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 Rehabilitation Act of 1973 (Pub. L. No. 93-112). See Valencia Community College Policy 6Hx28.4-39. The person designated to coordinate this implementation is the Assistant to the President for Equal Opportunity. Valencia Community College Post Office Box 3028, Orlando, Florida, 32802, telephone number (407) 299-5000.

Valencia Community College reserves the right to make changes in the regulations and offerings announced in this catalog as circumstances require.

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

DOWNTOWN CENTER
190 SOUTH ORANGE AVENUE
ORLANDO, FLORIDA 32801
299-5000
TDD 426-1113

EAST CAMPUS
701 NORTH ECONOLINE TRAIL
ORLANDO, FLORIDA 32825
299-5000
TDD 277-0238

OSCEOLA CAMPUS
809 BILL BECK BOULEVARD
KISSIMMEE, FLORIDA 34744
Telephone: (407) 847-9496
Toll free from Orange County: 239-6995
Toll free from Osceola County: 847-5011
TDD 847-3626

WINTER PARK CENTER
1010 NORTH ORLANDO AVENUE
WINTER PARK, FLORIDA 32789
299-5000
Telephone: 628-1976
TDD 628-0697

WEST CAMPUS
1800 SOUTH KIRKMAN ROAD
ORLANDO, FLORIDA 32811
299-5000
TDD 298-7032

TECHNOLOGY INNOVATION CENTER
AT MCCOY
8503 DAETWYLER DRIVE
ORLANDO, FLORIDA 32812
855-9989
TDD 858-9613

Accreditation

Valencia Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, Telephone number 404-679-4502) to award the Associate in Arts and the Associate in Science degrees.

Volume 25 Number 1 May 1996

Published by Valencia Community College
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West Campus
1800 South Kirkman Road
Orlando, Florida 32811
(407) 299-5000

East Campus
701 North Econlockhatchee Trail
Orlando, Florida 32825
(407) 299-5000

Osceola Campus
809 Bill Beck Boulevard
Kissimmee, Florida 34744
(407) 239-6995 - toll free from Orlando
(407) 847-9496 - from Kissimmee

Downtown Center
190 South Orange Avenue
Orlando, Florida 32801
(407) 299-5000

Winter Park Center
1010 North Orlando Avenue
Winter Park, Florida 32789
(407) 628-1976

Technology Innovation Center
at McCoy
8503 Daetwyler Drive
Orlando, Florida 32812
(407) 855-9989
Chicone Building
College Administrative Offices
90 South Orange Avenue
Orlando, Florida 32801
Telephone: 299-5000
701 North Econlockhatchee Trail
Orlando, FL 32825
Telephone: 299-5000
Technology Innovation Center at McCoy

503 Daetwyler Drive
Orlando, Florida 32812
Telephone: 855-9989

Osceola Campus

800 Denn John Lane
Kissimmee, Florida 34744
Telephone: 847-9496

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

1800 South Kirkman Road
Orlando, Florida 32811
Telephone: 299-5000
010 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.

Marcia K. Tompkins
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.

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, Puerto Rico. He resides in Orlando.

John S. Lord
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.

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.

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.

Deidre Billingslea
Deidre 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.

Galen J. Miller
Galen Miller is owner of the Arabian Nights dinner attraction in Kissimmee. She and her husband are active supporters and benefactors at all levels. She is a graduate of Duke University.

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 1996/97

<table>
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<tr>
<th>Event</th>
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<td>Defender Day</td>
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# Important College Calendar Dates
## 1996/97

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<td>(By Telephone Only)</td>
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<td>New &amp; Returning Student Registration (By Telephone Only)</td>
<td>Aug 6-9</td>
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<td>*Late Registration &amp; Drop/Add</td>
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*Late Registration for evening and Saturday classes continues through the first class meeting.*
### Important College Calendar Dates 1997/98

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<td>May 6</td>
<td>June 23</td>
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*Registration for evening and Saturday classes continues through the first class meeting.*
# Important College Calendar Dates

## 1997/98

<table>
<thead>
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<th>EVENT</th>
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<td>Oct 16-East</td>
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<td>Oct 16-East</td>
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<td>Nov 26</td>
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<td>Mar 6</td>
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<td>July 17</td>
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<td>Matador Day</td>
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<td>Mar 27</td>
<td>June 5</td>
<td>July 24</td>
<td>July 6</td>
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<td>Final Examination Period for Evening/Weekend Classes</td>
<td>Dec 12-18</td>
<td>Apr 23-29</td>
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<td>Dec 23-26 Dec 29-31</td>
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<td>Graduation/CLAST Application Deadline</td>
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Valencia's History

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

In fall 1967, the Charter Class, limited to 250 students, 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:

- Being granted full accreditation by the Southern Association of Colleges and Schools in 1969.
- 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 the new Osceola Campus in 1996-97.

Valencia's Multi-Campus Growth

Valencia is a multi-campus institution. West Campus is situated on a 180-acre site at 1800 South Kirkman Road. East Campus is situated on a 99-acre site at 101 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 campuses are Osceola Campus, a joint-use facility adjacent to Gateway High School at 809 Bill Beck Boulevard in Kissimmee (the new 100-acre Osceola Campus will open in 1996-97);

the Winter Park Center at 1010 North Orlando Avenue; and the Technology Innovation Center at McCoy, near Orlando International Airport. These facilities provide a variety of educational opportunities - continuing professional education and credit courses, certificate programs, and associate in arts and associate in science degrees - to all citizens in the College district.

Valencia's Statements of Purpose

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 - all courses, workshops, conferences, seminars, and activities are designed to support economic development and meet the needs of the community by preparing students for high-wage, high skill jobs.

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 Alumni Association

The Valencia Community college Alumni Association was established by a small group of committed alumni in 1979 to support and promote the college. While growing into a three thousand member organization, the Association has focused its efforts in five main areas: scholarship programs, recognition programs, academic support programs, volunteerism and fundraising.

Association members manage scholarship programs that total over $10,000 distributed annually. Likewise, they touch the lives of Valencia's students, faculty, staff and alumni through annual recognition and academic support programs such as the Distinguished Graduate Award, the Achievers Reception, Theater Night Out, Matador Sports Night, and an entrenched Valencia tradition—the post-graduation Commencement Reception.

All of the organization's efforts are built on a foundation of volunteerism, and the Association commits numerous hours to Valencia each year not only to carry out its own programs but also to support Valencia projects and special events that require a contingent of skilled volunteers. In addition, another key to the Association's successful programs is the financial support generated by various fundraising activities conducted each year.

Membership in the Valencia Alumni Association is free and is available to any person who has attended classes at Valencia. Membership information and materials may be obtained by contacting the Alumni Relations Office.

International/Intercultural Education

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.

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 administered in collaboration with a state university partner. FLORICA's 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.
Valencia’s Support of Economic Development

Supporting a comprehensive approach to workplace preparedness, Valencia Community College defines its commitment to economic development by providing educational programs for current and future employees that enhance marketplace knowledge, skills and abilities.

Economic Development Mission Statement

Through its commitment to economic development, Valencia Community College provides education and skill enhancement for the Central Florida community. The goal is to support global economic competitiveness and to assist the community by providing a better quality of life, diversified employment sources, higher levels of income, and new job opportunities.

Valencia responds effectively to meet the needs of business and industry through its flexible structure of programs, courses, workshops, and conferences. Using an “outside” approach, the college’s curriculum is designed to enhance the learning process and increase worker productivity in high-wage, high-skill jobs to make workers more competitive, efficient, and marketable.

The goal of the curriculum is two-fold; first, it is static enough to provide the community with a well-trained workforce that can sustain current economic development; second, it is flexible enough to train and educate workers wishing to reenter the job market or provide new occupational skills to the workforce to attract new industries in targeted areas.

Strategic Objectives 1995-1999

1. Increase employer satisfaction of students to 100% who complete their education programs.
2. Increase to 80% student’s completion of their educational programs.
3. Increase to 100% the educational programs in which 100% of the outcomes are certified as being required for an occupation or job.
4. Increase the economic competitiveness of the region’s seven targeted industries through conducting research, establishing strategic partnerships, and designing and implementing required staff development and educational programs.
5. Increase enrollment by 32% through on-site delivery of Continuing Professional Education and degree courses, conferences, seminars and workshops.

Corporate Services

The Office for Corporate Services provides assistance to business and industry by determining their educational and training needs. Using a demand-oriented approach, courses are designed to deliver educational programs to meet individual needs.

Services include the following:
- On-site assessment
- On-site training and education
- Customized course development
- Flexibility in course delivery
- Credit and continuing professional education courses
- Job analysis

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 the following:
- 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

School-To-Work

School-To-Work integrates classroom learning activities with work experience. It requires partnerships between the college, schools, and businesses to create learning environments that result in all students being prepared to compete on all levels of the workforce in the constantly changing global economy. School-To-Work activities for both Associate of Arts and Associate of Science degree seeking students include internships, monitoring and job shadowing.
Central Campus

The Central Campus offers educational opportunities to students at convenient sites throughout Orange and Osceola counties. Originally designed to offer only 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 in outreach to the community.

Central Campus locations offer traditional and nontraditional programs. Continuing professional education and college credit courses are offered at four major outreach centers: Osceola Campus, Winter Park Center, Apopka Center and the Technology Innovation Center at McCoy.

The guiding principles of Central Campus are to:

- Make Valencia 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 is scheduled to open in 1996-97. Expanded laboratory facilities for Associate in Science degree programs in Office Systems Technology, Legal Assisting, Criminal Justice, Hospitality Management, Horticulture, and Business will be available. 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. An 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 professional education classes in a location accessible to their homes.

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.

Winter Park Center

Established in 1986, the Winter Park Center serves credit and continuing professional education students in the northern portion of the county. Both day and evening classes are available at this full-service center. The Winter Park Center offers support services including academic advisement, registration, and placement testing. The 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 course are offered at locations throughout the district.

Also at the center is the nationally recognized Displaced Homemaker program which 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.
Technology Innovation Center at McCoy

Located just off the Beeline near the International Airport, the McCoy Center offers continuing professional education and credit courses to meet the needs of business and industry in Central Florida.

With the impact of technology in the business world, 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.

Courses are designed to meet the needs of individual students interested in upgrading or learning new occupational skills.

Students satisfactorily completing courses can earn one continuing education unit (CEU) 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.
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 completed successfully 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 selected technical courses. You will remain so classified until you provide a high school equivalency diploma after completing the GED test in English 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 in English through a state department of education.

3. You are at least 18 years of age and, after completing the GED test in English 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 in English 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 in English 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 CREDITSEarnED AT THIS COLLEGE.

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

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 institutions 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 II 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 grade point average or higher in the first 12 semester-hours credit you earn at Valencia.
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.

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 in English through a state department of education and have been issued a high school equivalency diploma, or (3) received a certification of completion.

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.

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.

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.

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 Valencia on a nonimmigrant visa (For example: F-1, J-1, B-1, Q-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 at least level 3 on the TOEFL. Valencia's English language proficiency assessment. Your level of English language proficiency at the time of admission will determine if you must take English as a second language courses at Valencia. (A score of 450 on TOEFL or level 3 on TOEFL will place you in English as a second language courses.) Anyone scoring below 450 on TOEFL or below level 3 on TOEFL cannot be accepted to Valencia nor issued an I-20 form.

You will not be required to demonstrate English as a second language proficiency if you have completed 30 or more college-level 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.

l. International students are not eligible for admission to Valencia's health related degree programs.

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 ELIPA 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 will not be required to demonstrate English as a second language proficiency if you have completed, with at least a 2.5 cumulative GPA, 30 or more college-level credit hours 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 for the nonrefundable application fee, transcripts, and any other records for the 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.

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 submit the appropriate documentation and you meet the following requirements:

   (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 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 or military document (2058 or 214) 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). A copy of employment verification is required.

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

   (11) You are a qualified beneficiary under the terms of the Florida Pre-Paid Postsecondary Expense Program (S.240.551.F.S.). (Copy of card required.)

   (12) You are living on 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.
You are full-time student participating in a linkage institute (S.240.137,F.S.).

Non-Florida Resident. If you do not qualify as a Florida resident, you must complete the residency affidavit form 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.

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 by actually and physically coming to 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 educational purposes shall not be counted toward residency status. Ownership of real property without actual residence is not enough. The domicile or legal residence of a wife is that of the husband or the domicile or legal residence of the husband is that of the wife as determined by the couple and duly expressed in writing. The legal residence of a minor is that of the parent or legal guardian. As a non-Florida resident, you may apply in writing for reclassification prior to any subsequent registration. Students are required to provide two types of verification showing they have resided in Florida or the previous 12 consecutive months or 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 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 (Econlockhatchee 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 conduct 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 Valencia, the first step is to provide placement assessment scores. Either the Computerized Placement Test (CPT) or its paper and pencil version called the Companion are required. Students who have attained scores above a specific level on the Recentered SAT or the Enhanced ACT may request a waiver of placement testing requirements. All scores used must be less than two years old. Scores may be submitted on an official transcript or score report. If you have not taken one of the assessments identified or if scores are not available, you will need to test at Valencia. Assessment takes approximately 2 hours. There is no charge for this service.

Further information about entry assessment requirements is given in the Entry Assessment section of this catalog.

If you are a non-native speaker of English and you are comfortable and confident in your English skills, you may begin with the CPT or Companion. If you know you want to work on your English skills or if you need to improve your English skills, you should ask to begin with the Levels of English Proficiency (LOEP) assessment. If we are unable to determine your placement level based on the assessment you take, we will require additional assessment.

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.

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/orientation session at a counseling office. In this session you will receive college information and help in choosing your courses before enrolling for your first semester. At the end of the advising/orientation session, you will be given an appointment card designating the day and time you are to register for your classes or authorization to register by telephone. You are required to pay your tuition fees according to the college’s fee-payment schedule. The assessment and advising sessions are conducted both during the day and in the evening.

NOTE: The College may limit students whose level of achievement of communication and computation skills is below that defined by the College as required for successful performance in a college-credit program to compensatory courses and any other instruction for which they are adequately prepared.

**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 7 health programs which lead to an AS degree. They are dental hygiene, diagnostic medical sonography, emergency medical services, nuclear medicine technology, nursing, (R.N.), 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 7 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 academic advisor for admission requirements and procedures.

Primary consideration will be given to applicants who have completed all admission requirements and submitted an application by the deadline date. 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 coursework.

The Department of Health Related Programs operates as an information center for students preparing for and seeking admission to dental hygiene, diagnostic medical sonography, nuclear medicine technology, nursing (R.N.), emergency medical services technology, radiography and respiratory care. This office provides academic and career counseling and information about specific admissions criteria.

**Conditions that Apply to All Students**

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

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

3. You may transfer credit earned at other regionally accredited institutions. (See catalog section on admission requirements.)

4. You or your spouse 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, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. Student directories, which are accessible to the public, may list student name, Social Security number, local and permanent address, telephone number, classification, and major field of study. If you refuse to permit the College to release “directory information,” you must so inform the Registrar’s Office in writing within the first five days after the first class day of each session. The request must be made for each session. Your decision to refuse release of information means also that your name would not appear on lists of programs, news releases, etc. 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 essentials and are officially working toward a degree. You are eligible to register as a full-time day or evening student in any session.

Full-time. You are a full-time student if enrolled for 12 or more semester hours credit in Session 1, 2 or 5, and six or more semester hours credit in Session 3, 4 or any of the College’s minisemesters.

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

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.

ROTC 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

Mini-Semester

The mini-semester 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 $25.00 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 veterans programs.

Servicemen’s Opportunity College

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

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

2. You may earn a maximum of 15 semester hours credit through examination and/or correspondence courses. (See catalog section on Correspondence and Extension Credit.)

3. Credit can be earned 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. 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.

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 a maximum of three exams at Valencia on the same 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.

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

Gordon Rule writing requirements cannot be satisfied through CLEP. CLEP examinations do not include the Gordon Rule 6000-word writing requirement and therefore do not meet Gordon Rule requirements for an AA degree.

Fee schedules and information on specific courses for which CLEP credit may be granted may be obtained in the Counseling offices. Gordon Rule writing requirements cannot be satisfied through CLEP.

Credit by Examination

You may receive credit by examination in courses designed as career courses if you have a substantial background, including experience and training in a specified field. This type of credit might not be acceptable for transfer to other institutions.

Applications and information regarding the specific career courses available through the local credit-by-examination program should be obtained from the department offering the course. The fee for a local credit-by-exam is $15.00.

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

It also is possible to take credit by examination in other subject areas. You should contact the department concerned and explore other test possibilities.

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.
Credits From Orange Technical Education Centers

To promote career education programs, Valencia accepts transfer credits from Orange Technical Education Centers in drafting and design technology, construction technology, graphics technology, hospitality and tourism management, electronics, computer programming, office systems technology, nursing, childcare and fire science. 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 awarded the applicant who enrolls and elects to pursue an AS or AA degree. For further details contact the chair of the business, Computer Technology and Public Service Department on the East or West Campus.

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.

You must have permission of the director of admissions to register for correspondence or extension courses.

Non-Discriminatory Notice

Valencia Community College does not discriminate on the basis of disability in admission to, access to, or operation 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.
Application Fee

When you first apply for admission to Valencia, you are required to pay a $20.00 application fee which is non-refundable and is not transferable. It is paid 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.

Students planning to enroll in Health Related Programs are required to pay a $15.00 non-refundable application fee per program each time an application is filed.

Students planning to enroll in the Criminal Justice Institute Program are required to pay a $65.00 non-refundable application fee per program each time an application is filed.

All fees are subject to change without notice.

Tuition and Fee 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 $36.75/Credit Hour
2. Out of State $129.50/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
Safety Security Fee $1.00/credit hour.

Laboratory Fees

A 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 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

Health Related Programs

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 instruments and course supplies (i.e. uniforms, masks, gloves, safety glasses, etc.) $2000.00
2. Liability insurance and special lab fees $345.00
3. CPR Certification (American Heart/ Course C) $35.00
4. Physical exam $150.00
5. Hepatitis Immunization $150.00

Optional Expenses:
1. Student professional organization (SADHA) $29.00 per year $58.00
2. Dental hygiene school pin (Estimate) $95.00
3. Class composite picture $26.00
Total optional expenses $179.00

NOTE: To be licensed, the graduate must successfully complete the following:

1. National Board Examination for Dental Hygiene $105.00
2. Florida State Dental Hygiene Exam $400.00

Total licensee cost $505.00

Dental Hygiene students will be responsible for furnishing transportation to the community facilities used by the College for clinical practice.

*NOTE: All fees are subject to change.

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 $100.00
2. Name pins and patches for lab coat $10.00
3. Liability insurance $35.00
4. Miscellaneous supplies and materials $75.00

Approximate total for two years $220.00
NOTE: Subsequent to successful completion of the program, the graduate must sit for the following:

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

$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

Nursing Expenses

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

1. Uniforms, caps, shoes, lab coats, and accessories $200.00
2. Achievement tests (two-year period) $30.00
3. Name pins and uniform patches $10.00
4. Liability insurance $35.00
5. Graduate pins (estimated) $70.00
6. Hepatitis Immunization $150.00

Approximate total for two years $495.00

*PRICES SUBJECT TO CHANGE

Nursing students will be responsible for furnishing transportation to the community and/or hospital facilities used by the College for clinical practice.

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

National Council Licensure Examination (NCLEX) $275.00

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 $250.00
2. Liability insurance $35.00
3. Graduate pin $40.00
4. Hepatitis Immunization $120.00
5. CPR Certification $25.00
6. Drug Screen Test $15.00
7. Hand Held Calculator $50.00
8. Student Professional Dues $50.00

Approximate total for two years $583.00

NOTE: In order to be licensed:

State of Florida License Application $50.00

NMTCB (Nuclear Medicine Technology Certification Board) $125.00

ARRT (American Registry of Radiologic Technologists) $50.00

$225.00

Diagnostic Medical Sonography

Diagnostic medical sonography 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 $250.00
2. Liability insurance $35.00
3. Graduate pin (estimate) $40.00
4. Hepatitis Immunization $120.00
5. CPR Certification $25.00
6. Drug Screen Test $15.00

Radiography Program

Radiography 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 $250.00
2. Liability insurance $35.00
3. Graduate pin (estimate) $40.00
4. Hepatitis Immunization $120.00
5. CPR Certification $25.00
6. Drug Screen Test $15.00
7. Student Professional Dues $40.00  
8. Hand Held Calculator $14.00  
Approximate total for two years $537.00  

NOTE: To be licensed:
1. Graduate must sit for American Registry of Radiologic Technologists examination $50.00  
2. Graduate must apply to HRS for Florida state license $65.00  

Career Assessment Costs
Valencia students (anyone who has ever registered at Valencia) -- $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.)

Other Fees
Other services offered by the College carry other fees listed (subject to change without notice):
1. Credit by Examination:  
CLEP General and Subject Examination (each) $42.00  
CLEP Service Fee $8.00  
Local Credit by Examination (each) $15.00  
Local Credit by Examination with Lab Exam (each) $25.00  
2. Independent Study Fee (non-refundable and payable in addition to regular course tuition) per credit hour $25.00  
3. CLAST Registration Fee $25.00  
4. Health Related Programs Application Fee (non-refundable/per application) $15.00  
5. Criminal Justice Institute Application Fee (non-refundable/per application) $65.00  
6. Experiential Learning assessment Fee (per credit hour) $30.00  
7. Late Registration Fee (non-refundable) $20.00  
8. Returned Check Fee (non-refundable) $20.00  
9. Short Term Loan/VA Deferment Late Fee (non-refundable) $20.00  
10. Account Collection Fee 30% of (non-refundable) Balance Due  
11. Other tests approved by the Board of Trustees TBA  

Fees are subject to change without notice.

Refunds
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 refundable 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, Loans and/or VA Deferments
If you are currently enrolled and have a returned check, overdue loan or VA Deferment, you will be notified. If you do not respond within the allowed time, you will be withdrawn from classes, still owe the balance and assessed fees 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 returned checks, overdue loans and VA Deferments, including submission to a collection agency. A non-refundable fee of $20.00 and a 30% non-refundable collection fee will be assessed for each returned check, overdue loan or VA Deferment. Fees are subject to change without notice.

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.

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. The minimum Federal requirement is a 2.0 GPA and completion of at least 50% of the credit hours attempted.

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. A Financial Aid transcript is required from all colleges previously attended, regardless of whether aid was received.

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 150 percent of the college-level credit hours required for their degree major or program 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 minimum 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. Other programs have stricter criteria.) The credit hours of successfully completed work require will be expressed as a whole number which includes any fraction developed in the calculation. The formula for the calculation is as follows: 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, WF, 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 150 percent of the college-level credit hours required for their degree major or program at Valencia. Any student who has attempted 150 percent of the credit hours by June of each year will be ineligible to receive assistance unless there are mitigating circumstances which shall be defined as the following:

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 academic 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. The Free Application for Federal Student Aid is available in the Financial Aid Office. Processing requires six to eight weeks. The amount of the grant is relative to the student’s eligibility index number and the number of hours
the student is enrolled. Cost of tuition and books may be covered under the grant, and any remaining amount will be disbursed 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 who are eligible for PELL. The amount varies according to college policy and availability.

Florida Student Assistance Grant (FSAG):
The program is sponsored by the State of Florida, Florida Department of Education. It is designed to provide assistance for qualified students who show exceptional financial need as demonstrated by the Need Analysis approved by Congress. To apply, students must file the Free Application for Federal Student Aid (FAFSA) by May 16 (date subject to change) for the coming academic year. Eligibility requirements, in addition to those previously stated, that are particular to this grant are as follows:

1. Must maintain residency for a minimum of 12 months preceding the first day of classes for the academic year for which state aid is awarded.

2. Residency must be established for other than educational purposes:

3. CLAST must be taken prior to the term or in the term a student has completed 60 credits toward an AA degree.

4. Students who have taken the CLAST but did not pass all components must take remedial or preparatory courses particular to the component not passed to be eligible for this grant.

4. Students who are renewal recipients of this grant must have completed 12 credit hours for each semester FSAG was disbursed during the prior academic year.

Scholarships:
Gift aid that does not require repayment, although some have contractual service obligations.

College Scholarships:
The District Board of Trustees of Valencia has approved several types of scholarships. These scholarships are awarded only during Sessions 1 and 2 of each academic year. Contact the departmental office or Financial Aid.

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 (subsidized):
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 Free Application for Federal Student Aid. Determined eligibility for the PELL 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 to have maintained satisfactory academic progress. Loan applications and more information are available in the Financial Aid Offices.

Federal Stafford Loan (unsubsidized):
The Unsubsidized Stafford Loan is not based on financial need. It also carries the lowest possible interest rate (capped at 8.25%) but the student is responsible for making all interest payments, although they may be deferred during qualified periods of enrollment. Repayment of principal is not required until six months after enrollment drops below half time, and there are deferment options available. Students who do not qualify for the maximum amount under the subsidized program may borrow the difference in unsubsidized funds. Your eligibility for the Subsidized must be determined prior to application. More information may be obtained in the Financial Aid Offices.

Federal Parent Loan Program (PLUS):
PLUS loans are available to parents of dependent undergraduate students. Applications and more information on this program are available in the Financial Aid Offices.

Short-Term Loans:
Short-term loans are administered by Valencia's Financial Aid Office and are available up to a maximum of half the amount of tuition and fees not to exceed $300. These loans are not for cash. Loans for tuition and fees are issued during registration. Each student may receive only one loan per session. No loan will be issued to a student who has an outstanding or current financial obligation, such as VA deferment, at Valencia.

All loans must be repaid no later than the due date indicated on the promissory note. Failure to repay by the due date will result in a collection fee and refusal of future loans. An overdue loan will result in a hold being placed on the student's records. Short-term loans are available only for students taking six or more credit hours.

A student who has an outstanding bad check is not eligible to receive a short-term loan. Any exceptions to these short-term loan procedures will be at the discretion of the director of Financial Aid.
Emergency Loans:
Loans may be issued in extreme cases of emergencies by the director of financial aid. Only one loan per student per semester will be issued. Loans will not be issued for automobile expenses. Maximum amount is $50.00.

Part-Time Employment

Federal Work-Study Program (FWSP):
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 the Free Application for Federal Student Aid 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 need-based financial aid 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 by the student, parents if dependent, spouse if married. This form should be submitted along with copy of appropriate tax returns from student, parents or spouse.

2. Free Application for Federal Student Aid:
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)
Plus 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 Department of Veterans Affairs educational benefits for the veteran.

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.

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 ration of at least 50 percent of credit hours attempted over two consecutive semesters.

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. Students are responsible for payment and should not depend on Benefit Checks as the only means of paying the deferment.
Academic Advising and Counseling

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.

Academic Advising and Counseling Procedures

Advising and Counseling Center staff provide developmental advising which includes career and educational planning, interpretation of assessments, strategies to address academic difficulties, programs to develop student skills, preparation of university transfer, and work force preparedness. The Advising and Counseling Center staff are interested in assisting you in achieving your career and educational goals in a productive and efficient manner.

If you plan to obtain an AA degree and transfer, you should check with the institution you plan to attend early in your enrollment at Valencia to determine specific courses you need to prepare for your major. The Advising and Counseling Center staff can assist you in this process and provide information through transfer manuals and program planning outlines that list the general requirements for the AA degree as well as some specific background courses needed to prepare for various majors at Florida's state universities. Increasingly, it is important to make transfer plans early to ensure a smooth transition into the university program.

If you are pursuing an AS degree, check in this catalog for the course requirements of your program. The Advising and Counseling Center staff also have program planning outlines listing the requirements of each AS degree.

Advising and Counseling Appointments

Academic advising is provided to new students at the New Student Orientation program. You can meet with a member of the Advising and Counseling Center staff at any time that you seek assistance on your career and educational planning process. It is recommended that you meet with the academic advisor as you complete 15, 30, and 45 credit hours to assess your progress and review your career and educational plan. You can see a Counseling Center staff member during the day on a walk-in basis by going to a campus Counseling Center. If you want to see a staff member in the evening, please call ahead to determine whether you need an appointment.

New Student Orientation

All new students to the college are required to participate in a New Student Orientation session before registering for their first semester. New Student Orientation includes a campus tour, information on educational planning and college resources, and group advising after which students can register for classes by telephone or in person with a registration appointment. Following application to Valencia, new students should contact the Counseling Office at any campus to make an appointment for a New Student Orientation session.

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.

Student Assistance Services (SAS)

Valencia Community College has contracted with The Allen Group, a private and confidential counseling service, to provide assistance to credit students who want to resolve problems that affect their personal life and/or college performance. Examples might include: stress, relationship/family issues, alcohol/drug problems, eating disorders, depression, and gender issues.

Students can access SAS through telephone counseling anytime. Valencia counselors may authorize a face-to-face counseling session with a SAS counselor who will assist with further referrals. For more information, call or visit a campus Counseling Center.

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.

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 - $0.25 per day (5-day grace period)
- reserve materials - $0.50 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.

Tutoring Services

The College offers tutoring 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. Tutoring services are also available at Osceola Campus and the Winter Park Center.

Students can secure tutoring services by picking up a referral form in the campus tutoring centers of advising and counseling office. 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 services also offer opportunities for students who would like to be tutors. Criteria and necessary forms are available in the tutoring centers.

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

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.

**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 of 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 with 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 textbooks. 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 resellable 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.

**Health Service**

Health service is not available to you on campus at Valencia. In case of a serious emergency, 911 emergency services will be called. 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

**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.

**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.
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.

Security Services

Campus security personnel are on duty 24 hours a day to provide for the safety and welfare of students, faculty, and staff. The Security Department publishes a brochure about services, programs, and crime statistics, as required by the Federal Crime Awareness and Campus Safety Act. It is available free of charge on any campus in the Admission Office, Security Office, Counseling Office, Student Government Association Office, and the Personnel Department.

Mail

You should provide correspondents with your correct mailing address. As students cannot receive mail at Valencia, 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.
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:
Parking in RESERVED, LOADING or other unauthorized areas; blocking or obstructing traffic, street, sidewalk, handicapped ramp, building entrance or exit, or another vehicle; parking on grass 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 well as 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.

<table>
<thead>
<tr>
<th>Parking Violations</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handicapped Spaces, Ramps</td>
<td>$10.00</td>
</tr>
<tr>
<td>Roadways, Curb Areas</td>
<td>$5.00</td>
</tr>
<tr>
<td>Visitors, Special (Faculty/Staff)</td>
<td>$5.00</td>
</tr>
<tr>
<td>Grass Areas</td>
<td>$5.00</td>
</tr>
<tr>
<td>Motorcycle Areas</td>
<td>$5.00</td>
</tr>
<tr>
<td>No Current Decal Displayed</td>
<td>$5.00</td>
</tr>
<tr>
<td>Improper Display</td>
<td>$2.00</td>
</tr>
<tr>
<td>Other Violations as listed in these regulations</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

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.

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.
**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 Course Load**

Your normal full-time academic course load during Session 1, 2, or 5 is **15 or 16 credit hours**, with a maximum of 19 or a minimum of 12 semester hours. During Sessions 3 or 4 or any of the College’s mini-sessions, 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 an academic advisor 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.

**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.

**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. (See section: Withdrawal from a class)

**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.

**Grades and GPA**

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>
<tr>
<td>No Grade or Noncredit</td>
<td>0</td>
</tr>
<tr>
<td>No Grade Submitted</td>
<td>0</td>
</tr>
</tbody>
</table>

For example, assume that you have taken the schedule below, made the grades recorded and want to know your GPA. Although you signed up for five courses (16 semester hours), you withdrew from HUM 2220, so you don’t count that course at all. You completed 13 semester hours, even though you passed only 10. You do have to count the course you completed but failed. Now look at the quality-point list above and multiply the number of hours you completed in each course by the number of quality points you get for each grade. You have earned a total of 29 quality points by completing 13 semester hours. Divide your 29 quality points by the 13 hours you completed and get your GPA: 2.23.
Withdrawing requirements

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 Withdrawal 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 Withdrawal Deadline:**
If you withdraw, or if you 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 do not withdraw or do not withdraw and 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 coursework during the ensuing session, the professor will change your grade from I to the appropriate grade (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 and do not withdraw, and do not complete the required coursework 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.

Repeated Courses

If you repeat a course or take two courses, of which you can receive credit for only one, 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 so. 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.

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

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.

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, 5 or combined 3 and 4).

Under Academic Suspension you:

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

2. Must apply to the provost of the appropriate campus for 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, 5 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 an 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 suspend summarily 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.

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.

Misconduct Hearings

Hearings shall be conducted by the president or an officer or committee appointed as a designate. At such hearings, you shall have the right to
counsel or a representative of your choice. Determination of your guilt or innocence in the commission of the act of misconduct may be made by the president after the hearing. If you are convicted for a criminal offense involving personal misconduct of a kind which, if condoned by the College, would reflect dishonor or discredit on the College, there shall be sufficient grounds for suspension or expulsion.

**Disciplinary Appeal**

You may 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.

**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 grievable.

   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. To request a hearing, you must file the completed grievance form in the appropriate provost's office 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.

**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 the following:

1. Reinstatement from academic suspension.

2. Waiver of certain admission requirements.

3. Reinstatement of credit status.
Degrees and Programs

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.

Entry Assessment

Valencia wants you to be successful in meeting your educational goals. To help determine where you need to begin in the areas of English, reading and mathematics, the College requires entry-level assessment in these three areas.

Either the Computerized Placement Test (CPT) or the paper and pencil version called the Companion is required. Students who present scores above a specific level on the Recentered SAT or the Enhanced ACT may request a waiver of placement testing requirements. All scores used must be less than two years old.

Your entry-level assessment results will place you in college-level or college preparatory English, reading and mathematics. (Each discipline placement is independent of the others so that you may have one or more placements at the college level and one or more at the college preparatory-level.

Non-Native Speakers

If you are comfortable and confident in your English skills, you may begin with the CPT or Companion. If you know you want to work on your English skills or if you need to improve your English skills, you should ask to begin with the Levels of English Proficiency (LOEP) assessment. If we are unable to determine your placement level based on the assessment you take, we will require additional assessment.

Your assessment results will determine if you will be required to take English as a second language courses.

Requirements for Taking Entry 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 from a Regionally Accredited Institution in the United States

1. If you hold a college degree from a regionally accredited institution in the United States, 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.

1. 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 Courses and 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-preparatory courses are not counted towards an associate degree. The following are college-preparatory courses at Valencia:

**English and Speech**
ENC 0010 College-Prep English I
ENC 0012 College-Prep English 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

**Grade Requirement for College Preparatory Courses**

Each college-preparatory course must be completed with a grade of “C” or better.

**Requirements for Completing Mandated College Preparatory Courses**

**Sequence of Courses**
If you place in college-preparatory courses, you will be mandated to take them at the beginning of your enrollment in order to bring your skills to the college level. In all cases—whether you are full-time or part-time—if you are mandated into a college preparatory reading course, you must take that reading course as the first course in your college-preparatory 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-preparatory work in your first term of enrollment.

**Mandates in Three Areas**
If you are mandated into college-preparatory 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-preparatory courses in two of the three areas, you must enroll in at least one college-preparatory 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:

**Reading**
Register for mandated college-preparatory reading course before enrolling in or concurrent with the seventh credit hour.

**Mathematics**
Register for mandated college-preparatory mathematics course before enrolling in or concurrent with the 10th credit hour.

**Continuation of Enrollment in College-Preparatory Courses**
Once you have begun taking college-preparatory courses, you must continue to register for at least one of your mandated courses each registration until you complete your mandated college-prep courses.

**Limitation on Attempts in Same College-Preparatory Course**
As of the printing of this catalog, the Florida Legislature is considering legislation which will impact repeat enrollment in the same college-preparatory course. Because the legislation has not been finalized, the regulations cannot be included in this catalog, however, if you are required to take any college-preparatory course(s), you should inquire in the Advising and Counseling Office about any limitation on the number of times you can enroll in the same course and/or any additional costs you might be required to pay.

**English as a Second Language (ENS)**

Valencia offers English as a Second Language (ENS) classes in writing, reading, structure, and speaking/listening. Since Valencia does not teach beginning English, students who need basic ESOL are referred to the Orange County Adult Education ESOL program.

The college offers the following English as a second language courses:

- ESL 0181 Combined Skills
- ENS 1201 Intermediate Speech for Non-native Speakers I
- ENS 1241 Intermediate English Writing I
- ENS 1261 Intermediate English Structure Patterns I
1. Organize personal, primary, and secondary sources into coherent units.
2. Locate key ideas, thesis statements, and topic sentences.
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.
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.
Internships

An Internship (formerly called cooperative education) is a planned educational program designed to integrate classroom study with practical experience directly related to a college major.

One, 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. Students are evaluated on their reports, 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 may be eligible for the program. Internship: You earn a future when you earn a degree.

Experiential Learning

Valencia will award appropriate credit for a student’s demonstrated knowledge gained from non-college experience, or experiential learning. 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.

Credits are not awarded simply for years of experience. Students must demonstrate the important knowledge, skills, or competencies attained through completion of a specific application that is available in the Career Center on each campus. The application, with appropriate fees, must be submitted to the academic department from which you are requesting experiential learning credit. The application and documentation will be reviewed by appropriate faculty members and if approved, credit will be awarded.
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

Responsibility for meeting the requirements for graduation with an Associate in Arts Degree rests with the student. To be awarded an AA degree from Valencia Community College a student 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.

2. Complete the 36 credit hours of General Education described in the AA Degree course requirements section.

3. Complete the 24 credit hours of electives described in the AA Degree course requirements section.

4. Satisfy the foreign language proficiency requirement described in the AA Degree course requirements section.

5. Satisfy entry assessment requirements and complete with a grade of "C" or better any mandated college-preparatory courses in English, reading and mathematics.

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

7. Complete the last 25% of college-level credit hours at Valencia.
1. Complete with a grade of C or better the courses which satisfy the Gordon Rule requirements:
   ENC 1101 or ENC 1101H;
   ENC 1102 or ENC 1102H or
   CRW 2000;
   two three-hour Area 2 humanities courses, each requiring 6,000 words of writing; and the required six hours of Area 3 mathematics courses.
   These courses satisfy the requirements of the Gordon Rule (6-A-10.30 Florida Administrative Code)

2. Satisfy the College Level Academic Skills Program requirements by taking and passing the four components of the College-Level Academic Skills Test (after earning 18 college-level credit hours including ENC 1101 and ENC 1102 or their equivalent and a General Education Area 3 mathematics course) or document satisfaction of the CLAST requirement by a State-approved alternative method.

10. Request an official graduation check in the Admissions & Records Office upon completion of 40 semester hours.

11. File an application for graduation in the Admissions & Records Office by the deadline date listed in the College calendar and catalog.

12. Fulfill all financial obligations to the College.

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.
Associate in Arts Degree
Course Requirements at Valencia Community College

The Associate in Arts Degree requires a minimum of 60 college-level credit hours including 36 hours in general education, 24 hours of acceptable electives, and satisfaction of the foreign language proficiency requirements.

A. General Education Requirements for the Associate in Arts Degree 36 Credits

The general education program at Valencia is designed to contribute to the student's 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 semester hours of academic credit which serve as the core of the curriculum. The 36 hours are selected from 5 core areas of academic courses offered at the College. The second approach 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 approaches are described on the pages that follow.

AREA 1. COMMUNICATIONS 9 Credits

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

ENC 1101 Freshman Composition I (3 cr) or
ENC 1101H Freshman Composition I-Honors (3 cr)
AND
ENC 1102 Freshman Composition II (3 cr) or
ENC 1102H Freshman Composition II-Honors (3 cr) or
CRW 2000 Creative Writing (3 cr)
AND
SPC 1600 Fundamentals of Speech (3 cr) or
SPC 1600H Fundamentals of Speech-Honors (3 cr)

AREA 2. HUMANITIES 9 Credits

Required Courses - A minimum of nine semester hours credit.

(a) Complete one course from the list below or from
AREA 2. (b). Courses listed in AREA 2 (a) do NOT satisfy the 6,000-word writing requirement.

Art
ARH 1009 The Visual Arts Today (3 cr)
ARH 2050 Introduction to Art History I (3 cr)

Film
ENG 2100 Introduction to Film (3 cr)

Foreign Language
FRE 2200 Intermediate French I (3 cr)
FRE 2201 Intermediate French II (3 cr)
GER 2200 Intermediate German I (3 cr)
GER 2201 Intermediate German II (3 cr)
SPN 2200 Intermediate Spanish I (3 cr) or
SPN 2200H Intermediate Spanish I-Honors (3 cr)
SPN 2201 Intermediate Spanish II (3 cr) or
SPN 2201H Intermediate Spanish II-Honors (3 cr)
SPN 1170 Overseas Study in Spanish I (3 cr)
SPN 2270 Overseas Study in Spanish II (3 cr)
SPN 2100 Introduction to Spanish Literature I (3 cr)
SPN 2101 Introduction to Spanish Literature II (3 cr)
SPN 2510 Introduction to Spanish Civilization (3 cr)

Humanities
HUM 1020 Introduction to Humanities (3 cr)
HUM 2410 Asian Humanities (3 cr)
HUM 2930 Selected Topics in Humanities (1-3 cr)

Music
MUL 1010 Music Appreciation (3 cr)
MUT 1121 Musicianship I (4 cr)

Philosophy
PHI 2010 Philosophy (3 cr)

Religion
REL 2000 Understanding Religious Traditions (3 cr)

Theater
THE 1020 Introduction to Theater (3 cr)
THE 1301 Development of Theater and Drama: Beginnings to Ibsen (3 cr)
THE 1302 Development of Theater and Drama: Ibsen to Present (3 cr)

PLUS:
(b) Complete two of the following courses, one of which must have an HUM prefix. (Both courses require a minimum grade of "C"). The following 6,000-word writing requirement courses all have ENC 1101 Freshman Composition as a prerequisite.

