. Explores printing process, typesetting methods, including copyfitting; recognition and identification of papers, layout and color, plus introduction to press camera.

GRA1530C credit hours 3 (1,2)
FUNDAMENTALS OF TYPOGRAPHY
Prerequisite: GRA 1500. Covers 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 layouts with specific emphasis on type selection. (Special Fee)
GRA1540C  
LAYOUT, DESIGN AND COPY PREPARATION  
Prerequisite: GRA 1500 or departmental approval. Planning and visualization of advertising and industrial copy. Student converts rough ideas and designs into comprehensive layouts and prepares camera-ready copy. Experiments conducted with various media involving design balance and color psychology. Appropriate mix of typography, illustration and photography. Also covers type specification, paste-up and keylining for posters, displays, reports, magazines, packaging, labels and letterheads. (Special Fee)

GRA1951  
PORTFOLIO REVIEW  
Prerequisite: ART 1201C, ART 1301C, GRA 1500 or departmental approval. Student develops portfolio to be presented for employment in graphic design. Course may be taken for two terms at one credit each.

GRA2545C  
ADVANCED GRAPHIC DESIGN I  
Prerequisite: GRA 1540C or departmental approval. Addresses practical problems relevant to contemporary industry standards in graphic communications. Emphasis on producing layouts and comprehensives in black and white and color. Various up-to-date methods of camera-ready production utilized.

GRA2546C  
ADVANCED GRAPHIC DESIGN II  
Prerequisite: GRA 2545C or departmental approval. Comprehensive course involving in-depth study of advanced design problem solving. Includes marketing strategies, exploring design solutions, dealing with clients, estimating costs, presentation and production techniques.

GRA2571C  
PHOTOLITHOGRAPHY  
Prerequisite: GRA 1500 or departmental approval. Fundamental photographic principles, theory procedures and application of photographic techniques in production of negatives for printing process. Includes camera operation, developing, enlarging, printing, opaquing sealing, dark room operation and reproduction of line and halftone copy (both single and two-color). Taught at Mid-Florida Technical Institute.

GRA2601C  
COLOR STRIPPING  
Prerequisite: GRA 1500 and GRA 2571C or departmental approval. Production procedures for color stripping and hands-on experience in stripping two-color negatives for reproduction.

GRA2635C  
GRAPHIC REPRODUCTION PROCESSES  
Prerequisite: GRA 1500 or departmental approval. Fundamentals of single color layout imposition, stripping and opaquing of negatives onto goldenrod. Introduces theory of direct image, electrostatic, photo direct, presensitized and plastic plates. Hands-on projects provided in stripping for single color plate selection and burning. Theory and hands-on practice of principles and methods of prepress, press operation and cleanup.

GRA2661C  
BINDING OPERATIONS  
Prerequisite: GRA 1500 or departmental approval. Student becomes familiar with aspects of machines used in binding operation. Hands-on experience in operation of cutters, folders, joggers, collators, padding equipment, numbering and stitching machines.

GRA2692  
PRINTING PROBLEMS  
Prerequisite: GRA 1500 and GRA 2635C or departmental approval. Presents student with given set of circumstances which include one or more problem areas in production process. Through analyzing several possible solutions, student learns to solve given problem.

GRA2702  
GRAPHICS PRODUCTION MANAGEMENT  
Prerequisite: GRA 1500 or departmental approval. Provides opportunities to organize, develop and manage graphics arts operation from mid-to top-level manager's position. Marketing concepts explored as well as theory of business principles. Students form and manage graphics business, addressing management role in sales, public relations, personnel, production planning, budget and finance, as well as full cycle of business management. Deals with work simplification theories and practices as well as current tools available to approach decision-making situation in business world.

GRA2704C  
PRODUCTION SCHEDULING  
Prerequisites: GRA 1500, GRA 2571C and GRA 2635C, or departmental approval. Student learns production scheduling and control techniques, using Job Ticket to determine how best (most economical and most timely) to get job through printing department.

GRA2706  
GRAPHICS ARTS ESTIMATING  
Prerequisite: GRA 1500 or departmental approval. Analysis of economic principles and procedures involved in estimating printing production, both letterpress and offset. Investigates various kinds, uses, sizes, weights and finishes of paper stock; establishing hourly cost rates by 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.

GRA2740C  
GRAPHIC PRESENTATIONS  
Prerequisite: GRA 2800 or departmental approval. Study of graphic applications of presenting business and technical information to specific audience. Uses personal computer and other modern graphic techniques to create business graphic displays for presentation. Explores various output methods using modern graphic mediums such as flip charts, overhead transparencies, slides and computer animation to complete multimedia presentation. Emphasis on design and presentation techniques that assure quality presentations. (Special Fee)
GRA2743C ILLUSTRATING credit hours 3 (2,2) Prerequisites: GRA 1500 and ART 1301C. Application of freehand sketching and mechanical projection to industrial/commercial problems. Explores portfolio, resume and preparation for job seeking. Employs various mediums such as ink, airbrush, watercolor, acrylics, pastels and colored pencils. Includes studies in planning, production and completion of finished artwork for brochures, reports, manuals and other industrial/commercial publications. (Special Fee)

GRA2745C PICTORIAL RENDERING credit hours 3 (2,2) Grounding in construction and drawing methods necessary to produce accurate pictorial and architectural renderings. Explores various mediums, including airbrush and wash drawings, caseires, 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)

GRA2800 COMPUTER GRAPHICS credit hours 3 (1,2) Prerequisite: GRA 1500 or departmental approval. 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. Student learns necessary computer commands to use software and to produce assigned graphics/commercial art layouts using printers and plotters. Methods of performing pagination and merging text with graphics as well as design concepts that feature capabilities of computer graphics. (Special Fee)

GRA2803 COMPUTER ANIMATION I credit hours 3 (1,2) Prerequisite: GRA 2800 or departmental approval. Provides instruction in the use of personal computer to generate and incorporate 2-D images into animated sequences. Explores and applies to computer imagery principles of traditional drawing and painting storyboarding and animation effects. Introduces students to necessary hardware and software to create and output animated images. (Special Fee)

GRA2804 COMPUTER ANIMATION II credit hours 3 (1,2) Prerequisites: GRA 2803 or departmental approval. Provides instruction in the use of personal computer to generate 3-D images and incorporate such into animated sequences. Continues studies begun in GRA 2803. Explores applications and usages of 3-D imagery. Students become familiar with necessary hardware, software and peripherals for production. (Special Fee)

GRA2820 GRAPHIC DESIGN FOR DESKTOP PUBLISHING credit hours 3 (1,2) Prerequisite: GRA 2800 or departmental approval. Hands-on use of high-end desktop publishing software and hardware for production of quality publication. Focus on computer graphic design skills: Composition, layout, typography, pagination, style, balance, format and project planning. Serves as foundation for application to computer-aided publishing. Encompasses use of text as well as graphics for integration into publications. Explores history, operation networking, output methods, present and future capabilities of computer-aided publishing.

GRA2930 SELECTED TOPICS IN GRAPHIC ARTS credit hours 3 (0,0) Prerequisite: GRA 1500 or departmental approval. In-depth study of various advanced concepts, methods and techniques currently employed in graphic arts field. Explores state-of-the-art applications through research, experimentation, discussion and demonstration.

GRA2949 COOPERATIVE EDUCATION: GRAPHIC ART'S FIELD EXPERIENCE credit hours 2-4 (0,15,35) Prerequisite: Departmental approval. Student earns credit by working in supervised training assignment directly related to college major. May be repeated for credit.

HEALTH

HSC1100 PERSONAL HEALTH credit hours 3 (0,0) Acquaints individual with sound principles of healthful living. Emphasis on helping student meet physical, mental and social stresses of daily life. Topics include nutrition, physical conditioning, mental health, reproduction, diseases pertinent to today's lifestyle and alcohol and drug education.

HSC1400 FIRST AID/CPR credit hours 3 (0,0) Acquaints students with principles of first aid/CPR in daily living and emergency procedures for cases of unexpected illness or injury. Students may earn standard first aid and cardiopulmonary resuscitation (CPR) certification.

HEALTH RELATED

BSC1084 ANATOMY AND PHYSIOLOGY credit hours 3 (0,0) Prerequisite: BSC1005. Provides student with knowledge of structure and function of human body systems. Emphasizes physiology in health and disease.

BSC1085 ANATOMY AND PHYSIOLOGY FOR HEALTH SCIENCES I credit hours 3 (0,0) Introduces student to organization of human body with emphasis on musculoskeletal, cardiovascular, lymphatic & respiratory systems. Applies clinical laboratory and imaging techniques in diagnosis and treatment of disease.

BSC1086 ANATOMY AND PHYSIOLOGY FOR HEALTH SCIENCES II credit hours 3 (0,0) Prerequisite: BSC 1085 with "C" or better. Continuation of BSC 1085 with emphasis on integumentary, nervous, endocrine, digestive, urinary and reproductive systems. Special senses, acid-base balance and development and inheritance will be included.

HSC1001 PROFESSIONS OF CARING credit hours 3 (3,0) Prerequisite: Completed remedial coursework. Introduces careers in health professions. Includes self exploration and increased awareness of self and others. Focuses on American Health Care Systems and skills and understanding needed to enter health professions.
HSC1230C  credit hours 2 (1,3)
METHODS OF PATIENT CARE
Introduces basic theories, skills, and techniques of quality patient care. Includes communication, assessment skills, aseptic technique, venous access and drug administration, emergency situations and AIDS education. Presents theoretical and practical knowledge to make sound clinical judgements and carry out patient care activities.

HSC1531  credit hours 3 (3,0)
MEDICAL TERMINOLOGY
Study of language of medicine and allied health specialties. Includes word construction, definitions and application of terms.

HSC1550  credit hours 3
PATHOPHYSIOLOGY
Concepts of disease and related pathology. Manifestations and etiology of pathological conditions, their relevance to diagnosis, treatment of disease, trauma, systemic classifications, tissue disruption and healing process.

HSC2520  credit hours 2
PHARMACOLOGY FOR HEALTH RELATED MAJORS
Includes study of drugs used in treatment of diseases of human body.

PHY102  credit hours 3 (3,0)
APPLIED PHYSICS
General principles of physics applied in lecture course. Study of atomic theory and structure, electrostatics, electrodynamics, magnetism, electromagnetism, electric generators and motors' production and control of high voltage, rectification, circuitry, electromagnetic radiation, and interaction of radiation with matter.

HISTORY

AMH1095  credit hours 3 (3,0)
AMERICAN INDIAN HISTORY
Survey of American Indian history from era of European contact to present. Topics include initial contacts with Europeans, Indian resistance, aspects of major Indian cultures, U.S. Government policies, and present status of native Americans.

AMH2010  credit hours 3 (3,0)
UNITED STATES HISTORY TO 1865
Survey of early United States history, emphasizing political, social, and economic developments. Examines such topics as colonization, slavery, American Revolution, U.S. Constitution, War of 1812 and emancipation movement.

AMH2010H  credit hours 3 (3,0)
UNITED STATES HISTORY TO 1865 - HONORS
Same as AMH 2010 with honors content. Honors program permission required.

AMH2020  credit hours 3 (3,0)
UNITED STATES HISTORY 1865 - 1945
Survey of United States history between Civil War and World War II. Emphasizes political, social, economic and diplomatic developments, examining such issues as Reconstruction Spanish-American War, Populist and Progressive movements, Great Depression and World Wars I and II.

AMH2020H  credit hours 3 (3,0)
UNITED STATES HISTORY 1865-1945 - HONORS
Same as AMH 2020 with honors content. Honors program permission required.

AMH2070  credit hours 3 (3,0)
HISTORY OF FLORIDA
Creates an understanding of and appreciation for historical evolution of Florida. Emphasizes direct student involvement in compiling and collecting documents, artifacts, photographs, slides, tapes, papers, etc.

EUH1000  credit hours 3 (3,0)
WESTERN CIVILIZATION TO 1750
Survey of ancient, medieval and early modern Western civilization, with emphasis on political, social and economic developments. Examines early societies of Mesopotamia and Egypt, Greece, Roman Republic and Empire, early Christianity, barbarian invasions, medieval government and commerce, Renaissance and Reformation, origins of modern state and other topics.

EUH1001  credit hours 3 (3,0)
WESTERN CIVILIZATION 1750 TO PRESENT
Survey of modern Western society, with emphasis on industrialization, social developments, rise of modern state and international relations. Examines French and Russian revolutions, Fascist Italy, Nazi Germany and World Wars I and II and other topics.

HIS2206  credit hours 3 (3,0)
RECENT AND CONTEMPORARY HISTORY
Creates understanding of political, social, economic, intellectual and ideological forces prevalent in postwar world through study and analysis of recent and contemporary national and international problems.

HIS2935  credit hours 1-3 (1-3,0)
SELECTED TOPICS IN HISTORY
For students interested in special topics and who wish to explore further the field of history through research, discussion and observation.
HORTICULTURE

AEB2020 credit hours 3 (3,0)
SOCIOLOGICAL PROBLEMS AND PROGRAMS IN THE AGRICULTURAL COMMUNITY
Study of people problems and institutional programs designed to deal with sociological problems and programs in agricultural communities. Emphasis on development of sub-cultures and their way of life, emergence of middle class in underdeveloped nations, basic concepts of agriculturally oriented society, problems of sociological structures (stratification structures and institutional structures), impact of technological development on varying societies, and population pressures. Includes effect of environmental stress on social policy.

AEB2662 credit hours 3 (3,1)
INTERNATIONAL AGRICULTURAL ECONOMICS
HORTICULTURE
Study of important microeconomics principles used in solving horticultural business management problems. Emphasis on world agricultural, specifically horticulture production and the product system (food, medicinals, fiber, etc.) in the context of both national and international markets. Emphasis on insights into current and persisting policy issues faced by managers and private citizens wanting to participate more fully in local, state, national, and international resource-use initiatives. Laboratory experiences involve management studies into horticultural enterprises.

AGE2230C credit hours 4 (3,2)
IRRIGATION DESIGN, CONSTRUCTION AND MAINTENANCE
Prerequisite: HOS 1010 or departmental approval. Comprehensive study of methods and practices used in design, construction, and maintenance. Topics include selection of sprinkler equipment, piping, hydrant, water hammer causes, cross-connection control, pumps, maintenance of clean water supplies, sprinkler performance, plot plans, head layout, rotary systems, quick-coupling systems, golf course systems, and electrical equipment used in irrigation systems.

AGG2433 credit hours 3 (3,1)
GEOGRAPHY AND AGRICULTURAL APPLICATIONS
Study of nature of geography as it relates to methodology and human demographics utilized in developing and exploiting the agricultural environments of our planet. Deals with development of related natural resources and populations. Special emphasis on adaptation, preservation, and environmental impact of agricultural factors and populations. Areas of concentration include long-term development versus short-term gains. Methodology includes case studies as well as field trips to areas where environmental impact has had major effect on people and land.

AOM2012 credit hours 3 (3,1)
TYPES AND SYSTEMS OF AGRICULTURAL OPERATIONS
Study of operational and management styles utilized in agricultural (horticultural) situations. Emphasis on process of systems development, administrative definition, product research and development, service and maintenance, machinery and equipment needs and application, operational analysis for purchasing, communications, transportation, production, and marketing. Lab experiences will include field trips to horticulture concerns for systems analysis.

BOT2501C credit hours 4 (3,2)
PLANT PHYSIOLOGY
Study of vital phenomena in plants. Concerns processes and functions, responses of plants to changes in environment, and growth and development that result from responses. Laboratory experiences make applications to biological concepts and to practical aspects of all phases and areas of horticulture.

ENY1007C credit hours 3 (3,1)
PRINCIPLES OF ENTOMOLOGY
Prerequisite: HOS 1010 or departmental approval. Discussion of major plant insect pests, their characteristics, identification, life cycles and type of injury inflicted and analysis of various control measures including cultural, biological and chemical methods. Includes pesticides, methods of application and precautions in handling. (Special Fee)

FRC2001C credit hours 3 (3,1)
FRUIT PRODUCTION (POMOLOGY)
Prerequisite: HOS 1010. Includes cultural practices, identification, handling physiology, storage, breeding of fruiting type plants both for home and commercial use. (Special Fee)

FRC2211C credit hours 3 (3,1)
CITRUS CULTURE
Prerequisite: HOS 1010. Deals with citrus production and marketing. Includes study of such practices as propagation, planting, pruning, cultivating, fertilizing, spraying irrigating, harvesting, grading, storing and marketing. (Special Fee)

HOS1010 credit hours 3 (3,1)
INTRODUCTION TO HORTICULTURAL SCIENCE
Study of scientific basis of horticulture for beginning students. Part I introduces biology of horticulture; Part II deals with techniques of horticulture. Part III surveys industry, emphasizing distinguishing characteristics and special problem. Includes aesthetic aspects of horticulture. Lab periods cover such practices as pruning, propagation, plant classification. (Special Fee)

HOS2030 credit hours 2 (1,2)
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. (Special Fee)

HOS2932 credit hours 1-4 (1-4,0)
SELECTED TOPICS IN HORTICULTURE
Prerequisite: HOS 1010. Topics of interest or research in horticulture. Subject matter includes topics not offered in other courses in program. (Special Fee)

HOS2942 credit hours 3 (1,4)
SUPERVISED HORTICULTURE WORK EXPERIENCE
Prerequisite: Departmental approval. On-the-job training program requiring minimum of 240 hours employment in one of many horticultural industries. Students gain practical experience by working in one or more designated work areas.
IPM1301 PESTICIDES credit hours 3 (3,1)
Involves classification, mode of action, toxicity, mixing, registration and safe application techniques of pesticides used in pest control industry.

ORH1234 ORNAMENTAL PLANT MAINTENANCE credit hours 4 (3,2)
Prerequisite: HOS 1010 or departmental approval. Analysis of basic principles and practices used in plant maintenance of designed areas. Considers both preventive and normal maintenance measures. Provides comprehensive survey of design and maintenance problems with emphasis on institutional and public areas. (Special Fee)

ORH1510 ORNAMENTAL PLANT MATERIALS I credit hours 3 (3,1)
Prerequisite: HOS 1010 or departmental approval. Detailed study of temperate zone plants used in Florida landscaping. Includes identification, growth characteristics, propagation, culture and uses of plants. (Special Fee)

ORH1511 ORNAMENTAL PLANT MATERIALS II credit hours 3 (3,1)
Prerequisite: HOS 1010 or departmental approval. Identification, growth characteristics, propagation, culture and use of tropical and sub-tropical plants in Florida plantscapes. (Special Fee)

ORH1831 LANDSCAPING DESIGN AND IMPLEMENTATION credit hours 3 (3,1)
Prerequisite: ORH 1510 or departmental approval. Comprehensive study of design elements, design principles, culture and technique. Includes plan preparation, evaluation, presentation and implementation of functionally designed areas. (Special Fee)

ORH1873 INTERIORSCAPING, DESIGN AND MAINTENANCE credit hours 3 (3,1)
Prerequisite: ORH 1511 or departmental approval. Comprehensive study of design elements and principles as applied to interior situations and conditions. Emphasis on preparation, evaluation and implementation of functionally designed areas. Maintenance procedures and practices discussed in detail. Includes lab. (Special Fee)

ORH2220 TURF GRASS CULTURE credit hours 4 (3,2)
Prerequisites: HOS 1010 and SOS 2102 or departmental approval. Detailed study of turf grass varieties and their establishment, maintenance and renovation. Emphasis on physiology, soil-water relationships, nutrition, pests and their control and sod production. (Special Fee)

ORH2251 NURSERY OPERATION AND MANAGEMENT credit hours 3 (3,1)
Prerequisite: HOS 1010 or departmental approval. Study of management and cultural practices. Includes laboratory work in time-motion studies, production scheduling, marketing surveys, nursery design, nursery visits, nursery personnel, cost analysis, cultural approaches, growing structures and equipment use. (Special Fee)

ORH2261 FLORI-CROP PRODUCTION AND USE credit hours 3 (3,1)
Prerequisite: HOS 1010 or departmental approval. Basic concepts of commercial greenhouse construction, maintenance and environmental control techniques. Major emphasis on production, management and marketing of major floral crops. (Special Fee)

ORH2274 COMMERCIAL FOLIAGE PLANT PRODUCTION credit hours 4 (3,2)
Prerequisite: HOS 1010 or departmental approval. Comprehensive study of commercial foliage production. Major topics of discussion: identification, classification, growing structures, culture, production, pest control and marketing. (Special Fee)

ORH2281 INTRODUCTION TO ORCHIDOLOGY credit hours 3 (2,2)
Prerequisite: HOS 1010 or departmental approval. Survey of taxonomy, morphology, ecology and culture of the orchid family. Emphasis upon cultural aspects for Central Florida. (Special Fee)

ORH22942 LANDSCAPE CONSTRUCTION - OPERATIONS, MANAGEMENT, METHODS AND MATERIALS credit hours 4 (3,2)
Prerequisite: HOS 1010 or departmental approval. Comprehensive study of methods and practices in landscape construction industry today. Topics include mechanics of landscaping construction, materials selection and preparation, personnel hiring, training and retraining, work schedules, planning, labor analysis, pricing, bidding and estimating.

ORH2930 HORTICULTURE RESEARCH AND SEMINAR credit hours 1-3 (1,6)
Prerequisite: Departmental approval. For students wishing to become involved in primary research. Research-seminar project conducted under strict supervision by qualified professors. Using accepted procedural format, representative of the agricultural research community. Research performed will be given to Horticulture classes involved in the subject matter areas being researched.

PLP2001C PLANT PATHOLOGY credit hours 4 (3,2)
Prerequisite: HOS 1010 or departmental approval. Deals with more common and important diseases of horticultural plants. Discusses symptoms, life history of casual organisms and treatments of diseases. Analysis of biological, physical and chemical approaches. (Special Fee)

PLS2220 PLANT PROPAGATION credit hours 3 (3,1)
Prerequisite: HOS 1010 or departmental approval. Comprehensive study of methods and practices used for propagating plant materials in industry today. Includes study and practice in seedage, layerage, cutting, graftage, budding and micro-propagation. (Special Fee)
PMA2502  credit hours 4 (3,2)
DIAGNOSTIC TECHNIQUES FOR PLANT PROBLEMS
Study of procedures and methodologies used by horticultural industry, both research and commercial, to accurately identify plant cultural problems, such as pathogenic, non-pathogenic, entomological, and environmental. Lab experience includes field trips to private industry labs, collecting samples and analyzing problems, and introduction to state-of-the-art equipment used by both industry and research facilities.

SOS2102  credit hours 3 (3,1)
SOILS AND FERTILIZERS
Prerequisite: HOS 1010 or departmental approval. Study of soil-water-plant relationships. Emphasis on soil properties (soil science), soil management and soil use (economical as well as social). Includes nursery and greenhouse soils for Florida, elemental nutrient studies and selected research topics. (Special Fee)

SOS2470  credit hours 4 (3,2)
IRRIGATION-DESIGN, INSTALLATION AND MAINTENANCE
Prerequisite: HOS 1010 or departmental approval. Technical study of land forms and their alterations. Special emphasis on irrigation and water impounding with respect to landscaping and drainage equipment, its use and maintenance. (Special Fee)

VEC1201  credit hours 3 (3,1)
INTRODUCTION TO VEGETABLE GARDENING
Prerequisite: HOS 1010. Study of fundamental principles underlying commercial production of vegetables: seeding, fertilization, harvesting and storage. (Special Fee)

HOSPITALITY

FSS2222C  credit hours 3 (1,2)
QUANTITY FOOD PRODUCTION AND FOOD MANAGEMENT
Basic cooking skills along with understanding of food management that can be applied to any food service organization. Under guidance and supervision of experienced chef, and within commercial kitchen, students concentrate on understanding foods and interplay among ingredients, recipes, kitchen equipment, kitchen procedures and techniques and managing costs while learning how to prepare various dishes found in typical food service operation. (Special Fee $20.00)

FSS2251  credit hours 3 (3,0)
FOOD AND BEVERAGE MANAGEMENT
Application of principles in menu planning kitchen layout and equipment section. Also trains student to design restaurants for ease in operation as well as promotion of principles in menu planning, kitchen layout and safety and health standards.

FSS2500  credit hours 3 (3,0)
FOOD AND BEVERAGE CONTROL
Emphasis on methods of menu pricing, systems of controlling and accounting for food and beverage costs and methods of controlling sales income.

HFT1000  credit hours 3 (3,0)
INTRODUCTION TO HOSPITALITY INDUSTRY
Introduction to many facets of hotel-motel and food services industries. Includes study of history, scope and innovations in industry as well as orientation visits to local establishments.

HFT1300  credit hours 3 (3,0)
MANAGING HOUSEKEEPING OPERATIONS
This course presents a systematic approach to managing housekeeping operations in the hospitality industry. Emphasis is placed on the role of the housekeeping department and understanding managerial skills necessary to efficiently operate this department.

HFT1410  credit hours 3 (3,0)
FRONT OFFICE MANAGEMENT
Acquaints student with front desk procedures, including use of accounting machines for processing guest accounts through hotel night audit.

HFT1700  credit hours 3 (3,0)
INTRODUCTION TO TOURISM
Emphasis on international, national and state aspects of tourism. Comprehensive study of businesses involved in promotion of travel: transportation, accommodations, feeding and entertainment of travelers. Analysis of economic, cultural and sociological effects of tourism on communities and states.

HFF2210  credit hours 3 (3,0)
HOSPITALITY MANAGEMENT
Relates managerial functions to hospitality industry and trains student to become effective manager by applying management theories. Much emphasis on human relations and how to work efficiently with peers, superiors and subordinates.

HFT2223  credit hours 3 (3,0)
HUMAN RELATIONS AND SUPERVISORY DEVELOPMENT
This course prepares students for eventual certification in Certified Hospitality Supervisor (CHS) by the American Hotel and Motel Association. Emphasis is place on such management skills as solving problems, motivating employees and improving employee performance.

HFF2500  credit hours 3 (3,0)
MARKETING AND SALES IN THE HOSPITALITY INDUSTRY
Students develop actual marketing campaign for business within hospitality industry. Emphasis on (a) analysis of market, competition and product, (b) planning financial budget and (c) developing short-term and long-range strategies to achieve desired profit through effective advertising, sales and public relations plan.

HFF2600  credit hours 3 (3,0)
HOSPITALITY LAW
Provides awareness of rights and responsibilities that law grants to or imposes upon a hotelkeeper and illustrates possible consequences of failure to satisfy legal obligations. Specific attention to innkeeper-guest relationship, contracts, torts, civil and property rights and insurable risks.
HFT2750  credit hours 3 (3,0)
CONVENTION MANAGEMENT AND SERVICE
This course defines the scope and segmentation of the convention and group business market, describes marketing and sales strategies to attract markets with specific needs, and explains techniques to meet these needs as part of meeting and convention services.

HFF2930  credit hours 1-3 (1-3,0)
SELECTED TOPICS IN HOSPITALITY MANAGEMENT
Prerequisite: Departmental approval. For students interested in discussion, exploration and observation of special topics in lodging, restaurant, tourism, attractions and food management.

HFT2941  credit hours 3 (0,3)
HOSPITALITY SEMINAR AND WORK EXPERIENCE
Prerequisite: Departmental approval. Provides 240 hours of practical experience under supervision of industry manager and professor.

HUMANITIES

HUM1020  credit hours 3 (3,0)
INTRODUCTION TO HUMANITIES
Basic introduction to humanities. Focuses on central concepts, historical development and fundamental nature of philosophy, architecture, music, religion and art. Concepts from such disciplines integrated with contemporary American culture.

HUM1701  credit hours 3 (3,0)
HUMANITIES IN MEXICO
Prerequisite: Departmental approval plus cost of trip and registration fees. Includes 11 days travel to Mexico City, Cuernavaca and Taxco during break between Sessions 2 and 3. Ten hours of class work during last three weeks of Session 2. Acquaints students with history, culture, art and architecture of Mexico at sites such as Teotihuacan, Xochicalco and Malinalco. Focuses on pre-Columbian cultures, colonial Mexico under Spanish influence and problems of modern Mexico.

HUM1702  credit hours 3 (3,0)
HUMANITIES IN MEXICO
Prerequisites: Departmental approval plus cost of trip and registration fees. Includes 11 days travel to Yucatan Peninsula, visiting Merida, Campeche, Cancun, and Mayan archeological sites of Dzibilchaltun, Chichen Itza, Edzna, Coba, Uxmal, and others. Ten hours of class work during last three weeks of Session 2. Acquaints students with history, culture, art, and architecture of Mayan people of Yucatan. Special emphasis on contemporary social and economic issues of this part of Mexico. Offered every other year during Session 2.

HUM2220  credit hours 3 (3,0)
HUMANITIES - GREEK AND ROMAN
Prerequisite: ENC 1101 or ENC 1101H. Integrated examination of dominant ideas in Western culture as expressed in art, literature, music, philosophy and religion. Covers period from Trojan War through Roman era, emphasizing development and influence of classical ideas. Requires each student to write 6,000 words.

HUM2220H  credit hours 3 (3,0)
HUMANITIES - GREEK AND ROMAN - HONORS
Same as HUM 2220 with honors content. Honors program permission required.

HUM2223  credit hours 3 (3,0)
HUMANITIES - LATE ROMAN AND MEDIEVAL
Prerequisite: ENC 1101 or 1101H. Integrated examination of dominant ideas in Western culture expressed in art, literature, music, philosophy and religion. Covers period from late Roman Empire through Middle Ages, emphasizing development and historical influence of Christianity. Requires each student to write 6,000 words.

HUM2223H  credit hours 3 (3,0)
HUMANITIES - LATE ROMAN AND MEDIEVAL - HONORS
Same as HUM 2223 with honors content. Honors program permission required.

HUM2232  credit hours 3 (3,0)
HUMANITIES - RENAISSANCE AND BAROQUE
Prerequisite: ENC 1101 or 1101H. Integrated examination of dominant ideas in Western culture expressed in art, literature, music, philosophy and religion. Covers period from Renaissance through Baroque era, emphasizing synthesis of classical and Christian elements. Requires each student to write 6000 words.

HUM2232H  credit hours 3 (3,0)
HUMANITIES - RENAISSANCE AND BAROQUE - HONORS
Same as HUM 2232 with honors content. Honors program permission required.

HUM2234  credit hours 3 (3,0)
HUMANITIES - ENLIGHTENMENT AND ROMANTICISM
Prerequisite: ENC 1101 or 1101H. Integrated examination of dominant ideas in Western culture expressed in art, literature, music, philosophy and religion. Covers period from Enlightenment through 19th century, emphasizing emergence of rationalism and modern science and Romantic rebellion. Requires each student to write 6,000 words.

HUM2234H  credit hours 3 (3,0)
HUMANITIES - ENLIGHTENMENT AND ROMANTICISM - HONORS
Same as HUM 2234 with honors content. Honors program permission required.

HUM2250  credit hours 3 (3,0)
HUMANITIES - TWENTIETH CENTURY
Prerequisite: ENC 1101 or 1101H. Integrated examination of dominant ideas in Western culture expressed in art, literature, music, philosophy and religion. Covers period from turn of century to present. Focuses on creative forces which have shaped contemporary consciousness from pioneering work of Einstein, Picasso, Stravinsky and Wright through dominance of objective consciousness to newly emerging guiding myths of today. Requires each student to write 6,000 words.

HUM2250H  credit hours 3 (3,0)
HUMANITIES 20TH CENTURY - HONORS
Same as HUM 2250 with honors content. Honors program permission required.
INTERDISCIPLINARY STUDIES

IDS1101  credit hours 6 (6,0)  INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION I
Introduction to process of rational thought and how people have organized process to define human values and physical universe. Focuses on Greek contributions to process, compares them to modern culture and integrates disciplines of physics, mathematics, language, rhetoric, psychology and humanities. Requires each student to write 6000 words. Honors program permission required. (Equivalent to humanities non-writing elective, three hours; and ENC 1101, Freshman Composition I, three hours)

IDS1102  credit hours 6 (6,0)  INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION II
Examination of change in thinking process as result of scientific revolution of 17th, 18th and 19th centuries. Focuses on process itself and impact this process has on modern culture. Integrates information from astronomy, physics, mathematics, biology, psychology, economics, communications and humanities. Requires each student to write 6000 words. Honors program permission required. (Equivalent to humanities writing elective, three hours; and natural science, non-laboratory elective, three hours)

IDS2103  credit hours 6 (6,0)  INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION III
Examination of new cosmology which emerged in early 20th century as result of relativity and quantum theory. Focuses on changing attitudes toward physical world and its impact on contemporary human values. Integrates physics, politics, mathematics, psychology, sociology, communications and humanities. Requires each student to write 6000 words. Honors program permission required. (Equivalent to humanities writing elective, three hours; and social science elective, three hours)

IDS2104  credit hours 6 (6,0)  INTERDISCIPLINARY STUDIES IN GENERAL EDUCATION IV
Examination of new awareness of universe which resulted from new astronomical discoveries about "time" and "space" in past 15 years. Focuses on how discoveries are forcing re-examination of values in light of present day knowledge. Integrates astronomy, mathematics, biology, sociology, psychology, politics, communications and humanities. Requires each student to write 6000 words. Honors program permission required. (Equivalent to ENC 1102 Freshman Composition II, three hours; and natural science non-laboratory elective, three hours)

JOURNALISM

JOU1100  credit hours 3 (3,0)  NEWS REPORTING
In-depth reporting with emphasis on modern news and feature stories. Stresses elements of news: sources, structure, style, and mechanics of production. Recommend students also enroll in College Newspaper.
JOU1401  ADVANCED REPORTING
Prerequisite: JOU 1100. Develops student as specialized
newsgatherer and reporter. Sharpens in-depth reportorial skills;
emphasizes on investigative reporting. Students submit material
to student newspaper and other publications.

JOU1420L  COLLEGE NEWSPAPER
Laboratory course for production of College newspaper. Includes
reporting, editing, business, makeup, and other phases of
newspaper production.

JOU1421L  COLLEGE NEWSPAPER
Laboratory course for production of College newspaper. Includes
reporting, editing, business, makeup, and other phases of
newspaper production.

JOU1440L  COLLEGE MAGAZINE
Laboratory course for production of College magazine. Staff
meets three hours per week. Writing, editing, layout and other
phases of magazine entail activity outside regular class.

JOU1441L  COLLEGE MAGAZINE
Laboratory course for production of College magazine. Staff
meets three hours per week. Writing, editing, layout and other
phases of magazine entail activity outside regular class.

JOU2200  EDITING AND MAKEUP
Study and application of copydesk techniques: evaluation and
copy editing, correction of faulty news stories, headline writing
page layout design and work with wire copy. Recommend
students also enroll in College Newspaper.

JOU2303  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.

JOU2420L  COLLEGE NEWSPAPER
Laboratory course for production of College newspaper. Includes
reporting, editing, business, makeup, and other phases of
newspaper production.

JOU2421L  COLLEGE NEWSPAPER
Laboratory course for production of College newspaper. Includes
reporting, editing, business, makeup, and other phases of
newspaper production.

JOU2440L  COLLEGE MAGAZINE
Laboratory course for production of College newspaper. Staff
meets three hours per week. Writing, editing, layout and other
phases of magazine entail activity outside regular class.

JOU2443L  COLLEGE MAGAZINE
Laboratory course for production of College magazine. Staff
meets three hours per week. Writing, editing, layout and other
phases of magazine entail activity outside class.

JOU2930  SELECTED TOPICS IN JOURNALISM
For students interested in research, discussion, and observation of
special topics in journalism.

JOU2946  JOURNALISM INTERNSHIP
Prerequisite: JOU 1100 or departmental approval. 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.

JOU2949  COOPERATIVE EDUCATION: JOURNALISM FIELD
EXPERIENCE
Prerequisite: Departmental approval. Student earns credit by
working in supervised training assignment directly related to
college major. May be repeated for credit.

MMC1000  SURVEY OF MASS COMMUNICATIONS
Introduction to history, development and current practices of
media of mass communication. Presents functions of newspapers,
magazines, radio, television, and advertising in light of
responsibilities to public.

MMC2100  SURVEY OF MASS COMMUNICATIONS
Fundamental instruction and practice in writing for journalism,
advertising, broadcasting and public relations. Preprofessional
course for students majoring in journalism and communications.

LEGAL ASSISTING

PLA1105  LEGAL RESEARCH AND THEORY I
Study of law library system and its functions. Student develops
research skills through use of digests, encyclopedias, report
systems and practice manuals.

PLA1115  LEGAL RESEARCH AND THEORY II
Prerequisite: PLA 1105. Discusses and applies various writing
techniques and strategies for presenting results of legal research
skills acquired during PLA 1105. Emphasis on presenting
information in legally sound and acceptable fashion, with special
emphasis on developing document, legal argument and use of
legal citations.
PLA1506  
REAL PROPERTY I  
Survey of Florida real property law, including classification of interests in real property; concurrent ownership; landlord and tenant relationship; easements, licenses and profits; covenants and equitable servitudes; adverse possession; recording; real estate contract, conveyancing; rights of possessor of real property; cooperatives, condominiums and zoning; and fixtures.

PLA2206  
CIVIL LITIGATION II  

PLA2226  
CIVIL LITIGATION I  
Focuses on litigation process as related to court system of Florida. Attention to function of law, role of attorney, basic substantive law, pleadings, discovery, trial, settlement and appeal.

PLA2516  
REAL PROPERTY II  
Prerequisite: PLA 1506. Study of procedures and instruments in basic real estate transactions. Specific attention to contract, loan commitment, legal descriptions and surveys, abstract and title work including opinions and insurance, business items including termite bonds and zoning evidence, closing instruments and laws applicable thereto.

PLA2556  
REAL PROPERTY III  
Prerequisite: PLA 2516. Study of various aspects of real property litigation in Florida with emphasis on practical skills which enable student to assist lawyers in real property litigation, including mortgage foreclosure, partition, quiet title actions, mechanics' liens, condemnation and zoning.

PLA2606  
WILLS, TRUSTS AND ESTATE ADMINISTRATION I  
In-depth analysis of Florida Probate Code as basic substantive law which governs wills, trusts and estate administration in Florida.

PLA2626  
WILLS, TRUSTS AND ESTATE ADMINISTRATION II  
Prerequisite: PLA 2606. Stresses application of Florida Probate Code to process will preparation and probate; trust preparation and administration; and administration of estates with emphasis on teaching practical skills which enable student to assist lawyers in wills, trusts and estate administration work.

PLA2803  
FAMILY LAW  
Study of elements of valid marriage, grounds for divorce, dissolution and annulment, property rights and tax consequences; Florida law concerning children, parental support, adoption and guardianship.

PLA2940  
INTERNSHIP AS A LEGAL ASSISTANT  
Prerequisites: BUL 2242, PLA 1105, and one of following: PLA 2206, PLA 2626, PLA 2516, 2702. Students earn credit by working in supervised training assignment directly related to interest. Maximum of six internship credits apply toward elective credit in degree program.

LOGIC

PHI1100  
PRACTICAL LOGIC  
Study of effective thinking based on procedures of logic. Appraisal of evaluation of evidence, practice in detection of fallacies and irrelevancies and testing of arguments for validity and reliability.

PHI2101  
FORMAL LOGIC  
Formal, rigorous approach to symbolic logic. Emphasizes techniques of sound, deductive reasoning through use of rules of inference and truth tables. Provides practice with translation of ordinary language into symbolic form. May be used for math credit.

MATHEMATICS

MAC1104  
COLLEGE ALGEBRA  
Prerequisite: Satisfactory score on entry level assessment, MAT 1033 with C or better or equivalent. Function approach to algebra. Topics include relations; polynomial, exponential and logarithmic functions and their graphs; systems of equations. (Credit not given for both this course and MAC 1132.)

MAC1114  
COLLEGE TRIGONOMETRY  
Prerequisite: MAC 1104 with C or better. Study of angles and their measures, trigonometric functions of angles and of real numbers, solutions of plane triangles, trigonometric equations and inverse functions. (Credit not given for both MAC 1114 and MAC 1132)

MAC1132  
COLLEGE ALGEBRA AND TRIGONOMETRY  
Prerequisite: Two years of high school algebra, one year of geometry, one-half year of trigonometry with C or better or departmental approval. Integrated study of college algebra and trigonometry. Intended for above-average student planning to study analytic geometry and calculus. (Credit not given for both MAC 1132 and MAC 1104 nor for both MAC 1132 and MAC 1114.)

MAC2233  
CALCULUS FOR BUSINESS AND SOCIAL SCIENCE  
Prerequisite: MAC 1104 with C or better. 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, and applications of the derivative and integration.
MAC2311  credit hours 5 (5.0)
CALCULUS WITH ANALYTIC GEOMETRY I
Prerequisite: Equivalent of MAC 1104 and MAC 1114, or MAC 1132 with C or better. Topics include circle and parabola, limits and continuity, derivatives of algebraic and trigonometric functions, applications, of derivative, definite and indefinite integral.

MAC2312  credit hours 5 (5.0)
CALCULUS WITH ANALYTIC GEOMETRY II
Prerequisite: MAC 2311 with C or better. Topics include differentiation and integration of exponential and logarithmic transcendental functions, techniques of integration, and indeterminant forms, conic sections, infinite series.

MAC2313  credit hours 4 (4.0)
CALCULUS WITH ANALYTIC GEOMETRY III
Prerequisite: MAC 2312 with C or better. Topics include polar coordinates, vectors, three dimensional analytic geometry, parametric equations, partial derivatives, multiple integration.

MAE2801  credit hours 4 (4.0)
ELEMENTARY SCHOOL MATHEMATICS CURRICULUM AND INSTRUCTION
Prerequisite: MAC 1104 or MGF 2202 with a C or better. Mathematics appropriate for elementary school teacher. Topics include six basic sets of numbers, operations with whole numbers, integers and rational numbers, learning sequences, algorithms, problem solving techniques, error patterns, number systems, geometry, statistics, and graphing. Does not apply toward mathematics requirements in general education.

MAP2302  credit hours 3 (3.0)
DIFFERENTIAL EQUATIONS
Prerequisite: MAC 2313 with C or better or departmental approval. 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.

MAS2103  credit hours 3 (3.0)
INTRODUCTION TO MATRICES
Prerequisite: MAC 2311 with C or better. Designed to prepare students majoring in engineering, mathematics, natural sciences or behavioral sciences which require matrix techniques. Includes matrix algebra, determinants systems of linear equations, eigenvectors, special matrices.