HUM 2220 Greek and Roman (3 cr) or
HUM 2220H Greek and Roman-Honors (3 cr) or
HUM 2232 Late Roman and Medieval (3 cr) or
HUM 2232H Late Roman and Medieval-Honors (3 cr)
HUM 2234 Renaissance and Baroque (3 cr) or
HUM 2234H Renaissance and Baroque-Honors (3 cr)
HUM 2238 Enlightenment and Romanticism (3 cr) or
HUM 2238H Enlightenment and Romanticism-Honors (3 cr)
HUM 2250 Twentieth Century (3 cr) or
HUM 2250H Twentieth Century-Honors (3 cr)
HUM 2310 Mythology in Art & Literature (3 cr) or
HUM 2310H Mythology in Art & Literature-Honors (3 cr)
HUM 2461 Latin American Humanities (3 cr)
HUM 2740 Humanities in British Isles (3-6 cr)
HUM 2742 Humanities in Italy (3-6 cr)
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<tr>
<th>Subject</th>
<th>Course Code</th>
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<td>Arts</td>
<td>RH 2051</td>
<td>Introduction to Art History II (3 cr)</td>
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<td>Arts</td>
<td>AMU 1110</td>
<td>Music Literature (3 cr)</td>
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<tr>
<td>Literature</td>
<td>AML 2010</td>
<td>American Lit.: Colonial Period to Civil War (3 cr) or</td>
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<td>AML 2010H</td>
<td>American Lit.: Colonial Period to Civil War-Honors (3 cr)</td>
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<td>Literature</td>
<td>AML 2022</td>
<td>American Lit.: Civil War to Present (3 cr) or</td>
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<td>American Lit.: Civil War to Present-Honors (3 cr)</td>
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<td>Language</td>
<td>JNL 2013</td>
<td>English Literature: 1300 to 1800 (3 cr)</td>
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<td>English Literature: 1800 to Present (3 cr)</td>
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<td>English Literature</td>
<td>JT 2090</td>
<td>Contemporary Literature (3 cr) or</td>
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<td>Contemporary Literature-Honors (3 cr)</td>
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<td>JT 2110</td>
<td>World Lit.: Beginnings through Renaissance (3 cr)</td>
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<td>JT 2120</td>
<td>World Lit.: Enlightenment to Present (3 cr)</td>
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<td>Political Science</td>
<td>NR 2002</td>
<td>International Politics (3 cr) or</td>
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<td>Political Science</td>
<td>NR 2002H</td>
<td>International Politics-Honors (3 cr)</td>
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<td><strong>AREA 3. MATHEMATICS</strong></td>
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<td>6 Credits</td>
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<td>Required Courses - A minimum of six semester hours of credit or from the following. (Both courses require a minimum grade of &quot;C&quot;.)</td>
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<td>Math</td>
<td>MAC 1104</td>
<td>College Algebra (3 cr)</td>
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<td>MAC 1132</td>
<td>College Algebra/Trigonometry (4 cr)</td>
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<td>Math</td>
<td>MAC 2233</td>
<td>Calculus for Business and Social Science (3 cr)</td>
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<td>Math</td>
<td>MAC 2311</td>
<td>Calculus w/ Analytic Geometry I (5 cr) or</td>
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<td>Calculus w/Analytic Geometry I-Honors (5 cr)</td>
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<td>Differential Equations (3 cr)</td>
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<td>MAS 2103</td>
<td>Introduction to Matrices (3 cr)</td>
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<td>College Mathematics (3 cr)</td>
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<td>Logic and Proof in Mathematics (3 cr)</td>
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<td>Statistics</td>
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<td><strong>AREA 4. SCIENCE</strong></td>
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<td>Environmental Science (3 cr)</td>
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<td>Historical Geology (4 cr)</td>
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<tr>
<td>Science</td>
<td>MCB 2010C</td>
<td>Microbiology (4 cr)</td>
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<tr>
<td>Science</td>
<td>MET 1010</td>
<td>Introduction to Meteorology (3 cr)</td>
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<td>Science</td>
<td>OCB 2003C</td>
<td>Marine Biology (3 cr)</td>
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<tr>
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<td>OCE 1001</td>
<td>Introduction to Oceanography (3 cr)</td>
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<td>Science</td>
<td>PCB 1440</td>
<td>Florida Environmental Systems (3 cr)</td>
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<td>Florida Environmental Systems (3 cr)</td>
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<td>Aquatic Biology (3 cr)</td>
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<td>PCB 2304</td>
<td>Natural History of Florida Rivers (1 cr)</td>
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<td>PCB 2313</td>
<td>Natural History of Florida Manatees (1 cr)</td>
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<td>Science</td>
<td>PCB 2342</td>
<td>Natural History of Coastal Sea Grass Communities (1 cr)</td>
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<td>PHY 1007C</td>
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<td>PHY 1053C</td>
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<td>PHY 1054C</td>
<td>Introductory Physics II (4 cr)</td>
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<tr>
<td>Science</td>
<td>PHY 2048C</td>
<td>General Physics w/ Calculus I (4 cr)</td>
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<td>Science</td>
<td>PHY 2049C</td>
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<td>Science</td>
<td>PHY 2936</td>
<td>Selected Topics in Physics (1-3 cr)</td>
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<tr>
<td>Science</td>
<td>PSC 1515</td>
<td>Energy: Past, Present &amp; Future (3 cr)</td>
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<tr>
<td>Science</td>
<td>PSC 2121</td>
<td>Selected Topics in Physical Science (1-3 cr)</td>
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<td>Science</td>
<td>ZOO 2010C</td>
<td>General Zoology (4 cr)</td>
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<tr>
<td>Science</td>
<td>ZOO 2010CH</td>
<td>General Zoology-Honors (4 cr)</td>
<td></td>
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<tr>
<td>Science</td>
<td>ZOO 2303</td>
<td>Vertebrate Zoology (4 cr)</td>
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<td><strong>AREA 5. SOCIAL SCIENCES</strong></td>
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<td>6 Credits</td>
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<tr>
<td>Social Sciences</td>
<td>POS 1041</td>
<td>U.S. Government I (3 cr)</td>
<td></td>
</tr>
<tr>
<td>Social Sciences</td>
<td>POS 1041H</td>
<td>U.S. Government I-Honors (3 cr)</td>
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<tr>
<td>Social Sciences</td>
<td>PLUS ONE OF THE FOLLOWING COURSES:</td>
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<tr>
<td>Social Sciences</td>
<td>AFA 2000</td>
<td>African-American Experience (3 cr)</td>
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<tr>
<td>Social Sciences</td>
<td>AMH 2010</td>
<td>United States History to 1865 (3 cr)</td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
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</tr>
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<td>------------</td>
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<td>---------</td>
<td></td>
</tr>
<tr>
<td>AMH 2010H</td>
<td>United States History to 1865 -Honors (3 cr)</td>
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<tr>
<td>AMH 2020</td>
<td>United States History 1865-1945 (3 cr)</td>
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<td>AMH 2020H</td>
<td>United States History 1865-1945 -Honors (3 cr)</td>
<td></td>
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</tr>
<tr>
<td>ANT 2000</td>
<td>Introduction to Anthropology (3 cr) or</td>
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<td></td>
</tr>
<tr>
<td>ANT 2000H</td>
<td>Introduction to Anthropology-Honors (3 cr)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics (3 cr)</td>
<td></td>
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</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Economics -Macro (3 cr)</td>
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<td>ECO 2013H</td>
<td>Principles of Economics -Macro Honors (3 cr)</td>
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<tr>
<td>ECO 2023</td>
<td>Principles of Economics -Micro (3 cr)</td>
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<tr>
<td>ECO 2023H</td>
<td>Principles of Economics -Micro Honors (3 cr)</td>
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<tr>
<td>EUH 1000</td>
<td>Western Civilization to 1750 (3 cr)</td>
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<tr>
<td>EUH 1001</td>
<td>Western Civilization 1750 to Present (3 cr)</td>
<td></td>
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<tr>
<td>HIS 2206</td>
<td>Recent and Contemporary History (3 cr)</td>
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<tr>
<td>INR 2002*</td>
<td>International Politics (3 cr) or</td>
<td></td>
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<tr>
<td>INR 2002H</td>
<td>International Politics-Honors (3 cr)</td>
<td></td>
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<tr>
<td>POS 1002</td>
<td>U.S. Government II (3 cr)</td>
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<tr>
<td>POS 2112</td>
<td>State and Local Government (3 cr)</td>
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<tr>
<td>PSY 1012</td>
<td>General Psychology (3 cr) or</td>
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<tr>
<td>PSY 1012H</td>
<td>General Psychology-Honors (3 cr)</td>
<td></td>
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</tr>
<tr>
<td>SYG 2000</td>
<td>Introductory Sociology (3 cr) or</td>
<td></td>
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</tr>
<tr>
<td>SYG 2000H</td>
<td>Introductory Sociology-Honors (3 cr)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*INR 2002 requires 6,000 words of writing and may be used to fulfill the Gordon Rule requirement.

B. Electives

Most, but not all, credit courses taught at Valencia will count toward elective credit. University majors require certain prerequisite courses before transferring; these are the courses that should be taken as electives at Valencia.

Check with a counselor/advisor to select the best electives.

C. Foreign Language Proficiency Requirement

A minimum of 9 semester hours of college credit in one foreign language is required if the student has no foreign language proficiency. To be exempt from taking college-level course work, the student must (1) have completed two years of high school instruction in one foreign language with a minimum grade of "D" or (2) be able to demonstrate proficiency by passing the CLEP Foreign Language Test. Students whose native language is a language other than English may also be eligible for an exemption if they can demonstrate foreign language proficiency through coursework on a high school transcript from their native country and complete the General Education requirements in Area 1.

Students who earn college-level foreign language credits through coursework or CLEP may apply these credits toward the 24 hours of electives.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRE 1000</td>
<td>Basic French (3 cr)</td>
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</tr>
<tr>
<td>FRE 1100</td>
<td>Elementary French I (3 cr)</td>
<td></td>
</tr>
<tr>
<td>FRE 1101</td>
<td>Elementary French II (3 cr)</td>
<td></td>
</tr>
<tr>
<td>GER 1000</td>
<td>Basic German (3 cr)</td>
<td></td>
</tr>
<tr>
<td>GER 1100</td>
<td>Elementary German I (3 cr)</td>
<td></td>
</tr>
<tr>
<td>GER 1101</td>
<td>Elementary German II (3 cr)</td>
<td></td>
</tr>
<tr>
<td>POR 1000</td>
<td>Basic Portuguese (3 cr)</td>
<td></td>
</tr>
<tr>
<td>POR 1100</td>
<td>Elementary Portuguese I (3 cr)</td>
<td></td>
</tr>
<tr>
<td>POR 1101</td>
<td>Elementary Portuguese II (3 cr)</td>
<td></td>
</tr>
<tr>
<td>SPN 1000</td>
<td>Basic Spanish (3 cr)</td>
<td></td>
</tr>
<tr>
<td>SPN 1100</td>
<td>Elementary Spanish I (3 cr)</td>
<td></td>
</tr>
<tr>
<td>SPN 1101</td>
<td>Elementary Spanish II (3 cr)</td>
<td></td>
</tr>
</tbody>
</table>

Nine college-level credits of American Sign Language can be used to fulfill this requirement; however, American Sign Language cannot be used to fulfill the graduation requirement at many universities. (Students are responsible for verifying acceptability at the institution to which they plan to transfer.)

SPA 2380   | American Sign Language I (3 cr)                  |         |
SPA 2381   | American Sign Language II (3 cr)                 |         |
SPA 2382   | American Sign Language III (3 cr)                |         |

Associate in Arts Degree Suggested Course Sequence

Foundation

- SLS 1122  STUDENT SUCCESS
- ENC 1101  FRESHMAN COMPOSITION I
- MAT 1033  INTERMEDIATE ALGEBRA
- HUMANITIES ELECTIVE
- SPC 1600  FUNDAMENTALS OF SPEECH
- SOCIAL SCIENCE ELECTIVE/BASIC FOREIGN LANGUAGE ELECTIVE

Intermediate

- ENC 1102  FRESHMAN COMPOSITION II OR
- CRW 2000  CREATIVE WRITING
- MGF 2202  COLLEGE MATHEMATICS OR
- MAC 1104  COLLEGE ALGEBRA
- HUMANITIES (HUM PREFIX - 6000 WORD) SCIENCE REQUIREMENT
- POS 1041  U.S. GOVERNMENT ELECTIVE/ELEMENTARY I FOREIGN LANGUAGE ELECTIVE
The Interdisciplinary Studies Honors Program (IDS) 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 Honors courses or IDS and maintain an overall GPA of 3.6 or better. Honors certificates are given to students who complete 12 credit hours of their 60-hour degree requirement in honors 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 each year.

To qualify for Valencia’s Honors Program or Interdisciplinary Studies Program component, 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 a Computerized Placement Test score (CPT) of 100 or above in Sentence skills, 97 or above on Reading Skills, and 57 or above in Arithmetic or at least 83 on Sentence Skills, 81 or above on Reading Skills, and 83 or above on Elementary Algebra plus 44 or above on the College Level Math test.
- Have an Enhanced ACT composite score of 26 or higher or a combined score on the recentered SAT of 1170 or higher.
- Have a cumulative Valencia GPA of 3.25 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 and qualify for graduation with an Honors Degree. 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:

| IDS 1101 | English Composition I (3 credits) |
| IDS 1102 | Humanities (3 credits) |
| IDS 2103 | Natural Science (3 credits) |
| IDS 2104 | Social Science (3 credits) |
Associate in Arts Degree with a Major in Hospitality and Tourism Management

This program is designed for students who plan to transfer to a Florida public university as a junior to complete a four-year bachelor’s degree in Hospitality Management and for students who, following graduation with the Associate in Arts (AA) Degree, plan to work in the field of hospitality and tourism prior to transferring. This program is based upon an Articulation Agreement in Hospitality and Tourism Management with the University of Central Florida.

This program satisfies Valencia’s General Education requirements for the AA Degree. Students who plan to transfer are responsible for completing the specific requirements of the institution to which they will transfer as completion of this degree does not guarantee admission to an upper division Hospitality Management program. Although this program is the best preparation for students who plan to transfer, students may earn Valencia’s Associate in Arts Degree described in the preceding pages and still be prepared for transfer to an upper division Hospitality Management program. For more information, contact a Valencia Counseling Office.

AA Degree seeking students must complete all mandated college preparatory courses in English, reading and mathematics and must satisfy Valencia’s foreign language proficiency requirement. Any required college preparatory and/or foreign language courses are in addition to the 60 hours listed.

**Foundation Courses**

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<tr>
<th>Course</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>SLS 1122</td>
<td>Student Success</td>
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<tr>
<td>HFT 1000</td>
<td>Intro. Hosp. &amp; Tourism Ind.</td>
<td>3</td>
</tr>
<tr>
<td>*ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>*MAC 1104</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>*HM 1020</td>
<td>Chemistry in Everyday Life</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities (See AA General Education Req.)</td>
<td>3</td>
</tr>
<tr>
<td>*FSS 2251</td>
<td>Food &amp; Beverage Management</td>
<td>3</td>
</tr>
<tr>
<td>*HFT 2930</td>
<td>HTM Work Experience</td>
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**Intermediate**

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<tr>
<td>SPC 1600</td>
<td>Fundamental of Speech</td>
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<tr>
<td>*HUM 2250</td>
<td>Twentieth Century Humanities</td>
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<tr>
<td>*ECO 2023</td>
<td>Prin. of Economics - Micro</td>
<td>3</td>
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<tr>
<td>*HFT 2930</td>
<td>HTM Work Experience</td>
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<td>*ENC 1102</td>
<td>Freshman Composition II</td>
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<td>*STA 2023</td>
<td>Statistical Methods</td>
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<td>*ACG 2021</td>
<td>Financial Accounting</td>
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**Advanced**

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<td>HFT 1410</td>
<td>Front Office Management</td>
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<td>*HFT 2930</td>
<td>HTM Work Experience</td>
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<tr>
<td>POS 1041</td>
<td>U. S. Government</td>
<td>3</td>
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<tr>
<td>*ECO 2013</td>
<td>Prin. of Economics - Macro</td>
<td>3</td>
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<td>*HUM 2234</td>
<td>Humanities - Enlightenment</td>
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<tr>
<td>BSC 1050</td>
<td>Environmental Science</td>
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---

**TOTAL HOURS REQUIRED**

60

+ These courses must be completed with a grade of “C” or higher.
* These courses have a course prerequisite. See course description in Valencia Catalog.

Although the course requirements do not have to be taken in the above-listed order, the sequence given is based upon prerequisites and course level of difficulty for most students. Specialized courses may not be offered every session.

**General Education Requirements for this AA Major**

**I Communications**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENC 1101</td>
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<td>ENC 1102</td>
</tr>
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<td>SPC 1600</td>
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**II Humanities**

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<tr>
<th>Course</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>Elective (See AA Gen. Ed. Req.)</td>
<td>3 credits</td>
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<tr>
<td>HUM 2250</td>
<td>3 credits</td>
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**III Mathematics**

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<tbody>
<tr>
<td>MAC 1104</td>
<td>3 credits</td>
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**IV Natural and Physical Sciences**

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<th>Title</th>
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</thead>
<tbody>
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<td>CHM 1020</td>
<td>3 credits</td>
<td>BSC 1050</td>
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</table>

**V Social Sciences**

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>POS 1041</td>
<td>3 credits</td>
<td>ECO 2013 or ECO 2023</td>
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</tbody>
</table>

**TOTAL**

36 credits

**Specialization Courses Included in this Major**

<table>
<thead>
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<th>Course</th>
<th>Title</th>
<th>Note</th>
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</thead>
<tbody>
<tr>
<td>HFT 1000</td>
<td>FSS 2251</td>
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</tr>
<tr>
<td>HFT 2930</td>
<td>HFT 1410</td>
<td></td>
</tr>
<tr>
<td>ACG 2021</td>
<td>ACG 2071</td>
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</tbody>
</table>

For more information about this program, contact a Valencia Counseling Office.
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 Florida State Universities

Guarantees

The Florida Articulation Agreement designates the Associate in Arts degree as the transfer degree to Florida State Universities. 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 Florida 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 the 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 are 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 has established appeal procedures. Students may contact the state university articulation officer for information about these procedures.
The College-Level Academic Skills Program (CLASP) and Test (CLAST)

Florida Statutes and rules of the State Board of Education require students in the following categories to demonstrate proficiency in communication and computation:

1. Those seeking the Associate in Arts Degree
2. Those seeking the Associate in Science Degree who will transfer to a state university
3. Those who will transfer to a State university with 60 or more hours.
4. Students receiving State of Florida aid awards who will complete 60 or more credits.

The CLAST test is a method to demonstrate competency. Alternative means to meet the requirement may be available to those students who meet specific guidelines.

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 their equivalent, and a math course from the list of AREA 3 Math courses under General Education Requirements. These English and Math courses require a minimum grade of C.

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.

The computation and communication competencies required are as follows:

**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

55
* Solve real-world problems which do not involve the use of percent
* Solve real-world problems which involve the use of percent
* Solve problems that involve the structure and logic of arithmetic

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

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

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

**Logical Reasoning Skills**
* Deduce facts of set inclusion or set non-inclusion from a diagram
* Identify the negations of simple and compound statements
* Draw logical conclusions from data
* Recognize invalid arguments with true conclusions
* Infer valid reasoning patterns and express them with variables
* Determine equivalence and nonequivalence of statements
* Select applicable rules for transforming statements without affecting their meaning
* Draw logical conclusions when facts warrant them
Associate in Science Degree Programs

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 business administration 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 and at least 15 college-level credit hours in general education. Detailed information regarding each Associate in Science degree program is provided on program information sheets, available in counseling and department offices.

Awards of Achievement

The Award of Achievement provides students with entry-level skills needed to work in the workforce and assist employed individuals in validating and upgrading their job skills. The Award is earned after the completion of a prescribed set of college credit courses that lead to an AS degree with a minimum of 12 college credits. The Award of Achievement is part of the Associate in Science Degree and the credit for the courses in the Award can be applied toward an A.S. Degree program. It is recommended that students who work toward an Award of Achievement also take several Continuing Professional Education seminars and workshops offered by Valencia as a means of strengthening their area of technical specialization.

Technical Certificate Programs

The Technical Certificate program prepares students for immediate entry into a career in the workforce. Technical Certificate programs require prescribed courses and a minimum of 12 college credits. College credit hours earned in a Technical Certificate program are applicable towards a related Associate in Science degree, for example, the courses in the EMT Technical Certificate can be applied towards the Emergency Medical Services Technology Associate in Science degree. Students will receive a Certificate upon completion of the certificate program.

Advanced Technical Certificate Programs

The Advanced Technical Certificate is an extension of a specific AS degree program consisting of at least nine (9) college credit hours or more but less than 45 college credit hours of college-level courses. Students who have already received an AS degree and are seeking a specialized program of study to supplement their associate degree may seek the Advanced Technical Certificate.

Associate in Science Degree Programs, Certificate Programs and Awards of Achievement

Accounting Technology
Business Administration and Management
  • International Business Specialization
  • Management Specialization
  • Marketing Specialization
Postal Service Management Specialization
  • Real Estate Management Specialization
Building Construction Technology-
  • Architectural and Building Construction
  • Civil Technology
Computer Programming and Applications
Criminal Justice Technology
Dental Hygiene
Diagnostic Medical Sonography
Drafting and Design Technology
Electronics Engineering Technology
Emergency Medical Services Technology
Emergency Medical Technology
  • EMT (Certificate)
Environmental Science Technology
Film Production Technology
Financial Services
Financial Services - Banking
Fire Science Technology
  • Fire Science Technology (Award)
Graphics Technology
  • Graphic Design Technology Specialization
  • Digital Pre-Publishing Technology Specialization
Hospitality and Tourism Management
  • Convention Service Management (Award)
  • Food Service Management (Award)
  • Front Office Management (Award)
Graduation Requirements for the Associate in Science Degree

Responsibility for meeting the requirements for graduation with an Associate in Science Degree rests with the student. To be awarded an AS Degree from Valencia Community College a student must do the following:

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

2. Satisfy entry assessment requirements and complete with a grade of "C" or better any mandated college preparatory courses in English, reading and mathematics.

Awards of Achievement require satisfaction of entry assessment and mandated college preparatory courses.

Technical Certificate Programs are exempt from mandated college preparatory courses unless required by the certificate program. Entry assessment is required for technical certificate programs after 12 hours are completed.

3. Earn a cumulative grade point average (GPA) of at least 2.0 on all courses attempted which apply toward the AS Degree. (A nursing student who has not succeeded, withdraws or fails 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.)

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

5. Request an official graduation check in the Admissions and Records Office upon completion of 40 semester hours.

6. File an application for graduation in the Admissions and Records Office by the deadline date listed in the College calendar and catalog.

7. Fulfill all financial obligations to the College.

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.

General Education Requirements for the Associate in Science Degree

<table>
<thead>
<tr>
<th>AREA I. Communications</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101 Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101H Freshman Composition I-Honors</td>
<td>3</td>
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</tbody>
</table>

Any course listed below:

<table>
<thead>
<tr>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1102 Freshman Composition II</td>
</tr>
<tr>
<td>ENC 1102H Freshman Composition II - Honors</td>
</tr>
</tbody>
</table>

Humanities

<table>
<thead>
<tr>
<th>Humanities or Fine Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 1020 Introduction to Humanities</td>
</tr>
<tr>
<td>HUM 2220 Humanities, Greek and Roman</td>
</tr>
<tr>
<td>HUM 2220H Humanities, Greek and Roman - Honors</td>
</tr>
<tr>
<td>HUM 2223 Humanities, Late Roman and Medieval</td>
</tr>
<tr>
<td>HUM 2223H Humanities, Late Roman and Medieval - Honors</td>
</tr>
<tr>
<td>HUM 2232 Humanities, Renaissance and Baroque</td>
</tr>
<tr>
<td>HUM 2232H Humanities, Renaissance and Baroque - Honors</td>
</tr>
<tr>
<td>HUM 2234 Humanities-Enlightenment and Romanticism</td>
</tr>
<tr>
<td>HUM 2234H Humanities-Enlightenment and Romanticism - Honors</td>
</tr>
<tr>
<td>HUM 2250 Humanities in the Twentieth Century</td>
</tr>
<tr>
<td>HUM 2250H Humanities in the Twentieth Century - Honors</td>
</tr>
<tr>
<td>HUM 2310 Mythology in Art and Literature</td>
</tr>
<tr>
<td>HUM 2310H Mythology in Art and Literature - Honors</td>
</tr>
<tr>
<td>HUM 2740 Humanities in the British Isles</td>
</tr>
<tr>
<td>HUM 2742 Humanities in Italy</td>
</tr>
<tr>
<td>HUM 2930 Selected Topics in Humanities</td>
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</table>

Fine Arts

<table>
<thead>
<tr>
<th>Fine Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARH 1009 The Visual Arts Today</td>
</tr>
<tr>
<td>ARH 2050 Introduction to Art History I</td>
</tr>
<tr>
<td>ARH 2051 Introduction to Art History II</td>
</tr>
</tbody>
</table>

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

Literature

<table>
<thead>
<tr>
<th>Literature</th>
</tr>
</thead>
<tbody>
<tr>
<td>AML 2010 Survey in American Literature: Colonial Period to Civil War</td>
</tr>
<tr>
<td>AML 2022 Survey in American Literature: Civil War to Present</td>
</tr>
<tr>
<td>AML 2022H Survey in American Literature: Civil War to Present - Honors</td>
</tr>
<tr>
<td>ENL 2013 Survey in English Literature 1300 to 1800</td>
</tr>
<tr>
<td>ENL 2023 Survey in English Literature 1800 to Present</td>
</tr>
<tr>
<td>LIT 2090 Contemporary Literature</td>
</tr>
<tr>
<td>LIT 2090H Contemporary Literature - Honors</td>
</tr>
<tr>
<td>LIT 2110 Survey in World Literature: Beginnings through Renaissance</td>
</tr>
</tbody>
</table>
Tech Prep

Tech Prep is an exciting alternative for high school students that gives the “middle majority” student an opportunity to transition smoothly into Valencia Community College. Tech Prep is available through the local partnership consortium of Orange County Public Schools, Osceola District Schools, and Valencia Community College. This program provides an opportunity to students who traditionally are enrolled in unfocused general education programs while in high school. Tech Prep features a more specialized curriculum consisting of higher level academic courses offered to the student as early as the ninth grade, giving them the option to follow a sequenced program of study which better prepares them to advance into the postsecondary educational system and enhances their career. Tech Prep gives the high school student the opportunity to participate in articulation for advanced credit at Valencia through an assessment given in the high school. The Orange/Osceola/Valencia Tech Prep Consortium was the recipient of the 1994 Excellence in Education, Dale Parnell Tech Prep Award.

Tech Prep is:

* Four years of high school linked with two years of postsecondary education that leads to an Associate in Science Degree and/or a two-year certificate.

* Technical Preparation to develop higher-level technical skills in agribusiness, business, health, marketing, public service, and technical/industrial fields.

* Sequential program of study that builds students’ competence in science, mathematics and communications by integrating academics and technology.

* Enhancing student retention at the high school and postsecondary levels by integrating real life applications with academic knowledge.

* Preparation for immediate employment in an increasingly competitive and technical workforce.

* Incorporating special features to encourage individuals with special needs to enroll and be successful.
# 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. AS degree seeking students must complete all mandated college preparatory courses in English, reading and mathematics.

### 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 1141</td>
<td>Computer Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Hours: 21

### 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</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2023</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>
<tr>
<td>1</td>
<td>Humanities or Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>Natural Science or Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

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>or Spreadsheet Applications for Business</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 Electives</td>
<td>7</td>
</tr>
</tbody>
</table>

Total Hours: 19

Total Hours Required: 64

### RECOMMENDED ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA 2934</td>
<td>Selected Topics in Accounting</td>
<td>1</td>
</tr>
<tr>
<td>FIN 2131</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 Investments: Stocks and Bonds</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>
<tr>
<td>OST 1743</td>
<td>Electronic Writing I</td>
<td>1</td>
</tr>
<tr>
<td>OST 2831</td>
<td>Microsoft Windows</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 from courses from those recommended electives listed above.

**NOTE:** Students may take credit by exam for computer keyboarding.

### GENERAL EDUCATION REQUIREMENTS FOR THIS A.S. DEGREE

**I. Communications**  
Freshman Composition I  
Fundamentals of Speech  

**II. Humanities or Fine Arts**  
Student will select from Area II for A.S. Degree  

**III. Natural Science or Mathematics**  
Student will select from Area III for A.S. Degree  

**IV. Social or Behavioral Science**  
Psychology in Business and Industry  

**V. General Education Elective**  
Principles of Economics - Micro  

Total: 18

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+ These courses must be completed with a grade of "C" or higher.
* These courses have a prerequisite(s); check course description in Valencia Catalog
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. A.S. degree seeking students must complete all mandated college preparatory courses in English, reading and mathematics.

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>ENC 1101</td>
<td>Freshman Composition I</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>
<tr>
<td>ETM 1822</td>
<td>Engineering Materials</td>
<td>4</td>
</tr>
<tr>
<td>GLY 1001</td>
<td>Earth Science</td>
<td>3</td>
</tr>
<tr>
<td>SUR 1600C</td>
<td>Surveying Calculations</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1100C</td>
<td>Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>++&quot;Elective (Area II)&quot;</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>&quot;Elective (Area V)&quot;</td>
<td></td>
<td>3</td>
</tr>
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Total Hours: 32

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCN 2405C</td>
<td>Statics and Strength of Materials</td>
<td>4</td>
</tr>
<tr>
<td>BCN 2510</td>
<td>Building Construction Estimating</td>
<td>4</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>
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Total Hours: 15

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>4</td>
</tr>
<tr>
<td>BCN 2563</td>
<td>Building Service Systems</td>
<td>3</td>
</tr>
<tr>
<td>BCN 1272</td>
<td>Construction Blueprint Reading</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Hours: 17

Total Hours Required: 64

GENERAL EDUCATION REQUIREMENTS FOR THIS A.S. DEGREE

I. Communications
   Freshman Composition I
   Credit Hours: 3

II. Humanities or Fine Arts
    Student will select from Area II for A.S. Degree
    Credit Hours: 3

III. Natural Science or Mathematics
     Intermediate Algebra or College Algebra
     Credit Hours: 3

IV. Social or Behavioral Science
    Basic Economics
    Credit Hours: 3

V. General Education Elective
   Student will select from Area V for A.S. Degree
   Credit Hours: 3

Total: 15

Civil Technology Option

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<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>4</td>
</tr>
<tr>
<td>*ETC 2521</td>
<td>Hydrology and Drainage</td>
<td>4</td>
</tr>
<tr>
<td>*SUR 2201C</td>
<td>Highway Drafting and Route Design</td>
<td>4</td>
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</tbody>
</table>

Total Hours Required: 63

Notes:
++Students will select an elective from Area 2 of the General Education Requirements for the Associate in Science degree.
**Students will select an elective from Area 5 of the General Education Requirements for the Associate in Science degree.

GENERAL EDUCATION REQUIREMENTS FOR THIS A.S. DEGREE

I. Communications
   Freshman Composition I
   Credit Hours: 3

II. Humanities or Fine Arts
    Student will select from Area II for A.S. Degree
    Credit Hours: 3

III. Natural Science or Mathematics
     Intermediate Algebra or College Algebra
     Credit Hours: 3

IV. Social or Behavioral Science
    Basic Economics
    Credit Hours: 3

V. General Education Elective
   Student will select from Area V for A.S. Degree
   Credit Hours: 3

Total: 15

+ These courses must be completed with a grade of "C" or higher.
* These courses have a prerequisite(s); check course description in Valencia Catalog.
Business Administration And Management and Specializations

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.

A.S. degree seeking students must complete all mandated college preparatory courses in English, reading and mathematics.

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>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>
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<tr>
<td>OST 1141</td>
<td>Computer Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>OST 1743</td>
<td>Electronic Writing I</td>
<td>1</td>
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INTERMEDIATE COURSES

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<thead>
<tr>
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<th>Title</th>
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<tbody>
<tr>
<td>INP 1301</td>
<td>Psychology in Business &amp; Industry</td>
<td>3</td>
</tr>
<tr>
<td>*ACG 2021</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>*MAN 2021</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>*OST 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>*CGS 1061</td>
<td>Introduction to Microcomputers</td>
<td>3</td>
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<tr>
<td></td>
<td>¹Humanities/Fine Arts</td>
<td>3</td>
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<tr>
<td></td>
<td>²Math/Natural Science</td>
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ADVANCED COURSES

Management Specialization

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<thead>
<tr>
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<th>Title</th>
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<tbody>
<tr>
<td>*MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>*BUL 2242</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>*ACG 2071</td>
<td>Principles of Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>MAN 1800</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2510</td>
<td>Spreadsheet Applications for Business</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
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<tr>
<td></td>
<td>Business Electives</td>
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Marketing Specialization

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<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>*MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>*MKA 2021</td>
<td>Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td>*MKA 2511</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>*BUL 2242</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>MAN 1800</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2510</td>
<td>Spreadsheet Applications for Business</td>
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<td><strong>Total Hours</strong></td>
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Postal Service Management Specialization

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<thead>
<tr>
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<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>MNA 1391</td>
<td>Introduction to Postal Management</td>
<td>3</td>
</tr>
<tr>
<td>MNA 1395</td>
<td>Mail Processing I</td>
<td>3</td>
</tr>
<tr>
<td>MNA 1392</td>
<td>Postal Management Delivery Services</td>
<td>3</td>
</tr>
<tr>
<td>MNA 1393</td>
<td>Postal Management Customer Services</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2397</td>
<td>Postal Human Relations</td>
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<tr>
<td>MNA 2394</td>
<td>Postal Finance</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2396</td>
<td>Mail Processing II</td>
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<td>Business Elective</td>
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</table>

Real Estate Management Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>REE 1000</td>
<td>Real Estate Principles and Practices</td>
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</tr>
<tr>
<td>REE 1400</td>
<td>Florida Real Estate Law</td>
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<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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International Business Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>GEB 1350</td>
<td>Introduction to International Business</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2510</td>
<td>Spreadsheet Applications for Business</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>International Business Electives</td>
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</tr>
<tr>
<td></td>
<td><strong>Total Hours</strong></td>
<td><strong>24</strong></td>
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</table>

NOTES:
1. Students may select a course from Area 2 of the General Education requirements for an A.S. Degree.

2. 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.

GENERAL EDUCATION REQUIREMENTS FOR THIS A.S. DEGREE

| I. Communications                          | 3 |
| Freshman Composition I                     |   |
| II. Humanities or Fine Arts                | 3 |
| Student will select from Area II for A.S. Degree |   |
| III. Natural Science or Mathematics        | 3 |
| Student will select from Area III for A.S. Degree |   |
| IV. Social or Behavioral Science           | 3 |
| Psychology in Business and Industry        |   |
| V. General Education Elective              | 3 |
| Fundamentals of Speech                     |   |

* These courses must be completed with a grade of "C" or higher.
* These courses have a prerequisite(s); check course description in Valencia Catalog

62
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.

A.S. degree seeking students must complete all mandated college preparatory courses in English, reading and mathematics.

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>
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<tr>
<td>CGS 1000</td>
<td>Math Elective MAT 1033 or higher</td>
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<tr>
<td>COP 1006</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Programming Concepts</td>
<td>3</td>
</tr>
<tr>
<td>OST 1141</td>
<td>Computer Keyboard</td>
<td>3</td>
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INTERMEDIATE COURSES

<table>
<thead>
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<tbody>
<tr>
<td>ACG 2021</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
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<tr>
<td>OST 1335</td>
<td>Business Communications</td>
<td>3</td>
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<tr>
<td>COP 2220</td>
<td>C Programming</td>
<td>3</td>
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<tr>
<td></td>
<td>RPG Programming</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1570</td>
<td>Microcomputer Business Applications</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
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<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
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ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>COP 2222</td>
<td>Advanced C Programming</td>
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<tr>
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<td>or</td>
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<tr>
<td>COP 2161</td>
<td>Advanced RPG/400</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>ACG 2071</td>
<td>Principles of Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>COP 2700</td>
<td>Data Base Management Systems</td>
<td>3</td>
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<td></td>
<td>Recommended Electives</td>
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<tr>
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<td>Humanities Electives</td>
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Total Hours Required: 63

RECOMMENDED ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>COP 1170</td>
<td>BASIC Programming</td>
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<tr>
<td>COP 1200</td>
<td>FORTRAN Programming</td>
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<tr>
<td>COP 2224</td>
<td>C++ Programming</td>
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<tr>
<td>COP 2126</td>
<td>COBOL Programming I</td>
<td></td>
</tr>
<tr>
<td>COP 2341</td>
<td>UNIX Operating System</td>
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</tr>
<tr>
<td>CIS 2400</td>
<td>AS/400 Operations</td>
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<td>CET 2486</td>
<td>Local Area Networks</td>
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<td>COP 2120</td>
<td>COBOL Programming II</td>
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<td>CIS 2942</td>
<td>Internship: Data Processing</td>
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<tr>
<td>CAP 1332</td>
<td>Introduction to Visual Basic</td>
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</table>

NOTES:
1. Students may demonstrate proficiency in this course by examination.
2. Students will select electives from the Computer Programming and Applications specialization.
3. Humanities or Fine Arts; students must select a course from Area 2 of General Education Requirements for the A.S. degree.

GENERAL EDUCATION REQUIREMENTS FOR THIS A.S. DEGREE

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
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</tr>
<tr>
<td>Freshman Composition I</td>
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</tr>
<tr>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>Humanities or Fine Arts</td>
<td></td>
</tr>
<tr>
<td>Student will select from Area II for A.S. Degree</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science or Mathematics</td>
<td></td>
</tr>
<tr>
<td>Intermediate Algebra or higher</td>
<td>3</td>
</tr>
<tr>
<td>Social or Behavioral Science</td>
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</tr>
<tr>
<td>Psychology in Business and Industry</td>
<td>3</td>
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<tr>
<td>General Education Elective</td>
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<tr>
<td>Fundamentals of Speech</td>
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<td>Total</td>
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</tr>
</tbody>
</table>

* These courses must be completed with a grade of "C" or higher.
* These courses have a prerequisite(s); check course description in Valencia Catalog
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.

A.S. degree seeking students must complete all mandated college preparatory courses in English, reading and mathematics.

FOUNDATION COURSES

<table>
<thead>
<tr>
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<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>POS 1041</td>
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<tr>
<td>SYG 2000</td>
<td>Introduction to Sociology</td>
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<tr>
<td>AMH 1020</td>
<td>U.S. History to 1865</td>
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</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>
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<tr>
<td>CCJ 1020</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1010</td>
<td>Criminology</td>
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INTERMEDIATE COURSES

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

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<td>CCJ 2022</td>
<td>Contemporary Issues in Criminal</td>
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<td>Justice</td>
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<td>CCJ 2331</td>
<td>Criminal Law and Legal Procedures II</td>
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<td>CCJ 2934</td>
<td>Criminal Justice Seminar</td>
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<td>Humanities/Fine Arts Elective1</td>
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<tr>
<td></td>
<td>Natural Science/Mathematics2</td>
<td>3</td>
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<tr>
<td>OST 1743</td>
<td>Electronic Writing I</td>
<td>1</td>
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</tbody>
</table>

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Total Hours Required 64

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

NOTE:
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.

GENERAL EDUCATION REQUIREMENTS FOR THIS A.S. DEGREE

<table>
<thead>
<tr>
<th>I. Communications</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman Composition I</td>
<td>3</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>II. Humanities or Fine Arts</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>Student will select from</td>
<td>3</td>
</tr>
<tr>
<td>Area II for A.S. Degree</td>
<td>3</td>
</tr>
<tr>
<td>Basic Spanish</td>
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<table>
<thead>
<tr>
<th>III. Natural Science or Mathematics</th>
<th>Credit Hours</th>
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</thead>
<tbody>
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<td>Student will select from</td>
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<tr>
<td>Area III for A.S. Degree</td>
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<table>
<thead>
<tr>
<th>IV. Social or Behavioral Science</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>Juvenile Justice</td>
<td>3</td>
</tr>
<tr>
<td>U.S. History to 1865</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>V. General Education Elective</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Government I</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 27
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.

Prerequisite:
BSC 1010C Fundamentals of Biology 4

A.S. degree seeking students must complete all mandated college preparatory courses in English, reading and mathematics.

Year I
SESSION 1

<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 &amp; Physiology I</td>
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<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>
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<tr>
<td>DEH 1003</td>
<td>Fundamentals of Dental Hygiene</td>
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<tr>
<td>DEH 1003L</td>
<td>Dental Hygiene Instrumentation</td>
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</tr>
<tr>
<td>DES 1020</td>
<td>Dental Anatomy</td>
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<tr>
<td>DES 1020L</td>
<td>Dental Anatomy Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>DES 1220</td>
<td>Dental Radiography</td>
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<tr>
<td>DES 1220L</td>
<td>Dental Radiography Laboratory</td>
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<tbody>
<tr>
<td>*BSC 2094C</td>
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<tr>
<td>MCB 2010C</td>
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<tr>
<td>HUN 1001</td>
</tr>
<tr>
<td>*DES 1030C</td>
</tr>
<tr>
<td>*DES 1100</td>
</tr>
<tr>
<td>DES 1100L</td>
</tr>
<tr>
<td>*DEH 1800</td>
</tr>
<tr>
<td>*DEH 1800L</td>
</tr>
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<td>*DEH 1820</td>
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<table>
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<tr>
<th>SESSION 3</th>
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</thead>
<tbody>
<tr>
<td>SPC 1600</td>
</tr>
<tr>
<td>*DEH 1802</td>
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<td>DEH 1802L</td>
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<tr>
<td>*DEH 2602</td>
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Year II
SESSION 1

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<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>*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>
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<td>*DEH 2804L</td>
<td>Clinical Dental Hygiene III</td>
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<td></td>
<td>Elective</td>
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<td></td>
<td>Any Humanities or Fine Arts</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>SYG 2000</td>
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<tr>
<td>DES 2050</td>
</tr>
<tr>
<td>*DEH 2504</td>
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<tr>
<td>*DEH 2701</td>
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<tr>
<td>*DEH 2806</td>
</tr>
<tr>
<td>*DEH 2806L</td>
</tr>
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</table>

Total Hours Required 88

Dental Hygiene is a selective admission limited enrollment program. Must apply and be accepted into the program.