MAT0024C  credit hours 3 (3.2)
ELEMENTARY ALGEBRA
Prerequisite: MAT 0003 with a C or better or satisfactory score on entry assessment test. Designed for students with little or no algebra background. Topics include sets, fundamental operations with polynomials, linear equations and inequalities with applications, graphing of linear equations and inequalities, introduction to radicals, introduction to rational expressions, and use of calculators. Does not apply toward mathematics requirements in general education or toward any associate degree. (Special Fee)

MAT1033  credit hours 3 (3.0)
INTERMEDIATE ALGEBRA
Prerequisite: MAT 0024 with a C or better (or equivalent) or satisfactory score on entry assessment test. Continuation of MAT 0024 to provide background for the general education mathematics courses. Topics include quadratic equations, complex numbers, radicals, rational expressions, linear equations, and inequalities in two or more variables with applications, logarithmic and exponential equations, absolute value equations and inequalities, introduction to functions and calculator use. Does not apply toward mathematics requirements in general education.

MAT1905  credit hours 1-4
DIRECTED INDIVIDUAL STUDIES
Provides opportunity to develop specific individual program-related mathematical skills and/or concepts in individualized setting. May not be used in lieu of any mathematics course listed in catalog. Application must be made to department office.

MAT2930  credit hours 1-3
SELECTED TOPICS IN MATHEMATICS
Prerequisite: MAT 1104 and departmental approval. Examines selected topics in mathematics based on historical, theoretical, application or research approach.

MGF1118  credit hours 1 (1.0)
MATHEMATICS CLAST REVIEW
Designed to give students planning to take computational portion of CLAST exam opportunity to review necessary mathematical skills. Includes review of topics from arithmetic, algebra, logical reasoning, geometry, probability and statistics as well as test taking strategies and familiarization with requirements and format of CLAST.

MGF2202  credit hours 3 (3.0)
COLLEGE MATHEMATICS
Prerequisite: MAT 1033 with C or better or satisfactory score on entry assessment inventory. Topics include sets, numerations systems, logic, geometry, probability, and statistics.

MHF2300  credit hours 3 (3.0)
LOGIC AND PROOF IN MATHEMATICS
Prerequisite: MAC 1104. Topics: basic mathematical logic, methods of proof in mathematics, application of proof to elementary mathematical structures. For prospective major in mathematics or mathematics education.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MTB1304</td>
<td>Modern Computational Methods</td>
<td>2 (3,0)</td>
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<tr>
<td>STA2023</td>
<td>Statistical Methods</td>
<td>3 (3,0)</td>
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<tr>
<td>MLT2210C</td>
<td>Urinalysis</td>
<td>2 (1,3)</td>
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<tr>
<td>MLT2300C</td>
<td>Hematology/Coagulation</td>
<td>5 (4,3)</td>
</tr>
<tr>
<td>MLT2500C</td>
<td>Serology/Immunology</td>
<td>3 (2,3)</td>
</tr>
<tr>
<td>MLT2526C</td>
<td>Immunohaematology</td>
<td>3 (2,3)</td>
</tr>
<tr>
<td>MLT2620C</td>
<td>Clinical Chemistry</td>
<td>5 (4,3)</td>
</tr>
<tr>
<td>MLT2765</td>
<td>Instrumentation</td>
<td>1 (1,0)</td>
</tr>
<tr>
<td>MLT2807L</td>
<td>MLT Practicum-Blood Bank</td>
<td>2 (0,8)</td>
</tr>
<tr>
<td>MLT2808L</td>
<td>MLT Practicum Serology/Immunology</td>
<td>1 (0,6)</td>
</tr>
<tr>
<td>MLT2809L</td>
<td>MLT Practicum Hemo/Coagu/Uranalysis</td>
<td>5 (0,15)</td>
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<tr>
<td>MLT2810L</td>
<td>MLT Practicum-Chemistry</td>
<td>4 (0,16)</td>
</tr>
<tr>
<td>MLT2811L</td>
<td>MLT Practicum-Microbiology</td>
<td>4 (0,16)</td>
</tr>
<tr>
<td>MLT2930</td>
<td>Selected Topics in Medical Laboratory Technology</td>
<td>1-5 (1-5,0)</td>
</tr>
<tr>
<td>MIS1031</td>
<td>Introduction to Military Science</td>
<td>2 (2,2)</td>
</tr>
</tbody>
</table>

**MEDICAL LABORATORY TECHNOLOGY**

**MLT1400C**  
Medical Microbiology  
Prerequisite: MCB 2010C. Bacteriology, parasitology, virology and mycology with emphasis on pathogenic organisms, culture, isolation, and identification.

**MLT2210C**  
Urinalysis  
Prerequisite: CHM 1025C. Principles of renal function and analysis of urine. Specific laboratory techniques applied.

**MLT2300C**  
Hematology/Coagulation  
Prerequisite: MLT2500C. Students study formed elements of blood and perform laboratory procedures for identification of blood components. Emphasis on complete blood counts, coagulation mechanisms and instrumentation.

**MLT2500C**  
Serology/Immunology  
Prerequisite: CHM 1025C. Principles of antigen-antibody reactions and related procedures.

**MLT2526C**  
Immunohaematology  
Prerequisite: MLT 2500C. Emphasizes ABO-RH typing, crossmatching and antibody screening principles. Covers donor processing.

**MLT2620C**  
Clinical Chemistry  
Prerequisite: CHM 1025C. Clinical Chemistry with emphasis on quality control, instrumentation, and performance of all routine chemical and analytical procedures.

**INSTRUMENTATION**  
Prerequisite: Departmental approval. Principles of operation of current laboratory instruments. Practical experience and observation applied and related to clinical laboratory test procedures.

**MLT2807L**  
MLT Practicum-Blood Bank  
Prerequisite: MLT 2526C and departmental approval. Student performs, under supervision, clinical test procedures in blood bank department of approved clinical laboratory. (Special Fee)

**MLT2808L**  
MLT Practicum Serology/Immunology  
Prerequisites: MLT 2500C and departmental approval. Student performs, under supervision, clinical test procedures in serology/immunology department of approved clinical laboratory.

**MLT2809L**  
MLT Practicum Hemo/Coagu/Uranalysis  
Prerequisites: MLT 2210C, MLT 2300C and departmental approval. Student performs, under supervision, clinical test procedures in hematology, coagulation and uranalysis department of approved clinical laboratory.

**MLT2810L**  
MLT Practicum-Chemistry  
Prerequisites: MLT 2620C and departmental approval. Student performs, under supervision, clinical test procedures in chemistry department of approved clinical laboratory.

**MLT2811L**  
MLT Practicum-Microbiology  
Prerequisites: MLT 1400C and departmental approval. Student performs under supervision, clinical test procedures in microbiology and serology department of approved clinical laboratory.

**SELECTED TOPICS IN MEDICAL LABORATORY TECHNOLOGY**  
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.)

**MIS1031**  
Introduction to Military Science  
Organization of Army and ROTC program. Discussion includes career opportunities, significance of military courtesy and basic principles of land navigation.
MIS1400  
FUNDAMENTALS OF LEADERSHIP DEVELOPMENT  
Credit hours 2 (2,2)  
Development of leadership abilities through practical exercises and field training exercises. Analysis of weapons, basic first aid principles, customs and traditions and roles of army, national guard and reserves.

MIS2120  
THE THREAT  
Credit hours 2 (2,2)  
Comparison of United States Army with foreign armies: includes current threat and potential use of nuclear, biological and chemical warfare. Introduction to communications.

MIS2300  
SMALL UNIT TACTICS  
Credit hours 2 (2,2)  
Small unit tactics with emphasis on patrolling. Advanced map reading, including military geography, land navigation, use of compass, and military symbols.

MUSIC

MUC1110  
MUSIC LITERATURE  
Credit hours 3 (3,0)  
Prerequisite: ENC 1101 or ENC 1101H. Survey of compositional and performance styles of significant composers from Middle Ages to present. Extensive live and recorded listening experiences. Required of all music majors. Requires each student to write 6,000 words.

MUE1490  
INSTRUMENTAL TECHNIQUES  
Credit hours 1 (1,0)  
Introduction to instruments of orchestra, involving fundamentals of performance, acoustical principles, teaching methods and materials. Students assigned to sections in either woodwinds, brass, strings or percussion. May be repeated for credit. (Lab Fee)

MUL1010  
MUSIC APPRECIATION  
Credit hours 3 (3,0)  
General survey of music and composers, with extensive listening to develop intelligent understanding and appreciation of world’s great music. Open to all students.

MUN1120  
SYMPHONIC BAND  
Credit hours 1 (1,2)  
Prerequisites: Previous band experience and departmental approval. Required of all music majors who play appropriate instruments. Laboratory training session for fundamentals of rehearsal techniques and performance of standard concert band literature. Open to all students who play appropriate instruments. May be repeated for credit.

MUN1340  
CONTEMPORARY ENSEMBLE  
Credit hours 1 (1,2)  
Choral ensemble performing choreographed selections from popular Broadway musical and vocal jazz repertoire. Also performs for annual Christmas madrigal dinner. Open to all students through auditions held prior to and during registration. May be repeated for credit.

MUN1420  
WOODWIND CHOIR  
Credit hours 1 (1,2)  
Selected performing ensemble open by audition to any woodwind player. Representative woodwind choir literature from all styles and periods. May be repeated for credit.

MUN1430  
BRASS CHOIR  
Credit hours 1 (1,2)  
Selected performing small ensemble open to any brass player. Representative brass choir literature from all styles and periods. May be repeated for credit.

MUN1440  
PERCUSSION ENSEMBLE  
Credit hours 1 (1,2)  
Performing ensemble open by audition to any percussionist. Representative literature from all styles and periods. May be repeated for credit.

MUN2310  
VALENCIA SINGERS  
Credit hours 1 (1,2)  
Open through audition before and during registration to all students. 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.

MUN2650  
PERFORMANCE LAB  
Credit hours 1 (1,0)  
Provides music majors in-depth study of performance problems, techniques, repertoire and performance skills. May be repeated for credit.

MUN2710  
JAZZ LAB BAND  
Credit hours 1 (1,2)  
Open by audition during drop/add period to all students who play appropriate instruments. Performance of varied literature in jazz, swing and rock. May be repeated for credit.

MUS2930  
SELECTED TOPICS IN MUSIC  
Credit hours 1-3 (1-3,0)  
Prerequisites: Departmental approval. For students who desire in-depth study of special topics in music through research, discussion, performance and observation.

MUT1121  
MUSICIANSHIP I  
Credit hours 4 (3,3)  
Study of fundamentals of music through analysis and composition of Baroque and Classical music. Development of basic skills in dictation and sight-singing.

MUT1122  
MUSICIANSHIP II  
Credit hours 4 (3,3)  
Prerequisite: MUT 1121 or departmental approval. Continuation of MUT 1121 through analysis and composition of Baroque and Classical music. Continued development of basic skills in dictation and sight-singing.
NUCLEAR MEDICINE TECHNOLOGY

MUT2126 credit hours 4 (3.3)
MUSICIANSHIP III
Prerequisite: MUT 1122 or departmental approval. Advanced techniques of composition, through analysis of Classical and Romantic music, together with introduction to counterpoint and simpler instrumental and vocal forms. Extensive listening to selected live and recorded performances. Further development of skills in dictation and sight-singing.

MUT2127 credit hours 4 (3.3)
MUSICIANSHIP IV
Prerequisite: MUT 2126 or departmental approval. Advanced techniques of composition to include style of 20th century. Composition and analysis of basic homophonic and contrapuntal forms of two and three parts. Extensive listening to selected live and recorded performances. Further development of skills in dictation and sight-singing.

MUT2231 credit hours 1 (1.0)
KEYBOARD HARMONY I
Prerequisite: Two semesters of piano or departmental approval. Application of materials studied in music theory, with particular attention to improvisation and harmonization of melodies and elementary score reading.

MUT2232 credit hours 1 (1.0)
KEYBOARD HARMONY II
Prerequisite: Two semesters of piano or departmental approval. Application of materials studied in music theory, with particular attention to improvisation and harmonization of melodies and elementary score reading.

MVK1111 credit hours 1 (1.0)
PIANO CLASS FOR MUSIC MAJORS I & II
Elementary course in piano designed to prepare non-keyboard music majors for minimum proficiency requirements in music major programs. Involves major and minor scales, chord progressions, sight-reading and transposition. Open to non-music majors by departmental approval. May be repeated for credit. (Special Fee)

MVK1811 credit hours 1 (1.0)
Piano CLASS I & II
Group instruction on electronic pianos for students with little or no experience in reading music or playing piano. Not recommended for music majors, who should register for MVK1111. May be repeated for credit. (Special Fee)

MVS1816 credit hours 1 (1.0)
GUITAR CLASS I & II
Group instruction for beginning guitar students. Open to all students. Not recommended for students majoring in guitar. May be repeated for credit. (Special Fee)

MVV1111 credit hours 1 (1.0)
VOICE CLASS I & II
For instrumental music majors and students with no previous vocal study. Emphasis on breath control, diction, tone production and development of repertoire. May be used for secondary instrument requirements for music majors. May be repeated for credit. (Special Fee)

NMT1002C credit hours 2 (1.4)
INTRODUCTION TO NUCLEAR MEDICINE TECHNOLOGY
First professional course in NMT program providing overview of field of nuclear medicine technology. Following series of lectures and laboratory experiences, students participate in scheduled clinical observation. (Special Fee)

NMT1714C credit hours 3 (2.4)
NUCLEAR MEDICINE TECHNOLOGY METHODOLOGY I
Co-requisites: BSC 1086. First of four-session sequence introducing theory and methods of nuclear medicine technology. Lab exercises and classroom lectures present basic diagnostic procedures, including correlative anatomy and physiology, radiopharmaceutical administration, instrumentation and imaging protocols.

NMT1808C credit hours 3 (0.12)
NUCLEAR MEDICINE TECHNOLOGY CLINICAL EDUCATION I
Prerequisites: HSC 1230 and NMT 1002C. First in five-session sequence providing students with supervised clinical experience in nuclear technology and techniques. Competency evaluation in performing basic patient care, administration of radiopharmaceuticals, basic imaging equipment operation. Includes lecture series in conjunction with clinical experiences.

NMT1818C credit hours 4 (0.16)
NUCLEAR MEDICINE TECHNOLOGY CLINICAL EDUCATION II
Prerequisite: NMT1808C. Second in five-semester sequence providing students supervised clinical experience in nuclear medicine technology and techniques. Competency evaluation in intermediate level diagnostic procedures, including computer studies and quality control evaluation. Includes lecture series in conjunction with clinical experiences.

NMT2061 credit hours 1 (0.2)
SEMINARS IN NUCLEAR MEDICINE TECHNOLOGY
Prerequisite: Departmental approval. Designed to review NMT curriculum to prepare students for national certification examinations and state licensure. Format includes lecture, journal review and examination.

NMT2534C credit hours 2 (1.4)
NUCLEAR MEDICINE TECHNOLOGY INSTRUMENTATION I
Prerequisites: PHY 1002, NMT 1818C, and NMT 2723C. First of two-semester course introducing theory and operational characteristics of nuclear medicine instrumentation. Laboratory exercises and classroom lectures presenting non-imaging radiation detection equipment, gamma cameras and computers.

NMT2535C credit hours 4 (3.4)
NUCLEAR MEDICINE TECHNOLOGY INSTRUMENTATION II
Prerequisite: NMT 2534C. Second course continuing theory and operational characteristics of advanced instrumentation. Laboratory exercises and classroom lectures presenting advanced imaging systems, including SPECT and evaluating instrument quality control assessment in nuclear medicine.
NMT2723C  credit hours 3 (2.4)
NUCLEAR MEDICINE TECHNOLOGY METHODOLOGY II
Prerequisite: NMT 1714C. Second course continuing theory and methods of nuclear medicine technology. Laboratory exercises and classroom lectures presenting intermediate level diagnostic procedures, including computer acquisition and processing.

NMT2733C  credit hours 2 (1.4)
NUCLEAR MEDICINE TECHNOLOGY METHODOLOGY III
Prerequisite: NMT 2723C. Third course continuing theory and methods of nuclear medicine technology. Laboratory exercises and classroom lectures introducing radiopharmacy and radioassay techniques to correlate with clinical rotations through these specialty areas. Includes government regulations and licensing requirements for users of radioactive materials.

NMT2743C  credit hours 3 (2.4)
NUCLEAR MEDICINE TECHNOLOGY METHODOLOGY IV
Prerequisite: NMT 2733C. Final course in theory and methods of nuclear medicine technology. Laboratory exercises and classroom lectures presenting advanced diagnostic imaging and non-imaging procedures and therapeutic applications in nuclear medicine.

NMT2828C  credit hours 5 (0.20)
NUCLEAR MEDICINE TECHNOLOGY CLINICAL EDUCATION III
Prerequisite: NMT 1818C. Third in five-semester sequence providing supervised clinical experience in nuclear medicine technology and techniques. Competency evaluation in advanced diagnostic procedures including radiopharmacy, radioassay, quantitative non-imaging procedures.

NMT2838C  credit hours 5 (0.20)
NUCLEAR MEDICINE TECHNOLOGY CLINICAL EDUCATION IV
Prerequisite: NMT 2828C. Fourth in five-semester sequence providing supervised clinical experience in nuclear medicine technology and techniques. Competency evaluation in advanced diagnostic procedures including cardiology and neurology, pediatric imaging and therapeutic applications in nuclear medicine.

NMT2944  credit hours 3 (0.18)
NUCLEAR MEDICINE TECHNOLOGY PRACTICUM
Prerequisites: NMT 2743C and NMT 2838C. Final course in clinical education sequence. Students perform routine diagnostic procedures with minimal supervision. Final clinical competency evaluation conducted. Includes seminar and lecture series.

NUR1001C  credit hours 5 (6,12)
TRANSITION
Prerequisite: BSC 2093C, BSC 2094C, MCB 2010C, DEP 2004, MTB 1371, and PSY 1012. Corequisite: NUR 1141. Specially designed for LPN student as introductory nursing course in LPN/RN transition program. Builds on foundation of nursing knowledge acquired during practical nursing education. Emphasis on total assessment, analysis, planning, intervention, and evaluation of individual health needs. LPN student guided in use of nursing process to aid in understanding pathophysiological changes that occur throughout life cycle. Emphasis placed on motivation and responsibility for role change as well as clinical skills testing and evaluation. (Special Fee) (7 week course)

NUR1023C  credit hours 10 (4,12)
FUNDAMENTALS OF NURSING
Corequisites: BSC 2093C, MTB 1371, and NUR 1141. Introduces basic concepts of health and general effects of stress on individuals throughout 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 apply to assessing, analyzing, planning, implementing and evaluating patient care. (Special Fee, insurance fee.)

NUR1141  credit hours 1 (1,0)
PHARMACOLOGY FOR HEALTH PROFESSIONALS
Corequisites: NUR 1023C or NUR 1001C and NUR 1410C. Presents specific knowledge of sources of drugs, physical and chemical properties, physiologic actions in body, and rate of metabolism in body; therapeutic uses and care considerations.

NUR1212C  credit hours 10 (4,12)
COMMON RESPONSES TO ILLNESS
Prerequisites: NUR 1023C, BSC 2093C, and MTB 1371. Corequisite: BSC 2094C. Builds upon theory and skills attained in NUR 1023C. Focus on medical surgical nursing and related pathophysiology. Introduces medical surgical nursing using basic conceptual and developmental approach to understanding effect of common stressors on basic needs of adult patient. Focus on physiologic and psychological reactions of adult individuals to commonly occurring stressors: (1) situation 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. Student develops increased technical skills and ability to use nursing process while caring for selected patients manifesting interference with basic needs. (Special Fee)

NUR1410C  credit hours 5 (6,12)
TRANSITION MATERNAL CHILD HEALTH
Prerequisites: MTB 1371 and NUR 1001C. Corequisite: NUR 1141. For LPN students to build on concepts presented in NUR 1001C. Focus on care of childbearing and childrearing family. Reviews obstetrical concepts as basis for in-depth understanding of childbearing cycle. Emphasizes developmental theories used in assessing, planning implementing and evaluating nursing care for childbearing and childrearing family. Emphasis on family as unit. Views effect of stress and adaptation on family unit from physiological, psychological and developmental perspective. (Special Fee)
NUR2460C
MATERNSAL CHILD HEALTH NURSING
Credit hours 10 (4,12)
Prerequisites: NUR 1213C, BSC 2094C, PSY 1012, and NUR 1141.
Corequisites: DEP 2004 and MCB 2010C. Designed to adapt
theory and skills attained in previous nursing courses to care of
childbearing and childrearing family. Introduces student to basic
theoretical concepts and skills used during childbearing cycle.
Focuses on developmental theories used in assessing, analyzing,
planning, implementing and evaluating care for childbearing and
childrearing family as unit. Effect of stress and adaptation on
family unit viewed from physiological, psychological and
developmental perspective. (Special Fee)

NUR2520C
PSYCHIATRIC NURSING
Credit hours 5 (4,12)
Prerequisites: NUR 2730C, NUR 2460C, NUR 2700C, and DEP
2004. Assists student in refining communication skills applied to
any area of nursing practice. Guide student in understanding
dynamics of human behavior and acquiring knowledge in content
areas familiar to psychiatric-mental health setting. Builds on
mental health concepts developed in previous nursing courses and
social sciences. Learning experiences in patient care conducted in
psychiatric hospital setting with limited opportunities in
community mental health. (Special Fee)

NUR2700C
TRANSITION MEDICAL SURGICAL NURSING
Credit hours 10 (6,12)
Prerequisites: NUR 1141 and NUR 1410C. For LPN student as
advanced course in medical surgical nursing. Builds on
foundation acquired during practical nursing education clinical
practice, and NUR 1001C. 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 for LPN used in caring for patients with complex
problems. Includes clinical experiences that stress independent
use of nursing process in care of patients with rapidly changing
needs. Stresses short- and long-term goals for planning care of
patient in acute and long-term setting. (Special Fee)

NUR2730C
COMPLEX RESPONSES TO ILLNESS
Credit hours 10 (4,12)
Prerequisites: MCB2010C and NUR 1212C. Builds on medical
surgical nursing theory and skills taught in previous nursing
courses. 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 sensory deprivation. Facilitates
advanced clinical skills used in caring for patients with complex
problems. Includes clinical experiences that stress independent
use of nursing process in care of patients with rapidly changing
needs. Stresses short- and long-term goals in planning care for
selected patients and groups of patients in the acute and long term
setting. (Special Fee)

NUR2810C
CLINICAL PRACTICUM IN PATIENT CARE MANAGEMENT
Credit hours 4 (0,8)
Prerequisite: NUR 2520C. Student acquires increasing ability to
plan and deliver care to group of patients. Provides student
opportunity to develop and enhance skills in delivery of patient
care and patient care management. Presents clinical leadership
skills essential for patient care management. Analysis of nursing
practice problems. Solutions determined through group
discussion. (Special Fee)

NUR2930
SELECTED TOPICS IN NURSING
Credit hours 1-5 (1-5,0)
For students interested in obtaining additional nursing skills.
Provides clinical experience and seminar type discussion activities
for student pursuing selected topics in nursing.