GENERAL EDUCATION REQUIREMENTS FOR THIS A.S. DEGREE

I. Communications
   - Freshman Composition I
   - Fundamentals of Speech
     Credit Hours
     | 3 | 3 |

II. Humanities or Fine Arts
   - Student will select from Area II for A.S. Degree
     Credit Hours
     | 3 |

III. Natural Science or Mathematics
     - Microbiology
     - Fundamentals of Biology
     - Anatomy and Physiology I
     - Anatomy and Physiology II
     Credit Hours
     | 4 | 4 | 4 | 4 |

IV. Social or Behavioral Science
    - General Psychology
      Credit Hours
      | 3 |

V. General Education Elective
    - Introduction to Sociology
      Credit Hours
      | 3 |

Total 31

* These courses must be completed with a grade of "C" or higher.
* These courses have a prerequisite(s); check course description in Valencia Catalog.
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 the fetus, pediatric and adult patient.

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

The program is accredited by the Joint Review Committee on Education in Diagnostic Medical Sonography. Graduates are eligible to take the national certifying examination administered by the American Registry of Diagnostic Medical Sonography Technologist.

The program curriculum includes all courses that are required for the Diagnostic Medical Sonography Associate in Science Degree. A minimum grade of "C" or better in order to continue to the next semester. If a student achieves less than a "C" or withdraws before or after the college deadline, from any course that is required for the Diagnostic Medical Sonography Associate in Science Degree, they will not be allowed to continue in the program.

Admission to the College does not imply acceptance to the Diagnostic Medical Sonography Program, a specific application is required. The Department of Health and Public Service provides academic and career counseling and information about specific admission criteria.

A.S. degree seeking students must complete all mandated college preparatory courses in English, reading and mathematics.

Year I

SESSION 1 (Prerequisite for Admission)

<table>
<thead>
<tr>
<th>Course/Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>&quot;ENC 1101 Freshman Composition I</td>
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<tr>
<td>BSC 1085 Anatomy &amp; Physiology for Health Sciences I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1012 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1531 Medical Terminology</td>
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</tr>
<tr>
<td>&quot;MAT 1033 Intermediate Algebra</td>
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</tr>
</tbody>
</table>

| Total | 15 |

SESSION 2 (First Semester After Admission)

<table>
<thead>
<tr>
<th>Course/Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BSC 1086 Anatomy &amp; Physiology for Health Sciences II</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1230C Methods of Patient Care</td>
<td>2</td>
</tr>
<tr>
<td>&quot;NUR 1060C Health and Physical Assessment</td>
<td>3</td>
</tr>
<tr>
<td>&quot;SON 1000C Introduction to Medical Sonography</td>
<td>3</td>
</tr>
<tr>
<td>++Elective Outside of Major</td>
<td>3</td>
</tr>
<tr>
<td>II Elective - Humanities or Fine Arts</td>
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</table>

| Total | 17 |

+ These courses must be completed with a grade of "C" or higher.
* These courses have a prerequisite(s); check course description in Valencia Catalog

SESSION 5

<table>
<thead>
<tr>
<th>Course/Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>&quot;SON 2111 Medical Sonography Theory I</td>
<td>4</td>
</tr>
<tr>
<td>&quot;SON 2804 Medical Sonography Clinical Education I</td>
<td>4</td>
</tr>
<tr>
<td>&quot;SON 2614C Acoustical Physics and Instrumentation I</td>
<td>4</td>
</tr>
</tbody>
</table>

| Total | 12 |

Year II

SESSION 1

<table>
<thead>
<tr>
<th>Course/Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;SON 2112 Medical Sonography Theory II</td>
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</tr>
<tr>
<td>&quot;SON 2814 Medical Sonography Clinical Education II</td>
<td>4</td>
</tr>
<tr>
<td>&quot;SON 2618C Acoustical Physics Instrumentation II</td>
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| Total | 12 |

SESSION 2

<table>
<thead>
<tr>
<th>Course/Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;SON 2114C Medical Sonography Theory III</td>
<td>4</td>
</tr>
<tr>
<td>&quot;SON 2824 Medical Sonography Clinical Education III</td>
<td>4</td>
</tr>
<tr>
<td>&quot;SON 2619C Acoustical Physics Instrumentation III</td>
<td>4</td>
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</tbody>
</table>

| Total | 12 |

SESSION 3

<table>
<thead>
<tr>
<th>Course/Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;SON 2061 Medical Sonography Clinical Practicum</td>
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</tbody>
</table>

| Total | 4 |

NOTES:
++ Student may select a course from Area 2 of the General Education requirements for an A.S Degree
** Students may select courses with a prefix other than SON

Total Hours Required: 72

GENERAL EDUCATION REQUIREMENTS FOR THIS A.S DEGREE

I. Communications
Freshman Composition I | 3

II. Humanities or Fine Arts
Student will select from Area II for A.S Degree | 3

III. Natural Science or Mathematics
Intermediate Algebra | 3
Anatomy and Physiology for Health Sciences I | 3
Anatomy and Physiology for Health Sciences II | 3

IV. Social or Behavioral Science
General Psychology | 3

Total | 18

* These courses must be completed with a grade of "C" or higher.
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 and institutions using computer assisted engineering and design.

A.S. degree seeking students must complete all mandated college preparatory courses in English, reading and mathematics.

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>GLY 1001</td>
<td>Earth Science</td>
<td>3</td>
</tr>
<tr>
<td>*SUR 1600C</td>
<td>Surveying Calculations</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>
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</tr>
</tbody>
</table>

18

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*SUR 1100</td>
<td>Basic Surveying and Measurements</td>
<td>4</td>
</tr>
<tr>
<td>*ETD 1701</td>
<td>Mechanical Drafting I</td>
<td>3</td>
</tr>
<tr>
<td>ETM 1822</td>
<td>Engineering Materials &amp; Processes</td>
<td>4</td>
</tr>
<tr>
<td>*ETD 1320</td>
<td>Introduction to CADD</td>
<td>3</td>
</tr>
<tr>
<td>*TAR 1120C</td>
<td>Architectural Drawing I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>** Elective (Area V)</td>
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21

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>
<td>4</td>
</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>*BCN 2405C</td>
<td>Statics and Strengths of Materials</td>
<td>4</td>
</tr>
<tr>
<td>*CAP 2201</td>
<td>3-D CADD</td>
<td>3</td>
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<tr>
<td></td>
<td>Elective(s)</td>
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</tbody>
</table>

Total Hours Required 23

++ Students will select an elective from Area 2 of the General Education Requirements for the Associate in Science degree.

** Students will select an elective from Area 5 of the General Education Requirements for the Associate in Science degree.

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

---

RECOMMENDED ELECTIVES

*CAP 2203 Customizing and Directories-CADD
*ETD 2942 Internship: Drafting and Design
*SUR 2201C Highway Drafting and Route Design

GENERAL EDUCATION REQUIREMENTS FOR THIS A.S. DEGREE

<table>
<thead>
<tr>
<th>I. Communications</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman Composition I</td>
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</tbody>
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<table>
<thead>
<tr>
<th>II. Humanities or Fine Arts</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student will select from Area II for A.S. Degree</td>
<td>3</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>III. Natural Science or Mathematics</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earth Science</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>IV. Social or Behavioral Science</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Basic Economics</td>
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<table>
<thead>
<tr>
<th>V. General Education Elective</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will select from AREA V for A.S. degree</td>
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</table>

Total 15

---

* These courses must be completed with a grade of "C" or higher.

* These courses have a prerequisite(s); check course description in Valencia Catalog.
Electronics Engineering Technology
Associate in Science

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

A.S. degree seeking students must complete all mandated college preparatory courses in English, reading and mathematics.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
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<tr>
<td>MTB 1327</td>
<td>Mathematics for Electronics I</td>
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<td>MTB 1328</td>
<td>Mathematics for Electronics II</td>
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<tr>
<td>EET 1015C</td>
<td>Fundamentals of DC Circuits</td>
<td>3</td>
</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>Principles of Economics-Micro</td>
<td>3</td>
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<tr>
<td>+Elective 1</td>
<td></td>
<td>3</td>
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<tr>
<td>+Elective 2</td>
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INTERMEDIATE COURSES

<table>
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<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>
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<td><strong>Total Electives</strong></td>
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ADVANCED COURSES

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<td>EET 2183</td>
<td>Electronic Troubleshooting Techniques</td>
<td>3</td>
</tr>
<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>CET 2123C</td>
<td>Fundamentals of Microprocessors</td>
<td>4</td>
</tr>
<tr>
<td>EET 2155C</td>
<td>Linear Operational Amplifiers</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<td><strong>19</strong></td>
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Total Hours Required: 68

NOTES:

++Elective 1: Students must select a course from Area 2 of the general education requirements for the A.S. 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, or mathematics MAT 1033 (Intermediate Algebra) or higher.

**Degree Electives: Students must select two courses with EET, CET, or EST prefix. (See next column)

+ These courses must be completed with a grade of "C" or higher.
* These courses have a prerequisite(s); check course description in Valencia Catalog

RECOMMENDED ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>CET 2486C</td>
<td>Local Area Networks</td>
</tr>
<tr>
<td>EST 2673C</td>
<td>Programmable Controllers I</td>
</tr>
<tr>
<td>EST 2674C</td>
<td>Programmable Controllers II</td>
</tr>
<tr>
<td>EET 2541C</td>
<td>Power Systems I</td>
</tr>
<tr>
<td>EET 2542C</td>
<td>Power Systems II</td>
</tr>
<tr>
<td>EET 2930</td>
<td>Selected Topics in Electronics Engineering Technology</td>
</tr>
</tbody>
</table>

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

GENERAL EDUCATION REQUIREMENTS FOR THIS A.S. DEGREE

<table>
<thead>
<tr>
<th>Area</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Communications</td>
<td>Freshman Composition I</td>
</tr>
<tr>
<td>II. Humanities or Fine Arts</td>
<td>Student will select from Area II for A.S. Degree</td>
</tr>
<tr>
<td>III. Natural Science or Mathematics</td>
<td>Student will select from Area III for A.S. Degree</td>
</tr>
<tr>
<td>IV. Social or Behavioral Science</td>
<td>Basic Economics or Principles of Economics-Micro</td>
</tr>
<tr>
<td>V. General Education Elective</td>
<td>Student will select from Area III for A.S. Degree</td>
</tr>
</tbody>
</table>

**Total** 15
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.

A.S. degree seeking students must complete all mandated college preparatory courses in English, reading and mathematics.

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 Certificate Program

| *EMS 2251 | Paramedic I**          | 5            |
| EMS 2251L | Paramedic I Lab**      | 3            |
| EMS 2461  | Paramedic I Clinical** | 4            |
| *EMS 2252 | Paramedic II*          | 5            |
| EMS 2252L | Paramedic II Lab++     | 3            |
| EMS 2462  | Paramedic II Clinical++| 4            |
| EMS 2459  | Provisional Field Internship | 5         |
| EMS 1010  | Essentials of Human Structure and Function | 3 |
| *EMS 2512 | Endotracheal Intubation  | 1-3          |
| *EMS 2253 | Paramedic III          | 2            |
| EMS 2253L | Paramedic III Lab      | 1            |
| EMS 2437  | Paramedic III Clinical  | 2            |

38-40 credits

Emergency Medical Services Technology Degree Program

| *ENC 1101 | Freshman Composition I      | 3            |
| *ENC 1102 | Freshman Composition II     | 3            |
| POS 1041  | U.S. Government I           | 3            |
| *MAT 1033 | Intermediate Algebra        | 3            |
| PSY 1012  | General Psychology          | 3            |
| SPC 1600  | Fundamentals of Speech      | 3            |
|          | Elective                    | 3            |

21 credits

EMT Certificate Courses 12 credits

Paramedic Certificate Courses 38-40 credits

Total Hours Required 73 hours

++ 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.

NOTE: EMS/Paramedic is a selective admissions. Limited enrollment program. Must apply and be accepted into the program. All candidates must take an entry level assessment and see a counselor for advisement.

GENERAL EDUCATION REQUIREMENTS FOR THIS A.S. DEGREE:

I. Communications
   Freshman Composition I          3
   Fundamentals of Speech         3

II. Humanities or Fine Arts
    Freshman Composition II        3

III. Natural Science or Mathematics
     Intermediate Algebra          3

IV. Social or Behavioral Science
    General Psychology             3
    U.S. Government I               3

V. General Education Elective
   Students will select elective from Areas I - IV 3

Total 21 credits

+ These courses must be completed with a grade of "C" or higher.
* These courses have a prerequisite(s); check course description in Valencia Catalog.
# 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.

A.S. degree seeking students must complete all mandated college preparatory courses in English, reading and mathematics.

## FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1033</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1104</td>
<td>College Algebra</td>
<td></td>
</tr>
<tr>
<td>CHM 1025C</td>
<td>Introduction to General Chemistry</td>
<td>4</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 2060</td>
<td>Computers for Everyone</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1570</td>
<td>Microcomputer-Business Applications</td>
<td></td>
</tr>
</tbody>
</table>

**Total** 19 Credit Hours

## 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>CHM 1205C</td>
<td>Introduction to Organic and Biochemistry</td>
<td>4</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>3</td>
</tr>
<tr>
<td>PCB 1440</td>
<td>Florida Environmental Systems</td>
<td>3</td>
</tr>
<tr>
<td>GLY 1001</td>
<td>Physical and Earth Science</td>
<td></td>
</tr>
</tbody>
</table>

**Total** 16 Credit Hours

## 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>BSC 1010C</td>
<td>Fundamentals of Biology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Electives</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Recommended Electives</td>
<td>9</td>
</tr>
</tbody>
</table>

**Total Hours Required** 29 Credit Hours

## RECOMMENDED ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<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>SPC 1600</td>
<td>Fundamentals of Speech</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 2101C</td>
<td>Botany</td>
<td>4</td>
</tr>
<tr>
<td>PCB 2303C</td>
<td>Aquatic Biology</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>PCB 2342</td>
<td>Natural History of Coastal Sea Grass Communities</td>
<td>1</td>
</tr>
<tr>
<td>PCB 2313</td>
<td>Natural History of Florida Manitess</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>
<tr>
<td>ETC 2521</td>
<td>Hydrology and Drainage</td>
<td>4</td>
</tr>
<tr>
<td>HSC 1400</td>
<td>First Aid / CPR</td>
<td>3</td>
</tr>
<tr>
<td>MCB 2010C</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>ETM 2313</td>
<td>Hydraulics and Pipe Flow</td>
<td>4</td>
</tr>
</tbody>
</table>

Students must take at least one course outside the Environmental Science specialization area. Students may select recommended electives from the above list except for courses with EVS prefix.

**NOTE:**
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 A.S. degree.

## GENERAL EDUCATION REQUIREMENTS FOR THIS A.S. DEGREE

**I. Communications**

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

**II. Humanities or Fine Arts**

Student will select from Area II for A.S. Degree

**III. Natural Science or Mathematics**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida Environmental Systems or Earth Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Intermediate Algebra or College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Organic and Biochemistry</td>
<td>4</td>
</tr>
<tr>
<td>Fundamentals of Biology</td>
<td>4</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>3</td>
</tr>
</tbody>
</table>

**IV. Social or Behavioral Science**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
</tbody>
</table>

**V. General Education Elective**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to General Chemistry</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total** 30 Credit Hours

* These courses must be completed with a grade of "C" or higher.
* These courses have a prerequisite(s); check course description in Valencia Catalog.
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.

A.S. degree seeking students must complete all mandated college preparatory courses in English, reading and mathematics.

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>ENG 2100</td>
<td>Introduction to Film or 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>+Natural Science</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>+Mathematics</td>
<td></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><em>TPA 1211</em>*</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>***General Education Elective</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIL 220</td>
<td>Film Production</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>(Repeated 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>
</tbody>
</table>

Total Hours Required 64

NOTES:
++ 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 in Area V of the General Education Requirements for A.S. degree programs.

GENERAL EDUCATION REQUIREMENTS FOR THIS A.S. DEGREE

<table>
<thead>
<tr>
<th>I.</th>
<th>Communications</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Freshman Composition</td>
<td>3</td>
</tr>
</tbody>
</table>

| II.  | Humanities or Fine Arts            | 3            |

| III. | Natural Science or Mathematics     | 3            |

| IV.  | Social or Behavioral Science       | 3            |

| V.   | General Education Elective         | 3            |

Total 15
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.

A.S. degree seeking students must complete all mandated college preparatory courses in English, reading and mathematics.

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 1141</td>
<td>Computer Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
</tbody>
</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 Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>++Humanities or Fine Arts</td>
<td>3</td>
<td></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>
</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>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 Principles of Economics - Macro</td>
<td>3</td>
</tr>
<tr>
<td>**Natural Science or Mathematics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>***Electives</td>
<td>7</td>
<td></td>
</tr>
</tbody>
</table>

22

Total Hours Required 64

RECOMMENDED ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</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>FIN 2100</td>
<td>Personal Financial</td>
<td>3</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.

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

+++ Students must select courses with prefix of BUS, OST, CGS, CIS or COP.

GENERAL EDUCATION REQUIREMENTS FOR THIS A.S. DEGREE

<table>
<thead>
<tr>
<th>I. Communications</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>II. Humanities or Fine Arts</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student will select from Area II for A.S. Degree</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>III. Natural Science or Mathematics</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student will select from Area III for A.S. Degree</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IV. Social or Behavioral Science</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>V. General Education Elective</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Economics or Principles of Economics - Macro</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 18
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 transfer institution. This program is offered in conjunction with the Central Florida Chapter of the American Institute of Banking (AIB). Through this program the student can obtain coursework for AIB Diplomas in General Banking, Bank Operations, Consumer Credit, Commercial Lending and Mortgage Lending. The student also may complete the requirements for AIB Certificates in Customer Service Skills, Securities Services Skills and Supervisory Skills.

A.S. degree seeking students must complete all mandated college preparatory courses in English, reading and mathematics.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>BAN 1004</td>
<td>Principles of Banking</td>
<td>3</td>
</tr>
<tr>
<td>ECO 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</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</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>OST 1141</td>
<td>Computer Keyboard</td>
<td>3</td>
</tr>
</tbody>
</table>

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

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 1335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BAN 2501</td>
<td>Money and Banking for Commercial Bankers</td>
<td>3</td>
</tr>
<tr>
<td>*MAN 2021</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2300</td>
<td>Supervision of Personnel</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2340</td>
<td>Basic Supervision</td>
<td></td>
</tr>
<tr>
<td>BRC 1701</td>
<td>++Microcomputers in the Banking Industry</td>
<td>3</td>
</tr>
</tbody>
</table>

ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Humanities/Fine Arts 4</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Natural Science/Math 5</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>Banking 6</td>
<td>19</td>
</tr>
</tbody>
</table>

Total Hours Required 64

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>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAN 1801</td>
<td>Law and Banking: Applications</td>
<td>2</td>
</tr>
<tr>
<td>BAN 1801</td>
<td>Business Law II</td>
<td>3</td>
</tr>
</tbody>
</table>

Option 1: To Qualify for the Bank Operations Diploma

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAN 2210</td>
<td>Analyzing Financial Statements</td>
<td>3</td>
</tr>
<tr>
<td>BAN 2240</td>
<td>Consumer Lending</td>
<td>3</td>
</tr>
</tbody>
</table>

Option 2: To Qualify for the Consumer Credit Diploma

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAN 2210</td>
<td>Analyzing Financial Statements</td>
<td>3</td>
</tr>
<tr>
<td>BAN 2231</td>
<td>Commercial Lending</td>
<td>3</td>
</tr>
</tbody>
</table>

Option 3: To Qualify for the Commercial Lending Diploma

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAN 2210</td>
<td>Analyzing Financial Statements</td>
<td>3</td>
</tr>
<tr>
<td>REE 2200</td>
<td>Real Estate Finance I</td>
<td>3</td>
</tr>
</tbody>
</table>

Option 4: To Qualify for the Mortgage Lending Diploma

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAN 2210</td>
<td>Analyzing Financial Statements</td>
<td>3</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.

NOTES:
1. All courses with the college prefix BAN or BRC are banker-specific using AIB textbooks and instructors.
2. This course is pre-qualified to satisfy AIB requirements for both verbal and written communications.
3. To qualify for the AIB Supervisory Skills Certificate a student must complete one of the management courses and BAN 2532 Bank Supervision and BANf 2531 Preparing for Supervision.
4. Any three-credit course meeting the Associate in Science General Education requirements for Area 2, Humanities, may be used. The following are recommended:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 1020</td>
<td>Introduction to the Humanities</td>
<td>3</td>
</tr>
<tr>
<td>ARH 1009</td>
<td>The Visual Arts Today</td>
<td></td>
</tr>
<tr>
<td>MUL 1010</td>
<td>Music Appreciation</td>
<td></td>
</tr>
</tbody>
</table>

5. 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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHI 2101</td>
<td>Formal Logic</td>
<td>3</td>
</tr>
<tr>
<td>BSC 1050</td>
<td>Environmental Science</td>
<td>3</td>
</tr>
</tbody>
</table>

* These courses must be completed with a grade of "C" or higher.
* These courses have a prerequisite(s); check course description in Valencia Catalog.
6. Banking electives should be chosen from the following list (the appropriate AIB guide should be referred to when qualifying for a certificate (19 credits).

To qualify for the Customer Service Skills Certificate:
BAN 1423 Customer Service 1
BAN 1425 Understanding Selling Bank Products 2
Seminar: Bank Security for Customer Contact Persons 0

To qualify for the Security Services Skills Certificate:
BAN 1161 Corporate Securities Services 3
BAN 1405 Trust Operations 3
BAN 1413 Securities Processing 3

To qualify for the Supervisory Skills Certificate
BAN 2531 Preparing for Supervision 1
Seminar: Personnel and the Law 0

Also, for those desiring this certificate, this introduction should be completed prior to enrolling in other management or supervision courses (BAN (TBA) Management Theory for Bankers; BAN 2742, Bank Management, or BAN 2532 Bank Supervision)

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
BAN 2155 International Banking 3
BAN 2241 Banking Cards 3
BAN 2763 Branch Sales: Creating a Plan 3
BAN 1161 Corporate Security Services 3
*ACG 2071 Principles of Managerial Accounting (AIB Accounting II) 3

GENERAL EDUCATION REQUIREMENTS FOR THIS A.S. DEGREE

I. Communications
   Freshman Composition I 3

II. Humanities or Fine Arts
   Student will select from Area II for A.S. Degree 3

III. Natural Science or Mathematics
   Student will select from Area III for A.S. Degree 3

IV. Social or Behavioral Science
   Psychology in Business and Industry 3

V. General Education Elective
   Basic Economics or Principles of Economics - Macro 3

Total 15

* These courses must be completed with a grade of "C" or higher.
* These courses have a prerequisite(s): check course description in Valencia Catalog
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 A.S 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.

A.S. degree seeking students must complete all mandated college preparatory courses in English, reading, and mathematics.

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>POS 2112</td>
<td>State and Local Government</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>POS 1041 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>FFF 1130</td>
<td>Company Officer Leadership+</td>
<td>3</td>
</tr>
<tr>
<td>+SFC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>**Total</td>
<td>18</td>
</tr>
</tbody>
</table>

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*ENC 1102</td>
<td>Freshman Composition II</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>*ENC 1210 Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1410</td>
<td>Fire Fighting Strategy and Tacti+</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2500</td>
<td>Hazardous Materials 1+</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2150</td>
<td>Methods &amp; Techniques of Instruction+</td>
<td>3</td>
</tr>
<tr>
<td>*CHM 1025C</td>
<td>Introduction to General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>SYG 2000</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Humanities Elective</strong></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>*<strong>Elective</strong></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>**Total</td>
<td>24</td>
</tr>
</tbody>
</table>

ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFP 2200</td>
<td>Introduction to Fire Inspection+</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2620</td>
<td>Fire Protection Systems and Extinguishing Agents+</td>
<td>3</td>
</tr>
<tr>
<td>FFP 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>3</td>
</tr>
<tr>
<td></td>
<td>**Total</td>
<td>18</td>
</tr>
</tbody>
</table>

OTHER COURSES AVAILABLE

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFP 2315</td>
<td>Fire Protection* Codes and Standard (not degree requirement)</td>
</tr>
</tbody>
</table>

NOTES:
++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.

GENERAL EDUCATION REQUIREMENTS FOR THIS A.S DEGREE

<table>
<thead>
<tr>
<th>I.</th>
<th>Communications</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>II.</td>
<td>Humanities or Fine Arts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student will select from</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Area II for A.S Degree</td>
<td>3</td>
</tr>
<tr>
<td>III.</td>
<td>Natural Science or Mathematics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Introduction to General Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>IV.</td>
<td>Social or Behavioral Science</td>
<td></td>
</tr>
<tr>
<td></td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>U.S. Government</td>
<td>3</td>
</tr>
<tr>
<td>V.</td>
<td>General Education Elective</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>**Total</td>
<td>25</td>
</tr>
</tbody>
</table>

Award Of Achievement in Fire Science Technology

Valencia's Award of Achievement in Fire Science Technology will provide beginning students with the entry-level skills needed to work as a fire inspector, and assist employed individuals in validating and upgrading their job skills.

The award is conferred after completion of the courses listed below, and can be applied toward the A.S. degree in Fire Science Technology. It is also strongly recommended that students attend three or more Continuing Professional Education workshops offered by Valencia as a means of strengthening their area(s) of technical specialization.

REQUIRED CREDIT COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFP 2200</td>
<td>Introduction to Fire Inspection</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2620</td>
<td>Fire Protection Systems and</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Extinguishing Agents</td>
<td></td>
</tr>
<tr>
<td>FFP 2300</td>
<td>Building Construction and</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Fundamentals</td>
<td></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</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Fire Service</td>
<td></td>
</tr>
<tr>
<td>FFP 2210</td>
<td>Fire Investigation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>**Total</td>
<td>18</td>
</tr>
</tbody>
</table>

All courses are required for state fire inspector certification. 40 hours of Continuing Professional Education are required for state recertification. Continuing Professional Education may come from workshops such as those listed below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPR/First Aid</td>
<td>Confined Space Awareness</td>
</tr>
<tr>
<td>First Responder</td>
<td>Blueprint Readings/Sprinkler Systems</td>
</tr>
<tr>
<td>Hazardous Materials Medical</td>
<td>Systems</td>
</tr>
<tr>
<td>Hazardous Materials Communications</td>
<td></td>
</tr>
<tr>
<td>Fire Inspector Exam Review</td>
<td></td>
</tr>
</tbody>
</table>
Graphics Technology and Specializations

Associate in Science

By providing students with theoretical and classroom experience which closely parallels on-the-job activities, this program prepares students for careers in the graphics industry. Two specializations are available within the program: Graphic Design Technology prepares students for employment as designers, commercial artists and computer graphic designers. Digital Pre-Publishing prepares students for employment in areas of computerized layout, pre-press production and entry level multimedia graphics.

A.S. degree seeking students must complete all mandated college preparatory courses in English, reading and mathematics.

**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><strong>EN 1041</strong></td>
<td>US Government I</td>
<td>3</td>
</tr>
<tr>
<td><strong>INP 1301</strong></td>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>GRA 1500</td>
<td>Introduction to Graphic Communication</td>
<td>3</td>
</tr>
<tr>
<td>*GRA 1530C</td>
<td>Fundamentals of Typography</td>
<td>3</td>
</tr>
<tr>
<td>*GRA 1540C</td>
<td>Layout, Design and Copy Preparation</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1303</td>
<td>Job Search</td>
<td>1</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 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>
</tbody>
</table>

**ADVANCED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*GRA 2577C</td>
<td>Adobe Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>*GRA 2740C</td>
<td>Graphic Presentation</td>
<td>3</td>
</tr>
<tr>
<td>*GRA 2942</td>
<td>Internship: Graphics or recommended elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**ADVANCED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*GRA 2546C</td>
<td>Advanced Graphic Design II</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>*GRA 2803 Computer Animation I</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2801</td>
<td>Computer Assisted Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>*GRA 1951</td>
<td>Portfolio Review</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Hours Required**: 64

**GENERAL EDUCATION REQUIREMENTS FOR THIS A.S. DEGREE**

I. Communications
   Freshman Composition I 3

II. Humanities or Fine Arts
   Visual Arts Today 3

III. Natural Science or Mathematics
   Student will select from Area III for A.S. Degree 3

IV. Social or Behavioral Science
   Psychology in Business and Industry 3

V. General Education Elective
   U.S. Government I 3

**Total**: 15

Digital Pre-Publishing Technology Specialization

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*ENC 1210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1020</td>
<td>Introduction to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>OST 1141</td>
<td>Computer Keyboarding</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 2536</td>
<td>Digital Typography</td>
<td>3</td>
</tr>
<tr>
<td>*GRA 2571C</td>
<td>Digital and Photolithographic Pre Press</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 2692C</td>
<td>Printing Problems</td>
<td>3</td>
</tr>
<tr>
<td>*GRA 2704C</td>
<td>Production Scheduling</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2991</td>
<td>Multimedia Graphics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Hours Required**: 64

**RECOMMENDED ELECTIVES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIL 1270</td>
<td>Introduction to Film Processing</td>
<td>3</td>
</tr>
<tr>
<td>+SPC 1600</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>+CGS 1000</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>*ART 1302C</td>
<td>Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>*MKA 2511</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>JOU 1420L</td>
<td>College Newspaper</td>
<td>3</td>
</tr>
</tbody>
</table>

**NOTE:**

+ These courses must be completed with a grade of "C" or higher.

* These courses have a prerequisite(s); check course description in Valencia Catalog.
Hospitality & Tourism Management

(Hospitality Management)
Associate in Science

Growth is expanding in the Hospitality Industry. Whether you might be interested in learning employable skills for the hospitality industry or upgrading your current talents, Valencia Community College may have a course that interests you. Courses presently offered are Education Institute courses through the American Hotel and Motel Association. Successful completers will receive a certificate from the AH&MA for each course completed and may elect to count these courses toward a variety of certifications offered by the American Hotel and Motel Association.

A.S. degree seeking students must complete all mandated college preparatory courses in English, reading and mathematics.

**GENERAL EDUCATION REQUIREMENTS FOR THIS A.S. DEGREE**

I. Communications
   Freshman Composition I
   
   II. Humanities or Fine Arts
       Introduction to Humanities

   III. Natural Science or Mathematics
        Student will select from Area III for A.S. Degree

   IV. Social or Behavioral Science
       Psychology in Business and Industry

   V. General Education Elective
       U.S. Government I

   Total

**FOUNDATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</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</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2223</td>
<td>Human Relations and Supervisory Development</td>
<td>3</td>
</tr>
<tr>
<td>HFT 1410</td>
<td>Front Office Management</td>
<td>3</td>
</tr>
<tr>
<td>INF 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>
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</table>

21

**INTERMEDIATE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>OST 1335</td>
<td>Business Communication</td>
<td>3</td>
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<tr>
<td>*ACG 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>HFT 2210</td>
<td>Hospitality Management</td>
<td>3</td>
</tr>
<tr>
<td>FSS 2222C</td>
<td>Quantity Food Production and Food Management</td>
<td>4</td>
</tr>
<tr>
<td>FSS 2251</td>
<td>Food and Beverage Management</td>
<td>3</td>
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<td>*Elective</td>
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22

**ADVANCED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>FSS 2500</td>
<td>Food and Beverage Cost Control</td>
<td>3</td>
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<tr>
<td>HFT 2600</td>
<td>Hospitality Law</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2942</td>
<td>Internship: Hospitality &amp; Tourism</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2500</td>
<td>Marketing and Sales in Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>SPN 1000</td>
<td>Basic Spanish or other Foreign Language</td>
<td>3</td>
</tr>
<tr>
<td>FOS 2201</td>
<td>Food Service Sanitation Management</td>
<td>3</td>
</tr>
<tr>
<td>*Math/Natural Science</td>
<td></td>
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</table>

21

Total Hours Required
64

NOTES:
1. HFT 1000 Introduction to the Hospitality and Tourism Industry may be substituted with HFT 1700 Introduction to Tourism

2. APA 1111 Basic Accounting may be substituted for ACG 2021
3. HFT 2210 Hospitality Management may be substituted with HFT 1300 Managing Housekeeping Operations.

4. Students will select elective hours from any Business, Computer Technology, Office Systems Technology or Hospitality Management courses. The following Hospitality Management courses are suggested: HFT 1300 Managing Housekeeping Operations, HFT 1700 Introduction to Tourism and HFT 2750 Convention Management and Service.

5. HFT 2500 Marketing and Sales in the Hospitality Industry may be substituted with HFT 2750 Convention Management and Service.

6. 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.

A.S. Degree seeking students must complete all mandated college prep courses in English, reading, and mathematics.

GENERAL EDUCATION REQUIREMENTS FOR THIS A.S. DEGREE

<table>
<thead>
<tr>
<th>I. Communications</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Freshman Composition I</td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>II. Humanities or Fine Arts</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Spanish or other Foreign Language</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>III. Natural Science or Mathematics</th>
<th>Credit Hours</th>
</tr>
</thead>
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<tr>
<td>Student will select from Area III for A.S. Degree</td>
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<table>
<thead>
<tr>
<th>IV. Social or Behavioral Science</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>V. General Education Elective</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 15

Award of Achievement in Hospitality and Tourism Management With Specialization in Convention Service Management

Valencia's Award of Achievement in Hospitality and Tourism Management with a specialization in Convention Service Management will provide beginning students with the entry-level skills and assist already employed individuals in validating and upgrading their job skills. Convention Service Management duties include managing: personnel, operations, safety, inventory, finances, and creative marketing.

The Award is conferred after the completion of courses listed below and can be applied toward an A.S. Degree in Hospitality and Tourism Management. It is strongly recommended that students also attend three or more Continuing Professional Education seminars offered by Valencia as a means of strengthening their area(s) of technical specialization.

REQUIRED CREDIT COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HFT 1000</td>
<td>Introduction to Hospitality &amp; Tourism Industry</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2223</td>
<td>Human Relations/Supervisory Development</td>
<td>3</td>
</tr>
<tr>
<td>+ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2500</td>
<td>Marketing &amp; Sales</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2750</td>
<td>Convention &amp; Management Services</td>
<td>3</td>
</tr>
<tr>
<td>*HFT 2930</td>
<td>Work Experience in Convention Services</td>
<td>1-3</td>
</tr>
</tbody>
</table>

Total 16-18

Continuing Professional Education may come from workshops such as those listed below:

- Teaching Customer Service
- Basic Life Support 'B'
- Effective Communication Skills
- Telephone Etiquette
- Managing Safety and OSHA Standards
- Leadership Development
- Using Computer Spreadsheet Reports
- Food Presentation, Nutrition and Amenity Design

Award of Achievement in Hospitality and Tourism Management With Specialization in Food Service Management

Valencia's Award of Achievement in Hospitality and Tourism Management with a specialization in Food Service Management will provide beginning students with the entry-level skills and assist already employed individuals in validating and upgrading their job skills. Food Service Management duties include managing: personnel, operations, safety, inventory, finances, and creative marketing.

The Award is conferred after the completion of courses listed below and can be applied toward an A.S. Degree in Hospitality and Tourism Management. It is strongly recommended that students also attend three or more Continuing Professional Education seminars offered by Valencia as a means of strengthening their area(s) of technical specialization.

REQUIRED CREDIT COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HFT 1000</td>
<td>Introduction to Hospitality &amp; Tourism Industry</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2223</td>
<td>Human Relations/Supervisory Development</td>
<td>3</td>
</tr>
<tr>
<td>+ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>FPS 2251</td>
<td>Food &amp; Beverage Management</td>
<td>3</td>
</tr>
<tr>
<td>FOS 2201</td>
<td>Food Service Sanitation Management</td>
<td>3</td>
</tr>
<tr>
<td>FSS 2222C</td>
<td>Quantity Food Production &amp; Food Management</td>
<td>4</td>
</tr>
<tr>
<td>*HFT 2930</td>
<td>Work Experience in Food Service</td>
<td>1-3</td>
</tr>
</tbody>
</table>

Total 20-22

Continuing Professional Education may come from the specialized workshops such as those listed below:

- Basic Life Support 'B'
- Teaching Customer Service
- Effective Communication Skills
- Leadership Development
- Food Presentation, Nutrition, and Amenity Design
- Food Managers ( Handlers) Certification Preparation Course
- Using Computer Spreadsheet Reports
- Managing Safety and OSHA Standards

78
**Award of Achievement in Hospitality and Tourism Management With Specialization in Front Office Management**

Valencia's Award of Achievement in Hospitality and Tourism Management with a specialization in Front Office Management will provide beginning students with the entry-level skills and assist already employed individuals in validating and upgrading their job skills. Front Office Management duties include providing quality customer service, administering a hotel front office, supervising personnel, and maximizing yield management.

The Award is conferred after the completion of college courses listed below and can be applied toward an A.S. Degree in Hospitality and Tourism Management. It is strongly recommended that students also attend three or more Continuing Professional Education seminars offered by Valencia as a means of strengthening their area(s) of technical specialization.

**REQUIRED CREDIT COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HFT 1000</td>
<td>Introduction to Hospitality &amp; Tourism Industry</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2223</td>
<td>Human Relations/Supervisory Development</td>
<td>3</td>
</tr>
<tr>
<td>+ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HFT 1410</td>
<td>Front Office Management</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2600</td>
<td>Hospitality Law</td>
<td>3</td>
</tr>
<tr>
<td>*HFT 2930</td>
<td>Internship in Front Office</td>
<td>1-3</td>
</tr>
</tbody>
</table>

**Total** 16-18

Continuing Professional Education may come from workshops such as those listed below:

- Effective Communication Skills
- Basic Life Support 'B'
- Using Computer Spreadsheet Reports
- Telephone Etiquette
- Upselling Sales Techniques
- Leadership Development
- Managing Safety and OSHA Standards
- Teaching Customer Service
- Forecasting & Yield Management
- Teambuilding

---

**Award of Achievement in Hospitality and Tourism Management With Specialization in Rooms Division Management**

Valencia's Award of Achievement in Hospitality and Tourism Management with a specialization in Rooms Division Management will provide beginning students with the entry-level skills and assist already employed individuals in validating and upgrading their job skills. Rooms Division Management duties include maintaining quality customer service and standards, administering programs and personnel, planning and executing training, and inventory control.

The Award is conferred after the completion of college courses listed below and can be applied toward an A.S. Degree in Hospitality and Tourism Management. It is strongly recommended that students also attend three or more Continuing Professional Education seminars offered by Valencia as a means of strengthening their area(s) of technical specialization.

**REQUIRED CREDIT COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HFT 1000</td>
<td>Introduction to Hospitality &amp; Tourism Industry</td>
<td>3</td>
</tr>
<tr>
<td>HFT 2223</td>
<td>Human Relations/Supervisory Development</td>
<td>3</td>
</tr>
<tr>
<td>+ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HFT 1300</td>
<td>Housekeeping Management</td>
<td>3</td>
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<tr>
<td>HFT 1410</td>
<td>Front Office Management</td>
<td>3</td>
</tr>
<tr>
<td>*HFT 2930</td>
<td>Internship in Rooms Division</td>
<td>1-3</td>
</tr>
</tbody>
</table>

**Total** 16-18

Continuing Professional Education may come from the specialized workshops such as those listed below:

- Managing Safety and OSHA Standards
- Basic Life Support 'B'
- Teaching Customer Service
- Leadership Development
- Effective Communication Skills
- Using Computer Spreadsheet Reports

---

+ These courses must be completed with a grade of "C" or higher.
* These courses have a prerequisite(s); check course description in Valencia Catalog
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.

A.S. degree seeking students must complete all mandated college preparatory courses in English, reading and mathematics.

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>++MAC 1104</td>
<td>College Algebra</td>
<td>3</td>
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<tr>
<td>*ETD 1320</td>
<td>Introduction to CADD</td>
<td>3</td>
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<tr>
<td>*SUR 1100C</td>
<td>Basic Surveying and Measurements (Surveying I)</td>
<td>4</td>
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<tr>
<td>SUR 2221</td>
<td>Professional Drafting for Surveyors</td>
<td>2</td>
</tr>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Elective (Area 2)</strong></td>
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TOTAL 21

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>++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>
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<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 (Surveying II)</td>
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TOTAL 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>
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<tr>
<td>*SUR 2640</td>
<td>Advanced Surveying Computations (Surveying III)</td>
<td>4</td>
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<tr>
<td>ETD 1350</td>
<td>Advanced CADD</td>
<td>3</td>
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<tr>
<td>**Electives</td>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL 25

Total Hours Required 64

NOTES:
++ Area 2 Humanities/Fine Arts for A.S. Degree

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

RECOMMENDED ELECTIVES

BCN 1272  Construction Blueprint Reading
PHY 1053C  Introductory Physics I
SUR 1600C  Surveying Calculations
SUR 2621  COGO CADD for Surveyors
SUR 2942  Internship: Surveying
AST 1002  Astronomy

GENERAL EDUCATION REQUIREMENTS FOR THIS A.S. DEGREE

I. Communications
   Freshman Composition I 3

II. Humanities or Fine Arts
   Student will select from Area II for A.S. Degree 3

III. Natural Science or Mathematics
     College Algebra 3

IV. Social or Behavioral Science
    Basic Economics 3

V. General Education Elective
    College Trigonometry 3

Total 15

* These courses must be completed with a grade of "C" or higher.
* These courses have a prerequisite(s); check course description in Valencia Catalog.
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.