NUTRITION

HUN1001
FUNDAMENTALS OF NUTRITION
Credit hours 3 (3,0)
Fundamentals of nutrition, including human nutritional
requirements and role of nutrition in maintenance of good health.

PHILOSOHY

PHI2010
PHILOSOPHY
Credit hours 3 (3,0)
Contemporary problems introduce major areas of philosophy:
metaphysics, ethics, aesthetics, theories of knowledge and
philosophy of religion. Students explore writings of notable
philosophers, past and present, and examine how their ideas have
shed light on problems and their relevance to modern life.

PHI2600
ETHICS
Credit hours 3 (3,0)
Study of major theoretical principles on which claims to good the
and moral action have been based, such as hedonism,
utilitarianism and rationalism. Each theory illustrated by
representative selections from works of great philosophers from
classical period to 20th century.

PHYSICAL AND EARTH SCIENCES

AST1002
ASTRONOMY
Credit hours 3 (3,0)
Introductory survey of astronomical universe. Includes study of
the earth as astronomical body, solar systems, stars, galaxies and
cosmological theories of universe in general. Much emphasis on
unprecedented growth of knowledge in astronomy during past
decade.

AST1002H
ASTRONOMY - HONORS
Credit hours 3 (3,0)
Same as AST 1002 with honors content. Honors program
permission required.
GLY1001  EARTH SCIENCES  credit hours 3 (3,0)
Study of earth sciences with emphasis on geology. Additional topics selected from astronomy, oceanography and meteorology. Emphasis on Florida.

GLY2100C  PHYSICAL GEOLOGY  credit hours 4 (3,3)
Deals with physical structure of earth. 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 crust), sediments, erosional features, rock and mineral formation along with new and current geological developments.

GLY2100C  HISTORICAL GEOLOGY  credit hours 3 (3,3)
Deals with historical patterns aspect of Earth from Archeozoic to present, relating and describing , changes and trends of geological features and flora and fauna of fossil forms.

MET1010  INTRODUCTION TO METEOROLOGY  credit hours 3 (3,0)
Introduction to study of atmospheric phenomena. Includes study of atmospheric structure, heat budget, winds, air pollution, and local and regional weather forecasting.

OCE1001  INTRODUCTION TO OCEANOGRAPHY  credit hours 3 (3,0)
Acquaints student with elementary physical, biological, chemical and geological characteristics of world ocean system. Emphasis on Florida's unique relationship with ocean environment.

PSC1515C  ENERGY: PAST, PRESENT AND FUTURE  credit hours 4 (3,3)
Meets general education requirement for non-science majors. Students study history of energy development, fundamental physical concepts of energy and impact of energy problems on economy. Application of principles and their relationships to decisions on personal energy use as well as local, national and international energy problems.

PSC2121  SELECTED TOPICS IN PHYSICAL SCIENCE  credit hours 1-3 (1-9,0)
Prerequisite: Departmental approval. Selected topics in physical sciences based on historical, traditional or contemporary approach, as background and interests of students and professor dictate.

PHYSICAL EDUCATION

DAA2160  CONTEMPORARY DANCE  credit hours 2 (3,0)
Basic theory and practice in using body movements to express or demonstrate ideas or thoughts. Broadens knowledge of rhythms, music and self-expression through medium of movement. Also offered as CN 92, noncredit.

DAA2200  BALLET I  credit hours 2 (3,0)
Basic techniques at barre using basic foot, arm and body positions. Center floor work covers basic adagio movements and allegro combinations and uses classical sequences for traveling across floor. Leotards, tights and ballet shoes needed.

DAA2201  BALLET II  credit hours 2 (3,0)
Prerequisite: Departmental approval. Intensification of barre and centre work. Introduces eight basic body directions with corresponding arms and body alignment pirouettes and use of beats.

DAA2560  JAZZ DANCE I  credit hours 2 (3,0)
Student learns coordinated movements with isolated parts of body while using jazz style of dance. Basic routines choreographed to pop, jazz and rock music. Also offered as CN 138, noncredit.

DAA2561  JAZZ DANCE II  credit hours 2 (3,0)
Prerequisite: Departmental approval. Continuation of DAA 2560 using more complex rhythms and more intricate steps. Variety of jazz styles such as lyrical and rock.

PEL1121  BEGINNING GOLF  credit hours 2 (2,0)
Basic fundamentals pertaining to grip, stance, posture and swing. Work with woods, irons, chipping and putting. Discussions on rules of play, etiquette and purchase and care of equipment. Emphasizes recreational and carry-over values of golf. Also offered as CN 103, noncredit.

PEL1216  FUNDAMENTALS OF BASEBALL  credit hours 2 (2,0)
Prerequisite: Departmental Approval. A specialized course covering the physical and mental skills used in the game of baseball. Emphasis is placed on fundamental skills, positioning, individual play, and offensive and defensive team strategy.

PEL1321  VOLLEYBALL I  credit hours 2 (2,0)
Designed for casual or intramural participants interested in improving skills and knowledge of volleyball. Also offered as CN 94, noncredit. (Special Fee)

PEL1341  TENNIS I  credit hours 2 (2,0)
Designed specifically for beginning tennis player. Body movements, positioning, footwork and stroke techniques introduced and related to forehand drive, backhand drive, fore and backhand volley and serve. Practical playing experience teaches rules, etiquette and some strategy. Equipment furnished. (Special Fee)

PEL1342  TENNIS II  credit hours 2 (2,0)
For students developing advanced skills of good tennis players. Introduces lob, overhead and drop shot; emphasizes advanced development of fundamental strokes. Practical playing experience aids in teaching strategy. Students enrolling need better-than-average tennis form for ground strokes, volley, and serve. Playing experience suggested. (Special Fee)
PEL1346  BADMINTON I  credit hours 2 (2,0)
Body movement, positioning, footwork and stroke technique. Practical playing experience stresses rules, etiquette and strategy. All equipment furnished. (Special Fee)

PEL1441  RACQUETBALL I  credit hours 2 (2,0)
Introduces student to fundamental skills needed to enjoy racquetball. Basic strokes, footwork, body movement and positioning in conjunction with court etiquette and rules. (Special Fee)

PEL1511  SOCCER I  credit hours 2 (2,0)
Teaches fundamental soccer skills such as kicking, heading, dribbling, tackling, throwing and goal keeping. Covers team play, game strategy and basic rules of game.

PEL1621  BASKETBALL  credit hours 2 (2,0)
Designed for casual or intramural participants interested in improving skills and knowledge of basketball.

PEL2122  INTERMEDIATE GOLF  credit hours 2 (2,0)
Review of basic fundamentals. Advanced skills and emphasis on play and tournaments. Open to any student with departmental approval. Also offered as CN 85, noncredit.

PEL2322  VOLLEYBALL II  credit hours 2 (2,0)
For students with intermediate and/or advanced offensive and defensive skills and strategies.

PEL2343  TENNIS III  credit hours 2 (2,0)
Specialized instruction with emphasis on techniques and strategy used in competitive play. Open to any student with departmental approval. Also offered as CN 106, noncredit. (Special Fee)

PEL2442  RACQUETBALL II  credit hours 2 (2,0)
For students developing advanced skills of good racquetball player. Emphasizes advanced development of fundamental strokes and introduces overhead, ceiling ball, z-shot. Practical playing experience aids in teaching techniques and strategy. Open to all students with departmental approval. (Special Fee)

PEL2512  SOCCER II  credit hours 2 (2,0)
For students with intermediate and/or advanced soccer skills and strategies. Covers team management, advanced game strategy and skills, effective youth coaching, and complete rules of the game.

PEM1012  FITNESS FOR THE DISABLED  credit hours 2 (1-2,0)
Individualized fitness program geared to student's capabilities; strength and aerobic training in independent workouts. (Special Fee)

PEM1141  AEROBICS  credit hours 2 (2,3)
Individualized, non-jarring aerobic exercise involving bicycling, rowing, cross-country skiing, treadmills and climbing. Lectures on diet, nutrition, fitness and stress. (Special Fee)

PEM1171  DANCE AEROBICS  credit hours 2 (2,3)
Program of physical fitness based on popular aerobic exercises choreographed to music. Individual exercise programs designed for people of all ages. (Special Fee)

PEM1405  SELF-DEFENSE FOR WOMEN  credit hours 2 (2,0)

PEM1441  KARATE I  credit hours 2 (2,0)
Application and understanding of teamed techniques in "Empty Hand Way" (Karate Do). Emphasizes basic movement skills, safety regulation, rules and basic oriental terminology related to sport. (Special Fee)

PEM1954  VARSITY ATHLETICS  credit hours 1-4 (1-4,0)
Student must participate as member of college Varsity team for semester for each credit earned. Requires departmental approval. (Special Fee)

PEM2101  FITNESS FOR LIFE  credit hours 3 (3,0)
Physical fitness as lifelong process. Individualized fitness program, involving strength training, aerobics, and lectures on stress, diet and nutrition. (Special Fee)

PEM2131  STRENGTH TRAINING  credit hours 1-2 (1-2,0)
Introduces student to sound physiological principles for improving strength, flexibility and endurance. Maximum of two credits. (Special Fee)

PEM2442  KARATE II  credit hours 2 (2,0)
Prerequisite: Departmental approval. For students who wish to attain skill in various forms of kata while performing fundamentals of Karate Do in complex patterns of simulated defensive situations. (Special Fee)

PEN1136  SCUBA TRAINING  credit hours 2 (2,0)
Prerequisite: Basic swimming ability and general good health. An introduction to the proper techniques of safe scuba diving. (Special Fee)

PEO1323  VOLLEYBALL OFFICIATING  credit hours 2 (2,0)
Designed for beginning and advanced participants interested in improving their knowledge of volleyball rules, officiating techniques, game situations, and practical procedures.
PE026323  
BASKETBALL OFFICIATING  
credit hours 2 (2,0)

Designed to improve knowledge and officiating skills of 
beginning as well as veteran basketball officials. Special emphasis 
given to areas of rules knowledge, hand and arm mechanics and 
proper floor coverage.

PET2000  
INTRODUCTION TO PHYSICAL EDUCATION  
credit hours 3 (3,0)

Primarily for students planning to major in physical education. 
Examination of place, function and contribution of physical 
education to whole educational program. Discussion of history, 
philosophy and problems of physical education. (Special Fee)

PET2930  
SELECTED TOPICS IN PHYSICAL EDUCATION  
credit hours 1-3 (1-3,0)

Selected topics in physical education as background and interests 
of students dictate. May be repeated for credit providing different topic explored each time. (Special Fee)

PHYSICS

PHY1007C  
PHYSICS  
credit hours 4 (3,3)

Prerequisite: MAT 1033 or two years of high school algebra. One-
semester course for health-related majors. Survey of topics in 
physics related to health field. Applications of physics to principles 
of mechanics, heat, light, sound, electricity, and magnetism, and 
radioactivity as they apply to health field. May not be taken for 
credit subsequent to receiving grade of C or better in any higher 
physics course. (Lab Fee)

PHY1053C  
INTRODUCTORY PHYSICS I  
credit hours 4 (3,3)

Prerequisite: Trigonometry. Fundamental principles of mechanics, 
heat and sound. For students whose requirements for 
baccalaureate degree include basic courses in physics. (Special Fee)

PHY1054C  
INTRODUCTORY PHYSICS II  
credit hours 4 (3,3)

Prerequisite: PHY 1053C. Fundamental principles of electricity, 
magnetism, optics and elements of modern physics. For students 
whose requirements for baccalaureate degree include basic course in 
physics. (Special Fee)

PHY1402C  
OPTICAL PHYSICS  
credit hours 4 (3,3)

Prerequisite: PHY 1053C. Designed for laser optics technician 
degree. Detailed study of geometrical, physical and quantum 
optics. (Special Fee)

PHY2048C  
GENERAL PHYSICS WITH CALCULUS I  
credit hours 4 (3,3)

Prerequisite: MAC 2311. Fundamental principles of mechanics, 
heat, and sound. For physics, mathematics, chemistry, and 
engineering majors. (Special Fee)

PHY2049C  
GENERAL PHYSICS WITH CALCULUS II  
credit hours 4 (3,3)

Prerequisite: PHY 2048C. Fundamental principles of electricity, 
magnetism, and optics. For physics, mathematics, chemistry and 
engineering majors. (Special Fee)

PHY2101  
MODERN PHYSICS  
credit hours 3 (3,0)

Prerequisites: 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.

PHY2936  
SELECTED TOPICS IN PHYSICS  
credit hours 1-3 (1-9,0)

Prerequisites: PHY 1053C or PHY 2048C and departmental 
approval. For student in science who desires in-depth study of 
special topics in classical and modern physics. Includes 
experimental topics upon demand.

POLITICAL SCIENCE

INR2002  
INTERNATIONAL POLITICS  
credit hours 3 (3,0)

Prerequisite: ENC 1101 or ENC 1101H. Discussion of topics 
relating to international politics: nationalism, armaments, 
imperialism, militarism, history of international politics, foreign 
policies, international law and organization, United Nations, 
human factor in international politics. Requires 6000 words of 
writing.

INR2002H  
INTERNATIONAL POLITICS - HONORS  
credit hours 3 (3,0)

Same as INR 2002 with honors content. Honors program 
permission required.

POS1001  
INTRODUCTION TO POLITICAL SCIENCE  
credit hours 3 (3,0)

Survey course covering introduction to international politics, state 
and local government and fundamental economic concepts.

POS1002  
U. S. GOVERNMENT II  
credit hours 3 (3,0)

Survey course covering introduction to international politics, state 
and local government and fundamental economic concepts.

POS1041  
U. S. GOVERNMENT I  
credit hours 3 (3,0)

Theory, organization, principles and functions of national 
government, stressing relationships of individual to all levels of 
government in political system.

POS1041H  
U. S. GOVERNMENT I - HONORS  
credit hours 3 (3,0)

Same as POS 1041 with honors content. Honors program 
permission required.

POS2112  
STATE AND LOCAL GOVERNMENT  
credit hours 3 (3,0)

In-depth study of state, county and municipal government with 
emphasis on contemporary problems.
POS2930  credit hours 1-3 (1-3,0)
SELECTED TOPICS IN POLITICAL SCIENCE
Prerequisite: POS 1041 or departmental approval. For students interested in exploring special topics in political science through research, discussion and observation.

POS2949  credit hours 2-4 (0.15-35)
COOPERATIVE EDUCATION: POLITICAL SCIENCE FIELD EXPERIENCE
Prerequisite: Departmental approval. Student earns credit by working in supervised training assignment directly related to college major. May be repeated for credit.

PORTUGUESE

POR1000  credit hours 3 (3,0)
BASIC PORTUGUESE
Emphasizes everyday use of Portuguese. Beginning level course for students with no prior exposure to the language. Introduces basic vocabulary, grammar and composition.

POR1100  credit hours 3 (3,0)
ELEMENTARY PORTUGUESE I
Prerequisite: POR 1000, two years of high school Portuguese, or departmental approval. For students with basic communicative competence in Portuguese. Focuses on language skills and understanding of Lusa-Brazilian cultures, acquiring fundamentals of comprehension, expression and structure.

POR1101  credit hours 3 (3,0)
ELEMENTARY PORTUGUESE II
Prerequisite: POR1100 or departmental approval. Continuation of POR1100.

POR2930  credit hours 1-3 (1-3,0)
SELECTED TOPICS IN PORTUGUESE
Seminars for students interested in exploring special topics in Portuguese.

PSYCHOLOGY

CLP1002  credit hours 3 (3,0)
PSYCHOLOGY OF ADJUSTMENT
Biological and learned factors involved in processes of personal and social adjustment and study of mental health principles and their application to human adjustment.

CLP2140  credit hours 3 (3,0)
ABNORMAL PSYCHOLOGY
Prerequisite: PSY 1012. Psychological abnormality discussed with reference to symptom patterns, causation and treatment approaches.

DEP1302  credit hours 3 (3,0)
PSYCHOLOGY OF ADOLESCENCE
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.

DEP2004  credit hours 3 (3,0)
DEVELOPMENTAL PSYCHOLOGY
Prerequisite: PSY 1012. Designed to survey theory and research on development from conception through death. Emphasizes biological and social variables which influence human behavior.

EDP2002  credit hours 3 (3,0)
EDUCATIONAL PSYCHOLOGY
Study of psychological principles and how they apply to educational process. Major areas: principles of learning, individual differences, motivation, mental abilities, measuring outcomes of learning and study of teaching - learning situation. Especially designed for prospective teachers.

INP1301  credit hours 3 (3,0)
PSYCHOLOGY IN BUSINESS AND INDUSTRY
Introduction to psychology of human behavior as applied to business and industry. Designed to study psychological factors involved in work situations, including leadership, motivation, communications, morale, organizational structure, personnel selection, training, appraisal and consumer problems.

PSY1012  credit hours 3 (3,0)
GENERAL PSYCHOLOGY
Life-oriented course in psychology, designed to give student factual foundation in techniques and vocabulary of psychology and general understanding of human behavior. Surveys, research and application of psychology in areas of learning, intelligence, motivation, emotion, personality, behavior disorders, mental health and therapy.

PSY1012H  credit hours 3 (3,0)
GENERAL PSYCHOLOGY - HONORS
Same as PSY 1012 with honors content. Honors program permission required.

PSY2930  credit hours 1-3 (1-3,0)
SELECTED TOPICS IN PSYCHOLOGY
Prerequisite: PSY 1012. For students interested in exploring special topics in psychology through research, discussion and observation.

PSY2949  credit hours 2-4 (0.15-35)
COOPERATIVE EDUCATION: PSYCHOLOGY FIELD EXPERIENCE
Prerequisite: Departmental approval. Students earn credit by working in supervised training assignment directly related to college major. May be repeated for credit.

SOP2772  credit hours 3 (3,0)
HUMAN SEXUALITY
Prerequisite: PSY 1012 or SYG 2000. Study of sexuality with emphasis on subjects such as identity and behavior, characteristics of sexual beings and meaning of sexuality. Includes study of sexual health, sexual decision-making and Strategies for dealing with conception, sexually transmitted diseases and sexual coercion and exploitation.
RADIATION THERAPY
TECHNOLOGY

RAT1001C
RADIATION ONCOLOGY I
Provides radiation therapy student with introduction to radiation oncology with particular attention to patient care, psychosocial patient needs, and interdepartmental relationships. (Special Fee)

RAT1814C
RADIATION ONCOLOGY II
Prerequisite: RAT1001C. Rotation through radiation oncology department observing patient work-up/treatment process. Includes physician and nursing assessments, physical examination, and nutritional counseling.

RAT2021
TREATMENT PLANNING I
Prerequisite: RAT 1814C. Provides radiation oncology student with introduction to treatment planning techniques. Includes isodose distributions, basic dose calculations, and construction of beam modifying devices.

RAT2022
TREATMENT PLANNING II
Prerequisite: RAT 2021. Computation and calculation of more complicated treatment plans using treatment planning computer. Calculation of particle radiation treatments. Application of appropriate correction factors for field modifications and blocking devices.

RAT2022L
TREATMENT PLANNING LABORATORY
Prerequisite: RAT 2022. Provides students hands-on experience with block-cutting equipment. Teaches principles involved in fabricating blocking devices. Lab equally divided between block cutting area and treatment planning lab. In lab, students calculate effects of blocking devices.

RAT2023
ONCOLOGIC MEDICINE I
Prerequisites: BSC 1085, BSC 1086, HSC 1531, and HSC 1550. Introduces students to study of tumors. Relates anatomy and physiology to abnormal and pathologic changes. Examines factors affecting tumor sensitivity and patterns of abnormal growth.

RAT2242
ONCOLOGIC MEDICINE II

RAT2243
ONCOLOGIC MEDICINE III
Prerequisite: RAT 2242. Study of oncological disease processes, clinical staging, treatment method analysis and application.

RAT2614C
RADIATION PHYSICS I
Prerequisite: PHY 1002. Presents fundamental principles of radiation physics. Provides theory and purpose of radiation treatment machines. Introduces student to units of radiation measurement and associated hazards.

RAT2618C
RADIATION PHYSICS II
Prerequisite: RAT 2614C. Introduces concepts of radioactivity and radiosensitivity. Includes brachytherapy safety and protection, monitoring devices and documentation procedures.