A.S. degree seeking students must complete all mandated college preparatory courses in English, reading and mathematics.

### 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>BUL 2241</td>
<td>Business Law I</td>
<td>3</td>
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<tr>
<td>PLA 1105</td>
<td>Legal Research &amp; Theory I</td>
<td>3</td>
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<td>PLA 1506</td>
<td>Real Property I</td>
<td>3</td>
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<td>OST 1743</td>
<td>Electronic Writing I</td>
<td>1</td>
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### INTERMEDIATE COURSES

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<thead>
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<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>POS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
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<tr>
<td>*PLA 2516</td>
<td>Real Property II</td>
<td>3</td>
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<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>INF 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</td>
<td>3</td>
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<tr>
<td></td>
<td>Financial Accounting</td>
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<tr>
<td>*PLA 2206</td>
<td>Civil Litigation I</td>
<td>3</td>
</tr>
<tr>
<td>PLA 2226</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>
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<td></td>
<td></td>
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### ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLA 2433</td>
<td>Business Organizations</td>
<td>3</td>
</tr>
<tr>
<td>*PLA 2942</td>
<td>Internship: Legal Assisting or</td>
<td>3</td>
</tr>
<tr>
<td>PLA 2803</td>
<td>Family Law</td>
<td></td>
</tr>
<tr>
<td><strong>Humanities or Fine Arts Elective</strong></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Natural Science or Mathematics Elective</strong></td>
<td>3</td>
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</table>

Total Hours Required **15**

### RECOMMENDED ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJ 2230</td>
<td>Criminal Law and Legal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>*TAX 2000</td>
<td>Federal Income Tax</td>
<td>3</td>
</tr>
<tr>
<td>OST 2766</td>
<td>WordPerfect</td>
<td></td>
</tr>
<tr>
<td>CGS 1000</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>*ENC 1210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>RRE 1000</td>
<td>Real Estate Principles and Practices</td>
<td>3</td>
</tr>
<tr>
<td>*CGS 1061</td>
<td>Introduction to Micro Computers</td>
<td>3</td>
</tr>
</tbody>
</table>

### NOTES:
**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.**

### GENERAL EDUCATION REQUIREMENTS FOR THIS A.S. DEGREE

<table>
<thead>
<tr>
<th>I. Communications</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman Composition I</td>
<td></td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>II. Humanities or Fine Arts</th>
<th>Student will select from Area II for A.S. Degree</th>
<th>3</th>
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</table>

<table>
<thead>
<tr>
<th>III. Natural Science or Mathematics</th>
<th>Student will select from Area III for A.S. Degree</th>
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<table>
<thead>
<tr>
<th>IV. Social or Behavioral Science</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Psychology in Business and Industry</td>
<td></td>
<td>3</td>
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<tr>
<td>U.S. Government I</td>
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<table>
<thead>
<tr>
<th>V. General Education Elective</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>Fundamentals of Speech</td>
<td></td>
<td>3</td>
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</tbody>
</table>

Total **18**
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.

The program curriculum includes all courses that are required for the Nuclear Medicine Technology Associate in Science Degree. A minimum of "C" must be achieved in all courses identified in the program curriculum, including courses required for admission. Prerequisite courses required for admission into the program are: ENC 1101, BSC 1085, PSY 1012, HSC 1531, MAT 1033.

After being accepted into the Nuclear Medicine Technology Program, the courses in the curriculum are progressive in nature with one course building on the preceding course. Because of this progressive relationship, all courses in a session must be successfully completed with a grade of "C" or better in order to continue to the next semester. If a student achieves less than a "C" or withdraws before or after the college deadline, from any course that is required for the Nuclear Medicine Technology Associate in Science Degree, they will not be allowed to continue in the program.

Admission to the College does not imply acceptance to the Nuclear Medicine Technology Program, a specific application is required. The Department of Health and Public Service provides academic and career counseling and information about specific admission criteria.

A.S. degree seeking students must complete all mandated college preparatory courses in English, reading and mathematics.

Year I

SESSION 1 (Prerequisite for Admission)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
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</tr>
<tr>
<td>BSC 1085</td>
<td>Anatomy &amp; Physiology for Health Sciences I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
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<tr>
<td>HSC 1531</td>
<td>Medical Terminology</td>
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<td>MAT 1033</td>
<td>Intermediate Algebra</td>
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<td><strong>Total</strong></td>
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* These courses must be completed with a grade of "C" or higher.

Year II

SESSION 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>NMT 2723</td>
<td>Nuclear Medicine Technology Methodology II</td>
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<tr>
<td>NMT 2534C</td>
<td>Nuclear Medicine Technology Instrumentation I</td>
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<tr>
<td>NMT 2814</td>
<td>Nuclear Medicine Technology Clinical Education II</td>
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<tr>
<td>EMS 2525</td>
<td>Electrocardiology</td>
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SESSION 2

<table>
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<tr>
<th>Course</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>NMT 2733</td>
<td>Nuclear Medicine Technology III</td>
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<td>NMT 2535C</td>
<td>Nuclear Medicine Technology Instrumentation II</td>
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<tr>
<td>NMT 2824</td>
<td>Nuclear Medicine Technology Clinical Education III</td>
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SESSION 3

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>NMT 2061</td>
<td>Seminars in Nuclear Medicine Technology</td>
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</tr>
<tr>
<td>NMT 2844</td>
<td>Nuclear Medicine Technology Clinical Practicum</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Hours Required: 75

NOTES:

++ Student may select a course from Area 2 of the General Education requirements for an A.S Degree

** Students may select courses with a prefix other than NMT

GENERAL EDUCATION REQUIREMENTS FOR THIS A.S. DEGREE

I. Communications
   Freshman Composition I
   Credit Hours: 3

II. Humanities or Fine Arts
   Student will select from Area II for A.S. Degree
   Credit Hours: 3

82
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.

A.S. degree seeking students must complete all mandated college preparatory courses in English, reading and mathematics.

Prerequisites for Admission:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>BSC 1010C</td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+BSC 2093C</td>
<td>Human Anatomy and Physiology</td>
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</tr>
<tr>
<td>+BSC 2094C</td>
<td>Human Anatomy and Physiology</td>
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</tr>
</tbody>
</table>

Total: 12

LPN-RN Transition Track

This option is for LPNs (licensed 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>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 1010C</td>
<td>Biology</td>
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<tr>
<td>+BSC 2093C</td>
<td>Human Anatomy and Physiology</td>
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<tr>
<td>+BSC 2094C</td>
<td>Human Anatomy and Physiology</td>
<td>4</td>
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<tr>
<td>+NUR 1060C</td>
<td>Health and Physical Assessment</td>
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<tr>
<td>+NUR 1141C</td>
<td>Concepts and Practice of Medication</td>
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<tr>
<td>+HSC 2550</td>
<td>Pathophysiology</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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</tbody>
</table>

Total: 27

* These courses must be completed with a grade of "C" or higher.
* These courses have a prerequisite(s); check course description in Valencia Catalog.
INTERMEDIATE COURSES

*NUR 1000C Transition Into Professional Nursing 1
*NUR 2225C Adult Health II 4
*NUR 2522C Mental Health Nursing Concepts and Practices 4
+*ENC 1101 Freshman Composition I 3

ADVANCED COURSES

**HUM Humanities/Fine Arts Elective 3
Unrestricted Elective - outside of major 3
+NUR 2241C Adult Health III 4
+NUR 2464C Maternal Child Health II 4
+NUR 2733C Patient Care Management 4
+NUR 2811L Clinical Practicum in Nursing 2
Elective 1

Total Hours Required 60

NOTES:
1 Prerequisite courses for admission to LPN/RN Transition Program.
2 Student may select a course from Area 2 of the General Education requirements for an Associate in Arts degree.

GENERAL EDUCATION REQUIREMENTS FOR THIS A.S. DEGREE

I. Communications
Freshman Composition I 3

II. Humanities or Fine Arts
Student will select from Area II for A.S. Degree 3

III. Natural Science or Mathematics
Fundamentals of Biology I 4
Human Anatomy and Physiology I 4
Human Anatomy and Physiology II 4

IV. Social or Behavioral Science
General Psychology 3

V. General Education Elective
Developmental Psychology 3

Total 24

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.

A.S. degree seeking students must complete all mandated college preparatory courses in English, reading and mathematics.

FOUNDATION COURSES

Course Title Credit Hours
+*ENC 1101 Freshman Composition I 3
OST 1100 Beginning Typing 1 3
*OST 1271 Speedwriting 2 3
OST 1355 Introduction to Records Information 3
*OST 2401 Office Technology Practices 3
MTB 1103 Business Mathematics 3
GEB 1011 Introduction to Business 3

Total 21

INTERMEDIATE COURSES

*OST 1110 Intermediate Typing 2 3
OST Current Word Processing Software Course 3
*APA 1111 Basic Accounting 3
*OST 1335 Business Communications 3
*OST 1601 Machine Transcription 3
OST Current Spreadsheet Software Course 3

Total 19

ADVANCED COURSES

*OST 2120 Office Applications 2 2
OST 1108 Building Typing Speed and Accuracy 1 1
INP 1301 Psychology in Business and Industry 3
POS 1041 U.S. Government I 3
Electives Humanities/Fine Arts 3
Natural Sciences/Mathematics 3
Specialization 2

Total 24

NOTES:
1 Students with prior experience and/or instruction must enroll in OST 1100, satisfy this requirement through credit-by-exam.
2 Students with prior experience and/or instruction must enroll in OST 1271, satisfy this requirement through credit-by-exam or take and OST elective. To satisfy the OST 2272 requirement students must take OST 2272 or pass the course through credit-by-exam.
3 For appropriate class see courses earmarked with an asterisk in the OST list.
5. Students may select a course in Art, Foreign Language, Literature, Music, Humanities, Philosophy, Religion, Theater, Freshman Composition II.

6. 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.

7. Electives: Students must select elective courses within the Office Systems Technology Specialization totaling 9 credit hours. Electives may include OST 2944 Internship: Office Systems Technology or any other OST prefix course.

**GENERAL EDUCATION REQUIREMENTS FOR THIS A.S. DEGREE**

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<thead>
<tr>
<th>V. General Education Elective</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Government I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 15

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**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.

A.S. degree seeking students must complete all mandated college preparatory courses in English, reading and mathematics.

**FOUNDATION COURSES**

- **Course**
  - *ENC 1101 Freshman Composition I* 3
  - OST 1100 Beginning Typewriting 3
  - *OST 1271 Speedwriting I* 3
  - OST 1355 Introduction to Records Information 3
  - MTB 1103 Business Mathematics 3
  - CCJ 1020 Introduction to Criminal Justice 3
  - OST 2252 Legal Terminology 3

**INTERMEDIATE COURSES**

- *APA 111 Basic Accounting* 3
- OST 1110 Intermediate Typing 3
- *OST 2401 Office Technology Practices* 3
- BUL 2241 Business Law I 3
- OST 1335 Business Communications 3
- PLA 1105 Legal Research and Theory I 3

**ADVANCED COURSES**

- *OST 2431 Legal Office Procedures I* 3
- OST 2621 Law Office Transcription 3
- *OST 2432 Legal Office Procedures II* 3
- POS 1041 U.S. Government I 3
- SPC 1600 Fundamentals of Speech 3
- Electives Natural Sciences/Mathematics 3
- Electives Humanities or Fine Arts 3

**Total Hours Required:** 21

**NOTES:**

1. Students with prior experience and/or instruction must enroll in OST 1100, satisfy this requirement through credit-by-exam or take an OST elective. To satisfy the OST 1110 requirement students must take OST 1110 or pass the course through credit-by-exam.

2. Students who have taken a different system of shorthand or alphabetic notetaking may satisfy the OST 1271 requirement through credit-by-exam.


4. For appropriate class see courses earmarked with an asterisk in the OST list.

5. 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.

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

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</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>IV. Social or Behavioral Science</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Government I</td>
<td>3</td>
</tr>
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<table>
<thead>
<tr>
<th>V. General Education Elective</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 15

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* These courses must be completed with a grade of "C" or higher.
* These courses have a prerequisite(s); check course description in Valencia Catalog
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 an internship 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.

A.S. degree seeking students must complete all mandated college preparatory courses in English, reading and mathematics.

FOUNDATION COURSES

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tr>
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<td>OST 1257</td>
<td>Medical Terminology for the Office</td>
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<td>OST 2467</td>
<td>Intro to Body Systems for OST</td>
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<td>OST</td>
<td>Current Word Processing Software Course</td>
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<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
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<td>GEB 1011</td>
<td>Introduction to Business</td>
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INTERMEDIATE COURSES

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<td>Business Communications</td>
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<td>*OST 1611</td>
<td>Medical Transcription</td>
<td>3</td>
</tr>
<tr>
<td>*APA 1111</td>
<td>Basic Accounting</td>
<td>3</td>
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<td>INP 1301</td>
<td>Psychology in Business and Industry</td>
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</tr>
<tr>
<td>FOS 1041</td>
<td>U.S. Government I</td>
<td>3</td>
</tr>
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<td>*OST 1461</td>
<td>Medical Office Technology</td>
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ADVANCED COURSES

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<tr>
<td>OST 2468</td>
<td>Medisoft/Medical Manager</td>
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<tr>
<td>*OST</td>
<td>Current Medical Transcription Specialty</td>
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<tr>
<td>OST 2943</td>
<td>Internship: Medical Secretary/Transcriptionist</td>
<td>3</td>
</tr>
<tr>
<td>*OST 1355</td>
<td>Introduction to Records Information</td>
<td>3</td>
</tr>
<tr>
<td>*OST 2401</td>
<td>Office Technology Practices</td>
<td>3</td>
</tr>
<tr>
<td>*APA 1111</td>
<td>Basic Accounting</td>
<td>3</td>
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<tr>
<td>GEB 1101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Hours Required: 21

NOTES:
1. Students with prior experience and/or instruction must enroll in OST 1100, satisfy this requirement through credit-by-exam or take an OST elective. To satisfy the OST 1110 requirement students must take OST 1110 or pass the course through credit-by-exam.

2. For appropriate class(s) see courses earmarked with an asterisk in the OST course list.


4. For current medical transcription specialist, see OST list.

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

6. 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.

7. Electives: Students must select elective courses within the Office System Technology Specialization totaling 6 credit hours.

++ For students wanting to specialize in front office work in a medical office substitute with an OST course.

Specialized program courses are offered on the West Campus.

GENERAL EDUCATION REQUIREMENTS FOR THIS A.S. DEGREE

I. Communications

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>Freshman Composition I</td>
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II. Humanities or Fine Arts

Student will select from Area II for A.S. Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>Business Communications</td>
<td>3</td>
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<tr>
<td>Medical Transcription</td>
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<td>Basic Accounting</td>
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III. Natural Science or Mathematics

Student will select from Area III for A.S. Degree

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Psychology in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>U.S. Government I</td>
<td>3</td>
</tr>
</tbody>
</table>

IV. Social or Behavioral Science

Psychology in Business and Industry

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
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<td></td>
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V. General Education Elective

U.S. Government I

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 15

Office Systems Technology-
Word Processing Technology

Associate in Science

This program offers college-level training in automated office work/information processing systems. This includes mid-management levels and records management. Operators use computers and are versed in the latest word processing software programs.

A.S. degree seeking students must complete all mandated college preparatory courses in English, reading and mathematics.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>+*ENC 1101</td>
<td>Freshman Composition I</td>
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<tr>
<td>OST 1100</td>
<td>Beginning Typewriting</td>
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<tr>
<td>*OST 1355</td>
<td>Introduction to Records Information</td>
<td>3</td>
</tr>
<tr>
<td>*OST 2401</td>
<td>Office Technology Practices</td>
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<tr>
<td>*APA 1111</td>
<td>Basic Accounting</td>
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<tr>
<td>GEB 1101</td>
<td>Introduction to Business</td>
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<tr>
<td>MTB 1103</td>
<td>Business Mathematics</td>
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86
INTERMEDIATE COURSES

*OST 1110 Intermediate Typewriting 1 3
*OST 1601 Machine Transcription 3
*OST 1335 Business Communications 3
OST Current Word Processing Software Course 3
OST Current Desktop Publishing Software Course 3
OST Current Spreadsheet Software Course 3
JNP 1301 Psychology in Business and Industry 3

POWERED BY

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
Humanities/Fine Arts 3
Natural Science/Mathematics 3
2 Electives Within Major Specialization 6

Total Hours Required 63

NOTES:
1. Students with prior experience and/or instruction must enroll in OST 1100, satisfy this requirement through credit-by-exam or take an OST elective. To satisfy the OST 1110 requirement students must take OST 1110 or pass the course through the credit-by-exam.
2. Interested students are encouraged to take ACG 2021 Principles of Financial Accounting in lieu of APA 1111.
3. For appropriate class(s) see courses earmarked with an asterisk in the OST course list.
4. Students may select a course in Art, Foreign Language, Literature, Music, Humanities, Philosophy, Religion, Theater, Freshman Composition II.
5. 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.
6. Electives: Student must select one or more elective courses within the Office Systems Technology -Specialization totaling 6 credit hours. Electives may include OST 2944 Internship: Office Systems Technology.

GENERAL EDUCATION REQUIREMENTS FOR THIS A.S. DEGREE

I. Communications
   Freshman Composition I 3

II. Humanities or Fine Arts
    Student will select from Area II for A.S. Degree 3

III. Natural Science or Mathematics
     Student will select from Area III for A.S. Degree 3

IV. Social or Behavioral Science
    Psychology in Business and Industry 3

V. General Education Elective
    U.S. Government I 3

Total 15

Office Systems Specialist Certificate
Office Systems Specialist
Software Specialist
Legal Office Specialist
Medical Transcriptionist

These certificate programs are comprised of selected courses offered as a part of the Office Systems Technology Program. They are designed to provide the student with the fundamentals in typewriting, word processing, and business applications that will be valuable to the student working in a clerical position.

Office Systems Specialist Certificate
Office Systems Specialist (Specialization)

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Courses</th>
<th>Title</th>
<th>Credit Hours</th>
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<tr>
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<td>OST</td>
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INTERMEDIATE COURSES

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<td>OST 1355</td>
<td>Introduction to Records Information</td>
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<td>Office Technology Practices</td>
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<td>OST</td>
<td>Current Desktop Publishing Software Course 3</td>
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Total Hours Required 24

1. Students with prior experience and/or instruction must enroll in OST 1100, satisfy this requirement through credit-by-exam or take an OST elective. To satisfy the OST 1110 requirement students must take OST 1110 or pass the course through credit-by-exam.

2. For appropriate class(s) see courses earmarked with an asterisk in the OST course list.

Office Systems Specialist Certificate
Office Software Specialist (Specialization)

FOUNDATION COURSES

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<td>OST 1110</td>
<td>Intermediate Typewriting</td>
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<tr>
<td>OST</td>
<td>Current Word Processing Software Course²</td>
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ADVANCED COURSES

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<tr>
<td>OST</td>
<td>Current Word Processing Software Course²</td>
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<td>Current Software Application Software Course²</td>
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Total Hours Required: 9

1. Students with prior experience and/or instruction must enroll in OST 1100, satisfy this requirement through credit-by-exam or take an OST elective. To satisfy the OST 1110 requirement students must take OST 1110 or pass the course through credit-by-exam.

2. For appropriate class(s) see courses earmarked with an asterisk in the OST course list.

Office Systems Specialist Certificate
Medical Transcriptionist (Specialization)

FOUNDATION COURSES

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
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<td>Beginning Typewriting</td>
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<tr>
<td>OST</td>
<td>Current Word Processing Software Course²</td>
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<td>OST 2467</td>
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Total Hours Required: 9

INTERMEDIATE COURSES

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<tbody>
<tr>
<td>OST</td>
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<td>OST 1611</td>
<td>Medical Transcription</td>
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</tr>
<tr>
<td>OST 1110</td>
<td>Intermediate Typewriting</td>
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Total Hours Required: 9

ADVANCED COURSES

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>OST</td>
<td>Current Medical Transcription Specialty¹</td>
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<tr>
<td>OST 2468</td>
<td>Medisoft/Medical Manager</td>
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Total Hours Required: 6

1. Students with prior experience and/or instruction must enroll in OST 1100, satisfy this requirement through credit by exam or take an OST elective. To satisfy the OST 1110 requirement students must take OST 1110 or pass the course through credit-by-exam. To satisfy the OST 1611 requirement, students must take OST 1611 or pass the course through credit-by-exam. To satisfy the requirement for any medical transcription specialty, you must take the desired transcription specialty or pass the course through credit-by-exam.

2. For appropriate class(s) see courses earmarked with an asterisk in the OST course list.

3. For current medical transcription specialties, see the OST course list.

Office Systems Specialist Certificate
Legal Office Specialist (Specialization)

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tr>
<td>OST 1100</td>
<td>Beginning Typewriting</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</td>
<td>Current Word Processing Software Course²</td>
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Total Hours Required: 9

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<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>PLA 1105</td>
<td>Legal Research and Theory I</td>
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<tr>
<td>OST 1110</td>
<td>Intermediate Typewriting</td>
<td>3</td>
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Total Hours Required: 9

ADVANCED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>OST 2432</td>
<td>Legal Office Procedures II</td>
<td>3</td>
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<tr>
<td>OST 2621</td>
<td>Law Office Transcription</td>
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</table>

Total Hours Required: 6

1. Students with prior experience and/or instruction must enroll in OST 1100, satisfy this requirement through credit-by-exam or take an OST elective. To satisfy the OST 1110 requirement students must take OST 1110 or pass the course through credit-by-exam.

2. For appropriate class(s) see courses earmarked with an asterisk in the OST course list.

* These courses must be completed with a grade of "C" or higher.
* These courses have a prerequisite(s); check course description in Valencia Catalog.
Ornamental Horticulture Technology-Production Specialization

The production of plant materials is a multifaceted and dynamic area of the Horticulture Industry in Florida. Valencia offers a broad spectrum program with skills developing options, and experience for all the major plant producing areas of horticulture.

This program option is designed to train people for employment in both the greenhouse and nursery portions of our Horticulture Industry. Students are specially trained to operate and manage all types of plant productions programs and facilities. In addition, this production option offers skill development in scheduling of cultural practices, propagation techniques, production planning, diagnosis of plant problems, and systems analysis. Employment opportunities range from production specialists through operational managers to owner-operators.

A.S. degree seeking students must complete all mandated college preparatory courses in English, reading and mathematics.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Freshman Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ISC 1010C</td>
<td>Fundamentals of Biology</td>
<td>4</td>
</tr>
<tr>
<td>IOS 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>BOT 2010C</td>
<td>Botany</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1025C</td>
<td>Introduction to General Chemistry</td>
<td>4</td>
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INTERMEDIATE COURSES

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BOT 2501C</td>
<td>Plant Physiology</td>
<td>4</td>
</tr>
<tr>
<td>NP 1301</td>
<td>Psychology in Business and Industry or General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PLP 2220</td>
<td>Plant Propagation</td>
<td>3</td>
</tr>
<tr>
<td>PLP 2201</td>
<td>Plant Pathology</td>
<td>4</td>
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<tr>
<td>ORH 2251</td>
<td>Nursery Operations and Management Elective</td>
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</tr>
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ADVANCED COURSES

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<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SOS 2102</td>
<td>Soils and Fertilizers</td>
<td>3</td>
</tr>
<tr>
<td>AOM 2012</td>
<td>Types and Systems of Agricultural Operations</td>
<td>3</td>
</tr>
<tr>
<td>ENY 1007</td>
<td>Principles of Entomology</td>
<td>3</td>
</tr>
<tr>
<td>ORH 1873</td>
<td>Interiorscaping - Design And Maintenance Electives</td>
<td>6</td>
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<td><strong>Total</strong></td>
<td><strong>18</strong></td>
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Total Hours Required: 62

RECOMMENDED ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>AGG 2433</td>
<td>Geography and Agricultural Applications</td>
</tr>
<tr>
<td>FRC 2211C</td>
<td>Citrus Culture</td>
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<tr>
<td>HOS 2952</td>
<td>Selected Topics in Horticulture</td>
</tr>
<tr>
<td>IMP 1301</td>
<td>Pesticides</td>
</tr>
<tr>
<td>ORH 1234</td>
<td>Ornamental Plant Maintenance</td>
</tr>
<tr>
<td>ORH 2220</td>
<td>Turf Grass Culture</td>
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<td>ORH 2251</td>
<td>Nursery Operations and Management</td>
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<td>ORH 2274</td>
<td>Commercial Foliage Plant Production</td>
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<td>ORH 2281</td>
<td>Introduction to Orchidology</td>
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<tr>
<td>PMA 2502</td>
<td>Diagnostic Techniques for Plant Problems</td>
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<tr>
<td>VEC 1201</td>
<td>Introduction to Vegetable Gradening</td>
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<tr>
<td>ORH 1873</td>
<td>Interiorscaping, Design and Maintenance</td>
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<tr>
<td>ORH 2260</td>
<td>Greenhouses Operations and Management</td>
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</table>

1. Students must select an elective course (a minimum of 3 credit hours) from Area 2 of the General Education requirements for an A.S. degree.

GENERAL EDUCATION REQUIREMENTS FOR THIS A.S. DEGREE

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<thead>
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<th>Area</th>
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<tr>
<td>I.</td>
<td>Communications</td>
<td>Freshman Composition I</td>
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<tr>
<td>II.</td>
<td>Humanities or Fine Arts</td>
<td>Student will select from Area II for A.S. Degree</td>
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<tr>
<td>III.</td>
<td>Natural Science or Mathematics</td>
<td>Fundamentals of Biology</td>
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<td></td>
<td>Botany</td>
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<tr>
<td>IV.</td>
<td>Social or Behavioral Science</td>
<td>Psychology in Business and Industry or General Psychology</td>
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<tr>
<td>V.</td>
<td>General Education Elective</td>
<td>Introduction to General Chemistry</td>
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</table>

* These courses must be completed with a grade of "C" or higher.
* These courses have a prerequisite(s); check course description in Valencia Catalog.
Ornamental Horticulture
Technology-Maintenance &
Construction Specialization
Associate in Science

Landscape and Interiorscape maintenance and construction operations are very important and dynamic career endeavors in Florida’s Horticulture Industry. Valencia offers a very diverse, creative, and in-depth training option for our industry’s needs in the area of landscaping and interiorscaping. These options provide for skills development in design, maintenance and construction techniques and management. In addition, instruction and training addresses the areas of project analysis, diagnosis of plant problems and site situations, project planning, and expediting of materials and equipment. Employment opportunities range from technical specialists for design and maintenance through project managers to owner-operators.

A.S. degree seeking students must complete all mandated college preparatory courses in English, reading and mathematics.

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
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<td>HOS 1010</td>
<td>Introduction to Horticulture Science</td>
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<tr>
<td>*ORH 1510</td>
<td>Ornamental Plant Materials I</td>
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<td>or</td>
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<tr>
<td>*ORH 1511</td>
<td>Ornamental Plant Materials II</td>
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<tr>
<td>*ENV 1007</td>
<td>Principles of Entomology</td>
<td>3</td>
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<td>*BOT 2010C</td>
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| *CHM 1025C | Introduction to General Chemistry | 4 | 24

INTERMEDIATE COURSES

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<td>INP 1301</td>
<td>Psychology in Business and industry</td>
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<td>PSY 1012</td>
<td>General Psychology</td>
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<td>*PLP 2001</td>
<td>Plant Pathology</td>
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<td>*ORH 1234</td>
<td>Ornamental Plant Maintenance</td>
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<td>Landscape Construction</td>
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<td>AOM 2012</td>
<td>Types and Systems of Agricultural Operations</td>
<td>3</td>
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<tr>
<td>*ORH 1831</td>
<td>Landscaping - Design and Implementation</td>
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<td>or</td>
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<tr>
<td>*ORH 1873</td>
<td>Interiorscaping - Design and Maintenance</td>
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Total Hours Required 62

RECOMMENDED ELECTIVES

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<tr>
<td>AEB 2662</td>
<td>International Agricultural Economics</td>
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<td>AEB 2020</td>
<td>Ecological 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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<tr>
<td>*HOS 2932</td>
<td>Selected Topics in Horticulture</td>
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<td>IPM 1301</td>
<td>Pesticides</td>
</tr>
<tr>
<td>*ORH 2220</td>
<td>Turf Grass Culture</td>
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<tr>
<td>*ORH 1831</td>
<td>Landscaping-Design and Implementation</td>
</tr>
<tr>
<td>*ORH 2251</td>
<td>Nursery Operations and Management</td>
</tr>
<tr>
<td>*ORH 2281</td>
<td>Introduction to Orchidology</td>
</tr>
<tr>
<td>*ORH 2300</td>
<td>Flori-Crop Production and Use</td>
</tr>
<tr>
<td>PMA 2502</td>
<td>Flori-Crop Production and Use</td>
</tr>
<tr>
<td>*VEC 1201</td>
<td>Introduction to Vegetable Gardening</td>
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<tr>
<td>*ORH 1873</td>
<td>Interiorscaping, Design and Maintenance</td>
</tr>
<tr>
<td>ORH 2260</td>
<td>Greenhouse Operations and Management</td>
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</tbody>
</table>

1. Students must select an elective course (a minimum of 3 credit hours) from Area 2 of the General Education requirements for an A.S. degree.

GENERAL EDUCATION REQUIREMENTS FOR THIS A.S. DEGREE

<table>
<thead>
<tr>
<th>I. Communications</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>Freshman Composition I</td>
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<table>
<thead>
<tr>
<th>II. Humanities or Fine Arts</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>Student will select from Area II for A.S. Degree</td>
<td>3</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>III. Natural Science or Mathematics</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of Biology</td>
<td>4</td>
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<tr>
<td>Botany</td>
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<table>
<thead>
<tr>
<th>IV. Social or Behavioral Science</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Psychology in Business and Industry or General Psychology</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>V. General Education Elective</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to General Chemistry</td>
<td>4</td>
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</table>

Total 21
Radiography

Associate in Science

his 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 clinical procedures for the diagnosis and treatment of injury or disease.

adiography is a challenging and growing profession with additional career opportunities in computed tomography, magnetic resonance imaging, mammography, angiography, and ultrasound. 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.

he program is accredited by the Joint Review Committee on Education in Radiologic Technology. Graduates are eligible to take the national certifying examination administered by the American Registry of Radiologic Technologists.

he identified courses in the program curriculum includes all courses that are required for Radiography Associate in Science degree. A minimum grade of C must be achieved in all courses of the program curriculum including prerequisite courses required for admission. Prerequisite courses required for admission into the program are: ENC 1101, BSC 1085, PSY 1012, ISC 1531, MAT 1033.

fter being accepted into the Radiography Program, the courses in the curriculum are progressive in nature with one course building on the preceding course. Because of this progressive relationship, all courses in a session must be successfully completed with a grade of "C" or better in order to continue to the next session. If a student achieves less that a "C" or withdraws before or after the college deadline, from any course that is required for the Radiography Associate in Science degree, they will not be allowed to continue in the program.

Admission to the College does not imply acceptance to the Radiography Program, a specific application is required. The Department of Health and Public Service provides academic and career counseling and information about specific admissions criteria.

A.S. degree seeking students must complete all mandated college preparatory courses in English, reading and mathematics.

Year I

SESSION 1 (Prerequisite for Admission)

<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</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>for Health Sciences I</td>
<td></td>
</tr>
<tr>
<td>PSY 1012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1531</td>
<td>Medical Terminology</td>
<td>3</td>
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<tr>
<td>MAT 1033</td>
<td>Intermediate Algebra</td>
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</table>

* These courses must be completed with a grade of "C" or higher.
* These courses have a prerequisite(s); check course description in Valencia Catalog.

SESSION 2 (First Semester After Admission)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BSC 1086</td>
<td>Anatomy &amp; Physiology for</td>
<td>3</td>
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<tr>
<td></td>
<td>Health Sciences II</td>
<td></td>
</tr>
<tr>
<td>NUR 1060</td>
<td>Health and Physical Assessment</td>
<td>3</td>
</tr>
<tr>
<td>RTE 2385</td>
<td>Radiation Biology and Protection</td>
<td>2</td>
</tr>
<tr>
<td>HSC 1230</td>
<td>Methods of Patient Care</td>
<td>2</td>
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<tr>
<td>PHY 1007</td>
<td>Physics</td>
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SESSION 5

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<tr>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>RTE 1000</td>
<td>Introduction to Radiography</td>
<td>2</td>
</tr>
<tr>
<td>RTE 2418</td>
<td>Principles of Radiography I</td>
<td>2</td>
</tr>
<tr>
<td>RTE 2503</td>
<td>Radiologic Procedures I</td>
<td>2</td>
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<tr>
<td>RTE 2804</td>
<td>Radiologic Clinical Education I</td>
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<td></td>
<td>Elective - Humanities or Fine Arts</td>
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Year II

SESSION 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>RTE 2514</td>
<td>Radiologic Clinical Education II</td>
<td>5</td>
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<tr>
<td>RTE 2513</td>
<td>Radiologic Procedures II</td>
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<td>RTE 2457</td>
<td>Principles of Radiography II</td>
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SESSION 2

<table>
<thead>
<tr>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>RTE 2824</td>
<td>Radiologic Clinical Education III</td>
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<tr>
<td>RTE 2523</td>
<td>Radiologic Procedures III</td>
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<td>RTE 2563</td>
<td>Principles of Radiography III</td>
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<td></td>
<td>Elective - Outside of Field</td>
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SESSION 3

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<tbody>
<tr>
<td>RTE 2834</td>
<td>Radiologic Clinical Education IV</td>
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<td>RTE 2533</td>
<td>Radiologic Procedures IV</td>
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SESSION 4

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<tbody>
<tr>
<td>RTE 2844</td>
<td>Radiologic Clinical Education V</td>
<td>3</td>
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<td></td>
<td></td>
<td>3</td>
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</table>

Total Hours Required 77

NOTES:
* Student may select a course from Area 2 of the General Education requirements for an AS Degree
** Student may select courses with a prefix other than RTE

GENERAL EDUCATION REQUIREMENTS FOR THIS A.S. DEGREE

I. Communications
   Freshman Composition I 3

II. Humanities or Fine Arts
   Student will select from Area II for A.S. Degree 3

91
III. Natural Science or Mathematics
   Intermediate Algebra 3
   Physics 4
   Anatomy and Physiology for Health Sciences I 3
   Anatomy and Physiology for Health Sciences II 3

IV. Social or Behavioral Science
   General Psychology 3

V. General Education Elective
   Student will select from Area II for A.S. Degree 3

Total 25

Freshman Year*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>&quot;BSC 1010C&quot;</td>
<td>General Biology</td>
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<td>&quot;ENC 1101&quot;</td>
<td>Freshman Composition I</td>
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<tr>
<td>&quot;MAT 1033&quot;</td>
<td>Intermediate Algebra</td>
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</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&quot;MAC 1104&quot;</td>
<td>College Algebra</td>
<td></td>
</tr>
<tr>
<td>&quot;BSC 2093C&quot;</td>
<td>Anatomy &amp; Physiology I</td>
<td>4</td>
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<tr>
<td>&quot;BSC 2094C&quot;</td>
<td>Anatomy &amp; Physiology II</td>
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<tr>
<td>&quot;PHY 1007C&quot;</td>
<td>Physics</td>
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</tr>
<tr>
<td>&quot;RET 1025C&quot;</td>
<td>Principles of Respiratory Care</td>
<td>6</td>
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<tr>
<td>&quot;RET 1275C&quot;</td>
<td>Clinical Care Techniques</td>
<td>4</td>
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<tr>
<td>&quot;RET 2350&quot;</td>
<td>Pharmacology</td>
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<tr>
<td>&quot;RET 1485C&quot;</td>
<td>Cardiopulmonary Physiology</td>
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<tr>
<td>&quot;RET 1264C&quot;</td>
<td>Principles of Mechanical Ventilation</td>
<td>4</td>
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<tr>
<td>&quot;RET 1874L&quot;</td>
<td>Clinical Practicum I</td>
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*Twelve calendar months

Sophomore Year

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<th>Credit Hours</th>
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<tbody>
<tr>
<td>&quot;ENC 1102&quot;</td>
<td>Freshman Composition II</td>
<td>3</td>
</tr>
<tr>
<td>&quot;PSY 1012&quot;</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>&quot;RET 1875L&quot;</td>
<td>Clinical Practicum II</td>
<td>4</td>
</tr>
<tr>
<td>&quot;RET 2876L&quot;</td>
<td>Clinical Practice III</td>
<td>4</td>
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<tr>
<td>&quot;RET 1295C&quot;</td>
<td>Chest Medicine</td>
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</tr>
<tr>
<td>&quot;RET 1450C&quot;</td>
<td>Basic Physiological Monitoring</td>
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<tr>
<td>&quot;RET 2244C&quot;</td>
<td>Life Support</td>
<td>3</td>
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<tr>
<td>&quot;RET 2714C&quot;</td>
<td>Pediatric Respiratory Care Elective</td>
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</table>

Total Hours Required 76

NOTES:
BSC 1010C Fundamentals of Biology is a prerequisite to Anatomy and Physiology I and II.
MAT 1033 Intermediate Algebra is a prerequisite or co-requisite to Physics.
MAC 1104 College Algebra is a university required math.
Respiratory Care is a selective admission, limited enrollment program. Must apply and be accepted into the program.

GENERAL EDUCATION REQUIREMENTS FOR THIS A.S. DEGREE

I. Communications
   Freshman Composition I 3

II. Humanities or Fine Arts
   Freshman Composition II 3

III. Natural Science or Mathematics
   Intermediate Algebra or College Algebra 3
   Anatomy and Physiology I 4
   Anatomy and Physiology II 4
   Physics 4

IV. Social or Behavioral Science
   General Psychology 3

V. General Education Elective
   General Biology 4

Total 28

*These courses must be completed with a grade of "C" or higher.
*These courses have a prerequisite(s); check course description in Valencia Catalog.
Small Business Management Certificate Program

This program is designed for students who seek to start and run their own small businesses. The program provides training or both first-time students and experienced employees who wish to become entrepreneurs. The course provides proficiency and will help students develop managerial knowledge and become valuable assets for their own 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.

A.S. degree seeking students must complete all mandated college preparatory courses in English, reading and mathematics.

Small Business Management

FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MAN 1800</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
</tbody>
</table>

INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUL 2241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>APA 1111</td>
<td>Basic Accounting</td>
<td>3</td>
</tr>
</tbody>
</table>

ADDITIONAL COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Specialization Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Specialization Elective</td>
<td>3</td>
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</table>

Total Hours Required 21

RECOMMENDED ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>SMB 1101</td>
<td>Starting and Managing a Small Business</td>
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</tr>
<tr>
<td>OST 1743</td>
<td>Electronic Writing I</td>
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<tr>
<td>OST 1744</td>
<td>Electronic Writing II</td>
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<tr>
<td>SBM 1146</td>
<td>Small Business Marketing</td>
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</tr>
<tr>
<td>SBM 1101</td>
<td>Starting &amp; Managing a Small Business</td>
<td>1</td>
</tr>
<tr>
<td>ACG 2021</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
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<tr>
<td>ACG 2071</td>
<td>Principles of Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2242</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
<td>3</td>
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<tr>
<td>MKK 2021</td>
<td>Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>OST 1333</td>
<td>Business Communications</td>
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</table>

Small Business Management Marketing Specialization

FOUNDATION COURSES

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<th>Title</th>
<th>Credit Hours</th>
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<tr>
<td>EEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MAN 1800</td>
<td>Small Business Management</td>
<td>3</td>
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INTERMEDIATE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BUL 2241</td>
<td>Business Law I</td>
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<td>APA 1111</td>
<td>Basic Accounting</td>
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ADDITIONAL COURSES

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<th>Course</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
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<td></td>
<td>Specialization Elective</td>
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<tr>
<td></td>
<td>Specialization Elective</td>
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</tbody>
</table>

Total Hours Required 21

+ These courses must be completed with a grade of "C" or higher.

* These courses have a prerequisite(s); check course description in Valencia Catalog.
ADVERTISED ELECTIVES
MKA 1930 Business Opportunities in the Former Soviet Union
FIN 1611 Basics of International Banking & Finance
MAR 2140 International Marketing
SBM 1164 International Law
SPC 1700 Cross Cultural Communications
MKA 2241 International Marketing & Distribution
FIN 2612 International Banking and Finance

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.

A.S. degree seeking students must complete all mandated college preparatory courses in English, reading and mathematics.

FOUNDATION COURSES
Course Title Credit Hours
ENC 1101 Freshman Composition I 3
THE 1020 Introduction to Theater 3
CGS 1061 Introduction to Microcomputers 3
TPA 1210 Basic Stagecraft I 3
INP 1301 Psychology in Business and Industry 3
*Natural Science OR Mathematics 3

18

INTERMEDIATE COURSES
*TPA 2250 AUTOCAD for Entertainment Industry 3
TPA 2220 Introduction to Stage Lighting 4
POS 1041 U.S. Government I 3
*ENC 1210 Technical Communication 3
TPA 1211 Basic Stagecraft II 3
TPA 2260 Sound for the Stage 4
TPA 1200 Costume Techniques and Wardrobe Practices or Makeup for the Stage 3

23

NOTES:
* Students must select a course 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.

RECOMMENDED ELECTIVES
TPP 1110 Acting I 3
TPP 1111 Acting II 3

Specialized program courses are offered on East Campus.