RAT2680
RADIATION ONCOLOGY V
Prerequisite: RAT 2850. Radiation oncology student demonstrates use of ionizing radiation to treat designated treatment areas. All clinical rotations under direct supervision of registered radiation therapist.

RAT2804
CLINICAL PRACTICUM
Prerequisite: RAT 2680. Radiation oncology student demonstrates clinical competency in applying ionizing radiation to designated area on patient under direct supervision of registered radiation therapist.

RAT2824C
RADIATION ONCOLOGY III
Prerequisite: RAT 1814C. Rotation through radiation oncology department allows student opportunity to work with radiation therapy equipment. Includes, but not limited to, simulator, block cutting unit, various treatment units, and treatment planning laboratory.

RAT2834
RADIATION ONCOLOGY IV
Prerequisite: RAT 2824C. Provides student hands-on training in supervised clinical environment. Students assigned to radiation treatment unit under direct supervision of registered radiation therapist.

RAT2902
SIMULATION LABORATORY
Prerequisite: RAT 2680. Provides hands-on training with equipment used in localization and delineation of patient’s treatment volume, target volume, and tumor volume.

RADIOGRAPHY

RTE1505C
INTRODUCTION TO RADIOLOGIC PROCEDURES
Overview of radiography and its role in health care delivery with orientation to academic and administrative structure and to profession as whole. Introduces basic principles of radiation protection, administration of contrast media, and performance of radiographic studies of chest and abdomen introduced. (Special Fee)
RTE1513C  
**RADIOGRAPHIC PROCEDURES II**  
Prerequisite: RTE 1516C. Continuation of Radiographic Procedures I to include procedures of axial skeleton.

RTE1516C  
**RADIOGRAPHIC PROCEDURES I**  
Prerequisites: RTE 1505 and HSC 1230C. Study of patient positioning, equipment manipulation and dual-plate evaluation of appendicular skeleton and contrast procedures. Emphasis on patient care and radiation protection.

RTE1804  
**RADIOLOGIC CLINICAL EDUCATION I**  
Corequisite: RTE 1516C. 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.

RTE1814  
**RADIOLOGIC CLINICAL EDUCATION II**  
Corequisite: RTE 1516C. 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.

RTE2285  
**RADIATION BIOLOGY AND PROTECTION**  
Study of effects of ionizing radiation on biologic systems. Investigates responses at cellular and total organism level. Presents protection measures and regulations for all types of ionizing radiation.

RTE2418  
**RADIOGRAPHIC EXPOSURE**  
Study of factors that govern and influence production of radiographic image. Manipulation of these factors and use of accessory devices to accommodate patient conditions.

RTE2473C  
**RADIOLOGIC QUALITY ASSURANCE**  
Prerequisite: RTE 2413. Introduction to evaluation of radiographic systems, including film screen systems and processing to assure consistency in production of quality images. Performs tests and procedures to evaluate radiographic systems. Addresses state and federal regulations and quality assurance documentation.

RTE2473C  
**RADIOLOGIC PROCEDURES III**  
Prerequisite: RTE 2417C. A continuation of Radiologic Procedures III to include semi-special vascular and nonvascular procedures.

RTE2523C  
**RADIOLOGIC PROCEDURES III**  
Prerequisite: RTE 1513C. A continuation of Radiologic Procedures III to include semi-special vascular and nonvascular procedures.

RTE2613C  
**IMAGING MODALITIES**  
Prerequisite: PHY 1002. Study of physical principles and applications of imaging equipment: radiographic/fluoroscopic, tomography, computed tomography, digital imaging, magnetic resonance imaging, and other specialized modalities.

RTE2824  
**RADIOLOGIC CLINICAL EDUCATION III**  
Corequisite: RTE 2417C. Continuation of supervised clinical experience and competency evaluation in performing routine radiographic procedures with emphasis on radiation protection, patient care, radiographic technique, dark room procedures, film quality evaluation, and computerized axial tomography.

RTE2867L  
**RADIOGRAPHIC CLINICAL PRACTICUM**  
Prerequisite: RTE 2879L. Supervised clinical practice with emphasis on final clinical competency evaluation. Also includes preparation for national certifying examination.

RTE2879L  
**RADIOGRAPHIC CLINICAL EDUCATION IV**  
Prerequisite: RTE 2824. 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, magnetic resonance imaging, angiography/digital vascular imaging, xerography, ultrasound, nuclear medicine, and radiation therapy.

**READING**

REA0001  
**COLLEGE-PREP READING I**  
Required for students scoring 33 or below on ASSET or making equivalent score on other state-approved entry test. Study of literal and critical comprehension skills with emphasis on literal skills and organizational patterns of information. Includes strategies for vocabulary development. Credit does not apply toward associate degree. Upon successful completion, student must take REA 0002. (Special Fee)

REA0002  
**COLLEGE - PREP READING II**  
Prerequisite: Successful completion or REA 0001 or score of 34-41 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. Credit does not apply toward associate degree. Students who pass with scores equivalent to 42-45 on ASSET strongly encouraged to enroll in REA 1106. (Special Fee)

REA1106  
**READING SKILLS**  
Prerequisite: REA 0002 or score of 42 on ASSET. Reinforcement of comprehension skills and vocabulary development. Emphasis on developing strategies for learning and remembering new words.
REA1205  
READING SKILLS  
credit hours 3 (3,0)  
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.

REA1620  
STUDY SKILLS FOR COLLEGE  
credit hours 1-3 (1-3,0)  
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 one, two, or three credits as arranged with professor. Sample minicourses include time control; study-reading college textbooks; notetaking on textbook reading - underlining, outlining, summarizing, 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.

REA2930  
SELECTED TOPICS IN READING  
credit hours 1-3 (1-3,0)  
Seminar for students interested in research, discussion, and observation of special topics in reading.

REAL ESTATE

REE1000  
REAL ESTATE PRINCIPLES AND PRACTICES  
Corequisite: REE 1400 or departmental approval. Study of 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 Florida Real Estate Commission exam must take combined REE 1000 and REE 1400 end-of-course exam and receive grade of 70 percent or better.

REE1010  
HOUSING AND HOME OWNERSHIP  
Introduction to economic, physical, legal and esthetic properties of home ownership, home construction and design. Special attention to factors to be considered in purchase and maintenance of home.

REE1400  
FLORIDA REAL ESTATE LAW  
Corequisite: REE 1000. 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 real estate field and for state real estate license examination. Students interested in sitting for the Florida Real Estate Commission exam must take combined REE 1000 and REE 1400 end-of-course exam and receive a grade of 70 percent or better.

REE2100  
REAL ESTATE APPRAISING I  
Introduction to basic theories and policies pertaining to social, economic and governmental forces influencing property values. Treatment of such factors as urban forces versus property values, site analysis, neighborhood characteristics and building construction.

REE2101  
REAL ESTATE APPRAISING II  
Prerequisite: REE 2100. Continuation of REE 2100. Emphasis on application of theories studied in REE 2100 as well as study of current methods of determining property valuation by use of market, cost and income approaches.

REE2200  
REAL ESTATE FINANCE I  
Detailed study of basic concepts of financing real estate. Emphasis on legal aspects, sources of funds and methodologies of major lenders for real estate transactions.

REE2201  
REAL ESTATE FINANCE II  
Continuation of REE 2200. Emphasis on application of management approach to financing with special attention to use of funds, many facets of mortgages, long-term leases, purchases and lease-back arrangements.

REE2300  
REAL ESTATE INVESTMENT  
Designed to forecast and measure investment yields such as cash flow and profit analysis on real property. Analysis of houses, apartments, shopping centers, office buildings and industrial properties using various investment approaches.

REE2500  
REAL ESTATE MANAGEMENT  
Study of theories and techniques of professional management of real estate. Includes residential, business, industrial and investment properties.

REE2930  
SELECTED TOPICS IN REAL ESTATE  
For students interested in discussion observation, and exploration of special topics real estate.

REE2949  
COOPERATIVE EDUCATION: REAL ESTATE FIELD EXPERIENCE  
Prerequisite: Departmental approval. Student earns credit by working in supervised training assignment directly related to college major. May be repeated for credit.

RESPIRATORY CARE

RET1025C  
PRINCIPLES OF RESPIRATORY CARE  
Prerequisite: BSC 2093C. Course and laboratory experience designed for beginning respiratory care student. Introduction and working knowledge of state of the art: basic principles of equipment operation and therapeutic objectives for administration of medical gases, humidity, aerosol, therapy modalities and airway management.
RET1264C  credit hours 4 (3,3)
PRINCIPLES OF MECHANICAL VENTILATION
Prerequisite: RET 1025C or departmental approval. 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)

RET1275C  credit hours 4 (3,3)
CLINICAL CARE TECHNIQUES
Prerequisite: BSC 2093C, RET 1025C. Presents basic principles and essential skills necessary to perform patient care safely and effectively. Includes medical asepsis, terminology, communication, patient assessment and position, medical ethics, and behavioral problems unique to patients with respiratory illness. Orientation to clinical rotation. Student must maintain C through didactic portion to participate in clinical setting. (Special Fee)

RET1295C  credit hours 4 (3,3)
CHEST MEDICINE
Prerequisite: BSC 2093C and RET 1025C. Respiratory therapy students investigate nature and cause of pulmonary diseases that involve changes in structure and function. Presents etiology, clinical manifestations, pathogenesis, lab data and treatment for major chronic and acute pulmonary disease entities. (Special Fee)

RET1450C  credit hours 3 (2,3)
BASIC PHYSIOLOGIC MONITORING
Prerequisite: RET 1275C. Emphasis on basic diagnostic and monitoring principles used in determining clinical evaluation of patients. Cardiopulmonary assessment using electrocardiography, chest roentgenography and lab test. (Lab Fee)

RET1485C  credit hours 4 (3,3)
CARDIOPULMONARY PHYSIOLOGY
Prerequisite: BSC 2093C or departmental approval. Includes pulmonary functions: normal ventilation and regulation of respiration, response to gases and ions, lung reflexes and ventilatory and mechanical factors. Also includes pulmonary circulation, gas diffusion, manifestations of disease and blood gas analysis. (Special Fee)

RET1874L  credit hours 4 (0.16)
CLINICAL PRACTICE I
Prerequisite: RET 1275C. Corequisite: Departmental approval. Student assigned clinical tasks in patient floor care under supervision of staff respiratory therapist or clinical instructor. (Special Fee and Insurance Fee)

RET1875L  credit hours 4 (0.24)
CLINICAL PRACTICE II
Prerequisite: RET 1264C, RET 1874L or departmental approval. Student assigned clinical practice in intensive care, cardiac care, progressive care and emergency room units under supervision of staff respiratory therapist or clinical instructor. Emphasis on volume ventilators and advanced patient care, pediatric/neonatal as well as adult. (Special Fee)

RET2244C  credit hours 3 (2,3)
LIFE SUPPORT
Prerequisites: RET 1450C and RET 1264C. Emphasis on advanced cardiopulmonary assessment diagnostic and monitoring techniques. Stresses cardiopulmonary hemodynamics, advanced pulmonary function studies and innovations.

RET2350  credit hours 3 (3,0)
PHARMACOLOGY
Prerequisite: BSC 2094C or departmental approval. History of pharmacology, regulatory agencies and regulations concerning use of drugs. Drug action, absorption, distribution and use in human body. Emphasis on respiratory drugs, cardiac drugs and related drugs therapist is exposed to in hospital.

RET2714C  credit hours 4 (3,1)
PEDIATRIC RESPIRATORY CARE
Prerequisite: RET 1264C or departmental approval. Instruction includes the following areas: development and physiology of fetal and neonate lung; perinatal circulation; neonatal pulmonary disorders; treatment of perinatal patients with respiratory care techniques and pediatric respiratory therapy. (Special Fee)

RET2876L  credit hours 4 (0.24)
CLINICAL PRACTICE III
Prerequisite: RET 1675L, RET 2741C, or departmental approval. Each student assigned clinical tasks and orientation in pulmonary function lab, cardiac catheterization and open heart surgery under supervision of staff respiratory therapist or clinical instructor. Approximately 24 contact hours for every four semester hours credit. (Special Fee)

SOCIAL SCIENCE

AFA2000  credit hours 3 (3,0)
INTRODUCTION TO THE AFRICAN-AMERICAN EXPERIENCE
An interdisciplinary examination of the African-American culture as an expression of its African heritage and a response to economic, social, cultural, and political pressures in the New World.

ISS2941  credit hours 1-4 (1-4,0)
FIELD EXPERIENCE IN SOCIAL SCIENCES
For students who wish to pursue particular interests in areas related to social sciences and to gain actual experience in field. May be repeated for maximum of three semesters of credit. Two hours per week of appropriate field experience under professional supervision.

SOCIOLoGY

SYG1322  credit hours 3 (3,0)
JUVENILE DELINQUENCY
Introductory overview of field of juvenile delinquency, covering delinquency causation and prevention, juvenile justice system and treatment programs for delinquent youths.
SYG1324  SOCIOLOGY OF DRUGS
Credit hours 3 (3,0)
Overview of both licit and illicit drug use. Impact of drug use and abuse on individual and society; possible solutions to problems identified.

SYG2000  INTRODUCTORY SOCIOLOGY
Credit hours 3 (3,0)
Enables student to understand social behavior and social processes and become familiar with vocabulary and methodology of discipline of sociology. Emphasis on culture and personality, age and sex roles, family, deviant behavior, social class and stratification, group behavior and social change.

SYG2000H  INTRODUCTORY TO SOCIOLOGY - HONORS
Credit hours 3 (3,0)
Same as SYG 2000 with honors content. Honors program permission required.

SYG2010  CONTEMPORARY AMERICAN SOCIAL PROBLEMS
Credit hours 3 (3,0)
Analysis of major social problems confronting American society. Special emphasis on critical thinking abilities in evaluating causes, effects and various approaches in dealing with social problems. 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.

SYG2320  DEVIANT BEHAVIOR
Credit hours 3 (3,0)
Examination of sociological and social-psychological theories of deviant behavior. Considerable attention to understanding deviants' perceptions of their own behavior and view of conventional society. Major topics include heterosexual deviance, homosexual deviance, urbanizational deviance, physical deviance, suicide, mental disorder and crime.

SYG2430  MARRIAGE AND THE FAMILY
Credit hours 3 (3,0)
Assists student in developing perspective regarding areas of adjustment in marriage and family living. Attention to premarital behavior patterns, love and mate selections, communication, family finances, sexual relations, parenthood, divorce, widowhood and remarriage.

SYG2935  SELECTED TOPICS IN SOCIOLOGY
Credit hours 1-3 (1-3,0)
Prerequisite: SYG 2000 or departmental approval. For students interested in exploring special topics in sociology through research, discussion and observation.

SYG2949  COOPERATIVE EDUCATION: SOCIOLOGY FIELD EXPERIENCE
Credit hours 2-4 (0.15-35)
Prerequisite: Departmental approval. Student earns credit by working in supervised training assignment directly related to college major. May be repeated for credit.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPN2200</td>
<td>INTERMEDIATE SPANISH I</td>
<td>3</td>
<td>Prerequisite: SPN 1101 or departmental approval. Conversational approach with readings adapted from Spanish newspapers and magazines.</td>
</tr>
<tr>
<td>SPN2201</td>
<td>INTERMEDIATE SPANISH II</td>
<td>3</td>
<td>Prerequisite: SPN 2200 or departmental approval. Conversational approach with readings adapted from Spanish newspapers and magazines. Includes one-hour lab.</td>
</tr>
<tr>
<td>SPN2201H</td>
<td>INTERMEDIATE SPANISH II - HONORS</td>
<td>3</td>
<td>Same as SPN 2201 with honors content. Honors program permission required.</td>
</tr>
<tr>
<td>SPN2270</td>
<td>OVERSEAS STUDY IN SPANISH LANGUAGE AND CULTURE II</td>
<td>6</td>
<td>Prerequisite: Departmental approval. Courses consist of two phases: (1) Orientation program gives student opportunity to make certain cultural, personal and educational adjustments prior to beginning of summer study at Spanish university; (2) Period of study at university offers student excursions, field trips and special activities. After summer courses, organized travel tours broaden student's cultural experience. Student takes for credit or audit six or 12 hours.</td>
</tr>
<tr>
<td>SPN2510</td>
<td>INTRODUCTION TO SPANISH CIVILIZATION</td>
<td>3</td>
<td>Prerequisite: SPN 2201 or equivalent. Basic study of history, culture and art of Spain. Emphasis on development of conversational skills in Spanish.</td>
</tr>
<tr>
<td>SPN2930</td>
<td>SELECTED TOPICS IN SPANISH</td>
<td>1-3</td>
<td>For students interested in exploring special topics in Spanish.</td>
</tr>
<tr>
<td>SPW2100</td>
<td>INTRODUCTION TO SPANISH LITERATURE</td>
<td>3</td>
<td>Prerequisite: SPN 2201 or equivalent. First semester surveys literary masterpieces of Spain from 12th century to Golden Age.</td>
</tr>
<tr>
<td>SPW2101</td>
<td>INTRODUCTION TO SPANISH LITERATURE</td>
<td>3</td>
<td>Prerequisite: SPN 2201 or equivalent. Second semester continuation from 1800 to 20th century.</td>
</tr>
</tbody>
</table>

**SPEECH**

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credit Hours</th>
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<tr>
<td>ORI1000</td>
<td>ORAL INTERPRETATION</td>
<td>3</td>
<td>Prerequisite: SPC 1600. Principles of selection, analysis preparation and presentation of materials for oral reading. Experience in choral speaking and readers' theater.</td>
</tr>
<tr>
<td>SPC1051</td>
<td>SPEECH AND WRITING IMPROVEMENT'S</td>
<td>3</td>
<td>Improvement of language skills by developing and understanding effective articulation of American English through audiolingual approach.</td>
</tr>
</tbody>
</table>

**SPC1300**

INFORMAL COMMUNICATION
Credit hours 3 (3,0)
Study and application of communication principles to remove verbal and non-verbal barriers. Emphasis on role playing, simulated conflicts, and dynamics of group discussion.

**SPC1600**

FUNDAMENTALS OF SPEECH
Credit hours 3 (3,0)
Principles of oral communication common to speaking and listening. Emphasis on listening techniques, preparation and delivery techniques for extemporaneous speaking.

**SPC1600H**

FUNDAMENTALS OF SPEECH - HONORS
Credit hours 3 (3,0)
Same as SPC 1600 with honors content. Honors program permission required.

**SPC1603**

PUBLIC SPEAKING
Credit hours 3 (3,0)
Prerequisite: SPC 1600. Advanced principles of audience communication. Methods of presentation include impromptu, extemporaneous and manuscript. Categories include informative, entertainment, persuasion, and group discussion.

**SPC1700**

CROSS CULTURAL COMMUNICATION
Credit hours 3 (3,0)
Study and application of awareness skills for communication with people of other cultures. Upon completion, student uses problem analysis skills when communicating with people of other cultures.

**STUDENT DEVELOPMENT**

**SLS1261**

STUDENT LEADERSHIP DEVELOPMENT
Credit hours 3 (3,0)
Dynamics of student organizational behavior with emphasis on personal and group goal setting, self affirmation, conflict resolution and development of leadership skills.

**STUDENT LIFE SKILLS**

**SLS1101**

COLLEGE SURVIVAL SKILLS
Credit hours 1 (1,0)
Provides students knowledge and skills for college survival. Includes introduction to college and its resources, selected study skills and personal resource management skills. Students identify skill areas and levels they wish to improve.

**SLS1122**

STUDENT SUCCESS
Credit hours 3 (3,0)
Students learn and adopt methods to promote success in college. Includes an introduction to the College and its resources, understanding of teaming skills, and personal development skills in an extended orientation setting. Students improve by practicing learning skills in note-taking, test-taking, and studying.
SURVEYING TECHNOLOGY

SUR1100  credit hours 4 (3,2)
BASIC SURVEYING AND MEASUREMENTS (SURVEYING I)
Elementary surveying including fundamentals of plane surveying; use and care of equipment. Covers accurate measuring of distance; theory and practice of level angles and bearings; principles and use of transit; curves; stadia; and topographic and land surveying. Coordinated class, lab and field assignments. (Special Fee)

SUR2201C  credit hours 4 (4,0)
HIGHWAY DRAFTING AND ROUTE DESIGN
Prerequisites: SUR 1100 and TAR 1120C. Highway drafting includes topographic maps, plans and profiles and cross sections. Route design covers traffic and vehicular sections. Route design covers traffic and vehicular characteristics, curvature and elevation of roadbeds, and photograph as they affect cost and route design. (Special Fee)

SUR2300  credit hours 3 (3,0)
TOPOGRAPHY AND MAPPING
Prerequisite: SUR 1100. Study of 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.

SUR2321  credit hours 2 (1,2)
PROFESSIONAL DRAFTING FOR SURVEYORS
Techniques and drawings used in surveying profession. Includes lettering, line (pencil and ink) drafting, traverse and curve plotting, cross sections, lot surveys and boundary plats. (Special Fee)

SUR2330  credit hours 2 (2,0)
PHOTOGRAMMETRY
Introduction to science of aerial photo interpretation as it applies to obtaining reliable information for surveying and development of land maps. Includes parallax measurements, stereo plotting, remote sensing and radial line plotting.

SUR2400  credit hours 3 (3,0)
LEGAL ASPECTS OF SURVEYING
Prerequisite: SUR 2610. Legal principles of boundary location and professionalism; history of boundary surveys; sectional surveys; legal descriptions, property transfer, resurveys, subdivision plats; surveyor in court; water boundaries.

SUR2402  credit hours 3 (3,0)
LAND SURVEYING AND DESCRIPTIONS
Prerequisites: SUR 2610 and SUR 2400. Construction of land descriptions and techniques of surveying boundaries of 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. Includes all associated computations.

SUR2460  credit hours 3 (3,0)
SUBDIVISIONS
Prerequisite: SUR 2640. Plat construction from tract description to final record plat; plat drafting; necessary computations; lettering meaning of legal parts; current plat laws and regulations.

SUR2500  credit hours 3 (3,0)
ELECTRONIC AND GEODETIC SURVEYING
Prerequisite: SUR 2610. Electronic distance measurements and geodetic techniques in surveying; theory construction and use of electronic measuring devices (geodimeter, telemeter, ranger-laser); applied geodetic astronomy (bearing and latitude determination using stars, sun, elongations, etc); geodetic corrections to surveys of large extent.

SUR2600C  credit hours 3 (3,0)
SURVEYING CALCULATIONS
Prerequisite: SUR 1100 or departmental approval. Prepares student to solve field problems on hand-held calculator. Emphasis on economical ordering and handling of data in workplace. Analysis of data from projects important to working surveyor/businessperson and in-class use of calculator.

SUR2610  credit hours 3 (3,0)
INTERMEDIATE SURVEYING COMPUTATIONS
(SURVEYING II)
Prerequisite: SUR 1100. Field techniques and associated computations; adjustment of transit errors in angle measurements; errors in distance measurements; field techniques of traversing; traverse computations (closure and balancing); field techniques of typing points to control; tie-in computations; layout of horizontal curves; horizontal curve computations; field techniques and computations of precise levels; vertical curve computations. (Special Fee)

SUR2621  credit hours 3 (3,0)
COGO CAD FOR SURVEYORS
Prerequisite: SUR 1100 or departmental approval. Prepares student to solve and graph on 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. (Special Fee)

SUR2640  credit hours 4 (3,0)
ADVANCED SURVEYING COMPUTATIONS (SURVEYING III)
Prerequisite: SUR 1610. 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.

SUR2949  credit hours 2-4 (0,15-35)
COOPERATIVE EDUCATION: SURVEYING FIELD EXPERIENCE
Prerequisites: SUR 2610 and departmental approval. Student earns credit by working in supervised training assignment directly related to college major. May be repeated for credit.
TELEVISION

RTV1200  
TELEVISION PRODUCTION  
credit hours 3 (16)  
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.

RTV2930  
SELECTED TOPICS IN TELEVISION TECHNOLOGY  
credit hours 1-3 (1-3,0)  
For students interested in research, discussion, observation and experience in advanced techniques in video production. Topics selected from various areas of video technology, such as design and production of video programs, computer graphics and animation for video, editing and post-production techniques.

THEATER

THE1029  
INTRODUCTION TO THEATER  
credit hours 3 (3,0)  
Overview of major elements involved in theater production. Includes script analysis, history, technical theater, acting and directing. Requires attendance at selected plays.

THE301  
DEVELOPMENT OF THEATER AND DRAMA: BEGINNINGS TO IBSEN  
credit hours 3 (3,0)  
Survey of theater and drama from primitive theater to 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.

THE302  
DEVELOPMENT OF THEATER AND DRAMA: IBSEN TO PRESENT  
credit hours 3 (3,0)  
Survey of theater and drama from times of Ibsen to 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.

THE2930  
SELECTED TOPICS IN THEATER  
credit hours 1-3 (1-3,0)  
Prerequisite: Departmental approval. For students interested in exploring special topics in theater through research, discussion and observation.

TPA1210  
BASIC STAGECRAFT I  
credit hours 3 (2,2)  
Methods of scenery construction. Covers tools, materials, hardware and basic approaches to building scenery using hands-on experience to complement lectures. (Special Fee)

TPA1211  
BASIC STAGECRAFT II  
credit hours 3 (2,2)  
Continuation of TPA 1210 with special emphasis on construction of props, scene painting techniques, special effects and installation. (Special Fee)

TPA1230  
COSTUME TECHNIQUES AND WARDROBE PRACTICES  
credit hours 2 (2,1)  
Emphasis on planning, execution and running of costumes for production. (Special Fee)

TPA1250  
MAKEUP FOR THE STAGE  
credit hours 2 (2,1)  
Study of principles, materials and applications of theatrical makeup.

TPA2010  
BASIC THEATER DESIGN  
credit hours 3 (3,0)  
Involves students in preliminary concepts of stage, lighting, and custom design. Teaches student history of theatrical presentation and motivation for design concepts.

TPA2220  
INTRODUCTION TO STAGE LIGHTING  
credit hours 4 (3,2)  
Stage lighting techniques, practices and equipment. Includes electrical theory, use of dimming systems and implementation of lighting designs. (Special Fee)

TPA2260  
SOUND FOR THE STAGE  
credit hours 4 (3,2)  
Theory and practices in sound reinforcement and effects composition for indoor and outdoor stage. Covers audio equipment and systems, recording techniques and operation of sound for performance. (Special Fee)

TPA2282  
THEATER EQUIPMENT MAINTENANCE  
credit hours 4 (3,2)  
Prerequisite: TPA 2260, TPA 2220 or departmental approval. Provides students with a systematic approach to maintenance and trouble-shooting of theater sound and lighting equipment. (Special Fee)

TPA2280  
TECHNICAL THEATER PRODUCTION  
credit hours 1-3 (0,3)  
Participation by student as technician in dramatic productions at the College. May be repeated for up to 12 hours credit.

TPA2942  
THEATER INTERNSHIP  
credit hours 1-3 (1-3,0)  
Prerequisite: Departmental approval. Student earns credit by working in supervised training assignment directly related to College program. Three additional hours in TPA 2280 may be substituted for course. May be repeated for up to six hours credit.

TPP1110  
ACTING I  
credit hours 3 (2,2)  
Introduction to practical skills necessary to art of acting. Includes character analysis and development; script and analysis; learning techniques for performance preparation, including relaxation, physical and vocal warm ups; study of acting methods and styles; rehearsal behavior; performance of monologues and scenes.
TPP1111
ACTING II
Prerequisite: TPP 1110. Further application of principles studied in Acting I. Includes selection, rehearsal and performance of repertoire of monologues, preparing resume, auditioning techniques, and public performance in one-act plays. Focus on acting as career.

TPP1112
ACTING III
Prerequisite: TPP 1110. Examination of historical acting styles: Greek, Elizabethan, Restoration, Commedia Dell’Arte, Comedy of Manners; includes research in period costumes, deportment, music, manners, and decor; analysis of verse speaking; performance of sonnets, scenes and monologues.

TPP1113
ACTING IV
Prerequisite: TPP 1110. Further application of principles of Acting I. Advanced scene study, with emphasis on modern classics (i.e. Williams, Miller, O'Neill, Chekhov, Albee). Includes in-depth work on character development in laboratory environment; study of critical analysis of performance; performance of scenes.

TPP2300
DIRECTING I
Acquaints student of theater with overall function of director of play. Includes study of history and theory of directing, as well as practical experience in selecting and casting play, planning rehearsals, blocking, analyzing script, working with actors. Also includes overseeing scenery, lighting, costumes, properties, and stage management. Students direct one-act play for public performance.
BLACK ADVISORY COMMITTEE

Harry Bing
Rufus Brooks
Joe L. Caldwell
Marva Carter
Alyce Dean
Leroy Dennis
Vicki-Ellaine Felder
Carolyn Fennell
Lt. Jerome Hargrett
Ken Howard
Eula Jenkins
Lillian Lancaster
Reginald McGill
Ella Parramore
David Porter
Dorcas Rose
Consultants:
Cecil Boston
Thelma Dudley
Pam Powell

VALENCIA REPRESENTATIVES:
Paul C. Gianini, Jr.
Carolyn Allen
Tyron Johnson
Vera Poitier
Stanley Stone
Geraldine F. Thompson

Advisory Committees recognize 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 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.

Miriam Gateley
Edmund Gross
Deborah Hopkins
Roger Smith
Stanley Stone
Joan Tiller
Jane Wiese

BUILDING CONSTRUCTION TECHNOLOGY

John Chalifoux
Pulte Homes

Joseph H. Dixon, Jr.
University of Central Florida

Tim Fierro
General Construction Inc. - G.C.I.

Donald Hampton
Hampton, Monday & Associates, P.A.

Tom R. Hunton
Hunton, Brady, Pryor, Maso, Architects, P.A.

Harold Johnson

Frank W. Kynast

Paul C. Palmer, Jr.
Palmer Homes

Samuel E. Mathis
General Mills Restaurants, Inc.

William Palm
Glace and Radcliff, Inc.

VALENCIA REPRESENTATIVES

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Edmund Gross
Shannon Hellard
Wiley Jones
Jean Tiller

BUSINESS ADMINISTRATION AND MANAGEMENT

John Barry
Barry, Baker, and Hyatt, PA

Anthony Bland
Bland & Associates

Ann Carson
Jacobson's Department Stores

ACCOUNTING TECHNOLOGY

Joyce Aide
Crims, Inc.

R. A. Allen (Andy)
Reiter & Allen

Henry Anderson
University of Central Florida

Charles Black
Orlando Utilities Commission

Larry Chastang
Chastang, Farrell, Sims & Eiserman, P.A.

Jim Enos
Holiday Inn

Bill Hemmerly
General Mills Restaurants

Peggy Melvin
Orlando Cancer Center

Bob Olsen
Walt Disney Company

Pablo Perez
Tupperware Home Parties

Pam Prinz Stewart
Robert Half of Orlando

Mike Thornton
Sun Bank - SOAB6

Sam Wilson
Cuisine Des Chefs, Inc.

VALENCIA REPRESENTATIVES

Carolyn Allen
George Dow
Jo Ferguson
Ray Eckhart
Orlando Sentinel

Tony Galloway
Xerox Corporation

Tom Ing
Orange County Comptrollers Office

Philis Intro
Economic Development Commission

Raymond Katkish
Disney Development and Company

Ann B. Kerr
Rollins College

Robert Miller
Circle K

Robert Ray
National Risk Management and
Associates, Inc.

Lexa Ruoff
Universal Studios

Raleigh F. Seay, Jr.

Andrew N. Serros
Serros Associates, Inc.

Barbara Shank
Harcourt, Brace, & Company

Betty Watson
Southern Bell Telephone Company

VALENCIA REPRESENTATIVES

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Hugh Bledwyn
Ed Cogle
Jim Dolan
George Dow
Arlene Gastineau
Edmund Gross
Deborah Hopkins
Carol Janz
Steve Kinder
Corinne B. Linton
Stanley Stone
Joe Straub
Joan Tiller

Jim Austin
Sprint/United Telephone of Fl.

Tom Bailey
Quantum Resources

Robert Bergby
Fugelberg Koch Architects

James Bourne

Cesar Bradham
Advanced Surveying Technology, Inc.

Mark Browder
Rogers, Lovelock & Fritz, Inc.

Pete Bruns
IBM Corporation

Bill Burkholder
Orange County G.I.S.

Keith Christian

Terry Churney
Harris Corporation

Ed Combs
Sprint/United Telephone of Fl.

Wilt Cunningham
Tilden, Lobnitz & Cooper, Inc.

Steve D'Ercole
Anixter Wiring Systems Specialists

Marion Daitzman
Private Industry Council of Central
Florida, Inc.

Zwee Dao, P.E.
Dao Engineering Inc.

Alton Elliott

Lynn Finch
Cadtek Services, Inc.

Brenda Frazier
State of Florida

Rick Furymer
Orlando Utilities Commission

Tim Gibson
Hansen, Lind, Meyer, Inc.

Larry Gresham
The Gresham Group

Jim Harrison
Orange County Engineering

Paul Hoks
Hoks Computer Drafting Services

Tom Jaeger
HWH Architects, Engineers & Planners

David Jakiela
Tilden, Lobnitz & Cooper, Inc.

Ron Jarvis
Black & Veatch

Ken Johnson
Westinghouse Elec. Corp.

Fernanda Jones
Jones & Associates

Larry Josephson
Metric Engineering, Inc.

Thomas Kelley
Consultant

Doug Kinison
IBM Corporation

Barbara Manning
Private Industry Council of Central
Florida, Inc.

Anne Marconi
Sprint/United Telephone of Fl.

John Martinez
Azteca Technologies

Mark Maizinger
Braga, Burton & Braswell

John McLeod
Private Industry Council of Central
Florida, Inc.

Nick Melki
Neonic Design

Jerry Milana
Entre' Computer Center

Greg Mundy
IMDC

Edith Raby
Center for Independent Living

Miguel Ramos
Advanced Surveying Technology, Inc.

Dick Reed
Triangle Reprographics, Inc.

Bobby L. Riggs
Air-Pak Products & Service, Inc.

John Ritz
Air-Pak Products & Service, Inc.

Jim Ross
Ross Design Group
Jim Ryder
Vocational Rehabilitation

Doug Sangster
Douglas Sangster, Architect

Nick Schneider
Post, Buckley, Schuh & Jerrigan

Craig Scott
Black & Veatch

Jim Shalls
Vocational Rehabilitation

John M. Sikes
Blount, Sikes & Associates

Jerry Soulliere
Jerry Soulliere Consulting Corporation

Bill Stear
Equal Access, Inc.

Pete Stenborg
Rochester Precision

Bill Stum
Walt Disney Attractions, Inc.

Roger Trubey
Post, Buckley, Schuh & Jerrigan

Brad Van Gilder
Florida Power Corporation

Ken Van Velzen
Drafting by Kvan

Linda Ware
IBM Corporation

Scott Williams
Blount, Sikes & Associates

Amory Wilson
Walt Disney Attractions, Inc.

Carrie Wynkoop
Sprint/United Telephone of Fl.

Mike Zerofsky
Martin Marietta

Florence Zee-Sena
Xerox Engineering Systems

VALENCIA REPRESENTATIVES
Carolyn Allen
Deborah H. Clark
Donna Deitrick
JoAnn Gregg
Carolyn Gresham
Tommy Kelley
Pam Overholt
Stan Stone

Joan Tiller
Walker Watson
Daisy Williams
Pat Young

Bill Byrnes
Infotech International

Dave Carse
Data Ace Computers

Terry Churney
Harris Corporation

John B. Coleman
AT&T

Edward Corn
NCR Corporation

Fred Costello
Oxford Marketing Group, Inc.

Kathy Costenbader
GTE Data Services

Joanne T. Cox
Marion Daitzman
Private Industry Council of Central Florida, Inc.

Jackie Delkus
Talent Train

Patricia Engelhardt
Jennifer J. Farese
The Reohr Group, Inc.

Bill Ferrara
Operating Systems Services, Inc.

Craig Forsyth
Sprint/United Telephone Company of Florida

Luther Fowler III
Sprint/United Telephone Company of Florida

Susan Fowler
Cincinnati Bell Information Systems, Inc. (CBIS)

Brenda Frazier
Vocational Rehabilitation
Kathy Ginkel
Vision Business Products

Gary Green
Walt Disney Attractions, Inc.

Cindy Hagerty
City of Winter Park

Frank Hagy
City of Orlando

Cal Hargreaves
The Reohr Group, Inc.
Gloria McClain
GTE Data Services

Jack McConnell
IBM Corporation

Dennis McDaid
American Heritage Life Insurance

Paula McKenna
Blue Cross/Blue Shield of Florida

Carolyn McKinney
Valencia Community College

Melissa McLeish
GTE Data Services

John McLeod
Private Industry Council of Central Florida, Inc.

Diane E. Meiller
Sykes Enterprises

Tom Metcalf
Martin Marietta Electronics Systems

Bruce Miller
Ibax Healthcare Systems

Carlos S. Monserrate
Florida Alliance for Assistive Services & Technology

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Mike Peterson
Systematics, Inc.

Micky Pohlar
Suntrust Service Corporation

Barbara Poole
Rollins College Career Services

Mary Lou Quinn
Ciber, Inc.

Edith Raby
Center for Independent Living

Toni Rittomato, Supervisor
FISERV

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City of Orlando

Jeff Rose
Cincinnati Bell Information Systems, Inc. (CBIS)

Sheila Rose
Universal Studios Florida

David Salazar
AXIS, Inc.

Jan Santamassino
FIS

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Vocational Rehabilitation

Boni Sivi
Conner

Marie Spitele
Harcourt Brace and Company

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Bill Stear
Equal Access U.S.A., Inc.

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Disney Vacation Development, Inc.

Ed Stucky
Newtrend Group

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Sprint/United Telephone Company of Florida

Barb Teeter
AT&T

Lowell Thomas
Winter Park Memorial Hospital

Mike Thompson
Westinghouse Electric Corporation

Danny Tillotson
Ultimate Software

Bernie Tomasky
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Tim Turney
SFT Facilities, Inc.

Joe Vega
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Linda Ware
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Bill Whitaker
Sykes Enterprises

Hal White
Executrain

Kevin Wilhite
Systems & Programming Consultants

Rob Wilkens
Cincinnati Bell Information Systems, Inc.

Jackie Williams
Institute of Internal Auditors

Marie Williams
Westinghouse Electric Corporation

Marvin Williams
Walt Disney Attractions, Inc.

Robert D. Wilson
AT&T

Robert V. Wood

Woody Woodall
ISAC

Gary Zimmerman
AT&T

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Donna Deltrick
Diep Gohich
JoAnn Gregg
Vincent Jones
Pam Overholt
Stan Stone
Joan Tiller
Walker Watson
Daisy Williams
Pat Young

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Martin Marietta

Edward Griffen
Digi-Comp

Melissa Holman
FMC Corporation

Terry Jernigan
Discovery Information Systems

David Kiega
Harcourt, Brace, Jovanovich, Inc.

William Klug
The Newtrend Group

George Medina
Medina Software, Inc.

Edward Soistman
Martin Marietta

Gerald Tedamison
Martin Marietta Data Systems

Pat Wolski
Orlando Sentinel

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Jim Johnson
Stanley Stone
Joan Tiller
Reneva Walker

CRIMINAL JUSTICE TECHNOLOGY

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Florida Highway Patrol

Sgt. Pete Gauntlett
Orlando Police Department

Sgt. Tom Gerani
Orange Cty. Dept. Corrections

Chief Earl Gooden
Eatonville Police Dept.

Captain Samuel B. Ings
Orlando Police Dept.

Sgt. Fran Iwarski
Kissimmee Police Dept.

Captain Joe Lazenby
Florida Department of Corrections

Lt. Bill McEachnie
Winter Park Police Dept.

Officer Brett Bailey
Winter Park Police Dept.

Sgt. Pam Rausch
Kissimmee Police Dept.

Captain Jeann Reed
Orlando Police Department

Jack Scheidt
State Attorney's Office

David Streeter
Florida Probation and Parole Commission

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Rodney Horvat
Christine Nichols James

Nydia Diaz Montijo
Paula Schad
Greater Orlando Dental Hygienist's Society (GODHS)

Rose Walls
Orlando Vocational-Technical Center

Blake Warren
Central Florida Area Health Education Center (AHEC)

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Susan Meade
Joan Tiller
Ruth Webb

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Mid-Florida Technical Institute

Joseph H. Dixon, Jr.
University of central Florida

Ray Kerkhoff
Martin Marietta

Mike Kon
Martin Marietta

George Lemieux
Rick A. Olson
Westinghouse Electric Corporation

Clifford Smith
John P. Tanner, P.E.
Consulting Engineer

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Edmund Gross
Shannon Hellard
Bob Thornhill
Joan Tiller
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Walt Disney World Design and Engineering

Barry Campbell
Martin Marietta

Anthony DiBerardino
Martin Marietta

David Finchbaugh

Edward Griffin

Dan Lehnoff
Stromberg-Carlson

James McBreyer
University of Central Florida

Kevin Shultz
Walt Disney World

James Welty

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Walter Perkins
Harvey Salz
Joan Tiller

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Health Central Paramedic Service

Commander Mike Brandt
Orange County Fire & Rescue

Ray Colburn
Reedy Creek Fire Department

Stephen Cramer
Oviedo Fire Department

Chief Dave Freeman
Orlando Fire Department

Dan Hardester
Maitland Fire Department

Captain Walt Jackson
Osceola Emergency Services

Robert Langfield
West Orange Ambulance Service

Bill Mccorkle
American Medical Transport

James Peacock
Naval Training Center Fire Department 013

Craig Peterson
Florida Hospital

Lynn Pettingill
Apopka Fire Department

Joan Pyle
Orange County EMS

Chief Louis Salado
Winter Park Fire Department

Ron Stroshiner
Ocoee Fire Department

Mark Trach
Florida Hospital

Eileen Wagner
Orlando Regional Medical Center

Chief Bob Ward
St Cloud Fire Department

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Edmund Gross
Gaby Hawat
Walter Perkins
Harvey Salz
Joan Tiller

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Moye, O'Brian, O'Rourke, Hogan, Pickert

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Employers Association of Florida

Roxann Aylies
Job Service of Florida

Debbie Baker
Goodwill Industries of Central Florida

Susan Bicksler
Manufacturers Assoc. of Central Florida

Lorisse Culberhouse
Barnett Bank

Amy Edmonds
American Automobile Association

Art Fenton
Orlando Utilities Commission

Victor Fredda
Westinghouse Electric Corp.

Teresa (Terri) Gillis
Sun Bank

Joe Hayes
Davgar Restaurants, Inc.