GENERAL EDUCATION REQUIREMENTS FOR THIS A.S. DEGREE

I. Communications
   Freshman Composition I 3

II. Humanities or Fine Arts
   Introduction to Theater 3

III. Natural Science or Mathematics
   Student will select from Area III for A.S. Degree 3

IV. Social or Behavioral Science
   Psychology in Business and Industry 3

V. General Education Elective
   U.S. Government I 3

Total 15

+ These courses must be completed with a grade of "C" or higher.
* These courses have a prerequisite(s); check course description in Valencia Catalog.
Award of Achievement in Theater and Entertainment Technology

Valencia's Award of Achievement in Theater and Entertainment Technology will provide beginning students with the entry-level skills needed to work as a theater/entertainment technician, and assist already employed individuals in validating and upgrading their job skills.

The award is conferred after completion of the college courses listed below, and can be applied toward the A.S. Degree in Theater and Entertainment. It is strongly recommended that students also attend three or more continuing Professional Education Seminars offered by Valencia as a means of strengthening their area(s) of technical specialization.

REQUIRED CREDIT COURSES

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>GPA 1210</td>
<td>Basic Stagecraft I</td>
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<td>GPA 1211</td>
<td>Basic Stagecraft II</td>
<td>3</td>
</tr>
<tr>
<td>GPA 2220</td>
<td>Introduction to Stage Lighting</td>
<td>4</td>
</tr>
<tr>
<td>GPA 2260</td>
<td>Sound for the Stage</td>
<td>4</td>
</tr>
<tr>
<td>GPA 2290</td>
<td>Technical Theater Production</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 17

Continuing Professional Education may come from workshops such as those listed below:

- Stage Rigging
- Flying for the Theater
- Scenery Budgeting and Bidding
- Scenery Painting
- Scenery for the Outdoor Stage
- Scenic Special Effects
- Projections as Stage Scenery
- Video Lighting
- Exotic Materials for Scenic
- Lighting Design for Dance Construction
- Budgeting for Convention
- Hydraulics and Tracking for Lighting the Stage
- Lighting Design for Rock
- Computers and Entertainment And Roll Lighting
- Special Effects Makeup
- Special Effects in Theatrical
- MIDI and SMFTE Lighting
- Digital Audio
- Lighting Demands of the Touring Show
- Automatronics for Stage And Film
- Show Requirements for the Master Electrician

+ These courses must be completed with a grade of "C" or higher.
* These courses have a prerequisite(s); check course description in Valencia Catalog.
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.

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.
Transferrability 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 transferrable.

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) 468 6402 or Suncom 278 6402.

Anthropology
Art
Biology
Business

Career Development
Chemistry
Computer Science/
Data Processing
Construction
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 and Fitness
Health Related
History

Horticulture

Hospitality and Tourism
Humanities
Interdisciplinary
Studies
Journalism
Legal Assisting
Logic
Mathematics

Military Science
Music

Nuclear Medicine
Nursing
Nutrition
Philosophy
Physical and Earth Science

Physical Education

Physics
Political Science
Portuguese
Psychology

Radiography
Reading
Real Estate
Respiratory Care
Social Science
Sociology
Spanish
Speech
Student Life Skills
Surveying
Television
Theater

FFP
FRE
GEA
GER
GRA
HSC
HLD
HSC
AFA, AMH, EUH, HIS
AEB, AGE, AGG, AOM, BOT, ENY, FRC, IPM, HOS, ORH, PIP, PLS, SOS, VEC
POS, FSS, HFT
HUM, REL
IDS
JOU, MMC
PLA
PHI
MAC, MAE, MAP, MAS, MAT, MGF, MHF, MTB, STA
MIS
MUE, MUL, MUN,
MUS, MUT, MVK,
MVS, 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
RTE
REA
REE
RET
AFB, ISS
SYG
SPN, SPW
ORL, SPC
SLS
SUR
RTV
TPA, TPP

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### Anthropology

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<th>Course</th>
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<tr>
<td>ANT2000</td>
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<tr>
<td>INTRODUCTORY ANTHROPOLOGY</td>
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<tr>
<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>
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<tr>
<td>ANT2000H</td>
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<tr>
<td>INTRODUCTION TO ANTHROPOLOGY - HONORS</td>
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<tr>
<td>Same as ANT2000 with honors level content. Honors program permission required.</td>
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<tr>
<td>ANT2930</td>
<td>1-3</td>
<td>variable</td>
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<tr>
<td>SELECTED TOPCS IN ANTHROPOLOGY</td>
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<tr>
<td>Prerequisite: Departmental approval. Selected topics in anthropology based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. Can be repeated for up to 3 hours of credit.</td>
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### Art

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<tr>
<td>ARH1009</td>
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<tr>
<td>THE VISUAL ARTS TODAY</td>
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<tr>
<td>Introductory art appreciation course designed to provide student with foundation for understanding contemporary visual arts.</td>
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<tr>
<td>INTRODUCTION TO ART HISTORY I</td>
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<tr>
<td>Survey of development of visual art forms from prehistory through Middle Ages.</td>
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<tbody>
<tr>
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<td>variable</td>
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<tr>
<td>SELECTED TOPCS IN ART</td>
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<tr>
<td>Prerequisite: Departmental approval. Selected topics in art based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. Can be repeated for up to 3 hours of credit.</td>
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<tr>
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<tr>
<td>DESIGN I</td>
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<tr>
<td>Introduction to studio art through analytical use of elements and principles of two-dimensional design and color theory. Includes extra periods.</td>
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<tr>
<td>DESIGN II</td>
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<tr>
<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>
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<tr>
<td>ART1301C</td>
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<tr>
<td>DRAWING I</td>
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<tr>
<td>Introduction to basic skills, concepts, methods, and tools. Emphasis on increasing powers of visual observation and drawing from life. Includes extra periods. (Special Fee)</td>
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<tr>
<td>ART1302C</td>
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<tr>
<td>DRAWING II</td>
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<tr>
<td>Continuation of ART 1301C with emphasis on further development of technique and articulation of space, volume, mass, tonal value, and composition. Includes extra periods. (Special Fee)</td>
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<tr>
<td>ART1933</td>
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<tr>
<td>FUNDAMENTALS OF CREATIVE THINKING</td>
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<tr>
<td>An introductory course designed to encourage creative thinking and problem solving for students across disciplines through group and individual activities. The course will include a study of characteristics of a creative mind, the creative process, creative problem solving, assessing and increasing growth of creative potential.</td>
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<tr>
<td>ART2051</td>
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<tr>
<td>INTRODUCTION TO ART HISTORY II</td>
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<tr>
<td>Prerequisite: ENC1101 or ENC 1101H. Survey of development of visual arts from Renaissance to present. Requires 6,000 words of writing.</td>
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<tbody>
<tr>
<td>ART2110C</td>
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<tr>
<td>CERAMICS I</td>
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<tr>
<td>Introductory course in pottery design: handbuilding techniques, glazing and firing. Includes extra periods. (Special Fee)</td>
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<tr>
<td>ART2111C</td>
<td>3</td>
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<tr>
<td>CERAMICS II</td>
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<tr>
<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>
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<th>Course</th>
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<tbody>
<tr>
<td>ART2400C</td>
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<tr>
<td>PRINTMAKING I</td>
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<tr>
<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>
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<tbody>
<tr>
<td>ART2401C</td>
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<tr>
<td>PRINTMAKING II</td>
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<tr>
<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>
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</tbody>
</table>
ART2510C 3 3 3
PAINTING I
Prerequisites: ART 1301C and ART 1201C departmental approval. Introduction to basic concepts and techniques of painting. Emphasis on color mixing, exploration of form and illusionistic space through observation. Includes extra periods. (Special Fee)

ART2520C 3 3 3
PAINTING II
Prerequisite: ART 2510C. Painting basics are reviewed through continued exploration into technique, color and composition. Prepares student for more advanced painting through a series of more elaborate and long-term projects. Includes extra periods. (Special Fee)

ART2701C 3 3 3
SCULPTURE I
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)

ART2800C 1-6 variable
SELECTED TOPICS IN ART
Seminars for students interested in further study in specific art area.

ART2943 2-4 variable
INTERNSHIP : ART
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 2-4 variable
SPANISH ART
Prerequisite: Departmental approval. Combination of classroom preparation plus travel to include sketching, painting, native crafts, etc. Taught only in Seville, Spain.

PGY2401C 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)

PGY2401C 3 3 3
PHOTOGRAPHY II
Prerequisite: PGY 2401C. Continuation of PGY 2401C with emphasis on imagery, content and refinement of techniques of medium. Includes extra periods. (Special Fee)

PGY2930 1-3 variable
SELECTED TOPICS IN PHOTOGRAPHY
Prerequisite: Departmental approval. Selected topics in photography based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. May be repeated for up to 3 hours of credit.

Biology

BOT2010C 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. Six hours lecture/lab instruction. (Special Fee)

BOT2932 1-3 variable
SELECTED TOPICS IN BOTANY
Prerequisite: Departmental approval. Selected topics in botany based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. Can be repeated for up to 3 hours of credit.

BSC1000L 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 BSC 1005 OR BSC 1050.

BSC1005 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 4 3 3
FUNDAMENTALS OF BIOLOGY I
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. Six hours lecture/lab instruction. (Special Fee)

BSC1010CH 4 3 3
FUNDAMENTALS OF BIOLOGY - HONORS
Same as BSC 1010C with honors content. Honors program permission required.
BSC101C
FUNDAMENTALS OF BIOLOGY II
Prerequisite: BSC101C. A continuation of BSC101C.
Includes an analysis of biological systems at the organismal and supraorganismal levels: Unity and diversity of life, organismal structure and function. Will examine such topics as: Darwinism, origin of life, diversity and origin of Eukaryotes, evolution and diversity of the five kingdoms; animal and plant morphology, reproduction, development of animal behavior, population biology and ecology.

BSC1026
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, menopause and aging. Other appropriate areas may be discussed when time permits.

BSC1050
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
HUMAN ANATOMY AND PHYSIOLOGY I
Prerequisite: 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
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. Six hours lecture/lab instruction. (Special Fee)

BSC2933
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
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
MICROBIOLOGY
Prerequisite: BSC 1010C. Survey of microbial forms with emphasis on bacteria: morphology, physiology and genetic mechanisms. Pathogenic processes and microbes discussed in detail. (Special Fee)

MCB2930
SELECTED TOPICS IN MICROBIOLOGY
Prerequisite: Departmental approval. Selected topics in oceanography based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. Can be repeated for up to 3 hours of credit.

OCB2003C
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)

OCB2930
SELECTED TOPICS IN MARINE BIOLOGY
Prerequisite: Departmental approval. Selected topics in marine biology based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. Can be repeated for up to 3 hours of credit.

PCB1440
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
FLORIDA ENVIRONMENTAL SYSTEMS-HONORS
Same as PCB 1440 with honors content. Honors program permission required.

PCB2303C
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)
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<td>PCB2304</td>
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<tr>
<td>NATURAL HISTORY OF FLORIDA RIVERS</td>
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<tr>
<td>Field ecology course. Topics include plants, animals, water chemistry, stream flow dynamics, fresh water resources and management and pollution. All-day field trip required.</td>
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<td>NATURAL HISTORY OF FLORIDA MANATEES</td>
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<tr>
<td>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.</td>
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<tbody>
<tr>
<td>PCB2342</td>
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<tr>
<td>NATURAL HISTORY OF COASTAL SEA GRASS COMMUNITIES</td>
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<tr>
<td>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.</td>
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<td>PCR2930</td>
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<tr>
<td>SELECTED TOPICS IN ECOLOGY</td>
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<tr>
<td>Prerequisite: Departmental approval. Selected topics in ecology based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. May be repeated for up to 3 hours of credit.</td>
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<td>GENERAL ZOOLOGY</td>
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<tr>
<td>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)</td>
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<tr>
<td>ZOO2010CH</td>
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<tr>
<td>GENERAL ZOOLOGY - HONORS</td>
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<tr>
<td>Same as ZOO 2013C with honors content. Honors program permission required.</td>
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<tr>
<td>ZOO2303C</td>
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<tr>
<td>VERTEBRATE ZOOLOGY</td>
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</tr>
<tr>
<td>Prerequisites: BSC 1010C and ZOO 2010C 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)</td>
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<tbody>
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<td>ZOO2930</td>
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<tr>
<td>SELECTED TOPICS IN ZOOLOGY</td>
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<tr>
<td>Prerequisite: Departmental approval. Selected topics in zoology based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. May be repeated for up to 3 hours of credit.</td>
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**Business**

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<td>ACG2021</td>
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<tr>
<td>PRINCIPLES OF FINANCIAL ACCOUNTING</td>
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<tr>
<td>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.</td>
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<td>ACG2071</td>
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<tr>
<td>PRINCIPLES OF MANAGERIAL ACCOUNTING</td>
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<tr>
<td>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.</td>
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<tr>
<td>INTERMEDIATE ACCOUNTING I</td>
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<tr>
<td>Prerequisite: ACG 2071. Overview of accounting and its theoretical foundation, including recognition, measurement, and reporting of income and assets.</td>
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<tr>
<td>INTERMEDIATE ACCOUNTING II</td>
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<tr>
<td>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.</td>
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<td>COST ACCOUNTING</td>
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<tr>
<td>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.</td>
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<td>COST ACCOUNTING</td>
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<tr>
<td>Prerequisite: ACG 2021. 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.</td>
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<td>COMPUTER ACCOUNTING II</td>
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<td>TRUST OPERATIONS</td>
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<tr>
<td>Prerequisite: ACG 2071 or departmental approval.</td>
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<td></td>
<td>Presents concepts and ideas that comprise various trust functions and their translations into workable procedures.</td>
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<tr>
<td>Introduction to use of Lotus spreadsheets in accounting.</td>
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<td></td>
<td>Focus on development of knowledge and attitudes required to perform various tasks within trust function.</td>
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<tr>
<td>Students use Lotus spreadsheets to complete accounting cycle, prepare financial statements and reports, and perform financial analysis.</td>
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<td>American Institute of Banking course for employees of commercial banks.</td>
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<td>SECURITIES PROCESSING</td>
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<tr>
<td>Prerequisite: MTB 1103 or equivalent. Instruction and practice in fundamentals of financial recordkeeping and reporting for professionals, service and merchandising enterprises.</td>
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<td></td>
<td>For bank operations personnel who wish to develop broad knowledge of securities business and its application to banking environment.</td>
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<tr>
<td>APA2934</td>
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<td>SELECTED TOPICS IN ACCOUNTING</td>
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<td>CUSTOMER SERVICE</td>
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<tr>
<td>For students interested in discussion, exploration and observation of special topics in accounting.</td>
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<td></td>
<td>Emphasis is placed on the development of better communication skills to benefit employees, customers, and the bank. Effective methods of establishing contact, employing customer needs, defining and resolving problems, and the closing the encounter is stressed.</td>
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<td>APA2949</td>
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<td>BAN1425</td>
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<td>COOPERATIVE EDUCATION: ACCOUNTING FIELD</td>
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<td>SELLING BANK SERVICES</td>
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<tr>
<td>Prerequisite: Departmental approval. Students earn credit by working in supervised training assignment directly related to college major. May be repeated for credit.</td>
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<td>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.</td>
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<td>BAN1004</td>
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<td>PRINCIPLES OF BANKING</td>
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<td>LAW AND BANKING: PRINCIPLES</td>
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<tr>
<td>Principle aspects of banking, fundamentals of negotiable instruments, contemporary issues and developments within the industry are emphasized. An American Institute of Banking course for employees of commercial banks.</td>
<td></td>
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<td></td>
<td>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.</td>
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<tr>
<td>DEPOSIT OPERATIONS</td>
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<td>LAW AND BANKING: APPLICATIONS</td>
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<tr>
<td>Deposit Operations covers U.S. payment systems, banking laws and regulations, and current industry practices. Bank deposit-taking activities, bank manage deposit funds, and the interbank EFT systems are examined. An American Institute of Banking course for employees of commercial banks.</td>
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<td>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.</td>
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<td>CORPORATE SECURITIES SERVICES</td>
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<td>INTERNATIONAL BANKING</td>
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<tr>
<td>Provides a broad understanding of corporate securities processing and administration. It describes how a bank’s corporate securities services department serves as an intermediary between corporations, states, municipalities, investors, and public authorities that issue securities. It also describes the features, benefits, and users of corporate securities products and services. An American Institute of Banking course for employees of commercial banks.</td>
<td></td>
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<td>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.</td>
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102
BAN2210  3  3  0
ANALYZING FINANCIAL STATEMENTS
Basic skills of financial statement analysis for prospective bank
ender/credit analyst already familiar with fundamental
accounting procedures and practices. American Institute of
banking course for employees of commercial banks.

BAN2231  3  3  0
COMMERCIAL LENDING
Conceptual framework for study of commercial lending.
Emphasis on how commercial lending business is organized
and how it focuses on bank profitability. Also, commercial
lending process from application to collection. American
Institute of Banking course for employees of commercial
banks.

BAN2240  3  3  0
CONSUMER LENDING
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  3  3  0
BANK CARDS
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  3  3  0
THE TRUST BUSINESS
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  3  3  0
MONEY AND BANKING FOR COMMERCIAL BANKERS
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  3  3  0
MARKETING FOR BANKERS
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 commerical banks.

BAN2531  1  1  0
PREPARING FOR SUPERVISION
Prepares student for supervisory role through case studies, role
playing and discussion. American Institute of Banking course
for employees of commercial banks.

BAN2763  3  3  0
BRANCH SALES: CREATING A PLAN
This course takes an interactive approach to selling bank
products and services through the branch. The main product is
a comprehensive sales plan for your branch. American
Institute of Banking course for employees of commercial banks.

BAN2930  1-3 variable
SELECTED TOPICS IN BANKING
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.

BRC1701  3  3  0
MICROCOMPUTERS IN THE BANKING INDUSTRY
Orientation to microcomputer and disk operating system.
Orientation and practical experience in major uses of
microcomputers in banking to include word processing,
spreadsheet analysis and data base management, and
integration of these functions through a utilities program.

BRC2942  2-4 variable
INTERNSHIP: FINANCE
Prerequisite: Departmental approval. Student earns credit by
working in supervised training assignment directly related to
college major. May be repeated for credit.

BUL2241  3  3  0
BUSINESS LAW I
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  3  3  0
BUSINESS LAW II
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.
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<td>SPREADSHEET APPLICATIONS</td>
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<td>INTRODUCTION TO INTERNATIONAL BUSINESS</td>
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<tr>
<td>Students learn how to solve realistic business problems using current computer spreadsheet software. How to create, modify, and print worksheets; when to apply various commands, formulas, and functions; how to create graphics and incorporate them into the worksheet; how to create a datable, and how to use a database.</td>
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<td></td>
<td>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.</td>
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<td>MAN1800</td>
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<tr>
<td>BASICS OF INTERNATIONAL BANKING &amp; FINANCE</td>
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<td>SMALL BUSINESS MANAGEMENT</td>
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<tr>
<td>An introduction to the role of banks in international finance. The course examines the role of banks in international transactions, how money is transferred among banks dealing in international finance, letters of credit, foreign exchange and the various instruments banks utilize to spread risk.</td>
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<td>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.</td>
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<td>MAN2021</td>
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<td>PERSONAL INVESTMENTS: STOCKS AND BONDS</td>
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<td>PRINCIPLES OF MANAGEMENT</td>
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<tr>
<td>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.</td>
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<td>Prerequisite: GEB 1011. Principles encompassed in managerial functions of application to operation of business enterprise.</td>
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<td>PERSONAL FINANCE</td>
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<td>SELECTED TOPICS IN BUSINESS</td>
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<tr>
<td>Study of economic and personal goals, including personal budgeting, credit buying, borrowing money and banking. Also discusses various insurance, such as life insurance, casualty insurance, medical insurance, home ownership and retirement plans. Covers general investments, e.g., mutual funds, etc.</td>
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<td></td>
<td>Prerequisite: Departmental approval. For students interested in discussion, exploration and observation of special topics in business.</td>
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<td>MONEY AND BANKING</td>
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<td>INTERNSHIP: MANAGEMENT</td>
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<tr>
<td>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.</td>
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<td>Prerequisite: Departmental approval. Student earns credit by working in supervised training assignment directly related to college major. May be repeated for credit.</td>
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<td>FIN2612</td>
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<tr>
<td>INTERNATIONAL BANKING AND FINANCE</td>
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<td></td>
<td>PRINCIPLES OF MARKETING</td>
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<tr>
<td>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 regulation.</td>
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<td>Prerequisite: GEB 1011. Functions, institutions, methods and problems of marketing goods and services.</td>
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<td>GEB1011</td>
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<td>MAR2140</td>
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<tr>
<td>INTRODUCTION TO BUSINESS</td>
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<td>INTERNATIONAL MARKETING</td>
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<tr>
<td>Fundamentals of business organization and procedures to acquaint student with management, terms, organization and control of large and small business.</td>
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<td></td>
<td>The fundamentals of international marketing is to acquaint the student with the concepts, terms and ideas of exporting, developing and/or manufacturing a product, for resale, in a foreign country.</td>
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<td>MKA1930</td>
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<td>BUSINESS OPPORTUNITIES IN THE FORMER SOVIET UNION</td>
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<td>The main idea of this course is to explain student business opportunities in the former Soviet Union's new, huge and emerging market.</td>
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MKA2021
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.

MKA2511
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.

MKA2942
INTERNSHIP: MARKETING
Prerequisite: GEB 1011 or experience. Students earn credit by working in supervised training assignment directly related to college major. May be repeated for credit.

MNA1391
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
POSTAL MANAGEMENT DELIVERY SERVICES
Provides students with working knowledge of postal-related customer services, such as retail operations, sales, and consumer services.

MNA1393
POSTAL MANAGEMENT CUSTOMER SERVICE
Provides students with working knowledge of the postal-related customer services, such as retail operations, sales, and consumer services.

MNA1395
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
PERSONNEL MANAGEMENT
Personnel management and practices with emphasis on techniques of recruiting, selecting, transferring, promoting, classifying and training workers.

MNA2340
BASIS SUPERVISION
Study of supervisory function, decision making and responsibilities of supervision. Also conflict areas of employees and supervisors.

MNA2394
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
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.

MNA2397
POSTAL HUMAN RELATIONS
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
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
BEGINNING TYPETRING
Techniques and basic skill in keyboarding, mastery of computer keyboard, operation and care of computer. Students prepare business letters, reports and tabulated applications. For students with little or no keyboarding experience.

OST1108
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
INTERMEDIATE TYPETRING
Prerequisite: OST 1100 or one year of high school typing. Continuation of skills of keyboarding, including their application to more advanced styles of correspondence, statistical typing and manuscripts. Instruction on computers. Students use automated functions of equipment while keying problems.
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<th>Course</th>
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<td>OST1141</td>
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<tr>
<td>COMPUTER KEYBOARDING</td>
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<td>Instruction in touch system of alphabetic and numeric keyboard on computer as well as ten-key pad. Skills can be used on computer and electronic terminals. Not recommended for office systems technology students.</td>
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<tr>
<td>SHORTHAND THEORY REFRESHER</td>
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<td>Prerequisite: Knowledge of Gregg shorthand. Reviews Gregg shorthand theory, including alphabet, brief forms, punctuation, word beginnings and endings, alphabet combinations, and phrases.</td>
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<td>MEDICAL TERMINOLOGY FOR THE OFFICE</td>
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<td>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.</td>
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<td>OST1271</td>
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<td>SPEEDWRITING I</td>
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<td>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.</td>
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<tr>
<td>USING OFFICE REFERENCE MANUALS</td>
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<td>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.</td>
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<td>PROOFREADING</td>
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<td>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.</td>
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<td>OST1335</td>
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<tr>
<td>BUSINESS COMMUNICATIONS</td>
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<td>Prerequisite: ENC 1101. Practice in developing effective oral and written business communication skills to create successful human relations. Emphasis on written business correspondence.</td>
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<td>BASIC FILING</td>
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<td>Introduction to filing procedures, including alphabetic, geographic, numeric, and subject filing. May not be substituted in degree program for OST 1355.</td>
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<td>INTRODUCTION TO RECORDS INFORMATION</td>
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<td>Overview of records management from entry-level position, enabling student 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.</td>
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<tr>
<td>MEDICAL OFFICE TECHNOLOGY</td>
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<td>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.</td>
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<td>OST1601</td>
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<tr>
<td>MACHINE TRANSCRIPTION</td>
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<td>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.</td>
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<td>MEDICAL TRANSCRIPTION I</td>
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<td>Prerequisite: OST 1110 or previous keyboarding, document processing, and word processing experience. Emphasizes fundamentals of transcribing simple medical reports and correspondence using transcribing machine.</td>
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<tr>
<td>ELECTRONIC WRITING I</td>
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<td>Students will learn to use a word processing program to key compositions for college courses. They will learn the basics of the computer, how to start the program, use proper cursor movement, how to create, name, save, open, and exit a basic document; check and correct spelling, use the thesaurus/grammar checker; show codes; underline; boldface; print; center; insert; replace; move; copy; find and change text; delete and undelete; format a document by changing fonts, margins, tabs, line spacing, justification; hyphenation, and indenting.</td>
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<tr>
<td>ELECTRONIC WRITING II</td>
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<td></td>
<td>MICROSOFT WORD FOR WINDOWS</td>
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<tr>
<td>Prerequisite: OST 1743. Students will use features they learned in Electronic Writing I and will learn to use advanced features of word processing. They will learn to format pages by setting top and bottom margins, creating headers and footers, setting page numbers, page breaks, and centering pages. Students will also learn to create page, paragraph, character and column borders. They will create watermarks and text boxes, newspaper and parallel columns, and learn how to use the automatic outline and paragraph numbering feature. Finally, students will learn how to create a table of contents and an index.</td>
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<td>(WORD PROCESSING)</td>
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<tr>
<td>ELECTRONIC WRITING III</td>
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<td>Prerequisite: OST 1744. Covers word processing advanced features for producing research papers and personal documents: outlines, footnotes and endnotes, tables, table of contents, indexes, lists, graphics for desktop publishing and importing into document files.</td>
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<td>OFFICE APPLICATIONS</td>
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<tr>
<td>Prerequisite: OST 1110 or previous keyboarding, document processing and word processing experience. This course provides the student with the experience of working in a company and performing all tasks assigned to an executive secretary within that firm. As an executive secretary and/or administrative assistant, the student will assist with correspondence, meetings, client presentations, travel arrangements, and office organization. In addition, the student will represent the employer in a variety of situations.</td>
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<tr>
<td>LEGAL TERMINOLOGY</td>
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<td>For legal office employees. Covers definition, pronunciation, spelling, and use of legal words. Provides students with a broad legal vocabulary, useful in any law-related field. Programmed text allows students to develop vocabulary at own pace.</td>
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<tr>
<td>MICROSOFT EXCEL (SPREADSHEET)</td>
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<td>This course explains the basic principles of Microsoft Excel and its use in business. Students will learn to create, modify, and chart spreadsheet data.</td>
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<tr>
<td>MICROSOFT WORD FOR WINDOWS</td>
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<tr>
<td>Covers word processing functions for Microsoft Word for Windows. Includes all features, beginning and advanced, of program. Student uses IBM or compatible computers and produces office style documents using this software.</td>
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<tr>
<td>LOTUS 1-2-3 FOR WINDOWS (SPREADSHEET)</td>
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<td>In this course, students will learn the specific functions of Lotus 1–2–3 for Windows spreadsheet program on the IBM PC or compatible. The student will use various features of the program to create, edit, change the appearance of spreadsheet, print, create and print graphs, create and use templates, use the database features, create and use macros and other features of the program. Outside of class lab time is needed for completion of work at times.</td>
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<tr>
<td>OFFICE TECHNOLOGY PRACTICES</td>
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<tr>
<td>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.</td>
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<tr>
<td>LEGAL OFFICE PROCEDURES I</td>
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<td>Prerequisite: Wordprocessing software package (WordPerfect recommended). Basic course designed for students who have little or no law office experience. Covers fundamental principles in general legal practice, legal terminology, and law office routines.</td>
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<tr>
<td>Prerequisite: OST 2431. Continuation of Legal Office Procedures I including legal terminology and law office routines. More intensive practice in preparing and distributing court and non-court documents in specialized fields of law.</td>
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<td>INTERNSHIP: LEGAL SECRETARY</td>
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<td>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.</td>
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OST2467
INTRODUCTION TO BODY SYSTEMS FOR OST
3 0 15
Prerequisite or corequisite: OST 1100 or previous keyboarding, document processing and word processing experience. This course introduces the student to the structure and functions of the human body. Students will explore the body systems, laboratory tests, principles of pharmacology, routes of administration, classes of drugs, and types of blood products, immunization, etc. The disease process, surgical techniques, and instrumental and operative procedures will also be a part of the course focus. In addition, students will learn the content and terminology used in history and physical examination reports. Students will learn sufficient anatomy and physiology to work in a medical setting.

OST2943
INTERNSHIP: MEDICAL SECRETARY/TRANSCRIPTIONIST
3 0 15
Prerequisite: Departmental approval. Internship in which student spends 15 hours a week in physician's office, hospital or other health care facility.

OST2944
INTERNSHIP: OFFICE SYSTEMS TECHNOLOGY
3 0 15
Prerequisite: Departmental approval. Student works in selected business office a minimum of 15 hours per week. Seminars to answer questions, share experience and gain further knowledge of varying aspects of secretarial work.

OST2501
OFFICE MANAGEMENT
3 3 0
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.

OST2614
CARDIOLOGY TRANSCRIPTION
3 3 0
Prerequisite: OST 1611 and OST 1110 or previous keyboarding, document processing, and word processing experience. This is an advanced course in machine transcription of specialized authentic physicians dictated reports in the medical specialty of Cardiology. The course emphasizes on 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
ORTHOPEDIC/GASTROENTEROLOGY TRANSCRIPTION
3 3 0
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 on 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.

OST2616
RADIOLOGY TRANSCRIPTION
3 3 0
This is an advanced course in machine transcription of specialized authentic physicians dictated reports in the medical specialty of Radiology. The course emphasizes on 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
PATHOLOGY TRANSCRIPTION
3 3 0
Advanced course in machine transcription of specialized authentic physicians' dictated reports in medical specialty of pathology. Emphasis on development of accuracy, speed and medical knowledge for all types of reports produced by 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.

OST2621
LAW OFFICE TRANSCRIPTION
3 3 0
Prerequisites: OST 2432. Emphasis on development of competent machine transcription skills as applied to 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, proofing/reading, and editing.

OST2761
DOS
1 1 0
Covers features of DOS operating software as appropriate for office support personnel. Students use IBM or compatible computers.
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<tr>
<th>Course</th>
<th>Cr</th>
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<tr>
<td>O ST2764</td>
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<tr>
<td>MICROSOFT WORD (DOS)</td>
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<tr>
<td>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.</td>
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<tr>
<td>O ST2766</td>
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<tr>
<td>WORDPERFECT</td>
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<tr>
<td>Covers specific functions of WordPerfect word processing software on IBM PC. 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.</td>
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<tr>
<td>O ST2821</td>
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<tr>
<td>PAGEMAKER</td>
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<tr>
<td>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.</td>
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<tr>
<td>O ST2831</td>
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<tr>
<td>MICROSOFT WINDOWS</td>
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<tr>
<td>Covers features of windows program and sub-programs. Students use IBM or compatible computers and learn use of operating system as applied to various office software programs requiring windows environment.</td>
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<tr>
<td>O ST2930</td>
<td>1-3</td>
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<tr>
<td>SELECTED TOPICS IN OFFICE SYSTEMS TECHNOLOGY</td>
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<tr>
<td>Prerequisite: Departmental approval. For students interested in acquiring knowledge and skills in areas not included in other office systems technology courses.</td>
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<td>P LA2453</td>
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<tr>
<td>BUSINESS ORGANIZATIONS</td>
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<tr>
<td>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.</td>
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<tr>
<td>R EE1000</td>
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<tr>
<td>REAL ESTATE PRINCIPLES AND PRACTICES</td>
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<tr>
<td>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.</td>
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<tr>
<td>R EE1010</td>
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<tr>
<td>HOUSING AND HOME OWNERSHIP</td>
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<tr>
<td>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.</td>
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<tr>
<td>R EE1400</td>
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<tr>
<td>FLORIDA REAL ESTATE LAW</td>
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<tr>
<td>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.</td>
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<tr>
<td>R EE2100</td>
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<tr>
<td>REAL ESTATE APPRAISING I</td>
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<tr>
<td>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.</td>
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<tr>
<td>R EE2101</td>
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<tr>
<td>REAL ESTATE APPRAising II</td>
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<tr>
<td>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.</td>
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<tr>
<td>R EE2200</td>
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<tr>
<td>REAL ESTATE FINANCE I</td>
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<tr>
<td>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.</td>
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<tr>
<td>R EE2201</td>
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<tr>
<td>REAL ESTATE FINANCE II</td>
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<tr>
<td>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.</td>
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</table>
Course | Cr | Lab | Cr | Lab
--- | --- | --- | --- | ---
REE2200 | 3 | 3 | 0 | 0
**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 | 3 | 3 | 0 | 0
**REAL ESTATE MANAGEMENT**  
Study of theories and techniques of professional management of real estate. Includes residential, business, industrial and investment properties.

REE2930 | 1-3 | variable | 1-3 | variable
**SELECTED TOPICS IN REAL ESTATE**  
For students interested in discussion, observation, and exploration of special topics real estate.

REE2942 | 2-4 | variable | 1-1 | variable
**INTERNSHIP : REAL ESTATE**  
Prerequisite: Departmental approval. Student earns credit by working in supervised training assignment directly related to college major. May be repeated for credit.

SBM1101 | 1 | 1 | 0 | 0
**STARTING AND MANAGING A SMALL BUSINESS**  
The fundamentals of starting and managing a business are explored. The student will become acquainted with the unique characteristics of marketing, management, and accounting as it relates to the entrepreneurial experience.

SBM1146 | 1 | 1 | 0 | 0
**SMALL BUSINESS MARKETING**  
Marketing principles and practices as applied to the successful operation of a small business.

SBM1164 | 1 | 1 | 0 | 0
**INTERNATIONAL LAW**  
The fundamentals of international law acquaints the student with a total understanding of the activities involved in international business, and how these activities are organized and executed.

TAX2000 | 3 | 3 | 0 | 0
**FEDERAL INCOME TAX**  
Prerequisite: ACG 2021. Fundamental regulations covering federal income tax applicable to individuals. Includes computation of tax, preparation of forms and tax planning.

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### Career Development

**SLS1301**  
**3** | **3** | **0** | **0**
**CAREER DEVELOPMENT**  
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)

**SLS1303**  
**1** | **1** | **0** | **0**
**JOB SEARCH**  
A course in which the student learns how to best prepare for seeking employment in their chosen profession. Students will prepare a personal resume and interview request letter, develop a list of potential employers and learn interview strategies. The course will be a combination of lecture, audio/visual aids and class interactions.

**SLS2930**  
**1-3** | **variable** | **1-3** | **variable**
**SELECTED TOPICS IN CAREER AND LIFE PLANNING**  
Student develops and explores in depth stated personal objectives and goals as related to potential career areas and life planning.

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### Chemistry

**CHM1020**  
**3** | **3** | **0** | **0**
**CHEMISTRY IN EVERYDAY LIFE**  
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**  
**4** | **3** | **3** | **3**
**INTRODUCTION TO GENERAL CHEMISTRY**  
Prerequisite: One year of high school algebra or MAT 0024. Preparers 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**  
**4** | **3** | **3** | **3**
**GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS I**  
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. Six hours lecture/laboratory instruction. (Special Fee)
CHM1045CH
GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS - HONORS
Same as CHM 1045C with honors content. Honors program permission required.

CHM1046C
GENERAL CHEMISTRY WITH QUALITATIVE ANALYSIS II
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
Same as CHM 1046C with honors content. Honors program permission required.

CHM1205C
INTRODUCTORY ORGANIC AND BIOCHEMISTRY
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
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. Eight hours lecture/labatory instruction. (Special Fee)

CHM2210C
ORGANIC CHEMISTRY I
Prerequisite: CHM 1046C 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
Prerequisite: Satisfactory completion of CHM 2210C. Continuation of CHM 2210C with laboratory devoted to multistep synthesis. Six hours lecture/labatory instruction. (Special Fee)

CHM2933
SPECIAL TOPICS IN CHEMISTRY
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
INTRODUCTION TO DATA PROCESSING
3 3 0
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
INTRODUCTION TO MICROCOMPUTERS
3 3 0
Prerequisite: OST 1141 SST 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 the operating software, word processing, spreadsheets, and data base software. (Special Fee)

CGS1570
MICROCOMPUTER BUSINESS APPLICATIONS
3 3 0
Covers solving business problems using spreadsheets and database management. Students work on microcomputers using popular, commercially available, software packages. Practical exercises using spreadsheet and database management software are emphasized. (Special Fee)

CGS2060
COMPUTERS FOR EVERYONE
3 3 0
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
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)
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<tr>
<th>Course</th>
<th>Cr.</th>
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<th>Course</th>
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<th>Lec.</th>
<th>Lab.</th>
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<td>COP1170</td>
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<tr>
<td>DATA SYSTEMS ANALYSIS AND DESIGN</td>
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<td>BASIC PROGRAMMING</td>
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<tr>
<td>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.</td>
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<td>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)</td>
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<tr>
<td>CIS2400</td>
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<td>COP1200</td>
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<tr>
<td>COMPUTER OPERATING SYSTEM (AS/400)</td>
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<td>FORTRAN PROGRAMMING</td>
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<tr>
<td>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 of utility programs. (Special Fee)</td>
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<td>Prerequisite: CGS 1000. Extensive study of FORTRAN statements and their use in solving appropriate problems. Emphasis on problem organization, data manipulation and input-output operations. (Special Fee)</td>
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<td>COP1332</td>
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<tr>
<td>DATA PROCESSING MANAGEMENT</td>
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<td>INTRODUCTION TO VISUAL BASIC</td>
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<td>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.</td>
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<td>A study of the graphical user interface (GUI) development tools available in Visual Basic. Commonly used objects such as text boxes, labels, picture boxes and command buttons, will be used throughout the course to develop simple applications. Other objects will be used to create more complex applications.</td>
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<td>COP2120</td>
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<tr>
<td>SELECTED TOPICS IN DATA PROCESSING</td>
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<td>COBOL PROGRAMMING II</td>
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<td>Prerequisite: Departmental approval. Seminar for students interested in discussion, exploration and observation of select topics in data processing.</td>
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<td>Prerequisite: COP 2126. Continuation of study of COBOL programming with advanced applications. (Special Fee)</td>
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<tr>
<td>CIS2942</td>
<td>2-4</td>
<td>variable</td>
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<td>COP2126</td>
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<tr>
<td>INTERNSHIP : DATA PROCESSING</td>
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<td>COBOL PROGRAMMING I</td>
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<tr>
<td>Prerequisite: Departmental approval. Student earns credit by working in supervised training assignment directly related to college major. May be repeated for credit.</td>
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<td>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)</td>
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<td>COP2161</td>
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<tr>
<td>INTRODUCTION TO PROGRAMMING CONCEPTS</td>
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<td>ADVANCED RPG/400</td>
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<tr>
<td>Introduction to the design and construction of computer programs. Covers various design tools including pseudocode, flowcharts, and hierarchy charts. Stresses structured techniques, modular design, and top-down design, coding and testing.</td>
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<td>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, work station programming, and subfiles. DDS coding for physical, logical and display files covered, as are SDA and SEU utilities. (Special Fee)</td>
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<td>RPG PROGRAMMING</td>
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<td>C PROGRAMMING</td>
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<tr>
<td>Suggested prerequisite: CGS 1000 or departmental approval. RPG/400 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, read-demand files and indexed sequential files. (Special Fee)</td>
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<td>Prerequisite: CGS1000 or departmental approval. Hands-on study of C Programming language as applied to business and scientific applications. Includes arrays, pointers, functions, I/O operations and operating system interaction. (Special Fee)</td>
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COP2222
ADVANCED C PROGRAMMING
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 I/O. (Special Fee)

COP2224
C++ PROGRAMMING
Prerequisite: COP 2220. Introduction to Object-Oriented Programming (OOP) using C++ programming language. Covers class hierarchies and single, repeated, and multiple inheritance. Focuses on abstraction and information hiding. Covers in detail polymorphism and dynamic binding. (Special Fee)

COP2230
ADA PROGRAMMING
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
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
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
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 a business application environment.

Construction Technology

BCN1200C
BUILDING MATERIALS AND CONSTRUCTION METHODS
Survey of materials and methods used in construction. Covers broad areas of wood, concrete, masonry, metal and other building materials. Students select various topics for class presentation. Variety of audiovisual material enhances student understanding of topics. (Special Fee)

BCN1272
CONSTRUCTION BLUEPRINT READING
Study of various types of drawings and documents used in construction industry. Includes such topics as terminology, abbreviations, symbols, notations, scales and dimensions, meaning of lines, drawing history, technical and orthographic projection, types of construction and trade information.

BCN1705
CONTRACTS, CODES, SPECIFICATIONS AND OFFICE PRACTICES
Covers organization and operation of architect's, engineer's or contractor's office and includes study of office practices, codes, standards, specifications and legal documents related to construction industry.

BCN1721
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
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
STATICS AND STRENGTH OF MATERIALS
Prerequisite: SUR 1600. 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)
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<td>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)</td>
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<td>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 plan, building plans, sections, etc. Students also build model of their project. (Special Fee)</td>
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<td>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.</td>
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<td>Prerequisite: Departmental approval. Student earns credit by working in supervised training assignment directly related to college major. May be repeated for credit.</td>
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<td>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)</td>
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<td>Prerequisite: EET 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.</td>
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<td>Study in basic theory of hydraulics of flow in pipes and in open channels (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.</td>
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<td>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.</td>
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<td>Examination of elements, processes, and functions of management essential to effectiveness of law enforcement agencies.</td>
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<tr>
<td>Examination of methods, practices and procedures involved in operation of institutional and non-institutional corrections.</td>
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<td>SELECTED TOPICS IN CRIMINAL JUSTICE</td>
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<tr>
<td>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.</td>
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<td>CRIMINAL INVESTIGATION II</td>
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<tr>
<td>Tactics of investigation applied to specific types of crimes. Analysis of modus operandi, modus and corpus delecti of various crimes. Explores evidence gathering and criminalistic procedures.</td>
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<tr>
<td>CJT2110</td>
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<tr>
<td>CRIMINAL INVESTIGATION I</td>
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<tr>
<td>Recording crime scene, collecting and preserving evidence. Familiarizes students with police crime laboratory and interview and interrogation theories.</td>
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<tr>
<td>CJT2810</td>
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<tr>
<td>CRIME CONTROL AND PREVENTION</td>
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<tr>
<td>Study of security controls to minimize business and industrial losses. Classroom and field exercises used to study physical and procedural loss control systems.</td>
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<tr>
<td>CJT2812</td>
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<tr>
<td>COMMERCIAL AND RETAIL LOSS PREVENTION</td>
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<tr>
<td>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.</td>
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<tr>
<td>Dance</td>
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<tr>
<td>DAA2160</td>
<td>2</td>
<td>2</td>
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<tr>
<td>CONTEMPORARY DANCE</td>
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<tr>
<td>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.</td>
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<tr>
<td>DAA2200</td>
<td>3</td>
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<tr>
<td>BALLET I</td>
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<tr>
<td>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.</td>
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<tr>
<td>DAA2201</td>
<td>2</td>
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<tr>
<td>BALLET II</td>
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<tr>
<td>Prerequisite: Departmental approval. Intensification of barre and center work. Introduces eight basic body directions with corresponding arms and body alignment, pirouettes and use of beats.</td>
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<tr>
<td>DAA2560</td>
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<tr>
<td>JAZZ DANCE I</td>
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<tr>
<td>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.</td>
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<tr>
<td>DAA2561</td>
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<tr>
<td>JAZZ DANCE II</td>
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<tr>
<td>Prerequisite: Departmental approval. Continuation of DAA 2560 using more lyrical and rock.</td>
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<tr>
<td>DAA2930</td>
<td>1-3</td>
<td>variable</td>
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<tr>
<td>SELECTED TOPICS IN DANCE</td>
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<tr>
<td>Prerequisite: Departmental approval. Selected topics in dance based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. Can be repeated for up to 3 hours of credit.</td>
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<tr>
<td>Dental Hygiene</td>
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<tr>
<td>DEH1001</td>
<td>1</td>
<td>1</td>
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<tr>
<td>INTRODUCTION TO CLINICAL PROCEDURES</td>
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<tr>
<td>Corequisites: DEH 1001L, DEH 1003, and DEH 1003L. Fundamental information necessary for clinical performance in DEH 1001L and subsequent clinical courses.</td>
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<tr>
<td>DEH1001L</td>
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<tr>
<td>INTRODUCTION TO CLINICAL PROCEDURES LAB</td>
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<tr>
<td>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)</td>
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<tr>
<td>Course</td>
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<tr>
<td>DEH1003</td>
<td>2</td>
<td>2</td>
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<tr>
<td><strong>FUNDAMENTALS OF DENTAL HYGIENE</strong></td>
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<tr>
<td>Corequisites: DEH 1003L, 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 concept of oral health and disease with emphasis on preventive dentistry through use of plaque control methods and carries preventive agents.</td>
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<tr>
<td>DEH1003L</td>
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<tr>
<td><strong>DENTAL HYGIENE INSTRUMENTATION</strong></td>
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<tr>
<td>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)</td>
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<tr>
<td>DEH1800</td>
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<td><strong>DENTAL HYGIENE I</strong></td>
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<tr>
<td>DEH1800L</td>
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<tr>
<td><strong>CLINICAL DENTAL HYGIENE I</strong></td>
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<tr>
<td>Prerequisites: DEH 1001, DEH 1001L, DEH 1003, DEH 1003L, and current AHA (CPR) course CPR card. Corequisite: DEH 1800. Students begin patient care in clinical hygiene clinic with emphasis on medical histories, examination procedures, instrumentation, radiographs, and topical fluoride application. (Special Fee)</td>
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<tr>
<td>DEH1802</td>
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<tr>
<td><strong>DENTAL HYGIENE II</strong></td>
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<tr>
<td>Prerequisites: DEH 1800, DEH 1800L, DES 1100, DES 1100L, and HUN 1001. Corequisite: DEH 1802L and DEH 2602. Alters 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.</td>
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<td>DEH1802L</td>
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<tr>
<td><strong>CLINICAL DENTAL HYGIENE II</strong></td>
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<tr>
<td>Corequisites: DEH 1802 and DEH 2602. 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)</td>
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<tr>
<td>DEH1820</td>
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<tr>
<td><strong>DENTAL OFFICE EMERGENCIES</strong></td>
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<tr>
<td>Prerequisite: BSC 2093C. Corequisites: DEH 1800, DEH 1800L, and BSC 2094C. Basic skills necessary to function effectively as a dental team member in medical emergencies in the dental office. Emphasis on prevention and management of emergent situations. (CPR certification not included in course.)</td>
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<tr>
<td>DEH2504</td>
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<tr>
<td><strong>ADVANCED PRINCIPLES OF DENTAL HYGIENE SEMINAR</strong></td>
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<tr>
<td>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.</td>
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<tr>
<td>DEH2602</td>
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<tr>
<td><strong>PERIODONTICS</strong></td>
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<tr>
<td>Prerequisites: DEH 1030C and MCB 2010C. Presents classification of periodontal disease, clinical presentation, causative factors, treatment planning, therapy and dental hygienist's role treatment with periodontal disease. Includes lecture in root debridement and gingival curettage.</td>
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<tr>
<td>DEH2700</td>
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<tr>
<td><strong>COMMUNITY DENTAL HEALTH I</strong></td>
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<tr>
<td>Prerequisite: SPC 1500. Corequisite: DEH 2804 and DEH 2804L. Introduces student dental hygienists to the study of various aspects of community dentistry/pubic health and basic concepts of surveying, analysis, planning, implementation, and evaluation in public health. Statistical analysis, research methodology, and dental health education presentations are included.</td>
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<td>DEH2701</td>
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<tr>
<td><strong>COMMUNITY DENTAL HEALTH II</strong></td>
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<tr>
<td>Prerequisite: DEH 2700. Gives student dental hygienists an opportunity to apply concepts and methods learned in DEH 2700 at community level. Class project designed and implemented.</td>
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<tr>
<td>DEH2804</td>
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<tr>
<td><strong>DENTAL HYGIENE III</strong></td>
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<td>Course</td>
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<td>DEH2804L</td>
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<tr>
<td>CLINICAL DENTAL HYGIENE III</td>
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<tr>
<td>Prerequisites: DEH 1802, DEH 1802L and DEH 2602.</td>
<td>Prerequisites: DEH 1003 and DEH 1003L. Corequisite: DES 1100L. Includes study of characteristics, properties, and application of materials used in dentistry.</td>
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<tr>
<td>Corequisites: DEH 2804 and DES 2044. Emphasizes proficiency in oral prophylaxis, radiographic techniques, soft tissue curettage, root debridement, 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)</td>
<td>Corequisite: DEH 1100L. Includes study of characteristics, properties, and application of materials used in dentistry. (Special Fee)</td>
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<tr>
<td>DEH2806</td>
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<tr>
<td>DENTAL HYGIENE IV</td>
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<tr>
<td>Prerequisites: DEH 2804, DEH 2804L, and DES 2044.</td>
<td>Prerequisite: 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)</td>
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<td>Corequisite: DEH 2806 and DE S2050. Emphasizes incorporation of all treatment modalities presented in the series of clinical dental hygiene courses. Introduces nitrous oxide sedation. Students continue to participate in patient care at off-campus clinical sites. (Special Fee)</td>
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<tr>
<td>DEH2806L</td>
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<tr>
<td>CLINICAL DENTAL HYGIENE IV</td>
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<tr>
<td>Prerequisites: DEH 2804, DEH 2804L, and DES 2044.</td>
<td>Corequisite: DES 1220L. Provides student with background on nature, physical behavior and biological effect of radiation as well as radiation hygiene.</td>
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<tr>
<td>Corequisite: DEH 2806 and DE S2050. Emphasizes</td>
<td>Corequisite: DES 1220L. Provides student with background on nature, physical behavior and biological effect of radiation as well as radiation hygiene.</td>
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<tr>
<td>incorporation of all treatment modalities presented in the series of clinical dental hygiene courses. Introduces nitrous oxide sedation. Students continue to participate in patient care at off-campus clinical sites. (Special Fee)</td>
<td>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)</td>
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<tr>
<td>DEH2930</td>
<td>1-5</td>
<td>variable</td>
<td>DES2044</td>
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<tr>
<td>SELECTED TOPICS IN DENTAL HYGIENE</td>
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<tr>
<td>Prerequisite: Departmental approval. For students interested in obtaining additional dental hygiene skills.</td>
<td>Prerequisites: MCB 2010C, DES 1030C and BSC 2054C. 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.</td>
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<tr>
<td>DES1020</td>
<td>2</td>
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<tr>
<td>DENTAL ANATOMY</td>
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<tr>
<td>Corequisite: DES 1020L. Study of skeletal, muscular, circulatory, nervous and glandular systems of head and neck. Emphasizes tooth morphology and function.</td>
<td>Presentation of the physical and chemical properties, dosage, methods of administration and therapeutic usage of pharmaceutical preparation used in dentistry.</td>
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<tr>
<td>DES1020L</td>
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<tr>
<td>DENTAL ANATOMY LAB</td>
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<tr>
<td>Corequisite: DES 1020. Includes identification of permanent and primary dentition, the study of skeletal portions of human skull, blood and nerve supply, and muscles and glands associated with head, neck and oral cavity. (Special Fee)</td>
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<tr>
<td>DES1030C</td>
<td>2</td>
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<tr>
<td>GENERAL ORAL HISTOLOGY</td>
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<tr>
<td>Prerequisites: BSC 2093C, DEH 1003, DEH 1003L, DES 1020, DES 1020L. Corequisites: 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 the oral cavity of particular interest to dental hygienist. (Special Fee)</td>
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<tr>
<td>DES1030C</td>
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<tr>
<td>GENERAL ORAL HISTOLOGY</td>
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<tr>
<td>Prerequisites: BSC 2093C, DEH 1003, DEH 1003L, DES 1020, DES 1020L. Corequisites: 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 the oral cavity of particular interest to dental hygienist. (Special Fee)</td>
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<tr>
<td>Descriptive Medical Sonography</td>
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<tr>
<td>SON1000C</td>
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<tr>
<td>Prerequisite: Admission to Program. Corequisites: BSC 1086, NUR 1060C, HSC 1230C. Introduces students to the Descriptive Medical Sonography profession and to the relationship of the diagnostic ultrasound modality with other imaging modalities. Observation labs in other imaging departments. Includes image processing techniques.</td>
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SON2061
MEDECAL SOHROGRAPHY CLINICAL PRACTICUM
Prerequisites: SON 2114C, SON 2824, SON 2619C. Final course in the clinical education sequence. Students perform routine procedures with minimal supervision. A comprehensive review of all aspects of the sonography curriculum. Students will present selected case studies.

SON2111C
MEDICAL SONOGRAPHY THEORY I
Prerequisites: BSC 1086, SON 1000C, HSC 1230C, NUR 1060C.
Corequisites: SON 2614C, SON 2804. An in-depth study of the sonographic imaging of the abdominal visceras and the female pelvis with emphasis on the sonographic appearance of these structures, and the numerous pathological processes that may affect them. Anatomy, physiology, pathology, sonographic interpretation, Doppler/color flow and scanning techniques of the liver, gallbladder, pancreas, uterus, ovaries and adnexal areas, first trimester, ectopic pregnancy, trophoblastic disease and endovaginal scanning techniques are included.

SON2112
MEDICAL SONOGRAPHY THEORY II
Prerequisites: SON 2111C, SON 2804, SON 2614C. Corequisites:
SON 2618C, SON 2814. A continuation of Medical Sonography Theory I, with emphasis on anatomy, physiology, pathology, sonographic interpretation, Doppler/color flow and scanning techniques of the gastrointestinal tract, peritoneal cavity, spleen, vascular, superficial structures, genetic testing, chromosomal disorders, AFP screening, fetal growth, fetal neural axis and neonatal neurosonography.

SON2114C
MEDICAL SONOGRAPHY THEORY III
Prerequisites: SON 2112, SON 2814, SON 2618C. Corequisites:
SON 2824, SON 2619C. A continuation of Medical Sonography Theory II with emphasis on anatomy, physiology, pathology, sonographic interpretation, Doppler/color flow and scanning techniques of the retroperitoneum, kidneys and bladder. This course also covers chromosomal disorders, sonographic evaluation of fetal musculoskeletal system, thorax, abdominal cavity, genitourinary system, placenta, umbilical cord, lung maturity, biophysical profile, and hydrops fetalis.

SON2614
ACOUSTICAL PHYSICS & INSTRUMENTATION I
Prerequisites: BSC 1086, SON 1000C, HSC 1230C, NUR 1060C.
Corequisites: SON 2111, SON 2804. A study of basic and advanced principles of diagnostic ultrasound and their role in the production of quality ultrasonic images. This course covers the basic mathematical principles and instrumentation of ultrasound such as unit conversions, the characteristics of sound production, propagation, attenuation, intensity, refraction and reflection of sound.

SON2618
ACOUSTICAL PHYSICS AND INSTRUMENTATION II
Prerequisites: SON 2111, SON 2804, SON 2614C. Corequisites:
SON 2114C, SON 2814. A continuation in the study of the properties of diagnostic ultrasound and their application to the diagnostic ultrasound machine. This course covers transducers, beam focusing and steering, resolution, basic components of an ultrasound machine, scan converters, oscilloscopes/monitors and basic computer language.

SON2619C
ACOUSTICAL PHYSICS AND INSTRUMENTATION III
Prerequisites: SON 2111, SON 2814L, SON 2618C. Corequisites:
SON 2299C, SON 2824. A continuation in the study of the properties of diagnostic ultrasound and their application to Doppler/color flow imaging, artifacts and quality assurance. This course covers the basic mathematical principles and instrumentation of Doppler/color flow imaging, resolution and attenuation artifacts, bioeffects, safety and routine maintenance of the ultrasound equipment.

SON2804C
MEDICAL SONOGRAPHY CLINICAL EDUCATION I
Prerequisites: BSC 1086, SON 1000C, HSC 1230C, NUR 1060C.
Corequisites: SON 2111, SON 2614C. 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. Focuses on the application of Medical Sonography Theory I in the clinical environment.

SON2814
MEDICAL SONOGRAPHY CLINICAL EDUCATION II
Prerequisites: SON 2111, SON 2804L, SON 2614C. Corequisites:
SON 2199C, SON 2112. A continuation of supervised clinical experience and competency evaluation in performing routine sonographic procedures. Focuses on the application of previously learned theory and clinical skills as well as the application of Medical Sonography Theory II. Student will present selected case studies each week.

SON2824
MEDICAL SONOGRAPHY CLINICAL EDUCATION III
Prerequisites: SON 2112, SON 2814, SON 2618C. Corequisites:
SON 2114C, SON 2619C. A continuation of supervised clinical experience and competency evaluation in performing routine sonographic procedures. Focuses on the application of previously learned theory and clinical skills as well as the application of Medical Sonography Theory III. Students will present selected case studies each week.
Drafting and Design Technology

CAP2201
3-D CADD
3 2 2
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)

CAP2203
CUSTOMIZING AND DIRECTORIES - CADD
3 2 2
Prerequisites: ETD 1320 and ETD 1350. Provides hands-on experience in writing of macros and development of menus, followed by instruction in enhancing autodesk system environment. Presents autolisp programming to develop more efficient macros and add drafting and calculation functions to commands. (Special Fee)

ETD1320
INTRODUCTION TO CADD
3 2 2
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
3 2 2
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
3 2 2
Prerequisite: ETD 1100C. Drawing basic machine elements and subassemblies including screw threads, linkage, gears and cams with consideration to precision and limit dimensioning, tolerance allowances and limits. Study of working assembly and outline drawings with attention to drawing of assembly and details from pictorial drawings and sectional views of assemblies. (Special Fee)

ETD2455
ELEMENTS OF TOOL DESIGN
3 3 0
Prerequisite: ETD 1701C or departmental approval. 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
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 writing 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
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
COOPERATIVE EDUCATION: DRAFTING AND DESIGN FIELD
2-4 variable
Prerequisite: Departmental approval. Student earns credit by working in supervised training assignment directly related to college major. May be repeated for credit.

ETD2930
SELECTED TOPICS IN DRAFTING AND DESIGN TECHNOLOGY
2-6 2 2
Prerequisite: Departmental approval. Provides exposure to various technical and nontechnical disciplines in which student is likely to become involved upon entry into drafting and design environment.

Economics

ECO1000
BASIC ECONOMICS
3 3 0
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 2023 and ECO 2013. No credit granted if ECO 2013 has been satisfactorily completed.
ECO2013 3 3 0
PRINCIPLES OF ECONOMICS-MACRO
Emphasis on study of macroeconomics: national income accounting, consumption, saving and investment, government spending in economic activity, influence of government money and banking, problems of inflation and unemployment, international trade and its impact on domestic economic activity. For prospective economics majors and students with interests in specialized business curricula, completion of full Principles of Economics sequence (ECO 2023 and ECO 2013) is highly recommended.

ECO2013H 3 3 0
PRINCIPALS OF ECONOMICS MACRO - HONORS
Same as ECO 2013 with honors level content. Honors program permission required.

ECO2023 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. For prospective economics majors and students with interests in specialized business curricula, completion of full Principles of Economics sequence (ECO 2023 and ECO 2013) is highly recommended.

ECO2023H 3 3 0
PRINCIPLES OF ECONOMICS-MICRO - HONORS
Same as ECO 2023 with honors content. Honors program permission required.

ECO2932 1-3 variable
SELECTED TOPICS IN ECONOMICS
For students interested in special topics that explore further the field of economics through research, discussion and observation.

EDG2935 1-3 1-3 0
SELECTED TOPICS IN EDUCATION
Prerequisite: EDF 1005 or departmental approval. For students interested in special topics that explore further field of education through research, discussion and observation.

EDG2941 1-4 variable
FIELD EXPERIENCE IN EDUCATION
Prerequisite or Corequisite: EDF 1005 or departmental approval. 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.

EDG2942 1-4 variable
INTERNSHIP : EDUCATION
Prerequisite: Departmental approval. Student earns credit by working in supervised training assignment directly related to major. May be repeated for credit.

EEC2001 3 0 3
INTRODUCTION TO EARLY CHILDHOOD EDUCATION
An overview of early childhood development and related programs and services. Presentation will focus on historical roots, societal changes, program differentiation, and future trends. Course content and activities are designed for consistency with eligibility criteria and certification requirements of state agencies and professional associations.

EEX2010 3 2 2
ORIENTATION TO EXCEPTIONAL EDUCATION
Covers definition, characteristics, theories, current trends and controversies in various categories of exceptional education.

SPA2380 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 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.

Education

ARE2022 3 3 0
ART AND CREATIVITY
Prepares teachers/instructional personnel to integrate art and creativity into the early childhood curriculum with an emphasis on child development, the nature of children's art, creativity, artistic elements, sensory stimulation and aesthetics forms.

EDF1005 3 3 0
ORIENTATION TO EDUCATION
General overview of teaching developed through study of processes of teaching and learning, organization and structure of American education and current issues and problems related to education.
SPA2382
AMERICAN SIGN LANGUAGE III
Prerequisites: SPA 2380 & SPA 2381 or departmental approval.
Advanced course for students who have previous course work in
other manual communication systems, but have no extensive
background in the grammatical structure and regional idiomatic
usage of American Sign Language. The production of non-
voiced, conversational, spontaneous signed sentences is the
goal of this course. Continued emphasis of the ability to “read”
signed phrases and sentences will be an integral part of the
course. *

* Please note * - American Sign Language course work may
not satisfy the foreign language graduation requirements at
some universities.

Electronics Engineering Technology

CET2112C
DIGITAL SYSTEMS I
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 parity 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
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
systems and applications; digital subsystems using integrated
circuit logic chips encoding/decoding techniques; data
interfacing and busing; multiplex/demultiplex systems;
analog/digital conversion techniques; static/dynamic memory
systems; and computer system organization. Laboratory pro-
jects and demonstrations provide practical insight into
capabilities and limitations of alternative methods of data
transfer, storage and interface conversion commonly utilized in
digital computing or control system applications. (Special Fee)

CET2123C
FUNDAMENTALS OF MICROPROCESSORS
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 map. Programming includes such topics as
introduction to 8085/8080A instruction set, loops, indexing,
time delays, and subroutines. (Special Fee)

CET2486C
LOCAL AREA NETWORKS
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.

CET2930
SELECTION TOPICS IN COMPUTER ENGINEERING
Prerequisite: Departmental approval. Selected topics in com-
puter engineering technology based on the needs and areas of
interest of the class and professor. May include laboratory
and/or field work as part of the class. Can be repeated for up
to 5 hours of credit.

EET1015C
FUNDAMENTALS OF DC CIRCUITS
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 student with hands-on
experience in use of electronics test equipment and in proper
techniques for data measurements/interpretation and
trouble-shooting. (Special Fee)

EET1025C
FUNDAMENTALS OF AC CIRCUITS
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 student with
practical hands-on experience in use of electronics test
equipment and in proper techniques for data
measurements/interpretation, trouble-shooting and orderly
documentation of test results and conclusions. (Special Fee)

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EET1141C
ELECTRONIC CIRCUITS I
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)

EET2142C
ELECTRONIC CIRCUITS II
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)

EET2255C
LINEAR OPERATIONAL AMPLIFIERS
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 common-mode rejection phenomena. Examines broad range of applications including instrumentation, differentiator/integrator circuits, voltage source regulation 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 trouble-shooting of digital circuits. Hands-on experience in effective use of basic equipment, such as oscilloscopes, logic analyzers, logic probes, pulsers, for trouble-shooting logic systems. Projects test students' understanding of basic circuits and develops trouble-shooting 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-side band 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)

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. Includes one-hour lab. (Special Fee)

EET2542C
POWER SYSTEMS II
Prerequisite: EET 2541C or departmental approval. Continuation of Power 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 one-hour lab.

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### EET2547C
**POWER SYSTEM PROTECTION**
Prerequisite: EET 2541or 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.

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### EET2711C
**LINEAR CIRCUIT ANALYSIS**
Prerequisites: MTB 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, 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, polyphase circuits, and instrumentation. Hands-on experience via assigned lab projects supplements classroom lectures.

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### EET2942
**INTERNSHIP : ELECTRONICS**
Prerequisite: Departmental approval. Student earns credit by working in supervised training assignment directly related to college major.

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### EST2673C
**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)

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### EST2674C
**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)

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### MTB1327
**MATHEMATICS FOR ELECTRONICS I**
Prerequisite: MAT 0024C or departmental approval. Emphasizes electronics applications. Students solve problems in arithmetic, unit conversion, algebraic solutions or electric circuits, network theorems and analysis-simplification methods.

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### MTB1328
**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.

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### EMS1010
**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.

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### EMS1119
**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.

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### EMS1119L
**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, extrication, MAST applications, working with heart monitors, setting up IVs and others. (Lab fee)

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### EMS1431
**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. Six contact hours.

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### EMS2251
**PARAMEDIC I**
Prerequisites: EMS 1119, EMS 1119L, EMS 1431 and state EMT certification. Corequisites: EMS 2251L and EMS 2461. Stresses theory and procedures used by comprehensive emergency medical system in advanced prehospital care of emergency patient.
Course | Cr | Lec | Lab | Course | Cr | Lec | Lab
--- | --- | --- | --- | --- | --- | --- | ---
EMS2251L | 3 | 0 | 6 | EMS2462 | 4 | 10 | 0
PARAMEDIC I LAB
Corequisites: EMS 2251 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. Three contact hours. (Lab fee.)

EMS2252 | 5 | 10 | 0
PARAMEDIC II
Prerequisites: EMS 2251, EMS 2251L, and EMS 2461, with C or better in each. Continuation of learning theory and procedures used by comprehensive emergency medical system in advanced prehospital care of emergency patient. Study of pharmacology, cardiovascular and respiratory care.

EMS2252L | 3 | 0 | 6
PARAMEDIC II LAB
Corequisites: EMS 2252 and EMS 2462. Lab is continuation of lab made available for EMS 2251L. Skills and various videos relate to information taught in EMS 2252. Three contact hours. (Lab fee.)

EMS2253 | 2 | 2 | 0
PARAMEDIC III
Prerequisites: EMS2251, EMS2252, EMS2252L, EMS2461, EMS2462 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 traumatic insult, and pediatric care.

EMS2253L | 1 | 1 | 2
PARAMEDIC III LABORATORY
Corequisites: EMS2253 Paramedic III and EMS2437 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.

EMS2459 | 5 | 0 | 10
PROVISIONAL FIELD INTERNSHIP
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 application of basic and advanced life support skills in prehospital emergency medicine. Professional liability insurance required.

EMS2461 | 4 | 0 | 10
PARAMEDIC I CLINICAL
Corequisites: EMS 2251 and EMS 2251L. Practicum stressing clinical application of advanced procedures and theories learned in EMS 2252. Directed experience in emergency departments, operating rooms, burn units, labor and delivery and respiratory therapy in local hospitals. Professional liability insurance required. 10 contact hours.

EMS2463 | 2 | 2 | 0
PARAMEDIC III CLINICAL
Corequisites : EMS 2459, EMS 2253, EMS 2254L Clinical application of advanced 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 members of an advanced life support team. Stresses the integration of EMT and Paramedic responsibilities so student gains confidence in clinical problem solving. Professional liability insurance required.

EMS2512 | 3 | 0 | 6
ENDOTRACHEAL INTUBATION
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 | 2-3 | variable
ELECTROCARDIOGRAPHY
Systematic approach to interpretation of electrocardiograms. The basic course provides an understanding of ECG rhythms, their etiologies, and treatment interventions. The focus of the course is based on electrophysiology, normal and abnormal ECG rhythms, and advanced cardiac life support pharmacology. When taken for a total of three credits, advanced skills such as 12-lead interpretation, infarct location determination, axis deviation, and conduction defects are included.

EMS2930 | 1-5 | variable
SELECTED TOPICS IN EMS
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**

EGN2930  
SELECTED TOPICS IN ENGINEERING  
Prerequisite: Departmental approval. Selected topics in engineering based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. May be repeated for up to 3 hours of credit.

EGS1130C  
DESCRIPTIVE GEOMETRY  
Prerequisite: ETD 1100C. Includes theory and practice in solving graphic problems involving point, line and space relationships. (Special Fee)

ETD1100C  
ENGINEERING DRAWING  
Survey of principles and practices involved in making and reading engineering drawings. Emphasis on lettering, industrial symbolism, visualization, orthographic projection and line techniques. (Special Fee)

ETM1822  
ENGINEERING MATERIALS AND PROCESSES  
Survey of basic materials used in industry, metallic and non-metallic, and processes used to form, fabricate and finish these materials. 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)

**English**

AML2010  
SURVEY IN AMERICAN LITERATURE: COLONIAL PERIOD  
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  
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  
Same as AML 2022 with honors content. Honors program permission required.

CRW2000  
CREATIVE WRITING AND ADVANCED COMPOSITION  
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.

CRW2400  
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.

ENC0010C  
COLLEGE-PREP ENGLISH I  
For students scoring 53 or less on CPT or 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 0012C. Credit does not apply toward associate degree. (Special Fee)

ENC0012C  
COLLEGE-PREP ENGLISH II  
Prerequisite: Passing grade in ENC0010C or score of 54-82 on the CPT or equivalent score on other state-approved entry test. Referral also on basis of diagnostic writing sample. Prepares students to plan and write grammatically correct paragraphs and short essays. Upon completion with C students may take ENC1101. Credit does not apply toward associate degree. (Special Fee)

ENC0013L  
COMMUNICATIONS SKILLS REVIEW LAB  
Designed to increase efficiency in writing skills, including word choice, sentence structure, grammar, spelling, punctuation, and process of writing an essay. Elective credit. Does not apply toward general education requirements.

ENC1101  
FRESHMAN COMPOSITION I  
Prerequisites: Score of 83 on writing component of CPT or equivalent score on other state-approved entry test or grade of C in ENC 0012C or ENS 1441. Also score of 61 on reading component of CPT or equivalent score on other state-approved entry test or passing grade in REA 0002C. Development of essay form, including documented essay; instruction and practice in expository writing. Emphasis on clarity of central and support ideas, adequate development, logical organization, coherence, appropriate citing of primary and/or secondary sources, 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.

ENC1133L
RESEARCH WRITING LAB
Designed to increase proficiency in effective methods of doing library research and writing documented essay using computer-generated word processing. Elective credit. Does not apply toward general education requirements.

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

ENG2930
SELECTED TOPICS IN ENGLISH
Special topics in writing and/or literature.

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.

LIT2120H
SURVEY IN WORLD LITERATURE: ENLIGHTENMENT TO PRESENT
Same as LIT2120 with honors content. Honors program permission required.

LIT2120H
SURVEY IN WORLD LITERATURE: ENLIGHTENMENT TO PRESENT
Same as LIT 2120 with honors content. Honors program permission required.

English as a Second Language

ENS1201
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
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
INTERMEDIATE ENGLISH WRITING I
Prerequisite: Demonstration of performance at required level of English language proficiency and ENS 1261 as pre- or co-requisite. 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
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
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
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.

ENS1341
INTERMEDIATE ENGLISH WRITING II
Prerequisite: Demonstration of performance at required level of English language proficiency and ENS 1361 as pre- or co-requisite. Continuation of ENS 1241. Students perfect paragraph writing skills and expand writing skills to include development of multi-paragraph essay. Credit does not apply to associate degree.

ENS1361
INTERMEDIATE ENGLISH STRUCTURE PATTERNS II
Prerequisite: Demonstration of required level of English proficiency. Continuation of ENS 1261. Review and practice of English grammatical patterns in realistic situations. Intensive and extensive practice of model sentences. Credit does not apply to associate degree.

ENS1421
READING FOR NON-NATIVE SPEAKERS OF ENGLISH
Prerequisite: C or higher grade in ENS1321 or Level 4 placement on ELPA. Also score of 51 or higher on reading component of CPT or equivalent score on other state-approved test. Corequisite: ENS1441 or ENC0012 if mandated. Departmental recommendation required. For non-native speakers of English who plan to use English for academic, professional, and social purposes. Areas of emphasis: (1) base-line and advanced English vocabulary, (2) speed and critical comprehension, (3) awareness of cultural concepts underlying written discourse, (4) reading enjoyment.

ENS1441
COMPOSITION FOR NON-NATIVE WRITERS
Prerequisite: Grade of C or better in ENS 1341 and 1361 if mandated in Level 4 placement on ELPA and score 51 or higher on CPT reading section. Also departmental approval. Corequisite: REA 0002/ENS 1421 if mandated. Bridge course between ENS and ENC1101. Emphasis on sentence structure, idiomatic English usage, vocabulary development, punctuation, and spelling. Experience in planning, writing, revising, and editing the complex deductive paragraph and five-paragraph essay.

ENS2390
SELECTED TOPICS IN ENGLISH AS A SECOND LANGUAGE
Prerequisite: Departmental approval. Selected topics in English as a Second Language based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. May be repeated for up to 3 hours of credit.
ESL0181
COMBINED SKILLS-ENGLISH AS A SECOND LANGUAGE
Prerequisites: Demonstration of performance at required level of English language proficiency and departmental approval. For limited-English-proficient (LEP) speakers who require postsecondary preparation in English before admission to Valencia’s ENS program. Addresses all areas of skills development: grammar, reading, writing, speaking and listening. Credit does not apply to associate degree.

Environmental Science Technology

EVS1133
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
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 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.

EVS1343
WASTEWATER TREATMENT II
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. Eight contact hours.

EVS1401
BASIC ELECTRICITY, BLUEPRINTS, AND ENERGY CONSERVATION
Prerequisite: Two years of high school algebra or equivalent. Basic principles of electricity, electric 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
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
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
Prerequisites: CHM 1025 or equivalent. 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
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.

EVS2601
HAZARDOUS MATERIALS
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.

Film Production

FIL1270
INTRODUCTION TO THE FILM PROCESS
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.
FILM PRODUCTION
Participation by student as technician in College-sponsored film production. Must be repeated for 12 hours credit. (Special Fee)

FILM CAMERA TECHNIQUES
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.

FILM LIGHTING
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.

FILM GRIPPING
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
4 1 3
Acquaints students with techniques and aesthetics of film editing. Emphasis on visual and audio post-production.

FILM SOUND
4 1 3
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
1-3 variable
Seminar for students interested in research, discussion and observation of special topics in film and film production.

FFP2150
3 3 0
METHODS AND TECHNIQUES OF INSTRUCTION FOR FIRE
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.

FFP2200
3 3 0
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
3 3 0
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
3 3 0
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
3 3 0
FIRE PROTECTION CODES AND STANDARDS

FFP2326
3 3 0
PLANS REVIEW FOR FIRE SCIENCE

FFP2500
3 3 0
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.

Fire Science

COMPANY OFFICER LEADERSHIP
3 3 0
Includes basic aspects of leadership: leadership style, communications, group dynamics, individual behavior, motivation and various types of management currently used.

FFP1410
3 3 0
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.
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<tr>
<td>HAZARDOUS MATERIALS II</td>
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<tr>
<td>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.</td>
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<tr>
<td>FIRE PROTECTION SYSTEMS AND EXTINGUISHING AGENTS</td>
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<tr>
<td>Study of importance and proper use of fire detection and suppression systems. Advising public concerning agents and systems; review of design, installation, maintenance and inspection requirements of applicable standards dealing with systems.</td>
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<td>FFP2930</td>
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<tr>
<td>SELECTED TOPICS IN FIRE SCIENCE</td>
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<tr>
<td>Prerequisite: Departmental approval. For students interested in discussion and exploration of selected topics in fire technology.</td>
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<tr>
<td>INTERNSHIP: FIRE SCIENCE</td>
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<tr>
<td>Prerequisite: Departmental approval. Student earns credit by working in supervised training assignment directly related to college major. May be repeated for credit.</td>
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### French

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<td>FRE1000</td>
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<tr>
<td>BASIC FRENCH</td>
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<tr>
<td>Proficiency approach to French. Stress on everyday use of the language. Students introduced to basic grammar, vocabulary and composition. This course, two years of recent high school French or permission of professor is prerequisite for FRE 1100.</td>
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<td>FRE1100</td>
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<tr>
<td>ELEMENTARY FRENCH I</td>
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<tr>
<td>Prerequisite: FRE 1000, two years of recent high school French or departmental approval. Fundamental French grammar and communication skills.</td>
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<td>FRE1101</td>
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<tr>
<td>ELEMENTARY FRENCH II</td>
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<tr>
<td>Prerequisite: FRE 1100 or departmental approval. Study of grammar and extensive conversation. Includes limited compositions based on selected readings from French publications.</td>
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<tr>
<td>INTERMEDIATE FRENCH I</td>
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<tr>
<td>Prerequisite: FRE 1101 or departmental approval. Emphasis on integration of communications skills-conversation, reading and composition.</td>
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<tr>
<td>INTERMEDIATE FRENCH II</td>
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<tr>
<td>Prerequisite: FRE 2200 or departmental approval. Emphasis on integration of communication skills-oral presentations based on reading and composition.</td>
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<tr>
<td>FRE2930</td>
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<tr>
<td>SELECTED TOPICS IN FRENCH</td>
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<tr>
<td>For students interested in special topics that further explore the field of French.</td>
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### Geography

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<tr>
<td>GEA1000</td>
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<tr>
<td>WORLD GEOGRAPHY</td>
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<tr>
<td>Introduction to basic geographic concepts and terms, problems of conservation of natural resources and human and natural resources of major regions of world with in-depth study of one or more countries in each region.</td>
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### German

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<tr>
<td>GER1000</td>
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<tr>
<td>BASIC GERMAN</td>
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<tr>
<td>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 prerequisite for GER 1100.</td>
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<td>GER1100</td>
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<tr>
<td>ELEMENTARY GERMAN I</td>
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<tr>
<td>Prerequisite: German 1000, two years of recent high school German or departmental approval. Fundamental German grammar and communication skills.</td>
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<td>GER1101</td>
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<tr>
<td>ELEMENTARY GERMAN II</td>
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<tr>
<td>Prerequisite: GER 1100 or departmental approval. Continuation of GER 1100.</td>
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<td>GER2200</td>
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<tr>
<td>INTERMEDIATE GERMAN I</td>
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<tr>
<td>Prerequisite: GER 1101 or departmental approval. Conversational approach based on material which also develops reading and writing skills.</td>
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<td>INTERMEDIATE GERMAN II</td>
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<tr>
<td>Prerequisite: GER 2200 or departmental approval. Conversational approach based on material which also develops reading and writing skills.</td>
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<tr>
<td>GER2930</td>
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<tr>
<td>SELECTED TOPICS IN GERMAN</td>
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<tr>
<td>For students interested in special topics that further explore the field of German.</td>
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# Graphics Technology

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<td>GRA1500</td>
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<tr>
<td>INTRODUCTION TO GRAPHIC COMMUNICATIONS</td>
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<td>Broad look at graphics. Explores printing process; typesetting methods, including copyfitting; recognition and identification of papers, layout and color, plus introduction to press camera.</td>
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<td>GRA1530C</td>
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<tr>
<td>FUNDAMENTALS OF TYPOGRAPHY</td>
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<td>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)</td>
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<tr>
<td>GRA1540C</td>
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<tr>
<td>LAYOUT, DESIGN AND COPY PREPARATION</td>
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<td>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. Includes two-hour laboratory. (Special Fee)</td>
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<td>GRA1951</td>
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<tr>
<td>PORTFOLIO REVIEW</td>
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<td>Prerequisite: GRA 1500, ART 1201C, ART 1301C, SLS 1303 or departmental approval. A course in which the student develops a portfolio and presentation skills for employment in the graphic design profession. Additionally, students design a personal letterhead for their interview request letter, business card and a self-promotional piece. As final evaluation for the course students will undergo a portfolio review.</td>
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<tr>
<td>GRA2536C</td>
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<tr>
<td>DIGITAL TYPOGRAPHY</td>
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<td>Prerequisite: GRA1530C, OST1141 or departmental approval. An introduction to computerized typesetting technology. Emphasis is on operational changes, visual effects of set type and display problems. Concentration on text including a study of font management, postscript, and handling of digital files will be included. Students will solve a variety of problems commonly encountered in typesetting operations. (Special Fee)</td>
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<tr>
<td>GRA2545C</td>
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<tr>
<td>ADVANCED GRAPHIC DESIGN I</td>
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<td>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.</td>
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<td>GRA2546C</td>
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<tr>
<td>ADVANCED GRAPHIC DESIGN II</td>
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<td>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.</td>
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<td>GRA2801</td>
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<tr>
<td>COMPUTER ASSISTED GRAPHIC DESIGN</td>
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<td>Prerequisite: GRA2800 or departmental approval. A course covering the concepts of electronic publishing and the ability to create and manipulate full color graphic illustrations. Students will receive training on Adobe Illustrator or the most current Encapsulated Postscript illustration program standard in the industry. Class lecture will be supported with hand-outs and demonstrations. (Special fee)</td>
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<td>GRA2571C</td>
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<tr>
<td>DIGITAL AND PHOTOLITHOGRAPHIC PREPRESS</td>
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<td>Prerequisites: GRA2635C and GRA2577C or departmental approval. Fundamental photographic principles and application of photographic techniques in production of negatives for printing processes. Current prepress production methods, including output through an imagesetter for single and full color graphics will be covered. (Special fee)</td>
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<tr>
<td>GRA2577C</td>
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<tr>
<td>ADOBE PHOTOSHOP</td>
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<td>A course in the graphic applications of Adobe Photoshop designed for the experienced publisher, graphic designer or graphic arts person who wishes to integrate black and white and color photography into their page layout program. Program features will be utilized to create original bitmapped images, edit scanned images and import images rendered in other applications through a variety of built in painting, editing and correction tools. Additionally, students will learn the basics of retouching, color correction, pre-proofing and printing to various devices. (Special fee)</td>
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<td>GRA2635C</td>
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<tr>
<td>GRAPHIC REPRODUCTION PROCESSES</td>
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<td>Prerequisite: GRA 1500 or departmental approval. Fundamentals of single and multi-color layout and prepress production will be introduced. Traditional production techniques and current usage of a personal computer, software and peripherals will be studied. Course includes lecture and field trips to local graphic arts production and printing facilities. (Special Fee)</td>
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<td>GRA2692C</td>
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<tr>
<td>PRINTING PROBLEMS</td>
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<td>Prerequisite: GRA 2571C or departmental approval. Presents student with given set of circumstances which include one or more problem areas in the production process. Through developing several possible solutions, students learn to solve given problem. Focus is on computerized output methods. (Special fee)</td>
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<td>GRA2704C</td>
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<tr>
<td>PRODUCTION SCHEDULING</td>
<td>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. (Special Fee)</td>
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<td>GRA2740C</td>
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<td>GRAPHIC PRESENTATIONS</td>
<td>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)</td>
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<td>GRA2743C</td>
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<tr>
<td>ILLUSTRATING</td>
<td>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/commerical publications. (Special Fee)</td>
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<td>GRA2800</td>
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<td>COMPUTER GRAPHICS</td>
<td>Prerequisite: GRA 1500 or departmental approval. Instruction and practical exercises in 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)</td>
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<td>COMPUTER ANIMATION I</td>
<td>Prerequisite: GRA 2800 or departmental approval. Provides instruction in 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, storyboard and animation effects. Introduces students to necessary hardware and software to create and output animated images. (Special Fee)</td>
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<tr>
<td>COMPUTER ANIMATION II</td>
<td>Prerequisites: GRA 2803 or departmental approval. Provides instruction in 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)</td>
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<td>GRAPHIC DESIGN FOR DESKTOP PUBLISHING</td>
<td>Prerequisite: GRA 2800 or departmental approval. Hands-on use of high-end desktop publishing software and hardware for production of quality publication. Focus on good 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. (Special Fee)</td>
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<tr>
<td>SELECTED TOPICS IN GRAPHIC ARTS</td>
<td>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.</td>
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<td>INTERNSHIP : GRAPHICS</td>
<td>Prerequisite: Departmental approval. Students earn credit by working in a supervised training assignment directly related to graphics major. May be repeated for credit for a total of 6 credits.</td>
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<td>MULTIMEDIA GRAPHICS</td>
<td>Prerequisites: GRA2740C, GRA2577C or departmental approval. Students learn advanced graphic techniques for multimedia presentations. Vector and bit-mapped graphics software will be used to complete the projects. Students learn to plan and create presentations that could include scanned images, images created in various graphics programs, video and animation sequences and sound. (Special Fee)</td>
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**Health**

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<td>PERSONAL HEALTH</td>
<td>Acquaints individual with sound principles of healthfull 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.</td>
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<tr>
<td>HSC1400</td>
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<td>FIRST AID/CPR</td>
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<td>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.</td>
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<td>HLP1081</td>
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<tr>
<td>HEALTH ANALYSIS AND IMPROVEMENT I</td>
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<tr>
<td>Understanding sound principles for healthy living and the role of exercise in health improvement and maintenance is paramount for the individual concerned with maximizing their wellness potential and reducing chances of significant degenerative diseases. Topics include overviews of wellness, disease prevention, stress management, weight control, nutrition and body composition. Lab activities incorporate cardiovascular exercise, strength training, proper diet for health and performance and health promotion through exercise intervention.</td>
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<td>HLP1082</td>
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<tr>
<td>HEALTH ANALYSIS AND IMPROVEMENT II</td>
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<tr>
<td>Prerequisite: HLP1081. This course is a continuation of the HLP1081 maintenance component. Students may also review and write research papers on the following topics: wellness, cardiovascular exercise, strength conditioning, stress management, body composition, nutrition, disease prevention, and health promotion through exercise intervention.</td>
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<tr>
<td>SELECTED TOPICS IN HEALTH AND FITNESS</td>
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<tr>
<td>Prerequisite: Departmental Approval. Selected topics in health and fitness as background and interests of students dictate. May be repeated for credit, providing different topics are explored.</td>
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<tr>
<td>Prerequisite: Departmental approval. Selected topics in health science based on the needs and area of interest of the class and professor. May include laboratory and/or field work as part of the class. May be repeated for up to 3 hours of credit.</td>
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<td>APPLIED PHYSICS</td>
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AMH2010
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
UNITED STATES HISTORY TO 1865 - HONORS
Same as AMH 2010 with honors content. Honors program permission required.