Terri Hontas
Sheraton World Resort

Yvonne Johns
Orange County Sheriffs Office

Betty Meeks
Orange County Government

Richard Payson
Sea World of Florida

Julie Purdy
Walt Disney World

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Universal Studios of Florida

Elaine Raines
Winter Park Memorial Hospital

Ted Roscoe, V.P.
Belk-Lindsey Group

Barbara Sacha
Orlando Regional Healthcare System

Linda Sampieri
General Mills Corporation

Mary Scott
The Orlando Sentinel

James Shalls
State of Florida

Skip Skiffington
WFTV Channel 9

Carol Smith
Martin Marietta

William "Bill" Van Reich
City of Orlando

Wallace Watford
City of Orlando

Fred Whiteside
State of Florida

Lon Winter
Greenstone Roberts Advertising
<table>
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<tr>
<th>Name</th>
<th>Company/Position</th>
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<tr>
<td>Carolyn Zimmer</td>
<td>Dept. of Navy</td>
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<tr>
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<td>Deborah Clark</td>
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<td>Peg Edmonds</td>
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<td>Kathy Ramsberger</td>
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Bob Klettner  
Barnett Bank, N.A.

Gary L. Lewis  
Nations Bank

Patrick Macken  
Bank of Central Florida

Harsha Ramayya  
Barnett Bank

Sandy Sanderson  
Sun Bank, N.A.

John H. Strandquest  
Sun Bank, N.A.

Susan Wentz  
First Union National Bank

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Randy Tuten  
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Hamid Bahadori FPE  
Orlando Fire Department

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Orlando Fire Department

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Greater Orlando Aviation Authority

Jim Coley  
Kissimmee Fire Department

James Coschignano  
Ocoee Fire Department

Mitch Floyd  
Orange County Fire Department

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St. Cloud Fire Department

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Orange County Fire Rescue Division

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Orlando Fire Department

Chief Louis Salado  
Winter Park Fire Department

Asst. Chief Paul A. Skinner  
Orlando Fire Department

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EJS Engineering Services

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Martin Marietta

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Allographics

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Central Florida Press

Donna Walden  
Mid-Florida Technical Institute

Betsy Walton

Donna Wilcox

Steve Zollman  
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Walt Disney World Co.

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Bayhill Country Club

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University of Central Florida

Pat Hoffman  
Central Florida Hotel & Motel Association

Cathy Cinnamon Holloway  
Holiday Inn - International Airport

Calvin Hodge

Wilbur Houston

Martin Hunter, CHA  
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Dave Jarrett  
Walt Disney World
Marshall Kelberman  
The Peabody

Michael Levine  
Seminole County Sheriff's Dept.

Robert Lyle  
Mid-Florida Technical Institute

Linda Sampieri  
General Mills Restaurants, Inc.

Lenny Stark  
Holiday Inn at University Studios

Garneta Swenson  
Sheraton Plaza Hotel

Larry Walker  
Cypress Hotel Management Co.

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Dyer, Riddle, Mills & Precourt

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Horace (Bud) Joiner

Michael J. Cavalere  
Walt Disney World

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McMahann Electro-Optics

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Quantum Technology, Inc.

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Jack Benefield

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Walter Perkins

Harvey Salz  
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Glen Bryan  
Post, Buckley, Schuh, & Jernigan

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Wooten, Honeywell, Kest

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Attorney at Law

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University of Central Florida

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Mid-Florida Cardiology Group

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Orlando Regional Healthcare System

Lennard Greenbaum  
Arnold Palmer Hospital

David Harding  
Orlando Regional Healthcare System

Beth Little  
Syncor International Corporation

Richard Lovas  
Orlando Regional Healthcare System

Mike Lowman  
Orlando Regional Healthcare System

Vicki Rayborn  
Orlando Regional Healthcare System

Robert Sollacio  
Orlando Cancer Center

Dorothy Stottlemeyer  
Orlando Cancer Center

Terry Worsley  
Orlando Regional Healthcare System

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Sue Ellison

Lowell Goodwin  
Edmund Gross

Julie Guy  
Shelly Kimmerle

Jim Laughlin  
Joan Tiller

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James B. Byrne  
Attorney at Law

Lisa Finnelli  
Legal Assistant

Ed Forant  
Nancy Honsa  
Legal Assistant

Deborah Kelly  
Legal Assistant

John Kest  
Wooten, Honeywell, Kest

Cynthia Newman

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Holland & Knight

Hugh Palmer  
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Ana Tangel Rodriguez  
Attorney at Law

Deborah J. Townsend  
Attorney at Law

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Cathy Mestre  
Stanley Stone

Joan Tiller  
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Florida Hospital-Waterman
Kathy Blaney
Central Florida Blood Bank
Orlando Gonzales
Orlando Regional Medical Center
Deborah Goodwin
Orlando Regional Medical Center
Dorilys Hitchcock
University of Central Florida
Luisa Malgerstorie
Florida Hospital, North
Deborah Sardone
Central Florida Regional
Cheryl Stone
Health Central
Lynn Ulmer
Orlando Regional Medical Center
Howard Vandewater
Leesburg Regional Medical Center
Mary Ellen Vazquez
Winter Park Memorial Hospital
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Rita Schafer
Joan Tiller
Ruth Webb
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Orlando Police Department
Teg Evans
Private Industry Council
Leslie Greenwald
OCPS/Compact
Wesley Hunt
AAUW
Cena Insalaco
Zap Electric/NAWIC
Dorothy Johnson
City of Orlando
Vijay Kumar
Martin Marietta
Kathy Lewis
AT&T
Jon Martin
Jon Martin & Associates
Cathy McEllhiney
Jill Jeter Prinsell
Walt Disney World
Sarah Sharpstein
Tori Todd
Job Services
Betty Williams
Orange County Public Utilities
Bart Wright
Maitland Fire Dept.
Lyn Wright
Winter Park Fire Dept.
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DeLaine Priest
Sandra Todd Saratos
Joan Tiller
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Olsten Health Care
Cathy Canniff-Gilliam
Sand Lake Hospital
Debbie Chandler
Orlando Regional Healthcare System
Joyce Dorner
University of Central Florida
Susan Jackson
Health Central
Carol Kunau
Florida Hospital
Nina Lamanno-Aucker
Humana Hospital-Lucerne
Aurora Lee
Florida Hospital East
Jo Manion
Creative Nursing Management
Sandra J. Moorhead
Winter Park Memorial Hospital
Frank McCullough
Winter Park Towers
Joan T. Newman
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Anne Peach
Orlando Regional Healthcare System
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Sherrie Satriak
Arnold Palmer Hospital for Women and Children
Joyce Sorn
Leslie Stagg
Princeton Hospital
Susie Strifer
Sand Lake Hospital
Sharon Ward
Humana Hospital - Lucerne
Duane Zimmerman
Lakeside Alternatives
VALENCIA REPRESENTATIVES
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Anne Miller
Joan Tiller
Ruth Webb
OFFICE SYSTEMS TECHNOLOGY
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SunTrust Service Corporation
Barbara J. Coad
Honigman, Miller, Schwartz & Cohn
Judith L. Edquist
Allen, Dyer, Doppelt, Franjola & Milbrath
Linda Fryant
Harcourt, Brace, & Company
Gisela Gonzalez
Jewett Orthopedic Clinic
Diane Hogan
Orange County Public Schools
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Harris Corporation GSSD
Nancy Hulcher
Martin Marietta Corporation
Anne R. Hurlock
Martin Marietta Corporation
Pamela McFadden
Health Central
Karen Moehl
O’Neil, Chapin, Marks & Liebman

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Walt Disney World

Joan Tanner
Moore and Peterson, P.A.

Patricia Thrush
Walt Disney World

Tonyia Todd
Job Service of Florida

Roberta Wagner
The Peabody Hotel

E. Penn White, M.D.
Medical Services, Inc.

Pat Wray, CPS
Red Lobster USA

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Roberts Wagner
The Peabody Hotel

E. Penn White, M.D.
Medical Services, Inc.

Pat Wray, CPS
Red Lobster USA

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Mildred Franceschi
Edmund Gross
Marsha Gurr
Deborah Hopkins
Vivian Mejias
Susan Olin
Stanley Stone
Joan Tiller
Sam Tish

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Association, Inc.

Calvin Anderson
Marcal Growers

Martha Anderson
Mar-Cal Growers

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Coca Cola Foods Division

Bill Bodnaruk
Jonis Nursery, Inc.

Dennis Brinkman
V-J Growers Supply

Nancy Caskey
Harry P. Leu Gardens

John Denmark
State Department of Education

Paul Faircloth
Horticulture Enterprises

Alan Heinrich
Cherry Lake Tree Farm

John T. Hicks, Jr. (Student)

Sidney Hinson
LESCO Inc.

Floyd Ledbetter
Orange County Public Schools

Jim Lee
Jim Lee Associates

John Perrone
City of Orlando

Lowell Poe
Concepts in Greenry, Inc.

Henry Robitaille
EPCOT Center

Linda Russo
Horticultural Research & Development

Robert Stamps
University of Florida, IFAS

Ger van der Made
American Horticultural Marketing Council

Robert Vidler
Sea World

Henry Whittier
University of Central Florida

Todd Wiederkehr
Walt Disney World, Inc.

Uday K. Yadav
George Yelenosky
U.S.D.A. Research Lab

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Jack Benefield
John Centko
Edmund Gross
Joan Tiller

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Realtor/Appraiser

Marilyn B. Burton

George M. Carroll

Errol L. Green
Realtor

Jerry Guinn
Prudential Florida Realty

Milton W. Hooper

Paul W. Lilling
Investment Counselor

H.G. Pullum
Commercial Management

Elvis Purvis
Century Twenty One

Clara H. Robertson
CLATO, Inc.

Bill Simmons

RESPIRATORY CARE

Jonathan Albert
Humana Hospital Lucerne

Don Bartlet
Florida Hospital

Cindy Diebel
Arnold Palmer Hospital

Oliver J. Drumheller
University of Central Florida

Jack Fitzpatrick
Orlando Regional Medical Center

John Hess
Orlando Regional Medical Center

Louis Johnson
Better Breathing, Inc.

Doreen Kitacky
Orlando Regional Medical Center

Melanie McDonough
Florida Hospital North

Kim Mulligan
Humana Hospital Lucerne

Rick Musetti
Arnold Palmer Hospital

Steve Shideler
Seminole Community College

Robert Snyder

James Webb
Florida Hospital

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M.B.S., University of Colorado

McDaniel, Charles
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M.S., Louisiana State University
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<th>Name</th>
<th>Degree</th>
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<td>McDonald, Robert C.</td>
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<td>B.S., Florida A&amp;M University</td>
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<td>McKinnon, Mary Jane</td>
<td>B.A., Otterbein College</td>
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<td>B.A., Lawrence College</td>
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<td>J.D., University of Notre Dame</td>
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Anderson, Karen A.  
Financial Aid Clerk II

Anderson, Marquita D.  
Programmer Analyst II

Anderson, Patricia  
Secretary I

Aponte, Efrain  
Groundskeeper I

Appoo, Maybelle S.  
Financial Aid Specialist I

Arias, Carlos  
Custodian I

Arias, Emilia V.  
Custodian I

Arias, Marisela D.  
Admissions/Records Specialist

Armstrong, Ella L.  
Admissions/Records Specialist

Asciano, Zosimo C.  
Custodian I

Atkinson, Dixie L.  
Educational Advisor

Bailer, Patricia  
Financial Aid Clerk II

Bailey, Joanne T.  
Secretary I

Balkom, Sharon R.  
Supervisor, Grounds Maintenance

Ball, Gwendolyn  
Secretary I

Bartoli, Thomas J.  
Senior Laboratory Technician - Electronics

Bastin, Brian  
Accounting Clerk I

Bean, Barbara J.  
Media Production/Graphic Specialist

Bearden, Rosie  
Evening Admissions/Records Analyst

Bechard, John P.  
Security Guard

Beever, Joy J.  
Fiscal Assistant

Bell, Denise K.  
Manager, Office Systems

Benson-Beaver, Rebecca  
Instructional Assistant - Math

Bevel-Floyd, Lori A.  
Educational Advisor/International

Biascochea, Ana A.  
Admissions/Records Specialist

Black, Leticia  
Word Processing Specialist II

Blais, Patricia A.  
Manager, Personnel Services & Benefits

Blount, June M.  
Supervisor Admissions - West

Bonilla, Karin  
Secretary III

Borden, Dixie L.  
Office Supervisor III

Bracey, Louise A.  
Secretary I

Brantley, Bridget  
Secretary I

Brennan, Lois  
Conference Records Specialist

Brewster, Margie B.  
Computer Operator

Brown, Linda M.  
Coordinator, Open Instructional Lab

Brown; Martha  
Plant Operations Specialist I

Brown, Robert L.  
Custodian I

Brown, Sandra A.  
Instructional Assistant - DP

Bruce, Shirley F.  
Coordinator, Instructional Lab

Brunson, Bernadette H.  
Secretary III

Bryan-Barrett, Susan J.  
Microcomputer Specialist/Programmer

Buffo, Emil A.  
Air Conditioning Technician I

Bullard, Dana B.  
Custodian I

Burke, Glyne A.  
Security Guard

Burtonson, Donald  
Photographer

Burry, Joan B.  
Cashier

Bustillo, Vicente de V.  
Security Guard

Bye, Mikal  
Supervisor, Finance Office, West

Byrd, Evelyn E.  
Custodian I

Byrd, Lisa  
Cashier

Caballero-Lopez, Maria E.  
Secretary I

Calvin, Michael L.  
Programmer Analyst II

Camacho, Marcelina  
Accounting Clerk I

Campbell, Roger T.  
Air Conditioning Tech I
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Kornack, Amanda L.</td>
<td>Secretary I</td>
</tr>
<tr>
<td>Laber, Harry R.</td>
<td>Groundskeeper Working Supervisor</td>
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<tr>
<td>Lansing, Louise</td>
<td>Instructional Media Center Specialist</td>
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<tr>
<td>Lawrence, Albourne O.</td>
<td>Groundskeeper I</td>
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<tr>
<td>Lawson, Harold K.</td>
<td>Assistant Superintendent, Plant Operations</td>
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<td>Lebron, Miguel</td>
<td>Custodian I</td>
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<td>Lee, Catherine</td>
<td>Custodian I</td>
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<tr>
<td>Leigh, Harold E.</td>
<td>Engine Mechanic</td>
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<tr>
<td>Lewis, Anthony M.</td>
<td>Instructional Assistant - Comm</td>
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<tr>
<td>Linden, Eva M.</td>
<td>Graphic Artist</td>
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<tr>
<td>Long, Bernice T.</td>
<td>Health &amp; Public Services Advisor</td>
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<td>Lowe, Vicky</td>
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<td>Lowhorn, Gloria J.</td>
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<td>Lynch, Carolyn A.</td>
<td>Evening Admissions/Records Analyst</td>
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<tr>
<td>Magee, Sharon W.</td>
<td>Paraprofessional, Instructional Media Center/</td>
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<td>Testing Center</td>
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<td>Mantione, Vicki L.</td>
<td>Accounting Clerk I</td>
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<td>Marcia, Linda L.</td>
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<td>Marini, Diana M.</td>
<td>Office Supervisor III</td>
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<td>Marsh, William W.</td>
<td>Supervisor, Trades &amp; Maintenance</td>
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<td>Marshall, Bruce</td>
<td>Computer Operator</td>
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<td>Martin, Vivian</td>
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<td>Martos, Haydee R.</td>
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<td>Mathena, Harriett E.</td>
<td>Evening Admissions/Records Analyst</td>
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<td>Matson, Paul A.</td>
<td>Facilities Inspector</td>
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<td>Maukonen, Kenneth</td>
<td>Technical Lab Asst - Physics</td>
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<td>Mayberry, Florence R.</td>
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<td>McAdams, Jack R.</td>
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<td>Security Guard</td>
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<td>McGuire, Theresa A.</td>
<td>Supervisor, Printing Services</td>
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<td>McKinney, Carolyn J.</td>
<td>Systems Analyst II</td>
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<td>Meers, Connie J.</td>
<td>Laboratory Assistant - Science</td>
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<td>Miller, Denver W.</td>
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<td>Miller, Vilma M.</td>
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<td>Mitteff, Suann</td>
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<td>Pabon, Crucita</td>
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<tr>
<td>Name</td>
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<td>Bahl, D. Lee</td>
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<td>Reece, Ann S.</td>
<td>Executive Secretary, Valencia Community</td>
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<td>Supervisor, Public Services</td>
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<td>Sampson, Jr., Julius</td>
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Sturgill, Kathleen A.
Admissions/Records Specialist

Swann, Sharon S.
Senior PBX Operator

Szell, Ross P.
Supervisor, Security

Talbert, Flonell
Custodian I

Tatlonghari, Jean M.
Custodian I

Taylor, Romona A.
Secretary I

Teska, Elinor A.
Executive Secretary to President and District Board of Trustees

Thomas, Gene
Maintenance Technician III

Thomas, Kelle L.
Technical Assistant, Disabled Student Services

Thomas, Laura W.
Educational Advisor

Thomas, Linda S.
Financial Aid Specialist II

Thompson, Bliss L.
Educational Advisor

Thompson, Charlene A.
Programmer Analyst II

Thompson, Phyllis A.
Word Processing Specialist I

Tighe, Ardelia F.
Manager, Bookstore

Tinkes, Eleanor
Coordinator, Tutorial Center

Toner, Joann S.
Assistant to Registrar, West

Torres, Mayra
Secretary II

Torvik, Thelma M.
Personnel Staff Assistant

Trachy, Linwood
Supplies Specialist

Tribino, Lillian
Accounting Clerk II

Tudor, Mary Ann
Secretary I

Tullios, Mary B.
Accounting Clerk II

Tuten, Judith
Admissions/Records Specialist

Ulmer, Judith A.
Word Processing Specialist II

Utech, Robert W.
Programmer Analyst II

Vanella, Patricia
Secretary I

Vannier, Barbara Lynn
Secretary I

VanTwyver, Patricia
Microfilm/Admissions Specialist

Venson, Curtis
Groundskeeper II

Vidmar, Loretta L.
Financial Aid Specialist II

Vinas, Aquilino
Custodial Working Supervisor

Walker, Beverly A.
Learning Center Assistant

Walker, Elbert H.
Custodian II

Walker, Jr., J C
Computer Operator

Walker, Steven L.
Groundskeeper I

Wall, Joseph
Security Guard

Ward, Arthur
Supervisor, Computer Operator

Washburn, Joan E.
Plant Operations Specialist I

Waters, Lynda W.
Admissions/Records Specialist

Webb, Steven D.
Graphic Designer

Weiler, John H.
Assistant to Registrar, East

Weir, Terri L.
Cashier Working Supervisor

White, Linda Joann
Office Supervisor I

Williams, Annie P.
Custodian I

Williams, Cheryl A.
Word Processing Specialist II

Williams, Daisy
CPTD Classroom Aide

Williams, Everett D.
Maintenance Technician I

Williams, Lorraine
Systems Analyst II

Williams, Noris
Groundskeeper I

Williams, Reginald A.
Custodian I

Williams, Richard M.
Laboratory Assistant - OST

Williamson, Michael
Coordinator, Printing & Graphic Services

Witch, Thomas A.
Air Conditioning Technician I

Woodruff, Ronald G.
Coordinator, Tutorial Center

Wright, Bruce E.
Assistant Supervisor, Custodial Services - East

Wright, George
Supervisor, Custodial Services, East

Wrons, John T.
Security Guard

York, Debra
Microcomputer Specialist/User Support

Young, Madelynn J.
Career Advisor

Young, Mary Jane
Secretary I

Young, Patricia B.
Program Coordinator, CADD

Zaman, Marie F.
Audio-Visual Specialist II

Zielke, Marilyn F.
Purchasing Assistant

Zimmerman, Maxine
Financial Aid Specialist I
Accreditation - Certification that the College has met established standards and is nationally recognized by appropriate accrediting agencies. Valencia's major accrediting agency is the Southern Association of Colleges and Schools (SACS).

ACT (American College Testing Program)- used for placement.

Activity Period - A non-class period set aside for student activities and various presentations.

Advanced Placement - College credits earned prior to enrollment at Valencia Community College through certain examinations, such as those administered by the College Entrance Examination Board.

Afternoon College - Classes offered during afternoon hours during the regular academic year.

Arena - West Campus weekly student affairs publication 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 the community college general education and graduation requirements in university parallel programs.

Assessment - Initial and subsequent evaluation of students to aid in placement and progress in reading comprehension, writing, English language skills, arithmetic, and algebra.

ASSET (Assessment of Skills for Successful Entry and Transfer)-major assessment test used for placement in English, mathematics, and reading.

Audit - Credit course taken for non-credit.

Career Programs - Two-year A.S. degree programs with courses designed to prepare students for specialized occupations.

Class Period - Normally a clock hour per week per credit hour.

CLAST (College-Level Academic Skills Test) - State-prepared and state-administered test of college-level competencies in English language skills, essay, reading, and computation given to students who have earned no fewer than 18 college-level credits, including Freshman Composition I and Intermediate Algebra or higher math course with grades of C or higher. To qualify for the A.A. degree, a student must pass all four components of CLAST. To transfer to a state university with junior status, a student must pass at least three components and pass the other component before completing 36 hours at the university.

CLEP (College-Level Examination Program) - Credit by examination by College Entrance Examination 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 to meet representatives of more than 100 colleges and universities. Usually held second week of October.

Continuing Education - A variety of subjects offered at numerous sites for adults of the community in noncredit programs and courses.

C.E.U. (Continuing Education Unit) - One C.E.U. is awarded for every 10 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 - Enrollment by mutual agreement at one educational institution where a degree is sought by a student who is taking certain specified courses at another institution at the same time in order to meet particular degree requirements.

Dual Enrollment - Concurrent enrollment at two educational institutions.

Early Admission - Enrollment at Valencia by high school seniors in lieu of or in addition to their senior year of high school. Usually permission of high school is required.

East Wind - Weekly East Campus student publication which contains announcements and important information for students and staff.

ELPA (English Language Proficiency Assessment) - Assessment taken by students whose native language is not English.

ENS (English as a second language) - classes offered at Valencia at the low - intermediate levels.

Entry-Level Assessment - System through which students are helped to plan an educational program in which they will be successful.

Fee - A non-refundable financial charge for services rendered, such as for admission, laboratory, special tests, and graduation.

Foreign Language Requirement - The requirement by Florida's state universities that students transferring to the university must have earned two years of sequential foreign language at the high school level or the equivalent at a community college. Effective August 1, 1989.

Full-Time Student - Enrollment for 12 or more semester hours in Sessions 1, 2, and 5; 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 university parallel A.A. degree programs.

Gordon Rule - State Board of Education rule requires that students successfully complete 12 credit hours of course work in
which he/she is required to demonstrate written skills and six credit hours of mathematics course work at college algebra, or higher.

Grade - Alphabetical measure of academic success or failure ranging from excellent (A) to failure (F).

GPA (Grade-Point Average) - Dividing total quality points earned by total semester hours completed. GPAs range from 4.0 downward.

Graduation Check - Formal list of courses completed and required to be completed to qualify for graduation. A graduation check is performed by the Admission's Office at the student's request. A student should make sure such a request is completed successfully 40 semester hours, but before her/his last semester.

Grant - Funds awarded for college expenses to qualified students in financial need.

Independent Study - Capable students may acquire course credits at their own pace through non-classroom student-faculty interaction. An additional fee is charged.

International Student - A student who has entered United States on nonimmigrant visa, must 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.

MACC (Mathematics and Communications Center) - West Campus math, reading, and writing support center for scheduled classes, referrals, and drop-in students needing help with academic mathematics, reading, and writing projects. Self-paced classes in math and reading are scheduled in MACC. MACC is also the home of the West Campus Writing Center.

MAPS (Multiple Assessment Programs and Services) - Assessment instrument used for placement purposes.

Matador Day - Annual day of entertainment and fun in Session 2. Classes do not meet between 11:00 a.m. and 5:00 p.m.

Minimester - A short term (seven weeks) of credit instruction offered during Sessions 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 times and sites 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 be granted.

PAC (Performing Arts Center) - on East Campus.

Part-Time Student - Student enrolled for fewer than 12 semester hours in Session 1, 2, or 5 or fewer than six semester hours in Session 3 or 4.

PEC (Physical Education Center) - on West Campus.

Prerequisite - Course which must be satisfactorily completed before a higher-level related course can be taken.

Probation - A status given to students who fail to maintain satisfactory academic progress.

Provisional Student - Degree-seeking student who has not met all necessary requirements of admission.

Quality Points - The value, ranging from 4 to 0, for grades from A to F for all courses completed, used in determining academic average. See also GPA.

Regular Student - A student whose admission requirements have been fully met and who is working toward a degree.

Relocatables - Temporary classroom and office buildings on any campus.

R.O.T.C (Reserve Officers Training Corps) - R.O.T.C. programs are offered at Stetson University and the University of Central Florida. 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 Florida 12 calendar months prior to the start of classes in the semester they wish to enroll.

Rotunda - Sunken area in some permanent buildings on East and West campuses 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) - used for placement.

Servicemen's Opportunity College - Programs and special services designed to meet unique needs of active-duty military personnel.

Session - Time period, roughly equivalent to a semester, in which classes meet. Sessions 1, 2, and 5 are usually 14 weeks each; Sessions 3 and 4 are usually seven weeks each.

Smart Start - A special eight-week summer session designed especially for recent high school graduates as the ideal way to start college.

Special Services - Support, counseling, testing, tutoring and other services provided to students who, under a federally funded program, qualify because of educational, economic, cultural, language, or physical disadvantages.

Special Student - Student taking credit courses but not for a degree.

Student Activities - Various college-sanctioned projects, endeavors, contests, and functions of an extracurricular nature engaged in by students.

Student Classification - Pertains to full-time or part-time, regular or special, freshman or sophomore, audit or credit, career or university parallel, etc.

SGA (Student Government Association) - Official representatives
of the student body to the administration in matters concerning student life.

**Student Load** - Number of credit hours carried by a student in any session.

**Suspension** - Student status under which she/he is not permitted to attend college for a specific period of time.

**The Paper** - Collegewide student newspaper published biweekly during Sessions 1 and 2 as part of journalism offerings.

**Telecourses** - College credit courses televised weekly on local television and cable outlets.

**Transcript** - Official record in Admission's Office of college courses taken by a particular student.

**Transfer Student** - Student who attended a college or university before coming to Valencia.

**Transient Student** - Student taking one or more classes at Valencia 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. See also MACC.

**University Parallel Program** - Courses of study leading to A.A. degree which parallel the lower-level requirements of a four-year degree.

**Valencian** - Humanities magazine of poems, short stories, essays, and visual arts published once a year on alternating campuses.

**VISA (Volunteers for International Student Activities)** - An organization 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.

**VTV (Valencia Television)** - See Telecourses

**Weekend College** - Classes offered Friday evening, Saturday, and Sunday during Sessions 1 and 2 for the convenience of persons who work during weekdays.

**Withdrawal** - Removal from a course or courses by completion of proper forms in the Admission's Office or by faculty member for excessive absences.
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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. Students are encouraged to submit their application well in advance of the deadline date to facilitate assessment and advising. International student admission requirements should be met three months prior to enrolling.

3. Application Fee
Please enclose a $20.00 non-refundable application fee (check or money order payable to Valencia Community College) with your application for admission. Students admitted within the past 12 months, who did not enroll may be required to submit another application and fee. Former Valencia Community College credit students are not required to submit an additional application fee.

4. Submission of Transcripts
It is your responsibility to ensure that all high school and college transcripts are mailed or forwarded electronically from the educational institutions directly to the appropriate campus Admissions Office at 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. All college transcripts must be received before your records can be evaluated.

5. Residency Statement
Be sure to complete the residency affidavit on the back of this application form.

6. Financial Aid
If you need to apply for financial aid, you should immediately contact the FINANCIAL AID OFFICE.

7. Veterans Benefits
If you plan to apply for veterans benefits, you should immediately contact the VETERANS AFFAIRS OFFICE.

8. Counseling
You may contact the COUNSELING OFFICE for academic advisement and program counseling after you have applied for admission to the college.

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. REMEMBER TO INDICATE THE CAMPUS ON WHICH YOU WISH TO HAVE YOUR RECORDS MAINTAINED.

10. Associate in Science Degrees and Certificate Programs
In addition to the Associate in Arts degree (first two years of a four year degree) Valencia Community College offers the following Associate in Science Degrees and Certificate programs which are designed to prepare students to enter a career upon completing the degree or certificate, with no further study required:

<table>
<thead>
<tr>
<th>CODE</th>
<th>CODE</th>
<th>PROGRAM</th>
<th>PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>38</td>
<td>63</td>
<td>Accounting Technology</td>
<td>Invasive Cardiovascular Technology</td>
</tr>
<tr>
<td>17</td>
<td>34</td>
<td>Building Construction Technology - Architectural</td>
<td>Land Surveying Technology</td>
</tr>
<tr>
<td>19</td>
<td>46</td>
<td>Building Construction Technology - Civil</td>
<td>Laser Electro - Optic Engineering Technology</td>
</tr>
<tr>
<td>04</td>
<td>32</td>
<td>Business Administration and Management</td>
<td>Legal Assisting</td>
</tr>
<tr>
<td>21</td>
<td>14</td>
<td>Computer Integrated Manufacturing Technology</td>
<td>Medical Laboratory Technology</td>
</tr>
<tr>
<td>05</td>
<td>66</td>
<td>Computer Programming and Applications</td>
<td>Nuclear Medicine Technology</td>
</tr>
<tr>
<td>41</td>
<td>15</td>
<td>Criminal Justice Technology</td>
<td>Nursing, R.N.</td>
</tr>
<tr>
<td>35</td>
<td>49</td>
<td>Dental Hygiene</td>
<td>Nursing, R.N. (LPN, Transition Program)</td>
</tr>
<tr>
<td>64</td>
<td>07</td>
<td>Diagnostic Medical Sonography</td>
<td>Office Systems Technology</td>
</tr>
<tr>
<td>06</td>
<td>12</td>
<td>Drafting and Design Technology</td>
<td>Legal Secretarial Technology</td>
</tr>
<tr>
<td>31</td>
<td>13</td>
<td>Electronics Engineering Technology</td>
<td>Medical Secretarial Technology</td>
</tr>
<tr>
<td>36</td>
<td>133</td>
<td>Emergency Medical Services Technology</td>
<td>Office Systems Specialist (Certificate)</td>
</tr>
<tr>
<td>307</td>
<td>03</td>
<td>Emergency Medical Technology - EMT (Certificate)</td>
<td>Word Processing Technology</td>
</tr>
<tr>
<td>51</td>
<td>29</td>
<td>Environmental Science Technology</td>
<td>Ornamental Horticulture Technology</td>
</tr>
<tr>
<td>67</td>
<td>70</td>
<td>Film Production Technology</td>
<td>International Horticultural Business Specialization</td>
</tr>
<tr>
<td>28</td>
<td>69</td>
<td>Financial Services</td>
<td>Maintenance &amp; Construction Specialization</td>
</tr>
<tr>
<td>56</td>
<td>68</td>
<td>Financial Services - Banking</td>
<td>Production Specialization</td>
</tr>
<tr>
<td>62</td>
<td>310</td>
<td>Financial Services - Savings and Loan</td>
<td>Paramedic (Certificate)</td>
</tr>
<tr>
<td>08</td>
<td>65</td>
<td>Fire Science Technology</td>
<td>Radiation Therapy Technology</td>
</tr>
<tr>
<td>303</td>
<td>59</td>
<td>Fire Science Technology (Certificate)</td>
<td>Radiography</td>
</tr>
<tr>
<td>26</td>
<td>30</td>
<td>Graphic Arts Technology - Management</td>
<td>Real Estate Management</td>
</tr>
<tr>
<td>39</td>
<td>10</td>
<td>Graphic Design Technology</td>
<td>Respiratory Care</td>
</tr>
<tr>
<td>40</td>
<td>47</td>
<td>Hospitality Management</td>
<td>Theater and Entertainment Technology</td>
</tr>
</tbody>
</table>
High School Last Attended

H.S. Code (if known)  H.S. Name (complete name)  City  County  State  Grad. Date  Class Rank (%)

(NAME ON HIGH SCHOOL RECORDS IF DIFFERENT FROM PRESENT NAME:)

General Equivalency Diploma

State Issuing G.E.D.  Date Issued

(NAME ON G.E.D. RECORDS IF DIFFERENT FROM PRESENT NAME:)

Colleges or Universities (List all institutions attended)

<table>
<thead>
<tr>
<th>FICE Code (If Known)</th>
<th>Official Name of Institution (No Abbreviations Please)</th>
<th>College/University Name and Campus</th>
<th>City</th>
<th>State</th>
<th>Dates Attended</th>
<th>credit hours completed</th>
<th>grade point average</th>
<th>degree earned</th>
</tr>
</thead>
<tbody>
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<td>From Mo. Yr. To Mo. Yr.</td>
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</tbody>
</table>

(NAME ON ABOVE RECORDS IF DIFFERENT FROM PRESENT NAME:)

Birth Date: _______ _______ Birth State: ____________

What is your educational goal at Valencia (Check one)

☐ 1. Earn an AA degree.
☐ 2. Earn an AS degree in (enter code here) ___________.
☐ 3. Earn a Certificate in (enter code here) ___________.
☐ 4. Complete selected courses with no intent for a VALENCIA degree or certificate. (Non-degree)
☐ 5. Complete courses for job improvement. (Non-degree)

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.

Where do you want your records kept?

☐ East Campus  (Econlockhatchee Trail)
☐ West Campus  (Kirkman Road)

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.

RIGTHS TO PRIVACY OF ACADEMIC RECORDS

Statute 20, United States Code, section 1232g and regulations adopted pursuant thereto, hereafter referred to as the Code, requires that each student be notified of the rights accorded him/her by the Code. The following is provided as basic general information relative to the Code. A copy of the complete Code is available in the Learning Resource Center on both the East and West Campuses.

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 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 the student without the written consent of the student.

Except as required for use by the president in the discharge of his official responsibilities as prescribed by law, rules 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.

I declare by my signature that I understand the $20 application fee is non-refundable, the residency information portion of this application (see last page) has been completed accurately, I have been notified of my rights as accorded by Statute 20, United States Code, section 1232g, (Privacy Rights) and I agree to the release of my transcripts and test scores to this institution, including but not limited to any SAT, Achievement Tests, and ACT score reports that this institution may request from other educational institutions, school districts, the College Board or ACT. I also understand by my signature that while attending Valencia Community College I have given consent to and agree to uphold the policies of this institution and declare that I have not been suspended within the past year from any other college or university as a result of action taken subject to Florida Statutes (F.S.A. 239.55 & 239.562 - Illegal use or possession of drugs or narcotics).

Date of Application  ____________  Applicant's Signature  ____________

1/94
(Please Type or Print All Information Requested)

Social Security Number
(Please enter number accurately)

Last Name

First Name

Middle Initial

Mailing Address

City

State

Zip Code

Area Code Telephone Number

County of Residency

State of Residency

Citizenship

Civil Rights Category:
(Required under "Title VI" Civil Rights Act of 1964)

Sex:
2  ☐ Female
1  ☐ Male

2  ☐ African American
4  ☐ Asian American
1  ☐ Caucasian
5  ☐ Hispanic
3  ☐ Native American

☒ International Student
☒ Resident Alien
☒ Refugee

Visa Type
(Copy required)
Immigration Number
(Copy required)

Date you plan to enroll at Valencia Community College (refer to College Catalog for application deadline dates):

Year: ☐ 19___ ☐ 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

ADMISSION STATUS: (please choose either degree or non-degree seeking and check only one box.)

DEGREE SEEKING:

1 ☐ H.S. DIPLOMA (STANDARD):
I have a standard high school diploma.

6 ☐ G.E.D.: I am at least 18 years of age and have a state high school equivalency diploma. (State Issued G.E.D.)

13 ☐ G.E.D. (UNDER 18): I am less than 18 years of age and have completed high school early by receiving a G.E.D. This is my first time in college.

15 ☐ DUAL ENROLLMENT:
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.)

2 ☐ COLLEGE TRANSFER:
I have attended another college or university and will be transferring the credit I earned to Valencia Community College.

Are you presently on probation at another institution? Yes ___ No ___

Are you presently on suspension at another institution? Yes ___ No ___

NON-DEGREE SEEKING:

4 ☐ SPECIAL STUDENT:
I am enrolling for personal enrichment or job improvement and I have a standard high school diploma or G.E.D.

3 ☐ TRANSIENT STUDENT:
I have been enrolled at another college or university and want to take courses at Valencia Community College in order to transfer credit back to that institution.

10 ☐ PROVISIONAL:
I am at least 18 years of age and have not received a standard high school diploma or a state high school equivalency diploma (G.E.D).

18 ☐ TEACHER RECERTIFICATION:
I am enrolling for Teacher Recertification. Students will not receive credit for courses in which they have previously earned a grade of A or B.

14 ☐ * PROVISIONAL:
I have a high school Certificate of Completion.

19 ☐ * PROVISIONAL:
I have a high school Special Diploma.

* Provisional students must obtain a state issued G.E.D. before pursuing an A.A. or A.S. Degree.
INFORMATION FOR RESIDENCE CLASSIFICATION

A Florida "resident for tuition purposes" is a person who has, or a dependent person whose parent or legal guardian has established and maintained legal residence in Florida for at least twelve months. Residence in Florida must be a bona fide domiciliary rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education. Other persons not meeting the twelve-month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature and Board of Regents. All other persons are ineligible for classification as a Florida "resident for tuition purposes."

To qualify as a Florida resident for tuition purposes you must be a U.S. citizen, permanent resident alien, or a legal alien granted indefinite stay by the Immigration and Naturalization Service. Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of their state of residence as their parents. 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. Documents supporting the establishment of legal residence must be dated, issued, or filed 12 months before the first day of classes of the term for which a Florida resident classification is sought. A copy of your most recent tax return or other documentation may be requested to establish dependency/independence.

DEFINITIONS:
(A) DEPENDENT: A person for whom 50% or more of his/her support is provided by another as defined by the Internal Revenue Service.
(B) INDEPENDENT: A person who provides more than 50% of his/her own support.

FLORIDA RESIDENT FOR TUITION PURPOSES AFFIDAVIT

PLEASE CHECK (✓) ONE OF THE FOLLOWING (1-15) AND COMPLETE 16-25 BELOW.

(If you do not qualify, simply sign the Non-Florida Resident Section at the bottom of the page)

1. I am an independent person and have maintained legal residence in Florida for at least 12 months.
2. I am a dependent person and my parent or legal guardian has maintained legal residence in Florida for at least 12 months.
3. I am a dependent person who has resided for five years with an adult relative other than my parent or legal guardian and my relative has maintained legal residence in Florida for at least 12 months. (Attach a notarized verification letter from the adult relative; adult relative must also complete the residency information.)
4. A Florida public college/university declared me a resident for tuition purposes. Name of institution (Attach verification from the institution.)
5. I am married to a person who has maintained legal residence in Florida for at least 12 months. I have established legal residence and intend to make Florida my permanent home. (Copy of marriage certificate required.)
6. I was previously enrolled at a Florida State institution and classified as a Florida resident for tuition purposes. I abandoned my Florida domicile less than 12 months ago, and am now re-establishing Florida legal residence. (Attachment required.)
7. According to the United States Immigration and Naturalization Service, I am a legal alien (resident alien) and have maintained domicile in Florida for at least 12 months. (Documentation required.)
8. I am a legal alien (refugee whose port-of-entry was Florida and I have maintained legal residence in Florida for at least 12 months or, if not, was sponsored by a Florida resident). (Documentation required.)
9. I am a member of the United States armed services stationed in Florida on active military duty or whose home of record is Florida, or I am the member's spouse or dependent child. (Copy of military orders (DD2058) or military document (DD214) is required.)
10. I am a full-time instructional or administrative employee employed by a Florida public school, community college or institution of higher education (or I am the employee's spouse or dependent child). (Copy of employment verification document required.)
11. I am part of the Latin American/Caribbean scholarship program. (Copy of scholarship required.)
12. I am a qualified beneficiary under the terms of the Florida Pre-Paid Postsecondary Expense Program (S.240.551, F.S.). (Copy of card required.)
13. I am living on the Isthmus of Panama and have completed 12 consecutive months of college work at the F.S.U. Panama Canal Branch (or I am the student's spouse or dependent child). (College transcript required.)
14. I am a full-time employee of the state agency or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training. (Letter of verification required.)
15. I am a full-time student participating in a linkage institute. (S.240.137, F.S.). (Letter of verification required.)

ATTACH COPIES OF DOCUMENTATION LISTED ABOVE ONLY IF INDICATED "REQUIRED"—Additional documentation (e.g., copies of voter's registration, driver licenses, tax returns, deeds, etc.) may be required by the college in some cases. ALL DOCUMENTATION IS SUBJECT TO VERIFICATION. Someone other than the student (e.g. parent) should complete this affidavit if the student is a dependent or seeks to be classified as a Florida resident by virtue of a relationship. Otherwise, the student should complete this affidavit. PLEASE PRINT:

16. Name of Student: ____________________________________________ 17. Student SSN: ______________________________

The CLAIMANT is the person who is claiming Florida residency, e.g., the student (if independent), parent, spouse, or legal guardian. All of the questions below pertain to the claimant. Complete the following only if you qualify as a Florida resident for tuition purposes:


20. Permanent Legal Address of Claimant: __________________________

Street Address

21. ( ) Telephone Number of Claimant ____________________________

City State Zip

22. Date Claimant Began Establishing Legal Florida Residence and Domicile: __________________________

23. Claimant's Voter Registration: State: ______ County: ______

Number: ______ Original Issue Date: ______________

24. Claimant's Driver License: State: ______

Number: ______ Original Issue Date: ______________

25. Claimant's Vehicle Registration: State: ______

License Tag Number: ______ Original Issue Date: ______________

ADDITIONAL DOCUMENTATION MAY BE REQUESTED BY THE INSTITUTION

I do hereby swear or affirm that the above named student meets all requirements indicated in the checked category above for classification as a Florida resident for tuition purposes. I understand that a false statement in this affidavit will subject me to penalties for making a false statement pursuant to 837.06, Florida Statutes, and that a false statement in this affidavit may subject the above named student to the penalties for making a false or fraudulent statement.

Signature in ink of Person Claiming Florida Residency __________________________ Date ______________

NON-FLORIDA RESIDENTS ONLY

I understand that I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted and that if I should qualify for a future term, it will be necessary for me to file the required documentation prior to the beginning of the term in order to be considered for Florida residency classification. Give the name of the state in which you last resided:

Signature in ink __________________________ Date ______________

Valencia Community College does not discriminate in admission or access to its programs on the basis of race, color, religion, sex, national origin, disability or age.

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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.