AMH2020
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
UNITED STATES HISTORY 1865 - 1945 HONORS
Same as AMH 2020 with honors content. Honors program permission required.

AMH2070
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
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
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
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
SELECTED TOPICS IN HISTORY
For students interested in special topics and who wish to explore further field of history through research, discussion and observation.

Horticulture

AGE2230C
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, hydraulics, 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
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
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, 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
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.

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<td>ENY1007C</td>
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<tr>
<td>PRINCIPLES OF ENTOMOLOGY</td>
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<td>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)</td>
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<tr>
<td>CITRUS CULTURE</td>
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<td>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. Includes one-hour laboratory. (Special Fee)</td>
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<td>HOS1010</td>
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<tr>
<td>INTRODUCTION TO HORTICULTURAL SCIENCE</td>
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<td>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)</td>
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<tr>
<td>HORTICULTURAL EQUIPMENT</td>
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<td>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)</td>
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<td>SELECTED TOPICS IN HORTICULTURE</td>
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<tr>
<td>Prerequisite: HOS 1010. Topics of interest or research in horticulture. (Special Fee)</td>
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<tr>
<td>HOS2942</td>
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<tr>
<td>INTERNSHIP: HORTICULTURE</td>
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<tr>
<td>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.</td>
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<tr>
<td>IPM1301</td>
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<tr>
<td>PESTICIDES</td>
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<tr>
<td>Involves classification, mode of action, toxicity, mixing, registration and safe application techniques of pesticides used in pest control industry.</td>
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<tr>
<td>ORH1234</td>
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<tr>
<td>ORNAMENTAL PLANT MAINTENANCE</td>
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<tr>
<td>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)</td>
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<tr>
<td>ORH1510</td>
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<tr>
<td>ORNAMENTAL PLANT MATERIALS I</td>
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<tr>
<td>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)</td>
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<tr>
<td>ORH1511</td>
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<tr>
<td>ORNAMENTAL PLANT MATERIALS II</td>
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<tr>
<td>Prerequisite: HOS 1010 or departmental approval. Identification, growth characteristics, propagation, culture and use of tropical and sub-tropical plants in Florida plantscapes. (Special Fee)</td>
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<tr>
<td>ORH1831</td>
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<tr>
<td>LANDSCAPING DESIGN AND IMPLEMENTATION</td>
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<tr>
<td>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. Includes lab. (Special Fee)</td>
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<tr>
<td>ORH1873</td>
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<tr>
<td>INTERIORSCAPING, DESIGN AND MAINTENANCE</td>
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<tr>
<td>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)</td>
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<tr>
<td>ORH2220</td>
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<tr>
<td>TURF GRASS CULTURE</td>
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<tr>
<td>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)</td>
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<td>ORH2251</td>
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<tr>
<td>NURSERY OPERATION AND MANAGEMENT</td>
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<tr>
<td>Prerequisite: HOS 1010 or departmental approval. Study of management and cultural practices. Includes laboratory work in time-motion studies, production scheduling, marketing surveying, nursery design, nursery visitations, nursery personnel, cost analysis, cultural approaches, growing structures and equipment use. (Special Fee)</td>
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<tr>
<td>ORH2261</td>
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<tr>
<td>FLORI-CROP PRODUCTION AND USE</td>
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<tr>
<td>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)</td>
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<tr>
<td>ORH2274</td>
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<tr>
<td>COMMERCIAL FOLIAGE PLANT PRODUCTION</td>
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<tr>
<td>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. Includes lab. (Special Fee)</td>
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<tr>
<td>ORH2281</td>
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<tr>
<td>INTRODUCTION TO ORCHIDOLOGY</td>
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<tr>
<td>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)</td>
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<tr>
<td>ORH2842</td>
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<tr>
<td>LANDSCAPE CONSTRUCTION - OPERATIONS, MANAGEMENT</td>
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<tr>
<td>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.</td>
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<tr>
<td>HORTICULTURE RESEARCH AND SEMINAR</td>
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<tr>
<td>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.</td>
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<tr>
<td>PLP2001C</td>
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<tr>
<td>PLANT PATHOLOGY</td>
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<tr>
<td>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)</td>
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<td>PLS2220</td>
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<tr>
<td>PLANT PROPAGATION</td>
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<tr>
<td>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. Includes lab. (Special Fee)</td>
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<td>PMA2502</td>
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<tr>
<td>DIAGNOSTIC TECHNIQUES FOR PLANT PROBLEMS</td>
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<td>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.</td>
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<td>SOS2102</td>
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<tr>
<td>SOILS AND FERTILIZERS</td>
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<tr>
<td>Prerequisite: HOS 1010 or departmental approval. Study of soil-water-plant relationships. Emphasis on soil properties (soil science), soil management and soil use (economic as well as social). Includes nursery and greenhouse soils for Florida, elemental nutrient studies and selected research topics. (Special Fee)</td>
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<td>VEC1201</td>
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<tr>
<td>INTRODUCTION TO VEGETABLE GARDENING</td>
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<tr>
<td>Prerequisite: HOS 1010. Study of fundamental principles underlying commercial production of vegetables: seeding, fertilization, harvesting and storage. Includes one-hour lab. (Special Fee)</td>
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### Hospitality and Tourism

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<tr>
<td>FOOD SERVICE SANITATION MANAGEMENT</td>
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<tr>
<td>This course will acquaint students with the Food and Drug Administration's Food Code as well as the challenges and opportunities facing hospitality managers in the area of sanitation risk management. It presents a systems approach to sanitation management, utilizing the Hazard Analysis Control Point Program (HACCP) and it provides a basic understanding of quality sanitation management.</td>
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<td>FSS2222C</td>
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<td>QUANTITY FOOD PRODUCTION AND FOOD MANAGEMENT</td>
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<td>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)</td>
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<td>FSS2251</td>
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<tr>
<td>FOOD AND BEVERAGE MANAGEMENT</td>
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<tr>
<td>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.</td>
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FSS2500
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
INTRODUCTION TO HOSPITALITY AND TOURISM 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
MANAGING HOUSEKEEPING OPERATIONS
Systematic approach to managing housekeeping operations in hospitality industry. Emphasis on role of housekeeping department and understanding managerial skills necessary to efficiently operate department.

HFT1410
FRONT OFFICE MANAGEMENT
Acquaints student with front desk procedures, including use of accounting machines for processing guest accounts through hotel night audit.

HFT1700
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.

HFT2210
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
HUMAN RELATIONS AND SUPERVISORY DEVELOPMENT
Prepares students for eventual certification as Certified Hospitality Supervisor (CHS) by American Hotel and Motel Association. Emphasis on such management skills as solving problems, motivating employees and improving employee performance.

HFT2500
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.

HFT2600
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
CONVENTION MANAGEMENT AND SERVICE
Defines scope and segmentation of convention and group business market, describes marketing and sales strategies to attract markets with specific needs, and explains techniques to meet needs as part of meeting and convention services.

HFT2930
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.

HFT29412
INTERNSHIP : HOSPITALITY & TOURISM
Prerequisite: Departmental approval. Provides 400 hours of practical experience under supervision of industry manager and professor.

FOS2201
FOOD SERVICE SANITATION MANAGEMENT
This course will acquaint students with the Food and Drug Administration's Food Code as well as the challenges and opportunities facing hospitality managers in the area of sanitation risk management. It presents a systems approach to sanitation management, utilizing the Hazard Analysis Control Point Program (HACCP) and it provides a basic understanding of quality sanitation management.
### Humanities

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

**HUM 1020**  
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.

**HUM 1702**  
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.

**HUM 2220**  
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 6000 words.

**HUM 2223**  
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 6000 words.

**HUM 2223H**  
HUMANITIES - LATE ROMAN AND MEDIEVAL - HONORS  
Same as HUM 2223 with honors content. Honors program permission required.

**HUM 2232**  
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.

**HUM 2232H**  
HUMANITIES - RENAISSANCE AND BAROQUE - HONORS  
Same as HUM 2232 with honors content. Honors program permission required.

**HUM 2234**  
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 6000 words.

**HUM 2234H**  
HUMANITIES - ENLIGHTENMENT AND ROMANTICISM - HONORS  
Same as HUM 2234 with honors content. Honors program permission required.
HUM2250
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 6000 words.

HUM2250H
HUMANITIES - TWENTIETH CENTURY - HONORS
Same as HUM 2250 with honors content. Honors program
permission required.

HUM2310
MYTHOLOGY IN ART AND LITERATURE
Prerequisite: ENC 1101 or 1101H. Examines myths of various
cultures, both ancient and modern, expressed in art and
literature. Uses variety of analytical methods such as
psychological, anthropological, literary symbolism, myths to
determine universality of various symbols and concepts.
Requires each student to write 6000 words.

HUM2310H
MYTHOLOGY IN ART AND LITERATURE - HONORS
Same as HUM 2310 with honors content. Honors program
permission required.

HUM2410
ASIAN HUMANITIES
Examines dominant ideas and arts in South and East Asian
cultures expressed in philosophy, literature, art, architecture,
and music. Focus on India, China, and Japan; covers period
from earliest civilization to present.

HUM2461
LATIN AMERICAN HUMANITIES
Prerequisite: ENCI101 or 1101H or equivalent. An integrated
study of the history and culture and Latin America. Focuses on
how modern Latin American cultures are the product of a
historic biological and cultural interchange between Europe,
Africa, and the Americas. Topics include pre-Columbian
civilizations, the Encounter and its aftermath, independence
and neo-colonialism, and modernist art, literature, and cinema.
Requires each student to write 6000 words.

HUM2742
HUMANITIES IN ITALY
Prerequisite: Departmental approval, registration fee plus cost
tour. Consists of seminar and travel in Italy. Pre-travel
seminars establish a foundation for critically examining art,
architecture, literature and music in relation to significant
historical, philosophical and religious currents in Italian
culture. Travel to cities such as Sorrento, Naples, Paestum,
Pompeii, Rome, Florence, Ravenna, Assisi, Siena, Venice and
Milan reinforces the seminars through direct experience of the
art, architecture and culture of Italy from pre-historic times to
the present. Participants must be 18 years of age or older.

HUM2930
SELECTED TOPICS IN HUMANITIES
Seminars offered for students interested in special topics in
humanities. Topics selected from special areas of art,
architecture, literature, religion, music and philosophy or
combination of these areas.

REL2000
UNDERSTANDING RELIGIOUS TRADITIONS
Designed for students interested in exploring various ways
people have expressed religious views. Explores questions
that lead people to formulate religious answers and various
religious doctrines that formalize human concerns. Balances
different opinions from major religious traditions such as
Christianity, Judaism, Hinduism and Buddhism, among others,
and helps students broaden perspectives on religion.

REL2930
SELECTED TOPICS IN RELIGION
Prerequisite: Departmental approval. Selected topics in
religion based on the needs and areas of interest of the class
and professor. May include laboratory and/or field work as
part of the class. Can be repeated for up to 3 hours of credit.

Interdisciplinary Studies

IDS1101
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
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
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
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
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 reporrtorial skills; emphasis 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. Meets three hours per week.

JOU1421L
COLLEGE NEWSPAPER
Laboratory course for production of College newspaper. Includes reporting, editing, business, makeup, and other phases of newspaper production. Meets three hours per week.

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. Three hours per week.

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. Three hours per week.

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.

JOU2422L
COLLEGE NEWSPAPER
Laboratory course for production of College newspaper. Includes reporting, editing, business, makeup, and other phases of newspaper production. Meets three hours per week.

JOU2423L
COLLEGE NEWSPAPER
Laboratory course for production of College newspaper. Includes reporting, editing, business, makeup, and other phases of newspaper production. Meets three hours per week.

JOU2442L
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. Three hours per week.
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 regular class. Three hours per week.

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. Meets three hours per week.

JOU2942
INTERNSHIP: JOURNALISM
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
WRITING FOR MASS COMMUNICATIONS
Fundamental instruction and practice in writing for journalism, advertising, broadcasting and public relations. Pre-professional 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 PLA1105. 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 civil 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 real estate taxable.

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: LEGAL ASSISTING  
Prerequisites: BUL 2242, PLA 1105, and one of following: PLA 2206, PLA 2626, PLA 2516, MAN 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.

Library Science

LIS1002  
COMPUTER RESEARCH  
Introduction to the use of library resources. Emphasis is placed on the use of these resources to meet informational needs of students. The course will focus on accessing information electronically through LINCC, InfoNet, online databases, and the Internet. This course includes lectures, group activities, and hands-on experience.

LIS2002  
INTRODUCTION TO THE INTERNET  
Provides an introduction to the Internet. Covers E-mail, World Wide Web, gopher searching, telnet and FTP. This course includes lectures, group activities, and hands-on experience.

LIS2930  
SELECTED TOPICS IN LIBRARY SCIENCE  
Prerequisite: Departmental approval. Selected topics in library science based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. Can be repeated for up to 3 hours of credit.

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

MAC104  
COLLEGE ALGEBRA  
Prerequisite: Satisfactory score on entrance 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 MAC1132.)

MAC114  
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)

MAC132  
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 MAC1114.)

MAC233  
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.

MAC231  
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 forms, applications of derivatives, definite and indefinite integral.

MAC2311H  
CALCULUS WITH ANALYTIC GEOMETRY I - HONORS  
Same as MAC 2311 with honors content. Honors program permission required.

MAC2312  
CALCULUS WITH ANALYTIC GEOMETRY II  
Prerequisite: MAC 2311 with C or better. Topics include differentiation and integration of exponential logarithmic transcendental functions, techniques of integration, indeterminate forms, conic sections, and infinite series.
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<td>Prerequisite: MAC 2312 with C or better. Topics include polar coordinates, vectors, three dimensional analytic geometry, parametric equations, partial derivatives, multiple integration.</td>
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<td>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.</td>
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<td>Prerequisite: MAC 2313 with C or better or departmental approval. Introduction to methods and applications of ordinary differential equations. Topics include first order differential equations and applications; higher order linear differential equations with applications; Laplace transforms; introduction to numerical methods.</td>
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<td>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.</td>
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<td>Prerequisite: Satisfactory score on an entry assessment test. Corequisite: MAT0003L. Designed to improve student's background in general arithmetic and develop arithmetic of integers. Specific course content selected for each student on basis of background. Required for students not meeting admission standard for other mathematics courses. Not applicable toward mathematics requirement in general education or toward any associate degree at Valencia (Special Fee).</td>
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<td>Prerequisite: Satisfactory score on entry assessment test. Same as MAT 0003 and MAT 0003L combined into one course. Required for students not meeting admission standards for other mathematics courses. Not applicable toward mathematics requirement in general education or toward any associate degree at Valencia. (Special fee)</td>
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<td>Prerequisite: MAT0003 with a C or better or satisfactory score on placement test. Corequisite: MAT0024L. 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 and rational expressions and use of calculators. Does not apply toward mathematics requirements in general education or toward any associate degree. (Special Fee)</td>
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<td>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)</td>
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<td>Corequisite: MAT0024. Lab component of MAT0024.</td>
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<td>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.</td>
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<td>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.</td>
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<td>Prerequisite: MAC 1104 and departmental approval. Examines selected topics in mathematics based on historical, theoretical, application or research approach.</td>
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<td>Designed to give students planning to take computational portion of CLAST exam opportunity to review necessary mathematical skills. Includes review of topics of arithmetic, algebra, logical reasoning, geometry, probability and statistics as well as test-taking strategies and familiarization with requirements and format of CLAST.</td>
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<td>Prerequisite: MAT 1033 with C or better or satisfactory score on entry assessment inventory. Topics include sets, numerations systems, logic, geometry, probability, and statistics.</td>
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<td>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.</td>
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<td>Open to students desiring to learn to use microcomputer or programmable calculator as aid in solving mathematical problems. Student gains experience solving problems using programming techniques. Each student completes individual project using modern computational methods to solve problems in selected field. Recommended for pre-business, pre-science and pre-engineering majors.</td>
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<td>Prerequisite: MGF 2202 or MAC 1104 with C or better. Methods course introducing descriptive methods, including measures of central tendency and dispersion, probability, basic patterns of statistical inference, confidence interval estimation, hypothesis testing and simple linear regression.</td>
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**Military Science**

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<td>Designed to acquaint the student with basic sport orienteering, map reading techniques and field expedient navigational skills in a classroom and field environment.</td>
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<tr>
<td>MIS1031</td>
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<tr>
<td>INTRODUCTION TO MILITARY SCIENCE</td>
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<tr>
<td>Organization of Army and ROTC program. Discussion includes career opportunities, significance of military courtesy and basic principles of land navigation.</td>
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<tr>
<td>MIS1400</td>
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<tr>
<td>FUNDAMENTALS OF LEADERSHIP DEVELOPMENT</td>
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<td>2</td>
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<tr>
<td>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.</td>
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<tr>
<td>MIS2120</td>
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<tr>
<td>THE THREAT</td>
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<tr>
<td>Comparison of United States Army with foreign armies; includes current threat and potential use of nuclear, biological and chemical warfare. Introduction to communications.</td>
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<tr>
<td>MIS2300</td>
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</tr>
<tr>
<td>SMALL UNIT TACTICS</td>
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<tr>
<td>Small unit tactics with emphasis on patrolling. Advanced map reading, including military geography, land navigation, use of compass, and military symbols.</td>
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**Music**

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>音樂</td>
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<tr>
<td>MUSIC APPRECIATION</td>
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<tr>
<td>General survey of music and composers, with extensive listening to develop intelligent understanding and appreciation of world's great music. Open to all students.</td>
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<tr>
<td>MUL1110</td>
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<tr>
<td>MUSIC LITERATURE</td>
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<tr>
<td>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 6000 words.</td>
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<td>Course</td>
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<tr>
<td>MUN120</td>
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<tr>
<td>SYMPHONIC BAND</td>
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<tr>
<td>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.</td>
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<tr>
<td>MUN1340</td>
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</tr>
<tr>
<td>CONTEMPORARY ENSEMBLE</td>
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<tr>
<td>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.</td>
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<td>MUN1420</td>
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</tr>
<tr>
<td>WOODWIND CHOIR</td>
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<tr>
<td>Selected performing ensemble open by audition to any woodwind player. Representative woodwind choir literature from all styles and periods. May be repeated for credit.</td>
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<tr>
<td>MUN1430</td>
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<tr>
<td>BRASS CHOIR</td>
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<tr>
<td>Selected performing small ensemble open to any brass player. Representative brass choir literature from all styles and periods. May be repeated for credit.</td>
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<tr>
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<tr>
<td>PERCUSSION ENSEMBLE</td>
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<tr>
<td>Performing ensemble open by audition to any percussionist. Representative literature from all styles and periods. May be repeated for credit.</td>
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<tr>
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<tr>
<td>PERFORMANCE LAB</td>
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<tr>
<td>Provides music majors in-depth study of performance problems, techniques, repertoire and performance skills. May be repeated for credit.</td>
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<tr>
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<tr>
<td>VALENCIA SINGERS</td>
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<tr>
<td>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.</td>
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<tr>
<td>MVK1111</td>
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<tr>
<td>PIANO CLASS FOR MUSIC MAJORS I &amp; II</td>
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</table>
| 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      | 1  | 1  | 1   |
| 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 MVK 1111. May be repeated for credit. (Special Fee) |

| MVS1816      | 1  | 1  | 1   |
| 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      | 1  | 1  | 1   |
| 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) |

**Nuclear Medicine Technology**

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>NMT2061</td>
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<tr>
<td>SEMINARS IN NUCLEAR MEDICINE TECHNOLOGY</td>
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<tr>
<td>Prerequisite: NMT 2733, NMT 2535C, NMT 2824. Corequisite: NMT 2844. Designed to review the NMT curriculum to prepare students for the national certification examination and state licensure. The format will be lecture, journal review, and examination.</td>
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</table>

| NMT2312      | 2  | 2  | 1   |
| RADIATION SAFETY AND HEALTH PHYSICS |          |       |
Introduction to the principles and practices of working with radiation in the nuclear medicine department.  
Includes instruction in radiation physics, detection instrumentation and safe occupational practices. Overview of federal and state regulatory requirements. |

| NMT2534C     | 3  | 2  | 4   |
| NUCLEAR MEDICINE TECHNOLOGY INSTRUMENTATION I |          |       |
| Prerequisite: NMT 2713, NMT 2312, NMT 2804. Corequisite: NMT 2723, NMT 2814. Introduces the theory and operational characteristics of nuclear medicine instrumentation.  
Laboratory exercises and classroom lectures presenting non-imaging radiation detection equipment, gamma cameras and computers. |

| NMT2535C     | 3  | 2  | 4   |
| NUCLEAR MEDICINE TECHNOLOGY INSTRUMENTATION II |          |       |
| Prerequisite: NMT 2723, NMT 2534C, NMT 2723. Corequisite: NMT 2733. Second course continuing the theory and operational characteristics of advanced instrumentation.  
Laboratory exercises and classroom lectures presenting advanced imaging systems including SPECT and evaluating quality control assessment in nuclear medicine. |

| NMT2713      | 3  | 3  | 0   |
| NUCLEAR MEDICINE TECHNOLOGY METHODOLOGY I |          |       |
| Prerequisite: BSC 1086, CHM 1025C, NUR 1060C, HSC 1230C, RTE 2385. Corequisites: NMT 2312, NMT 2804.  
First of a four semester sequence introducing theory and methods of nuclear medicine technology. Laboratory exercises and classroom lectures presenting basic diagnostic procedures including correlating anatomy and physiology, radiopharmaceutical administration, instrumentation and imaging protocols. |

| NMT2723      | 4  | 4  | 0   |
| NUCLEAR MEDICINE TECHNOLOGY METHODOLOGY II |          |       |
| Prerequisite: NMT 2713, NMT 2312, NMT 2804. Corequisites: NMT 2534C, NMT 2814.  
Second course continuing the theory and methods of nuclear medicine technology. Laboratory exercise and classroom lectures presenting intermediate level diagnostic procedures including computer acquisition and processing. |

| NMT2733      | 4  | 4  | 0   |
| NUCLEAR MEDICINE TECHNOLOGY METHODOLOGY III |          |       |
| Prerequisite: NMT 2723, NMT 2534C, NMT 2814L. Corequisites: NMT 2533C, NMT 2824L.  
Third course continuing the theory and methods of nuclear medicine technology. Lab exercises and classroom lectures introducing radiopharmacy, quantitative non-imaging procedures and radionuclide therapy. |

| NMT2804      | 3  | 0  | 15  |
| NUCLEAR MEDICINE TECHNOLOGY CLINICAL EDUCATION I |          |       |
First in a four semester sequence providing students with supervised clinical experience in nuclear medicine technology and techniques.  
Competency evaluation in patient care, administration of radiopharmaceutical, imaging equipment operation. |
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<tr>
<th>Course</th>
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<th>Lab</th>
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<td>28</td>
<td>NUR1025C</td>
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<tr>
<td>NUCLEAR MEDICINE TECHNOLOGY CLINICAL EDUCATION II</td>
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<td>TECHNIQUES OF CLINICAL NURSING</td>
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<tr>
<td>Prerequisites: NMT 2713, NMT 2312, NMT 2804. Corequisites: NMT 2723, NMT 2534C</td>
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<td>Prerequisites: BSC 1010C, BSC 2093, BSC 1094. Corequisites: NUR1060C, HSC 2550, NUR 1112C, NUR 1141C. This laboratory course includes techniques most commonly used in nursing practice. The basic skills taught are related to infection control, asepsis, body mechanics hygiene, nutrition, oxygenation, elimination, and specimen collection. The nursing techniques will be taught within the theoretical context. The nursing techniques will also emphasize concepts related to legal and ethical issues, client teaching/learning, and an understanding that nursing techniques need to be administered professionally and in a context of caring. Safe and accurate performance of the critical aspects of nursing skills is expected.</td>
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<td>NMT2824L</td>
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<tr>
<td>NUCLEAR MEDICINE TECHNOLOGY CLINICAL EDUCATION III</td>
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<tr>
<td>Prerequisites: NMT 2723, NMT 2534C, NMT 2814. Corequisite: NMT 2733, NMT 2535C. Third in a four semester sequence providing supervised clinical experience in nuclear medicine technology and techniques. Competency evaluation in intermediate level diagnostic procedures including radiopharmacy, and non-imaging procedures.</td>
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<tr>
<td>NUCLEAR MEDICINE TECHNOLOGY CLINICAL PRACTICUM</td>
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<tr>
<td>Prerequisites: NMT 2733, NMT 2535C, NMT 2824C. Corequisite: NMT 2061. Final course in the clinical education sequence. Students are expected to perform routine diagnostic procedures with minimal supervision. Final clinical competency evaluation will be conducted this term.</td>
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<tr>
<td>NMT2930</td>
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<tr>
<td>SELECTED TOPICS IN NUCLEAR MEDICINE TECHNOLOGY</td>
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<tr>
<td>Prerequisite: Departmental approval. Selected topics in nuclear medicine technology based on the needs and areas of interest of the class and professor. May include laboratory work as part of the class. Can be repeated for up to three hours of credit.</td>
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**Nursing**

NUR1000C

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<th>Course</th>
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<tr>
<td>TRANSITION INTO PROFESSIONAL NURSING</td>
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<tr>
<td>Prerequisites: BSC 1010C, BSC 2093C, BSC 2094C, NUR 1060C, HSC 2550, DEP 2004, NUR 1141C.</td>
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<tr>
<td>This course is specially designed for the LPN student as the introductory course in the LPN/RN transition option. This course builds on the foundation of nursing knowledge that was acquired during practical nursing education. Emphasis is placed on total assessment, planning, intervention, and evaluation of individual health needs. The LPN student will be guided in the use of the nursing process to aid in the understanding of pathophysiological changes that occur throughout the life cycle. In addition, emphasis will be placed on motivation and responsibility for role change.</td>
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NUR1025C

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<tr>
<td>TECHNIQUES OF CLINICAL NURSING</td>
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<td>3</td>
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<tr>
<td>Prerequisites: BSC 1010C, BSC 2093, BSC 1094. Corequisites: NUR1060C, HSC 2550, NUR 1112C, NUR 1141C. This laboratory course includes techniques most commonly used in nursing practice. The basic skills taught are related to infection control, asepsis, body mechanics hygiene, nutrition, oxygenation, elimination, and specimen collection. The nursing techniques will be taught within the theoretical context. The nursing techniques will also emphasize concepts related to legal and ethical issues, client teaching/learning, and an understanding that nursing techniques need to be administered professionally and in a context of caring. Safe and accurate performance of the critical aspects of nursing skills is expected.</td>
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NUR1060C

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<tbody>
<tr>
<td>HEALTH AND PHYSICAL ASSESSMENT</td>
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<td>3</td>
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<tr>
<td>Prerequisites: BSC 1010C, BSC 2093C, BSC 2094C. Corequisites: NUR 1112C, NUR 1141C. Concepts and principles of health and physical assessment for clients throughout the life span. Provides students with the opportunity to develop hands on skills in assessment.</td>
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NUR1112C

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<th>Course</th>
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<tbody>
<tr>
<td>CONCEPTS BASIC TO NURSING</td>
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<td>3</td>
</tr>
<tr>
<td>Prerequisites: BSC 1010C, BSC 2093C, BSC 2094C. Corequisites: HSC 2550, NUR 1060C, NUR 1025, NUR 1141C. Introduces basic concepts of wellness across the life span. Gives an introduction to the health care delivery system. Presents principles of communication, nursing process, family systems, critical thinking, and basic human needs. Focuses on understanding the principles that drive the profession of nursing. Covers selected principles from physical, biological and social sciences.</td>
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NUR1141C

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<tr>
<td>CONCEPTS AND PRACTICE OF MEDICATION ADMINISTRATION</td>
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<td>3</td>
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<tr>
<td>Prerequisites: BSC 1010C, BSC 2093C, BSC 2094C. Corequisites: HSC 2550, NUR 1025C, NUR 1112C. Concepts necessary for exercising sound judgement in medication administration are presented. This includes basic principles of pharmacology, drug classifications with specific medications, dosage calculations, interpreting medication orders and the special knowledge and skills necessary for safe delivery of medications.</td>
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NUR1222C

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<tr>
<td>ADULT HEALTH I</td>
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<td>2</td>
<td>6</td>
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<tr>
<td>Prerequisites: NUR 1112C, NUR 1060C, NUR 1025C, NUR 1141C, HSC2590C. Corequisites: NUR1463C. Builds on the concepts and skills obtained in NUR 1112C, NUR 1060C, NUR 1025C, NUR 1141C. This course focuses on basic medical-surgical nursing and health promotion in care of adult clients. Utilization of the nursing process in care of the acute/chronically ill adult is presented. Emphasizes the physiological and psychological functions of the adult patient in both the acute care and community settings.</td>
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<td>Course</td>
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<tr>
<td>NUR1463C</td>
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<tr>
<td>MATERNAL CHILD HEALTH I</td>
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<tr>
<td>Prerequisites: NUR 1112C, NUR 1060C, NUR 1025C, NUR 1141C, HSC 2250C. Corequisite: NUR1222C, DEP2004. Focuses on developmental theories utilized in assessing, analyzing, planning, implementing and evaluating care for the childbearing and childrearing family as a unit. Emphasis is placed on wellness promotion and common recurring problems. Clinical assignments will occur in the community and hospital setting. A focus will also be promotion of health in women.</td>
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| NUR2225C            | 4  | 2    | 6   |
| ADULT HEALTH II     |    |      |     |
| Prerequisites: NUR 1222C, NUR 1463C. Corequisite: NUR 2522C. Builds on the concepts obtained in NUR 1222C. Applies psychological and pathophysiological concepts to adult clients in acute, long-term and community settings. It incorporates health promotion, in-depth client assessment, advanced interviewing skills, refinement of the nursing process and basic client teaching plans. |

| NUR2241C            | 4  | 2    | 6   |
| ADULT HEALTH III    |    |      |     |
| Prerequisites: NUR 2522C, NUR 2225C. Corequisite: NUR 2464C. Builds on the concepts obtained in NUR 2220C. Applies psychological and pathophysiological concepts to adult clients in acute, long-term and community settings. It incorporates health promotion, in-depth client assessment, oral care plan and seminar presentations, experience in political and professional awareness and experience in leadership and management. |

| NUR2464C            | 4  | 2    | 6   |
| MATERNAL CHILD HEALTH II |    |      |     |
| Prerequisites: NUR 2522C, NUR 2225C. Corequisite: NUR 2241C. Builds on Maternal Child Health I. Focus will include promotion of optimal level of wellness and complex problems with health for individuals in the childbearing and childrearing family. Clinical assignments will occur in the community and hospital setting. A focus will also be promotion of health in women. |

| NUR2522C            | 4  | 2    | 6   |
| MENTAL HEALTH NURSING CONCEPTS AND PRACTICES |    |      |     |
| Prerequisites: NUR 1222C, NUR 1463C. Corequisite: NUR 2225C. Assists student in refining communication skills applied to any area of nursing practice. Guides student in understanding dynamics of human behavior and acquiring knowledge in content areas familiar to mental health and mental illness settings. Builds on mental health concepts developed in previous nursing courses and social and behavioral sciences. Learning experiences for patient care will be conducted in psychiatric hospital settings and community mental health settings. |

| NUR2733C            | 4  | 1    | 9   |
| PATIENT CARE MANAGEMENT |    |      |     |
| Prerequisites: NUR 2241C, NUR 2464C. Corequisite: NUR 2811L. Focuses on the role of the nurse as provider and manager of patient care utilizing previously learned nursing care competencies. Clinical decision making, collaboration skills, understanding of organizational structures and functions, management and leadership process, management and leadership skills, and professional responsibilities within a complex health care system will be emphasized. Analysis of nursing practice problems and generation of solutions through group discussion will be utilized. Learning experiences for patient care will be conducted in a variety of health care settings. |

| NUR2811L            | 2  | 0    | 12  |
| CLINICAL PRACTICUM IN NURSING |    |      |     |
| Prerequisite: NUR 2733C. A clinical course designed to prepare the Associate in Science degree nursing student to assume the role of provider of care, manager of care, and member of the discipline. The student will demonstrate their ability to independently perform the roles of the new associate degree graduate, with the guidance of faculty and/or a RN preceptor. Learning experiences for this course will be conducted in a variety of patient care settings. |

| NUR2930             | 1-5|      |     |
| SELECTED TOPICS IN NURSING |      |      |     |
| 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             | 3  | 3    | 0   |
| FUNDAMENTALS OF NUTRITION |      |      |     |
| Fundamentals of nutrition, including human nutritional requirements and role of nutrition in maintenance of good health. |

### Philosophy

| PHI2010             | 3  | 3    | 0   |
| PHILOSOPHY          |    |      |     |
| 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
Study of major theoretical principles on which claims to good
life 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
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
Same as AST 1002 with honors content. Honors program
permission required.

AST2930
SELECTED TOPICS IN ASTRONOMY
Prerequisite: Departmental approval. Selected topics in
astronomy based on the needs and areas of interest of the class
and professor. May include planetarium and/or observing
activities as part of the class. Can be repeated for up to 3 hours
of credit.

GLY1001
EARTH SCIENCES
Study of earth sciences with emphasis on geology.
Additional topics selected from astronomy, oceanography and
meteorology. Emphasis on Florida.

GLY2010C
PHYSICAL GEOLOGY
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. (Special Fee)

GLY2100C
HISTORICAL GEOLOGY
Deals with historical aspect of Earth from Archeozoic to
present, relating and describing patterns, changes and trends of
gеological features and flora and fauna of fossil forms.
(Special Fee)
PEL1216
FUNDAMENTALS OF BASEBALL
Prerequisite: Departmental approval. Specialized course covering physical and mental skills used in baseball. Emphasis on fundamental skills, positioning, individual play, and offensive and defensive team strategy.

PEL1321
VOLLEYBALL I
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
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
For students developing advanced skills of good tennis player. 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
Body movement, poistioning, footwork and stroke technique. Practical playing experience stresses rules, etiquette and strategy. All equipment furnished. (Special Fee)

PEL1441
RACQUETBALL I
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
Teaches fundamental soccer skills such as kicking, heading, dribbling, tackling, throwing and goalkeeping. Covers team play, game strategy and basic rules of game.

PEL1621
BASKETBALL
Designed for casual or intramural participants interested in improving skills and knowledge of basketball.

PEL2122
INTERMEDIATE GOLF
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
For students with intermediate and/or advanced offensive and defensive skills and strategies.

PEL2343
TENNIS III
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
For students developing advanced skills of a 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
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
Individualized fitness program geared to student's capabilities; strength and aerobic training in independent workouts. (Special Fee)

PEM1141
AEROBICS
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
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
PEM1441  2  2  0
KARATE I
Application and understanding of learned techniques in “Empty Hand Way” (Karate Do). Emphasizes basic movement skills, safety regulations, rules and basic oriental terminology related to sport. (Special Fee)

PEM1954  1-4  variable
INTERCOLLEGIATE ATHLETICS
Student must participate as member of college varsity team for semester for each credit earned. Requires departmental approval. (Special Fee)

PEM2101  FITNESS FOR LIFE  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  1-2  variable
STRENGTH TRAINING
Introduces student to sound physiological principles for improving strength, flexibility and endurance. Maximum of two credits. (Special Fee)

PEM2442  2  2  0
KARATE II
Prerequisite: Departmental approval. For students who wish to attain skills in various forms of kata while performing fundamentals of Karate Do in complex patterns of simulated defensive situations. (Special Fee)

PEM2443  2  2  0
TAE KWON DO
Application and understanding of learned skills in “Tae Kwon Do”. Emphasis basic movement skills, safety regulations, rules, basic moral cultural values, and terminology related to the art.

PET2000  3  3  0
INTRODUCTION TO PHYSICAL EDUCATION
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  1-3  variable
SELECTED TOPICS IN PHYSICAL EDUCATION
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  4  3  3
PHYSICS
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  4  3  3
INTRODUCTORY PHYSICS I
Prerequisite: Trigonometry. Fundamental principles of mechanics, heat and sound. For students whose requirements for baccalaureate degree include basic courses in physics. (Special Fee)

PHY1054C  4  3  3
INTRODUCTORY PHYSICS II
Prerequisite: PHY 1053C. Fundamental principles of electricity, magnetism, optics and elements of modern physics. For students whose requirements for baccalaureate degree include basic course in physics. (Special Fee)

PHY2048C  4  3  3
GENERAL PHYSICS WITH CALCULUS I
Prerequisite: MAC 2311. Fundamental principles of mechanics, heat, and sound. For physics, mathematics, chemistry, and pre-engineering majors. Six hours lecture/lab instruction. (Special Fee)

PHY2049C  4  3  3
GENERAL PHYSICS WITH CALCULUS II
Prerequisite: PHY 2048C. Fundamental principles of electricity, magnetism, and optics. For physics, mathematics, chemistry and pre-engineering majors. Six hours lecture/lab instruction. (Special Fee)

PHY2101  3  3  0
MODERN PHYSICS
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  1-3  variable
SELECTED TOPICS IN PHYSICS
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.

151
Political Science

INR2002
INTERNATIONAL POLITICS
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
3 3 0
Same as INR 2002 with honors content. Honors program permission required.

POS1001
INTRODUCTION TO POLITICAL SCIENCE
3 3 0
Survey of discipline of political science. Examination of important concepts in development of Western political thought. Discussion of selected topics in various fields of inquiry within political science.

POS1002
U.S. GOVERNMENT II
3 3 0
Survey course covering introduction to international politics, state and local government and fundamental economic concepts.

POS1041
U.S. GOVERNMENT I
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
3 3 0
Same as POS 1041 with honors content. Honors program permission required.

POS2112
STATE AND LOCAL GOVERNMENT
3 3 0
In-depth study of state, county and municipal government with emphasis on contemporary problems.

POS2930
SELECTED TOPICS IN POLITICAL SCIENCE
1-3 1-3 0
Prerequisite: POS 1041 or departmental approval. For students interested in exploring special topics in political science through research, discussion and observation.

POS2942
INTERNSHIP: POLITICAL SCIENCE
2-4 variable
Prerequisite: Departmental approval. Student earns credit by working in supervised training assignment directly related to college major. May be repeated for credit.

Portuguese

POR1000
BASIC PORTUGUESE
3 3 0
Emphasizes everyday use of Portuguese. Beginning level course for students with no prior exposure to the language. Introduces basic vocabulary, grammar and composition.

POR1100
ELEMENTARY PORTUGUESE I
3 3 0
Prerequisite: POR 1000, two years of high school Portuguese, or departmental approval. For students with basic communicative competence in Portuguese. Hones language skills and understanding of Lusa-Brazilian cultures, acquiring fundamentals of comprehension, expression and structure.

POR1101
ELEMENTARY PORTUGUESE II
3 3 0
Prerequisite: POR 1100 or departmental approval. Continuation of POR 1100.

POR2930
SELECTED TOPICS IN PORTUGUESE
1-3 variable
Seminars for students interested in exploring special topics in Portuguese.

Psychology

CLP1002
PSYCHOLOGY OF ADJUSTMENT
3 3 0
Biology and learned factors involved in processes of personal and social adjustment and study of mental health principles and their application to human adjustment.

CLP2140
ABNORMAL PSYCHOLOGY
3 3 0
Prerequisite: PSY 1012. Psychological abnormality discussed with reference to symptom patterns, causation and treatment approaches.

DEP1302
PSYCHOLOGY OF ADOLESCENCE
3 3 0
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
DEVELOPMENTAL PSYCHOLOGY
3 3 0
Prerequisite: PSY 1012. Designed to survey theory and research on development from conception through death. Emphasizes biological, and social variables which influence human behavior.
EP2004H
EVELOPMENTAL PSYCHOLOGY - HONORS
Same as DEF2004 with honors content. Honors program permission required.

EP2402
DULT DEVELOPMENT AND AGING
his course is designed to give the student information on the theories and processes of aging in our society today. The tasks of adulthood and behavioral gerontology will be explored in order to increase the student's awareness of issues during this developmental phase.

DP2002
DUCATIONAL PSYCHOLOGY
udy 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, specially designed for prospective teachers.

NP1301
SYCHOLOGY IN BUSINESS AND INDUSTRY
ntroduction to psychology of human behavior as applied to business and industry. Designed to study psychological factors involved in work situation, including leadership, motivation, communications, morale, organizational structure, personnel selection, training, appraisal and consumer problems.

'SY1012
ERAL PSYCHOLOGY
ife-oriented course in psychology, designed to give student a solid foundation in techniques and vocabulary of psychology and a 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.

'SY1012H
ERAL PSYCHOLOGY - HONORS
ame as PSY 1012 with honors content. Honors program permission required.

'SY2930
ELECTED TOPICS IN PSYCHOLOGY
ecessary: PSY 1012. For students interested in exploring special topics in psychology through research, discussion and observation.

'SY2942
TERNSHIP: PSYCHOLOGY
ecessary: Departmental approval. Students earn credit by working in supervised training assignment directly related to college major. May be repeated for credit.

SOP2772
UMAN SEXUALITY
erequisite: 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.

Radiography

RTE1000
TRODUCTION TO RADIOGRAPHY
erequisite: BSC1086, PHY1007C, RTE2385, NUR1060C, HSC1230C. Corequisites: RTE2418C, RTE2503C, RTE2804. An overview of Radiography and its role in health care delivery with orientation to academic and administrative structure and the profession as a whole, including ethical and legal responsibilities, patient consent and hospital and departmental policies.

RTE2385
ADIATION BIOLOGY AND PROTECTION
udy 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
RIINCLES OF RADIOGRAPHY I
erequisite: BSC1086, PHY1007C, RTE2385, NUR1060C, HSC1230C. Corequisites: RTE1000, RTE2503C, RTE2804L. Basic principles of radiation, radiation protection, image receptor systems, processing and a study of the factors that govern and influence the production of the radiographic image will be presented.

RTE2457
RIINCLES OF RADIOGRAPHY II
erequisite: RTE1000, RTE2418, RTE2503C, RTE2804. Corequisites: RTE2513, RTE2814. An overall survey of factors affecting the production of high quality radiographs. Manipulation of technical factors and use of accessory devices to produce quality radiographic images will be explored. Evaluation methods for radiographic systems, including x-ray equipment, image receptors, and darkroom processors, will be presented and performed. State and federal regulations and quality assurance documentation will be addressed.
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<td>Prerequisites: BSC 1086, PHY 1007C, RTE 2385, NUR 1060C, HSC 1230C. Corequisites: RTE 1000, RTE 2418, RTE 2503C. A study of patient habitus, positioning, equipment manipulation, and radiographic quality evaluation of the chest, abdomen, and contrast procedures, including administration of contrast media. Emphasis is placed on patient care and radiation protection.</td>
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<td>Prerequisites: RTE 1002, RTE 2418, RTE 2503C, RTE 2804. Corequisites: RTE 2457, RTE 2513. Continuation of supervised clinical experience and competency evaluation in performing routine radiographic procedures with emphasis on radiation protection, patient care, equipment operation, radiographic technique, darkroom procedures and film quality evaluation.</td>
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<td>Prerequisite: RTE 2457, RTE 2513, RTE 2814L. Corequisite: RTE 2684, RTE 2824L. A study of patient positioning, equipment manipulation and radiographic quality evaluation for semi-special vascular and nonvascular procedures. Emphasis is placed on patient care and radiation protection.</td>
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<td>Prerequisites: RTE 2563, RTE 2523C, RTE 2824. Corequisite: RTE 2533. Continuation of supervised clinical experience and competency evaluation in performing routine radiographic procedures with emphasis on radiation protection, patient care, equipment operation, radiographic protection, darkroom procedures, film quality evaluation, computed tomography, magnetic resonance and angiography.</td>
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<td>Prerequisites: RTE 2457, RTE 2513, RTE 2814. Corequisites: RTE 2523C, RTE 2824. A study of the physical principles and applications of imaging equipment; radiographic/fluoroscopic, tomography, computer tomography, digital imaging, magnetic resonance imaging, and departmental computerization.</td>
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<td>Prerequisite: Departmental approval. Selected topics in radiography based on the needs and areas of interest of the class and professor. May include laboratory work as part of the class. Can be repeated for up to 3 hours of credit.</td>
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Reading

REA0001C 3 3 2
COLLEGE PREP READING I
Required for students placed at this level on CPT or 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 REA0002C. (Special Fee)
EA0002C  
COLLEGE PREP READING II  
Prerequisite: Successful completion of EA0001C or placed at his level on CPT or other state-approved entry test. Review and reinforcement of skills covered in EA0001C. Emphasis on additional critical comprehension skills. Strategies for vocabulary development. Credit does not apply toward associate degree. Students who pass with scores equivalent to 1-85 on CPT strongly encouraged to enroll in EA 1106. Special Fee)

EA1106  
READING SKILLS  
Prerequisite: EA 0002C or score of 81 on CPT. Reinforcement of comprehension skills and vocabulary development. Emphasis on developing strategies for learning and remembering new words.

EA1205  
READING SKILLS  
Prerequisite: EA 1106 or score of 81 on CPT or other state approved entry test. 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.

EA1620  
STUDY SKILLS FOR COLLEGE  
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.

EA2930  
SELECTED TOPICS IN READING  
Seminar for students interested in research, discussion, and observation of special topics in reading.

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  
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. Includes three-hour lab. (Special Fee)

RET1275C  
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  
CHEST MEDICINE  
Prerequisite: BSC 2093C and RET 1025C. Respiratory care 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  
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  
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
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
CLINICAL PRACTICE II
Prerequisite: RET 1264C or 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
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
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
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
CLINICAL PRACTICE III
Prerequisite: RET 1875L, RET 2741C, or departmental approval. Each student assigned clinical tasks and instruction 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
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
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
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
Overview of both licit and illicit drug use. Impact of drug use and abuse on individual and society; possible solutions to problems identified.

SYG2000
INTRODUCTION SOCIOLOGY
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
INTRODUCTION TO SOCIOLOGY: HONORS
Same as SYG 2000 with honors content. Honors program permission required.

SYG2010
CONTEMPORARY AMERICAN SOCIAL PROBLEMS
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
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
Assists student in developing perspective regarding areas of adjustment in marriage and family living. Attention to premarital behavior patterns, love and mate selections, communnication, family finances, sexual relations, parenthood, divorce, widowhood and remarriage.

SYG2935
SELECTED TOPICS IN SOCIOLOGY
1-3 variable
Prerequisite: SYG 2000 or departmental approval. For students interested in exploring special topics in sociology through research, discussion and observation.

SYG2949
INTERNATIONAL SOCIOLOGY
2-4 variable
Prerequisite: Departmental approval. Student earns credit by working in supervised training assignment directly related to college major. May be repeated for credit.

Spanish

SPN1000
BASIC SPANISH
Prerequisite for SPN 1100. For students without recent high school language skills. Emphasis on everyday use of the language. Introduces basic grammar, vocabulary and composition through conversational approach to Spanish.

SPN1100
ELEMENTARY SPANISH I
3 3 0
Prerequisite: SPN 1000 or two years of recent high school Spanish or departmental approval. Continuation of fundamental Spanish grammar.

SPN1101
ELEMENTARY SPANISH II
3 3 0
Prerequisite: SPN 1100 or departmental approval. Continuation of SPN 1100.

SPN2200
INTERMEDIATE SPANISH I
3 3 0
Prerequisite: SPN 1101 or departmental approval. Conversational approach with readings adapted from Spanish newspapers and magazines.

SPN2201
INTERMEDIATE SPANISH II
3 3 0
Prerequisite: SPN 2200 or departmental approval. Conversational approach with readings adapted from Spanish newspapers and magazines. Includes one-hour lab.

SPN2201H
INTERMEDIATE SPANISH II - HONORS
3 3 0
Same as SPN 2201 with honors content. Honors program permission required.

SPN2930
SELECTED TOPICS IN SPANISH
1-3 1-3 0
For students interested in exploring special topics in Spanish.

Speech

ORI1000
ORAL INTERPRETATION
3 3 0
Prerequisite: SPC 1600. Principles of selection, analysis, preparation and presentation of materials for oral reading. Experience in choral speaking and readers' theater.

SPC1051
SPEECH AND WRITING IMPROVEMENT
3 3 0
Improvement of language skills by developing and understanding effective articulation of American English through audiolingual approach.

SPC1300
INFORMAL COMMUNICATION
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
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
3 3 0
Same as SPC 1600 with honors content. Honors program permission required.

SPC1603
PUBLIC SPEAKING
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
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.

SPC2930
SELECTED TOPICS IN SPEECH
Seminar for students interested in research, discussion, and observation of special topics in speech.

Student Development

SLS1261
STUDENT LEADERSHIP DEVELOPMENT
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
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
Students learn and adopt methods to promote success in college. Includes an introduction to the College and its resources, understanding of learning skills, and personal development skills in an extended orientation setting. Students improve by practicing learning skills in note-taking, test-taking, and studying.

SLS1303
JOB SEARCH
A course in which the students learn how to best prepare themselves for seeking employment in their chosen profession. Students will prepare their personal resume and interview request letter, develop a list of potential employers and learn interview strategies. The course will be a combination of lecture, audio/visual aids, and class interaction.

Surveying Technology

SUR1100
BASIC SURVEYING AND MEASUREMENTS (SURVEYING I)
Prerequisite or Corequisite: SUR1600 (Surveying Calculations) or Departmental Approval. Elementary surveying, including fundamentals of plane surveying; use and care of equipment. Covers accurate measuring of distance; theory and practice of leveling, angles and bearings; principles and use of transit; curves; stadia; and topographic and land surveying. Coordinated class, lab and field assignments. (Special Fee)

SUR1600C
SURVEYING CALCULATIONS
Prerequisite: MAT 0024C or departmental approval. Prepares student to solve field problems on handheld calculator. Emphasis on economical ordering and handling of data in workplace. Analysis of data from projects important to working surveyor/businessperson. Includes lecture and in-class use of calculator.

SUR2201C
HIGHWAY DRAFTING AND ROUTE DESIGN
Prerequisites: SUR 1100 or departmental approval. 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, earthwork and aerial photography as they affect cost and route design. (Special Fee)

SUR2300
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
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
PHOTOMGRAMMETRY
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  
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  
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  
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  
ELECTRONIC AND GEODETIC SURVEYING  
Prerequisite: SUR 2610. Electronic distance measurements and geodetic techniques in surveying; theory construction and use of electronic measuring devices (geodimeter, telurometer, ranga-laser); applied geodetic astronomy (bearing and latitude determination using stars, sun, elongations, etc); geodetic corrections to surveys of large extent.

SUR2610  
INTERMEDIATE SURVEYING COMPUTATIONS  
SURVEYING  
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)

SUR2640  
ADVANCED SURVEYING COMPUTATIONS  
(SURVEYING III)  
Prerequisite: SUR 2610 or Departmental approval. 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.

SUR2942  
INTERNSHIP: SURVEYING  
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  
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  
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

THE1020  
INTRODUCTION TO THEATER  
Overview of major elements involved in theater production. Includes script analysis, history, technical theater, acting and directing. Requires attendance at selected plays.

THE1301  
DEVELOPMENT OF THEATER AND DRAMA: 
BEGINNINGS TO IBSEN  
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.

THE1302  
DEVELOPMENT OF THEATER AND DRAMA: 
IBSEN TO PRESENT  
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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Variable</th>
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</thead>
<tbody>
<tr>
<td>THE2930</td>
<td>1-3</td>
<td>variable</td>
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<tr>
<td><strong>SELECTED TOPICS IN THEATER</strong></td>
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<tr>
<td>Prerequisite: Departmental approval. For students interested in exploring special topics in theater through research, discussion and observation.</td>
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<tr>
<td>TPA1210</td>
<td>3 2 2</td>
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<tr>
<td><strong>BASIC STAGECRAFT I</strong></td>
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<tr>
<td>Methods of scenery construction. Covers tools, materials, hardware and basic approaches to building scenery using hands-on experience to complement lectures. (Special Fee)</td>
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<tr>
<td>TPA1211</td>
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<tr>
<td><strong>BASIC STAGECRAFT II</strong></td>
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<tr>
<td>Prerequisite: TPA 1210. Continuation of TPA 1210 with special emphasis on construction of props, scene painting techniques, special effects and installation. (Special Fee)</td>
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<tr>
<td>TPA1230</td>
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<tr>
<td><strong>COSTUME TECHNIQUES AND WARDROBE PRACTICES</strong></td>
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<tr>
<td>Emphasis on planning, execution and running of costumes for production. (Special Fee)</td>
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<tr>
<td>TPA1248</td>
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<tr>
<td><strong>MAKEUP FOR THE STAGE</strong></td>
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<tr>
<td>Study of principles, materials and applications of theatrical makeup.</td>
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<tr>
<td>TPA2000</td>
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<tr>
<td><strong>BASIC THEATER DESIGN</strong></td>
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<tr>
<td>Involves students in preliminary concepts of stage, lighting, and custom design. Teaches student history of theatrical presentation and motivation for design concepts.</td>
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<td>TPA2220</td>
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<tr>
<td><strong>INTRODUCTION TO STAGE LIGHTING</strong></td>
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<tr>
<td>Stage lighting techniques, practices and equipment. Includes electrical theory, use of dimming systems and implementation of lighting designs. (Special Fee)</td>
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<tr>
<td>TPA2221C</td>
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<tr>
<td><strong>ADVANCED STATE LIGHTING</strong></td>
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<tr>
<td>Prerequisite: TPA 2220. A hands on exploration of specialized lighting equipment and techniques used in live entertainment. Emphasizes lighting in non theatrical spaces, computerized lighting control, and intelligent lighting fixtures. (Special fee)</td>
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<tr>
<td>TPA2250</td>
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<tr>
<td><strong>AUTOCAD FOR THE ENTERTAINMENT INDUSTRY</strong></td>
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<tr>
<td>Prerequisite: CGS1061 or departmental approval. An introduction to AUTOCAD with emphasis on creating standard working drawings used in the entertainment industry. (Special fee)</td>
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<tr>
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<tr>
<td>TPA2260</td>
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<tr>
<td><strong>SOUND FOR THE STAGE</strong></td>
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<tr>
<td>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)</td>
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<tr>
<td>TPA2282</td>
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<tr>
<td><strong>THEATER EQUIPMENT MAINTENANCE</strong></td>
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<tr>
<td>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)</td>
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<tr>
<td>TPA2290</td>
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<tr>
<td><strong>TECHNICAL THEATER PRODUCTION</strong></td>
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<tr>
<td>Participation by student as technician in dramatic productions at the College. May be repeated for up to 12 hours credit.</td>
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<tr>
<td>TPA2930</td>
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<tr>
<td><strong>SELECTED TOPICS IN THEATER</strong></td>
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<tr>
<td>Prerequisite: Departmental approval. Selected topics in theater based on the needs and areas of interest of the class and professor. May include laboratory and/or field work as part of the class. Can be repeated for up to 3 hours of credit.</td>
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<tr>
<td>TPA2942</td>
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<td>variable</td>
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<tr>
<td><strong>INTERNSHIP : THEATER</strong></td>
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<tr>
<td>Prerequisite: Departmental approval. Student earns credit by working in supervised training assignment directly related to College program. Three additional hours in TPA 2290 may be substituted for course. May be repeated for up to six hours credit.</td>
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<tr>
<td>TPP1110</td>
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<tr>
<td><strong>ACTING I</strong></td>
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<tr>
<td>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.</td>
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<tr>
<td>TPP1111</td>
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<tr>
<td><strong>ACTING II</strong></td>
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<tr>
<td>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.</td>
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<tr>
<td>TPP1112</td>
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<tr>
<td><strong>ACTING III</strong></td>
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<tr>
<td>Prerequisite: TPP 1110. Examination of historical acting styles: Greek, Elizabethan, Restoration, Commedia Dell’Arie, Comedy of Manners; includes research in period costumes, deportment, music, manners, and decor; analysis of verse speaking; performance of sonnets, scenes and monologues.</td>
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</table>
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.
The Valencia Foundation is a separate not-for-profit, IRS approved 501(c)(3) corporation chartered to provide financially for the educational needs of Valencia that cannot be met through state aid or student tuition income. The Foundation’s real estate investments cover all of the Foundation’s operating and fund-raising expenses ensuring its supporters that 100% of their donations are used exclusively for their intended purpose.

The Foundation’s endowments ensure continuance of vital programs and services for special populations such as those who are physically challenged or who are educationally and economically disadvantaged. They provide predictable sources of revenue to fund student scholarships. Unrestricted endowments enable the college to respond quickly and responsively to the changing needs of its community. They provide vital instructional equipment and facility enhancements, support improvements in student learning and faculty teaching, offer incentives for the recruitment and retention of an outstanding faculty and a diverse student body and provide continued college-community partnerships that enhance the workplace and workforce as well as improve the quality of life in Central Florida. The Foundation’s investment strategy seeks to provide a maximum return by balancing growth and income and assuming a prudent degree of risk. The portfolio is managed by recognized professionals investing in a diversified portfolio intended to provide predictable income and achieve an appreciation of capital after factoring for inflation.

If you would like to contribute toward maintaining Valencia’s “margin of excellence,” please contact the Foundation at P.O. Box 3028, Orlando, FL 32802-3028, (407)317-7950. E-Mail us at <valencia3@aol.com>. Our web site address is <http://chelsea.ios.com/~vccf9>.

**Named Endowments**

**Scholarships**

A.C.T.L.O.N./South Apopka
Acousti Eng./George Verner/TP
Alexander Adams
African American Heritage
Akerman, Senterfitt and Eidson
Alpha Gamma Omega
Alpha Cappa Alpha
W. Carolyn Albin
Alliance of Black Tele./AT&T
Alumni
Alumni Distinguished Graduate
Amer. Soc. Plumbing Engineers
AmSouth Bank
AMVETS Post 30
Baker & Hostetler
Barnie’s Coffee & Tea
BellSouth/TP Prep
Margaret & John Benette
Brasfield & Gorrie
Melody Burton
CBIS
Central Florida Auto Dealers
Central Florida Black Nurses Assoc.
Central Florida Fair
Central Florida Physicians/Great Oaks
Church Street Station
Mary Smedley Collier
Commercial Real Estate Women
Construction Specific Institute
Contemporary Mortgage Services
Darden Restaurants Foundation
Delta Sigma Theta Sorority
Dental Fnd. of Central FL
Displaced Homemaker
Disney Scholars
Dyer, Riddle, Mills & Precourt
East Campus InterClub Council
Eccleston-Callahan
Edgewood Children’s Ranch
Film & Entertainment Training
Florida Citrus Sports Camp
Florida Hospital
Foundation Orange Schools
Geller, Ragans, James et. als.
General Mills Foundation
Dr. Gianini/TP Prep
Greater Orlando Realtors
Harcourt Brace/B&G Clubs
Lois Holt
Hughes Supply
Kimball Foundation
William S. Hunt
Kiwanis / North Orlando
Kiwanis / East Orange County
Kiwanis / E. Orl. / A. Fraser / B&G
Kiwanis/Orange
Gail Lathrop
Fanny Landwirth Fnd.
Legacy Soccer / Lever Brothers
MacLeod Family
G. MacLeod / Great Oaks Village
Mawsey Services
Midnight Magic
Chesley G. Magnudor Fnd.
Timothy Kevin Manning
Eleanor J. Mathews / Altrusa
Michelle McGrath
Paul S. Means, Sr.
NationsBank / B&G Clubs
NEO Network
N. Orange Memorial Hospital
Nursing/Aiada Health
Orange Psi Phi Fraternity
Orlando Amateur Golf Classic
Orlando Magic
Orlando / Orange Co. COMPACT
Orlando / Orange Expressway Fnd.
M. Overstreet
M. Overstreet / B&G Clubs
Mildred Overstreet
Robert T. Overstreet
Dr. Sara K. Page
Peer Advisors
Dr. Phillips Foundation
Dr. Phillips Fnd. / Tech Prep
Charles M. Potter
Princeton Hospital Auxiliary
RAFMAN Club
Rotary / Alumnae Spr. - Forest City
Rotary / East Orange Memorial
Rotary / Orlando / Tom Gurney
Rotary / W. Orange / Foster Coleman
Rotary / W. Orange/Charles Croll
Rotary / Windermere
Rotary / Winter Park
Peter Ruble Memorial
Elia B. Sadler
Dr. Honer Samuels
Sanford Orlando Kennel Club
Schenkel Shultz Sophomore Scholar
Seminole Greyhound Park
Serendipity
Siemens Stromberg Carlson / TP
Robert N. Sommenberg
Spanish Business Women
Tangelo Park Pilot Program
Taylor Family
Thomas E. Trippett
Thomas “Eddie” Trippett
Miriam P. Truesdell
Two + Two Alumni
University Club of Winter Park
WCIX / Channel 6
WFTV / Channel 9 / Burd Bullock
Shirley S. Watson
Welbro / Tech Prep
W. Orange Healthcare Auxiliary
West Orange Jr. Service League
Bob & Pat Whalen / Tech Prep
Cornell Williams, Jr.
Bank of Winter Park

**Academic Advancement**

Benchmark / Film Production
George B. Carter / Legal Asst.
Gen. Mills Fnd. / Phys. Challenged
Huntton, Brady et al / Constr. Tech.
Gen. W. Jenkins / Phys. Challenged
Lockheed Martin / Phys. Challenged
Fred MacLeod / Entrepreneurial
Magruder Fnd. / Phys. Challenged
Endowed Chairs

ABC Liquors / Physically Challenged
Barnett Bank / Accounting
Bessie Henkel / Women in Business
C.H.F. & M. Assn. / Hospitality Mgt
Wayne Densch / Geriatrics
Magruder Fnd. / Allied Health
Dr. Phillips Fnd. / Free Enterprise
Freeda Foreman / Fam. Res. Devel.
Howard L. Palmer / Foreign Lang.
Hubbard Constr. / Tech. & Engin.
J. & F. MacLeod / Business
Grace Gillen Hanna / Nursing
Lester Mandell / Nat. & Phys. Sci.
Lockheed Martin / Math
Lockheed Martin / Science
NationsBank / Business
Pat H. Whalen / Social Sciences
Raymer Maguire, Jr. / Com. – Math
Sue Luzadder / Communications
SunTrust / Econ. Devel & Business
Universal City / FL / Arts & Entertain.
University Club Corp. / Humanities
University Club Corp. / Comp. Tech.
Walt Disney / Film Technology
Wm. Demetre, Jr. Fnd. / Spec. Ed.
Cliff and Daisy Whitehill / Legal Studies

Humanities Advancement

University Club Corp. / Orlando Institute
SunTrust Scholar
Fred MacLeod Scholar
Maguire, Voorhis & Wells / Raymer Maguire, Jr. Scholar
West Campus Scholar
East Campus Scholar
Hubbard Construction Scholar
Foundation Osceola Ed. Scholar
NationsBank Scholar
Fnd. Osceola Ed. Visiting Scholar
Barnett Bank Endowed Chair
First Union Nat. Bank Fellowship
Magruder Foundation Fellowship

Kissimmee Moose Lodge 2056
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M.S., Clarkson College of Technology
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<td>Graphic Designer</td>
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<td>Small Engine Mechanic</td>
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<td>Senior Laboratory Technician - Electronics</td>
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<td>Security Officer</td>
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<td>Manager, Office Systems</td>
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<td>Benson-Beaver, Rebecca</td>
<td>Instructional Assistant - Mathematics</td>
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<td>Berrios, Maritza</td>
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<td>Betancourt, Jose I.</td>
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<td>Bevel-Floyd, Lori A.</td>
<td>Educational Advisor/International Students</td>
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<td>Admissions/Records Specialist</td>
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<td>Blais, Patricia A.</td>
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<td>Blount, June M.</td>
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<td>Bonilla, Karin</td>
<td>Secretary III</td>
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<td>Borden, Dixie L.</td>
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<td>Bracey, Louise A.</td>
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<td>Branham, Joanna R.</td>
<td>Secretary III</td>
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<td>Brantley, Bridget</td>
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<td>Brennan, Lois</td>
<td>Office Supervisor II</td>
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<td>Brewster, Margie B.</td>
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<td>Brown, Linda M.</td>
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<td>Brown, Marsha</td>
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<td>Brown, Robert L.</td>
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<td>Bruce, Shirley F.</td>
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<td>Burke, Glyne A.</td>
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<td>Burlinson, Donald</td>
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<td>Burry, Joan B.</td>
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<td>Bustillo, Vicente de V.</td>
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<td>Bye, Mikal</td>
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<td>Byrd, Evelyn E.</td>
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<td>Byrd, Lisa</td>
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<tr>
<td>Name</td>
<td>Position</td>
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<tr>
<td>Calvin, Michael L.</td>
<td>Programmer Analyst II</td>
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<td>Camacho, Marcelina</td>
<td>Accounting Clerk I</td>
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<td>Campbell, Roger T.</td>
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<tr>
<td>Caraballo, Ramon</td>
<td>Groundskeeper I</td>
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<tr>
<td>Carnero, Rosa S.</td>
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<tr>
<td>Castillo, Migdalia</td>
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<td>Chaney, John L.</td>
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<td>Chastain, Nancy</td>
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<td>Childers, Jann D.</td>
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<tr>
<td>Clark, Judith E.</td>
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<td>Clark, Lonnie, Jr.</td>
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<td>Cochran, Jerry K.</td>
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<td>Coleman, Lorayne M.</td>
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<td>Coronado, Petrona</td>
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<td>Couey, Joanna</td>
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<td>Craig, David M.</td>
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<td>Cruz, Cynthia M.</td>
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<td>Curran, Jeanne E.</td>
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<td>Curtis, Virginia D.</td>
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<tr>
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<td>Davis, Gwendolyn</td>
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<td>Supervisor, Finance Office, East</td>
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<td>Manager, Office Systems</td>
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<td>Advanced/Specialized Training Specialist</td>
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<td>Fletcher, Mark A.</td>
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<td>Foster, Randall V.</td>
<td>Laboratory Assistant, Theatre</td>
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<td>Garcia, Jose L.</td>
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<td>Gardell, Carmen</td>
<td>Coordinator, Financial Aid/Veterans' Affairs</td>
<td>Griffith, Laura M.</td>
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<td>Giesel, Dale</td>
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<td>Hallock, Dracilla A.</td>
<td>Coordinator, Instructional Lab</td>
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<td>Financial Aid Specialist I</td>
<td>Handle, Bruce L.</td>
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<td>Hardaway, Mary S.</td>
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<td>Senior Research Analyst</td>
<td>Harding, Luthan E.</td>
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<td>Goodman, Frank</td>
<td>Assistant Manager, Bookstore</td>
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<td>Learning Center Specialist</td>
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<td>Gray, Louis L.</td>
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<td>Greene, Daisy Myles</td>
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<td>Hill, Cecil</td>
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<td>Word Processing Specialist II</td>
<td>Hill, David T.</td>
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<td>Lawrence, Albourne O.</td>
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<td>Lawson, Harold K.</td>
<td>Assistant Superintendent, Plant Operations</td>
<td>Martin, Vivian</td>
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<td>Lieberman, Stanley J.</td>
<td>Microcomputer Programmer/Analyst II</td>
<td>Maukonen, Kenneth</td>
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<td>Linden, Eva M.</td>
<td>Graphic Artist</td>
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<td>Coordinator, Marketing Projects</td>
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McKinney, Carolyn J.
System Analyst II
Meers, Connie J.
Laboratory Assistant - Science
Melley, Jacqueline
Secretary II
Messer, Catherine M.
Office Supervisor I
Miller, Denver W.
Maintenance Technician II
Miller, Dialynn
Educational Advisor
Miller, Vilma M.
Secretary/Bookkeeper
Miner, Karen
Word Processing Specialist II
Mobley, Randy
Manager, PEC Bldg/Equipment
Moore, Bonnie S.
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Moore, Chris Rene
Media Processing Specialist II
Moore, Geneva J.
Assistant Supervisor, Custodial, West Campus
Moore, Robert F.
Maintenance Technician III
Morales, Jocelyn
Educational Advisor
Moreno, Maria T.
Library Assistant
Morley, Barbara B.
Educational Advisor
Moses, Kenneth R.
Accounting Clerk II
Moultrie, Alice G.
Custodial Working Supervisor
Moultrie, Calvin
Custodian II
Munoz, Tertuliano S.
Shipping & Receiving Clerk
Murphy, Maiken R.
Instructional Assistant - ESL & Foreign Language
Murray, Parathi K.
Records Specialist
Ward, Pamela A.
Cashier Working Supervisor

Washburn, Joan E.
Plant Operations Specialist I

Waters, Lynda W.
Admissions/Records Specialist

Webb, Barbara E.
Administrative Assistant to President and District Board of Trustees

Webb, Steven D.
Creative Director

Weiler, John H.
Assistant to Registrar, East Campus

Weir, Terri L.
Cashier Working Supervisor

Wertz, Bonnie L.
Secretary IV

Whitaker III, William J.
Technical Laboratory Assistant

White, Douglas R.
Microcomputer Programmer/Analyst II

White, Linda Joann
Office Supervisor I

Wickliffe, Mary A.
Security Operations Specialist 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, Richard M.
Laboratory Assistant - OST

Williams, Theodore D.
Coordinator, Communications Systems

Williamson, Michael
Coordinator, Printing & Graphic Services

Winch, Thomas A.
Air Conditioning Technician I

Wollam, John A.
Microcomputer Support Specialist I

Woodruff, Ronald G.
Coordinator, Tutorial Center

Wright, Bruce E.
Assistant Supervisor, Custodial Services - East Campus

Wright, George
Supervisor, Custodial Services, East Campus

Wrzos, John T.
Security Officer

Young, Madelyn 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
Glossary

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 one 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 level 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 Admissions Office at the student's request. A student should make such a request after completing 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 the United States on a nonimmigrant visa, most often an individual on a student visa. Immigrants, refugees, and U.S. citizens who do not speak English as a native language are not classified as international students at Valencia.

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, 4, and minimesters 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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Admissions Application Form

College Information and Instruction to Applicants

Associate in Arts Degree

Students at Valencia can earn an Associate in Arts (AA) degree which enables them to transfer to colleges and universities as juniors. The AA degree provides general education courses equivalent to those offered to freshmen and sophomores in Florida’s state universities.

Associate in Science Degree

The Associate in Science (AS) degree is awarded to students who complete a minimum 60-credit hour program in a career field. Students take a high concentration of specialized technical courses in their chosen field of study and general education courses. For a listing of career programs leading to an Associate in Science degree, see the “Valencia Goals” section of this application form.

College Credit Certificate Programs

The College Credit Certificate is awarded to students who complete a specified number of college level credits in a career field. Students take a high concentration of specialized technical courses in their chosen field of study. For a listing of certificate programs see the “Valencia Goals” section if this application form.

Health Related and Film Production Programs

In addition to this application, students seeking admission to Valencia Community College’s health related and film production programs must complete an application for the specific program they are interested in. Contact the appropriate department for specific deadlines. (Health Related program, West Campus Ext. 1565; Film Production, East Campus Ext. 340).

Post Secondary Adult Vocational Credit Certificate

A Post Secondary Adult Vocational Credit Certificate is awarded to students who complete a specified number of vocational credits in a vocational field. Students take a high concentration of specialized vocational courses in their chosen field of study. For a listing of Vocational Credit Certificate Programs, see the “Valencia Goals” section of this application form.

Criminal Justice Vocational Credit Certificate Programs

In addition to this application, students seeking admission to the Criminal Justice Law Enforcement or Correctional Officer certificate programs must complete an application for the specific program they are interested in. Contact the Criminal Justice Institute (East Campus, extension 2663) for specific deadlines.

Residency Statement

Be sure to complete the residency affidavit on the back of this application form.

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.

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 in classes may be required to submit another application and fee. Former Valencia Community College credit students are not required to submit an additional application fee.

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 high 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.

Financial Aid

If you need to apply for financial aid, you should immediately contact the FINANCIAL AID OFFICE. To receive financial aid you must be a degree seeking student at Valencia Community College.

Veterans Benefits

If you plan to apply for veterans benefits, you should immediately contact the VETERANS AFFAIRS OFFICE. To receive financial aid you must be a degree seeking student at Valencia Community College.

Counseling

You may contact the COUNSELING OFFICE for academic advisement and program counseling after you have applied for admission to the college.

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.

Campus Locations

WEST CAMPUS
1800 South Kirkman Road
Orlando, Florida 32811

EAST CAMPUS
701 N. Econlockhatchee Trl.
Orlando, Florida 32825

OSCEOLA CAMPUS
809 Bill Beck Boulevard
Kissimmee, Florida 34744

WINTER PARK CENTER
1010 N. Orlando Avenue
Winter Park, Florida 32789
I have attended another college/university: □ Yes □ No ☐ If YES, please complete the following:

I am presently on probation at another institution: □ Yes □ No □ If YES, Institution ________________________________

I am presently on suspension at another institution: □ Yes □ No □ If YES, Institution ________________________________

List all institutions attended:

<table>
<thead>
<tr>
<th>College/University Name and Campus</th>
<th>City</th>
<th>State</th>
<th>Country</th>
<th>Dates Attended From</th>
<th>To</th>
<th>Hours Completed</th>
<th>Grade Point Average</th>
<th>Degree Earned</th>
<th>E.D. Code</th>
</tr>
</thead>
</table>

Name on above records if different from present name: ____________________________

4. What is your educational goal at Valencia? (Check one):

☐ 1. Earn an AA Degree

☐ 2. Earn an AS Degree (check one of the following):
   - Accounting Technology (58)
   - Architectural (17)
   - Civil (18)
   - Business Administration and Management (66)
   - Management Specialization (64)
   - Marketing Specialization (71)
   - Real Estate Management Specialization (96)
   - Computer Programming and Applications (18)
   - Criminal Justice (44)
   - Dental Hygiene (136)
   - Diagnostic Medical Sonography (164)
   - Drafting and Design Technology (96)
   - Electronics Engineering Technology (81)
   - Emergency Medical Services Technology (136)
   - Environmental Science Technology (96)
   - Film Production Technology (167)
   - Finance Services (129)
   - Banking (56)
   - Fire Science Technology (88)
   - Graphic Design Specialization (72)
   - Digital Pre- Publishing Specialization (73)
   - Hospitality and Tourism Management (40)
   - Land Surveying Technology (44)
   - Legal Assisting (32)
   - Nuclear Medicine Technology (166)
   - Nursing, B.S. (118)
   - NURSING, BS/MSN PROGRAM (119)
   - Office System Technology (107)
   - General (29)
   - Legal Secretarial (112)
   - Medical Secretarial (115)
   - Word Processing (118)
   - Ornamental Horticulture Technology (30)
   - General (29)
   - Maintenance & Construction Specialization (69)
   - Production Specialization (69)
   - Radiography (154)
   - Respiratory Care (118)
   - Theater and Entertainment Technology (11)

☐ 3. To earn a Technical Certificate (check one of the following):
   - Emergency Medical Technology - EMT (337)
   - Fire Science Technology (96)
   - Paramedic (130)
   - Office Systems Specialist (302)
   - International Business Specialization (313)
   - Marketing Specialization (314)

☐ 4. Complete selected courses with no intent for a Valencia degree or certificate. (0102)

☐ 5. Complete courses for job improvement. (0101)

☐ 6. Transient student - I have been enrolled at another college or university and want to take courses at Valencia in order to transfer credit back to that institution. (0103)

☐ 7. 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. (0100)

☐ 8. To earn a Vocational Credit Certificate (check one of the following):
   - Criminal Justice - Law Enforcement (1403)
   - Criminal Justice - Correctional Officer (1404)

5. Rights to privacy of academic records (please read, sign and date)

Statute 20, United States Code, section 1252g and regulations adopted pursuant thereto, hereafter referred to as the Code, requires that each student be notified of the rights accorded him/her by the Code. The following is provided as basic general information relative to the Code. A copy of the complete Code is available in the Learning Resources Center on both the East and West 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 number
4. Dates and place of birth
5. Major field of study
6. Participation in officially recognized activities and sports
7. Weight and height of members of athletic teams
8. Dates of attendance
9. Degrees and awards received
10. Most recent previous educational agency or institution attended
11. Dates of enrollment
12. Dates of graduation
13. Dates of death (in case of death)
14. Participation in collective bargaining
15. Participation in any interscholastic activities or teams (sports)
16. Whether the student is a member of the reserves of the National Guard or the Reserves

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 dependent on the parents as defined in Section 532 of the Internal Revenue Code of 1954. Such information will not be released to others without the written consent of the student.

Except as required for use by the president or in the discharge of his official responsibilities as prescribed by law, regulations of the state board, and Board policies, the designated head of each record may release information from those records to others only upon authorization in writing from the student or upon subpoena by a court of competent jurisdiction.

I indicate 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 1252g (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 upload 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 (U.S.A. 239.55 & 239.552 - Illegal use or possession of drugs or narcotics).

Date of Application: ____________________________

Applicant's Signature: ____________________________
1. Your General Information

- Security Number
- Last Name
- First Name
- Middle Initial
- Address
- City
- State
- Zip Code
- Code Number
- County of Residency
- State of Residency
- Citizenship
- Date of Birth (Mo. Day Yr.)
- Birth State

- Civil Rights Category:
  - Female:
  - Male:
    - African American or black
    - Hispanic
    - Asian or Pacific Islander
    - American Indian or Native Alaskan

- I am a minor:
- I plan to enroll at Valencia Community College (refer to College Catalog for application deadline dates):
  - Session 1 (August-December)
  - Session 2 (January-April)
  - Session 3 (May-June)
  - Session 4 (June-August)
  - Session 5 (May-August)

- My records kept on the following campus:
  - West Campus (Kirkman Road)
  - East Campus (Econlockhatchee Trail)

- I will be enrolling in more than one class during my first semester at Valencia.
- I will be enrolling in an English or Mathematics course during my first term at Valencia.

2. High School Information

- I have a high school diploma or GED:
  - Yes
  - No

- High School presently attending or last attended:
  - County
  - State
  - Country
  - Grad Date
  - Name on high school diploma if different from present name:
  - General Education Diploma (GED):
    - State issuing GED:
    - County
    - State
    - Grad Date
    - Name on GED diploma if different from present name:

Please complete the following:

- I am a minor:
- I plan to enroll at Valencia Community College (refer to College Catalog for application deadline dates):
  - Session 1 (August-December)
  - Session 2 (January-April)
  - Session 3 (May-June)
  - Session 4 (June-August)
  - Session 5 (May-August)

- My records kept on the following campus:
  - West Campus (Kirkman Road)
  - East Campus (Econlockhatchee Trail)

- I will be enrolling in more than one class during my first semester at Valencia.
- I will be enrolling in an English or Mathematics course during my first term at Valencia.
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 consecutive months. 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.

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 permanent 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 funds for support are presumed to be legal residents of the state in which those funds are provided.

Documents supporting the establishment of legal residence must be dated, issued, or inked at least 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 dependents or 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 OR MORE OF THE FOLLOWING (1-11) AND COMPLETE 12-25 BELOW.

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 court-appointed legal guardian has maintained legal residence in Florida for at least 12 months. (Attach documentation ifguardianship is court-appointed.)
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 a dependent 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 transferred to another Florida school for tuition purposes. I transferred my Florida domicile less than 12 months ago and am now re-establishing Florida legal residence. (Copy of marriage certificate required.)
7. According to the United States Immigration and Naturalization Service, I am a legal alien (resident alien) and I have maintained domicile in Florida for at least 12 months. (Documentation required.)
8. I am a legal alien (resident alien) 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.)

ATTACH COPIES OF DOCUMENTATION LISTED ABOVE ONLY IF INDICATED "REQUIRED"—Additional documentation, e.g., copies of voter's registration, driver's license, tax returns, 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 the student is a dependent or seeks to be classified as a Florida resident by virtue of a relationship. Otherwise, the student, if independent, should complete this affidavit. PLEASE PRINT:

18. Name of Student: ____________________________
    19. Relationship of Claimant to Student: ____________________________
20. Permanent Legal Address of Claimant: ____________________________
    (Street Address: ____________________________
    City: ____________________________
    County: ____________________________
    State: ____________________________
    Zip: ____________________________
21. Telephone Number of Claimant: ____________________________
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 is true to the best of my knowledge and belief and that all required documentation indicated in the checked category above for classification as a Florida resident for tuition purposes. My residence in Florida has been for the purpose of establishing a permanent home and not merely incident to enrollment at an institution of higher learning. I understand that a false statement in this affidavit will subject me to penalties for making a false statement pursuant to 817.036, Florida Statutes, and that a false statement in this affidavit may subject the above named student to the penalties for making a false statement.

Signature of Student: ____________________________
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 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: ____________________________
Date: ____________________________

Signature of Student: ____________________________
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.
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.